



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.

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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.

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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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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

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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 
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?

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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.

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[List Plans](#)

Step 2.

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

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)



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	<input type="text" value="1419290182"/>
✓ Amount	<input type="text" value="75.00"/> (nn.nn)
<input type="button" value="Capture"/>	

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.	



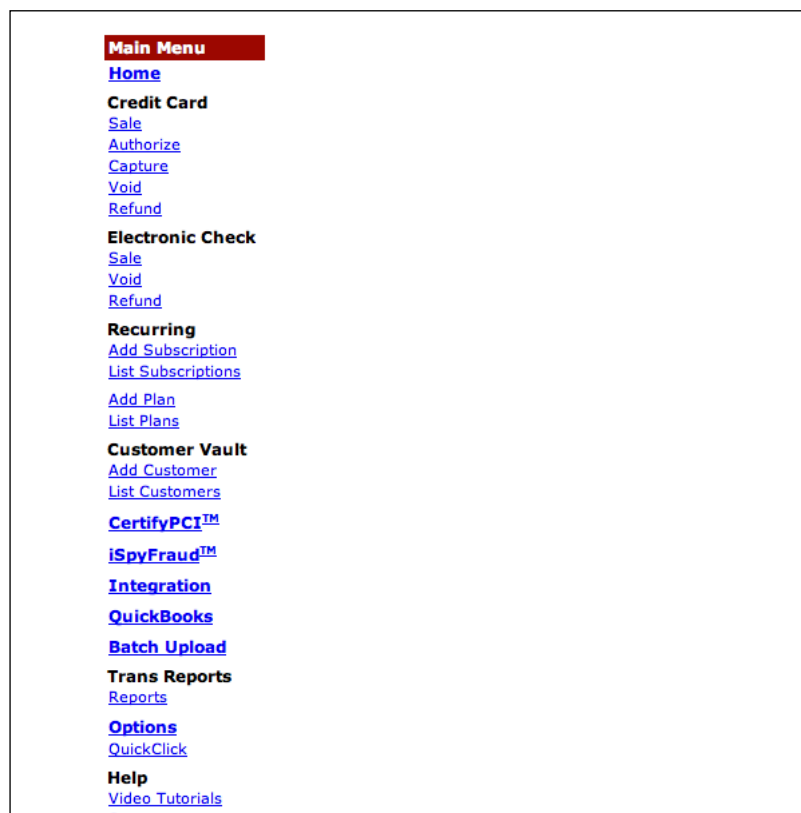
VIRTUAL TERMINAL CREDIT CARD

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.

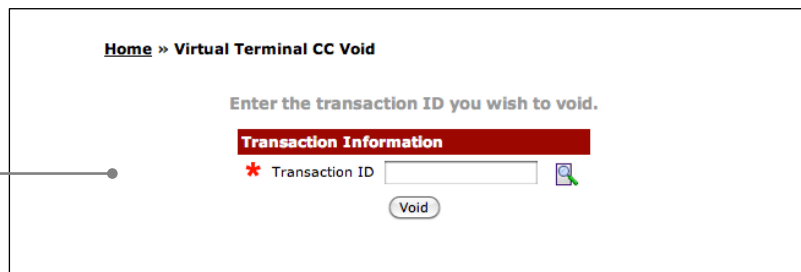
- Click **VOID** from the **MAIN MENU** under **CREDIT CARD**.



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.





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

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.

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 - [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

A gear icon is visible in the top right corner of the form area.

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

A disk icon is visible in the top right corner of the form area. Red 'X' boxes are present next to the CVV2/CID, Add to Customer Vault, Customer Vault ID, Order ID, Order Description, and PO Number fields.