



**PRICE ENTERPRISES**  
INC

SOP 19-20CW December 2020

## **Back Up Device “Credit Card Processor”**

**Device:** Verifone VX 520 CTLS

**Purpose:** The purpose of the Back Up Device is to be able to process credit card payments when the Washify system is down or is unable take the credit card payment. The Back Up Device is also used for any GSA credit card payments. At close of business day Manager will Batch out Back Up Device and reconcile receipts & reports.

### **Credit Card Charge on Back Up Device:**

1. Select [Credit]
2. Click [Sale]
3. Swipe Credit Card
4. Enter \$ Amount include tax
5. Select Green button [Enter]
6. Take receipt this will be Customer Copy
7. Select [Reprint], this will be Merchant Copy
8. Place Merchant Copy receipt into Cash Register in farthest left slot
9. Hand Customer their copy of credit card receipt for their records

\*If customer purchased Wash Card, enter purchase into Washify so that Wash Card is active.

- I. On Washify POS, enter type of Wash Card purchased
- II. Enter payment as [CHECK]
- III. Enter the credit cards last 4 digits into Check Number
- IV. Verify \$ Amount of charge (Should match Back Up Device credit card receipt)
- V. Select [PAY]
- VI. Staple Washify receipt with Merchant copy receipt and place into Cash Register in farthest left slot.
- VII. Hand Customer their copy of credit card receipt for their records.

### **GSA Credit Card Charge on Back Up Device:**

1. Select [CREDIT]
2. Select [SALE]

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

[www.carwash808.express](http://www.carwash808.express)



3. Swipe GSA Card
4. Select [Previous]
5. Select [CARWASH]
6. Select Green button [Enter]
7. Enter \$ Amount without tax
8. Enter Quantity
9. Enter Tax \$ Amount
10. Enter Customers Odometer
11. Enter GSA ID #
12. Select Green button [Enter]
13. Take receipt this will be Customer Copy
14. Select [Reprint], this will be Merchant Copy
15. Place Merchant Copy receipt into Cash Register in farthest left slot
16. Hand Customer their copy of credit card receipt for their records

#### **Batching Out at End of Business Day:**

1. Batch out Back Up Device at End of Business Day
2. Select farthest left purple button [Arrow pointing down]
3. Select farthest left purple button [Arrow pointing down]
4. Select [CLOSE DAY] \*F2
5. Enter User Name "MANAGER" (shown on label on side of device)
  - a. Select [6]
  - b. Select [ALPHA] until you get letter you need to spell out MANAGER
  - c. Once MANAGER is entered, Select Green button [ENTER]
6. Enter Password "96797" (show on label on side of device)
  - a. Select [9],[6],[7],[9],[7]
  - b. Once 96797 is entered, Select Green button [ENTER]
7. "Are you sure you want to close the day?"
  - a. Select Purple button [YES]
8. Batch receipt will print

#### **Reconcile Credit Card Receipts, Batch, and Washify:**

1. Take batch receipt from Back Up Device
2. Go to Cash Register and collect all credit card receipts from throughout the day  
\*If missing a receipt, select [REPRINT] and print receipts missing
3. Reconcile each credit card transaction to the Batch receipt
  - a. Total \$ amount must equal Batch total
  - b. Amount of receipts/ transaction must equal total on Batch
4. Enter Credit Card charges into Washify
  - a. On Washify POS, enter product customer purchased (Diamond Wash, Wash Club Membership, etc.)
  - b. Enter payment as [CHECK]

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

[www.carwash808.express](http://www.carwash808.express)



- c. Enter the credit cards last 4 digits into Check Number
  - d. Verify \$ Amount of charge (Should match Back Up Device credit card receipt)
  - e. Select [PAY]
5. Take Washify receipt and Staple with Back Up Device receipt

\*If customer purchased Wash Card, purchase should already be in Washify for Wash Card to have been activated.

**Reconcile with Washify:**

1. On Washify Revenue Report there will be a box for total \$ amount of CHECKS
2. Since we are entering the Back Up Device transactions as Checks they will be listed under that category in the Revenue Report
3. Verify that the Batch total matches the amount shown on the Washify Revenue Report under CHECKS  
\*Keep in mind, any checks for other purchases ex. Fundraisers, will be included in that total as well.
4. Once the Batch and Washify has been reconciled, staple all receipts and Batch receipt to Daily Revenue Report.

**Product Cost with Tax:**

- 1 Diamond Wash = \$20.94
- Buy 3 Get 1 Free Wash Card = \$62.83
- Buy 6 Get 2 Free Wash Card = \$125.65
- Buy 12 Get 4 Free Wash Card = \$251.31
- Emerald Wash Club Membership = \$51.31

*Ricky e Price*  
Ricky E. Price  
Owner/Chairman

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

[www.carwash808.express](http://www.carwash808.express)

