

VeriFone TRANZ

Application (CNCD)

Quick Reference Guide

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 2=Force Post 3=Pre-Auth 4=Completion	Key in 1 for Sale	
Enter Purchase Amount	Enter the total amount 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	

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	

VOYAGER CARD SALE

All Voyager cards start with the prefix 7088

DISPLAY	ACTION	
Idle Prompt	Press 8 for Voyager	
Fleet Card	Key in 2 for Voyager Sale	
Slide/Key Card	Swipe card through the card reader	If card is unreadable, manually enter the card number
Expiration Date MMY	Enter the expiration date and press the ENTER key	
Restriction Code	Key in restriction code embossed on the card and press ENTER	
1=Purchase 2=Refund 3=Void	Enter 1 for sale	
Waiting on ID	Customer enters ID # on PIN pad and presses ENTER	
Wait on Odometer	Customer enters odometer input on PIN pad and presses ENTER	
Enter Prod Code	Key in product code # and press ENTER	
Enter Fuel/Product Amount	Enter the dollar amount of fuel or product and press ENTER	
Enter Prod Code	Key in the next product code or if finished press ENTER	
Enter Total Amount	Key in the total amount and press ENTER	
Processing	Terminal will approve or decline and print receipt	

WRIGHT EXPRESS CARD SALE

All Wright Express cards start with the prefix 690046

DISPLAY	ACTION	
Idle Prompt	Press 8 for Voyager	
Fleet Card	Key in 2 for Voyager Sale	
Slide/Key Card	Swipe card through the card reader	If card is unreadable, manually enter the card number
Expiration Date MMY	Enter the expiration date and press the ENTER key	
Restriction Code	Key in restriction code embossed on the card and press ENTER	
1=Purchase 2=Refund 3=Void	Enter 1 for sale	
Wait on Odometer	Customer enters odometer input on PIN pad and presses ENTER	
Enter Pin On Pad	Customer enters ID # on PIN pad and presses ENTER	
Enter Prod Code	Key in product code # and press ENTER	
Enter Fuel/Product Amount	Enter the dollar amount of fuel or product and press ENTER	
Enter Prod Code	Key in the next product code or if finished press ENTER	
Enter Total Amount	Key in the total amount and press ENTER	
Processing	Terminal will approve or decline and print receipt	

PRE-AUTHORIZATION SALE

DISPLAY	ACTION	
Idle Prompt	Press 1 for Credit	
Slide/Key Card	Swipe card through the card reader	Slide/Key Card
Expiry Date MMY	Enter the expiration date and press the ENTER key	
1=Purchase 2=Force Post 3=Pre-Auth 4=Completion	Key in 3 for Pre-Authorization	
Enter Pre-Auth Amount	Enter the total amount 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	

PRODUCT CODES

Only five product codes can be entered per transaction

01 Regular	12 Unld Alcohol	28 Filters
02 Diesel	13 Unld + Alcohol	30 Repairs
03 Unleaded	14 Super Unld Alcl	31 Oil Chge/Lube
04 Super Unld	20 Multi-fuel	32 Tune Up
05 Other Fuels	21 Motor Oil	33 Inspection
06 Unld Plus	22 Lamps	34 Car Wash
07 Gasohol	23 Wipers	35 Tire/Battery
08 Gasohol-2	24 Battery	40 Miscellaneous
09 Diesel-2	25 Fluids/Coolant	41 Accessories
10 Propane	26 Tires	42 Food
11 Natural Gas	27 Hoses/Belts	56 Sales Tax

Product Code 40-Miscellaneous allows up to 9 separate items.
Press ENTER twice to advance to next product code.

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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

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

SHIFT REPORT	
This report is for same day shift totals only, therefore it must be done before the last shift of the day ends	
DISPLAY	ACTION
Idle Prompt	Press FUNCTION, then 4
1=Shift Change 2=Shift Report	Press 2 for Shift Report
Enter Shift Num	Enter shift number press ENTER
Printing	Terminal prints out report for selected shift.

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

CHANGING SHIFTS	
DISPLAY	ACTION
Idle Prompt	Press FUNCTION, then 4
1=Shift Change 2=Shift Report	Press 1 for Shift Change
Confirm 0=Y 1=N	Press 0 for Confirm
Shift Started	Terminal displays shift number that has started.

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 MMYY	Enter the expiration date 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 MMYY	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	

PRINT/UPDATE FUEL PRICE TABLE		
DISPLAY	ACTION	
Idle Prompt	Press FUNCTION, then 5	
Password	Key in 1, ALPHA, ALPHA, 6, 6, 8, 3, 1 & press ENTER	
Change=1 or Print=2	Choose appropriate function	If Change is selected then the terminal displays the first Fuel product code
Terminal displays fuel product code	Press ENTER until product code to be changed is displayed. Once changed press CLEAR.	
Printin g	Terminal prints table	

CONCORD EFS PHONE NUMBER	
24 HOUR CUSTOMER SERVICE 1-800-238-7675 Listen for the automated operator to direct you to the correct department.	

