RBS WorldPay™

Tranz Debit / Credit
Retail 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 instruction #3)*
Or Key Manually	
MON 4/6 2=27P	3. **Sale** [1]
Enter Account #	4. **Acct #** + [ENTER]
Expiry Date (MMYY)	5. **Exp Date** + [ENTER]
1=Card Present 2=MOTO 3=Ecommerce *<If prompted>*	6. Select **Type**
Enter CVV2 *<If prompted>*	7. **3-digit V-code** + [ENTER]
Enter Address *<If prompted>*	8. **Customer Numeric Street Address** + [ENTER]
Enter ZIP Code *<If prompted>*	9. **Customer 5-digit ZIP Code** + [ENTER]
Enter Clerk ID *<If prompted>*	10. **Clerk ID #** + [ENTER]
Enter Invoice # *<If prompted>*	11. **Invoice #** + [ENTER]
Amount of Sale?	12. **Trans Amt** + [ENTER]
Corporate Cards Only	
Customer Ref #? *<If prompted>*	13. **Ref #** + [ENTER]
Enter Tax Amount *<If prompted>*	14. **Tax Amount** + [ENTER]

DEBIT SALE (manual not allowed)

Screen Prompt	Action
TUE 4/6 10=07A	1. **Debit** [7]
Slide Card	2. Swipe Card.
Enter Clerk ID *<If prompted>*	3. **Clerk ID #** + [ENTER]
Enter Invoice # *<If prompted>*	4. **Invoice #** + [ENTER]
Amount of Sale?	5. **Trans Amt** + [ENTER]
Cash Back? *<If prompted>*	6. **Cash Back Amount** + [ENTER]
Waiting For PIN	7. Cust. types **PIN** + [ENTER]

AUTHORIZE ONLY

Screen Prompt	Action
TUE 4/6 11=33A	1. **Auth Only** [2]
Enter Account #	2. Swipe Card.
Or Key Manually	
Enter Account #	3. **Acct #** + [ENTER]
Expiry Date (MMYY)	4. **Exp Date** + [ENTER]
Amount of Sale?	5. **Trans Amt** + [ENTER]

VOID

Screen Prompt	Action
TUE 4/6 10=49A	1. **Void** [4]
0 = Credit 1 = Debit	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 Ref #	3. **Ref #** + [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. Cust. 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]
Expiry Date (MMYY)	4. **Exp Date** + [ENTER]
Enter Clerk ID *<If prompted>*	5. **Clerk ID #** + [ENTER]
Enter Invoice # *<If prompted>*	6. **Invoice #** + [ENTER]
Amount of Credit?	7. **Trans Amt** + [ENTER]

Item # 114654

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]
Expiry Date (MMYY)	4. **Exp Date** + [ENTER]
Enter Clerk ID *<If prompted>*	5. **Clerk ID #** + [ENTER]
Enter Invoice # *<If prompted>*	6. **Invoice #** + [ENTER]
Amount of Sale?	7. **Trans Amt** + [ENTER]
Appr Code	8. **Approval 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]
Display – Credit	
Count = 00X *<Number of Credit Transactions>*	4. Press [ENTER]
Sales = $ 0.00 *<Sales Totals>*	5. Press [ENTER]
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]

***Note:** To view individual transactions, use the following buttons to manuever:*
- ***Move** to next transaction* [ENTER]
- ***Scroll** to right* [#]
- ***Scroll** to left* [*]

Continued in the next column…

REPORTS

Screen Prompt	Action
Display – Debit	
Count = 00X *<Number of Debit Transactions>*	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 Ref #**

***Note:** To view individual transactions, use the following buttons to manuever:*
- ***Move** to next transaction* [ENTER]
- ***Scroll** to right* [#]
- ***Scroll** to left* [*]

Screen Prompt	Action
Print	
0 = Stnd 1 = Clerk	3. **Standard** [0] **Clerk Reports**
Print – Standard	
Enter Password *<If prompted>*	4. **Password** +
0 = Detail 1 = Summary 2 = Totals	5. Select report type.
Print – Clerk	
0 = All 1 = By Clerk *<Employee Report>*	4. **All clerks Individual clerk**

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 report

***Note:** You must press **1** to settle the batch; pressing **2** does **NOT** settle the batch.*

Screen Prompt	Action
Enter Net Count	3. **Net Count** + [ENTER]
Enter Net Amount	4. **Net Amount** + [ENTER]

5. Verify "OK 1xxxxxxxxxxxx" prints on report or displays on screen to indicate a successful settlement.

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Tranz Debit/Credit Retail QRC

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