

VeriFone TRANZ

Quick Reference

Application (CERTRRP)

CREDIT CARD SALE

DISPLAY	ACTION	
Idle Prompt	Press 1 for Credit	
Slide/Key Card	Swipe card through the card reader	If card is unreadable, manually enter the card number
Expiry Date MMY	Enter the expiration date and press the ENTER key	
1=Purchase	Key in 1 for Sale	
Enter Invoice #	Enter the Invoice of the sale and press ENTER	
Enter Purchase Amount	Enter the total amount and press ENTER	
Enter Zip Code	Enter the Customer's Zip Code and press ENTER	
Enter Address	Enter the Customer's Address and press ENTER	
Enter Card Code	Enter the three/four digit code on the back of the card and press ENTER	
Card Present 0/1	0=No 1=Yes Choose appropriate selecting and press ENTER	
Dialing & Processing	Terminal prints receipt	

DEBIT CARD SALE

DISPLAY	ACTION	
Idle Prompt	Press 2 for Debit	
Slide Card	Swipe customer's debit card *Debit cards must be swiped.	
Enter Purchase Amount	Enter the total amount and press ENTER	
Enter Cash Amount	Key in the requested cash back amount and press ENTER	
Enter PIN	Customer enters their PIN number and presses ENTER	
Dialing & Processing	Terminal prints receipt	

EBT CARD SALE

DISPLAY	ACTION	
Idle Prompt	Press 7 for EBT	
Slide/Key Card	Swipe card through the card reader	If card is unreadable, manually enter the card number
Enter Manager Card	Slide or key in the manager card number, then press ENTER	
Expiry Date MMY	Enter the expiration date and press the ENTER key	
Enter Checker Number	Enter the assigned checker ID number, then press ENTER	
1=Purchase 2=S&F Purchase 3=Balance Inquiry	Press 1 for a Purchase	
1=Cash 2=FD STMP	Press the number for the appropriate transaction type.	
Enter Purchase Amount	Enter the amount of the sale, then press ENTER	If Cash is selected, Total Amount will be prompted
Total Amount	Enter the total amount of Cash Back with the Sale amount, then press Enter	
Enter PIN	Customer enters their PIN number and	
Dialing & Processing	Terminal prints receipt	

EBT CARD VOUCHER CLEAR

DISPLAY	ACTION	
Idle Prompt	Press 7 for EBT	
Slide/Key Card	Swipe card through the card reader	If card is unreadable or not present, manually enter the card number
Enter Manager Card	Slide or key in the manager card number, then press ENTER	
Expiry Date MMY	Enter the expiration date and press the ENTER key	
Enter Checker Number	Enter the assigned checker ID number, then press ENTER	
1=Purchase 2=S&F Purchase 3=Balance Inquiry	Press 2 for a S&F Purchase	
1=Cash 2=FD STMP	Press the number for the appropriate transaction type.	
Enter Invoice #	Enter the invoice number on the voucher slip, then press ENTER	
Enter Total Amount	Enter the amount of the sale, then press ENTER	
Enter Auth Code	Enter the authorization number and press ENTER	
Dialing & Processing	Terminal prints receipt	

CREDIT FORCE SALE (Offline)

DISPLAY	ACTION	
Idle Prompt	Press 1 for Credit	
Slide/Key Card	Swipe card through the card reader	If card is unreadable or not present, manually enter the card number
Expiry Date MMY	Enter the expiration date and press the ENTER key	
Enter Invoice #	Enter the invoice number on the voucher slip, then press ENTER	
Enter Auth Code	Enter the authorization number for the approved transaction and press ENTER	
Enter Purch Amount	Enter the amount of the sale, then press Enter	
Dialing & Processing	Terminal prints receipt	

REPRINT RECEIPT

DISPLAY	ACTION
Idle Prompt	Press ENTER, then 6
Reprint	Terminal reprints last receipt

CONCORD EFS PHONE NUMBER

24 HOUR CUSTOMER SERVICE

1-800-238-7675

Listen for the automated operator to direct you to the correct department.



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Quick Reference Guide

PRE-AUTHORIZATION SALE	
DISPLAY	ACTION
Idle Prompt	Press 1 for Credit
Slide/Key Card	Swipe card through the card reader If card is unreadable or not present, manually enter the card number
Expiry Date MMY	Enter the expiration date and press the ENTER key
3=Pre-Auth	Key in 3 for Pre-Auth
Enter Invoice #	Enter the Invoice of the sale and press ENTER
Enter Pre-Auth Amount	Enter the total amount and press ENTER
Enter Zip Code	Enter the Customer's Zip Code and press ENTER
Enter Address	Enter the Customer's Address and press ENTER
Enter Card Code	Enter the three digit code on the back of the card and press ENTER
Card Present 0/1	0=No 1=Yes Choose appropriate selecting and press ENTER
Dialing & Processing	Terminal prints receipt

PRE-AUTH COMPLETION SALE	
DISPLAY	ACTION
Idle Prompt	Press 1 for Credit
Slide/Key Card	Swipe card through the card reader If card is unreadable or not present, manually enter the card number
Expiry Date MMY	Enter the expiration date and press the ENTER key
4=Completion	Key in 4 for Completion
Enter invoice #	Enter the invoice number from the Pre-Auth receipt and press ENTER
Enter Trace Num	Enter the Trace number from the Pre-Auth receipt and press ENTER
Enter Purch Amt	Enter the amount of the purchase and press ENTER
Enter Card Code	Enter the three digit code on the back of the card and press ENTER
Dialing & Processing	Terminal prints receipt

CREDIT, DEBIT, EBT REFUND	
DISPLAY	ACTION
Idle Prompt	Press Enter then 2 for Credit, Debit, and EBT refunds.
1=Credit 2=Debit 3=EBT	Select the appropriate card type.
Slide/Key Card	Swipe Card If card is unreadable, manually enter the card number (Debit cards must be swiped)
Expiry Date MMY	Enter the expiration date and press ENTER
Enter Invoice #	Enter the Invoice of the sale and press ENTER
Enter Refund Amount	Key in Refund Amount and press ENTER
If Debit Card: Enter PIN on pad	Customer enters their PIN number and presses ENTER
Dialing & Processing	Terminal will print receipt

CREDIT, DEBIT, EBT VOIDS	
DISPLAY	ACTION
Idle Prompt	Press Enter then 3 for Credit, Debit, and EBT voids.
1=Credit 2=Debit 3=EBT	Select the appropriate card type.
Slide/Key Card	Swipe Card If card is unreadable, manually enter the card number (Debit cards must be swiped)
Expiry Date MMY	Enter the expiration date and press ENTER
Enter Invoice Number	Key in Invoice number of the transaction to be canceled and press ENTER
If Debit Card: Enter PIN on pad	Customer enters their PIN number and presses ENTER
Dialing & Processing	Terminal will print receipt

TRANSACTION RECALL REPORT	
Report detailing every transaction of the day	
DISPLAY	ACTION
Idle Prompt	Press FUNCTION, then 9
Enter Password	1 Alpha, Alpha 66831
Enter Date MMDD	Enter desired date and press ENTER
Printing	Terminal prints Report

STORE TOTALS REPORT CREDIT, DEBIT, or EBT	
Summary of Credit totals from a previous day	
DISPLAY	ACTION
Idle Prompt	Press 9
1=Credit 2=Debit 3=EBT	Choose the appropriate card type
1=Store Totals 3=Settle Totals	Press 1 for Store Totals
Enter Date MMDD	Enter date of report wanted then press ENTER
Dialing	Terminal prints totals

SETTLEMENT REPORT CREDIT, DEBIT, or EBT	
Run DAILY at closing of batch to obtain Credit totals	
DISPLAY	ACTION
Idle Prompt	Press 9
1=Credit 2=Debit 3=EBT	Chose appropriate card type.
1=Store Totals 3=Settle Totals	Press 3 for Settle Totals
Enter Date MMDD	Enter date press ENTER
Dialing	Report of card totals and all fees for the current batch will print

