



VAULT

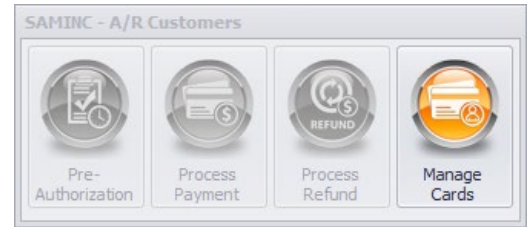
300 PLUGIN

POWERED BY

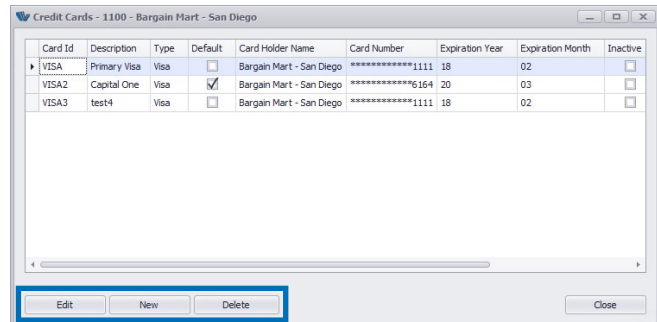
 **Electronic**Payments

CREDIT CARD MAINTENANCE

From the A/R Customer screen click **Manage Cards** to load the Credit Card Maintenance screen

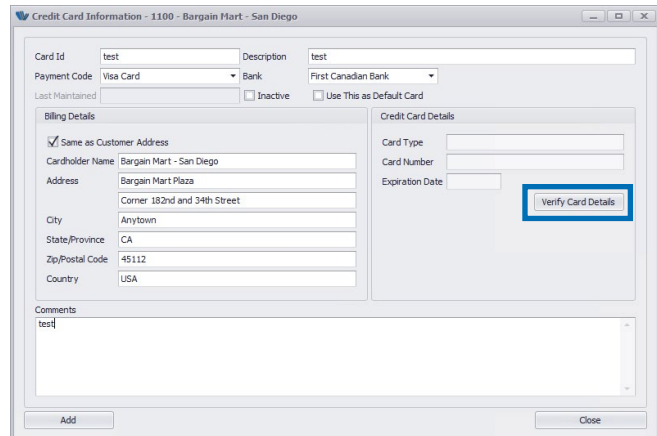


Click on **Edit/New/Delete** to Update/Create/Remove the customer's Credit Card profile.

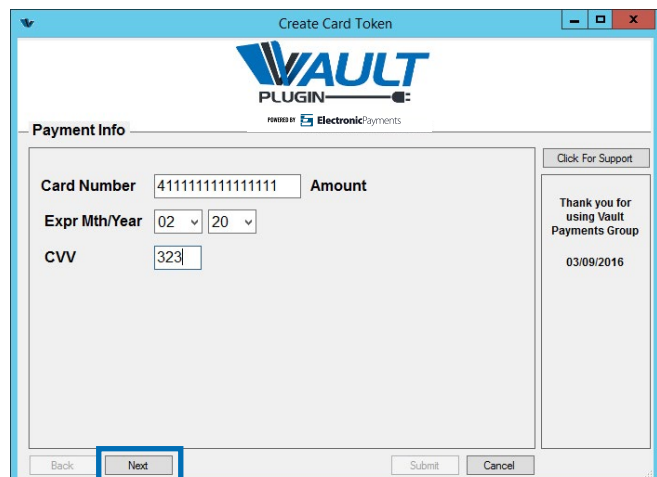


CREATE A NEW CARD

To create a new card, enter all details and click on **Verify Card Details** to load the Vault Plugin Card Screen.



Insert card number, expiration date and security code, then press **Next**.



CREATE A NEW CARD (CONTINUED)

After filling in all the available fields, press **Submit** to sync your new card to the gateway.

Once card is created successfully on the gateway, click on **Save** to save the Credit Card profile.

Create Card Token

VAULT
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Billing Info

Name on Card Bargain Mart - San Diego Click For Support

Address Bargain Mart Plaza

Address2 Corner 182nd and 34th Street

City Anytown

State CA **Zip** 45112

Country US

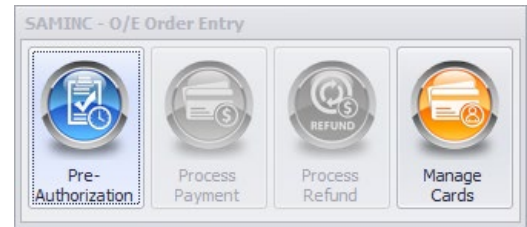
EMail

Thank you for using Vault Payments Group
03/09/2016

Back Next Submit Cancel

AUTHORIZATION

From the O/E Order Entry Screen click **Pre-Authorization** to load the Credit Card Authorization Screen



Click on **Process Authorization** to place hold of the transaction amount on the Credit Card.

O/E Pre-authorization - ORD000000000090

Card Id: VISA2 Description: Capital One

Enter a Card for One-Time Use Default Card Payment Code: Visa Card Bank: City Commercial B...

Billing Details

Same as Customer Address

Cardholder Name: Bargain Mart - San Diego

Address: Bargain Mart Plaza

Address 2: Corner 182nd and 34th Street

City: Anytown

State/Province: CA

Zip/Postal Code: 45112

Country: US

Totals

Order Subtotal: 0.01

Order Taxes: 0.00

Order Total: 0.01

Transaction Amount: 0.01

Credit Card Details

Card Type: Visa

Card Number: *****6164

Expiration Date: 03/20

Process Authorization

Transaction Details

Time:

Authorization Code:

No credit card charged.

Close

SALES - FROM SHIPMENT ENTRY SCREEN (CONTINUED)

Click on **Process Payment** to charge the transaction amount on the Credit Card.

Process Payment - SH00000000000000000077 - IN0000000000000025

Card Id: VISA2 | Description: Capital One

Enter a Card for One-Time Use | Default Card | Payment Code: Visa Card | Bank: City Commercial B...

Billing Details

Same as Customer Address

Cardholder Name: Bargain Mart - San Diego
Address: Bargain Mart Plaza
Address 2: Corner 182nd and 34th Street
City: Anytown
State/Province: CA
Zip/Postal Code: 45112
Country: US

Totals

Order Subtotal: 0.01
Order Taxes: 0.00
Order Total: 0.01
Transaction Amount: 0.01

Credit Card Details

Card Type: Visa
Card Number: *****6164
Expiration Date: 03/20

Process Payment

Transaction Details

Time: _____
Authorization Code: _____
No credit card charged.
Receipt Entry No: _____

Comments: _____

Close

A new A/R Receipt entry will be created.

SAMINC - A/R Receipt Entry

File Settings Help

Batch Number: 57 | No. of Entries: 1 | Total Amount: 0.010 | Required

Batch Date: 03/09/2016 | Bank: CCB | Deposit Number: 47 | Dispost Date: 03/09/2016

Entry Number: _____ | Receipt Date: 03/09/2016 | Posting Date: 03/09/2016 | 2016-03

Transaction Type: Prepayment | Customer Number: 1100 | Bargain Mart - San Diego | Account Set: TRADE

Reference: *****6164 | Check/Receipt No.: 107944647

Payment Code: VISA | Document Number: PP0000000000000000023 | Receipt Amount: 0.01 | Job Related: | Optional Fields:

Apply By: _____ | Apply To: IN0000000000000025

Save | Delete | Jobs | Deposit... | Print Receipt... | Close

SALES - FROM A/R INVOICE SCREEN (DOCUMENT TYPE INVOICE/DEBIT NOTE)

From the A/R Receipt Entry Screen click **Process Payment** to load the Credit Card Charge Screen

SAMINC - O/E Invoice Entry

Pre-Authorization | **Process Payment** | Process Refund | Manage Cards

Click on **Process Payment** to charge the transaction amount on the Credit Card.

Process Payment - IN00000000000000000025

Card Id: VISA2 | Description: Capital One

Enter a Card for One-Time Use | Default Card | Payment Code: Visa Card | Bank: City Commercial B...

Billing Details

Same as Customer Address

Cardholder Name: Bargain Mart - San Diego
Address: Bargain Mart Plaza
Address 2: Corner 182nd and 34th Street
City: Anytown
State/Province: CA
Zip/Postal Code: 45112
Country: US

Totals

Order Subtotal: 0.01
Order Taxes: 0.00
Order Total: 0.01
Transaction Amount: 0.01

Credit Card Details

Card Type: Visa
Card Number: *****6164
Expiration Date: 03/20

Process Payment

Transaction Details

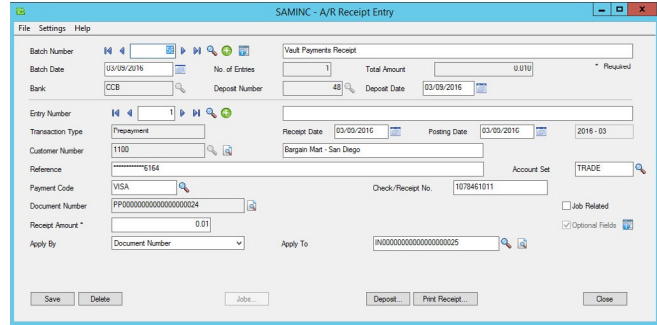
Time: _____
Authorization Code: _____
No credit card charged.
Receipt Entry No: _____

Comments: _____

Close

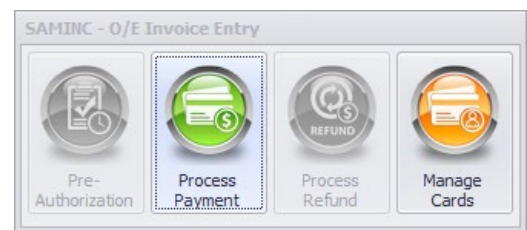
SALES - FROM A/R INVOICE SCREEN (DOCUMENT TYPE INVOICE/DEBIT NOTE) (CONTINUED)

A new A/R Receipt entry will be created.



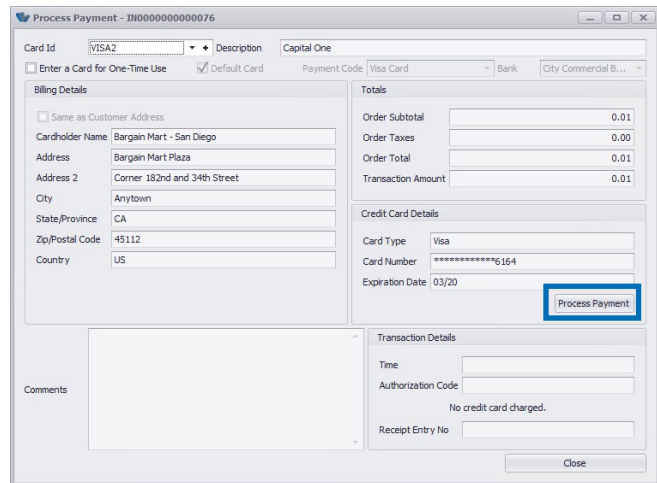
RECEIPTS - FROM A/R RECEIPT SCREEN

From the A/R Receipt Entry Screen click **Process Payment** to load the Credit Card Charge Screen



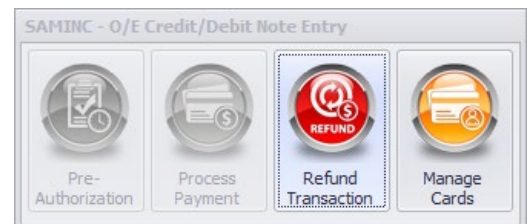
Click on **Process Payment** to charge the transaction amount on the Credit Card.

No new receipt entry will be created.



REFUND - FROM ORDER ENTRY SCREEN

From the O/E Credit Note Entry Screen click **Refund Transaction** to load the Credit Card Refund Screen.



REFUND - FROM ORDER ENTRY SCREEN (CONTINUED)

Click on **Process Refund** to charge the transaction amount on the Credit Card.

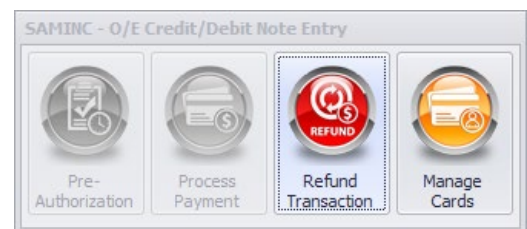
The screenshot shows the 'Refund Payment - CN000000000019' window. The 'Card Id' is VISA2 and the 'Description' is Capital One. The 'Payment Code' is Visa Card and the 'Bank' is City Commercial B... The 'Billing Details' section includes fields for Cardholder Name (Bargain Mart - San Diego), Address (Bargain Mart Plaza), Address 2 (Corner 182nd and 34th Street), City (Anytown), State/Province (CA), Zip/Postal Code (45112), and Country (US). The 'Totals' section shows Order Subtotal (0.01), Order Taxes (0.00), Order Total (0.01), and Transaction Amount (0.01). The 'Credit Card Details' section shows Card Type (Visa), Card Number (*****6164), and Expiration Date (03/20). The 'Transaction Details' section shows Time, Authorization Code, and Refund Entry No. The 'Process Refund' button is highlighted with a red box.

A new A/R Refund entry will be created.

The screenshot shows the 'Refund Payment - CN000000000019' window after the 'Process Refund' button has been clicked. The 'Transaction approved' message is visible in the 'Transaction Details' section. The 'Refund Entry No.' is now 15 - 1. The 'Time' field is populated with 3/9/2016 11:40:32 AM. The 'Authorization Code' is 107846847. The 'Process Refund' button is no longer highlighted.

REFUND – FROM A/R INVOICE SCREEN (DOCUMENT TYPE CREDIT NOTE)

From the A/R Credit Note Entry Screen click **Refund Transaction** to load the Credit Card Refund Screen.



VOID A PRE-AUTHORIZATION ON AN ORDER

Click **View Details**.

SAMINC - O/E Order Entry

View Details | Process Payment | Process Refund | Manage Cards

Pre-Authorization

Order #	ORD000000000074
Transaction Date	1/30/2017 2:04:41 PM
Amount	173.20
Credit Card #	*****2224
Authorization Code	120000948

Click **Void**.

O/E Pre-authorization - ORD000000000074 - ORD000000000074

Card Id: VISA | Description: Visa Card

Enter a Card for One-Time Use | Default Card

Payment Code: Visa Card | Bank: City Commercial B...

Billing Details

Same as Customer Address

Cardholder Name: Bargain Mart - San Diego

Address: Bargain Mart Plaza

Address 2: Corner 182nd and 34th Street

City: Anytown

State/Province: CA

Zip/Postal Code: 45112

Country: US

Totals

Order Subtotal	160.00
Order Taxes	13.20
Order Total	173.20
Transaction Amount	173.20

Credit Card Details

Card Type: Visa

Card Number: *****2224

Expiration Date: 09/19

Void | Process Authorization

Transaction Details

Time: 1/30/2017 2:04:41 PM

Authorization Code: 120000948

Transaction approved

Close

VOID A CAPTURE ON AN O/E INVOICE

Click **View Details**.

SAMINC - O/E Invoice Entry

Pre-Authorization | View Details | Process Refund | Manage Cards

Payment

Invoice #	IN0000000000065
Transaction Date	1/30/2017 2:07:50 PM
Amount	173.20
Credit Card #	*****2224
Authorization Code	120001041

VOID A CAPTURE ON AN O/E INVOICE (CONTINUED)

Click **Void**.

Note: When you capture a payment for an OE Invoice it creates an A/R Receipt. Voiding a payment will not affect the receipt at this point. The user will need to delete the receipt if not posted. If the receipt was posted, the user will need to go into Bank Transactions and reverse the receipt.

The screenshot shows the 'Process Payment' window for invoice IN0000000000000065. The window is divided into several sections: Billing Details, Totals, Credit Card Details, and Transaction Details. The 'Void' button is highlighted with a blue box. The 'Transaction Details' section shows a time of 1/30/20 17:20:7:50 PM, an authorization code of 120001041, and a receipt entry number of 43 - 1.

Section	Field	Value
Billing Details	Cardholder Name	Bargain Mart - San Diego
	Address	Bargain Mart Plaza
	Address 2	Corner 182nd and 34th Street
	City	Anytown
	State/Province	CA
	Zip/Postal Code	45112
	Country	US
Totals	Order Subtotal	160.00
	Order Taxes	13.20
	Order Total	173.20
Transaction Amount	173.20	
Credit Card Details	Card Type	Visa
	Card Number	*****2224
	Expiration Date	09/19
Transaction Details	Time	1/30/20 17:20:7:50 PM
	Authorization Code	120001041
	Transaction approved	
	Receipt Entry No	43 - 1

VOID A CAPTURE ON AN A/R INVOICE

Click **View Transaction**.

The screenshot shows the 'SAMINC - A/R Invoice Entry' window. It features four main buttons: Pre-Authorization, View Transaction (highlighted), Process Refund, and Manage Cards. Below these buttons is a 'Payment' section with the following details:

Field	Value
Invoice #	IN0000000000000000000013
Transaction Date	1/30/2017 2:14:49 PM
Amount	126.65
Credit Card #	*****2224
Authorization Code	120001203

Click **Void**.

Note: When you capture a payment for an OE Invoice it creates an A/R Receipt. Voiding a payment will not affect the receipt at this point. The user will need to delete the receipt if not posted. If the receipt was posted, the user will need to go into Bank Transactions and reverse the receipt.

The screenshot shows the 'Process Payment' window for invoice IN0000000000000000000013. The window is divided into several sections: Billing Details, Totals, Credit Card Details, and Transaction Details. The 'Void' button is highlighted with a blue box. The 'Transaction Details' section shows a time of 1/30/2017 2:14:49 PM, an authorization code of 120001203, and a receipt entry number of 43 - 2.

Section	Field	Value
Billing Details	Cardholder Name	Bargain Mart - San Diego
	Address	Bargain Mart Plaza
	Address 2	Corner 182nd and 34th Street
	City	Anytown
	State/Province	CA
	Zip/Postal Code	45112
	Country	US
Totals	Order Subtotal	117.00
	Order Taxes	9.65
	Order Total	126.65
Transaction Amount	126.65	
Credit Card Details	Card Type	Visa
	Card Number	*****2224
	Expiration Date	09/19
Transaction Details	Time	1/30/2017 2:14:49 PM
	Authorization Code	120001203
	Transaction approved	
	Receipt Entry No	43 - 2