

# **EXPRESS PAY SYSTEM**

**Quick user guide to register cash  
or check sales with tax (Cash Chk)**

## **VERIFONE**



### **OBJECTIVE**

Provide clear and simple instructions to perform the functions and operations that your business needs through the Express Pay System terminal to register cash or check sales with tax. And to provide the most advanced technology of modern banking and the best of services to our customers.

## TO PROCESS A CASH OR CHECK SALE WITH TAX (Cash Chk)

\*If the Express Pay System terminal calculates taxes, enter the total amount of the sale with tax and press **ENTER**. When the terminal processes the transaction, the printed receipt will indicate the amount of individual taxes and the IVU Loto number.

ACTION	SCREEN	OBSERVATIONS
Press the <b>F4</b> key.	(Date) (Hour) F1 Red ATH F2 EBT F3 Cash Chk F4	The terminal is ready to process a transaction.
Press the <b>F2</b> key.	Cash Chk F1 Cash Chk Sale F2 F3 F4	The terminal will show a menu with the available transactions options.
Enter the amount of the cash or check sale without tax and press <b>ENTER</b> .	Cash Chk Sale F1 F2 F3 Amount: \$ 0.00 F4	<b>*See note above.</b>
Enter the amount of state tax and press <b>ENTER</b> .	Cash Chk Sale F1 F2 Amount: \$ 2.00 F3 State Tax: \$ 0.00 F4	If state tax doesn't apply, press number <b>0</b> and <b>ENTER</b> .
Enter the amount of municipal tax and press <b>ENTER</b> .	Cash Chk Sale F1 Amount: \$ 2.00 F2 State Tax: \$ 0.12 F3 Mun. Tax: \$ 0.02 F4	If municipal tax doesn't apply, press number <b>0</b> and <b>ENTER</b> .
Verify the total amount of the purchase and press <b>ENTER</b> .	Cash Chk Sale F1 Amount: \$ 2.00 F2 State Tax: \$ 0.12 F3 Mun. Tax: \$ 0.02 F4 Total: \$ 2.14	The terminal will show the total amount of the purchase with tax.
	F1 F2 Total: \$ 2.14 F3 Sending Request... F4	
	F1 Approved ##### F2 Invoice Number: ##### F3 Printing... F4	If the transaction is approved, the merchant receipt will be printed.
Press the <b>F1</b> key to print the Customer receipt.	Yes F1 No F2 F3 Prnt Cust Copy? F4	The system prints the Customer receipt.

### SERVICE DIRECTORY

	Puerto Rico Metro Area	Outside Metro Area
Technical Support	787 751-1401	1-800-981-9401