

VeriFone Vx670

TSYS (SEVA300) Basic Functions Guide

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About this Guide

The quick reference guide combines all of the available options for following payment methods:

- Credit
- Debit

While not all of these payment methods will be used, the guide shows the functionality available.

This guide will outline the standard steps (listed in **NAVY BLUE**) of the terminal as well as optional steps (listed in **light blue**), that are available depending on the terminal program. If the options in **light blue** do not appear, skip step and go on to the next step. Payment methods in **light blue** are optional and may not appear on all terminal programs.

This guide will also differentiate between standard terminal operations listed in **WHITE** from additional terminal operations listed in **YELLOW**.

The 1st Action is always from the Home (VMAC) Menu.

Sales

Credit Sale Vx 670	
<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press F1 for Sale	Swipe or Enter or Insert Account #:
Swipe Card	Credit = F1 Debit = F2
Choose F1 for Credit	Last 4 dgts Acct:
Enter Last 4 dgts Acct and press the Green Key	Invoice No.:
Enter Invoice Number (6 digits) press the Green Key	Server/Clerk ID:
Enter Server/Clerk ID and press the Green Key	Amount:
Enter Amount of the sale and press the Green Key	Tip:
Enter Amount of the tip and/or press the Green Key to bypass	Enter Customer Code:
Enter Customer Code and press the Green Key	Enter Sales Tax:
Enter Amount of the tax and/or press the Green Key to bypass	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Credit Keyed (Manual) Sale Vx 670

<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press F2 for Phone Order	Account #:
Enter Card Number and Press the Green Enter Key.	Credit = F1 Debit = F2
Choose F1 for Credit	Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	PO Number:
Enter Purchase Order Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and Press Green Enter Key	Amount :
Enter Amount of the sale and press Green Enter Key	Tip:
Enter Amount of the tip and press Green Enter Key - (Press Green Enter Key to bypass)	V-Code:
Enter Last 3 digits on back of the card and Press Green Enter Key	Address:
Enter House Number where cardholder bill goes to, and press Green Enter Key	Zip:
Enter Zip Code where cardholder bill goes to, and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Debit Sale Vx 670

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press F1 for Sale	Swipe or Enter or Insert Account #:
Swipe Card	Credit = F1 Debit = F2
Choose F2 for Debit	Invoice No.:
Enter Invoice Number (6 digits) press the Green Key	Server/Clerk ID:
Enter Server/Clerk ID and press the Green Key	Amount:
Enter Amount of the sale and press the Green Key	Tip:
Enter Amount of the tip and/or press the Green Key to bypass	Enter Customer Code:
Enter Customer Code and press the Green Key	Enter Sales Tax:
Enter Amount of the tax and/or press the Green Key to bypass	Enter Pin on PINPAD
Enter Pin Number on Pinpad	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Credit Auth Only Vx 670

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press ▼ 1 time and press F3 for Auth Only	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F1 for Credit	<u><i>If Keyed</i></u> - Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Imprint Card - Press Enter Key
Press Green Enter Key	<u><i>If Swiped</i></u> - Last 4 dgts Acct:
Enter the last 4 digits of the card account number and press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount :
Enter Amount of the sale and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Settlement

Settlement Vx 670	
<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press ▼ (MORE KEY) 1 time and press F2 for Settlement	Shows Sales Summary, Refund Summary and Total Settlement Amount – Enter to confirm
Press Green Enter Key to Settle	Connect, Approved Report Prints, Report should say GB XXX

Voids/Refunds

Credit Void Vx 670	
<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press F4 for Void	Void Last Trans? F1=No F2=Yes
If Yes:	Transaction Displays: F1=No F2=Yes F3=Next
Choose F2=Yes to Void Transaction; F1 cancels transaction; F3 has no meaning here.	
If No:	Retrieve by? F1=Inv# F2=Acct#
Choose F1 for Inv#	Invoice Number:
Enter Invoice Number and press OK (6 digits)	Transaction Displays: F1=No F2=Yes F3=Next
Choose F2=Yes to Void Transaction; F1 cancels transaction; F3 = Next	

Credit Refund Vx 670

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press ▼ (MORE KEY) 1 time and press F1 for Refund	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F1 for Credit	<u><i>If Keyed</i></u> - Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Imprint Card - Press Enter Key
Press Green Enter Key	<u><i>If Swiped</i></u> - Last 4 dgts Acct:
Enter the last 4 digits of the card account number and press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount :
Enter Amount of the sale and press Green Enter Key	Tip:
Enter Amount of the tip and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Offline/Forced Sales

Credit Offline Vx 670	
<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press ▼ (MORE KEY) 1 time and press F4 for Offline	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F1 for Credit	<i>If Keyed</i> - Exp Date (MMYY):
Enter Expiration Date and press Green Enter Key	Sale = F1 Phone = F2
Choose F1 for Sale	Imprint Card - Press Enter Key
Press Green Enter Key	<i>If Swiped</i> - Last 4 dgts Acct:
Enter the last 4 digits of the card account number and press Green Enter Key	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Amount :
Enter Amount of the sale and press Green Enter Key	Tip:
Enter Amount of the tip and press Green Enter Key	Appr Code:
Enter Approval Code and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No

Press F1 for Yes

Customer Copy Prints

Debit Re-Enter Vx 670

<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press ▼ (MORE KEY) 1 time and press F4 for Offline	Swipe or Enter or Insert Account #:
Swipe Card or Type in Card Account Number	Credit = F1 Debit = F2
Choose F2 for Debit	Sale = F1 Refund = F2
Choose F1 for Sale	Invoice No.:
Enter Invoice Number (6 digits) and press Green Enter Key	Server/Clerk ID:
Enter Server/Clerk ID and press Green Enter Key	Network ID :
Enter Network ID (3 digits) and press Green Enter Key	Settlement Date:
Enter Settlement Date (MMDD) and press Green Enter Key	Orig Tran Date:
Enter Original Date of the transaction (MMDDYY) and press Green Enter Key	Orig Tran Time:
Enter Original time of the transaction (HHMMSS) and press Green Enter Key	Orig Trace No:
Enter Trace Number and press Green Enter Key	Retrieval No:
Enter Retrieval Number and press Green Enter Key	Appr Code:
Enter Approval Code and press Green Enter Key	Amount
Enter Amount of the sale and press Green Enter Key	Connect, Approved Receipt Prints - Print Customer Copy F1 = Yes; F2 = No
Press F1 for Yes	Customer Copy Prints

Reports

Totals Report Vx 670	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Store Fwd Rpt F4 = Server Reports
Press F2 for Totals Report	Report will Print

Detail Report Vx 670	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Store Fwd Rpt F4 = Server Reports
Press F3 for Detail Report	Report will Print

Store Fwd Report Report Vx 670	
<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Store Fwd Rpt F4 = Server Reports

Press F4 for Batch Auth Report

Report will Print

Server Report Vx 670

<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Store Fwd Rpt F4 = Server Reports
Press ▼ (MORE KEY) 1 time and press F1 for Server Report	F1 = Totals Report; F2 = Detail Report; F3 = Server Table; F4 = IRS Tip Report; ▼ (MORE KEY) 1 time F1 Discount Tip
Choose from any of these reports F2 = Totals Report; F3 = Detail Report; F4 = Server Table; ▼ 1 time F1 = IRS Tip Report; ▼ 1 time F2 Discount Tip	Report will Print

Unadjust Report Report Vx 670

<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Store Fwd Rpt F4 = Server Reports
Press ▼ (MORE KEY) 1 time and press F3 for Unadjust Report	Report will Print

Batch History Report Report Vx 670

<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Report	F1 = Totals Report; F2 = Detail Report; F3 = Store Fwd Rpt F4 = Server Reports
Press ▼ (MORE KEY) 1 time and press F4 for Batch History Report	BATCH HIST RPTS F1 = Date; F2 = All
If an exact batch date is needed choose F2; If you would like all of the batches in memory choose F3	(If F1) = Reprnt Batch Rpt - Settlement Date: / (If F2) = Report will print
Enter in the Date of the settlement (MMDDYY) and press Green Enter Key	Report will Print

Reprint Receipt Vx 670

<u>Action</u>	<u>Display</u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Reprint	Last Trans = F1; Any Receipt = F2
If Last Receipt press F2	Receipt will Print – Prnt Cust Copy F1=No F2=Yes
Choose F2=Yes to Print Customer Copy ; F1 goes back to 1st choice	
If Any Receipt press F3:	Invoice Number:
Enter Invoice Number and press the Green Enter Key	Receipt will Print – Prnt Cust Copy F1=No F2=Yes

Tip Adjust by Account Vx 670

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Adjust	F1 = Srvr; F2= Amt; F3 = Acct; F4 = Inv#
Choose F3 for Account	Last 4 digits:
Enter last 4 digits of the card number and press the Green Enter Key	Shows Transaction F1 = Adj; F2 = Prev; F3 = Next; F4 = Exit
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and press OK	Total....Processing... Approved...Receipt Prints.

Tip Adjust by Invoice Vx 670

<u><i>Action</i></u>	<u><i>Display</i></u>
From Home Menu Choose SOFTPAY - TSYS	SOFTPAY F1 = Sale; F2 = Phone Order; F3 = Check; F4 = Void
Press Adjust	F1 = Srvr; F2= Amt; F3 = Acct; F4 = Inv#
Choose F4 for Invoice	Invoice Number:
Enter invoice number on receipt and press the Green Enter Key	Shows Transaction F1 = Adj; F2 = Prev; F3 = Next; F4 = Exit
To scroll to the next transaction hit F2 for NEXT, to adjust hit F1	Current Tip Amount shows; asks for the new tip amount
Enter Amount of the tip and press OK	Total....Processing... Approved...Receipt Prints.