

# Secure Payment Systems Electronic Check Conversion Procedure

Terminal Procedures - VeriFone Zon Jr XL, Tranz 330 / 380 / 380 x 2 / 460

**Note:** if a Tranz device with **SPS GIFT CARD** then the Gift Card menu of functions appears on key # 9



The Consumer Risk Management Experts<sup>SM</sup>

## Terminal Functionality

- (1) Sale / Purchase
- (2) Void
- (3) Terminal Summary Report
- (4) Host Summary Report
- (5) Host Detail Report
- (6) Close Batch / Image Transmission
- (7) Force Authorization (after operator approval)
- (8) Reprint Receipt
- (9) SPS Gift Card System

### Function

- (2) Display Number of Stored Images
- (3) Manually Purge Stored Images
- (4) Reserved
- (5) Initialize Imager
- (6) Reset Imager
- (7) Reserved
- (8) Reserved
- (9) Manually Transmit Stored Images

## Prompting Sequence

1 = electronic / 2 = paper  
 3 = guarantee / 4 = verification (optional prompt)  
 Run / Insert Check  
 Check Number (manually enter check number)  
 Total \$ Amount  
 Driver's License (if mag strip license swipe then State Code)  
 Date of Birth  
 Customer Phone Number (10 digit phone #)  
**AUTHORIZING ... PLS WAIT**

Receipt Signed?

If 1 = Yes, Then "Scan Receipt" (if using imager)  
 Then "Storing Image, Image Stored"

If 2 = No, Then 1 = "Take Paper Check"  
 Then 2 = "Reprint Receipt"

Note: driver's license prompt is based on floor limit \$ value set by SPS

Note: **Business checks must be entered as "paper"** as NACHA guidelines do not currently permit electronic conversion  
 Note: **Please do not forget to stamp the check "VOID"** when completing your transaction  
 Note: **Please remember that you must use the Force ( key 7) function to immediately re-enter an operator approval**

**For Customer Service: Dial 1-888-313-7842 then press 2 at the menu prompt**

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**Key # 5 Host Detail Report**

**State Codes**

<b>ABC BOOK STORE</b>			Merchant name
COSTA MESA, CA 92626			Merchant address
(714) 555-1212			Merchant telephone number
06:09 PM		01/15/01	
<b>BATCH DETAIL</b>			
9387464348	APP	10:25	\$ 72.02
9387464360	APP	10:41	\$ 80.14
9387464382	DEC	12:15	\$ 130.11
9387464393	APP	12:26	\$ 21.51
9387464522	APP	14:05	\$ 56.10
9387464588	APP	14:58	\$ 120.12
9387464614	DEC	13:42	\$ 131.88
9387464728	APP	15:31	\$ 60.95
9387465127	VD	17:17	\$ 28.43
9387465219	VD	17:40	\$1021.00
9387465220	APP	17:40	\$ 10.21
<b>BATCH SUMMARY</b>			
298489202		Batch ID returned by host	
APPROVED	7	\$	421.05
DECLINED	2	\$	261.99
VOIDED	2	\$	1049.43
-----			
<b>TOTAL</b>	<b>11</b>	<b>\$</b>	<b>421.05</b>
		Total # items and total \$ batch value	

41	Alabama	74	N Dakota
42	Alaska	75	Ohio
43	Arizona	76	Oklahoma
45	Arkansas	78	Oregon
46	California	44	Pennsylvania
47	Colorado	79	Rhode Island
48	Connecticut	80	S Carolina
91	Wash DC	81	S Dakota
77	Delaware	82	Tennessee
49	Florida	83	Texas
50	Georgia	84	Utah
51	Hawaii	85	Vermont
52	Idaho	86	Virginia
53	Illinois	87	Washington
54	Indiana	88	W Virginia
56	Iowa	89	Wisconsin
57	Kansas	90	Wyoming
58	Kentucky	92	Amer Samoa
59	Louisiana	93	Military ID
60	Maine	94	Guam
61	Maryland	95	Puerto Rico
62	Massachusetts	96	Virgin Islands
63	Michigan	28	Alberta
64	Minnesota	29	Brit Columbia
65	Mississippi	30	Manitoba
67	Missouri	31	New Bruns
68	Montana	32	Newfoundland
69	Nebraska	33	NW Terr
70	Nevada	34	Nova Scotia
71	New Hamp	35	Ontario
66	New Jersey	36	Pr Edward Isl.
72	New Mexico	37	Quebec
55	New York	38	Saskatchewan
73	N Carolina	39	Yukon Terr

Figure III-6. Batch detail report.

**Please remember to run your detail report (key 5) and close your batch (key 6) each evening**

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49	Florida	83	Texas
50	Georgia	84	Utah
51	Hawaii	85	Vermont
52	Idaho	86	Virginia
53	Illinois	87	Washington
54	Indiana	88	W Virginia
56	Iowa	89	Wisconsin
57	Kansas	90	Wyoming
58	Kentucky	92	Amer Samoa
59	Louisiana	93	Military ID
60	Maine	94	Guam
61	Maryland	95	Puerto Rico
62	Massachusetts	96	Virgin Islands
63	Michigan	28	Alberta
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