



USING THE PUBLIC CREDIT CARD INTERFACE

GRAVITY PAYMENTS – PROCESSING STANDARD CHARGES

Software Development
RIMSS Business Systems Technology

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STANDARD SETTLEMENTS WITH INTEGRATED CREDIT CARD PROCESSING - PARTS INVOICES, SERVICE INVOICES, WHOLEGOOD INVOICES, RENTAL INVOICES, AND SALES ORDER DEPOSITS.

RIMSS WinNetStar | Telephony | New Invoice

File | Save | Save and New | Save and Close | Print | Credit Cards | Update Line Item Data | Show Open Documents

General | Deleted Items | Attachments | Print History | Wholegoods | Document Register | Document Register Detail | Order Status Report | Customer

Document Type: Invoice | Document #: 0 | Invoice #: 0 | Document Date: 3/21/2019 | Pro
 Status: Open | Customer PO#: | Salesman: Carl Albor | CC Auth. #: | Sub

Internal Memo:

Customer Address and Shipping Information (Ctrl-F9)

Customer Name and Address

Name: MICHELLE LEMOINE
 Address 1: 123 MAIN STREET
 Address 2:
 Attention:
 City: SAN ANTONIO
 State: TX | Zip Code: 78258
 Primary Contact: LEMOINE, MICHELLE (800) 766-4642

Show Customer Information (F9)

Item Number (Ctrl-N): | F2-F Customer

Ass...	Associations	Type	Item Number
>		Misc.	Blade Sharpening

Settlement

	Taxable	Non-Tax.	Total
SubTotal	\$0.00	\$0.01	\$0.01
Tax	\$0.00		\$0.00
Total	\$0.00	\$0.01	\$0.01

Cash	\$0.00	Check #
Check	\$0.00	
Credit Card	\$0.01	CC Type ChargeItPro
Customer Account	\$0.00	Reference
Contract in Transit	\$0.00	
Sales Order Deposit	\$0.00	Reference
Other	\$0.00	

Total \$0.01
Change Due \$0.00

F8 - Save and Print Receipt
 F9 - Cancel
 F10 - Capture Electronic Signature
 Save and Print Receipt and Packing Slip

From any invoice type in RIMSS, click to settle the invoice to pull up the standard settlement screen. This process works the same when choosing the option to "Create Deposit" on Sales Orders, WG Sales Orders, and Repair Orders.

Once you have the pop-up Settlement document, click on the "Credit Card" option to populate the amount to be collected. From the drop-down list by "CC Type", choose ChargeItPro from the list.

Click F8 - Save and Print Receipt to begin the process of charging the credit card.

Connecting.

CARD NUMBER

EXPIRATION (MMYY)

CVV CODE

NAME ON CARD

ADDRESS**ZIP**☐ Skip Signature

After clicking on F8- Save and Print Receipt, the system will launch the ChargeIt Pro software to begin the settlement process.

When you see this pop-up on your computer, the credit card device will prompt for a credit card to be swiped or inserted.

If the card is not present for processing, after a few seconds you will see an option for "manual entry" on the lower right side of the grey box. To manually enter the information, click the manual entry box then enter the information as shown. (Card Number, Expiration, CVV Code, Name on Card, Address, and Zip. You can click to "Skip Signature" if the card holder is not present to sign.

The option for manual entry will show here if no card is inserted or swiped on the device.

Total Amount \$0.01

Get Signature



After the card is read, the transaction will be approved or declined. You will have a pop-up indicating a declination if the card is not approved.

If the card is approved, the customer will be prompted to sign on the device. The signature will show here to be approved or have the option to "Redo" if the signature is not acceptable. Once you have a valid signature, click ACCEPT.

Total Amount \$0.01

SKIP SIGNATURE

REDO

ACCEPT

Complete



Transaction Successful

Amount: 0.01

Approval Number: 811170

Message: Approved

**You will receive the pop-up showing a
Successful transaction.**

**Click Close to finalize the transaction within
RIMSS.**

CLOSE

City: _____ State: _____ Zip Code: _____

Ship Complete or Incomplete

F4-Item Search F5-Apply Core Credits F6-Collect Payment Settle to GL F10-Apply Discount ☐ Ignore All Sales History

Bin	Quantity	List Price	Price	Save Credit Card	Force Sales Tax	Tax Group
	1.0000	\$8.00	\$0.010	Authorize this customer's credit card for future use? <input type="button" value="Yes"/> <input type="button" value="No"/>	1	PA Taxable

You will have the option at this time to Authorize the customer's card for use in future transactions as a saved account. Choose either Yes or No. Once a card is Authorized for use in future transactions, you will no longer receive this pop-up for this customer when processing with this credit card.

Invoice #	1032547	PO #		Salesman	Carl Albor
Date	3/21/2019	Document #	172452	Ship Via	1 - FedEx Ground
Time	07:54	Due Date	3/21/2019	Terms	PAID
MICHELLE LEMOINE (323862)			Ship To:		
123 MAIN STREET					
SAN ANTONIO TX 78258			Invoice		
Contact: LEMOINE, MICHELLE (800) 766-4642			Reprint		
Visa #: *****3184; GIFT CARD RECIPIENT; Swiped; TOTAL USD\$ 0.01; APPROVED: 811170; Mode: Issuer; AID: ; TVR: ; IAD: ; IAD: ; TSI: ; ARC:					

Item Number	Description	Qty	List	Bin Location	Price	Amount	Disc	Subtotal	Sales Tax	Extended Amount	Back Order
											Drop Ship
	Blade Sharpening	1.00	\$8.00	\$0.010	\$0.01	0.00%	\$0.01	\$0.00	\$0.01	0.0000	

The Invoice will print with the signature and all credit card information as required by regulations. The signed document will automatically be saved as an attachment to the invoice. When sending customer statements, if you include invoices, the signed document will be attached to the Customer Statement.

PA Sales Tax	\$0.00	\$0.00									
Cash	Check	Check #	CC	CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other		
\$0.00	\$0.00		\$0.01	Visa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Parts Return Policy: Stock parts returned within 30 days, must be in original packaging, in resalable condition, must have sales receipt. Part credited at purchase price. Special ordered parts returned within 30 days a -20% restocking charge will apply. Freight non-refundable. Parts that have been installed, open kits, electrical parts and manuals are not refundable. Visit us online at www.rimss.com	Summary of Charges \$0.00 Taxable \$0.01 Non-Taxable \$0.01 Subtotal \$0.00 Sales Tax \$0.01 Total \$0.01 Amount Tendered \$0.00 Change Due
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