

Retail

Quick Reference Card

SoftPay Verix 2.3 for Omni Terminals

Sale

Swipe Card
or Press:

Sale

Swipe or Enter
Account #:

ENTER

Choose Card:

<card type>

Exp Date
(MMYY):

ENTER

[Optional Prompts Display]
[Password Input/Clerk Login]

Amount \$:

ENTER

• Cash Back \$:

ENTER

• Enter PIN

ENTER

Prnt Cust Copy?

Yes

No

Force

Press:

Force

Swipe or Enter
Account #:

ENTER

Choose Card:

<card type>

Exp Date
(MMYY):

ENTER

[Optional Prompts Display]
[Password Input/Clerk Login]

Amount \$:

ENTER

Appr Code:

ENTER

(Approval Message)

Prnt Cust Copy?

Yes

No

Refund

Press:

Refund

Swipe or Enter
Account #:

ENTER

Choose Card:

<card type>

Exp Date
(MMYY):

ENTER

[Optional Prompts Display]
[Password Input/Clerk Login]

Amount \$:

ENTER

Prnt Cust Copy?

No

Yes

Void

Press:

Void

Void Last
Trans?

Yes

No

Retrieve By:

Inv #

Acct #

Invoice Number:

ENTER

Last 4 digits:

[Transaction Displays]

Options are:

Yes

No

Next

Prnt Cust Copy?

Yes

No

Reprint

Press:

Reprint

Select:

Last Receipt

Any Receipt

Invoice Number:

ENTER

Printing...

Settlement

Press:

Settlement

Password:

ENTER

Scroll hosts,
Press:

Next

Prev

Select host,
Press:

Select

[Terminal Displays Totals]

Enter to
Confirm:

ENTER

OR

Sales:

ENTER

Refunds:

ENTER

Total:

ENTER

[Communications Response]
[Settlement Report Prints]

Note:

• = Debit
transaction
■ = Optional

Phone/Web

Press: **Phone Order**

Account #: **ENTER**
(Manual entry only)

Customer Number: **ENTER**

Choose Card: **<Card Type>**

Exp Date (MMYY): **ENTER**
[Password Input/Clerk Login]

V-Code: **ENTER**
(MC/Visa only)

Ticket Number: **ENTER**

Amount \$: **ENTER**

Address: **ENTER**
and /or

Zip Code: **ENTER**
(MC/Visa only)

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

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:

	Clr
	Amt
	Acct
	Inv#

[Terminal prompts for additional information]
[Transaction Displays]

Select:



	Adj
	Void
	Prev
	Next

Adjust Option:

	Amt
	Tip
	Clr
	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 # 22781 Rev. A

Based on SoftPay Version 2.3