

Restaurant

Quick Reference Card

SoftPay Verix 2.3 for Omni Terminals

Sale

Swipe Card or Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

Confirm Acct #:

*[Optional prompts display]
[Password Input/Clerk Login]*

Amount \$:

➔ Cash Back \$:

➔ Enter PIN:

Tip:

Print Cust Copy?

Force

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

*[Optional prompts display]
[Password Input/Clerk Login]*

Amount \$:

Appr Code:

Print Cust Copy?

Refund

Press:

Swipe or Enter Account #:

Choose Card:

Exp Date (MMYY):

*[Optional prompts display]
[Password Input/Clerk Login]*

Amount \$:

Tip:

Print Cust Copy?

Void

Press:

Void Last Trans?

Retrieve By:

Invoice Number: or Last 4 digits:

[Transaction Displays]

Options are:

To confirm, press Yes.

Print 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

Tip Adjust

Press: **Tip Adjust**

Password: **ENTER**

Retrieve by: **Srvr**
Amt
Acct
Inv#

[Terminal prompts
for additional information]
[Transaction Displays]

Select: **Adj**
Prev
Next
Exit

New Tip: \$ **ENTER**

[Transaction Displays]

Press clear to return to the
previous menu.

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: **Srvr**
Amt
Acct
Inv#

[Terminal prompts
for additional information]
[Transaction Displays]

Select: **Adj**
Void
Prev
Next

Adjust Option: **Amt**
Tip
Srvr
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.

