



RETAIL WITH ATM QUICK REFERENCE CARD

MAIL/PHONE		ATM PURCHASE	ATM RETURN
SWIPE CARD OR IF UNREADABLE: ACCT. NO. + ENTER EXP. DATE + ENTER IMPRINT CARD!! PURCHASING CARD INVOICE NO. + ENTER SALE AMNT. + ENTER PURCHASING CARD CLERK ID + ENTER STREET ADDRESS NO. ZIP CODE + ENTER	<input type="checkbox"/> ACCT. NO. + ENTER EXP. DATE + ENTER INVOICE NO. + ENTER PURCHASING CARD SALE AMNT. + ENTER CLERK ID + ENTER STREET ADDRESS NO. ZIP CODE + ENTER	[0] SWIPE ATM CARD INVOICE NO. + ENTER SALE AMNT. + ENTER CASHBACK AMOUNT [VERIFY AMNT.] + ENTER CUSTOMER ENTER PIN CUSTOMER ENTER PIN CLERK ID + ENTER	[4] + [3] SWIPE ATM CARD INVOICE NO. + ENTER CREDIT AMNT. + ENTER [VERIFY AMNT.] + ENTER CUSTOMER ENTER PIN ORIGINAL TRANS. DATE + ENTER
CREDIT	OFFLINE ENTRY	RE-ENTER PURCHASE	RE-ENTER RETURN
[4] + [4] SWIPE CARD OR IF UNREADABLE: ACCT. NO. + ENTER EXP. DATE + ENTER INVOICE NO. + ENTER PURCHASING CARD CREDIT AMNT. + ENTER CLERK ID + ENTER	TO ENTER PRE-AUTHORIZED CREDIT CARD TRANSACTION [6] + [1] + [1] + ENTER SWIPE CARD OR IF UNREADABLE: ACCT. NO. + ENTER EXP. DATE + ENTER IMPRINT CARD!! INVOICE NO. + ENTER PURCHASING CARD SALE AMNT. + ENTER CLERK ID + ENTER AUTH. CODE + ENTER	RE-ENTER PRE-AUTHORIZED ATM CARD PURCHASE [6] + [4] + [1] SWIPE OR KEY-IN ATM CARD INVOICE NO. + ENTER SALE AMNT. + ENTER CASHBACK + ENTER	RE-ENTER PRE-AUTHORIZED ATM CARD RETURN [6] + [4] + [3] SWIPE OR KEY-IN ATM CARD INVOICE NO. + ENTER CREDIT AMNT. + ENTER
VOID FUNC + [6] [6] + ENTER REF. NO. + ENTER SWIPE CARD OR IF UNREADABLE: ACCT. NO. + ENTER SALE AMNT. + ENTER		FOLLOW TERMINAL PROMPTS TO COMPLETE RE-ENTER. REFER TO ORIGINAL RECEIPT TO ENTER ORIGINAL TRANSACTION INFORMATION REQUESTED.	
ATM PIN PAD NOTE: PIN PAD 102 - CLERK SWIPES ATM CARD AT TERMINAL PIN PAD 301 - CUSTOMER SWIPES ATM CARD AT PIN PAD			
REPRINT RECEIPT	SPECIAL OPTIONS	END-OF-DAY BALANCING	
FUNC + [1] REF. NO. + ENTER	=OPTIONAL STEP(S) IF APPLICABLE- FOLLOW GOLD STEP OR SEE SIDE 2 OPTIONS.	SEE SIDE 2 FOR REPORT AND BATCH TRANSMITTAL PROCEDURES.	



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END-OF-DAY BALANCING TERMINAL MESSAGES

DAILY REPORTS

FUNC + 5 +
Call Clerk ID ON
1 or >1 = TOTALS
2 or >3 = DETAIL
3 or >4 = ALL

TO REVIEW (No printer)

FUNC + 4 + 1,2 or >3

CLERK REPORT

FUNC + 5 + 2 + 1

+ ENTER

CLERK ID

+ ENTER

TORMEW (No printer)

FUNC + 4 + 2 + 1

TRANSMIT BATCH

2

TRANS COUNT

+ ENTER

NET AMNT.

+ ENTER

Hit 3 if negative amount

(No printer) PRESS

+ ENTER

until "NEW BATCH BEGINS"

PURCHASING CARD OPTION

CUST. CODE

+ ENTER

SALES TAX

+ ENTER

ADDRESS MATCH

Address match only. (AVS)

CALL

Call Voice Authorization Center. If approved, proceed with Offline Entry.

HOLD/CALL

Hold the card. Use Code 10 procedure. Call Voice Authorization Center.

DECLINE

Request another card from cardholder.

ERROR

INELIGIBLE

Not a Mail/Phone order. (AVS)

GT 80% FULL

Terminal is beyond 80% capacity to store captured transactions. Transmit as soon as possible.

LOST COMM W/ HOST

Line is busy at the host or there are telephone circuit problems. Try transaction again or call Voice Authorization Center.

MUST CHECK

TOTS

Totals must be checked. Print or review Totals Report.

MUST DO START-UP

Start-up function must be initiated after each batch transmission. GB: FUNC + 2 + ENTER QD/RB: FUNC + 2

NO MATCH

No Address or Zip Code match. (AVS)

QD XXX or RB XXX

Quit Duplicate or Reject Batch. Call Help Desk.

SERV NOT ALLOWED

Service not allowed for card type.

WAITING FOR LINE

Phone line may be in use or out of service. Check for dial tone and all telephone connections.

ZIP MATCH

Zip Code match only. (AVS)



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