

IVI Elite 780

EBT Transactions

Quick Reference Guide

EBT CARD SALE	
A cashier must be signed on before EBT processing	
DISPLAY	ACTION
Idle Prompt	Press 7 for EBT
List of options	Press 1 for Purchase
1=Cash or 2=Food Stamp	Press 1 for Cash Benefit Purchase or press 2 for Food Stamp Purchase
Slide/Key Card	Swipe Card If card is unreadable, manually enter the Card Number
Expiry Date MMY or Generation #	Enter the Expiration date or Generation # depending on what it prompts for and press ENTER
Enter Clerk #	Key in Clerk # and press ENTER
Enter Sale Amount	Enter the sale amount and press ENTER
*Enter Cash Back Amount	Key in the requested cash back amount, if any, and press ENTER
Enter PIN	Customer enters their PIN # and presses ENTER
Processing	Terminal prints receipt
<i>*If Cash Benefit Purchase is selected, the terminal will prompt for a Cash Back Amount</i>	

EBT REFUND	
Only Food Stamp transactions can be refunded	
DISPLAY	ACTION
Idle Prompt	Press 7 for EBT
List of options	Press 2 for Return
Slide/Key Card	Swipe Card If card is unreadable, manually enter the Card Number
Expiry Date MMY or Generation #	Enter the Expiration date or Generation # depending on what it prompts for and press ENTER
Enter Clerk #	Key in Clerk # and press ENTER
Enter Return Amount	Key in refund amount and press ENTER
Enter PIN	Customer enters their PIN # and presses ENTER
Processing	Terminal prints receipt

EBT FORCE / VOUCHER CLEAR	
If the EBT system is unavailable you must first call your state provider for an authorization of a manual voucher transaction before entering it into the terminal. (See your EBT manual for specific instructions on your state)	
DISPLAY	ACTION
Idle Prompt	Press 7 for EBT
List of options	Press 3 for Force
1=Cash or 2=Food Stamp	Press 1 for Cash Benefit Purchase Press 2 for Food Stamp Purchase
1=Purchase or 2=Return	Press 1 or 2 depending on a sale or a refund
Slide/Key Card	Swipe or Manually enter the Card Number
Enter Clerk #	Key in Clerk # and press ENTER
Enter Voucher #	Key in Voucher # from the receipt
Enter Sale Amount	Key in sale amount and press ENTER
Enter Authorization #	Enter the authorization # given by your state provider
Processing	Terminal prints receipt

EBT CANCEL	
DISPLAY	ACTION
Idle Prompt	Press 7 for EBT
List of options	Press 4 for Cancel / Void
1=Cash or 2=Food Stamp	Press 1 for Cash Benefit Purchase Press 2 for Food Stamp Purchase
1=Purchase or 2=Return	Press 1 or 2 depending on a sale or a refund
Slide/Key Card	Swipe or Manually enter the Card Number
Enter Clerk #	Key in the Clerk # and press ENTER
Enter Invoice #	Enter the invoice # of the transaction you wish to void and press ENTER
Processing	Terminal prints receipt

EBT BALANCE INQUIRY	
DISPLAY	ACTION
Idle Prompt	Press 7 for EBT
List of options	Press 5 for Balance Inquiry
Slide/Key Card	Swipe Card If card is unreadable, manually enter the Card Number
Expiry Date MMY or Generation #	Enter the Expiration date or Generation # depending on what it prompts for and press ENTER
Enter Clerk #	Key in Clerk # and press ENTER
Enter PIN	Customer enters their PIN # and presses ENTER
Processing	Terminal prints customer's balance

EBT REPORTS	
DISPLAY	ACTION
Idle Prompt	Press 9 for EBT Totals
2=Clerk or 3=Store Totals	Press 3 for Store Totals Press 2 for Clerk Totals
Enter Clerk #	Key in Clerk # and press ENTER
Enter Date MMDD	Key in the desired date and press ENTER
Processing	Terminal prints report

CLERK SET UP	
All users must be assigned a Clerk Number and must be signed on before EBT processing	
DISPLAY	ACTION
Idle Prompt	Press ENTER, then 1
Enter Password	Key in 246135 and press ENTER
Print Parm's? Y/N	Press F3 for No
Continue? Y/N	Press F1 for Yes, then press 8 for Clerk Setup
Clerk on Credit=	Press ENTER until you see 1=Add, 2=Delete, 3=Print Clerks
1=Add, 2=Delete, 3=Print Clerks	Press 1 to add a clerk, 2 to delete a clerk, or press 3 to print a list of all clerks
Enter Clerk #	Enter Clerk # and press ENTER
Processing	Repeat procedure to sign on additional servers. Use the CANCEL key to get back to the idle prompt