

MANUAL ENTRY (AVS)	
IDLE PROMPT	Press [1] for sale or the appropriate transaction key..
ENTER ACCOUNT #	Key in card number and press [ENTER] .
EXPIRY DATE MMY	Key in expirations date in MMY format (example 101) and press [ENTER] .
PHONE ORDER 0=YES 1=NO	Press appropriate option, then press [ENTER] .
ENTER INVOICE #	Key in invoice number and press [ENTER] .
STREET ADDRESS	Key in numeric value of address (1601 Elm=1601) and press [ENTER] .
ENTER ZIP CODE	Key in zip code and press [ENTER]
ENTER CVV2#	Key in CVV2 value on the back of the card (usually 4 digits) and press [ENTER] Or press [ENTER] to bypass and key in a reason code. [0] = Not on card [1] = Cannot read [2] = Unknown Press [ENTER] .
ENTER TICKET # XXXX	Key in ticket number and press [ENTER] .
ENTER TABLE # XX	Key in table number and press [ENTER] .
ENTER FOOD AMT	Key in food amount and press [ENTER] .
ENTER BEV AMT	Key in beverage amount and press [ENTER] .
ENTER SERVER #	Key in server number and press [ENTER] .
ENTER TOT AMOUNT	Key in total amount and press [ENTER] .
PROCESSING	No action while processing
XXXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached).
UNTIPPED REPORT	
IDLE PROMPT	Press [ENTER] then [3]
BATCH XXX 0=DISPLAY 1=PRINT	Press [1] then [ENTER]
0=TOTAL 1=DETAIL 2=SERVER# 3=OPEN TAB	Press [2] then [ENTER]
0=SERVER# 1=ALL 2=UNTIPPED 3=CASH TIPS	Press [2] then [ENTER]
PRINTING . . .	Report prints (if printer attached).

AUTH ONLY	
IDLE PROMPT	Press [2]
ENTER ACCOUNT #	Swipe card.
PHONE ORDER 0=YES 1=NO	Press appropriate option, then press [ENTER]
ENTER INVOICE #	Key in invoice number and press [ENTER]
STREET ADDRESS	Key in numeric value of address (1601 Elm = 1601) and press [ENTER]
ENTER ZIP CODE	Key in Zip Code and press [ENTER]
ENTER CCV2#	Key in CVV2 value on the back of the card (usually 4 digits) and press [ENTER] Or press [ENTER] to bypass and key in a reason code. [0] = Not on card [1] = Cannot read [2] = Unknown Press [ENTER] .
ENTER TICKET # XXXX	Key in ticket number and press [ENTER] .
ENTER TABLE # XX	Key in table number and press [ENTER] .
ENTER SERVER # XXXX	Key in server number and press [ENTER] .
ENTER FOOD AMT	Key in food amount and press [ENTER] .
ENTER BEV AMT	Key in beverage amount and press [ENTER] .
ENTER TOT AMOUNT	Key in total amount and press [ENTER] .
PRINTING	Receipt prints (if printer attached).

CASH TIP REPORT	
IDLE PROMPT	Press [ENTER] then [3]
BATCH XXX 0=DISPLAY 1=PRINT	Press [1] then [ENTER]
0=TOTAL 1=DETAIL 2=SERVER# 3=OPEN TAB	Press [2] then [ENTER]
0=SERVER# 1=ALL 2=UNTIPPED 3=CASH TIPS	Press [3] then [ENTER]

PRINTING . . .	Report prints (if printer attached).
----------------	--------------------------------------

AVS RESPONSE CODES	
Visa	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
E	Error - Transaction ineligible for AVS or edit error found.
S	AVS not supported by issuer.
MASTERCARD	DESCRIPTION
X	Exact - Match on address and 9 digit ZIP Code.
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9 digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable ot timed out.
S	AVS not supported by issuer.

AVS RESPONSE CODES	
DISCOVER	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9 digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
AMERICAN EXPRESS	DESCRIPTION
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable ot timed out.
S	AVS not supported by issuer.

CVV2 CODES	
Visa	CVV2 CODE DESCRIPTION
M	The CVV2 Code matched.
N	The CVV2 Code did not match.
P	The CVV2 Code was not processed.
S	The CVV2 Code was on the card and the merchant indicated it was not.
U	The issuer is not certified for CVV2.

POS-0361

Paymentech™

06/99 VeriFone Tranz 330, 380, 420, 460



Quick Reference Card for the VeniFone

TRANZ Restaurant

Applications on the PNS Network



SALE	
IDLE PROMPT	Swipe Card
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER]
ENTER TICKET #	Key in ticket number and press [ENTER]
ENTER TABLE #	Key in table number and press [ENTER]
ENTER SERVER #	Key in server number and press [ENTER]
ENTER FOOD AMT	Key in food amount and press [ENTER]
ENTER BEV AMT	Key in beverage amount and press [ENTER]
ENTER TOT AMOUNT	Key in amount and press [ENTER]
PROCESSING	No action while processing
XXXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached).

RETURN (CREDIT)	
IDLE PROMPT	Press [ENTER] , then [1]
ENTER ACCOUNT #	Swipe card. Or key in card number and press [ENTER]
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER]
ENTER TICKET #	Key in ticket number and press [ENTER]
ENTER TABLE #	Key in table number and press [ENTER]
ENTER SERVER #	Key in server number and press [ENTER]
ENTER TOT AMOUNT	Key in amount and press [ENTER]
PROCESSING	No action while processing
XXXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached).

DEBIT SALE	
IDLE PROMPT	Press [6]
0=SALE 1=RETURN	Press [0] , then [ENTER]
WAITING FOR CARD	Swipe Card
ENTER TICKET #	Key in ticket number and press [ENTER]
ENTER TABLE #	Key in table number and press [ENTER]
ENTER SERVER #	Key in server number and press [ENTER]
ENTER AMOUNT	Key amount, press [NETER]
CASH BACK AMOUNT	Key amount, press [NETER]
WAITING FOR PIN	Have customer enter PIN
PROCESSING	No action while processing
XXXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached).

PRIOR AUTHORIZATION SALE (TAB)	
IDLE PROMPT	Press [4]
0=SALE 1=TAB	Press [1] then [ENTER]
ENTER ACCOUNT #	Swip card or key in card number and press [ENTER]
ENTER LAST 4 NUM	Key in last 4 digits of card number and press [ENTER]
ENTER TICKET #	Key in ticket number and press [ENTER]
ENTER TABLE #	Key in table number and press [ENTER]
ENTER SERVER #	Key in server number and press [ENTER]
ENTER AMOUNT	Key in amount and press [ENTER]
ENTER AUTH CODE	Key in auth code and press [ENTER]
PROCESSING	No action while processing
XXXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached)

DEBIT RETURN	
IDLE PROMPT	Press [6]
0=SALE 1=RETURN	Press [1] then [ENTER]
ENTER SUPER #	Key in password and press [ENTER]
MGMT PSWD	
WAITING FOR CARD	Swipe card.
ENTER TICKET #	Key in ticket number and press [ENTER]
ENTER TABLE #	Key in table number and press [ENTER]
ENTER SERVER #	Key in server number and press [ENTER]
ENTER AMOUNT	Key in amount and press [ENTER]

WAITING FOR PIN	
PROCESSING	No action while processing
XXXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached)

TOTAL ADJUSTMENT

IDLE PROMPT	Press [ENTER] then [2]
0=TIP 1=TOTAL	Press [1] then [ENTER]
2=QUICK TIP 3=CASH TIP	
4=SHARED TIP	
ENTER REF NUMBER	Key in reference number and press [ENTER]

TOTAL \$\$cc	Press [ENTER] to confirm
ENTER NEW TOTAL	Press [ENTER]
ADJUST TO \$0.00?	Press [0] then [ENTER] to void transaction
0=YES 1=NO	
ADJ TO \$ 0.00	Adjusted amount displays. Receipt prints (if printer attached). Pres [ENTER] to void another or [CLEAR] to return to idle prompt.

QUICK TIP ADJUSTMENT

IDLE PROMPT	Press [ENTER] then [2]
0=TIP 1=TOTAL	Press [2] then [ENTER]
2=QUICK TIP 3=CASH TIP	
4=SHARED TIP	
ENTER SERVER #	Key in server number and press [ENTER]
REF 001 \$0.00	Press [ENTER] to confirm
ENTER TIP AMT	Key in tip amount and press [ENTER]

ADJ TO \$ \$\$cc	Adjusted amount displays. Receipt prints (if printer attached). Press [ENTER] to void another or [CLEAR] to return to idle prompt.
------------------	--

BATCH REPORT	
IDLE PROMPT	Press [ENTER] then [3]
BATCH XXXXXX	Press [1] then [ENTER]
0=DISPLAY 1=PRINT	
0=TOTAL 1=DETAIL	Press [0] for total report, [1] for detailed report, [2] for a server report, or [3] for an open tab report, then press [ENTER]
2=SERVER #	
3=OPEN TAB	
PRINTING	Reports points (if printer attached).

EMPLOYEE TIP REPORT

IDLE PROMPT	Press [ENTER] then [3]
BATCH XXXXXX	Press [1] then [ENTER]
0=DISPLAY 1=PRINT	
0=TOTAL 1=DETAIL	Press [2] then [ENTER]
2=SERVER # 3=OPEN TAB	
0=SERVER # 1=ALL	Press [0] for specific server, [1] for all servers, [2] for untipped, , or [3] for cash tips then press [ENTER]
2=UNTIPPED	
3=CASH TIPS	

ENTER SERVER #	Key in server number and press [ENTER]
PRINTING	Reports prints (if printer attached)

SHARED TIPS

IDLE PROMPT	Press [5]
0=CASH 1=SHARED	Press [1]
ENTER TICKET #	Key in ticket number and press [ENTER]
FROM SERVER #?	Key in server number and press [ENTER]

SHARED TIP AMT	Key in shared tip amount and press [ENTER]
TO SERVER # ?	Key in server number and press [ENTER]

ACCEPTED	Press [CLEAR] to return to idle prompt
----------	---

DEPOSIT (SETTLEMENT)	
IDLE PROMPT	Press [9]
ENTER SUPER #	Key in supervisor number and Press [ENTER]
0=DEPOSIT 2=INQ	Press [0] then [ENTER]
PRINTING . . .	Reports prints (if printer attached)

BATCH RELEASED	Batch settled at host. Press [CLEAR] to return to idle prompt
----------------	--

REPRINT

IDLE PROMPT	Press [ENTER] then [6]
0=DISPLAY 1=PRINT	Press [1] then [ENTER]
0=LAST 1=OTHER	Press [0] , then [ENTER] to reprint last transaction. Press [1] , then [ENTER] to reprint other transaction
ENTER REF NUMBER	Key in reference number of transaction to be reprinted and press [ENTER]
PRINTING . . .	Report prints (if printer attached)

CLOSE TAB

IDLE PROMPT	Press [3]
0=OPEN 1=CLOSE	Press [1] then [ENTER]
ENTER REF NUMBER	Key in reference number and press [ENTER]
40000000000000	Card number displays. press [ENTER]

SAME CARD?	Press [0] for YES
0=YES 1=NO	
ENTER ACCOUNT #	Swipe card if [1] selected
ENTER LAST 4 NUM	Key in card's last 4 digits, then press [ENTER]

TICKET # XXXX	Press [ENTER]
TABLE # XX	Press [ENTER]
ENTER SERVER # XXXX	Key in server number and then press [ENTER]
ENTER FOOD AMT	Key in food amount and then press [ENTER]
ENTER BEV AMT	Key in beverage amount and then press [ENTER]
ENTER TOT AMT	Key in amount and then press [ENTER]

PROCESSING	No action while processing
XXXXXX \$\$cc	Auth code and amount display. Receipts prints (if printer attached).

TERMINAL BATCH REVIEW	
IDLE PROMPT	Press [ENTER] then [3]
BATCH XXXXXX	Current batch number displays Press [0] then [ENTER]
0=DISPLAY 1=PRINT	
TRAN COUNT XXX	Transaction count displays. Press [ENTER] to continue
SALES \$ \$\$cc	Total sales displays. Press [ENTER] to continue
RETNS \$ \$\$cc	Transaction return displays. Press [ENTER] to continue
NET \$ \$\$cc	Net amount displays. Press [ENTER] to continue
0=BY REF 1=ALL	Key in [0] and press [ENTER]
ENTER REF NUMBER	If prompted, key in reference number and press [ENTER]

001 SL \$ 12.00	Reference number, transaction type and amount display. Press [#]
123456 A VI	Auth code, transaction status and credit card type display. Press [#]
401288888888801	Card number displays. Press [ENTER] to review another reference number. Or, press [CLEAR] to return to idle prompt.

ACCEPTED	Key in another ticket number to adjust another transaction. Or press [CLEAR] to return to idle prompt.
----------	---

OPEN TAB

IDLE PROMPT	Press [3]
0=OPEN 1=CLOSE	Press [0] then [ENTER]
ENTER ACCOUNT #	Swipe Card
ENTER LAST 4 NUM	Key in last four digits, then press [ENTER]
TICKET # XXX	Press [ENTER]
TABLE # XX	Press [ENTER]
ENTER SERVER # XXXX	Key in server number then [ENTER]
ENTER TOT AMOUNT	Key in amount and press [ENTER]

PROCCSSING	No action while processing
XXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached).

VOID

IDLE PROMPT	Press [ENTER] then [5]
ENTER REF NUMBER	Key in ref# then [ENTER]
ENTER AMOUNT #	Key in amount, [ENTER]
PRINTING	Receipts prints (if printer attached)

TIP ADJUSTMENT	
IDLE PROMPT	Press [ENTER] then [2]
0=TIP 1=TOTAL	Press [0] , then [ENTER] .
2 = QUICK TIP 3=CASH TIP	
4=SHARED TIP	
ENTER REF NUMBER	Key in reference number and press [ENTER]
TOTAL= \$\$cc	Press [ENTER] to confirm
ENTER TIP AMOUNT	Key in tip amount and press [ENTER]
ADJ TO \$ \$\$cc	Adjusted amount displays. Receipt prints (if printer attached). Press [CLEAR] to return to idle prompt.

CASH TIP ADJUSTMENT

IDLE PROMPT	Press [ENTER] then [2]
0=TIP 1=TOTAL	Press [3] , then [ENTER] .
2 = QUICK TIP 3=CASH TIP	
4=SHARED TIP	
ENTER TICKET #	Key in ticket number and press [ENTER]
FD/BEV= \$\$cc	Press [ENTER] to confirm
ENTER NEW FD/BEV	Key in food/beverage amount and press [ENTER]
TIP \$ \$\$cc	Press [ENTER]
ENTER NEW TIP \$	Key in tip then [ENTER]
ADJUST TO \$\$cc?	Press [0] to adjust tip to \$0.00. Or press [1] to retain tip
0=Yes 1-No	

ACCEPTED	Key in another ticket number to adjust another transaction. Or press [CLEAR] to return to idle prompt.
----------	---

SHARED TIPS ADJUSTMENT

IDLE PROMPT	Press [ENTER] then [2]
0=TIP 1=TOTAL	Press [4] then [ENTER]
2=QUICK TIP 3=CASH TIP	
4=SHARED TIP	
ENTER TICKET #	Key in ticket number and press [ENTER]
TO SERVER #	Press [ENTER]
TIP \$ \$\$cc	Press [ENTER]
ENTER NEW TIP \$	Key in tip then [ENTER]
ADJUST TO \$\$cc?	Press [0] to adjust tip to \$0.00. Or press [1] to retain tip
0=Yes 1-No	

ACCEPTED	Key in another ticket number to adjust another transaction. Or press [CLEAR] to return to idle prompt.
----------	---

PRIOR AUTHORIZATION SALE (FORCE)	
IDLE PROMPT	Press [4]
0=SALE 1=TAB	Press [0] , then [ENTER]
ENTER ACCOUNT #	Swipe card. Or key in card number and press [ENTER]
ENTER LAST 4 NUM	Key in 4 digits of card number and press [ENTER]
ENTER TICKET #	Key in ticket number and press [ENTER]
ENTER TABLE #	Key in table number and press [ENTER] .
ENTER SERVER #	Key in server number and press [ENTER] .
ENTER FOOD AMT	Key in food amount and press [ENTER] .
ENTER BEV AMT	Key in beverage amount and press [ENTER] .
ENTER SUB TOTAL	Key in subtotal and press [ENTER] .
ENTER TIP AMOUNT	Key in tip amount and press [ENTER] .
ENTER AUTH CODE	Key in auth code and press [ENTER] .

PROCESSING	No action while processing
XXXXX \$\$cc	Auth code and amount display. Receipt prints (if printer attached).

ACCEPTED	Key in another ticket number to adjust another transaction. Or press [CLEAR] to return to idle prompt.
----------	---

ACCEPTED	Key in another ticket number to adjust another transaction. Or press [CLEAR] to return to idle prompt.
----------	---

OPEN TAB REPORT

IDLE PROMPT	Press [ENTER] then [3]
BATCH XXX	Press [1] then [ENTER]
0=DISPLAY 1=PRINT	
0=TOTAL 1=DETAIL	Press [3] then [ENTER]
2=SERVER# 3=OPEN TAB	
PRINTING . . .	Report prints (if printer attached).

CASH TIPS

IDLE PROMPT	Press [5]
0=CASH 1=SHARED	Press [0]
ENTER TICKET # XXXX	Key in ticket number and press [ENTER]
ENTER SERVER # XXXX	Key in server number and press [ENTER]
ENTER FOOD/BEV AMT	Key in food/bev amount and press [ENTER]
ENTER TIP AMOUNT	Key in tip amount, and press [ENTER]
ACCEPTED	Press [CLEAR] to return to idle prompt.