

# VeriFone TRANZ 330/340/380

## Retail/Grocery Application with EBT

## Quick Reference Guide (T3RG)

EBT CARD SALE	
DISPLAY	ACTION
Idle Prompt	Press 1 to begin a sale transaction.
Enter Account #	Swipe card through the card reader. If card is unreadable, manually enter the card number.
1=Credit, 2=Debit, 3=EBT	Press 3 for an EBT transaction.
Expiry Date MMY	Enter the expiration date and press the ENTER key. (Note: You will not see this prompt if the card was successfully swiped.)
1=Cash 2=Food Stamp	Press 1 for Cash Benefit Purchase or Press 2 for Food Stamp Purchase
Enter ID number	Enter Cashier/Clerk number and press the ENTER key.
Enter Purch Amt	Enter the Purchase amount and press the ENTER key.
If Cash Benefit: Enter Cash Amt	Key in the requested cash back amount and press the ENTER key.
Total \$0.00	Verify the total amount and press ENTER if correct.
Enter Pin on Pad	Have the customer enter their PIN # on the PINPAD and press ENTER.
Processing	Terminal prints receipt

EBT CARD REFUND	
DISPLAY	ACTION
Idle Prompt	Press 2 to begin a refund transaction
Enter Account #	Swipe card through the card reader. If card is unreadable, manually enter the card number.
1=Credit, 2=Debit, 3=EBT	Press 3 for EBT Food Stamp refund.
Expiry date MMY	Enter the expiration date and press the ENTER key. (Note: You will not see this prompt if the card was successfully swiped.)
1=Void 2=Refund 3=Balance Inq 4=Purchase Clear 5=Refund Clear	Press 2 for refund.
Terminal may prompt for ID number. If not, skip the next step.	
Enter ID number	Enter a Cashier/Clerk number and press the ENTER key.
Enter Pin on Pad	Have the customer enter their PIN # on the PINPAD and press ENTER.
Enter Refund Amt	Enter the Refund Amount and press the ENTER key.
Processing	Terminal prints receipt

EBT STORE, SETTLEMENT, & CASHIER HOST REPORTS	
DISPLAY	ACTION
Idle Prompt	Press 4 to begin Totals request.
1=Credit 2=Debit 3=EBT	Press 3 for EBT totals.
1=Store 2=Settle 3=Empl-ID	Press 1 for Store Totals, 2 for Settle Totals or 3 for Cashier/Clerk Totals* (*Cashier/Clerk ID required)
Enter Date MMDD	Key in desired date and press the ENTER key.
Processing	Terminal prints receipt

EBT BALANCE INQUIRY	
DISPLAY	ACTION
Idle Prompt	Press 2 to begin transaction.
Enter Account #	Swipe card through the card reader. If card is unreadable, manually enter the card number.
1=Credit, 2=Debit, 3=EBT	Press 3 for an EBT transaction.
Expiry Date MMY	Enter the expiration date and press the ENTER key. (Note: You will not see this prompt if the card was successfully swiped.)
1=Void 2=Refund 3=Balance Inq 4=Purchase Clear 5=Refund Clear	Press 3 for Balance Inquiry.
Enter Pin on Pad	Have the customer enter their PIN # on the PINPAD and press ENTER.
Processing	Terminal prints receipt.

EBT VOUCHER CLEAR	
DISPLAY	ACTION
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)	
Idle Prompt	Press 2 to begin transaction.
Enter Account #	Swipe card through the card reader. If card is unreadable, manually enter the card number
1=Credit, 2=Debit, 3=EBT	Press 3 for an EBT transaction.
Expiry Date MMY	Enter the expiration date and press the ENTER key. (Note: You will not see this prompt if the card was successfully swiped.)
1=Void 2=Refund 3=Balance Inq 4=Purchase Clear 5=Refund Clear	Press 4 for Voucher Clear Purchase Press 5 for Voucher Clear Refund
If Voucher Clear Refund, skip next step.	
1=Cash 2=Fdstmp	Press 1 for Cash Benefit transaction Press 2 for Food Stamp transaction
Terminal may prompt for ID number. If not, skip the next step.	
Enter ID Number	Enter Cashier/Clerk number and press the ENTER key.
Enter Invoice #	Enter the Invoice # from the slip furnished by your state provider and press ENTER.
Enter Auth Code	Enter the Authorization Code given by your state provider and press ENTER.
Enter Purch Amt	Key in the sale or refund amount and press the ENTER key.
Processing	Terminal prints receipt.

