worldpay

SALE

Screen Prompt	Action
Note: If VX 805 is present, dip or swipe card into pinpad.	
Connect pinpad to VX 520 before powering the terminal on.	
From Main Screen	1. Select **Sale** [F#]
Ticket # *<If prompted>*	2. **Ticket #** + Press [⏎]
Server ID: *<If prompted>*	3. **Server ID** + Press [⏎]
Amount: $	4. **Trans Amt** + Press [⏎]
Total: *<If prompted>*	5. Verify amount: **Yes** [F#] to continue **No** [F#] to cancel trans
Card Entry or Account #: *<Select on VX 805 if present>*	6. Swipe or insert card. *If keyed manually, go to step 9*
Not Accepted *<If prompted>*	7. Remove card. Press enter, go back to step 6.
Select Application *<If prompted>*	8. Applications may vary depending on the card.

Or Key Manually
Note: Key card in manually on VX 520

Screen Prompt	Action
Card Entry or Account #: *<Select on VX 805 if present>*	9. **Acct #** + Press [⏎]
Choose Card *<Select on VX 805 if present>* *<card types>*	10. Select **Card Type** [F#]
Override Chip Requirement? *<If prompted>*	11. Select: **Yes** [F#]
Visa Check Master Money? *<If prompted>*	12. Select: **Yes** [F#] for debit, or **No** [F#] for credit
Exp Date (MMYY) (*<Select on VX 805 if present>*	13. **Exp Date** + Press [⏎]
Card Present	14. **Yes** – go to step 15 **No** – go to step 16
Imprint Card	15. **Imprint** card + Press [⏎]
V-Code : *<If prompted>*	16. **V-Code** + Press [⏎] *or* Press [⏎] skip

SALE

Screen Prompt	Action
Address **(Enter street number only)** *<If prompted>*	17. **Address** + Press [⏎] *or* Press [⏎] skip
Zip Code *<If prompted>*	18. **ZIP Code** + Press [⏎] *or* Press [⏎] skip

PIN Based Transactions Only

Screen Prompt	Action
Cash? *<If prompted>*	19. **Cash Back Amt** + Press [⏎]
Enter PIN *<Select on VX 805 if present>*	20. Customer enters **PIN** Press [⏎] *Note: Can bypass PIN by pressing enter.*
Accept Partial? *<If prompted>*	21. **Yes**—receipt shows the amount due. **No**—receipt displays insufficient funds.

Corporate Cards Only

Screen Prompt	Action
Customer Ref Num: *<If prompted>*	22. **P.O. #** + Press [⏎] *or* Press [⏎] skip
Tax Amt: $ *<If prompted>*	23. **Tax Amt** + Press [⏎] *or* Press [⏎] skip
Tax Exempt: *<If prompted>*	24. Verify Tax Exempt status: **Yes** [F#] to continue **No** [F#] to continue
Remove Card *<If prompted>*	
Return Terminal to Server *<If prompted>*	25. Press [⏎]
Prnt Cust Copy?	26. **Yes** [F#] for cust copy

REFUND (CREDIT TRANSACTIONS ONLY)

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Refund** [F#]
Password	2. **Password** + Press [⏎]
Ticket # *<If prompted>*	3. **Ticket #** + Press [⏎]
Server ID *<If prompted>*	4. **Server ID** + Press [⏎]
Amount: $	5. **Trans Amt** + Press [⏎]
Total: *<If prompted>*	6. Verify amount: **Yes** [F#] to continue **No** [F#] to cancel trans
Card Entry or Account #: *<Select on VX 805 if present>*	7. Swipe or insert card. *If keyed manually, go to step 9*

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REFUND (CREDIT TRANSACTIONS ONLY)

Screen Prompt	Action
Select Application *<If prompted>*	8. Applications may vary depending on the card.
Or Key Manually	
Note: Key card in manually on VX 520	
Card Entry or Account #: *<Select on VX 805 if present>*	9. **Acct #** + Press ⏎
Choose Card *<Select on VX 805 if present>* *<card types>*	10. Select **Card Type** F#
Exp Date (MMYY)	11. **Exp Date** + Press ⏎
Imprint Card	12. **Imprint** card + Press ⏎
Remove Card *<If prompted>*	
Return Terminal to Server *<If prompted>*	13. Press ⏎
Prnt Cust Copy?	14. **Yes** F# for cust copy

AUTHORIZATION ONLY

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Auth Only** F#
Ticket # *<If prompted>*	2. **Ticket #** + Press ⏎
Server ID *<If prompted>*	3. **Server ID** + Press ⏎
Amount: $	4. **Trans Amt** + Press ⏎
Total: *<If prompted>*	5. Verify amount: **Yes** F# to continue **No** F# to cancel trans
Card Entry or Account #: *<Select on VX 805 if present>*	6. Swipe or insert card. *If keyed manually, go to step 9*
Not Accepted *<If prompted>*	7. Remove card. Press enter, go back to step 6.
Select Application *<If prompted>*	8. Applications may vary depending on the card.
Or Key Manually	
Note: Key card in manually on VX 520	
Card Entry or Account #: *<Select on VX 805 if present>*	9. **Acct #** + Press ⏎

AUTHORIZATION ONLY

Choose Card *<Select on VX 805 if present>* *<card types>*	10. Select **Card Type** F#
Override Chip Requirement? *<If prompted>*	11. Select: **Yes** F#
Visa Check Master Money? *<If prompted>*	12. Select: **Yes** F# for debit, or **No** F# for credit
Exp Date (MMYY)	13. **Exp Date** + Press ⏎
Card Present	14. **Yes** – go to step 15 **No** – go to step 16
Imprint Card	15. **Imprint** card + Press ⏎
V-Code : *<If prompted>*	16. **V-Code** + Press ⏎ or Press ⏎ skip
Address **(Enter street number only)** *<If prompted>*	17. **Address** + Press ⏎ or Press ⏎ skip

PHONE ORDER

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Phone Order** F#
Ticket # *<If prompted>*	2. **Ticket #** + Press ⏎
Server ID: *<If prompted>*	3. **Server ID** + Press ⏎
Amount: $	4. **Trans Amt** + Press ⏎
Total: *<If prompted>*	5. Verify amount: **Yes** F# to continue **No** F# to cancel trans
Card Entry or Account #: *<Select on VX 805 if present>*	6. **Acct #** + Press ⏎
Choose Card *<Select on VX 805 if present>*	7. Select **Card Type** F#
Exp Date (MMYY)	8. **Exp Date** + Press ⏎
V-Code : *<If prompted>*	9. **V-Code** + Press ⏎ or Press ⏎ to skip
Address **(Enter street number only)** *<If prompted>*	10. **Address** + Press ⏎ or Press ⏎ to skip
Zip Code *<If prompted>*	11. **ZIP Code** + Press ⏎ or Press ⏎ to skip
Prnt Cust Copy?	12. **Yes** F# for cust copy

TICKET ONLY

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Ticket Only** **F#**
Ticket # *<If prompted>*	2. **Ticket #** + Press **⏎**
Server ID *<If prompted>*	3. **Server ID** + Press **⏎**
Amount: $	4. **Trans Amt** + Press **⏎**
Total: *<If prompted>*	5. Verify amount: **Yes** **F#** to continue **No** **F#** to cancel trans
Card Entry or Account #:	6. Swipe or insert card. *If keyed manually, go to step 7*
Or Key Manually	
Note: Key card in manually on VX 520	
Card Entry or Account #: *<Select on VX 805 if present>*	7. **Acct #** + Press **⏎**
Choose Card *<Select on VX 805 if present>* *<card types>*	8. Select **Card Type** **F#**
Exp Date (MMYY)	9. **Exp Date** + Press **⏎**
Imprint Card	10. **Imprint** card + Press **⏎**
Appr Code:	11. **Appr Code** + 12. Press **⏎**
Prnt Cust Copy?	13. **Yes** **F#** for cust copy

VOID

Screen Prompt	Action
Screen Prompt	**Action**
From Main Screen	1. Scroll ▼ to **Void** **F#**
Password	2. **Password** + Press **⏎**
Void Last Trans Yes No	3. **Yes** **F#** = last transaction
Void Any Transaction	
Select **No** **F#** any transaction. Find a transaction by one of the following methods: • **Inv#** **F#** + Press **⏎** first invoice in batch; • **Next** **F#** to scroll to next invoice in batch • **Inv#** **F#** + type invoice number + Press **⏎** • **Acct#** **F#** + type last 4 digits of account number + Press **⏎**	
<card number> *<trans amount>*	4. Select **Yes** **F#**
Prnt Cust Copy?	5. **Yes** **F#** for cust copy

REPRINT A RECEIPT

Screen Prompt	Action
From Main Screen	1. Press [Reprint]
<Receipt type>	2. Select **Receipt Type** **F#**
Last Receipt	
Printing...	3. Prints the last receipt.
Any Receipt	
Invoice #:	3. **Inv #** + Press **⏎**
Prnt Cust Copy?	4. **Yes** **F#** for cust copy

BATCH REVIEW (ADJ, PRINT, VOID)

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Batch Review** **F#**
Password	2. **Password** + Press **⏎**
Retrieve By:	3. Select **Inv #** **F#**
Invoice Number:	4. Press **⏎** for all *or* **Inv #** + Press **⏎** for to retrieve a specific transaction
Adjust	
Batch Review ADJ	5. Select **Adj** **F#**
Adjust Option	6. Select **Adjust Type** **F#**
Void	
Batch Review Void	5. Select **Void** **F#**

SETTLEMENT

Screen Prompt	Action
Note: Batch must be settled to receive funds.	
From Main Screen	1. Select **Settlement** **F#**
Password	2. **Password** + Press **⏎**
< Terminal displays totals >	3. **Confirm** totals + Press **⏎**
Verify that "*Settlement Successful*" prints on the Settlement Report	

REPORTS

Screen Prompt	Action
From Main Screen	1. Press [Reports]
<Reports>	2. Scroll ▼ and select **Report Name** **F#**
Totals Report. Prints transaction totals and counts arranged by card issuer. Includes grand totals. **Detail Report**. Prints detail information for each transaction. **Host Tot Rpt**. Prints totals information for each card type.	

REPORTS	
Screen Prompt	**Action**
Store Fwd Rpt. NOT USED **Server Reports**: – *Totals Report: Prints totals report per server* – *Detail Report: Prints detail report per server* – *Server Table: Prints server log and login information if applicable* – *IRS Tip Report: Prints tip activity per server* – *Discount Tip: Prints discount tip information per server* **Shift Reports**. Prints transaction totals per shift **Unadjst Report**. Prints transaction data for transactions with unadjusted tips **Batch History**. Prints a series of settlement reports by date **Terminal Params**. Prints parameter data per merchant and card type **Cards Report**. Lists specific data for each merchant and for each card type **Terminal Stats**. Prints statistical and diagnostic information about the terminal by day or week **Merchant Report**. Prints merchant information per merchant **VCS Ext. Error**. Prints and displays CommServer extended error messages information	
Server Reports	
Note: Applies to Detail Report and IRS Tip Report only	
<Server Reports>	3. Scroll ▼ to the type of **Server Report** [F#]
Clrk Rpt Options One All	4. Select report option: • **One** [F#] for a single server • **All** [F#] for all servers

TIP ADJUST	
Screen Prompt	**Action**
From Main screen	5. Press [TIP]

Retrieve By:
   Srvr   Amt
   Acct   Inv#
	6. Select **Inv #** [F#]

Invoice Number:	7. Press [⏎] for all transactions

<trans info>
   Adj Prev
   Next Inv#
	8. Select **Adj** [F#] or **Next** [F#] to view next trans

New tip: $xx.xx	9. **Tip Amt** + [⏎]
Password	10. **Enter password**
Total	11. **Total amount displayed**
	12. Main menu [X]; or Next trans. [F#]

CHIP DEBIT VOID	
Screen Prompt	**Action**
From Main Screen	1. Select **More.** Press [F#] to **Void.**
Password	2. Enter Password. Press [⏎]
Void Last Transaction	3. Select [F#] to **Void** the last transaction.
Confirm Last Transaction	4. Select [F#] for **Yes**.
Card Entry or Account Number	5. Swipe the card.
Enter PIN *<Select on VX 805 if present>*	6. Receipt prints automatically.