



VIRTUAL TERMINAL CREDIT CARD

Processing a Sale

A sale is a transaction that is authorized and captured for settlement. After a sale is processed, the transaction is automatically flagged to be settled.

A sale can be voided prior to settlement and must be refunded to reverse the transaction if the transaction has been settled.

Step 1.

- Click SALE from the MAIN MENU under CREDIT CARD.

Main Menu
[Home](#)
Credit Card
[Sale](#)
[Authorize](#)
[Capture](#)
[Void](#)
[Refund](#)
Electronic Check
[Sale](#)
[Void](#)
[Refund](#)
Recurring
[Add Subscription](#)
[List Subscriptions](#)
[Add Plan](#)

Step 2.

- Enter the sales details such as Billing Information, Order Information, Card Billing Address, Merchant Defined fields and Processor. Fields with red asterisks are required fields as set by the Affiliate.

Home » Virtual Terminal CC Sale

Enter the sales details to charge a customer.

Billing Information

* Credit Card Number

* Expiration Date (mmyy)

* Amount (nn.nn)

✓ Currency

Card Security Code CVV2/CID [What is This?](#)

Add to Customer Vault [What Is This?](#)

Order Information

Order ID

Order Description

Card Billing Address

First Name

Last Name

Company



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Step 3.

- Click CHARGE to complete.

Home » Virtual Terminal CC Sale

Enter the sales details to charge a customer.

Billing Information

✔ Credit Card Number

✔ Expiration Date (mmyy)

✔ Amount (nn.nn)

✔ Currency

Card Security Code CVV2/CID [What is This?](#)

Add to Customer Vault [What is This?](#)

Customer Vault ID [What is This?](#)

Order Information

✔ Order ID

✔ Order Description

Card Billing Address

✔ First Name

✔ Last Name

✔ Company

✔ Country

✔ Address

✔ City

State/Province

✔ Zip/Postal Code

✔ Email Address

Shipping Address

Same as Billing

Send Receipt Email



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Processing a Sale

A sale is a transaction that is authorized and captured for settlement. After a sale is processed, the transaction is automatically flagged to be settled.

A sale can be voided prior to settlement and must be refunded to reverse the transaction if the transaction has been settled.

Transaction Successful

[Home](#) » Virtual Terminal CC Sale

Transaction Successful

[Create Subscription](#)

| Transaction Receipt | |
|--|--|
| Print Receipt E-Mail Receipt | |
| Merchant: | JD Construction - (Chicago, IL) |
| Date/Time: | 06/08/2011 1:07:03 PM CDT |
| Transaction ID: | 1419287277 |
| Transaction Type: | Card Sale |
| Amount: | 12.34 |
| Credit Card Information | |
| CC Type: | Visa |
| CC Number: | 411111*****1111 |
| CC Expiration: | 01/12 |
| Auth. Code: | 123456 |
| AVS Status: | No address or ZIP match (N) |
| CVV Status: | |
| Processor: | CC Processor A |
| Currency: | USD |
| Billing Information | Shipping Information |
| John Smith Apparel Co. johnsmith@apparelco.com 123 Main Street Chicago IL, 60185 US | John Smith Apparel Co. johnsmith@apparelco.com 123 Main Street Chicago IL, 60185 US |
| Order Information | |
| Order ID: | 227014 |
| Description: | Online Order |
| Tax: | 0.29 |

Transaction Failed/Declined

- Transactions that do not process successfully will trigger a failure response.

Transaction Failed
 Processor Response: DECLINED



VIRTUAL TERMINAL CREDIT CARD

How to Authorize or Capture a Transaction?

Authorize is used to check if there is sufficient funds in the Credit Card inventory. When a transaction is authorized, it indicates that the Credit Card has adequate funds in the stock.

Capture is used when a transaction has been authorized and ready to be settled.

An authorization MUST be captured in order for the settlement to go through and the funds transferred. When a transaction is both authorized and captured, a sale is processed.

Step 1.

- Click AUTHORIZE from the MAIN MENU under CREDIT CARD.

Main Menu
[Home](#)
Credit Card
[Sale](#)
[Authorize](#)
[Capture](#)
[Void](#)
[Refund](#)
Electronic Check
[Sale](#)
[Void](#)
[Refund](#)
Recurring
[Add Subscription](#)
[List Subscriptions](#)
[Add Plan](#)

Step 2.

- Enter the details to authorize a transaction. Fields with red asterisks are required fields as set by the Affiliate.

Home » Virtual Terminal CC Auth Only

Enter the details to authorize a transaction.

Billing Information

* Credit Card Number

* Expiration Date (mmyy)

* Amount (nn.nn)

✓ Currency

Card Security Code CVV2/CID [What is This?](#)

Add to Customer Vault [What is This?](#)

Order Information

Order ID

Order Description

PO Number



VIRTUAL TERMINAL CREDIT CARD

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Authorize is used to check if there is sufficient funds in the Credit Card inventory. When a transaction is authorized, it indicates that the Credit Card has adequate funds in the stock.

Capture is used when a transaction has been authorized and ready to be settled.

An authorization MUST be captured in order for the settlement to go through and the funds transferred. When a transaction is both authorized and captured, a sale is processed.

Step 1.

- Click AUTHORIZE to complete.

Home » Virtual Terminal CC Auth Only

Enter the details to authorize a transaction.

Billing Information

Credit Card Number

Expiration Date (mmyy)

Amount (nn.nn)

Currency

Order Information

Order ID

Order Description

Card Billing Address

First Name

Last Name

Company

Address

City

State/Province

Zip/Postal Code

Email Address

Processor

Processor



VIRTUAL TERMINAL CREDIT CARD

How to Authorize or Capture a Transaction?

Authorize is used to check if there is sufficient funds in the Credit Card inventory. When a transaction is authorized, it indicates that the Credit Card has adequate funds in the stock.

Capture is used when a transaction has been authorized and ready to be settled.

An authorization MUST be captured in order for the settlement to go through and the funds transferred. When a transaction is both authorized and captured, a sale is processed.

Transaction Successful

[Home](#) » Virtual Terminal CC Auth Only

Transaction Successful

[Create Subscription](#)

| Transaction Receipt | |
|--|---------------------------------|
| Print Receipt E-Mail Receipt | |
| Merchant: | JD Construction - (Chicago, IL) |
| Date/Time: | 06/08/2011 1:13:04 PM CDT |
| Transaction ID: | 1419290182 |
| Transaction Type: | Card Authorization |
| Amount: | 75.00 |
| Credit Card Information | |
| CC Type: | Visa |
| CC Number: | 411111*****1111 Q |
| CC Expiration: | 01/12 |
| Auth. Code: | 123456 |
| AVS Status: | No address or ZIP match (N) |
| CVV Status: | |
| Processor: | CC Processor A |
| Currency: | USD |
| Billing Information | Shipping Information |
| John Smith Apparel Co. johnsmith@apparelco.com 123 Main Street Chicago IL, 60185 US | US |
| Order Information | |
| Order ID: | 45123 |
| Description: | Clothing |



VIRTUAL TERMINAL CREDIT CARD

How to Authorize or Capture a Transaction?

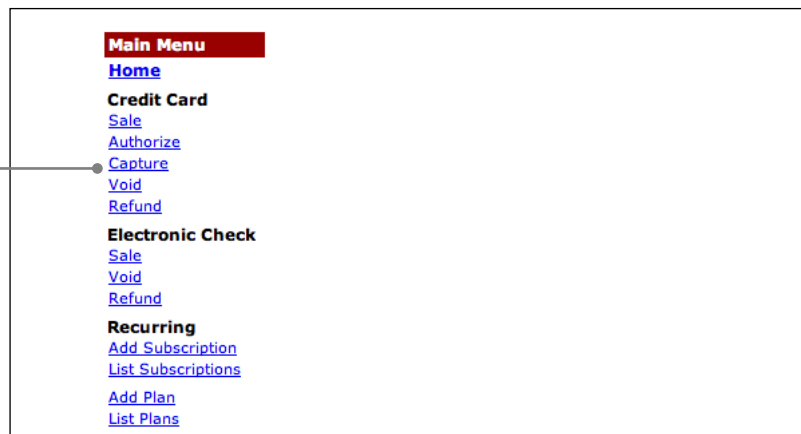
Authorize is used to check if there is sufficient funds in the Credit Card inventory. When a transaction is authorized, it indicates that the Credit Card has adequate funds in the stock.

Capture is used when a transaction has been authorized and ready to be settled.

An authorization MUST be captured in order for the settlement to go through and the funds transferred. When a transaction is both authorized and captured, a sale is processed.

Step 1.

- Click CAPTURE from the MAIN MENU under CREDIT CARD.



Step 2.

- Enter the details to capture a transaction. Fields with red asterisks are required fields as set by the Affiliate.

The screenshot shows a form titled 'Home » Virtual Terminal CC Capture Only'. It contains the following elements:

- Header: **Home » Virtual Terminal CC Capture Only**
- Instruction: Enter the transaction ID of the original transaction and the amount to be captured.
- Link: For Voice Authorizations or Offline Transactions, [click here](#)
- Section: **Authorization Information**
- Fields: Transaction ID (with a red asterisk), Amount (with a red asterisk and a '(nn.nn)' format hint).
- Buttons: A magnifying glass icon and a 'Capture' button.



VIRTUAL TERMINAL CREDIT CARD

How to Authorize or Capture a Transaction?

Authorize is used to check if there is sufficient funds in the Credit Card inventory. When a transaction is authorized, it indicates that the Credit Card has adequate funds in the stock.

Capture is used when a transaction has been authorized and ready to be settled.

An authorization MUST be captured in order for the settlement to go through and the funds transferred. When a transaction is both authorized and captured, a sale is processed.

Step 3.

- Click CAPTURE to complete.

[Home](#) » Virtual Terminal CC Capture Only

Enter the transaction ID of the original transaction and the amount to be captured.

For Voice Authorizations or Offline Transactions, [click here](#)

Authorization Information + ⚙

✓ Transaction ID

✓ Amount (nn.nn)

Transaction Successful

[Home](#) » Virtual Terminal CC Capture Only

Transaction Successful

[Create Subscription](#)

Transaction Receipt [Print Receipt](#) | [E-Mail Receipt](#)

| | |
|-------------------|---------------------------------|
| Merchant: | JD Construction - (Chicago, IL) |
| Date/Time: | 06/08/2011 1:15:57 PM CDT |
| Transaction ID: | 1419290182 |
| Transaction Type: | Card Capture |
| Amount: | 75.00 |

Credit Card Information

| | |
|----------------|-----------------------------|
| CC Type: | Visa |
| CC Number: | 411111*****1111 |
| CC Expiration: | 01/12 |
| Auth. Code: | 123456 |
| AVS Status: | No address or ZIP match (N) |
| CVV Status: | |
| Processor: | CC Processor A |
| Currency: | USD |

| | |
|----------------------------|-----------------------------|
| Billing Information | Shipping Information |
| John Smith | US |
| Apparel Co. | |



VIRTUAL TERMINAL CREDIT CARD

How to Void a Transaction?

A void can be performed on a transaction prior to settlement. To void a transaction, simply enter the transaction ID in the void area under the Virtual Terminal section.

Step 1.

- Click VOID from the MAIN MENU under CREDIT CARD.

The screenshot shows a 'Main Menu' with several categories. The 'Credit Card' category is expanded, showing options: Sale, Authorize, Capture, Void (highlighted with a red dot), and Refund. Other categories include Electronic Check, Recurring, Customer Vault, CertifyPCI™, iSpyFraud™, Integration, QuickBooks, Batch Upload, Trans Reports, Options, and Help.

Step 2.

- Merchant can use the MAGNIFIER ICON to look up a transaction. Fields with red asterisks are required fields as set by the Affiliate.

The screenshot shows the 'Virtual Terminal CC Void' page. It has a breadcrumb 'Home » Virtual Terminal CC Void' and a heading 'Enter the transaction ID you wish to void.' Below this is a 'Transaction Information' section with a red asterisk next to the 'Transaction ID' label. There is a search input field with a magnifier icon on the right and a 'Void' button below it.



VIRTUAL TERMINAL CREDIT CARD

How to Void a Transaction?

A void can be performed on a transaction prior to settlement. To void a transaction, simply enter the transaction ID in the void area under the Virtual Terminal section.

Step 3.

- Enter the Transaction ID of the original transaction you wish to void. Click VOID to complete.

Home » Virtual Terminal CC Void

Enter the transaction ID you wish to void.

Transaction Information

Transaction ID

Void

Transaction Successful

Home » Virtual Terminal CC Void

Transaction Successfully Cancelled

[Create Subscription](#)

Transaction Receipt [Print Receipt](#) | [E-Mail Receipt](#)

| | |
|--------------------------|---------------------------------|
| Merchant: | JD Construction - (Chicago, IL) |
| Date/Time: | 06/08/2011 1:18:05 PM CDT |
| Transaction ID: | 1419290182 |
| Transaction Type: | Card Void |
| Amount: | 75.00 |

Credit Card Information

| | |
|-----------------------|-----------------------------|
| CC Type: | Visa |
| CC Number: | 411111*****1111 |
| CC Expiration: | 01/12 |
| Auth. Code: | 123456 |
| AVS Status: | No address or ZIP match (N) |
| CVV Status: | |
| Processor: | CC Processor A |
| Currency: | USD |

| Billing Information | Shipping Information |
|--|----------------------|
| John Smith Apparel Co. johnsmith@apparelco.com 123 Main Street Chicago IL, 60185 US | US |

Order Information

| | |
|---------------------|----------|
| Order ID: | 45123 |
| Description: | Clothing |



VIRTUAL TERMINAL CREDIT CARD

How to Process a Refund?

To refund a transaction, simply enter the Transaction ID and the amount you wish to refund.

Merchant can choose to make a full refund or a partial refund.

To make a partial refund, simply set the amount to be less than the original amount captured. To make a full refund, the amount must be equal to the original amount captured.

Step 1.

- Click REFUND from the MAIN MENU under CREDIT CARD.

Main Menu
[Home](#)
Credit Card
[Sale](#)
[Authorize](#)
[Capture](#)
[Void](#)
[Refund](#)
Electronic Check
[Sale](#)
[Void](#)
[Refund](#)
Recurring
[Add Subscription](#)
[List Subscriptions](#)
[Add Plan](#)
[List Plans](#)
Customer Vault
[Add Customer](#)
[List Customers](#)
[CertifyPCT™](#)

Step 2.

- Merchant can use the MAGNIFIER ICON to look up a transaction. Fields with red asterisks are required fields as set by the Affiliate.

[Home](#) » Virtual Terminal CC Refund

Enter the transaction ID of the original transaction and the amount to be credited.

Transaction Information

* Transaction ID

* Amount (nn.nn)

Send Receipt Email



VIRTUAL TERMINAL CREDIT CARD

How to Process a Refund?

To refund a transaction, simply enter the Transaction ID and the amount you wish to refund.

Merchant can choose to make a full refund or a partial refund.

To make a partial refund, simply set the amount to be less than the original amount captured. To make a full refund, the amount must be equal to the original amount captured.

Step 3.

- Enter the Transaction ID of the original transaction you wish to refund. Click REFUND to complete.

[Home](#) » Virtual Terminal CC Refund

Enter the transaction ID of the original transaction and the amount to be credited.

| Transaction Information | |
|-------------------------|---------------|
| Transaction ID | 1418784583 |
| Amount | 15.00 (nn.nn) |

Send Receipt Email

[Refund](#)

Transaction Successful

[Home](#) » Virtual Terminal CC Refund

Transaction Successfully Refunded

[Create Subscription](#)

| Transaction Receipt | |
|---|---|
| Print Receipt E-Mail Receipt | |
| Merchant: | JD Construction - (Chicago, IL) |
| Date/Time: | 06/08/2011 1:19:30 PM CDT |
| Transaction ID: | 1419292903 |
| Transaction Type: | Card Refund |
| Amount: | -15.00 |
| Credit Card Information | |
| CC Type: | Visa |
| CC Number: | 411111*****1111 |
| CC Expiration: | 01/12 |
| AVS Status: | |
| CVV Status: | |
| Processor: | CC Processor A |
| Currency: | USD |
| Billing Information | Shipping Information |
| John Smith Apparel Co. johnsmith@apparelco.com 123 Main Street | John Smith Apparel Co. johnsmith@apparelco.com 123 Main Street |



VIRTUAL TERMINAL CREDIT CARD

Advanced Features

Adding and deleting fields.

Step 1.

- Merchant can add or delete non-required fields by clicking the GEAR.

Home » Virtual Terminal CC Sale

Enter the sales details to charge a customer.

Billing Information

- * Credit Card Number
- * Expiration Date (mmyy)
- * Amount (nn.nn)
- ✓ Currency
- Card Security Code CVV2/CID [What is This?](#)
- Add to Customer Vault [What Is This?](#)

Order Information

- Order ID
- Order Description

Card Billing Address

- First Name
- Last Name

Step 2.

- Additional fields are pulled up. Toggle the fields on or off by clicking the BOXED X. Click the DISK to save changes.

Home » Virtual Terminal CC Sale

Enter the sales details to charge a customer.

Billing Information

- * Credit Card Number
- * Expiration Date (mmyy)
- * Amount (nn.nn)
- ✓ Currency
- Card Security Code CVV2/CID [What is This?](#)
- Add to Customer Vault [What Is This?](#)
- Customer Vault ID [What Is This?](#)

Order Information

- Order ID
- Order Description
- PO Number
- Shipping (nn.nn)