FD150 Retail



Card Transaction – Process

(Swiped or Manually Keyed) Use this function to authorize and capture transactions for settlement. If the magnetic stripe or EMV Chip is unreadable and manual entry is necessary, you must obtain a card imprint on the sales slip using a manual imprinter as verification that the card is present. Items in italics do not apply to every situation.

Press **Sale.**
Enter **Tip** amount or press the red **X** key if you do not want to enter a Tip until later. Keeping the tip at $0.00 and pressing **Enter** will show $0.00 on the tip line of the receipt.
Insert, tap, swipe or manually key the card number and press the green **Enter** key.
Key expiration date and press **Enter**.
Select either **Yes** or **No**.
Key in the 3- or 4-digit security code for the card and **press Enter**.

Key in the first 5 digits before the first letter of the customer's address and press **Enter.**
Key the customer's ZIP Code and press **Enter**.
Terminal communicates with the host for approval.
Key amount and press **Enter**.
Press **X** for **No** or press **Enter** for **Yes.**
Press either **Yes** or **No**.
Terminal will return to the idle prompt.

Card Transaction – Void

Use this function to delete a transaction that is in the current batch.

Press **Other**.
Press **Void**.
Enter the **Sequence Number** found on the receipt.
Press **OK** to void the transaction.
Select **OK**.
Terminal communicates with the host for approval.
Press either **Yes** or **No**.
Terminal will return to idle prompt**.**

Card Transaction – Refund

Press **Other.**
Press **Refund**.
Key amount and press the green **Enter** key.
Insert, tap, swipe or manually key card number and press **Enter**.
Key in the expiration date and press **Enter**.
Press either **Yes** or **No**.
Terminal will return to the idle prompt**.**

Credit Balance Inquiry

Use this function to perform a balance inquiry on a credit card.

Press **Other.**
Press **More**.
Press **Balance Inquiry**.
Insert, tap, swipe or manually key card number and press the green **Enter** key.
Key in the expiration date and press **Enter**.
Terminal communicates with the host.
Press the red **X** key three times to return to idle prompt**.**

Print Reports

Various types of detail and totals reports can be generated for transactions in the current batch transactions that have not yet been settled.

Press **Other**.
Press **Report**.
Press **Print Report**.
Select the desired report to print.
Press the red **X** key three times to return to idle prompt**.**

Settle

Use this function at the end of each day to settle the batch for payment and clear your terminal of transaction information. These procedures are only necessary if Auto Close is disabled.

Press **Other**.
Press **Close Batch**.
Press **OK**.
Batch close complete. Terminal will return to idle prompt**.**

Card Transaction – Force

Use this function to capture transactions when voice approval has been obtained.

Press **Other**.
Press **More**.
Press **Force**.
Key in the amount and press the green **Enter** key.
Insert, tap, swipe or manually key card number and press **Enter**.
Key in the expiration date and press **Enter**.
Key in the authorization code and press **Enter**.
Terminal communicates with the host for approval.
Press either **Yes** or **No.**
Terminal will return to idle prompt**.**

Tip Adjustment

Press **Other.**
Press **Enter Tips.**
Enter the **Sequence Number** found on the receipt.
Press **Edit Tip.**
Enter **Tip Amount** and press the green **Enter** key.

5a. To continue adjustments, press **Edit Tip**.

5b. Press **Next** for next transaction.

5c. Press the red **X** key when finished.

Reprint

Use this function to reprint the last transaction or any transaction stored in the terminal's memory.

Press **Other.**
Press **Reprint.**
Enter the **Sequence Number** found on the receipt.
Receipt will print.
Select **Yes** or **No**.
Screen will return to idle prompt.

AVS Response Codes

Visa Codes

Y: Address and ZIP match; Domestic only.

A: Address matches, ZIP code does not.

S: AVS not supported at this time; Domestic only.

R: Issuer's authorization system is unavailable, try again later; Domestic only.

U: Unable to perform address verification because either address information is unavailable or issuer does not support AVS; Domestic only.

Z: ZIP matches, address does not match or was not included in request.

N: Neither the ZIP nor the address matches.

B: Address matches, ZIP not verified.

P: Zip matches, address not verified.

C: Address and ZIP not verified due to incompatible formats.

D: Address and ZIP match; International only.

G: Address not verified for International transaction; International only.

I: Address not verified; International only.

M: Address and ZIP match; International only.

Mastercard Codes

Y: Exact, all digits match, five-digit ZIP.

A: Address matches, ZIP does not.

S: AVS not supported at this time.

R: Retry, system unable to process.

U: No data from Issuer/Authorization system.

Z: ZIP matches, address does not.

N: Neither the ZIP nor the address matches.

W: For US addresses, nine-digit ZIP matches, address does not; for address outside US, ZIP matches, address does not.

Discover Codes

Y: Address only matches.

A: Address and ZIP code match.

S: AVS not supported at this time.

U: Retry, system unable to process.

Z: ZIP matches, but address does not.

American Express Codes

Y: Address and ZIP are both correct.

A: Address only is correct.

S: AVS not supported at this time.

R: System unavailable; retry.

U: Necessary information unavailable, account number is neither US nor Canadian.

Z: ZIP only is correct.

N: Neither the ZIP nor the address match.