�֎ RBS WorldPay™

VeriFone Verix Series
Fleet Quick Reference Card
Help Desk: 1-800-859-5965

FLEET SALE

Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Select **Sale** F# , and type **Acct #** + ⏎
Choose Card	3. Select **Fleet** F#
Exp Date (MMYY)	4. **Exp Date** + ⏎
Imprint Card	5. **Imprint** card + ⏎
Fuel only	6. Select: • **Yes** F# ; *go to step 9* • **No** F# ; *go to step 7*
Fuel/Main Only	7. Select: • **Yes** F# ; *go to step 9* • **No** F# ; *go to step 8*
Admin Only	8. Select: • **Yes** F# • **No** F#
<If Prompted, fraud control message>	9. If displayed, follow the screen prompts.
For a fuel sale	
Select Product	10. Enter **Product Code**.
Select Service	11. Was the fuel purchase **Full** service or **Self** service.
Amount	12. Enter sale amount. *Enter another product code, or press ⏎ and go to step 16.*
For a nonfuel sale	
Select Product	13. Enter **Product Code**.
Quantity	14. Enter the number of items.
Price	15. Enter the price per unit. *Enter another product code, or press ⏎ and go to step 16.*
Enter Odometer *<If Prompted>*	16. *Customer types mileage*.
Vehicle Number *<If Prompted>*	17. *Customer types vehicle number*.
Continued in next column…	

FLEET SALE

Screen Prompt	Action
PIN *<If Prompted>*	18. *Customer types PIN or driver ID*.
Clerk ID *<If Prompted>*	19. **Clerk ID** + ⏎

CREDIT SALE

Screen Prompt	Action
From Main Screen	1. Swipe card.
Or Key Manually	
From Main Screen	2. Select **Sale** F# , and type **Acct #** + ⏎
Choose Card	3. Select **Card Type** F#
Exp Date (MMYY)	4. **Exp Date** + ⏎
Imprint Card	5. **Imprint** card + ⏎
<If Prompted, fraud control message>	6. If displayed, follow the screen prompts.
Clerk ID: *<If Prompted>*	7. **Clerk ID** + ⏎
Amount: $	8. **Trans Amt** + ⏎
Address *<If Prompted>*	9. **Address** + ⏎ *or* Press **Enter** to bypass
Zip Code *<If Prompted>*	10. **ZIP Code** + ⏎ *or* Press **Enter** to bypass
Host Velocity *<If Prompted>*	11. **Check ID** + ⏎ *or* Press **Enter** to bypass
Debit Transactions Only	
Enter PIN	12. Customer enters **PIN**

REPRINT A RECEIPT

Screen Prompt	Action
From Main Screen	1. Press [Reprint]
<Receipt type>	2. Select a **Receipt** F#
Last Receipt	
Printing...	3. Prints the last receipt.
Any Receipt	
Invoice #:	3. Invoice Number + ⏎

REFUND (CREDIT TRANSACTIONS ONLY)

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Refund** F#
Password	2. **Password** + ⏎
Swipe or Enter Account #:	3. Swipe card.
Account #	4. Type **Acct #** + ⏎
Choose Card	5. Select **Card Type** F#
Exp Date (MMYY)	6. **Exp Date** + ⏎
Imprint Card Press Enter Key	7. **Imprint** card + ⏎
	⏎
	⏎
	▼ F#
	⏎
	F#
	⏎
	F#
	⏎
	⏎
	⏎
	⏎

Screen Prompt	Action
Note: Batch must be settled to receive funds.	
From Main Screen	1. Scroll ▼ to **Settlement** F#
Password	2. **Password** + ⏎
< terminal displays totals >	3. **Confirm** totals + ⏎

- Verify that "*Settlement Successful*" prints on Settlement report
- If "*Batch Previously Closed Settlement Failed*" displays, contact the Help Desk.

VOID

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Void** F#
Password	2. **Password** + ⏎
Void Last Trans Yes No	3. **Yes** F# = last transaction
Void Any Transaction	

Click **No** F# = any transaction. Find a transaction by one of the following methods:
- Press **Inv#** F# , and ⏎ for first invoice in batch; press **Next** F# to scroll to next invoice in batch
- **Inv#** F# ; type invoice number + ⏎
- **Acct#** F# ; type last 4 digits of account number + ⏎

Screen Prompt	Action
<card number> <trans amount>	4. Press **Yes** F#

REPORTS

Screen Prompt	Action
From Main Screen	1. Press **Reports** [Reports]
<Reports>	2. Scroll menu and select **Report Name** F#

Totals - Prints Total report
Detail - Prints Detail report
Host Totals - Select Host Type
Exception Report – Date or range
Product - Product price report
Server - Available when Server/Clerk active
Shift - Shift Number or All
Unadjust - Available when tips active
Batch History - Date or All
Terminal Parms - App. and Terminal Info
Cards Report - Card Range info.
Terminal Stats – Diagnostic info.
Merchant Report – Prints merchant info.

BATCH REVIEW (ADJ, PRINT, VOID)

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Batch Review** `F#`
Password	2. **Password** + `⏎`
Retrieve By:	3. Select **Inv**, **Clerk**, **Amount**, or **Acct** `F#`
Press Enter For All	4. Press `⏎`
Adjust	
Batch Review ADJ	5. Select **Adj** `F#`
Adjust Option	6. Select **adjust type** `F#`
Print	
Batch Review Prnt	5. Select **Prnt** `F#`
Void	
Batch Review Void	5. Select **Void** `F#`

AUTHORIZATION ONLY

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Auth Only** `F#`
Swipe or Enter Account #:	2. Swipe card.
Or Key Manually	
Account #:	3. Type **Acct #** + `⏎`
Choose Card	4. Select **Card Type** `F#`
Exp Date (MMYY)	5. **Exp Date** + `⏎`
Imprint Card	6. **Imprint** card + `⏎`
Amount: $	7. **Trans Amt** + `⏎`
Prnt Cust Copy?	8. **Yes** for customer receipt

CHANGING PRODUCT PRICE

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Other Setup** `F#`
Password	2. **Password** + `⏎`
	3. Scroll ▼ to **Product Admin** `F#`
Description	4. Press **Next** `F#`, until the product is displayed
	5. Press **Slct** `F#`
Product Code	6. Press **Next** `F#` until **Amount** is displayed
Amount:	7. Press **Edit** `F#`
New:	8. Enter new price: • Fuel, enter as 0.000 • Other, enter as 0.00
	9. Press **Enter** `⏎`
	10. Press **Exit** `F#`
Save Changes	11. Press **OK** `F#`
	12. Cancel back to main menu prompt

PRODUCT REPORT CODES

Code	Description
001	Unleaded 1
002	Unleaded 2
003	Unleaded 3
004	Unleaded 4
005	Unleaded 5
019	Diesel 1
026	E-85
053	ULSD
071	Misc Fuel
075	Misc Fuel
076	Misc Fuel
081	Misc Fuel
085	Misc Fuel
089	Misc Fuel
097	Misc Fuel
098	Misc Fuel
099	Misc Fuel
100	Gen. Maintenance
101	Motor Oil
102	Car Wash
103	Oil Change
106	Anti-Freeze
109	Tires
111	Tire Rotation
112	Batteries
113	Lube
114	Inspection
115	Labor
116	Towing
117	Road Service
118	Auto Accessories
119	Auto Parts
120	Preventitive Maintenance
121	A/C Service
122	Engine Service
123	Transmission Service
124	Brake Service
149	Misc Parts/Service
350	Kerosene
450	Gen Merchandise
488	Gift Certificate
905	Coupon
913	Split Tender
950	Tax

Note: *The above codes are default product codes. Additional product codes may be added via a download. Contact your corporate representative to change product codes.*

RESTRICTED CARD ERROR

This error occurs when a product code does not match the restrictions on the card.

Retry the product, making sure that the correct code is keyed. If the code was keyed correctly, the card may not support the product being purchased.

Check the front of the card to verify which services are allowed.

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