



BE PAYMENT READY

Moneris® iCT250, iWL220, and iWL255

Dynamic Currency Conversion Reference Guide





BE PAYMENT READY

Need help?

Web: moneris.com/support

Toll-free: 1-866-319-7450

Record your Moneris merchant ID here:

Contents

- Important: Read first**2
 - Enroll in Merchant Direct®2
- Introduction**3
 - Enabling DCC.....3
 - Cards supported3
 - Currencies supported3
- DCC cardholder prompts**.....4
 - Prompts on the terminal5
 - Prompts on the PINpad5
- DCC Transactions**.....7
 - General guidelines for DCC.....7
 - Purchase7
 - Partially approved Purchase.....8
 - Refund10
 - Pre-authorization.....10
 - Void and Pre-auth Advice11
 - Advice with voice authorization number (Force Post)11
 - Purchase and Pre-auth: Using an iCT250 terminal with iPP320 PINpad12
 - Refund: Using an iCT250 terminal with an iPP320 PINpad12
- Receipts**14
 - Signing credit card receipts14
 - Receipt samples.....15
- DCC Reporting**.....17
 - Daily DCC TXN Report (Admin 86)17
 - Sample: Daily DCC TXN Report18
 - Daily DCC Rate Look-up Report (Admin 87)18
 - Sample: Daily DCC Rate Look-up Report.....19
- Troubleshooting DCC transactions**20
 - Error messages on the terminal20
 - Error messages on the PINpad20
- Merchant support**21

Important: Read first

This guide assumes that:

- Your terminal has been set up and configured successfully, and that you are able to process financial transactions.
 - If this is not the case, refer to the *Setting up Your Terminal* section of the **Moneris Reference Guide** available at moneris.com/support, and follow the instructions for setting up and configuring the terminal to communicate with the Moneris host.
- You have contacted Moneris to add the Dynamic Currency Conversion feature to your merchant account.

Enroll in Merchant Direct®

Merchant Direct is the Moneris online tool for accessing all of your merchant reports, including end-of-day reports. To sign up for Merchant Direct, follow these steps.

Note: *If you have already enrolled for Merchant Direct, you do not have to enroll again.*

1. Go to moneris.com.
2. In the top right area of the screen, click **Login** and select **Merchant Direct**.
3. Click **Online Enrolment**.
4. Fill in the fields in the online form to complete your enrolment.

Introduction

Dynamic Currency Conversion (DCC) is a feature that allows your customer to see the cost of a transaction in both Canadian dollars and in a foreign currency when that customer pays with a foreign Visa® or Mastercard® credit or debit card. DCC adds value to each transaction by displaying real-time, on-the-spot currency conversions. It allows your international customers to pay in Canadian dollars or in their own currency.

For example, a customer from the United States makes a purchase in your store. When that customer pays with their US dollar Visa or Mastercard, they will be able to see the total purchase amount in US dollars as well as Canadian dollars, and then select the currency they prefer.

This guide provides you with instructions on how to use DCC on your terminal so that you can obtain the maximum benefit from this feature.

Enabling DCC

Once you sign up for DCC, Moneris will activate the feature on your merchant account. You must reinitialize your terminal with the Moneris host in order to start using DCC. To reinitialize your terminal, refer to the *Using Your Terminal* section of the terminal's **Reference Guide** available at moneris.com/support.

Cards supported

DCC is available for the following cards only:

- Visa and Mastercard credit cards issued in a foreign currency
- Visa and Mastercard pre-paid credit cards issued in a foreign currency
- Visa and Mastercard debit cards issued in a foreign currency

For the purpose of this document, all references to credit cards also include foreign Visa and Mastercard debit cards.

Currencies supported

Moneris supports 90 foreign currencies. For a complete list, please visit moneris.com/currencylist or contact Moneris Customer Care at **1-866-319-7450**.

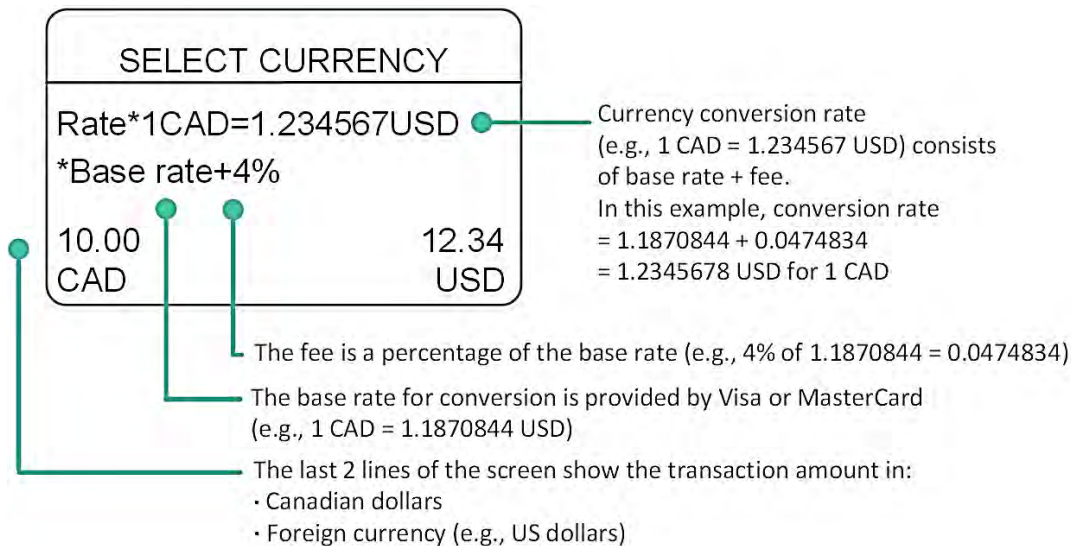
DCC cardholder prompts

When DCC is enabled, there are specific prompts to which the cardholder must respond, either on the terminal, or on the PINpad if applicable.

When a foreign credit card is entered on the terminal, the SELECT CURRENCY screen appears:





- The currency conversion rate is shown on the first line after the screen title, and may extend onto the second line when necessary.
- The asterisk after the word 'Rate' directs you to the corresponding asterisk on the second line where there is an explanation of how the conversion rate is calculated.
- The last two lines show the transaction amount in Canadian and foreign currency.

The example below provides more details:



Prompts on the terminal

The following DCC cardholder prompts appear on the terminal. The currency will vary depending on the card.

Cardholder prompt	Cardholder action
 <p>SELECT CURRENCY</p> <hr/> <p>Rate*1CAD = 0.720317EUR *Base rate+4%</p> <p>10.00 7.20 CAD EUR</p>	<p>The cardholder selects the currency:</p> <ul style="list-style-type: none"> To choose Canadian dollars, presses the function key below the Canadian dollar amount. To choose the foreign currency, presses the function key below the foreign dollar amount.
 <p>PURCHASE</p> <p>7.20 EUR-OK?</p> <hr/> <p>FRANCAIS</p>	<p>At the PURCHASE confirmation screen, the cardholder is prompted to confirm the transaction amount and their choice of currency. The cardholder uses the terminal keypad:</p> <ul style="list-style-type: none"> To continue the transaction, presses the green  key. To cancel the transaction, presses the red  key.

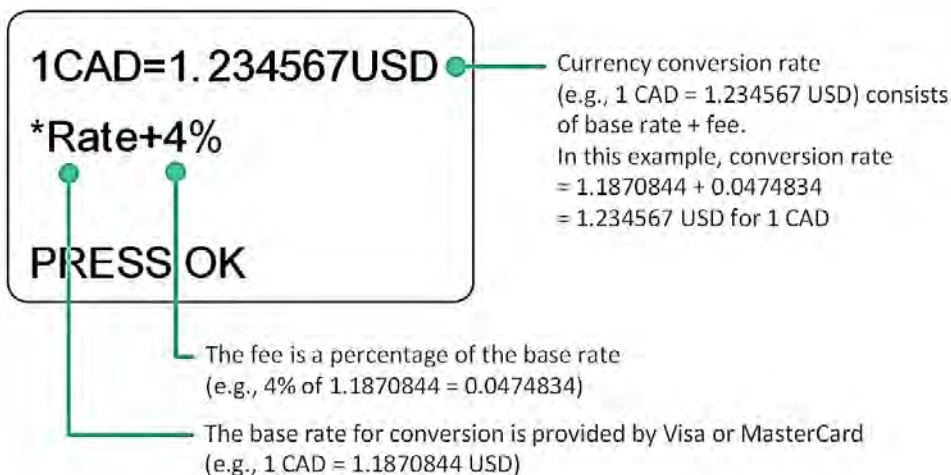
Prompts on the PINpad

This section applies only to the iCT250 terminal when an iPP320 PINpad is connected to the terminal.

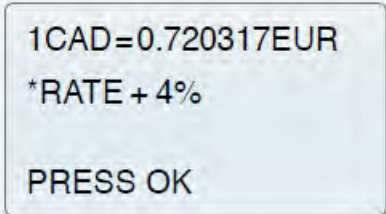

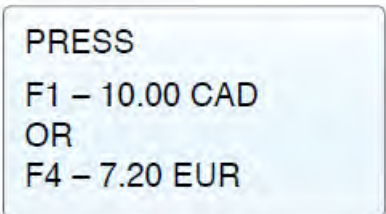
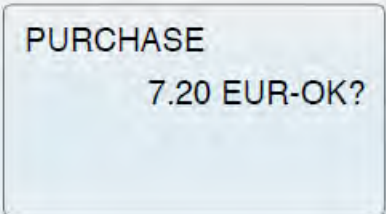


When a foreign credit card is entered on the PINpad (or on the terminal), the currency information screen appears:

- The currency conversion rate is shown on the first line;
- On the second line, there is an asterisk, followed by an explanation of how the conversion rate is calculated.

The example below provides more details:



The following DCC cardholder prompts appear on the PINpad. The currency will vary depending on the card.

Cardholder prompt	Cardholder action
 <p>1CAD=0.720317EUR *RATE + 4% PRESS OK</p>	<p>The cardholder presses the green  key to accept the conversion rate and to continue the transaction.</p>
 <p>PRESS F1 – 10.00 CAD OR F4 – 7.20 EUR</p>	<p>The cardholder selects the currency:</p> <ul style="list-style-type: none"> ▪ To choose Canadian dollars, presses F1. ▪ To choose the foreign currency, presses F4.
 <p>PURCHASE 7.20 EUR-OK?</p>	<p>At the PURCHASE confirmation screen, the cardholder is prompted to confirm the transaction amount and their choice of currency. The cardholder uses the PINpad keypad:</p> <ul style="list-style-type: none"> ▪ To continue the transaction, presses the green  key. ▪ To cancel the transaction, presses the red  key.

DCC Transactions

General guidelines for DCC

Follow these guidelines to ensure that DCC works smoothly on your terminal.

Method of card entry: The cardholder must swipe or insert their card. If both of these methods fail, you may manually enter the card number. Contactless entry (tap) is not supported for DCC transactions.

Note: *Manual card entry will only be allowed on terminals where a manual card entry password has been configured and manual card entry has been enabled. Refer to your terminal's **Reference Guide** for information on configuring the password and enabling manual card entry.*

Mandatory customer selection: When prompted to select a currency, the cardholder must respond by using the keys on the terminal (or the external PINpad if applicable). You must not select for the cardholder or influence them to choose one currency over another.

Card present only: The cardholder must be present to choose a currency. This means that Mail Order/Telephone Order (MOTO) transactions are not supported for DCC.



Training mode: DCC is available on your terminal's training mode. For training purposes, the foreign currency will always display as Japanese yen (JPY).







Notes:

- *All instructions begin at the PURCHASE ENTER AMOUNT screen, also known as the READY screen.*
- *The instructions are shown with the minimum steps required to perform the transaction. If you have enabled optional settings, you may see additional prompts on the screen.*
- *If you are using the optional external PINpad on the iCT250, the cardholder prompts will appear on the PINpad. This means you will **not** have to pass the terminal to the cardholder to obtain their input. The cardholder will select the currency of their choice on the external PINpad.*

Purchase










Purchase of goods or services. (If you are using an iCT250 with an iPP320 PINpad, refer to the [Purchase and Pre-auth](#) procedure on page 12.)



1. Key in the purchase amount in Canadian dollars and press the green  key.
The SWIPE/INSERT/TAP CARD prompt appears.
2. You or the cardholder swipes or inserts the card on the terminal.
 - The PLEASE WAIT message appears briefly while the terminal communicates with the Moneris host to obtain the conversion rate for the currency of the foreign credit card.
 - The CUSTOMER PRESS OK TO CONTINUE prompt appears.
3. Pass the terminal to the cardholder.
4. The cardholder presses the green  key to continue.
The SELECT CURRENCY screen appears.

5. The cardholder selects one of the currencies displayed on the terminal:
 - To select Canadian dollars, presses the function key ( / ) below the Canadian dollar amount.
 - To select the foreign currency, presses the function key ( / ) below the foreign dollar amount. The amount/currency confirmation screen appears.
6. The cardholder presses the green  key to accept the amount and currency displayed.
The RETURN TO CLERK message appears.
7. The cardholder returns the terminal to you.
8. Press the green  key on the terminal to continue.
The terminal displays PROCESSING then APPROVED.
9. Process receipts (see page 14).

Partially approved Purchase

A purchase using a pre-paid credit card where the value on the pre-paid card is less than the purchase amount.

1. Process the Partial Approval.
 - a. Key in the purchase amount in Canadian dollars and press the green  key.
The SWIPE/INSERT/TAP CARD prompt appears.
 - b. You or the cardholder swipes or inserts the card on the terminal.
 - The PLEASE WAIT message appears briefly while the terminal communicates with the Moneris host to obtain the conversion rate for the currency of the foreign pre-paid credit card.
 - The CUSTOMER PRESS OK TO CONTINUE prompt appears.
 - c. Pass the terminal to the cardholder.
 - d. The cardholder presses the green  key to continue.
The SELECT CURRENCY screen appears.
 - e. The cardholder selects one of the currencies displayed on the terminal:
 - To select Canadian dollars, presses the function key ( / ) below the Canadian dollar amount.
 - To select the foreign currency, presses the function key ( / ) below the foreign dollar amount.
 - The purchase confirmation screen appears.
 - f. The cardholder presses the green  key to accept the amount and currency displayed.
The RETURN TO CLERK message appears.
 - g. The cardholder returns the terminal to you.
 - h. Press the green  key on the terminal to continue.
 - i. The terminal displays the PARTIAL APPROVED 9.99 CCC PRESS OK screen, where 9.99 represents the amount approved and CCC is the foreign currency chosen by the cardholder (e.g. CNY).
 - j. Press the green  key to acknowledge the partial approval.
The PASS TO CUSTOMER PRESS OK TO CONTINUE prompt appears.

- k. Pass the terminal to the cardholder.
 - l. The cardholder presses the green  key to continue.
The PARTIAL APPROVED 9.99 CCC CANCEL/OK screen appears.
 - m. The cardholder selects **OK** to acknowledge the partial approval amount (or selects **CANCEL** to cancel the transaction).
The terminal displays the AMOUNT DUE (the transaction amount that is still outstanding) along with the RETURN TO CLERK prompt. The cardholder returns the terminal to you.
 - n. Press the green  key to continue.
The terminal displays the AMOUNT DUE in Canadian dollars, along with 2 payment options: CR/DB (Credit/Debit) and CASH.
2. Process the remaining balance.
 - a. Ask the cardholder how they would like to pay for the remaining balance. Depending on their response, select CR/DB or CASH on the terminal.
 - b. The PARTIAL APPROVED 9.99 CCC message appears for a few seconds to indicate that the transaction has been approved. The terminal prints the receipt(s) for the partially approved Purchase.
 - c. Process receipts (see page 14).
 - d. Based on the tender type the cardholder specified in step 2a, do one of the following:
 - If the cardholder presents a foreign credit card, refer to *Purchase* on page 7 in this guide and begin at step 2.
 - If the cardholder presents any debit card or a Canadian credit card, refer to 'Purchase' in the *Using Your Terminal* section of the terminal's **Reference Guide**.
 - If the cardholder presents another foreign pre-paid credit card, return to step 1b on page 8.
 - If the cardholder presents cash, proceed to step 3.
 3. Process receipts (see page 14).





Refund

A Refund credits a customer's account.

Note: Process refunds using the same currency as the original purchase transaction. Refer to the cardholder copy of the receipt or your own copy.





Note: The Refund amount will be less than the original purchase amount for two reasons: the fee paid by the cardholder for the DCC service is not refunded, and the currency conversion rate may fluctuate.







Note: To refund a partially approved purchase, use the TOTAL PAID amount on the Partial Approval receipt.

1. Press the Admin  /  key, select **TRANSACTIONS**, and then select **REFUND**.
 - If SWIPE ADMIN CARD appears, swipe your POS Admin card.
2. Key in the transaction amount in Canadian dollars, and press the green  key.
The ENTER ORIGINAL AUTHORIZATION # prompt appears.
3. Key in the 6-digit AUTH# from the original transaction receipt, and press the green  key.
The SWIPE/INSERT/TAP CARD prompt appears.
4. Swipe or insert the card on the terminal.
The terminal recognizes that the card is a foreign credit card and displays the DCC REFUND? prompt.
5. Choose one of the following options:
 - If the original transaction was processed in a foreign currency, select **YES**.
 - If the original transaction was processed in Canadian currency (or you don't know whether the original transaction was processed in Canadian currency), select **NO**.The terminal displays PLEASE WAIT, PROCESSING, then APPROVED.
6. Process receipts (see page 14).

Pre-authorization

Authorization if the final Purchase amount is unknown (e.g., hotel or car rental).

1. Press the Admin  /  key, select **TRANSACTIONS**, and then select **PRE-AUTH**.
2. Key in the amount of the pre-auth in Canadian dollars and press the green  key.
The SWIPE OR INSERT CARD prompt appears.
3. You or the cardholder enters the card on the terminal.
 - The PLEASE WAIT message appears briefly while the terminal communicates with the Moneris host to obtain the conversion rate for the currency of the foreign credit card.The CUSTOMER PRESS OK TO CONTINUE prompt appears on the terminal.
4. Pass the terminal to the cardholder.
5. The cardholder presses the green  key to continue.
The SELECT CURRENCY screen appears.

6. The cardholder selects one of the currencies displayed on the terminal:
 - To select Canadian dollars, presses the function key (/) below the Canadian dollar amount.
 - To select the foreign currency, presses the function key (/) below the foreign dollar amount. The amount/currency confirmation screen appears.
7. The cardholder presses the green  key to accept the amount and currency displayed.
The RETURN TO CLERK message appears.
8. The cardholder returns the terminal to you.
9. Press the green  key on the terminal to continue.
The terminal displays PROCESSING then APPROVED.
10. Process receipts (see page 14).

Note: When the final Purchase amount is known, you must perform a PRE-AUTH ADVICE for the final amount using the same card number (see [Void and Pre-auth Advice](#) below).










Void and Pre-auth Advice




The steps to perform these transactions are the same for both Canadian credit cards and foreign credit cards. If needed, refer to the *Using Your Terminal* section of the terminal's **Reference Guide** available at moneris.com/support.

Use the same currency as the original transaction.

Advice with voice authorization number (Force Post)





A Force Post transaction completes a voice-authorized purchase.

1. Press the Admin  /  key, select **TRANSACTIONS**, and then select **P-A ADVICE**.
The FIND ORIGINAL TRANSACTION? prompt appears.
2. Press the function  /  key to select **NO**.
The ENTER AMOUNT prompt appears.
3. Key in the original purchase amount, including tip, and press the green  key.
The ENTER ORIGINAL AUTHORIZATION # prompt appears.
4. Key in the voice authorization number written on your paper sales draft and press the green  key.
The ENTER CARD NUMBER prompt appears.
5. Key in the card number and press the green  key.
The ENTER EXPIRY DATE [MMYY] prompt appears.
6. Key in the expiry date of the card and press the green  key.
 - When the ENTER MAN ENT PASSWORD prompt appears, key in your manual card entry password and press the green  key.
 - If the SWIPE ADMIN CARD prompt appears, swipe your POS Admin card.
 The DCC ADVICE? prompt appears.

7. Press the function  /  key to select **NO**. Voice-authorized transactions do not support DCC.
The terminal displays PLEASE WAIT, PROCESSING, then APPROVED.
8. Process receipts (see page 14).
9. The terminal returns to the FIND ORIGINAL TRANSACTION? prompt.
 - To go back to the READY screen, press the red  key twice.
 - To process another Force Post, return to step 2.



Purchase and Pre-auth: Using an iCT250 terminal with iPP320 PINpad

Follow these instructions for Purchase or Pre-authorization transactions if you are using the iCT250 terminal with the optional external iPP320 PINpad. If your terminal does not have a PINpad attached, follow the [Purchase](#) transaction on page 7 or the [Pre-authorization](#) transaction on page 10.

1. Start the transaction on the terminal.
 - For Purchase: Key in the purchase amount in Canadian dollars and press the green  key.
 - For Pre-authorization: Press the Admin  /  key, select **TRANSACTIONS** then **PRE-AUTH**, enter the pre-auth amount in Canadian dollars, and press the green  key.

The SWIPE/INSERT/TAP CARD prompt appears on the PINpad.
2. The cardholder swipes or inserts the card on the external PINpad.
 - The PLEASE WAIT message appears briefly on the terminal and on the PINpad while the terminal communicates with the Moneris host to obtain the conversion rate for the currency of the foreign credit card.

The currency conversion rate screen appears on the PINpad.




Note: *When cardholder input is required on the PINpad, the terminal displays CONTINUE ON PINPAD.*
3. The cardholder presses the green  key to accept the rate, then selects one of the displayed currencies:
 - To select Canadian dollars, presses **F1** on the PINpad.
 - To select the foreign currency, presses **F4** on the PINpad. The amount/currency confirmation screen appears.
4. The cardholder presses the green  key to accept the amount and currency displayed.
The PINpad returns to the WELCOME/BONJOUR screen, while the terminal displays PROCESSING then APPROVED.
5. Process receipts (see page 14).


Refund: Using an iCT250 terminal with an iPP320 PINpad

Follow this Refund procedure if you are using the iCT250 terminal with the optional external iPP320 PINpad. If your terminal does not have a PINpad attached, follow the [Refund](#) transaction on page 10.

Note: *Process refunds using the same currency as the original purchase transaction. Refer to the cardholder copy of the receipt or your own copy.*

Note: *To refund a partially approved purchase, use the TOTAL PAID amount on the Partial Approval receipt.*

1. On the terminal, press the Admin  /  key, select **TRANSACTIONS** then **REFUND**.
 - If SWIPE ADMIN CARD appears, swipe your POS Admin card.
2. Key in the transaction amount in Canadian dollars and press the green  key.

The ENTER ORIGINAL AUTHORIZATION # prompt appears.
3. Key in the 6-digit AUTH# from the original transaction receipt, and press the green  key.

The SWIPE/INSERT/TAP CARD prompt appears on the external PINpad.
4. You or the cardholder swipes or inserts the card on the terminal or on the external PINpad.

The DCC REFUND? prompt appears on the terminal.
5. Choose one of the following options:
 - If the original transaction was processed in a foreign currency, select **YES**.
 - If the original transaction was processed in Canadian currency (or you don't know whether the original transaction was processed in Canadian currency), select **NO**.

The terminal displays PLEASE WAIT, PROCESSING, then APPROVED.
6. Process receipts (see page 14).

Receipts

Signing credit card receipts

Merchant copy

Always retain this copy for your records, but note:

- If a signature line is printed, obtain the cardholder's signature.
- You do not need to obtain a signature if any of the following messages are printed:
 - VERIFIED BY PIN
 - NO SIGNATURE REQUIRED

Cardholder copy

Give this copy to the customer, but note:

- If a merchant signature line is printed, sign this copy.

Receipt samples

In addition to the standard transaction fields, receipts for DCC transactions print currency information, as shown in these Purchase samples.

Purchase receipt – Merchant copy

MERCHANT NAME MERCHANT ADDRESS MERCHANT CITY & PROVINCE		
CARD	*****0000	Card number
CARD TYPE	A0A0A0A0A0A0	
DATE	0000 / 00 / 00	Transaction date YYYY / MM / DD
TIME	0000 00 : 00 : 00	
RECEIPT NUMBER	A00000000-000-000-000-0	

PURCHASE		Transaction type
AMOUNT	\$000,000.00	
TIP	\$000,000.00	Printed if a tip is entered
TOTAL	\$000,000.00	

RATE* 1 CAD = 0.0000000 CCC *BASE RATE + 0% SELECTED TRANS CURRENCY <input type="checkbox"/> CAD TOTAL \$000,000.00 <input checked="" type="checkbox"/> CCC TOTAL \$000,000.00		Currency information: <ul style="list-style-type: none"> • Conversion rate where CCC represents the foreign currency • Fee for conversion • Transaction amount shown in both currencies • X to indicate currency selected by cardholder

PURCHASE TOTAL	\$000,000.00 CCC	Total amount and currency of the transaction

I HAVE BEEN OFFERED A CHOICE OF PAYMENT CURRENCIES. THIS CURRENCY CONVERSION SERVICE IS OFFERED BY THIS MERCHANT.		This statement appears for Visa transactions only. The cardholder acknowledges the statement by signing the merchant copy of the receipt or by entering a PIN on the terminal/PINpad.
APPROVED AUTH# A0A0A0 00-000 THANK YOU		Cardholder signature (if signature line is printed)

CARDHOLDER NAME		
CARDHOLDER WILL PAY CARD ISSUER ABOVE AMOUNT PURSUANT TO CARDHOLDER AGREEMENT.		
MERCHANT COPY		

Legend
 *** = masked characters
 000 = numeric characters
 AAA = alphabetic characters
 A0A = alphanumeric characters

Purchase receipt – Cardholder copy

MERCHANT NAME MERCHANT ADDRESS MERCHANT CITY & PROVINCE	Legend *** = masked characters 000 = numeric characters AAA = alphabetic characters A0A = alphanumeric characters
CARD *****0000 CARD TYPE A0A0A0A0A0A0 DATE 0000 / 00 / 00 TIME 0000 00 : 00 : 00 RECEIPT NUMBER A00000000-000-000-000-0 -----	Card number Transaction date YYYY / MM / DD
PURCHASE AMOUNT \$000,000.00 TIP \$000,000.00 TOTAL \$000,000.00	Transaction type Printed if a tip is entered
RATE* 1 CAD = 0.0000000 CCC *BASE RATE + 0% SELECTED TRANS CURRENCY <input type="checkbox"/> CAD TOTAL \$000,000.00 <input checked="" type="checkbox"/> CCC TOTAL \$000,000.00	Currency information: <ul style="list-style-type: none"> • Conversion rate where CCC represents the foreign currency • Fee for conversion • Transaction amount shown in both currencies • X to indicate currency selected by cardholder
PURCHASE TOTAL \$000,000.00 CCC -----	Total amount and currency of the transaction
I HAVE BEEN OFFERED A CHOICE OF PAYMENT CURRENCIES. THIS CURRENCY CONVERSION SERVICE IS OFFERED BY THIS MERCHANT.	This statement appears for Visa transactions only. The cardholder acknowledges the statement by signing the merchant copy of the receipt or by entering a PIN on the terminal/PINpad.
APPROVED AUTH# A0A0A0 00-000 THANK YOU CARDHOLDER WILL PAY CARD ISSUER ABOVE AMOUNT PURSUANT TO CARDHOLDER AGREEMENT. CARDHOLDER COPY IMPORTANT – RETAIN THIS COPY FOR YOUR RECORDS	





DCC Reporting

There are two reports designed specifically for DCC. Both reports can be printed using admin code shortcuts:

- For the Daily DCC TXN Report, use admin code 86.
- For the Daily DCC Rate Look-up Report, use admin code 87.

Daily DCC TXN Report (Admin 86)

This report shows the number of approved purchase, refund, and void transactions for each foreign currency that was selected for at least one approved transaction in the current batch. You can print the report for the current date or specify a different date. Follow these steps:

1. From the READY screen, press the Admin  /  key twice.
2. Key in **86** and press the green  key.
 - If the SWIPE ADMIN CARD prompt appears, swipe your POS Admin card.The date entry screen appears.
3. Do one of the following:
 - To view the DCC transactions for a specific date, enter the desired date as four digits (MMDD) or as six digits (YYMMDD).
 - To view the DCC transactions for the current date, simply press the green  key.

The screen displays PRINTING while the report prints.

Sample: Daily DCC TXN Report




DAILY DCC TXN REPORT			
TERMINAL	00000000		Terminal ID
MERCHANT NAME MERCHANT ADDRESS MERCHANT CITY & PROVINCE			
BATCH # 000			
DAILY DCC TXN	MM/DD		Report name and date requested
Transaction information			
CCC			• CCC represents the foreign currency processed
PURCHASE	000		• Number of approved purchases, refunds, voids (CORRECT) by currency
REFUNDS	000		• Total number of approved transactions by currency
CORRECT	000		
NET TTL	000		
Transaction information is printed for each foreign currency successfully processed.			
CCC			
PURCHASE	000		
REFUNDS	000		
CORRECT	000		
NET TTL	000		
END OF REPORT			
YYYY / MM / DD		MM:SS	Date and time of printing

Daily DCC Rate Look-up Report (Admin 87)

For the DCC transactions in the current batch, this report shows:


- the total number of currency rate look-ups;
- the number of transactions where the cardholder selected the foreign currency (i.e., OPT-IN);
- the number of transactions where the cardholder selected Canadian dollars (i.e., OPT-OUT).

To print the report, follow these steps:

1. From the READY screen, press the Admin  /  key twice.
2. Key in **87** and press the green  key.
 - If the SWIPE ADMIN CARD prompt appears, swipe your POS Admin card.

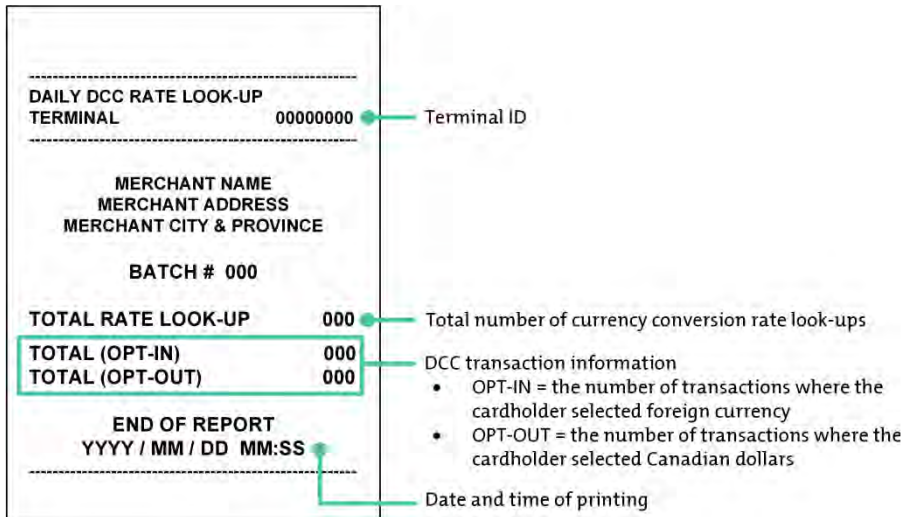
The date entry screen appears.

3. Do one of the following:

- To view the DCC transactions for a specific day, enter the desired date as four digits (MMDD) or as six digits (YYMMDD).
- To view the DCC transactions for today, simply press the green  key.

The screen displays PRINTING while the report prints.

Sample: Daily DCC Rate Look-up Report





The image shows a sample report with several fields and annotations:

- Terminal ID:** 00000000
- MERCHANT NAME**
MERCHANT ADDRESS
MERCHANT CITY & PROVINCE
- BATCH # 000**
- TOTAL RATE LOOK-UP 000** (Total number of currency conversion rate look-ups)
- TOTAL (OPT-IN) 000** (DCC transaction information)
- TOTAL (OPT-OUT) 000** (DCC transaction information)
- END OF REPORT**
YYYY / MM / DD MM:SS (Date and time of printing)



DCC transaction information:

- OPT-IN = the number of transactions where the cardholder selected foreign currency
- OPT-OUT = the number of transactions where the cardholder selected Canadian dollars



Troubleshooting DCC transactions

If an error message appears, first press the green  key or the red  key to clear the message, then retry the transaction. If the error message reappears and is listed in the table below, follow the instructions in the table. If the problem is still not resolved, call Moneris Customer Care toll-free at [1-866-319-7450](tel:1-866-319-7450).

Error messages on the terminal

Error message	Solution
DECLINED INVALID TRANSACTION	<p>The currency rate look-up has failed. Choose one of the options below:</p> <ul style="list-style-type: none">▪ To re-send the rate look-up request, press the green  key. The terminal displays PLEASE WAIT while waiting to receive the currency information.▪ To cancel the transaction completely, press the red  key. The terminal returns to the READY screen. You may now start a new transaction.

Error messages on the PINpad

Error message	Solution
CANNOT PROCESS INVALID TRANS	<p>The currency rate look-up has failed. Choose one of the options below:</p> <ul style="list-style-type: none">▪ To re-send the rate look-up request, press the green  key. The terminal displays PLEASE WAIT while waiting to receive the currency information.▪ To cancel the transaction completely, press the red  key. The terminal returns to the READY screen. You may now start a new transaction.

Merchant support

If you need assistance with your payment processing solution, we're here to help, 24/7.

We're only one click away.

- Visit moneris.com/support to:
 - download the Moneris **Reference Guide** for your terminal;
 - consult the Moneris **WebHelp** for detailed information on all of the options available on your terminal and how to enable them.
- For a complete list of foreign currencies supported by Moneris, visit moneris.com/currencylist.
- To view additional DCC reports, log in to Merchant Direct at moneris.com/mymerchantdirect.
- Visit shop.moneris.com to purchase point-of-sale supplies and receipt paper.
- Visit moneris.com/insights for business and payment news, trends, customer success stories, and quarterly reports & insights.

Need us on-site? We'll be there.

One call and a knowledgeable technician can be on the way. Count on minimal disruptions to your business as our Field Services provide assistance with your payment terminals.

Can't find what you are looking for?

- Call Moneris Customer Care (available 24/7) at **1-866-319-7450**. We'll be happy to help.
- You can send us a secure message 24/7 by logging in to Merchant Direct at moneris.com/mymerchantdirect.



BE PAYMENT READY

MONERIS, MONERIS BE PAYMENT READY & Design and MERCHANT DIRECT are registered trade-marks of Moneris Solutions Corporation. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated. VISA is a trademark owned by Visa International Service Association and used under license. All other marks or registered trade-marks are the property of their respective owners.

© 2018 Moneris Solutions Corporation, 3300 Bloor Street West, Toronto, Ontario, M8X 2X2. All Rights Reserved. This document shall not wholly or in part, in any form or by any means, electronic, mechanical, including photocopying, be reproduced or transmitted without the authorized consent of Moneris Solutions Corporation. This document is for informational purposes only. Neither Moneris Solutions Corporation nor any of its affiliates shall be liable for any direct, indirect, incidental, consequential or punitive damages arising out of use of any of the information contained in this document. Neither Moneris Solutions Corporation or any of its affiliates nor any of our or their respective licensors, licensees, service providers or suppliers warrant or make any representation regarding the use or the results of the use of the information, content and materials contained in this document in terms of their correctness, accuracy, reliability or otherwise. Your DCC processing is governed by your agreement for Dynamic Currency Conversion services with Moneris Solutions Corporation. Your credit and/or debit card processing is governed by the terms and conditions of your agreement(s) for merchant credit/debit card processing services with Moneris Solutions Corporation. It is your responsibility to ensure that proper card processing procedures are followed at all times. Please refer to the **Moneris Merchant Operating Manual** (available at: moneris.com/support) and the terms and conditions of your applicable agreement(s) for credit/debit processing or other services with Moneris Solutions Corporation for details.