

# New York WIC

## Quick Reference Guide for VeriFone® Vx520 Terminal

### Log On Terminal

Fri 01/03/17 12:00am	F1
- TERMINAL LOGGED OUT -	F2
Logon Clerk F3	F3
Retailer Options F4	F4

Select **Logon Clerk** (F3).

Logon Clerk	F1
Clerk ID: _____	F2
	F3
Back Main	F4

Enter **Clerk ID**. Press green enter  key.  
(Must be 4 numbers)

Logon Clerk	F1
Clerk ID: XXXX	F2
Password: _____	F3
Back Main	F4

Enter **Clerk Password**. Press green enter  key.  
(Must be 4 to 8 numbers)

Logon Clerk	F1
APPROVED	F2
Clerk XXXX Logged On	F3
Keep retailer receipt	F4
for records	
<<Press Any Key>>	

Press any key to begin transactions.

**Note:** Prints a receipt with a logon message Clerk XXXX is logged on.

Terminal is logged on and ready for operation.

### Supplies

The VeriFone Vx520 can use either of the following types of single-ply thermal-sensitive replacement paper:

- CRM0039 High Grade Thermal Paper 2 ¼ inch
- CRM0027 Medium Grade Thermal Paper 2 ¼ inch

### Load/Change WIC Price(s)

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Select **Retailer Options** (F4).

Retailer Options #2	F1
1-Clerk Maintenance	F2
2-Load WIC Prices	F3
3-WIC DB Maintenance	F4
4-Ret Receipt Copies	
5-Terminal Config	
↑ ↓ Back Main	

Arrow down and select **Load WIC Prices** (2<sub>ABC</sub>).

Load WIC Prices	F1
SCAN OR ENTER ITEM #	F2
	F3
	F4

Scan or Enter Item #.

Load WIC Prices	F1
LOWFAT MILK	F2
1 GAL	F3
Price: Not Set	F4
New Price: _____	

Enter price. Press Green Enter  Key. Scan or Enter New Item # or press Red Cancel  Key to return to previous screen.

Load WIC Prices	F1
LOWFAT MILK	F2
1 GAL	F3
Price: 0.00	F4
Change	

Terminal displays item description and current price. Press button beneath **Change** and enter new price. Press green enter key. Scan or Enter next Item# or if finished press the red cancel key.

### Log Off Terminal

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Select **Retailer Options** (F4).

Retailer Options #1	F1
1-Logon / Logoff Clerk	F2
2-Reports	F3
3-Shift Totals	F4
4-Void Last Tran	
5-Reprint Last Recpt	
↓ Back Main	

Select **Logon/Logoff Clerk** (1<sub>QZ</sub>).

Logon / Logoff Clerk	F1
Current Clerk: XXXX	F2
1-Logon Clerk	F3
2-Logoff Clerk	F4
Back Main	

Select **Logoff Clerk** (2<sub>ABC</sub>).

Logoff Clerk	F1
APPROVED	F2
Clerk XXXX Logged Off	F3
Keep retailer receipt	F4
for records	
<<Press Any Key>>	

Terminal prints clerk totals. Press any key.

**Note:** Prints a receipt with a logoff message and clerk logoff totals.

Fri 01/03/17 12:00am	F1
- TERMINAL LOGGED OUT -	F2
Logon Clerk F3	F3
Retailer Options F4	F4

Terminal will not perform any transactions in this mode.

### Retailer Totals Report

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Select **Retailer Options** (F4).

Retailer Options #1	F1
1-Logon / Logoff Clerk	F2
2-Reports	F3
3-Shift Totals	F4
4-Void Last Tran	
5-Reprint Last Recpt	
↓ Back Main	

Select **Reports** (2<sub>ABC</sub>).

Reports	F1
1-Clerk Totals	F2
2-Terminal Totals	F3
3-Retailer Totals	F4
Back Main	

Select **Retailer Totals** (3<sub>DEF</sub>).

Retailer Totals	F1
* OVERRIDE REQUIRED	F2
Supv ID: _____	F3
Back Main	F4

Enter **Supervisor ID**. Press green enter  key.

Retailer Totals	F1
* OVERRIDE REQUIRED	F2
Supv ID: _____	F3
Password: _____	F4
Back Main	

Enter **Supervisor Password**. Press green enter  key.

Retailer Totals	F1
Settlement Sate	F2
MM/DD	F3
Back Main	F4

Enter **Settlement Date (MM/DD)**. Press green enter  key.

**Note:** The date entered on this screen must be the "settlement" date for the business day you are requesting.

## WIC Purchase With NO Cents-Off Coupons \*

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Swipe WIC card or press **Manual Entry (F3)** to manually enter card number.

**Note:** If not logged on as a supervisor, terminal will prompt for a supervisor password if manually entering a card number.

Select Transactions	F1
1-WIC Purchase	F2
2-WIC Balance Inquiry	F3
Main	F4

Select **WIC Purchase (1oz)**.

WIC Purchase	F1
Waiting for Customer to ENTER PIN...	F2
	F3
Main	F4

Customer enters PIN on the PINpad and presses ENTER on PINpad.

**Contacting Host...Waiting For Line... Dialing Primary...Waiting For Answer...**

Customer's WIC Prescription is now loaded in POS.

SCAN OR ENTER ITEM #	F1
	F2
	F3
Subtotal: 0.00	F4
Qty Totl	

Scan or Enter Item # to be purchased.

**Note:** Qty key must be pressed first to enter multiple quantities of an item and will always default back to one quantity.

LOWFAT MILK	F1
1 Gal 1 Ea @ 3.99	F2
Tot Price: 3.99	F3
Subtotal: 3.99	F4
Qty Void Totl	

Item Description and Price is displayed for 60 seconds. Price Override Smart Key may be selected during this time. Scan or Enter Item # of remaining WIC items. When finished, press

**Total** key.

WIC Purchase	F1
Subtotal: 3.99	F2
(Coupons) 0.00	F3
WIC TOTAL: 3.99	F4
Coup Back Totl	

Subtotal amount is displayed. If **NO Cents-Off Coupons** are presented by cardholder, press **TOTL** button.

**DO NOT** enter the total amount of the WIC items sold. Doing so will "zero out" the transaction and the store will not be paid.

Subtotal: 3.99	F1
(Coupons) 0.00	F2
WIC TOTAL: 3.99	F3
All Finished?	F4
1-Yes	
2-No	

Terminal prompts if transaction is "All Finished". Press **(1oz)** to complete WIC Purchase.

\* For instructions on completing a WIC Purchase **WITH** Cents-Off Coupons, see the WIC Retailer Manual.

## Balance Inquiry

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Swipe WIC card or press Manual Entry to manually enter card number.

**Note:** Card Numbers that are manually entered on a Balance Inquiry Terminal require a supervisor password.

Select Transactions	F1
1-WIC Purchase	F2
2-WIC Balance Inquiry	F3
Main	F4

Select **WIC Balance Inquiry (2ABC)**.

WIC Balance Inquiry	F1
Waiting for Customer to ENTER PIN...	F2
	F3
Main	F4

Customer enters PIN on the PINpad and presses ENTER on PINpad.

Screen will flash:

**Contacting Host...Waiting For Line... Dialing Primary...Waiting For Answer...**

WIC Purchase	F1
APPROVED	F2
Give receipt to CUSTOMER.	F3
<<Press Any Key>>	F4

Terminal will print WIC Balance Inquiry receipt.

## Void Last Transaction

Fri 01/03/17 12:00am	F1
SWIPE CARD to Begin.	F2
Manual Entry F3	F3
Retailer Options F4	F4

Select **Retailer Options (F4)**.

Retailer Options #1	F1
1-Logon / Logoff Clerk	F2
2-Reports	F3
3-Shift Totals	F4
4-Void Last Tran	
5-Reprint Last Receipt	
Back Main	

Select **Void Last Tran (4GHI)**.

Last Tran:	F1
(Type of Transaction)	F2
\$ XX.XX	F3
Void Tran?	F4
1-Yes	
2-No	
Back Main	

Press **(1oz)** for **Yes** and proceed to the next screen or press **(2ABC)** for **No** to return to previous menu.

Void Last Tran	F1
# OVERRIDE REQUIRED	F2
Suprv ID: _____	F3
Back Main	F4

Enter **Supervisor ID**. Press green enter key.

Void Last Tran	F1
# OVERRIDE REQUIRED	F2
Suprv ID:XXXX	F3
Password: _____	F4
Back Main	

Enter **Supervisor Password** and press green enter key.

Void Last Tran	F1
Swipe or type card number from last transaction.	F2
Back Main	F3
	F4

Enter card number or swipe card from last transaction.

Void Last Tran	F1
APPROVED	F2
Void Successful	F3
Give receipt to CUSTOMER.	F4
<<Press Any Key>>	

**Approved Transaction.**

Give the receipt to the customer.

## WIC Purchase Smart Keys

LOWFAT MILK	F1
1 Gal 1 Ea @ 3.99	F2
Tot Price: 3.99	F3
Subtotal: 3.99	F4
Qty Void Totl	

LOWFAT MILK	
1 GAL 1 Ea @ 2.99	
Price Override?	
1-Temporary	
2-Permanent	
3-Leave as is	
Change store price temporarily, permanently or leave as is	



Quantity: 2	
Subtotal: 0.00	

Enter multiple quantities of an item **BEFORE** scanning or entering a new item

Print detail so far?	
1-Yes	
2-No	
Print detail of all items that have been scanned or voided in transaction	

** VOID ITEM **	
SCAN OR ENTER ITEM # TO VOID	
Last Entry	
Void any item scanned or entered in transaction thus far, or select smart key directly below "Last Entry" to void the last line item entered	