RBS WorldPay™

Tranz 380 Auto Rental
Quick Reference Card
Help Desk: 1-800-859-5965

RENTAL

Screen Prompt	Action
FRI 10/8 10=37A	1. Swipe card *or* Press [1] and swipe card
Manual Entry	
FRI 10/8 10=37A	2. Press [1] and type **acct. no.** + [ENTER]
Exp Date?	3. **Exp. date** + [ENTER]
Enter Renter Name *<If prompted>*	4. **Name** + [ENTER]
Enter Clerk ID	5. **Clerk ID** + [ENTER]
Rental Agree #	6. **Agree no.** + [ENTER]
Enter Rental City *<If prompted>*	7. **City** + [ENTER]
Enter Rental St *<If prompted>*	8. **State** + [ENTER]
Enter Daily Rate *<If prompted>*	9. **Daily rate** + [ENTER]
Numbers of Days *<If prompted>*	10. **No. of days** + [ENTER]
Card Deposit Amount *<If prompted>*	11. **Amount** + [ENTER]
Terminal dials for approval.	

RETURN RENTAL

Screen Prompt	Action
FRI 10/8 10=37A	1. Press [2]
Rental Agree#	2. **Agree no.** + [ENTER]
Enter Clerk #	3. **Clerk ID** + [ENTER]
Terminal Display Rental#	4. Press [ENTER] to confirm
1=Other Payment Enter=Same Card	5. **Other** – Press [1] **Same** – Press [ENTER] and go to step **8**.
1=New Card 2=Debit 3=Cash Paymnet	6. Select option.
New Card, Enter acct # Debit-Slide Card Cash Payment	7. ***New card*** - Swipe card *or* type **card no.** and **exp. date** and press [ENTER] . ***Debit*** – swipe card. ***Cash payment*** – go to step **8**.
Enter Rental Total	8. **Amount** + [ENTER]
Cash Back *<If prompted>*	9. **Amount** + [ENTER] *or* Press [ENTER] to skip.
Enter Pin *<If prompted>*	10. Customer types **PIN** and presses [ENTER]
Enter Rental City *<If prompted>*	11. **Rental City** + [ENTER]
Enter Rental St *<If prompted>*	12. **Rental State** + [ENTER]

VOID RENTAL AGREEMENT

Screen Prompt	Action
FRI 10/8 10=37A	1. Press [4]
1 =Rentals 3 =Sales	2. Select option.
Enter Rental Agree or Item#(for sales)	3. Type **Agree no.** *or* **Item no.** and press [ENTER] .
Terminal Display Rental#	4. Press [ENTER] to confirm.
Void Rental?	5. **Accept** – press [ENTER] **Exit** – press [CLEAR]

PRIOR RENTAL (TICKET ONLY)

Screen Prompt	Action
FRI 10/810=37A	1. Press
1= Re-Auth 0=Prior Rental	2. Press
Enter Account #	3. Swipe card
Manual Entry	
Enter Account #	4. **Card no.** +
Exp Date?	5. **Exp. date** +
Enter Name	6. **Name** +
Enter Clerk ID#	7. **Clerk ID** +
Enter Agree #	8. **Agree no.** +
Enter Rental Date (MMDDYY)	9. **Rental date** +
Enter Rental Time (HHMM)	10. **Rental time** +
Enter Rental City *<If prompted>*	11. **Rental city** +
Enter Rental St *<If prompted>*	12. **Rental state** +
Enter Return date	13. **Return date** +
Enter Return time *<If prompted>*	14. **Return time** +
Enter Return city *<If prompted>*	15. **Return city** +
Enter Return St	16. **Return state** +
Enter Daily Rate	17. **Daily rate** +
Enter # of Days	18. **No. of days** +
Enter Auth Code	19. **Auth. code** +

RE-AUTH (AUTH ONLY)

Screen Prompt	Action
FRI 10/8 10=37A	1. Press
1= Re-Auth 0=Prior Rental	2. Press
Enter Account#	3. Swipe card.
Manual Entry	
Enter Account #	4. **Card no.** +
Exp Date?	5. **Exp. date** +
Enter Clerk ID	6. **Clerk ID** +
Enter Agree #	7. **Agree no.** +
Enter Daily Rate	8. **Daily rate** +
Enter # of Days	9. **No. of days** +

CREDIT/RETURN

Screen Prompt	Action
FRI 10/8 10=37A	1. Press
Enter Account#	2. Swipe card.
Manual Entry	
Enter Account #	3. **Card no.** +
Exp Date?	4. **Exp. date** +
Enter Renter Name	5. **Renter name** +
Enter Clerk ID	6. **Clerk ID** +
Enter Rental Agree #	7. **Agree no.** +
Enter Date	8. **Date** +
Enter Rental Time	9. **Rental time** +
Enter Rental City *<If prompted>*	10. **Rental city** +

SALE

Screen Prompt	Action
FRI 10/8 10=37A	1. Press [6]
1=Addtl Auth 2=No Show 3=Sale	2. Select option.
Additional Auth	
Enter Clerk ID	3. **Clerk ID** + [ENTER]
Enter Rental Agree #	4. **Agree no.** + [ENTER]
Terminal Display Agree#	5. **Confirm** – press [ENTER] **Exit** – press [CLEAR]
Addtl Amount?	6. **Amount** + [ENTER]
No Show	
Enter Account#	3. Swipe card.
Manual Entry	
Enter Account #	4. **Card no.** + [ENTER]
Exp Date?	5. **Exp. date** + [ENTER]
Enter Clerk ID	6. **Clerk ID** + [ENTER]
Enter Agree #	7. **Agree no.** + [ENTER]
Date Rented	8. **Rental date** + [ENTER]
Date Returned	9. **Return date** + [ENTER]
Amount of Sale	10. **Amount** + [ENTER]
Sale	
Enter Account#	3. Swipe card.
Manual Entry	
Enter Account #	4. **Card no.** + [ENTER]
Exp Date?	5. **Exp. date** + [ENTER]
Enter Clerk ID	6. **Clerk ID** + [ENTER]
Enter Rental Agree	7. **Agree no.** + [ENTER]
Enter Rental Date	8. **Rental date** + [ENTER]
Enter Rental Time	9. **Rental time** + [ENTER]
Enter Rental City *<If prompted>*	10. **Rental city** + [ENTER]
Enter Rental St *<If prompted>*	11. **Rental state** + [ENTER]
Enter Returned Date	12. **Return date** + [ENTER]
Enter Returned Time	13. **Return time** + [ENTER]
Enter Return City *<If prompted>*	14. **Return city** + [ENTER]
Enter Return St *<If prompted>*	15. **Return state** + [ENTER]

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SALE

Screen Prompt	Action
Charge Type	16. Select option: **Fuel/Gas** [1] **Mileage** [2] **Late Return** [3] **One Way Service** [4] **Ticket Offense** [5]
Enter Amount	17. **Amount** + [ENTER]

ADJUSTMENT

Screen Prompt	Action
TUE 4/6 1=33P	1. Press **Function** + [5]
Enter Ref #	2. **Ref no.** + [ENTER]
Terminal Display Trans.	3. **Net amount** + [ENTER]

REPRINT

Screen Prompt	Action
TUE 4/6 1=33P	1. Press **Function** + [2]
0= Last 1= Other	2. If **Last** is selected, terminal prints last receipt If **other** is selected, go to step **3**.
1= Rentals 3= Sales	3. Select option.
Rentals	
Enter Rental Agree#	4. **Agree no.** + [ENTER]
Terminal prints receipt.	
Sales	
0 = Credit 1= Debit	4. Select option
Enter Item# for Debit. Enter Ref# for Credit	5. Type **Item no.** or **Ref no.** + [ENTER]
Terminal prints receipt.	

REPORTS

Screen Prompt	Action
FRI 10/8 10=37A	1. Press **Function** + [1]
Rentals = 1 Sales = 3	2. **Rentals** [1] **Sales** [3]
Rentals	
Display = 0 Print = 1	3. Select option.
Standard = 0 Clerk = 1	4. Select option.
Note: If **print** was selected, **Standard Open Rental report** will print.	
Clerk option 0= All 1= By Clerk ID	5. Press [0] for **All** *or* Press [1] and type **Clerk ID** + [ENTER]
Note: If **print** was selected, **Clerk Report** will print.	
If ***Display*** is selected, please use the following keys to veiw transactions: [#] to scroll forward to view the transaction [*] to scroll backward to view the transaction [ENTER] to view next transaction	
Sales	
Display = 0 Print = 1	3. Select option.
Standard = 0 Clerk = 1	4. Select option. If **clerk** is selected, go to step **6**.
Standard 0= Detail 1= Summary 2= Totals	5. Select option.
Note: If **print** was selected, report will print.	
Clerk Option 0= All 1= By Clerk ID	6. Press [0] for **All** *or* Press [1] and type **Clerk ID** + [ENTER]
Note: If **print** was selected, **Clerk Report** will print.	
If ***Display*** is selected, please use the following keys to view transactions: [#] to scroll forward to view the transaction [*] to scroll backward to view the transaction [ENTER] to view next transaction	

SETTLEMENT

Screen Prompt	Action
TUE 4/6 1=33P	1. **Settle** [9]
Enter Net Count	2. **Net Count** + [ENTER]
Enter Net Amount	3. **Net Amt** + [ENTER]
Verify "**OK 1xxxxxxxxxxxx**" prints on report or displays on screen to indicate a successful settlement.	