❄❄ RBS WorldPay™

Tranz 330/380
Hotel / Lodging
Help Desk: 1-800-859-5965

CHECK-IN

Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Check-in `1`
Acct No	3. **Acct No** + `ENTER`
Exp Date (MMYY)	4. **Exp Date** + `ENTER`
Enter Folio #	5. **Folio # +** `ENTER`
Enter Arriv Date (MMDDYY)	6. **Check-in date +** `ENTER`
Clerk ID:	7. **Clerk ID** + `ENTER`
Room Rate: *<if enabled>*	8. **Room Rate** + `ENTER`
Enter # of Days *<if enabled>*	9. **No. of days +** `ENTER`
Amt of Pre-Auth?	10. **Amout to be pre-auth** + `ENTER`
Auth 123456	11. Receipt prints and approval # displays.
<clear terminal>	12. `CLEAR`

CHECK-OUT

Screen Prompt	Action
From Main Screen	1. Check out `2`
Enter Folio #	2. **Folio #** + `ENTER`
Enter Clerk ID	3. **Clerk ID**+ `ENTER` + `ENTER`
Enter = Same Card 1 = Other Payment	4. **Amount +** `ENTER` OR **New Payment Information** + `ENTER`
Enter Amount	5. **Trans Amt** + `ENTER`
Printing... Auth 123456	6. Receipt prints and approval # displays.
<clear terminal>	7. `CLEAR`

DEBIT SALE

Screen Prompt	Action
From Main Screen	1. Debit Sale `7`
Slide Card	2. Swipe card
Clerk ID?	3. **Clerk ID** + `ENTER`
Amount of Sale?	4. **Purchase Amount** + `ENTER`
Cashback? *<optional>*	5. **Cash Amount** + `ENTER` OR no amount `ENTER`
1=Chkg 3=Svgs *<optional>*	6. Customer selects: **Checking** `1` **Savings** `3`
Waiting for PIN	7. Customer enters PIN + `ENTER`
Printing... Auth 123456	8. Receipt prints and approval # displays.
001 PUR $1.00	9. Scroll through the receipt Up `*` Down `#`
<clear terminal>	10. `CLEAR`

REPRINT RECEIPT

Screen Prompt	Action
From Main Screen	1. Reprint `ENTER` + `2`
0 = Last 1 = Other	2. Select the receipt: Reprint last receipt `0` Reprint from batch `1`
1 = Folios 3 = Sales	3. Select Receipt Type
0 = Credit 1 = Debit	4. Select the receipt: Credit receipt `0` Debit receipt `1`
Enter Item # Enter Ref #	5. **Enter Item Number, Trans. Ref. Number, or Debit Seq. Number** + `ENTER`
Printing... Auth 123456	6. Receipt prints and approval # displays.
	7. Scroll through the receipt Up `*` Down `#`
<clear terminal>	8. `CLEAR`

RETURN / REFUND

Screen Prompt	Action
From Main Screen	1. Return
Slide Card	2. Swipe card
Enter Clerk ID	3. **Clerk ID** +
Amount of Credit	4. **Amt. of Refund** +
Printing	5. Receipt prints
	6. Scroll through the receipt Up Down
<clear terminal>	

VOID

Screen Prompt	Action
From Main Screen	1. **Void**
0 = Folio 1 = Transaction	2. Select **Type** to void.
Folio	
Folio #	3. **Folio #** +
001 SL $ 1.00 *<Terminal displays folio # entered>*	4. **Yes No**
Void – Press Enter	5. **Yes No**
Transaction	
0 = Credit 1 = Debit	3. Select **Type** to void.

ADDITIONAL AUTHORIZATION
(Extra Charges)

Screen Prompt	Action
From Main Screen	1. Additional Auth. 6 + 1
Enter Folio #	2. **Folio Number from PreAuth** + ENTER
<Terminal displays folio #>	3. ENTER
Enter Amount	4. **Additional Amount** + ENTER
	5. Scroll through the receipt Up * Down #
<clear terminal>	CLEAR

NO SHOW SALE
(Extra Charges)

Screen Prompt	Action
From Main Screen	1. No Show 6 + 2
Enter Account #	2. Swipe Card
Or Key Manually	
Enter Account #	3. Acct # + ENTER
Exp Date (MMYY)	4. Exp Date + ENTER
Enter Clerk ID *<If prompted>*	5. Clerk ID # + ENTER
Enter Folio # *(optional)*	6. Folio Number from PreAuth + ENTER
Arrive Date? *(optional)*	7. **Arrival Date** + ENTER
Depart Date? *(optional)*	8. **Departure Date** + ENTER
Amount of Sale?	9. **Trans Amt** + ENTER
	10. Scroll thru the receipt Up * Down #
<clear terminal>	CLEAR

EXTRA CHARGES SALE

Screen Prompt	Action
From Main Screen	1. Extra Charges 6 + 3
Enter Account #	2. Swipe Card
Or Key Manually	
Enter Account #	3. Acct # + ENTER
Exp Date (MMYY)	4. Exp Date + ENTER
Enter Clerk ID *<If prompted>*	5. Clerk ID # + ENTER
Enter Folio # *(optional)*	6. Folio Number from PreAuth + ENTER
Arrive Date? *(optional)*	7. **Arrival Date** + ENTER
Depart Date? *(optional)*	8. **Departure Date** + ENTER
Charge type code?	9. **Charge Type Code** (see list)
Amount of Sale?	10. **Trans Amt** + ENTER
	11. Scroll through the receipt Up * Down #
<clear terminal>	CLEAR

VIEW LAST RESPONSE

Screen Prompt	Action
From Main Screen	1. Press ENTER + 3
	2. Scroll through the receipt Up * Down #
<clear terminal>	CLEAR

CLEAR BATCH

Screen Prompt	Action
From Main Screen	1. Press ENTER + 4
Enter Password	2. Enter password + ENTER

All transactions are cleared from the current batch. No settlement is performed and all pending settlement data are lost.

BATCH SETTLEMENT

Action
1. Print Transaction Ticket Employee Detail Report for all clerks: ENTER + 1 + 1 + 1 + 0
2. Print Transaction Ticket Detail Batch Report: ENTER + 1 + 3 + 1 + 0 + 0
3. Manager verifies that all report totals are correct as to transaction count and dollar amounts.
4. Release the batch: 9 + 1 Total # of transactions + ENTER + Net amt for transactions + ENTER
5. The Totals Batch Report prints total credit/debit transaction counts and amounts, total voids, and net amount.
6. The manager verifies that the host computer is sent an OK number to the terminal following the release.

CHARGE TYPE CODES

Type Code	Lodging Code
0 or space	Position not used
1	Lodging
2	Restaurant
3	Gift Shop
4	Mini-Bar
5	Telephone
6	Misc.
7	Laundry

Doc. No.: 0412-401-3.0
Issue Date: 02/25/2005

Tranz Hotel/Lodging
Copyright ©2005 RBS WorldPay

Doc. No.: 0412-401-3.0
Issue Date: 02/25/2005

Tranz Hotel/Lodging
Copyright ©2005 RBS WorldPay