

VeriFone Omni 3200 SE
EBT Quick Reference Card
Help Desk: 1-800-859-5965

[F#]
[ENTER]
[F#]
[ENTER]
[F#]
[ENTER]
[ENTER]
[ENTER]

TICKET ONLY (Food Benefit Only)	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Ticket Only [F#]
Swipe Card	2. Swipe Card.
Or Key Manually	
Swipe Card	3. Type Acct No + [ENTER]
Choose Card	4. Select EBT [F#]
Exp Date (MMYY)	5. Exp Date + [ENTER]
If prompted, Clerk/Server ID	6. Clerk/Server # + [ENTER]
Amount: \$	7. Trans Amt + [ENTER]
Appr Code	8. Approval Code + [ENTER]
Voucher Number	9. Voucher Num + [ENTER]
Prnt Cust Copy	10. Press Yes for cust copy.

VOID	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Void [F#]
Password	2. Supervisor Password + [ENTER]
Void Last Trans Yes No	3. Yes [F#] = last trans
Void Any Transaction	
Click No [F#] = any transaction. Find a transaction by one of the following methods:	
<ul style="list-style-type: none"> Press Inv# [F#] , and [ENTER] for first invoice in batch; press Next to scroll to next invoice in batch Inv# [F#] ; type invoice number + [ENTER] Acct# [F#] ; type last 4 digits of account number + [ENTER] 	
<card number> <trans amount>	4. Press Yes [F#]
Prnt Cust Copy	5. Press Yes for cust copy.

Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Refund [F#]
Password	2. Supervisor Password + [ENTER]
Swipe Card	3. Swipe Card.
Or Key Manually	
Swipe Card	4. Type Acct No + [ENTER]
Choose Card	5. Select EBT [F#]
Exp Date (MMYY)	6. Exp Date + [ENTER]
If prompted, Clerk/Server ID	7. Clerk/Server # + [ENTER]
Amount: \$	8. Trans Amt + [ENTER]
Enter PIN (swiped entry only)	9. Customer enters PIN .
Manually Keyed Only	
Appr Code	10. Approval Code + [ENTER]
Voucher Number	11. Voucher Num + [ENTER]
Prnt Cust Copy	12. Press Yes for cust copy.

REPRINT A RECEIPT	
Screen Prompt	Action
From Main Screen	1. Press [Reprint]
<Receipt type>	2. Select a Receipt [F#]
Last Receipt	
Printing...	Prints the last receipt.
Any Receipt	
Invoice #:	Invoice Number + [ENTER]

BALANCE INQUIRY	
Screen Prompt	Action
From Main Screen	1. Scroll ↓ to Balance Inquiry
Swipe Card	2. Swipe Card.
Choose Card	3. Select EBT [F#]

REPORTS	
Screen Prompt	Action
From Main Screen	1. Press Reports [Reports]
<Reports>	2. Scroll menu, and select Report Name [F#]
Totals - By host; select Lynk, EBT, or Amex Detail - Prints Detail report Server - Available when Server/Clerk active Shift - Shift Number or All Batch History - Date, Batch Num, or All Host Totals - Select Host Type NOTE: If terminal prompts you to chose Host – press Slt or Enter on Lynk to view EBT reports	

SETTLEMENT	
Screen Prompt	Action
Note: Batch must be settled to receive funds.	
From Main Screen	1. Scroll ↓ to Settlement
Password	2. Supervisor Password + [ENTER]
< terminal displays totals >	3. Confirm totals + [ENTER]
Verify that "Settlement Successful" prints on Settlement report	