**Tranz EBT**
**Quick Reference Card**
**Help Desk: 1-800-859-5965**

## EBT SALE

| Screen Prompt | Action |
|---|---|
| `FRI 10/8 10=37A` | 1. **EBT** [6] |
| `EBT/GOV'T CARDS`<br>`1=SL 2=INQ`<br>`3=RTN 4=REV` | 2. **Sale** [1] |
| `Select Account`<br>`1=F/STMP`<br>`3=C/BFT` | 3. **Food Stamp** [1]<br>**Cash Benefit** [3] |
| **Food Stamp** | |
| `Enter Account #` | 4. Swipe card<br>*or* type **Acct #** + [ENTER] |
| `Amount of Sale?` | 5. **Trans Amt** + [ENTER] |
| `Waiting for Pin` | 6. Customer types<br>**PIN** + [ENTER] |
| **Cash Benefit** | |
| `Enter Account #` | 4. Swipe card<br>*or* type **Acct #** + [ENTER] |
| `Amount of Sale?` | 5. **Trans Amt** + [ENTER] |
| `Cash Back?` | 6. **Cash Amt** + [ENTER]<br>*(press ENTER to bypass)* |
| `Waiting for Pin` | 7. Customer types<br>**PIN** + [ENTER] |

## EBT BALANCE INQUIRY

| Screen Prompt | Action |
|---|---|
| `FRI 10/8 10=37A` | 1. **EBT** [6] |
| `EBT/GOV'T CARDS`<br>`1=SL 2=INQ`<br>`3=RTN 4=REV` | 2. **Inquiry** [2] |
| `Enter Account #` | 3. Swipe card<br>*or* type **Acct #** + [ENTER] |
| `Waiting for Pin` | 4. Customer types<br>**PIN** + [ENTER] |

## EBT VOID / REVERSAL

| Screen Prompt | Action |
|---|---|
| ***Note:*** *Only the last EBT sale can be voided.* | |
| `FRI 10/8 10=37A` | 1. **EBT** [6] |
| `EBT/GOV'T CARDS`<br>`1=SL 2=INQ`<br>`3=RTN 4=REV` | 2. **Reverse** [4] |

## TICKET ONLY (Offline)

| Screen Prompt | Action |
|---|---|
| `FRI 10/8 10=37A` | 1. **EBT** [6] |
| `EBT/GOV'T CARDS`<br>`1=SL 2=INQ`<br>`3=RTN 4=REV` | 2. **Sale** [1] |
| `Select Account`<br>`1=F/STMP`<br>`3=C/BFT` | 3. **Food Stamp** [1]<br>**Cash Benefit** [3] |
| **Food Stamp** | |
| `Enter Account #` | 4. Swipe card<br>*or* type **Acct #** + [ENTER] |
| `Amount of Sale?` | 5. **Trans Amt** + [ENTER] |
| `Waiting for Pin` | 6. Customer<br>presses [ENTER]<br>*(Do not type PIN)* |
| `Enter Voucher #` | 7. **Voucher #** + [ENTER] |
| `Enter Auth Code` | 8. **Auth Code** + [ENTER] |
| **Cash Benefit** | |
| `Enter Account #` | 4. Swipe card<br>*or* type **Acct #** + [ENTER] |
| `Amount of Sale?` | 5. **Trans Amt** + [ENTER] |
| `Cash Back?` | 6. **Cash Amt** + [ENTER]<br>*(Press ENTER to bypass)* |
| `Waiting for Pin` | 7. Customer<br>presses [ENTER]<br>*(Do not type PIN)* |
| `Enter Voucher #` | 8. **Voucher #** + [ENTER] |
| `Enter Auth Code` | 9. **Auth Code** + [ENTER] |

## RETURN (Food Stamps Only)

| Screen Prompt | Action |
|---|---|
| `FRI 10/8 10=37A` | 1. **EBT** [6] |
| `EBT/GOV'T CARDS`<br>`1=SL 2=INQ`<br>`3=RTN 4=REV` | 2. **Return** [3] |
| `Enter Password` | 3. **Password** + [ENTER] |
| `Enter Account #` | 4. Swipe card<br>*or* type **Acct #** + [ENTER] |
| `Amount of Credit?` | 5. **Credit Amt** + [ENTER] |
| `Waiting for Pin` | 6. Customer types<br>**PIN** + [ENTER] |




## OFFLINE RETURN (Food Stamps Only)

| Screen Prompt | Action |
|---|---|
| `FRI 10/8 10=37A` | 1. **EBT** [6] |
| `EBT/GOV'T CARDS`<br>`1=SL 2=INQ`<br>`3=RTN 4=REV` | 2. **Return** [3] |
| `Enter Password` | 3. **Password** + [ENTER] |
| `Enter Account #` | 4. Swipe card<br>*or* type **Acct #** + [ENTER] |
| `Amount of Credit?` | 5. **Credit Amt** + [ENTER] |
| `Waiting for Pin` | 6. Customer<br>presses [ENTER]<br>*(Do not type PIN)* |
| `Enter Voucher #` | 7. **Voucher #** + [ENTER] |
| `Enter Auth Code` | 8. **Auth Code** + [ENTER] |

## REPORTS

| Screen Prompt | Action |
|---|---|
| `FRI 10/8 10=37A` | 1. Press [ENTER] + [1] |
| `DISP = 0`<br>`PRINT = 1` | 2. **Display** [0]<br>**Print** [1] |
| **Display** | |
| `1 = CR`<br>`2 = DBT`<br>`3 = EBT` | 3. **Credit sales** [1]<br>**Debit sales** [2]<br>**EBT sales** [3] |
| ***Note:*** *To view individual transactions, use the following buttons to manuever:*<br>***Move*** *to next transaction* [ENTER]<br>***Scroll*** *to right* [#]<br>***Scroll*** *to left* [*] | |
| **Display – Credit** | |
| `Count = 00X`<br>*<Number of Credit Transactions>* | 4. Press [ENTER] |
| `Sales = $ 0.00`<br>*<Sales Totals>* | 5. Press [ENTER] |
| `Rtrns = $ 0.00`<br>*<Return Totals>* | 6. Press [ENTER] |
| `Net = $ 0.00`<br>*<Net Totals>* | 7. Press [ENTER] |
| `0 = All`<br>`1 = By Ref #` | 8. **All trans** [0]<br>**Ref #** [1] |
| **Display – Debit** | |
| `Count = 00X`<br>*<Number of Debit Transactions>* | 4. Press [ENTER] |
| `Sales = $ 0.00`<br>*<Sales Totals>* | 5. Press [ENTER] |
| `CshBks= $ 0.00`<br>*<Cash Back Totals>* | 6. Press [ENTER] |

*Continued in next column…*

## REPORTS

| Screen Prompt | Action |
|---|---|
| `Fees = $ 0.00`<br>*<Debit Fee Totals>* | 7. Press [ENTER] |
| `Tot Dbt $ 0.00`<br>*<Total Debit Totals>* | 8. Press [ENTER] |
| `Voids = $ 0.00`<br>*<Net Void Totals>* | 9. Press [ENTER] |
| `Net = $ 0.00`<br>*<Net Totals>* | 10. Press [ENTER] |
| `0 = All`<br>`1 = By Ref #` | 11. **All trans** [0]<br>**Ref #** [1] |
| **Display – EBT** | |
| `Count = 00X`<br>*<Number of Credit Transactions>* | 4. Press [ENTER] |
| `Sales = $ 0.00`<br>*<Sales Totals>* | 5. Press [ENTER] |
| `Voids = $ 0.00`<br>*<Void Totals>* | 6. Press [ENTER] |
| `Net = $ 0.00`<br>*<Net Totals>* | 7. Press [ENTER] |
| `0 = All`<br>`1 = By Item #` | 8. **All trans** [0]<br>**Ref #** [1] |
| **Print** | |
| `0 = Stnd`<br>`1 = Clerk` | 3. **Standard** [0]<br>**Clerk Reports** [1] |
| **Print – Standard** | |
| `0 = Detail`<br>`1 = Summary`<br>`2 = Totals` | 4. Select report type. |
| **Print – Clerk** | |
| `0 = All`<br>`1 = By Clerk`<br>*<Employee Report>* | 4. Select report type. |

## SETTLEMENT

| Screen Prompt | Action |
|---|---|
| `TUE 4/6 1=33P` | 1. **Settle** [9] |
| **If Processing Debit** | |
| `1 = Batch Close`<br>`2 = Host Totals` | 2. Print debit-only totals report [2] |
| ***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 Amount` | 4. **Net Amt** + [ENTER] |
| 5. Verify "OK 1xxxxxxxxxxx" prints on report or displays on screen to indicate a successful settlement. | |