RBS WorldPay™

Tranz Debit / Credit Restaurant Quick Reference Card
Help Desk: 1-800-859-5965

CREDIT SALE

Screen Prompt	Action
TUE 4/6 2=27P	1. Swipe card.
Visa Check Card or Smartmoney Card 0=Yes 1=No	2. **Debit sale** [0] **Credit sale** [1] *(If **0**, continue at debit sale instructions, below)*
Or Key Manually	
MON 4/6 2=27P	3. **Sale** [1]
Enter Account #	4. **Acct #** + [ENTER]
Exp Date (MMYY)	5. **Exp Date** + [ENTER]
Enter CVV2 *<If prompted>*	6. **3-digit V-code** + [ENTER]
Enter Server ID *<If prompted>*	7. **Server ID #** + [ENTER]
Enter Table # *<If prompted>*	8. **Table #** + [ENTER]
Amount of Sale?	9. **Trans Amt** + [ENTER]
Enter Tip Amt *<If prompted>*	10. **Tip Amt** + [ENTER]

DEBIT SALE (manual not allowed)

Screen Prompt	Action
TUE 4/6 10=07A	1. **Debit** [7]
Slide Card	2. **Swipe Card.**
Enter Server ID *<If prompted>*	3. **Server ID #** + [ENTER]
Enter Table # *<If prompted>*	4. **Table #** + [ENTER]
Amount of Sale?	5. **Trans Amt** + [ENTER]
Cash Back? *<If prompted>*	6. **Cash Back Amt** + [ENTER]
Waiting For Cust	7. Customer types **Tip Amt** + [ENTER] *(press **Enter** to bypass tip)*
Waiting For PIN	8. Customer types **PIN** + [ENTER]

ADJUSTMENT (Add Tips)

Screen Prompt	Action
TUE 4/6 12=10P	1. Press [ENTER] + [5]
0 = Tip 1 = Other	2. **Add Tip** [0] **Other** [1]
Add Tip	
Enter Ref #	3. **Ref #** + [ENTER]
001 PUR $ 1.00 *<Terminal displays ref # entered>*	4. **Yes** [ENTER] **No** [CLEAR]
Enter Tip Amt	5. **Tip Amt** + [ENTER]
Other	
Enter Ref #	6. **Ref #** + [ENTER]
001 PUR $ 1.00 *<Terminal displays ref # entered>*	7. **Yes** [ENTER] **No** [CLEAR]
Enter New Amt	8. **New Amt** + [ENTER]

VOID

Screen Prompt	Action
TUE 4/6 10=49A	1. **Void** [4]
0 = Credit 1 = Debit *<If prompted>*	2. Select type to void.
Credit	
Enter Ref #	3. **Ref #** + [ENTER]
001 SL $ 1.00 *<Terminal displays ref # entered>*	4. **Yes** [ENTER] **No** [CLEAR]
Void – Press Enter	5. **Yes** [ENTER] **No** [CLEAR]
Debit	
Enter Item #	3. **Item #** + [ENTER]
001 PUR $ 1.00 *<Terminal displays ref # entered>*	4. **Yes** [ENTER] **No** [CLEAR]
Void – Press Enter	5. **Yes** [ENTER] **No** [CLEAR]
Slide Card	6. Swipe card.
Waiting For PIN	7. Customer types **PIN** + [ENTER]

RETURN (credit transactions only)

Screen Prompt	Action
TUE 4/6 11=33A	1. **Return** [3]
Enter Account #	2. Swipe card.
Or Key Manually	
Enter Account #	3. **Acct #** + [ENTER]
Exp Date (MMYY)	4. **Exp Date** + [ENTER]
Enter Server ID *<If prompted>*	5. **Server ID #** + [ENTER]
Enter Table # *<If prompted>*	6. **Table #** + [ENTER]
Amount of Credit? *<If prompted>*	7. **Trans Amt** + [ENTER]

TICKET ONLY

Screen Prompt	Action
TUE 4/6 11=33A	1. **Ticket only** [5]
Enter Account #	2. Swipe card.
Or Key Manually	
Enter Account #	3. **Acct #** + [ENTER]
Exp Date (MMYY)	4. **Exp Date** + [ENTER]
Enter Server ID *<If prompted>*	5. **Server ID #** + [ENTER]
Enter Table # *<If prompted>*	6. **Table #** + [ENTER]
Amount of Sale?	7. **Trans Amt** + [ENTER]
Enter Tip Amt	8. **Tip Amt** + [ENTER]
Enter Auth Code	9. **Auth Code** + [ENTER]

REPORTS

Screen Prompt	Action
TUE 4/6 12=10P	1. Press [ENTER] + [1]
DISP = 0 PRINT = 1	2. **Display** [0] **Print** [1]
Display	
0 = Credit 1 = Debit	3. **Credit sales** [0] **Debit sales** [1]
Note: *To view individual transactions in display reports, use the following buttons to manuever:* ***Move*** *to next transaction* [ENTER] ***Scroll*** *to right* [#] ***Scroll*** *to left* [*]	
Display – Credit	
Count = 00X *<Number of Credit Transactions>*	4. Press [ENTER]
Sales = $ 0.00 *<Sales Totals>*	5. Press [ENTER]

Continued in the next column…

REPORTS

Screen Prompt	Action
Rtrns = $ 0.00 *<Return Totals>*	6. Press [ENTER]
Net = $ 0.00 *<Net Totals>*	7. Press [ENTER]
0 = All 1 = By Ref #	8. **All trans** [0] **Ref #** [1]
Display – Debit	
Count = 00X *<# of Debit Trans>*	4. Press [ENTER]
Sales = $ 0.00 *<Sales Totals>*	5. Press [ENTER]
CshBks= $ 0.00 *<Cash Back Totals>*	6. Press [ENTER]
Fees = $ 0.00 *<Debit Fee Totals>*	7. Press [ENTER]
Tot Dbt $ 0.00 *<Total Debit Totals>*	8. Press [ENTER]
Voids = $ 0.00 *<Net Void Totals>*	9. Press [ENTER]
Net = $ 0.00 *<Net Totals>*	10. Press [ENTER]
0 = All 1 = By Ref #	11. **All trans** [0] **Ref #** [1]
Print	
0 = Stnd 1 = Clerk	3. **Standard** [0] **Server Reports** [1]
Print – Standard	
Enter Password *<If prompted>*	4. **Password** +[ENTER]
0 = Detail 1 = Summary 2 = Totals	5. Select report type.
Print – Server	
0 = All 1 = By Server *<Employee Report>*	4. Select report type.

SETTLEMENT

Screen Prompt	Action
TUE 4/6 1=33P	1. **Settle** [9]
If Processing Debit	
1 = Batch Close 2 = Host Totals	2. Print debit-only totals [2] report.
Note: *You will still need to press **1** to settle the batch, pressing **2** does **NOT** settle batch.*	
Enter Net Count	3. **Net Count** + [ENTER]
Enter Net Amt	4. **Net Amt** + [ENTER]
5. Verify "OK 1xxxxxxxxxxxx" prints on report or displays to indicate successful settlement.	