

Processing a payment in CR with a Credit Card Payment Type

Now that you have signed up with an outside vendor for processing credit card payments through our Cash Receipting program, here is a quick reference document of the minor change that will be seen on our Cash Receipting program.

Entering in the payment will be the same:

File View Navigation Data Entry Tasks Reports BS&A Applications Help

Add Void Audit Options View Journal Entry No Sale Attmt [0] Search Linked Apps

Rec'd Of: **BROWN,NORM** Address Receipt: [Next Available] Post Date: 05/27/2011

Description/Notes

Cashier: Anna Status: Open

Batch: Workstation:

Receipt Item	Reference	Det.	Amount	Distribution
UB	10005	Det.	\$5.00	Distribution

<double-click or begin typing here to add a new row.>

Creation Source: Counter Receipt Total: \$5.00
Creation ID: <Not Set> Tendered: \$0.00
Change: (\$5.00)

+ Adding New Receipt View changes... Save Cancel

Sort Index: Post Date Posting Date - 05/27/2011 Interest Date - 05/27/2011

Entering in the tendered amount will now be your credit card type that has been setup and Click Close:

File View Navigation Data Entry Tasks Reports BS&A Applications Help

Rec'd Of: BROWN,NORM Address Receipt: [Next Available] Post Date: 05/27/2011

Application Views

- Counter Receipts
- Department Receipts
- Quick Receipts
- Tables: Receipts
- Program Setup

Quick Search

- Receipt #
- Receipt Amount
- Receipt Item Amount

Notifications

- Open Receipts
- 165 Open... (\$39)
- Unposted Journals
- Not Linked With

CR.NET by BS&A SOFTWARE

BS&A Message Center

Creation ID: <Not Set> Tendered: \$5.00 Change: \$0.00

+ Adding New Receipt View changes... Save Cancel

Sort Index: Post Date Posting Date - 05/27/2011 Interest Date - 05/27/2011

Payment Details

Receipt Total: \$5.00

Tender Type	Description	Check #/Reference #	Exp Date	Amount
CC	CREDIT CARD			\$5.00
<double-click or begin typing here to add a new row.>				

Tendered: \$5.00
Change: \$0.00

Close

****New Screen****

After the credit card tendered type is chosen, you will now receive this new screen. This will give you the opportunity to use the barcode scanner provided or you may hand type in the card information.

The screenshot displays the 'Input Credit Card Information' dialog box over a receipt entry interface. The dialog box has the following sections:

- Swipe or Enter Card:** A blue bar for card input.
- Amount:** \$5.00
- Fee:** \$0.15
- Total:** \$5.15
- Exp. Date (MMYY):** [Empty field]
- Card Type:** [Empty dropdown]
- AVS and CVV Info:**
 - Street Address: [Empty field]
 - Zip Code: [Empty field]
 - CVV Code: [Empty field]
- Card Signer Information:**
 - First Name: [Empty field]
 - Last Name: [Empty field]
 - Street Address: 1465 TAYLOR ST
 - City: JENISON
 - State: MI
 - Zip Code: [Empty field]

Buttons: OK, Cancel

Background Application Views:

- Counter Receipt Entry
- Department Receipt Entry
- Quick Receipt Entry
- Tables: Receipts
- Program Setup

Quick Search:

Receipt #	F4
Receipt Amount	F5
Receipt Item Amount	F6

Notifications:

- Open Receipts: 165 Open... (\$39,344.06)
- Unposted Journal Entries:
- Not Linked With GL

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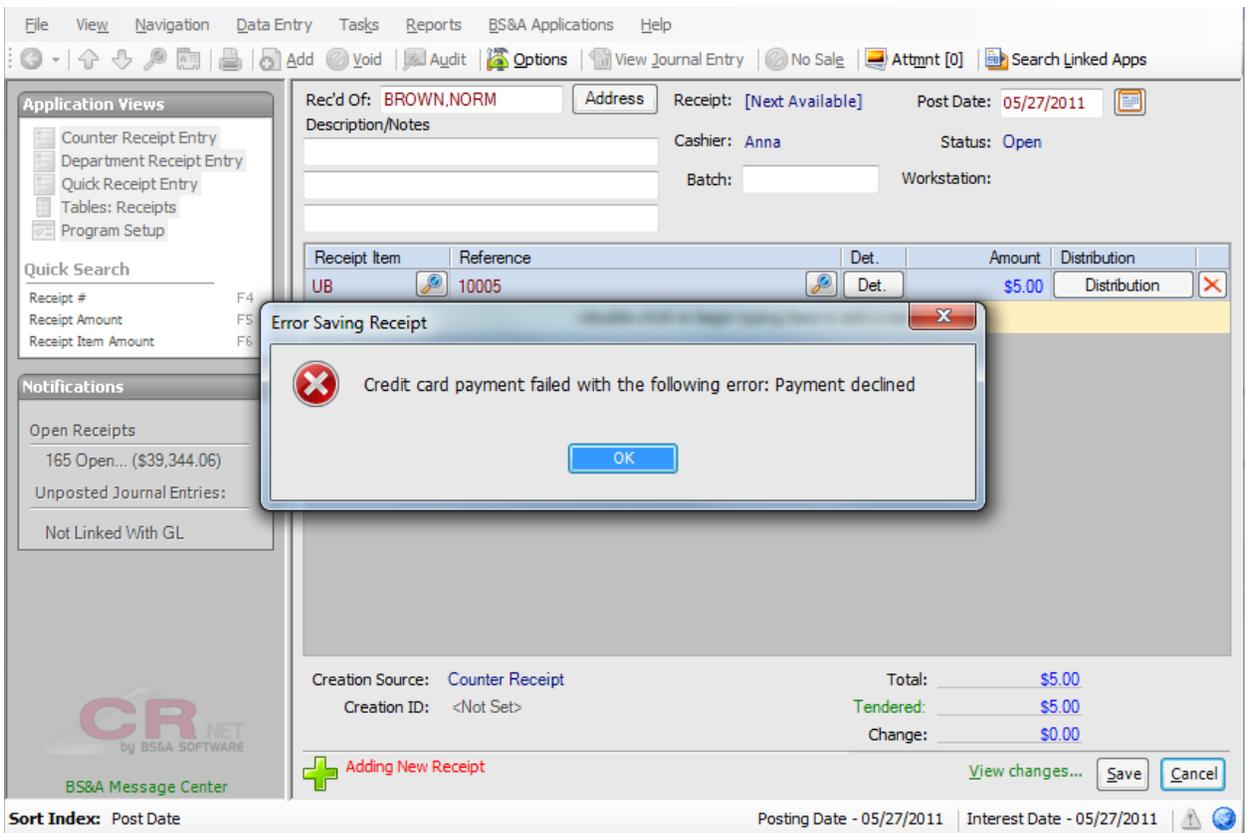
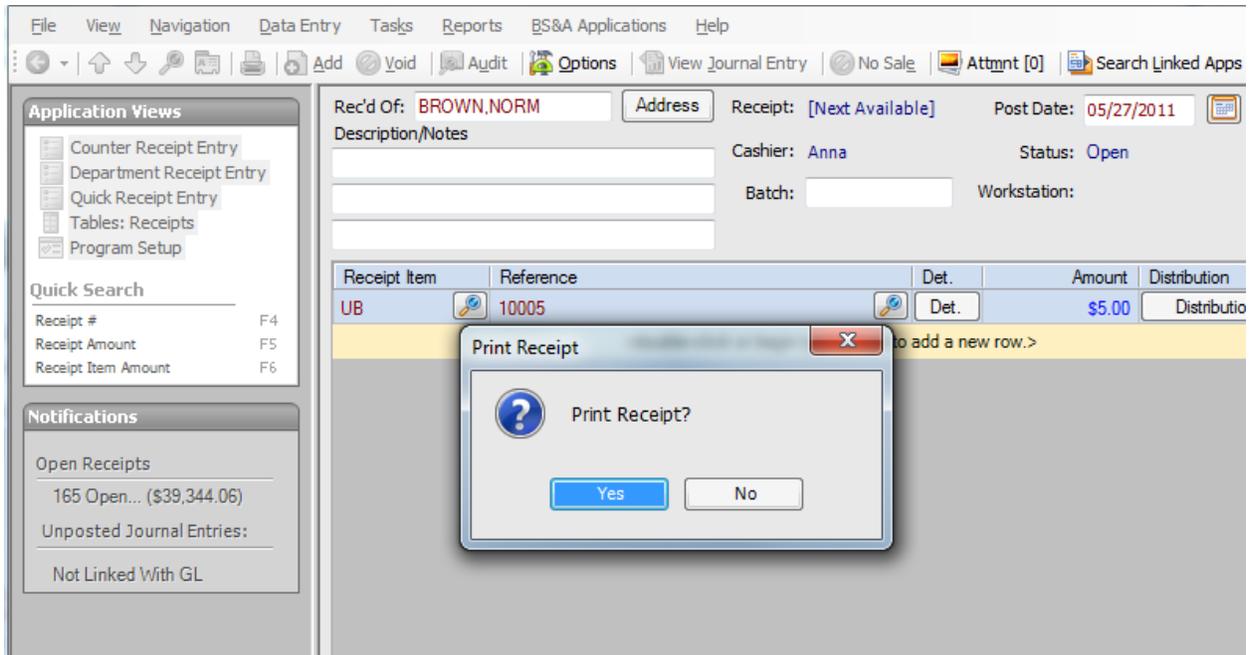
BS&A Message Center

Status Bar: Adding New Receipt | View changes... | Save | Cancel | Posting Date - 05/27/2011 | Interest Date - 05/27/2011

Table (Background):

Amount	Distribution
\$5.00	Distribution

Once entered in, if the card was successful, the system will prompt you to print a receipt. If it was not successful, you will receive a decline message and will have the opportunity to enter in another card number if desired.



*****Please Note:

Voiding a credit card receipt:

If the payment is unjournalized, you will void the payment in your Cash Receipting system and this will also void the payment with your credit card processing company. If this void occurs in the same day before midnight the customer will see no activity on their card, if it is after midnight they will see a charge and a reversal.

If the payment is journalized you will need to process the refund in the credit card company's website and request a refund from them to the credit card and then handle the payment in CR as any other type of journalized receipt that needs reversing.