

Retail

Quick Reference Card

SoftPay Verix 2.3 for Omni Terminals

Sale

Swipe Card or Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

*[Optional Prompts Display]
[Password Input/Clerk Login]*

Amount \$:

➔ Cash Back \$:

➔ Enter PIN:

Prnt Cust Copy?

Force

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

*[Optional Prompts Display]
[Password Input/Clerk Login]*

Amount \$:

Appr Code:

(Approval Message)

Prnt Cust Copy?

Refund

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

*[Optional Prompts Display]
[Password Input/Clerk Login]*

Amount \$:

Prnt Cust Copy?

Void

Press:

Void Last Trans?

Retrieve By:

Invoice Number:

Last 4 digits:
[Transaction Displays]

Options are:

Prnt Cust Copy?

Reprint

Press:

Select:

Invoice Number:

Printing...

Settlement

Press:

Password:

Scroll hosts, Press:

Select host, Press:

[Terminal Displays Totals]

Enter to Confirm:

OR

Sales:

Refunds:

Total:

*[Communications Response]
[Settlement Report Prints]*

Note: ➔ = Debit transaction
■ = Optional

Phone/Web

Press: **Phone Order**

Account #: **ENTER**
(Manual entry only)

Customer Number: **ENTER**

Choose Card: **<Card Type>**

Exp Date (MMYY): **ENTER**

[Password Input/Clerk Login]

V-Code: **ENTER**
(MC/Visa only)

Ticket Number: **ENTER**

Amount \$: **ENTER**

Address: **ENTER**
and/or
Zip Code: **ENTER**
(MC/Visa only)

Prnt Cust Copy? **Yes** **No**

Reports

Press: **Reports**

Select report:

Totals Report Shift Reports

Detail Report Unadjust Rpt

Host Totals Rpt Batch History

Server Reports Terminal Param

Terminal Stats

Merchant Rpt

If Server Report, select report:

Totals Report IRS Tip Report

Detail Report Discount Tip

Server Table

If Batch History, select: **Date**
All

If Merchant, Password: **ENTER**

Report Key: m = Manually keyed
* = Trans. adjusted

Batch Review

Press: **Batch Review**

Password: **ENTER**

Retrieve by: **Clrk**
Amt
Acct
Inv#
[Terminal prompts for additional information]
[Transaction Displays]

Select: **Adj**
Void
Prev
Next

Adjust Option: **Amt**
Tip
Clrk
Appr

Void **Yes** **No** **Next**

Prnt Cust Copy? **Yes** **No**

NOTE: To scroll any menu, press **↓** until desired option appears. **←** key changes the direction of the scrolling arrow.



VeriFone Part # 22781 Rev. A

Based on SoftPay Version 2.3