

# Restaurant

## Quick Reference Card

SoftPay Verix

### Sale

Swipe Card  
or Press:

Swipe or Enter  
Account #:

Choose Card:

Exp Date  
(MMYY):

Confirm Acct #:

*[Optional prompts display]  
[Password Input/Clerk Login]*

Amount \$:

➔ Cash Back \$:

➔ Enter PIN:

Tip:

Print Cust Copy?

### Force

Press:

Swipe or Enter  
Account #:

Choose Card:

Exp Date  
(MMYY):

*[Optional prompts display]  
[Password Input/Clerk Login]*

Amount \$:

Appr Code:

Print Cust Copy?

### Refund

Press:

Swipe or Enter  
Account #:

Choose Card:

Exp Date  
(MMYY):

*[Optional prompts display]  
[Password Input/Clerk Login]*

Amount \$:

Tip:

Prnt Cust Copy?

### Void

Press:

Void Last  
Trans?

Retrieve By:

Invoice Number:  
or Last 4 digits:

*[Transaction Displays]*

Options are:

To confirm, press Yes.

Prnt Cust Copy?

### Reprint

Press:

Select:

Invoice Number:

Printing...

### Settlement

Press:

Password:

Scroll hosts,  
Press:

Select host,  
Press:

*[Terminal Displays Totals]*

Enter to  
Confirm:

OR

Sales:

Refunds:

Total:

*[Communications Response]  
[Settlement Report Prints]*

Note: ➔ = Debit  
transaction  
■ = Optional

## Tip Adjust

Press: **Tip Adjust**

Password: **ENTER**

Retrieve by:

- Srvr
- Amt
- Acct
- Inv#

[Terminal prompts  
for additional information]  
[Transaction Displays]

Select:

- Adj
- Prev
- Next
- Exit

New Tip: \$ **ENTER**

[Transaction Displays]

Press clear to return to the  
previous menu.

**Batch Auth\***

Press: 2  
Select: On or Off

*\*Must be supported by  
processor and turned on in  
the terminal download*

## Reports

Press: **Reports**

Select report:

Totals Report	Shift Reports
Detail Report	Unadjust Rpt
Host Totals Rpt	Batch History
Server Reports	Terminal Param
	Terminal Stats
	Merchant Rpt

If Server Report, select report:

Totals Report	IRS Tip Report
Detail Report	Discount Tip
Server Table	

If Batch History,  
select:

Date  
All

If Merchant,  
Password:

**ENTER**

Report Key: m = Manually keyed  
\* = Trans. adjusted

## Batch Review

Press: **Batch Review**

Password: **ENTER**

Retrieve by:

- Srvr
- Amt
- Acct
- Inv#

[Terminal prompts  
for additional information]  
[Transaction Displays]

Select:



- Adj
- Void
- Prev
- Next

Adjust Option:

- Amt
- Tip
- Srvr
- Appr

Void **Yes** **No** **Next**

Prnt Cust Copy? **Yes** **No**

**NOTE:** To scroll any menu, press  until desired option appears.  key changes the direction of the scrolling arrow.



VeriFone Part # 22782 Rev. B