

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:
Last 4 digits:

ENTER

[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:

Account #:
(Manual entry only)

Customer Number:

Choose Card:

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

V-Code:
(MC/Visa only)

Ticket Number:

Amount \$:

Address:
and /or

Zip Code:
(MC/Visa only)

Prnt Cust Copy?

Reports

Press:

Select report:

<input type="button" value="Totals Report"/>	<input type="button" value="Shift Reports"/>
<input type="button" value="Detail Report"/>	<input type="button" value="Unadjust Rpt"/>
<input type="button" value="Host Totals Rpt"/>	<input type="button" value="Batch History"/>
<input type="button" value="Server Reports"/>	<input type="button" value="Terminal Param"/>
	<input type="button" value="Terminal Stats"/>
	<input type="button" value="Merchant Rpt"/>

If Server Report, select report:

<input type="button" value="Totals Report"/>	<input type="button" value="IRS Tip Report"/>
<input type="button" value="Detail Report"/>	<input type="button" value="Discount Tip"/>
<input type="button" value="Server Table"/>	

If Batch History, select:

<input type="button" value="Date"/>
<input type="button" value="All"/>

If Merchant, Password:

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

Batch Review

Press:

Password:

Retrieve by:

<input type="button" value="Clrk"/>
<input type="button" value="Amt"/>
<input type="button" value="Acct"/>
<input type="button" value="Inv#"/>

[Terminal prompts for additional information]
[Transaction Displays]

Select:



<input type="button" value="Adj"/>
<input type="button" value="Void"/>
<input type="button" value="Prev"/>
<input type="button" value="Next"/>

Adjust Option:

<input type="button" value="Amt"/>
<input type="button" value="Tip"/>
<input type="button" value="Clrk"/>
<input type="button" value="Appr"/>

Void

Prnt Cust Copy?

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