



# Merchant User Manual

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## References

This document is a compilation of the following manual(s) tailored specifically for merchants using the T-Gate TPI Payment Server and other T-Gate Products.

Document	Version	Description
PaymentServerMerchantManual.doc	2.06.1221	Merchant User Manual

## Overview

By using the T-Gate TPI Payment Server, the administrator users can manage their accounts with little more than a few keystrokes and mouse clicks. Through an intuitive graphical user interface, an administrator can set up new accounts and modify or delete existing ones. In turn, merchants can upload POS transactions from their terminals and capture images of signed sales drafts. As a result, merchants no longer have to hold copies of these transactions for retrieval requests. Instead, the images are housed on the web and available to the merchant by using a web browser. Additionally, merchants also have access to manage accounts at the user level within their merchant accounts\*. This versatility thus not only supports a wide level of account management, but also reduces the need for administrator involvement in routine and simple adjustments to the merchant account.

In addition, the T-Gate TPI Payment Server provides tools to customize logos and contact information, which locate on the T-Gate TPI Payment Server web pages viewable to every user. In this way, while maintaining a professional business presentation, an administrator can conveniently provide merchants with vital contact information.

This documentation targets individuals who will monitor the T-Gate TPI Payment Server system on a regular basis. Some knowledge of basic system administrative principles is a plus. For an administrator, although prior experience with system administration is not required, it will help facilitating installation and maintenance of the payment server.

\* Managing user accounts is dependent on the merchant's assigned security permissions

## Ch 1: Beginning to Use T-Gate TPI Payment Server

*What to expect and what to do when beginning to use the T-Gate TPI Payment Server for payment processing.*

In this introductory chapter, you will learn the basics on how to use the T-Gate TPI Payment Server for payment processing. The topics covered include the payment server's logon process, graphical user interface (GUI), and user account management. To begin using the T-Gate TPI Payment Server, you must first logon to the system.

1. Open your internet browser
2. Type the Uniform Resource Locator (URL) for the payment server login page in the **Address** field (For example: <http://gateway.itstgate.com/Admin/login.aspx>). Consult the system administrator for the T-Gate TPI Payment Server if you are unsure of the correct URL and the login page for the T-Gate TPI Payment Server should open (shown below)



[Click here](#) if you forgot your password.  
[Click here](#) if you need help.

Username:

Password:

3. Input your username in the **Username** field
4. Input your password in the **Password** field
5. Click **Login** (the **Reset** button lets you re-enter your username and password)

**Note:** If this is your first time logging on to the payment server, you will see an **End User Licensing Agreement (EULA)**. To continue your login, read the agreement and click the **I agree** button.

END-USER LICENSE AGREEMENT FOR TPI SOFTWARE SOFTWARE

IMPORTANT READ CAREFULLY:  
This TPI Software End-User License Agreement ( EULA ) is a legal agreement between you (either an individual or a single entity) and TPI Software LLC for the TPI Software product accompanying this EULA, which includes computer software and may include associated media, printed materials, and online or electronic documentation (SOFTWARE). By installing, copying, or otherwise using the SOFTWARE, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install, copy, or otherwise use the SOFTWARE.

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TPI Software (SOFTWARE) is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE is licensed, not sold.

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Do you agree with this license agreement?

## Logon as a Merchant

After you logon to the system as a merchant, a menu bar will appear on the screen (as shown below). It contains a list of options: **Virtual Terminals, Recurring Billing, Current Batch, End of Day, Closed Batches, Find Transactions, Manage Users, Preferences, Email, and Logout.**

The **Manage Users** feature is discussed in this chapter. All other features will be discussed in the following chapters.

Logged In As: test  
Test Merchant

TPISoftware  
SmartPayments™  
payment server

- Virtual Terminals
- Recurring Billing
- Current Batch
- End of Day
- Closed Batches
- Find Transactions
- Manage Users
- Tools
- Preferences
- E-mail
- Logout

Non-Default Company Name  
"123 Non-Default Street"  
"Non-Default Suite 123"  
"Redmond, WA 98052"  
"123-123-1234"  
\*\*\*\*\*

[sales@Non-DefaultDomain.com](mailto:sales@Non-DefaultDomain.com)  
[support@Non-DefaultDomain.com](mailto:support@Non-DefaultDomain.com)

Powered by  
SmartPayments™

### Virtual Terminal

**Credit** – Process *Sale, PreAuth, or ForceAuth* transactions on credit card

**Debit** – Process *Sale or Return* transactions on debit card

**Checks** – Process *Sale, Verify (PreAuth), Void, Return, or ForceSale (PostAuth)* transactions on check

**Gift Cards** – Process *Redeem, Reload, Refund, Activate, Deactivate, or Inquire* transactions on gift card (**Note:** A gift card must be activated to be used)

### Recurring Billing

**Add Customer** – Add a new customer for recurring billing

**View Customer** – Displays established recurring billing customers

**View Contracts** – Displays established contracts for customers

**Billing Report** – Displays transactions processed through recurring billing

### Current Batch

**Summary** – Displays a summary list on transactions in the current batch

**Credit/Debit/EBT/Checks** – Displays the transaction details in the current batch **Host**

**Batch Info** – Displays a batch summary form the processor host

### End of Day

**Credit/Debit/EBT/Checks** – Displays the current batch summary and allow you to submit the batch

### Closed Batches

**Credit/Debit/EBT/Checks** – Displays the transaction details of closed batch

### Find Transactions

**Summary** – Displays a summary list on all transactions categorized by the payment type

**Credit/Debit/EBT/Gift Cards/Check** – Displays the transaction details, including receipt and/or check images if applied

### Manage Users

**Add** – Add a new user account

**Find/Edit** – Find, edit or delete user account

### Preferences

**Access Control** – Grant or deny access to log into an account by verifying the IP address

**Custom Fields** – Add data field to the Virtual Terminals pages. The field will be saved along with the transaction

**Device Setup** – Set up input devices connected to your system

**Password** – Change the user password

**Security** – Set security for functions performed at the user level

### Email

**Sales** - Send email to the T-Gate TPI Payment Server sales team

**Support** - Send email to the T-Gate TPI Payment Server support team

**Logout** – Exit the T-Gate TPI Payment Server

## ***Adding a New User***

The **Manage Users** section is used to add, find, edit, or delete user accounts. The following examples describe two scenarios in which you would want to add a new user.

- **Your company must establish a user account for each terminal.** This account is set up specifically to upload transactions and sales draft/check images to the web
- **Your company wants to establish a user account for an office manager.** This manager needs a user name and password fro access to retrieve images and view reports

Adding a new user:

1. Click on the **Manage Users** folder
2. Click on the **Add** link to add a new user and the following screen will appear

**User Information** (\* indicates required field)

User Name: <input type="text"/>	*Security Level: 1 ▾	*System Level: 1 ▾
*First Name: <input type="text"/>	*Last Name: <input type="text"/>	
*Phone Number: <input type="text"/>	*Email Address: <input type="text"/>	
Street Address 1: <input type="text"/>	Street Address 2: <input type="text"/>	
City: <input type="text"/>	State: ----- ▾	
Province: <input type="text"/>	Postal Code: <input type="text"/>	
Country: Canada ▾	Time Zone: Eastern ▾	

Without your specifying a user name in the **User Name** field, the payment server will generate a user name for you

The **First Name** and **Last Name** fields are where you will need to identify the terminal that will be uploading to this account or the entity that will be using this account

The **Security Level** box should be defined correctly to give the user access to only what the user needs to complete his/her task (Also, see Setting Security in Chapter 6)

3. Enter the new user's information into the **User Information** form
4. Click on the **Save User** button (the **Reset** button allows you to return to the previously saved **User Information** state)

## ***Finding and Editing Users***

The **Find/Edit** function lets you manage the user account, such as, search a user account, modify the previously entered user information, delete an existing user, activate or inactivate a user account, etc.

1. Click on the **Manage Users** folder
2. Click on the **Find/Edit** link and the following screen will open

Show Filters

NOTE: You don't need to fill out all the fields, just the ones you know. The less information you provide, the more match you will get. e.g. If you put in "r" in the "City" field, it will match any city with a "r" in it.

User Name  Email

First Name  Last Name

User Number  Phone

City  Postal Code

- Fill out the field(s) that you know for your target user in the **Show Filters** form. Notice without entering any information in the filter form, it will return all user accounts
- Click **Find** (the **Reset** button lets you re-enter the information) and a list of users will appear (Notice the  and  arrows under each column name are for sorting the list)

User Name	Last Name	First Name	Partner ID	Email
<a href="#">test_merchant</a>	test	test	100	<a href="mailto:test1@myCompany.com">test1@myCompany.com</a>
<a href="#">test_myMerchant</a>	testing	hello	100	<a href="mailto:test2@myCompany.com">test2@myCompany.com</a>

- To send an email to the user, click the **Email** link. Your default mail application will pop up for you to email the user
- To view, edit or delete the user, click on the **User Name** link. The following figure will appear

**User Information** [Edit User](#)

**Username:** test merchant  
**Status:** Active  
**Email:** [test1@myCompany.com](mailto:test1@myCompany.com)

**Contact Info**  
 test test  
 USA

**User Options**  
 - [Reset Password](#)  
 - [Email Password](#)  
 - [Log In as this User](#)  
 - [Delete User](#)  
 - [Make User Inactive](#)

**Security Level:** 4  
**System Level:** 1  
**User Type:** Merchant

7. To edit the user, click the **Edit User** link in the upper right corner of the section and a screen similar to the example below will open displaying the detail of the user information

**User Information** (\* indicates required field)

User Name: test merchant	*Security Level: 4	*System Level: 1
*First Name: test	*Last Name: test	
*Phone Number: 123	*Email Address: test1@myCompany.com	
Street Address 1: 	Street Address 2: 	
City: 	State: -----	
Province: 	Postal Code: 	
Country: United States	Time Zone: Pacific	

8. Edit the fields as necessary and click **Save User** to save the changes (the **Reset** button allows you to return to the previously saved **User Information** form)

**User Information** [Edit User](#)

<b>Username:</b> test	<b>User Options</b>
<b>Status:</b> Active	- <a href="#">Reset Password</a>
<b>Email:</b> <a href="mailto:test@tpisoft.com">test@tpisoft.com</a>	- <a href="#">Email Password</a>
	- <a href="#">Log In as this User</a>
<b>Contact Info</b>	
test merchant	
567 56th St.	
Seattle, WA 12345	
USA	
	- <a href="#">Delete User</a>
	- <a href="#">Make User Inactive</a>
	<b>Security Level:</b> 4
	<b>System Level:</b> 1
	<b>User Type:</b> Merchant

- Email:[test1@myCompany.com](mailto:test1@myCompany.com) – To send the user an email after your default mail application appears
- Reset Password – To reset the user password. The payment server will automatically generate a new user password.
- Email Password – To send the user his/her password, in the context of a pre-defined email template (See example figure below)
- Log in as this User – To log in as this user
- Delete User – To delete the user. Notice you cannot delete a primary user. A primary user is created when an account is first created.
- Make User Active – To make the user inactive or active.

**Send Email**

From: Non-Default Software<support@mysoft.com>

To: test@tpisoft.com

CC: test@tpisoft.com

BCC: test@tpisoft.com

Subject: Your account information

Dear test,

Welcome and thank you for choosing our payment solution! Please note that you will need your user name and password to log in the next time you visit us. Remember, passwords are case-sensitive. You must enter your password exactly the same way, including capitalization, each time you log in.

Please use this link to start using our payment solutions:  
<https://127.0.0.1>

Payment Server account information.

- PartnerID: 100
- Merchant Number: 1
- User Name: test
- Password: 5465

## Ch 2: Creating Transactions with Virtual Terminals

*How to use virtual terminals*

**Virtual Terminals** allow you to process various transactions on credit card, debit card, check, and gift card. The transaction types include **Sale**, **PreAuth** (pre-authorization), **ForceAuth** (post-authorization), **Void**, **Return**, etc. This chapter describes how to process each type of transaction, grouped by the payment methods: Credit Card, Debit Card, Check, and Gift Card.

In general, when filling out the transaction forms (illustrated as screenshots in this chapter), be aware that the industry type of your merchant account, such as retail or e-Commerce, has different requirements on certain fields to be populated or not. For example, some payment processors do not require an address for a retail transaction, but require for an e-Commerce one. Consult your service provider if you are unsure of these requirements.

To process retail transactions, you will need various devices, such as card reader, PIN pad, and check reader. Refer to Setting up Input Devices in Chapter 6 for details.

### **Credit Card**

The virtual terminal does not facilitate **Void** and **Return** transactions on credit card. Instead, they are provided through **Find Transactions**. This is to ensure a void or return transaction only to be made on an existing transaction, which further help reduce fraud.

Credit Card Sale

1. Click on the **Virtual Terminals** folder
2. Click on the **Credit** link
3. Click on the **Sale** tab (shown below)

Sale   
 PreAuth   
 Return   
 ForceAuth

Card Number:   
Expiration:   
Subtotal:   
Tax Amount:   
Tip Amount:   
Total Amount:

---

Customer ID:   
Card Holder:   
Street:   
City:   
Postal/Zip Code:   
CV2:   
Invoice #:   
PO #:

Force Duplicate

Repeat Sale (Installment)

4. Enter the credit card information into the **Credit Card Sale** form
5. By checking the **Force Duplicate** box, you can process a duplicate transaction. A duplicate transaction is an attempted transaction identical to the one already made on the same day, with the same credit card number, expiration date, and total amount
6. The **Repeat Sale** function is designed for a credit card payment with installments. If this transaction is a repeat sale, check the **Repeat Sale** box to expand the section (shown below). Otherwise, skip this step and go to Step 8

Repeat Sale (Installment)

Use this section if your customer is making installment payments. For example, if the purchase price was \$500 and you set your customer up with a three month installment option, you would enter the payment information above, input 1,2 or 3 for Installment Number and 3 for Total Installments.

Installment Number:   
Total Installments:

7. Fill out the two fields in the **Repeat Sale** section for an installation payment
8. Click **Process** (the **Clear** button lets you clear the form without processing the transaction)

## Credit Card Sale Receipt

<a href="#">Print Receipt</a>	
<a href="#">Map Address</a>	
Date	5/8/2006
Time	3:16 PM PDT
Trans Type	Sale
Register	1
Subtotal	\$3.00
Account	*****6781
Exp Date	0809
Issuer	VISA
Name	Global Payments Inc
Invoice#	
PO#	
Sale Tax Amt	
Tip Amt	
Total Amt	\$3.00
Street	4 Corporate Sq
City	Atlanta
Zip	30329
Entry Method	Manual
Result	APPROVED
AuthCode	123456
Message	APPROVAL
PNRef	54244
CommercialCard	False
CVResult	
AVSResponse	No Match on Address (Street) or ZIP

### Credit Card Repeat Sale Receipt

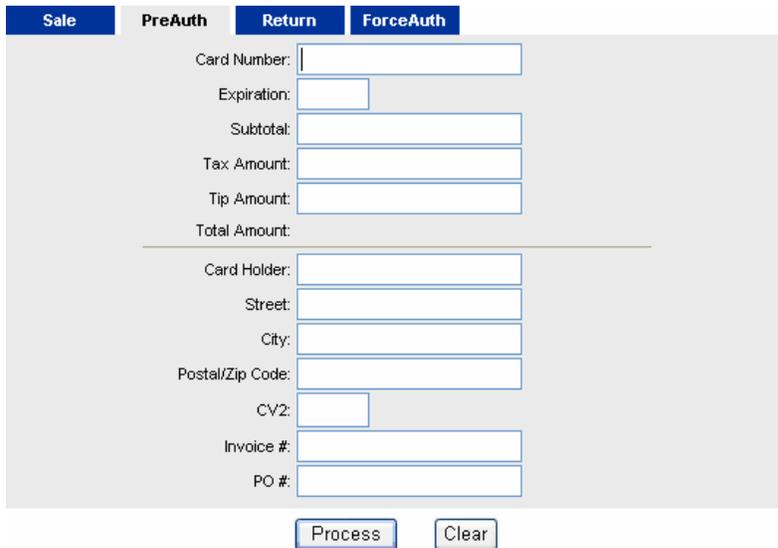
<a href="#">Print Receipt</a>	
<a href="#">Map Address</a>	
Date	5/8/2006
Time	3:16 PM PDT
Trans Type	Sale
Register	1
Subtotal	\$3.00
Account	*****6781
Exp Date	0809
Issuer	VISA
Name	Global Payments Inc
Invoice#	
PO#	
Sale Tax Amt	
Tip Amt	
Total Amt	\$3.00
Street	4 Corporate Sq
City	Atlanta
Zip	30329
Entry Method	Manual
Result	APPROVED
AuthCode	123456
Message	APPROVAL
PNRef	54244
CommercialCard	False
CVResult	
AVSResponse	No Match on Address (Street) or ZIP

9. Notice the two options in the figures above: Print Receipt and Map Address
10. Click on **Print Receipt** to print the transaction receipt
11. Click on **Map Address** to locate the address on a map

### Credit Card PreAuth

**PreAuth** is the process of authorizing and reserving the funds for the transaction – ensuring the card is valid, and the cardholder has sufficient open-to-buy funds to cover the purchase amount and reserving the funds for completion.

1. Click on the **Virtual Terminals** folder
2. Click on the **Credit** link
3. Click on the **PreAuth** tab (shown below)



The screenshot shows a web interface with four tabs: **Sale**, **PreAuth**, **Return**, and **ForceAuth**. The **PreAuth** tab is selected. Below the tabs is a form with the following fields:

- Card Number:
- Expiration:
- Subtotal:
- Tax Amount:
- Tip Amount:
- Total Amount:

---

Below a horizontal line, there are additional fields:

- Card Holder:
- Street:
- City:
- Postal/Zip Code:
- CV2:
- Invoice #:
- PO #:

At the bottom of the form are two buttons: **Process** and **Clear**.

4. Enter the credit card information into the form
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt like the example below will appear

<a href="#">Print Receipt</a>	
<a href="#">Map Address</a>	
Date	5/8/2006
Time	3:19 PM PDT
Trans Type	Auth
Register	1
Subtotal	\$2.00
Account	*****6781
Exp Date	0809
Issuer	VISA
Name	Global Payments Inc
Invoice#	
PO#	
Sale Tax Amt	
Tip Amt	
Total Amt	\$2.00
Street	4 Corporate Sq
City	Atlanta
Zip	30329
Entry Method	Manual
Result	APPROVED
AuthCode	123456
Message	APPROVAL
PNRef	54245
CommercialCard	False
CVResult	
AVSResponse	No Match on Address (Street) or ZIP

6. Notice the two options in the figures above: Print Receipt and Map Address
7. Click on **Print Receipt** to print the transaction receipt (example shown below)
8. Click on **Map Address** to locate the address on a map

Vital CC/DBT/EBT 2 Test Merchant  
 123  
 Redmond, WA 98052

Date: 7/29/2004 Time: 11:14:28 AM [PDT]

Trans Type: Authorization  
 Transaction #: 10901  
 Name:  
 Account: \*\*\*\*\*1732  
 Exp Date: 0509  
 Card Type: MASTERCARD  
 Entry: Manual  
 AuthCode: VITAL8  
 Result: Approved

**Total Amt: \$0.00**

I Agree to Pay Above Total  
 Amount According to Card  
 Issuer Agreement (Merchant  
 Agreement if Credit Voucher)

Signature X \_\_\_\_\_

### Credit Card Return

A **Credit Card Return** is a return transaction in which a previous Credit Card Sale is to be returned / voided.

1. Click on the **Virtual Terminals** folder
2. Click on the **Credit** link
3. Click on the **Return** tab (shown below)

Sale
PreAuth
Return
ForceAuth

For security reasons, we limit refunds to the same credit card account number that was used in the purchase. We also limit the dollar amount of the refund to the dollar amount of the original purchase or less.

To process a refund, please select [Transaction Reports](#), query the original transaction, then click the PNRref number. A refund option should appear. You may enter a different dollar amount in the amount field, however, the dollar amount can not exceed the original purchase amount.

4. Read the information and click **Transaction Reports** (shown below)

Transaction Filters

Date Range: Select a Date Range or enter dates manually below . . .

Start Date:  End Date:

Start Time:  End Time:

May 2006

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

May 2006

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Auth Code:

Card Holder:

Card Number:

User:

Invoice Number:

Register:

Customer ID:

Trx Type: All

Exclude Void:

Payment Type: All

Status: Approved

PNRref:

Total Amount:

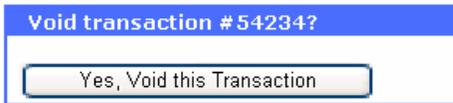
Batch Num:

**Note:** The date is defaulted to today's date.

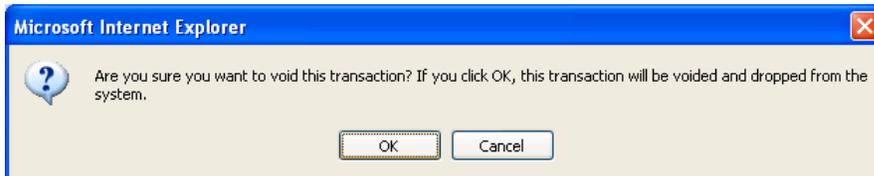
5. Enter the appropriate information. (No information needs to be entered onto this page, by clicking the **Submit** button, you will view all transactions today)
6. Click **Submit** and a list of transactions similar to the sample screen below will appear

Ref #	Customer ID	Inv #	Date	Result	Payment Type	Account Type	Account #	Name	Type	Status	Approval Code
<a href="#">54234</a>			5/8/2006 12:52:23 PM	APPROVED	VISA	VISA	*****6781	Global Payments Inc	Sale	APPROVAL	001007
<a href="#">54232</a>			5/8/2006 12:49:52 PM	APPROVED	VISA	VISA	*****6781		Sale	APPROVAL	001006

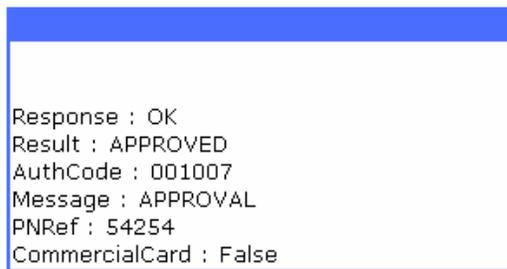
7. A list of transactions will appear, click on the transaction **Ref #** you wish to return



8. Click **Yes, Void this Transaction**



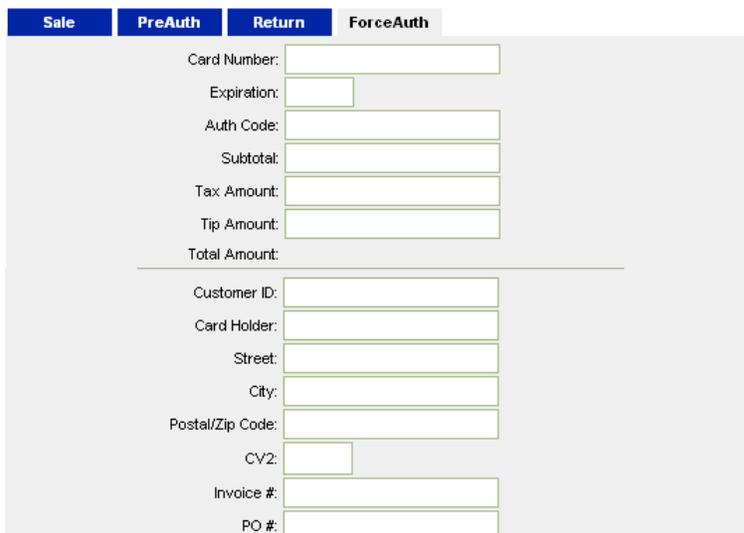
9. Click **OK** and similar screen to the following void response example will appear



### Credit Card ForceAuth

**ForceAuth** is a sale transaction for which a merchant received a voice authorization. A **ForceAuth** is done so that the previously authorized transaction can be settled and the merchant can receive funds.

1. Click on the **Virtual Terminals** folder
2. Click on the **Credit** link
3. Click on the **ForceAuth** tab (shown below)

A screenshot of a web form for processing a ForceAuth transaction. At the top are four tabs: "Sale", "PreAuth", "Return", and "ForceAuth". The "ForceAuth" tab is selected. Below the tabs are several input fields:  
Card Number: [text box]  
Expiration: [text box]  
Auth Code: [text box]  
Subtotal: [text box]  
Tax Amount: [text box]  
Tip Amount: [text box]  
Total Amount: [text box]  
Customer ID: [text box]  
Card Holder: [text box]  
Street: [text box]  
City: [text box]  
Postal/Zip Code: [text box]  
CV2: [text box]  
Invoice #: [text box]  
PO #: [text box]

4. Enter the customer's credit card information into the form
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the one below will open

<a href="#">Print Receipt</a>	
<a href="#">Map Address</a>	
Date	5/8/2006
Time	3:19 PM PDT
Trans Type	Auth
Register	1
Subtotal	\$2.00
Account	*****6781
Exp Date	0809
Issuer	VISA
Name	Global Payments Inc
Invoice#	
PO#	
Sale Tax Amt	
Tip Amt	
Total Amt	\$2.00
Street	4 Corporate Sq
City	Atlanta
Zip	30329
Entry Method	Manual
Result	APPROVED
AuthCode	123456
Message	APPROVAL
PNRef	54245
CommercialCard	False
CVResult	
AVSResponse	No Match on Address (Street) or ZIP

6. Notice the two options in the figures above: Print Receipt and Map Address
7. Click on **Print Receipt** to print the transaction receipt
8. Click on **Map Address** to locate the address on a map

## ***Debit Card***

**Virtual Terminals** allow you to process **Sale** and **Return** (void) transactions on debit card. To process debit card transactions, you need to first connect both PIN (Personal Identification Number) pad and card reader with your computer. Refer to Setting up Input Devices in Chapter 6 for details.

If this is the first time your Internet browser attempting to access the debit page, you'll be prompted to download an installer from TPI Software, which will enable you to access the serial device required for debit transactions.

### Debit Card Sale

1. Click on the **Virtual Terminals** folder
2. Click on the **Debit** link
3. Click on the **Sale** tab (shown below)

**Sale**   **Return**

Card Number:

Expiration Date (MMYY):

Card Holder:

Amount:

Cash Back Amount:

Total Amount:

Invoice Number:



4. Swipe the debit card through the card reader. The **Card Number** and **Expiration Date** fields will automatically populate after swiping the card
5. Enter the appropriate transaction information in the form
6. Click **Process** (the **Clear** button lets you clear the form without processing the transaction)
7. The PIN pad connected to your computer will prompt for a PIN. Input the number and click the **Enter** key on your PIN pad and a receipt will appear similar to the example below

[Print Receipt](#)

Date	4/27/2004
Time	11:41 AM PDT
Trans Type	Sale
Auth Amt	\$1.00
Total Amt	\$1.00
Account	*****0916
Exp Date	0905
Issuer	Debit
Name	John Doe
Invoice#	
Street	
Zip	
Entry Method	Swiped
Result	APPROVED
AuthCode	076982
Message	APPROVAL
PNRef	3506
CVResult	
AVSResponse	

#### Debit Card Return

1. Click on the **Virtual Terminals** folder
2. Click on the **Debit** link
3. Click on the **Return** tab (shown below)

Sale	Return
Card Number:	<input type="text"/>
Expiration Date (MMYY):	<input type="text"/>
Card Holder:	<input type="text"/>
PNRef:	<input type="text"/>
Amount:	<input type="text"/>
Cash Back Amount:	<input type="text"/>
Total Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>



4. Swipe a debit card through the card reader. The **Card Number** and **Expiration Date** fields will be automatically populated after swiping the card
5. Enter the PINRef number into the **PINRef** field. This number you obtain from your earlier processed debit card sale transaction, on which you are performing the return transaction
6. Enter necessary transaction information into the form
7. Click **Process** (the **Clear** button lets you clear the form without processing the transaction)
8. The PIN pad connected to your computer will prompt for a PIN. Input the number and click the **Enter** key on your PIN pad and a receipt will appear similar to the example below

[Print Receipt](#)

Date	4/27/2004
Time	11:55 AM PDT
Trans Type	Credit
Auth Amt	\$2.00
Total Amt	\$2.00
Account	*****0916
Exp Date	0905
Issuer	Debit
Name	
Invoice#	
Street	
Zip	
Entry Method	Swiped
Result	APPROVED
AuthCode	076992
Message	APPROVAL
PNRef	3508
CVResult	
AVSResponse	

## Check

Currently, T-Gate TPI Payment Server supports two check processors in North America: Rocky Mountain Retail System and Intercept Delaware. Therefore, depending on your merchant processor setup, you will see one of the following user interfaces for your check processing:

Rocky Mountain Retail System:

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Sale	Verify	Void	ForceSale
------	--------	------	-----------

Intercept Delaware:

Sale	Void	Return
------	------	--------

This section describes **Sale**, **Verify** (Pre-Auth), **Void**, **ForceSale** (Post-Auth) and **Return** check transactions crossed on the two check processors.

### Check Sale

1. Click on the **Virtual Terminals** folder
2. Click on the **Checks** link
3. Click on the **Sale** tab (shown below)

Sale	Verify	Void	ForceSale
------	--------	------	-----------

Name as it appears on your check:

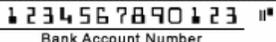
Check Number:

Pay To The Order Of: *Test Merchant*

Amount (US \$):

Bank Routing/Transit:

Account Number:

Show Additional Information?

Invoice Number: <input type="text"/>	Phone Number: <input type="text"/>
Social Security Number: <input type="text"/>	Email: <input type="text"/>
Date of Birth: <input type="text"/>	Street Address: <input type="text"/>
Drivers License Number: <input type="text"/>	City: <input type="text"/>
Account Type: <input type="text" value="Checking"/> ▼	State: <input type="text"/>
Check Type: <input type="text" value="Personal"/> ▼	Postal (Zip) Code: <input type="text"/>

4. Enter the check information into the form
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt will appear similar to the example below

Date	7/30/2004
Time	9:12 AM PDT
Trans Type	Sale
Amount	\$1.00
Transit #	123456780
Account #	*****7890
Check #	1001
Name	John Doe
Invoice #	
Result	APPROVED
AuthCode	6XILC9
Message	Approved
PNRef	10908

### Check Verify

Check verification is a process that screens checks and check writers against a “negative database” of “bad check writers”.

1. Click on the **Virtual Terminals** folder
2. Click on the **Checks** link
3. Click on the **Verify** tab (shown below)

Sale
Verify
Void
ForceSale

Name as it appears on your check:

Pay To The Order Of: **Test Merchant**

Bank Routing/Transit:

Check Number:

Amount (US \$):

Account Number:

23456789

Bank Routing Code

234567890123

Bank Account Number

Show Additional Information?

Invoice Number:

Social Security Number:

Date of Birth:

Drivers License Number:

Account Type:

Check Type:

Phone Number:

Email:

Street Address:

City:

State:

Postal (Zip) Code:

Process
Clear

4. Enter the check information into the form

5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

Date	7/30/2004
Time	1:28 PM PDT
Trans Type	Auth
Amount	\$1.00
Transit #	123456780
Account #	*****7890
Check #	1001
Name	John Doe
Invoice #	
Result	APPROVED
AuthCode	AUTH NUM 326-202
Message	APPROVAL
PNRef	10912

### Check ForceSale

Check ForceSale is a process that completes a check transaction that already went through the check verification phase and proved to be a “good check”. Therefore, to make a check force sale, you will need to provide a reference obtained from the earlier check verification process.

1. Click on the **Virtual Terminals** folder
2. Click on the **Checks** link
3. Click on the **ForceSale** tab (shown below)

Sale
Verify
Void
ForceSale

PNRef #:

Name as it appears on your check:

Check Number:

Pay To The Order Of: Test Merchant

Amount (US \$):

Bank Routing/Transit:

Account Number:

Ⓜ 23456789 Ⓜ
Ⓜ 234567890123 Ⓜ

Bank Routing Code
Bank Account Number

Show Additional Information?

Process
Clear

4. Enter the check information into the form
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

Your transaction results are below. [Click here](#) to process another transaction.

Amount : 1.00  
Transit#: 123456780  
Account#: \*\*\*\*\*7890  
Check#: 1001  
Name : John Doe  
Invoice#:

Result : APPROVED  
AuthCode : DEMO-5  
Message : DEMO-5  
PNRef : 9

### Check Void

Voiding a transaction is the reversal of a current transaction that has been authorized but not settled. Settled transactions require processing of RETURN (a.k.a., REFUND, CREDIT) in order to be reversed.

1. Click on the **Virtual Terminals** folder
2. Click on the **Checks** link
3. Click on the **Void** tab (shown below)



Sale   Verify   Void   ForceSale

Original PNRef:

4. In the **Original PNRef** field, enter the PNRef number you received from the corresponding check transaction on which you are performing this void
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

Date	8/5/2004
Time	12:24 PM PDT
Trans Type	Void
Result	APPROVED
AuthCode	AUTH NUM 259-613
Message	APPROVAL
Original PNRef	7159
PNRef	7159

### Check Return

1. Click on the **Virtual Terminals** folder
2. Click on the **Checks** link
3. Click on the **Return** tab (shown below)

Sale	Void	Return
PNRef #: <input type="text"/>		
Name as it appears on your check: <input type="text"/>		Check Number: <input type="text"/>
Pay To The Order Of: <b>Test Merchant</b>		Amount (US \$): <input type="text"/>
Bank Routing/Transit: <input type="text"/>	Account Number: <input type="text"/>	
		
<input type="checkbox"/> Show Additional Information?		
<input type="button" value="Process"/> <input type="button" value="Clear"/>		

4. Enter the check information into the form
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

Amount : 100  
 Transit#: 123456780  
 Account#: \*\*\*\*\*7890  
 Check#: 100  
 Name : John Doe  
 Invoice#:

Result : APPROVED  
 AuthCode : EHJ2FW  
 Message : APPROVAL  
 PNRRef : 2200

## Gift Card

Through **Virtual Terminals**, you can process **Redeem** (Sale), **Reload**, and **Refund** transactions on a gift card. You can also **Activate**, **Deactivate**, or **Inquire** a gift card.

**Note:** A gift card must be activated before use.

### Gift Card Redeem

1. Click on the **Virtual Terminals** folder
2. Click on the **Gift Cards** link
3. Click on the **Redeem** tab (shown below)

Redeem	Reload	Refund	Activate	Deactivate	Inquire
Card Number: <input type="text"/>					
Expiration Date (MMYY): <input type="text"/>					
Amount: <input type="text"/>					
<input type="button" value="Redeem"/> <input type="button" value="Clear"/>					

4. Enter the gift card information
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

<a href="#">Print Receipt</a>	
Date	4/23/2004
Time	2:35 PM PDT
Trans Type	Redeem
Account	*****0156
Exp Date	0509
Issuer	Gift/Loyalty
Total Amt	\$10.00
Entry Method	Manual
Result	APPROVED
AuthCode	
Message	GiftCardBalanceAmount: 10.00
PNRef	3235

#### Gift Card Reload

1. Click on the **Virtual Terminals** folder
2. Click on the **Gift Cards** link
3. Click on the **Reload** tab (shown below)

Redeem	Reload	Refund	Activate	Deactivate	Inquire
Card Number: <input type="text"/> Expiration Date (MMYY): <input type="text"/> Amount: <input type="text"/>					
<input type="button" value="Reload"/> <input type="button" value="Clear"/>					

4. Enter the gift card information
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

<a href="#">Print Receipt</a>	
Date	4/27/2004
Time	1:31 PM PDT
Trans Type	Reload
Account	*****0156
Exp Date	1210
Issuer	Gift/Loyalty
Total Amt	\$10.00
Entry Method	Manual
Result	APPROVED
AuthCode	
Message	GiftCardBalanceAmount: 10.00
PNRef	3514

#### Gift Card Refund

1. Click on the **Virtual Terminals** folder
2. Click on the **Gift Cards** Link
3. Click on the **Refund** tab (shown below)

<b>Redeem</b>	<b>Reload</b>	<b>Refund</b>	<b>Activate</b>	<b>Deactivate</b>	<b>Inquire</b>
---------------	---------------	---------------	-----------------	-------------------	----------------

Card Number:

Expiration Date (MMYY):

Amount:

4. Enter the gift card information
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

[Print Receipt](#)

Date	4/27/2004
Time	1:26 PM PDT
Trans Type	Refund
Account	*****0156
Exp Date	1210
Issuer	Gift/Loyalty
Total Amt	\$10.00
Entry Method	Manual
Result	APPROVED
AuthCode	
Message	GiftCardBalanceAmount: 100.00
PNRef	3511

#### Gift Card Activate

1. Click on the **Virtual Terminals** folder
2. Click on the **Gift Cards** Link
3. Click on the **Activate** tab (shown below)

<b>Redeem</b>	<b>Reload</b>	<b>Refund</b>	<b>Activate</b>	<b>Deactivate</b>	<b>Inquire</b>
---------------	---------------	---------------	-----------------	-------------------	----------------

Card Number:

Expiration Date (MMYY):

Amount:

4. Enter the gift card information
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

<a href="#">Print Receipt</a>	
Date	4/26/2004
Time	2:38 PM PDT
Trans Type	Activate
Account	*****0156
Exp Date	1210
Issuer	Gift/Loyalty
Total Amt	\$2.00
Entry Method	Swiped
Result	APPROVED
AuthCode	
Message	GiftCardBalanceAmount: 10.00
PNRef	3453

### Gift Card Deactivate

1. Click on the **Virtual Terminals** folder
2. Click on the **Gift Cards** Link
3. Click on the **Deactivate** tab (shown below)

<b>Redeem</b>	<b>Reload</b>	<b>Refund</b>	<b>Activate</b>	<b>Deactivate</b>	<b>Inquire</b>
---------------	---------------	---------------	-----------------	-------------------	----------------

Card Number:

Expiration Date (MMYY):

4. Enter the gift card information
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

<a href="#">Print Receipt</a>	
Date	4/27/2004
Time	1:33 PM PDT
Trans Type	Deactivate
Account	*****0156
Exp Date	1210
Issuer	Gift/Loyalty
Entry Method	Manual
Result	APPROVED
AuthCode	
Message	GiftCardBalanceAmount: 10.00
PNRef	3516

### Gift Card Inquire

1. Click on the **Virtual Terminals** folder
2. Click on the **Gift Cards** Link
3. Click on the **Inquire** tab (shown below)

<b>Redeem</b>	<b>Reload</b>	<b>Refund</b>	<b>Activate</b>	<b>Deactivate</b>	<b>Inquire</b>
---------------	---------------	---------------	-----------------	-------------------	----------------

Card Number:

Expiration Date (MMYY):

4. Enter the gift card information
5. Click **Process** (the **Clear** button lets you clear the form without processing the transaction) and a receipt similar to the example below will appear

[Print Receipt](#)

Date	4/27/2004
Time	1:32 PM PDT
Trans Type	Inquire
Account	*****0156
Exp Date	1210
Issuer	Gift/Loyalty
Entry Method	Manual
Result	APPROVED
AuthCode	
Message	GiftCardBalanceAmount: 10.00
PNRef	3515

## Ch 3: Batches and Settlement

### *How to create and settle batches*

In this chapter, we will discuss the payment server's batch and settlement features, mainly, **Current Batch**, **End of day**, and **Closed Batches**. These features are there for merchants with terminal-based payment processors. Terminal-based processor requires merchant to store the authorized transactions *locally* until the merchant captures and submits them for settlement.

A **batch** is a collection of transactions. Usually a merchant has one batch per day or per shift. **Batch** has two types: **open batch** and **closed batch**. An **open batch**, or **current batch**, is a batch that has not yet been settled. On the contrary, a **closed batch** is a batch that has already been settled. To submit/settle the transactions in the current batch, the **End of Day** function comes into place.

### **Current Batch**

**Current Batch** consists of two parts, transaction summary and transaction details, that are grouped by the payment method. The summary provides an overview of transactions in the current batch. The transaction details enable you to further explore and perform more tasks on each transaction.

1. Click on the **Current Batch** folder
2. Click on the **Summary** link and a list will appear similar to the example shown below

Payment Type	Deposit Amt	Deposit Qty	Return Amt	Return Qty	Net Amt	Net Qty
AMEX	\$0.00	0	\$0.00	0	\$0.00	0
CARTBLANCH	\$0.00	0	\$0.00	0	\$0.00	0
DINERS	\$0.00	0	\$0.00	0	\$0.00	0
DISCOVER	\$0.00	0	\$0.00	0	\$0.00	0
JAL	\$0.00	0	\$0.00	0	\$0.00	0
JCB	\$0.00	0	\$0.00	0	\$0.00	0
MASTERCARD	\$1.00	1	\$0.00	0	\$1.00	1
VISA	\$2.00	1	\$0.00	0	\$2.00	1
DEBIT	\$0.00	0	\$0.00	0	\$0.00	0
ECHECK	\$0.00	0	\$0.00	0	\$0.00	0
EBT	\$0.00	0	\$0.00	0	\$0.00	0
<b>Totals</b>	<b>\$3.00</b>	<b>2</b>	<b>\$0.00</b>	<b>0</b>	<b>\$3.00</b>	<b>2</b>

**Note:** The current batch summary lists transactions by payment types, the total number and amount of both deposit and return transactions, and the net amount and quantity of all transactions.

3. To view the credit card details, click on the **Credit** link. To view the debit care details, click on the **Debit** link. To view the EBT details, click on the **EBT** link and a list will appear similar to the example shown below

Items per page: 10 Refresh (0 will fill everything on one page) Report Format: XML Download

Ref #	Inv #	Date	Result	Payment Type	Account Type	Account #	Name	Type	Status	Approval Code	Auth Amt	Capture Amt	User	Regist
<a href="#">1512</a>		3/31/2004 2:36:10 PM	APPROVED	VISA	Visa	*****1111		Sale	APPROVAL VITAL7	VITAL7	\$1.00	\$1.00	vital2	1
<a href="#">1511</a>		3/31/2004 1:23:08 PM	APPROVED	VISA	Visa	*****1111		Sale	APPROVAL VITAL5	VITAL5	\$1.00	\$1.00	vital2	1

1

4. Click on the transaction's **Ref #** link to further display the detail of the transaction  
 5. Notice if you see  beneath the link, it means a receipt with signatures is captured for this transaction. To view the receipt, click on the icon and a screen will appear similar to the example shown below

[Print Receipt](#)

PNRef	23881
Date	8/26/2004
Time	10:23:53 AM [PDT]
Trans Type	Sale
Issuer	MASTERCARD
Account	*****5454
Exp Date	0509
Entry Method	Manual
Auth Amt	\$1.00
Total Amt	\$1.00
Street	123
Zip	12345
Result	Approved
AuthCode	VITAL7
Message	NO MATCH
AVS Response	N

**Void transaction #23881?**

**Repeat a SALE transaction**

Charge Amount:  to account \*\*\*\*\*5454?

**Note:** You can perform two more tasks on this individual credit card transaction: **Void** and **Repeat Sale**. Because this transaction still sits in the current batch, unsettled, you can void it.

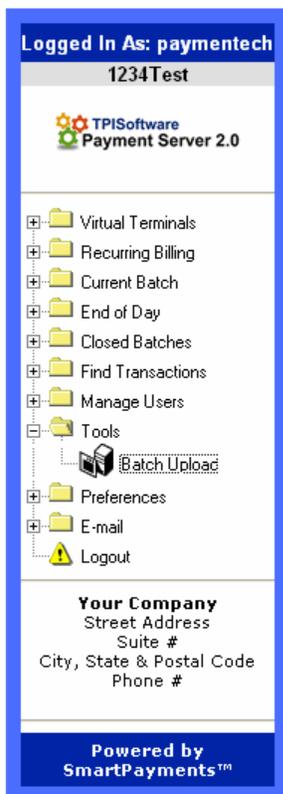
## Batch Upload

### Batch Upload Functionality (PC Charge and Text Formats)

There is a feature to allow a merchant to do a manual batch upload through the web interface. This may be desired if the merchant's POS application is not easily able to integrate directly with the Payment Server. In such a case, the application can output transactions to a flat file, which can be uploaded to the Payment Server.

To access Batch Upload within the Payment Server go to: **Tools – Batch Upload**

When you click on this option, the following page will open:



### Batch File Upload

Once a batch file has been uploaded, please note that changes in reports will not be reflected immediately because the server processes batch files every hour on the hour.

A screenshot of the 'Batch File Upload' form. The form has a blue header with the title 'Batch File Upload'. Below the header, there is a 'File Format' dropdown menu currently set to 'Tab Delimited'. Underneath is an 'Upload File' section with a text input field and a 'Browse...' button. At the bottom of the form is an 'Upload' button.

Note that the File Format option defaults to Tab Delimited, but also has an option for PC Charge dat File. Often, a merchant's application will be outputting a simple Tab Delimited text file (see below for details), but a merchant using PC Charge will need to import a file in PC Charge's dat format; both formats are available. Notice the text at the top of the page: "Once a batch file has been uploaded, please note that the changes in reports will not be reflected immediately because the server processes batch files every hour on the hour."

In order to carry out the upload, the merchant will:

1. Navigate to the Batch Upload page
2. Select the appropriate File Format option: **Tab Delimited** or **PC Charge dat File**
3. Browse to the file to be selected
4. Click **Upload**

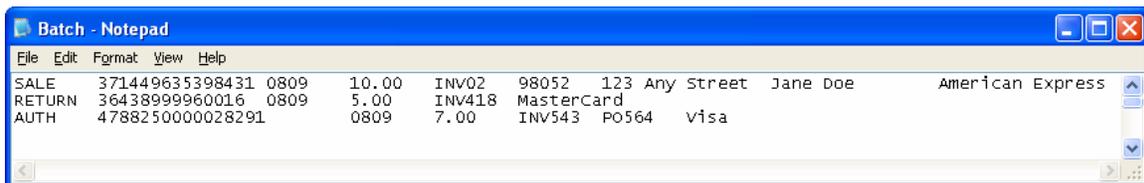
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The format for PC Charge files (.dat) is automatically created by that program. If you will be uploading batches from PC Charge, you will *not* need to modify the format of those files. However, if you wish to create Tab Delimited text files that can be uploaded by the Batch Upload function, your files will need to contain the following fields:

Field Number	Field Name	Description	Required
1	Transaction Type	SALE, REPEATSALE, AUTH, RETURN, FORCE	Y
2	Account Num	Account Number	Y
3	Exp Date	Expiration Date	Y
4	Amount	Total Amount	Y
5	Invoice Num	Invoice Number	N
6	Zip	Zip Code	N
7	Street	Street of Billing Address	N
8	Name On Card	Card Holder's Name As On Card	N
9	PO Num	Purchase Order Number	N
10	Tax Amount	Tax Amount	N
11	City	City of Billing Address	N
12	Sate	State	N
13	Auth Code	Authorization Code	N
14	PNRef	Unique Reference Number	N
15	Card Type	Ex: Visa, MasterCard, etc.	N

Below is an example of a Tab Delimited text file. Each line is a separate transaction.



**Note:** Make sure the file is Tab Delimited meaning that there needs to be one tab space between each field.

Once you have uploaded a batch file, an executable called OfflineBatch.exe will complete the job. The executable scans for “ready” batch files and then processes the transactions found within, readying them for settlement. This is an automatic process once enabled. **HOWEVER** it **MUST** be set as a scheduled task to run every hour, otherwise OfflineBatch.exe will not run and the uploaded transactions will never actually be processed (or settled).

## Closed Batch

**Closed Batches** contain transactions that are already settled. Similar to **Current Batch**, the batches are grouped by payment types: Credit, Debit, and EBT.

1. Click on the **Closed Batches** folder
2. To view the credit card details, click on the **Credit** link. To view the debit card details, click on the **Debit** link. To view the EBT details, click on the **EBT** link and a screen will appear similar to the example shown below

3. For date selection, refer to an identical figure in **Transaction Summary** in Chapter 4
4. Click **Submit** and a screen will appear similar to the example shown below

	Batch ID	Settle Time	Net Trx	Net Amt
<a href="#">Detail Summary</a>	GB00561 ACCEPTED	8/26/2004 10:52:12 AM	2	\$2.00
<a href="#">Detail Summary</a>	GB00559 ACCEPTED	8/26/2004 12:00:39 AM	1	(\$9.90)
<a href="#">Detail Summary</a>	GB00558 ACCEPTED	8/25/2004 4:22:19 PM	16	\$457.88
<a href="#">Detail Summary</a>	GB00554 ACCEPTED	8/24/2004 3:19:48 PM	1	\$1.00
<a href="#">Detail Summary</a>	GB00551 ACCEPTED	8/24/2004 2:04:57 PM	18	\$92.00
<a href="#">Detail Summary</a>	GB00550 ACCEPTED	8/24/2004 12:00:21 AM	1	\$1.00

1 2 3 4 5 6

5. To view the batch summary, click on the **Summary** link and a screen will appear similar to the example shown below

### Batch Summary

Payment Type	Deposit Amount	Deposit Count	Return Amount	Return Count
AMEX	\$202.91	4	\$0.00	0
DISCOVER	\$1.00	1	\$0.00	0
MASTERCARD	\$1.00	1	\$0.00	0
VISA	\$339.54	9	(\$86.57)	1
<b>TOTALS</b>	<b>\$544.45</b>	<b>15</b>	<b>(\$86.57)</b>	<b>1</b>

**Note:** The summary displays the batch's total number and amount of both deposit and return transactions, grouped by payment types.

6. To view the batch details, click on the **Detail** link and a screen will appear similar to the example shown below

Items per page:  Refresh (0 will fill everything on one page) Report Format: XML Download

Ref #	Customer ID	Inv #	Date	Result	Payment Type	Account Type	Account #	Name	Type	Status	Approval Code	Auth Amt	Capture Amt	User	Register
<a href="#">3399</a>			4/26/2004 9:27:36 AM	APPROVED	VISA	Visa	*****0247	VINCE VISA	Credit	APPROVAL		\$0.00	\$1.00	vital2	1
<a href="#">3398</a>			4/26/2004 9:26:15 AM	APPROVED	VISA	VISA	*****0027		ForceCapture	APPROVAL	123456	\$0.00	\$1.00	vital2	

1

**Note:** The above figure is identical to the one in **Find Credit/Debit/EBT/Gift Transaction** in Chapter 4, in which it is described in detail.

7. Click on the transaction's **Ref #** link to view further details of the transaction (shown below)

[Print Receipt](#)

PNRef	3398
Date	4/26/2004
Time	9:26:15 AM [PDT]
Trans Type	ForceCapture
Issuer	VISA
Account	*****0027
Exp Date	0905
Entry Method	Manual
Total Amt	\$1.00
Result	Approved
AuthCode	123456
Message	APPROVAL

**Refund**

back to account \*\*\*\*\*0027?

**Repeat a SALE transaction**

Charge Amount:  to account \*\*\*\*\*0027?

**Note:** You can perform two more tasks on this credit card transaction: **Refund** and **Repeat Sale**. Because this transaction is already settled, you cannot do void, but refund.

## Settle Totals

**Settle Totals** is designed for merchants with credit card and/or debit card set up with **Concord EFS Network**. It enables you to view the total amount of both credit and debit cards settlement by day. However, be aware that the settlement totals shown may differ from the actual total amount of transactions, due to some fees and surcharges involved by affiliated parties.

1. Click on the **Closed Batches** folder
2. Click on the **Settle Totals** link (shown below)

**Date**

April 2004						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

[Print Receipt](#)  
 Today: 4/29/2004  
 Store Number: mystor01  
 Selected Date: 4/29/2004  
 Settled Date: 4/29/2004

**Debit Settle Totals**

Payment Type	Trx Count	Trx Amt	Adj Count	Adj Amt	Net Count	Net Amt
Discount Rate Amount: \$0.00						
Transaction Fee: \$0.00						
Deposit Amount: \$0.00						

**Credit Settle Totals**

Payment Type	Trx Count	Trx Amt	Adj Count	Adj Amt	Net Count	Net Amt
Discount Rate Amount: \$0.00						
Transaction Fee: \$0.00						
Deposit Amount: \$0.00						

3. Click on the **date** link

**Note:** The settlement totals will be populated into **Debit Settle Totals** and **Credit Settle Totals** accordingly.

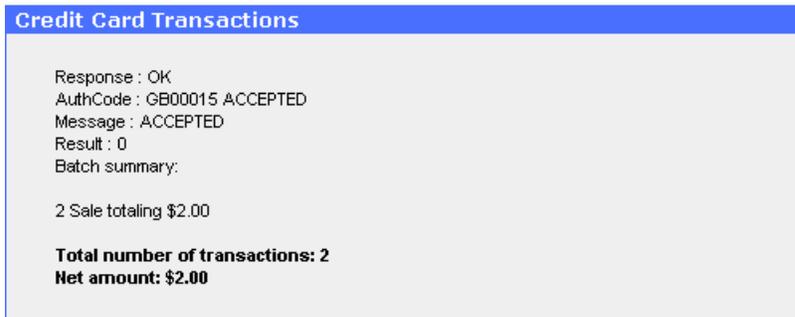
## End of Day

The **End of Day** settlement is the process through which transactions with authorization codes are submitted to the payment processor for transfer of funds. This procedure is usually conducted at the end of the business day. After the settlement, the transactions in **Current Batch** are moved into **Closed Batches**.

1. Click on the **End of Day** folder
2. To settle the credit card transactions, click on the **Credit** link
3. To settle the debit card transactions, click on the **Debit** link
4. To settle the EBT transactions, click on the **EBT** link



5. Click **Close Batch** and a screen will appear similar to the example shown below



## Ch 4: Find Transactions

*How to view transactions and receipts*

**Find Transactions** displays transactions that are processed through T-Gate TPI Payment Server. Inside the folder, transactions are grouped by payment types: credit, debit, gift, EBT and check. They can also be image-attached, such as check image and signature image. Furthermore, you can process post-auth, repeat sale, return/refund, and void through Find Transactions, basing on the transactions you can locate in Find Transactions.

### ***Transaction Summary***

The **Summary** inside **Find Transactions** provides an overview of all transactions processed within a chosen date range.

1. To view Transaction Summary, click on the **Find Transactions** folder
2. Click on the **Summary** link

**Transaction Summary Filters**

Date Range  ▾

Start Date  End Date

March 2004							April 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8

3. Select a pre-defined date range from the **Date Range** drop-down list. Or, modify **Start Date** and **End Date**. Or, use the “≤” or “≥” link in the **month** bar to switch the month, and click on any **date** link in the calendar for a particular date.
4. Click **Generate Report** and a screen will appear similar to the example shown below

Transaction Summary: 3/29/2004 - 4/26/2004

**Transaction Summary Filters**

#### Credit Card Summary

Card Type	Sale Count	Sale Amount	Return Count	Return Amount	Total Amount
AMEX	0	\$0.00	1	\$20.00	(\$20.00)
MASTERCARD	1	\$1.00	0	\$0.00	\$1.00
VISA	2	\$2.00	0	\$0.00	\$2.00

Trans Type	Trans Count	Auth Amount	Capture Amount	Settle Count	Settle Amount
Authorization	6	\$62.91	\$0.00	0	\$0.00
Credit	1	(\$20.00)	(\$20.00)	1	\$20.00
ForceCapture	1	\$0.00	\$1.00	1	\$1.00
RepeatSale	1	\$3.00	\$3.00	1	\$3.00
Sale	3	\$3.00	\$3.00	3	\$3.00
Void	7	\$0.00	\$64.00	7	\$64.00

#### Check Summary

Trans Type	Trans Count	Amount	Settle Count	Settle Amount
Credit	4	(\$591.00)	4	(\$591.00)
Sale	3	\$4.00	3	\$4.00

## Find Card Transactions

Card transactions include credit card, debit card, gift card, and EBT card transactions. Since they all have similar transaction fields, we will discuss one card type, credit card, in detail.

1. Click on the **Find Transactions** folder

2. To view the credit card details, click on the **Credit** link. To view the debit card details, click on the **Debit** link. To view gift card transactions, click on the **Gift Cards** link. To view the EBT details, click on the **EBT** link

**Transaction Filters**

Date Range:

Start Date:  End Date:

August 2004							August 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
25	26	27	28	29	30	31	25	26	27	28	29	30	31
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31	1	2	3	4	29	30	31	1	2	3	4

Auth Code:

Card Holder:

Card Number:

User:

Invoice Number:

Register:

Customer ID:

Trx Type:

Exclude Void:

Payment Type:

Status:

PNRef:

Total Amount:

3. Refer to **Step 3**, date range selection, in **Transaction Summary** later in this chapter for specifying a date range

**Note:** For the rest of the filter fields, you don't need to fill them all. Instead, just the ones you know, because the less information you provide, the more matches you will get. The following table illustrates 3 filter fields that each has a drop-down list.

4. Choose a **Transaction Type** from the drop-down list
5. Choose an option to **Exclude Void** transactions or not (by default, this box is checked)
6. Choose a card **Payment Type** from the drop-down list
7. Choose a **Status** from the drop-down list
8. After entering all necessary information, click on the **Submit** button (the **Reset** button clears the form) and a screen will appear similar to the example shown below

Credit Transactions

Filters

Items per page: 10 Refresh (0 will fill everything on one page) Report Format: XML Download

Ref #	Customer ID	Inv #	Date	Result	Payment Type	Account Type	Account #	Name	Type	Status	Approval Code	Auth Amt	Capture Amt	User	Register
1577			4/5/2004 1:01:01 PM	DECLINED	VISA	VISA	*****0027		Sale	Transaction amount value	ERROR - EX	\$0.00	\$0.00	test merchant	
1575			4/5/2004 12:50:39 PM	DECLINED	AMEX	Amex	*****8431	John Doe	Sale	Missing Key (See ADDRESS)	ERROR - AD	\$10.00	\$10.00	test merchant	
1574			4/5/2004 12:49:22 PM	DECLINED	AMEX	Amex	*****8431	John Doe	ForceCapture	Transaction amount value	ERROR - AM	\$0.00	\$3.00	test merchant	
1573			4/5/2004 12:48:09 PM	APPROVED	AMEX	Amex	*****8431	John Doe	Authorization	APPROVAL	007946	\$2.00	\$0.00	test merchant	
1568			4/5/2004 11:25:03 AM	APPROVED	VISA	Visa	*****8291	John Doe	Sale	APPROVAL	007858	\$1.00	\$1.00	test merchant	
1564			4/5/2004 10:58:28 AM	APPROVED	AMEX	AMEX	*****8431	John Doe	ForceCapture	APPROVAL	Q4L629	\$0.00	\$1.00	test merchant	
1563			4/5/2004 10:57:43 AM	APPROVED	DINERS	DINERS	*****0016	Jane Doe	Authorization	APPROVAL	007801	\$1.00	\$0.00	test merchant	
1555			4/5/2004 8:17:29 AM	APPROVED	MASTERCARD	MASTERCARD	*****5454	John Doe	Authorization	APPROVAL	007571	\$5.00	\$0.00	test merchant	

1

The following gives you a quick overview of each column in the example screen above.

**Ref #** – A unique reference number that the system assigns to each transaction for an easy retrieval

**Customer ID** – A unique number that the merchant assigns to identify a customer

**Inv #** – The optional invoice number that is associated with the transaction

**Date** – The date and time the transaction was processed

**Result** – The response for the transaction (Examples are: Approved, Declined)

**Payment Type** – The transaction’s payment type (Examples are: Visa, MasterCard, Visa, Amex, etc)

**Account Type** – Same as Payment Type

**Card** – The partially masked card number

**Name** – The customer’s name

**Type** – The transaction type (Examples are: Sale, Authorization, ForceCapture, Repeat Sale, and Credit)

**Status** – The status of the transaction. If a transaction is declined, usually an error message is displayed (Examples are: Approval, Missing Key (See ADDRESS))

**Approval Code** – The approval or error code of the transaction

**Auth Amt** – The dollar amount of an approval or authorization request

**Capture Amount** – The transaction amount that is captured by the host

**User** – The user name or terminal that processed the transaction

**Register** – The register number on which the transaction is performed

9. If you want to change the number of transactions listed per screen page, edit the **Items per page** box. By default, the screen shows 10 transactions per page. Entering 0 will display all transactions in one page. Click **Refresh**

10. If you want to review the filter fields you have entered earlier for your receiving the current transaction list, click on the  sign to expand the filter list.

Filters  
 Start Date: 4/5/2004  
 End Date: 4/5/2004  
 Auth Code:  
 Name On Card:  
 Account Num:  
 Username: test  
 Invoice Num:  
 Register:  
 Trx Type: All  
 Exclude Void: true  
 Payment Type: All  
 Status: Approved  
 PN Ref:  
 Total Amount:

11. If you want to download the transaction list in the XML format, select **XML** in the **Report Format** field, and click **Download** and a screen will appear similar to the example shown below

```

- <RichDBDS>
- <TrxDetailCard>
  <TRX_HD_Key>1573</TRX_HD_Key>
  <Invoice_ID />
  <Date_DT>2004-04-05T12:48:09.8070000-07:00</Date_DT>
  <Merchant_Key>129</Merchant_Key>
  <User_Name_VC>test merchant</User_Name_VC>
  <Register_Number_CH />
  <Reseller_Key>100</Reseller_Key>
  <Payment_Type_ID>AMEX</Payment_Type_ID>
  <Trans_Type_ID>Authorization</Trans_Type_ID>
  <Processor_ID>InterceptD</Processor_ID>
  <TRX_Settle_Key>1274</TRX_Settle_Key>
  <Last_Update_DT>2004-04-05T12:48:10.6770000-07:00</Last_Update_DT>
  <TRX_Card_Key>1274</TRX_Card_Key>
  <Card_Info_Key>1285</Card_Info_Key>
  <Auth_Amt_MN>2.0000</Auth_Amt_MN>
  <Tip_Amt_MN>0</Tip_Amt_MN>
  <Total_Amt_MN>0</Total_Amt_MN>
  <Cash_Back_Amt_MN>0</Cash_Back_Amt_MN>
  <SureCharge_Amt_MN>0</SureCharge_Amt_MN>
  <Account_Type_CH>Amex</Account_Type_CH>
  <Result_CH>0</Result_CH>
  <Result_Txt_VC>APPROVAL</Result_Txt_VC>
  <Approval_Code_CH>007946</Approval_Code_CH>
  <Host_Ref_Num_CH>0382VQ8XWQLWKMV</Host_Ref_Num_CH>
  <AVS_Resp_CH>A</AVS_Resp_CH>
  <AVS_Resp_Txt_VC />
  <CV_Resp_CH />
  <CV_Resp_Txt_VC />
  <Host_Date_CH />
  <Host_Time_CH />
  <Acct_Num_CH>*****8431</Acct_Num_CH>
  <Exp_CH>0509</Exp_CH>
  <Type_CH>Amex</Type_CH>
  <Name_on_Card_VC>John Doe</Name_on_Card_VC>
  
```

12. Or you may choose a **Tab Delimited** format, and click **Download** and a screen will appear similar to the example shown below

TRX_HD_Key	Invoice_ID	Seq_Num_CH	Date_DT	Merchant_Key	User_Name_VC	Register_Number_CH	Reseller_Key	Payment_Type
4/5/2004	11:25:03 AM	129						
0	0	DINERS		007801	0382VQ285FM2T24 A	VISA	Sale	InterceptD



13. To further explore the detail of a transaction, click on the transaction's **Ref#** link

[Print Receipt](#)

Date 4/5/2004  
 Time 6:55 PM EDT  
 Trans Type Sale  
 Auth Amt \$1.00  
 Total Amt \$1.00  
 Account \*\*\*\*\*8431  
 Exp Date 0509  
 Issuer AMEX  
 Name John Doe  
 Invoice#  
 Street 123  
 Zip 12345  
 Entry Method Manual  
 Result APPROVED  
 AuthCode 008238  
 Message APPROVAL  
 PNRref 1586  
 CVResult  
 AVSResponse Address Match No Zip Match

**Refund**

\$1.00  
 back to account \*\*\*\*\*8431?

**Repeat a SALE transaction**

Charge Amount: \$1.00 to account  
 \*\*\*\*\*8431?

**Note:** There are four kinds of task box you may see, **Void**, **Refund**, **Capture** and **Repeat Sale**, locating to the right of the card transaction detail. The following table shows a list of task box(es) matching transaction types:

Card Type	Transaction Type	Settlement	Task Box(es)
Credit Card	PreAuth	N/A	<b>Cature, Repeat Sale</b>
	Sale, Force Capture	Unsettled	<b>Void, Repeat Sale</b>
		Settled	<b>Refund, Repeat Sale</b>
	Credit	Unsettled	<b>Void, Repeat Sale</b>
		Settled	<b>Repeat Sale</b>
	Void	Unsettled	<b>Repeat Sale</b> <b>Void</b>
		Settled	
	Gift Card	Sale	Unsettled
Settled			<b>Refund</b>

14. In the transaction list, if you see  (the image icon) beneath the transaction's Ref# link, which means a signature is captured for this transaction. Click on the image icon and a screen will appear similar to the example shown below

Receipt for this transaction:

Date: 04/05/04  
Time: 12:48:10

Tran Type: Authorization  
Clerk: test merchant  
Invoice:  
ACCT: XXXXXXXXXXXX8431  
EXP: XX/XX  
Issuer: Amex  
CardHolder: John Doe  
Entry Method: Manual  
SYS REF: 1573  
Sequence Number: 0362VQ8XWJLW84V8XTG  
Bip: 12345  
Street: 123  
Result: Approved  
Response: 007946  
AVS: Address Match No Bip Match

Am: \$2.00  
Tax: \$0.00  
Tip: \$0.00  
Total: \$2.00

I Agree to Pay Above Total Amount  
According to Card Issuer Agreement  
(Merchant Agreement/Credit Voucher)

ABC

Signature X.....

## Find Check Transactions

The process of searching for a check transaction is identical to that for a card transaction, except that the searching filters are slightly different.

1. Click on the **Find Transactions** folder
2. Click on the **Check** link (shown below)

Check Transaction Report Filters

Date Range

Start Date  End Date

April 2004							April 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	28	29	30	31	1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	1	25	26	27	28	29	30	1
2	3	4	5	6	7	8	2	3	4	5	6	7	8

Check Num

Tran Num

Check Acct Num

User

Invoice Number

Register

Trx Type

Auth Code

Status

Name on Check

PNRef

Total Amount

3. For date selections, refer to Step 3 under **Transaction Summary** in later in the chapter

**Note:** For the rest of the filter fields, you don't need to fill out all. Instead, just the ones you know, because the less information you provide, the more matches you will get. The following table illustrates 2 filter fields that each has a drop-down list.

4. Choose a **Transaction Type** from the drop-down menu
5. Choose a **Status** from the drop-down menu
6. Click **Submit** (the **Reset** button clears the form) and a screen will appear similar to the example shown below

Check Report + Filters

Items per page:  Refresh (0 will fill everything on one page) Report Format:  Download

Ref #	Customer ID	Inv #	Date	Result	Payment Type	Account #	Transit #	Check #	Name	Type	Amt	User	Register
<a href="#">24348</a>			9/2/2004 8:38:38 AM	APPROVED	ECHECK	*****7890	123456780	1	j d	Sale	\$1.00	vital2	
<a href="#">24223</a>			8/31/2004 3:41:10 PM	APPROVED	ECHECK	*****7890	123456780	4877	John Doe	Sale	\$1.00	vital2	
<a href="#">24110</a>			8/30/2004 10:36:13 AM	APPROVED	ECHECK	*****7890	123456780	1001		Sale	\$1.00	vital2	

7. Please refer to Step 9 through Step 11 in **Find Card Transactions** in Chapter 4 for these three features

The following gives you an overview of each column as shown in the example screen above.

**Ref #** – A unique reference number that the system assigns to each transaction for an easy retrieval

**Customer ID** – A unique number that the merchant assigns to identify a customer

**Inv #** – The optional invoice number that is associated with the transaction

**Date** – The date and time the transaction was processed

**Result** – The response for the transaction. Examples are: Approved, Declined

**Payment Type** – The transaction's payment type (Examples are: ECHECK, VERIFY)

**Account #** – The last 4 digits of the checking account number

**Transit #** – The financial institution's transit (bank routing) number for the check

**Check #** – The check number

**Name** – The customer's name shown on the check

**Type** – The type of transaction processed. Examples are: Sale, Credit

**Amt** – The dollar amount of the check transaction

**User** – The user name or terminal that processed the transaction

**Register** – The register number on which the transaction is performed

8. To view the detail of a check transaction, click on its **Ref#** link

PNRef	23911
Host Ref	0383BAQ68D4M9P1UX4M
Date	8/26/2004
Time	6:52:04 PM [EDT]
Customer ID	5
Trans Type	Sale
Name	a b
Amount	\$3.00
Transit #	123456780
Account #	*****7890
Result	Approved
Result Text	Approved

**Refund**

\$3.00  
back to account \*\*\*\*\*7890?

**Repeat a SALE transaction**

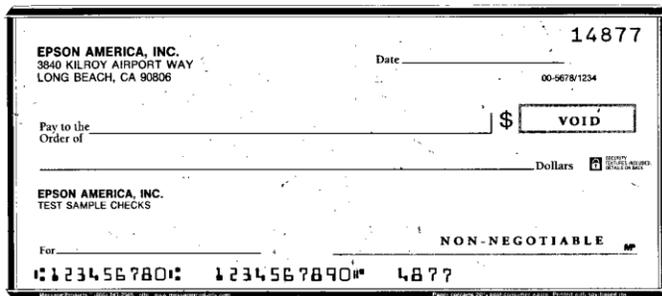
Charge Amount: \$3.00 to account  
\*\*\*\*\*7890?

**Note:** There are three kinds of task box you may see, **Void**, **Refund**, and **Repeat Sale**, locating to the right of the check transaction detail. The following table shows task boxes matching types of check transactions:

Settlement	Transaction Type	Task Box(es)
Unsettled	Sale	<b>Void, Repeat Sale</b>
Settled	Sale	<b>Refund, Repeat Sale</b>
Unsettled	Credit	<b>Void</b>

Refer to the Void, Refund, and Repeat Sale section in this chapter.

9. In the transaction list, if you see  (the image icon) beneath the transaction's Ref# link, which means a check image is captured for this transaction. Click on the image icon



### ***Void Transactions***

Through **Find Transactions**, you can perform **void** on unsettled credit card, gift card and check transactions:

[Print Receipt](#)

Date	4/12/2004
Time	12:16 PM EDT
Trans Type	ForceCapture
Auth Amt	\$0.00
Total Amt	\$2.00
Account	*****8431
Exp Date	0509
Issuer	Amex
Name	John Doe
Invoice#	
Street	
Zip	
Entry Method	Manual
Result	APPROVED
AuthCode	007946
Message	APPROVAL
PNRef	2094
CVResult	
AVSResponse	Address Match No Zip Match

Void transaction #2094?

Repeat a SALE transaction

Charge Amount:  to account  
\*\*\*\*\*8431?

1. To void a transaction, click **Yes, Void this Transaction** and a screen will appear similar to the example shown below

Response : OK  
Result : APPROVED  
AuthCode : VITAL9  
Message : APPROVAL  
PNRef : 24351  
CommercialCard : False

### ***Refund Transactions***

Similar to void transactions, through **Find Transactions**, you can perform **refund** on the settled credit card, gift card and check transactions:

[Print Receipt](#)

Date	3/24/2004
Time	3:01 PM PDT
Trans Type	Sale
Auth Amt	\$20.00
Total Amt	\$20.00
Account	*****8431
Exp Date	0509
Issuer	AMEX
Name	john doe
Invoice#	
Street	123
Zip	88888
Entry Method	Manual
Result	APPROVED
AuthCode	010188
Message	APPROVAL
PNRef	1282
CVResult	
AVSResponse	Address Match No Zip Match
String	afternoon
DOB	
number	0

**Refund**

back to account \*\*\*\*\*8431?

**Repeat a SALE transaction**

Charge Amount:  to account \*\*\*\*\*8431?

1. To adjust the refund amount, edit the amount field (a valid refund amount is less than or equal to the original transaction amount)
2. Click on **Yes, Refund Account** and a screen will appear similar to the example shown below

**Refund**

Response : OK  
Result : APPROVED  
Message : APPROVAL  
PNRef : 24764  
CommercialCard : False  
[Click here to go to the Current Batch Report](#) to view this transaction.

## Repeat Sale Transactions

Through **Find Transactions**, you can perform **repeat sale** on existing credit card and check transactions. For credit card repeat sale, you are actually processing a brand new sale transaction, which is slightly different from the **repeat sale** discussed in **Virtual Terminals**. Under **Virtual Terminals**, the repeat sale refers to a recurring or installment transaction. Through **Find Transactions**, theoretically, you can perform repeat sale on any existing **Sale, PreAuth, ForceCapture (PostAuth or ForceAuth)**, and **Return/Credit** credit card transaction.

To make a **repeat sale**, first find the target transaction through the steps described earlier in this chapter. Then click on the transaction's **Ref#** link. A **repeat sale** task box will appear (shown below).

Date	4/5/2004
Time	3:53 PM PDT
Trans Type	Authorization
Auth Amt	\$2.00
Total Amt	\$0.00
Account	*****5454
Exp Date	0509
Issuer	MASTERCARD
Name	John Doe
Invoice#	
Street	
Zip	
Entry Method	Manual
Result	APPROVED
AuthCode	008236
Message	APPROVAL
PNRef	1584
CVResult	
AVSResponse	Address Match No Zip Match

**Capture**

Amount:  ?

**Repeat a SALE transaction**

Charge Amount:  to account  
\*\*\*\*\*5454?

1. To change the amount of the repeat sale, edit the amount field
2. Click on **Yes, Charge Account** and a screen will appear similar to the example shown below

**Repeat a SALE transaction**

Charge Amount:

Response : OK  
Result : APPROVED  
AuthCode : VITAL8  
Message : APPROVAL VITAL8  
PNRef : 24762  
CommercialCard : False  
Click here to go to the [Current Batch Report](#) to view this transaction.

## Capture PreAuth Transactions

The procedure of capturing a PreAuth credit card transaction is also called PostAuth. It is the completion of a PreAuth transaction. To do so, first locate the transaction through the steps described earlier in this chapter. Then click on the transaction's **Ref#** link. A **Capture** task box will appear to the right of the transaction detail.

[Print Receipt](#)

Date	4/5/2004
Time	10:57 AM PDT
Trans Type	Authorization
Auth Amt	\$1.00
Total Amt	\$0.00
Account	*****0016
Exp Date	0509
Issuer	DINERS
Name	Jane Doe
Invoice#	
Street	
Zip	
Entry Method	Manual
Result	APPROVED
AuthCode	007801
Message	APPROVAL
PNRef	1563
CVResult	
AVSResponse	Address Match No Zip Match

**Capture**

Amount:  ?

**Repeat a SALE transaction**

Charge Amount:  to account  
\*\*\*\*\*0016?

1. To change the capturing amount, edit the amount field
2. Click **Yes, Capture Amount** and a screen similar to the example below will appear

Capture	
Amount:	\$1.00
Response :	OK
Result :	APPROVED
AuthCode :	VITAL7
Message :	APPROVAL
PNRef :	24763
CommercialCard :	False
Click here to go to the <a href="#">Current Batch Report</a> to view this transaction.	

## Ch 5: Recurring Billing

*How to configure transactions for recurring billing*

The **Recurring Billing** functions allow merchants to bill customers on a recurring basis. Each day, a batch process runs automatically and processes all the recurring transactions scheduled for that day. This chapter describes how to set up a customer's recurring billing, including: add a recurring billing customer, add a payment method for the billing, and configure the recurring billing contract.

### **Add and Edita Customer**

1. Click on the **Recurring Billing** folder
2. Click on **Add Customer** link and a screen will appear similar to the example shown below

Primary Contact Info	
Customer ID: <input type="text"/>	Email: <input type="text"/>
First Name: <input type="text"/>	Daytime Phone: <input type="text"/>
Last Name: <input type="text"/>	Evening Phone: <input type="text"/>
Company: <input type="text"/>	Mobile Phone: <input type="text"/>
Title: <input type="text"/>	Fax: <input type="text"/>
Department: <input type="text"/>	Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive

Billing Address	
Address Line 1: <input type="text"/>	State: --- <input type="text"/>
Address Line 2: <input type="text"/>	Province: <input type="text"/>
Address Line 3: <input type="text"/>	Postal (Zip) Code: <input type="text"/>
City: <input type="text"/>	Country: ----- <input type="text"/>

**Note:** In the new customer information form, the **Customer ID** field is for your own reference. Typically, you should make this field same as the customer identifier in your CRM (Customer Relationship Management) or billing system.

The required fields in the form are: **Customer ID**, plus one of these three fields: **First Name**, **Last Name**, or **Company**.

3. Enter all the information necessary to identify a customer for recurring billing; then click **Add Customer**

Primary Contact		<a href="#">Edit Customer</a>
Customer ID: r1c1 Status: Active	Email: <a href="mailto:ab@ab.com">ab@ab.com</a>	
John Doe ABC Inc. 5TH Abc St. Dallas, TX 12345 USA	(111) 123-1234 (Daytime Phone) (111) 456-4567 (Evening Phone) 123456 (Mobile Phone)	

Payment Info				<a href="#">Add Credit Card or ACH</a>
Payment Type	Account Number	Exp Date	Charge Account	

Contracts				<a href="#">Add Contract</a>
Contract ID	Status	Next Bill Date	Bill Amount	

**Note:** The recurring billing customer profile screen appears after you add a new recurring billing customer. It includes three sections: **Primary Contact**, **Payment Info**, and **Contracts**. Each section has a link in the header that allows you to edit or add information associated with that section.

You can also reach this screen by selecting **View Customers** in the **Recurring Billing** folder, which we will discuss later in this chapter.

4. To edit the customer primary contact information, click on the **Edit Customer** link in the **Primary Contract** section header
5. The customer contact information form will appear. Edit the fields accordingly
6. Click **Update Customer**. This will take you back to **Customer Profile Screen**

### ***Add and Edit a Payment Item***

You can add two types of payment method for a recurring billing customer: Credit Card and ACH (E-Check).

1. From the recurring billing customer profile screen, click on the **Add Credit Card or ACH** link in the **Payment Info** section header

Payment Item (* indicates required field)
*What type of Payment would you like to add? <input type="radio"/> Credit Card <input type="radio"/> ACH

2. Select either **Credit Card** or **ACH** and a screen will appear similar to the examples shown below

**Payment Item (\* indicates required field)**

\*What type of Payment would you like to add?  
 Credit Card  ACH

\*Credit Card Type:  Name on Card:

\*Card Number (no spaces or dashes):  Street Address (ex: 123 4th Street):

\*Expiration Date (MMYY):  Postal (Zip) Code:

**Save Options**

Would you like to charge this account right away or store it for later use only?  
 Later Use Only  Charge Now

**Payment Item (\* indicates required field)**

\*What type of Payment would you like to add?  
 Credit Card  ACH

\*Name on Account:  \*State:

\*Account Number:  \*Postal / Zip Code:

\*Bank Routing/Transit Number:  \*What Type of Account is this?  
 Business  Personal

\*Street Address:  Driver's License Number:

\*City:  Social Security Number (ex: 555555555):

**Save Options**

Would you like to charge this account right away or store it for later use only?  
 Later Use Only  Charge Now

- Fill out the credit card or ACH information
- You have two options to charge the customer on this payment item: either charge later or charge now. If you select **Later User Only**, click **Save Payment Info**. This will take you back to the recurring billing customer profile screen. If you select **Charge Now**, follow the following steps

**Save Options**

Would you like to charge this account right away or store it for later use only?  
 Later Use Only  Charge Now

Amount:

- Insert an amount in the **Amount** field
- Click **Charge & Save Payment Info** and a receipt will appear similar to the examples shown below

PNRef	25086
Date	9/10/2004
Time	2:27:42 PM [PDT]
Customer ID	1
Trans Type	Sale
Name	a b
Issuer	MASTERCARD
Account	*****5454
Exp Date	0509
Entry Method	Manual
Auth Amt	\$2.00
Total Amt	\$2.00
Street	123
Zip	12345
Result	Approved
AuthCode	VITAL1
Message	NO MATCH
AVS Response	N

PNRef	28701
Host Ref	0383WP39Q7VG2QJWKRH
Date	9/13/2004
Time	3:16:29 PM [PDT]
Customer ID	1
Trans Type	Sale
Name	Jane Doe
Amount	\$1.00
Transit #	123456780
Account #	*****7890
Result	Approved
AuthCode	D5Z2CC
Result Text	Approved

7. To go back to the recurring billing customer profile screen, click the **View Customer** link above the receipt and a screen will appear similar to the example shown below

Payment Info		<a href="#">Add Credit Card or ACH</a>		
	Payment Type	Account Number	Exp Date	Charge Account
<a href="#">edit</a>	MASTERCARD	*****5454	0509	<input type="text"/> <a href="#">Charge</a>
<a href="#">edit</a>	ACH	*****9012	n/a	<input type="text"/> <a href="#">Charge</a>

8. To edit the payment item, click on **edit**

**Payment Item (\* indicates required field)**

\*Credit Card Type: American Express   
 \*Card Number (no spaces or dashes): \*\*\*\*\*8431  
 \*Expiration Date (MMYY): 0509

Name on Card:   
 Street Address (ex: 123 4th Street):   
 Postal (Zip) Code:

**Payment Item (\* indicates required field)**

\*Name on Account: John Doe  
 \*Account Number: \*\*\*\*\*7890  
 \*Bank Routing/Transit Number: 123456780  
 \*Street Address: 123  
 \*City: New York

\*State: WA - Washington   
 \*Postal / Zip Code: 12345  
 \*What Type of Account is this?  
 Business  Personal  
 Driver's License Number:   
 Social Security Number (ex 555555555):

9. Edit the payment information and click **Update Payment Item**. This will take you back to the recurring billing customer profile screen

**Note:** Once a payment term is properly populated, you will have the option to charge to the customer's payment account.

**Payment Info** [Add Credit Card or ACH](#)

	Payment Type	Account Number	Exp Date	Charge Account
<a href="#">edit</a>	MASTERCARD	*****5454	0509	<input type="text"/> <a href="#">Charge</a>
<a href="#">edit</a>	ACH	*****9012	n/a	<input type="text"/> <a href="#">Charge</a>

10. To charge to an established payment item account, input an amount in the **Charge Amount** box, and click on the **Charge** link

<a href="#">Print Receipt</a>	
Date	5/3/2004
Time	3:14 PM PDT
Trans Type	Sale
Account	*****5454
Exp Date	0509
Issuer	MASTERCARD
Name	customer one
Total Amt	\$10.00
Street	123
Zip	12345
Entry Method	Manual
Result	Approved
AuthCode	000908
Message	APPROVAL
PNRef	3641
AVSResponse	A

## Add and Edit a Contract

A recurring billing contract contains billing information, such as when, how much, and how often to charge a customer. Prior to adding a contract, you need to have at least one payment item available for billing the customer.

1. Click on the **Add Contract** link in the header of the **Contracts** section inside the recurring billing customer profile screen and a screen will appear similar to the example shown below

**Contract Info** (\* indicates required field)

<p>*Contract ID: <input type="text"/></p> <p>Contract Name: <input type="text"/></p> <p><input type="checkbox"/> *Start Date: <input type="text"/></p> <p><input type="checkbox"/> End Date: <input type="text"/></p> <p>*Which Account should be Billed for this Contract?:  <input type="text" value="-----"/> <a href="#">Add New Credit Card or ACH Info</a></p> <p>*Execute this Contract: <input type="text" value="----"/></p> <p><small>*If a transaction is ever declined on this contract, it can be reprocessed once per day. How many times would you like to reprocess this contract if it declines (0 = don't reprocess)?</small>  <input type="text" value="--"/></p> <p><small>*Would you like to receive a confirmation e-mail when a transaction is approved on this contract?</small>  <input type="radio"/> Yes <input type="radio"/> No</p> <p><small>*Would you like to receive a confirmation e-mail when a transaction is declined on this contract?</small>  <input type="radio"/> Yes <input type="radio"/> No</p>	<p>*Subtotal: <input type="text"/></p> <p>Tax: <input type="text"/></p> <p>Total (Read Only): <input type="text"/></p> <p>Status:  <input checked="" type="radio"/> Active <input type="radio"/> Inactive</p>
--	---

The following describes each input fields in the Contracts Info form  
**Contract ID** – (Required) A unique number or word identifying the contract

**Contract Name** – (Optional) The name of a contract. You can also use this field to specify a contract type, such as Gold, Silver, or Bronze

**Start Date** – (Required) The first date the contract to be executed. Notice the start date cannot be on the same day that you enter the contract. This is because the payment server's recurring batch process may have already run for the day

**End Date** – (Optional) The date that the contract to be terminated. If the contract is ongoing, leave this field blank

**Subtotal** – (Required) The amount before tax to be charged to the customer each time the contract gets executed

**Tax** – (Optional) The tax amount for the payment

**Total** – A Read Only field, which is automatically populated by adding *Subtotal* and *Tax*; This is the total amount that will be charged every time the contract gets executed

**Status** – (Required) By default, a contract is set to *Active* when created. Once a contract or customer expires, the status will be automatically set to *Inactive*. A contract with *Inactive* status will not be executed

**Payment Item** – (*Which Account should be Billed for this Contract*) (Required) Select a payment item for the contract to execute on

**Contract Frequency** – (*Execute this Contract*) (Required) Select how often the contract gets executed

**Retry Processing Payment** – (Required) If a contract is executed, but for some reason, the transaction is declined, this field will tell the payment server how many times to re-process the transaction. A contract will only be executed once per day. Any transactions that fail will not be attempted again until the following day. By selecting "0", the contract will not execute again until the next scheduled charge date and will only charge the regular amount of the contract. In other words, when this field is set to "0", and a transaction fails, the recurring billing system will not try to recover the funds that is failed to obtain previously

**Email Approval** – (Required) Choose to receive a confirmation email every time the contract's payment is approved

**Email Declined** – (Required) Choose to receive a confirmation email every time the contract's payment is declined

**Note:** The following are two reminders when processing transactions through recurring billing.

If a transaction is declined and you have selected "10" retries (the maximum amount of times you can retry) in the **Retry Processing Payment** field, the payment server will keep trying to process the transaction until it is either approved or retried 10 times. This will not affect the next bill date. For example, you have a contract setup to charge \$15 to a credit card on the first day of every month; if on 5/1/2004 the transaction is declined, but it is finally approved on 5/6/2004, the next bill date will still be 6/1/2004

A contract can only have one transaction pending at any given time. For example, you have a contract set up to process daily. If the credit card gets declined today and you requested to have it retry several times, **the contract will not execute** at its regular time tomorrow. When the recurring billing system of T-Gate TPI Payment Server runs tomorrow, it will see this contract is flagged as declined and will try to reprocess the declined transaction. Therefore, the new charge for tomorrow will not be queued. It is recommended that daily contracts have retries set to "0" and that you request to have a decline confirmation email sent. This way, you can take the necessary steps to resolve declined payments without missing any further payments

2. Input the contract information into the **Contract Info** form
3. Click **Add Contract**. This will take you back to the recurring billing customer profile screen

Contracts				<a href="#">Add Contract</a>
Contract ID	Status	Next Bill Date	Bill Amount	
<a href="#">C1C1</a>	Active	5/3/2004	\$5.00	<a href="#">Payment History</a>
<a href="#">C1C2</a>	Inactive	5/3/2004	\$1.00	<a href="#">Payment History</a>

4. To edit a contract, click on its **Contract ID** link
5. The **Contract Info** form will appear again for you to edit
6. Click **Update Contract** afterwards. This will take you back to the recurring billing customer profile screen
7. To view the payment history on this contract, click on the **Payment History** link and a screen will appear similar to the example shown below

Billings Found: 4  
 Displaying Results: 1 through 4

Ref #	Contract ID	Transaction Date	Customer	Payment Type	Amount
<a href="#">3610</a>	<a href="#">C1C1</a>	5/3/2004 8:38:40 AM		ECHECK	\$5.00
<a href="#">3617</a>	<a href="#">C1C1</a>	5/3/2004 9:32:49 AM		ECHECK	\$5.00
<a href="#">3611</a>	<a href="#">C1C1</a>	5/3/2004 9:02:54 AM		ECHECK	\$5.00
<a href="#">3618</a>	<a href="#">C1C1</a>	5/3/2004 9:39:52 AM		ECHECK	\$5.00

## View Customers

The **View Customers** link inside the **Recurring Billing** folder enables you to search for a customer under certain filters.

1. Click on the **Recurring Billing** folder
2. Click on the **View Customers** link

Show Filters?

Search By: ----- ▼

Search Value:

View:  Active Customers  Inactive Customers  All Customers

3. To display all customers, click **Find Customer(s)**.

- a. To search by field, click on the drop-down arrow in the **Search By** box, and choose a field accordingly
- b. Input the search value in the **Search Value** text box
- c. To view customer based on their status, select the status option
4. Click **Find Customer(s)** (the **Clear Filters** button lets you clear all the field contents you have entered) and a screen will appear similar to the example shown below

Show Filters?

Customers Found: 1  
 Make Checked Customers: ---- ▾

<input type="checkbox"/>	Customer ID ▲ ▾	Company ▲ ▾	Last Name ▲ ▾	First Name ▲ ▾	Email ▲ ▾	Status ▲ ▾
<input type="checkbox"/>	<a href="#">r1c1</a>	ABC Inc.	Doe	John	<a href="#">ab@ab.com</a>	Active

5. To refine your search, check the **Show Filters** box to expand the filter section. Then edit the filter fields again
  - a. To send an email to the customer, click on the customer's email link
  - b. To activate or inactivate a recurring billing customer account, check the customer and choose either **Active** or **Inactive** from the **Active/Inactive** drop-down list
6. To view the customer information, click on the **Customer ID** link. This will take you to the recurring billing customers profile screen

## View Contracts

The **View Contracts** link enables you to search for a contract under certain filters.

1. Click on the **Recurring Billing** folder
2. Click on the **View Contracts** link and a screen will appear similar to the example shown below

Show Filters?

The filters below are optional. By default, clicking "Find Contract(s)" will return all active contracts.

Contract ID:

Next Bill Date: Is On or After ▾

Total Amount: Is Greater Than ▾ \$

Pay Method:  All  Credit Card  ACH

Status:  All  Active  Inactive  Pending

3. IF you want to view all active contracts, click **Find Contract(s)**
  - a. To search for a specific contract, input the ID into the **Contract ID** field
  - b. Or, click on the drop-down arrow to choose a date option for the **Next Bill Date** field, and enter the date either by clicking on the calendar link to select the date, or by entering a date manually in the **Date** box
  - c. Or/And click on the drop-down arrow to choose an amount option for the **Total Amount** field, and enter an amount in the **Total Amount** field
  - e. You may also narrow your search by the contract's payment method; click on one of the payment method radio buttons

- f. To search according to the contract's status, choose one option from the four status radio buttons
4. Click on the **Find Contract(s)** button (the **Clear Filters** button lets you clear all the field contents you have entered as search criteria) and a screen will appear similar to the example shown below

<input type="checkbox"/> Show Filters?					
<b>Billings Found: 2</b>					
Displaying Results: 1 through 2					
Contract ID ▲ ▼	Customer ID ▲ ▼	Payment Type ▲ ▼	Next Bill Date ▲ ▼	Amount ▲ ▼	
<a href="#">C1C2</a>	<a href="#">1</a>	Credit Card	5/3/2004	\$1.00	<a href="#">payment history</a>
<a href="#">C1C1</a>	<a href="#">1</a>	ACH	5/3/2004	\$5.00	<a href="#">payment history</a>

5. To refine your search, check the **Show Filters** box to expand the filter section. Then enter your search criteria
  - a. To view the contract's owner, click on the **Customer ID** link. This will take you to the recurring billing customer profile screen
  - b. To view the payment history on this contract, click on the **Payment History** link
6. To view the detail of a contract, click on that contract's ID link. This will take you to the **Contract Info** form

## Billing Report

The **Billing Report** link enables you to view all the approved transactions inline with their corresponding contracts. In the report, transactions processed automatically through recurring billing will be listed. Other transactions made under **Recurring Billing** will not appear, including charging on either a payment item when it's newly created, or a payment item inside the **Payment Info** section. You can find those transactions through **Find Transactions** instead.

1. Click on the **Recurring Billing** folder
2. Click on the **Billing Report** link and a screen will appear similar to the example shown below

<input checked="" type="checkbox"/> Show Filters?	
The filters below are optional. By default, this report will show all billings that have occurred during the current month.	
Customer ID:	<input type="text"/>
Billed Amount:	Is Greater Than <input type="button" value="v"/> \$ <input type="text" value="0.00"/>
Date Range:	Month-to-Day <input type="button" value="v"/> From: <input type="text" value="5/1/2004"/> To: <input type="text" value="5/4/2004"/>
Pay Method:	<input checked="" type="radio"/> All <input type="radio"/> Credit Card <input type="radio"/> ACH
<input type="button" value="Find Billing(s)"/> <input type="button" value="Clear Filters"/>	

**Note:** The **Show Filters** section help you narrow down the transaction report for a specific recurring billing customer, amount, date range, or payment method.

3. To search for a specific contract, input the Contract ID into the **Contract ID** field a. And/Or click on the drop-down arrow to choose an amount option for the **Billed Amount** field, and enter an amount in the **Billed Amount** field b. And/Or choose a date range by clicking on the drop-down arrow, and

select a pre-defined date range. Also you may manually enter the start date and end date for a date range

- c. You can also narrow down your search by the contract's payment method; click on one of the payment method radio buttons
4. Click on the **Find Billing(s)** button (**Clear Filters** lets you clear all the field contents you have entered as search criteria) and a screen will appear similar to the example shown below. Notice the **and** buttons under each column name are for sorting the listed transactions

Ref # ▲ ▼	Contract ID ▲ ▼	Transaction Date ▲ ▼	Customer ▲ ▼	Payment Type ▲ ▼	Amount
3610	C1C1B	5/3/2004 8:38:40 AM		ECHECK	\$5.00
3611	C1C1B	5/3/2004 9:02:54 AM		ECHECK	\$5.00
3617	C1C1B	5/3/2004 9:32:49 AM		ECHECK	\$5.00
3618	C1C1B	5/3/2004 9:39:52 AM		ECHECK	\$5.00

5. To view the contract for a particular transaction, click on it's **Contract ID** link
6. To view the details of a transaction, click on the transaction's **Ref #** link

## Ch 6: Preferences and Merchant Support

*How to change personal settings and get additional support*

This chapter discusses five main functions of **Preferences**: regulate access to a user account, add custom fields for transactions, set up input devices for the payment server, change the user password, and modify security levels to grant a user specific access to certain functions. Furthermore, we include information on the remaining features in the menu bar: send emails to your payment solution service provider, and log out of the T-Gate TPI Payment Server.

### **User Access Control**

By verifying the requesting party's IP (Internet Protocol) address and country, the **Access Control** preference grants or denies access to a merchant user account. All IPs and all countries are allowed accesses by default.

1. Click on the **Preferences** folder
2. Click on the **Access Control** link and a screen will appear similar to the example shown below

Current Settings

IP's Allowed: **All**

Countries Allowed: **All**

Validate IP Address When Logging In

Validate Country When Logging In

**Note:** Validating IP and validating country have identical steps to follow.

3. To validate IP/Country, check **Validate IP/Country Address When Logging In** and a screen will appear similar to the examples shown below

**Validate IP Address When Logging In**

DENY All IP's EXCEPT Those Listed Below
  **ALLOW All IP's EXCEPT Those Listed Below**
Use This Option

**Denied IP List**

--

**Validate Country When Logging In**

DENY All Countries EXCEPT Those Listed Below
  **ALLOW All Countries EXCEPT Those Listed Below**
Use This Option

Deny All Unknown Countries

**Denied Country List**

--

**Note:** There are two options:

- **DENY ALL IPs/Countries EXCEPT Those Listed Below**
- **ALLOW ALL IPs/Countries EXCEPT Those Listed Below**

The default settings for both IP and country are **ALLOW**. Besides, for country, all unknown countries are set to deny.

### ***Allow All IPs/Countries***

1. To add one or more IPs/Countries to the **Denied IP/Country List**, for IP, type an IP address in the **Add IP** text box; for country, select a country from the country drop-down list, and then click **Add IP/Country**. The IP address or country will be automatically populated into **Denied IP/Country List**

**Denied IP List**

123.123.12.1 123.123.12.2
------------------------------

**Denied Country List**

Canada
--------

2. If you want to remove the IP/Country from the **Denied IP/Country List** one by one, click on the one you want to remove; then click the **Remove Selected** button. Or, you may click the **Remove All** button to clear all IPs/Countries shown in the **Denied IP/Country List**

3. After you complete editing the settings for **ALLOW ALL IPs/Countries EXCEPT Those Listed Below**, you need to ensure this option will be in use

- a. If you see the **Use This Option** button as it is shown in, this means the **Deny All IPs/Countries EXCEPT Those Listed Below** option is currently in use, you need to click this button to switch to the **Allow** option. Notice the **Use This Option** button only appears when the checked option to its left is NOT currently in use. Therefore, when switching from one option to another, you must click on the **Use This Option** button for the change to take effect
- b. If the **Use This Option** button does not show up, that means the **ALLOW ALL IPs/Countries EXCEPT Those Listed Below** option is already in use

## Deny All IPs/Countries

1. Check the **DENY ALL IPs/Countries EXCEPT Those Listed Below** radio button (shown below)

**Validate IP Address When Logging In**

DENY All IP's EXCEPT Those Listed Below Use This Option

ALLOW All IP's EXCEPT Those Listed Below

Add IP

**Allowed IP List**

Remove Selected  
Remove All

**Validate Country When Logging In**

DENY All Countries EXCEPT Those Listed Below Use This Option

ALLOW All Countries EXCEPT Those Listed Below

Deny All Unknown Countries

Add Country

**Allowed Country List**

Remove Selected  
Remove All

2. To add one or more IPs/Countries to the **Allowed IP/Country List**, for IP, type an IP address in the **Add IP** text box; for country, select a country from the country drop-down list, and then click **Add IP/Country**. The IP address or country will be automatically populated into **Allowed IP/Country List**

**Allowed IP List**

123.123.12.1

123.123.12.2

**Allowed Country List**

Canada

3. If you want to remove the IP/Country from the **Allowed IP/Country List** one by one, click on the one(s) you want to remove, and then click the **Remove Selected** button.

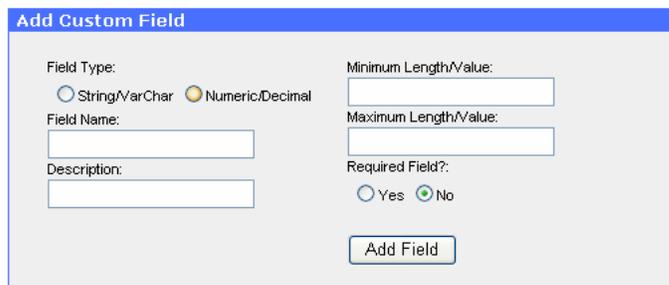
Or, you can click the **Remove All** button to clear all IPs/countries shown in the **Allowed IP/Country List**

4. After you complete editing the settings for **DENY ALL IPs/Countries EXCEPT Those Listed Below**, you need to ensure this option will be in use
  - a. If you see the **Use This Option** button as it is shown in, this means the **Allow All IPs/Countries EXCEPT Those Listed Below** option is currently in use, you need to click this button to switch to the **Deny** option. Notice the **Use This Option** button only appears when the checked option to its left is NOT currently in use. Therefore, when switching from one option to another, you must click on the **Use This Option** button for the change to take effect
  - b. If the **Use This Option** button does not show up, that means the **DENY ALL IPs/Countries EXCEPT Those Listed Below** option is already in use

## Custom Fields

The **Custom Fields** preference allows you to add up to 30 string (for character) and numeric (for number) fields respectively for your specific needs. After adding the fields, you can populate them when performing credit card or check transactions under **Virtual Terminals**. In addition, you can use those fields as filters to find a transaction through **Find Transactions**.

1. Click on the **Preferences** folder
2. Click on the **Custom Fields** link and a screen will appear similar to the example shown below



3. Choose a custom **Field Type** as either **String/VarChar** (for character) or **Numeric/Decimal** (for number)
4. Give the field a descriptive name
5. Further describe this field
6. If the custom field is string type, enter the **minimum length** for the string (Notice the length must be  $\geq 0$ ). If the custom field is number type, enter a **minimum value** for the number
7. If the custom field is string type, enter the **maximum length** for the string (Notice the length must be  $\leq 50$ ). If the custom field is number type, enter a **maximum value** for the number
8. Choose either **Yes** or **No** for this custom field to be required or not
9. Click on the **Add Field** button and a screen will appear similar to the example shown below

	Data Type	Name	Description	Minimum Length/Value	Maximum Length/Value	Required
<a href="#">remove</a>	String/VarChar	Sample	A sample string field	0	50	N

10. To remove a custom field, click on the **Remove** link as shown in the figure above

## Setting up Input Devices

The **Device Setup** preference enables you to configure parameters specific to what type of input device you desire to use with the T-Gate TPI Payment Server. The input devices configurable are card readers, PIN pads, and check readers. Once configured, they can be used when you make transactions under **Virtual Terminals**. For more information on what parameters you need, to set up a device properly, check your device manual or consult the device manufacturer.

1. Click on the **Preferences** folder
2. Click on the **Device Setup** link

The screenshot shows a 'Card Reader Setup' dialog box. On the left side, there is a vertical stack of buttons: 'Card Reader' (which is highlighted), 'Pinpad', 'Check Reader', and 'Save'. The main area of the dialog contains a label 'Card Reader Type' followed by a dropdown menu currently displaying 'None'.

### Setting up a Card Reader

The payment server's virtual terminal currently works with card reader devices such as serial card reader and keyboard wedge.

1. By default, the device setup screen first show the **Card Reader** setup. Select the type of card reader from the **Card Reader Type** drop-down list

The following table shows each setup parameter and its valid values. It applies to all three types of input device.

Input Device Setup Parameter	Value
Com Port	1 – 30
Baud Rate	110, 300, 600, 1200, 2400, 4800, 14400, 19200, 28800, 38400, 56000, 57600, 115200, 128000, 256000
Flow Control	No Flow Control, Software, Hardware
Parity	No Parity, Odd, Even, Mark, Hardware
Stop Bits	1, 1.5, 2
Data Bits	5,6,7,8
Time Out	(Numeric time out value in second)

2. Editing the settings accordingly and click on the **Save** button to save your settings

### Setting up a PIN Pad

The payment server's virtual terminal currently works with VeriFone 1000 PIN pad.

1. Click on the **Pinpad** link in the Initial Device Setup screen and a screen will appear similar to the example shown below

2. Select a **Pinpad Type** from the drop-down list
3. Choose either **Master Session** or **DUKPT** from the **Key Management** option
4. Editing the settings accordingly and click on the **Save** button to save your settings (Refer to Input Device Setup Parameter)

### Setting up a Check Reader

The payment server's virtual terminal currently works with serial checker reader and check image reader such as Magtek MICR Imager.

1. Click on the **Check Reader** link in the Initial Device Setup screen



3. Input the current password in the **Old Password** field
4. Input your new password in the **New Password** field
5. Confirm your new password by inputting it into the **Enter New Password Again** field
6. Click on the **Change Password** button (the **Reset** button clears the contents in the fields)

## Setting Security

The **Security** preference is to set security for functions performed at the merchant user level. The user security level is assigned when each new user account is created. A merchant user will be able to access each function if his/her security level is greater than or equal to the number defined in this preference.

1. Click on the **Preferences** folder
2. Click on the **Security** link and a screen will appear similar to the example shown below

3. Select a proper security level for each item
4. Click **Change Security** (the **Reset** button allows you to return to the previously saved settings)

**Note:** The payment server currently has four levels of security settings: 1, 2, 3 and 4, with 4 being the highest security level and 1 the lowest. In the above figure, the numbers represent the minimum security level that a merchant user must have, in order to access the corresponding features. For example, if "Void" is set to 2, then a merchant user with security level of 2, 3 or 4 can void a transaction, but a merchant user with

security level of 1 cannot perform voiding transactions. The table below provides more details on each security item in the above figure.

<b>Security Setting</b>	<b>Effected Functionality</b>	
	<b>Folder</b>	<b>Functions</b>
<b>Sale</b>	<b>Virtual Terminals</b>	Credit – Sale Debit – Sale Checks – Sale Gift Cards – Redeem
	<b>Find Transactions</b>	Credit – Repeat Sale
	<b>Current Batch (for terminal-based processor)</b>	Credit – Repeat Sale
<b>Return</b>	<b>Virtual Terminals</b>	Debit – Return Checks – Return Gift Cards – Refund
	<b>Find Transactions</b>	Credit – Refund
<b>Void</b>	<b>Virtual Terminals</b>	Checks – Void Credit – Void
	<b>Find Transactions</b>	Gift Cards – Void
	<b>Current Batch (for terminal-based processor)</b>	Credit – Void
<b>Pre-Auth</b>	<b>Virtual Terminals</b>	Credit – PreAuth Checks – Verify
<b>Force-Auth</b>	<b>Virtual Terminals</b>	Credit – ForceAuth Checks – ForceSale
<b>Reports</b>	<b>Find Transactions</b>	
<b>End-of-Day</b>	<b>End of Day (for terminal-based processor only)</b>	
<b>User Admin</b>	<b>Manage Users</b>	
<b>Change Security</b>	<b>Preferences -&gt; Security</b>	
<b>Tools</b>	<b>N/A</b>	

## ***Sending Email to Merchant Support***

The **Email** function provides contact links to merchant support from TPI Software. Clicking on the email link will lead you to send an email to either **Sales** or **Support** team of TPI Software.

1. Click on the **Email** folder
2. To email the sales staff, click on the **Sales** link
3. To email the support staff, click on the **Support** link
4. After your default mail application appears, type you email and click on **Send** in you email software

## ***System Logout***

The **Logout** link lets you logout of the system with the current user name.

1. Click on the **Logout** link