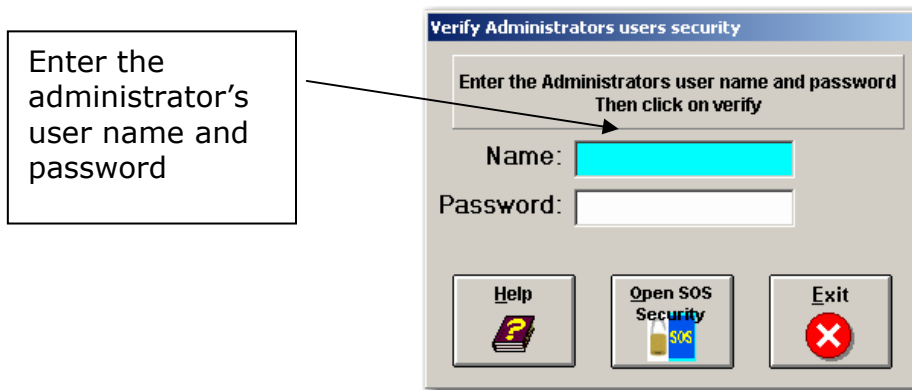


## How to Enter Credit Card Payments

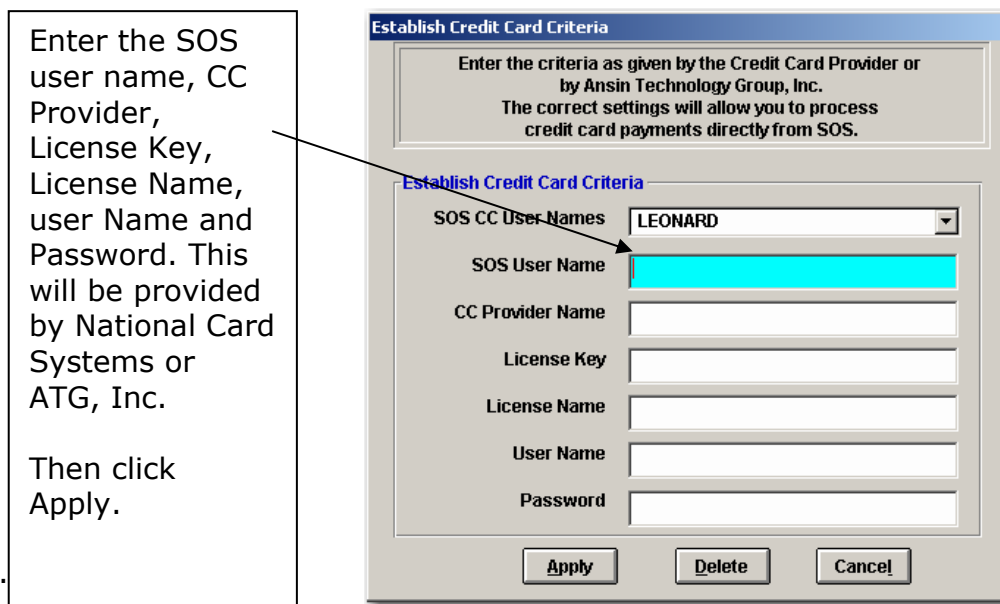
April 2006

This explains the process to enter credit card payments. It assumes you already have the necessary support files previously installed. Please contact Technical support for any assistance.

1: To setup users, with the ability to process Credit Card Payments, they first need to be added to the SOS security module. On your desktop, click the SOS security icon:



2: Once the SOS security icon opens, click on Network options, then Link Credit Card Server:



3: The following screen is shown for informational purposes:  
To enter and track payments, the selected user must have Full Control

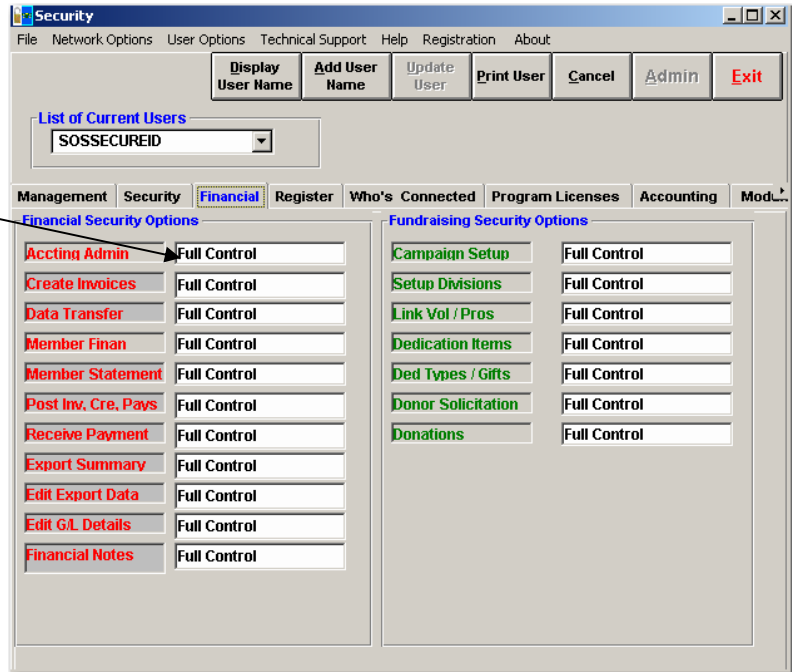
Each user, has the following security options:

Full Control, Print and Read, Read Only Or No Access.

You select which options the user should have per Each section of the application

Then Update User.

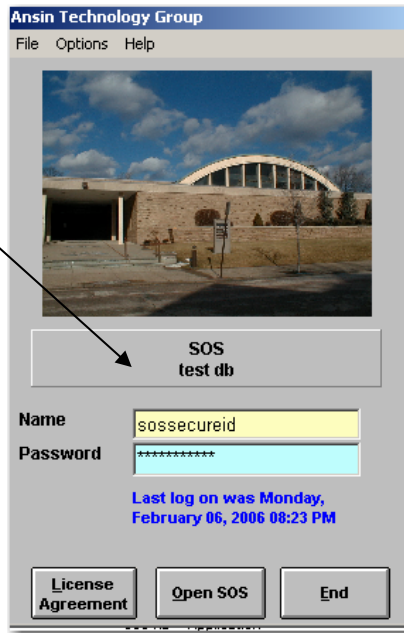
Click Exit



4: Open SOS: Click the SOS Management icon on your desktop:

Enter the user name and password as shown in step 2. This allows access to SOS as well as enter Credit Card Payments.

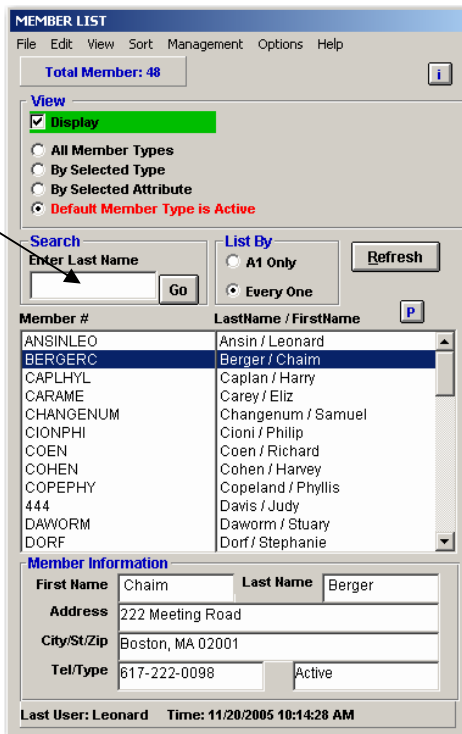
The click Open SOS



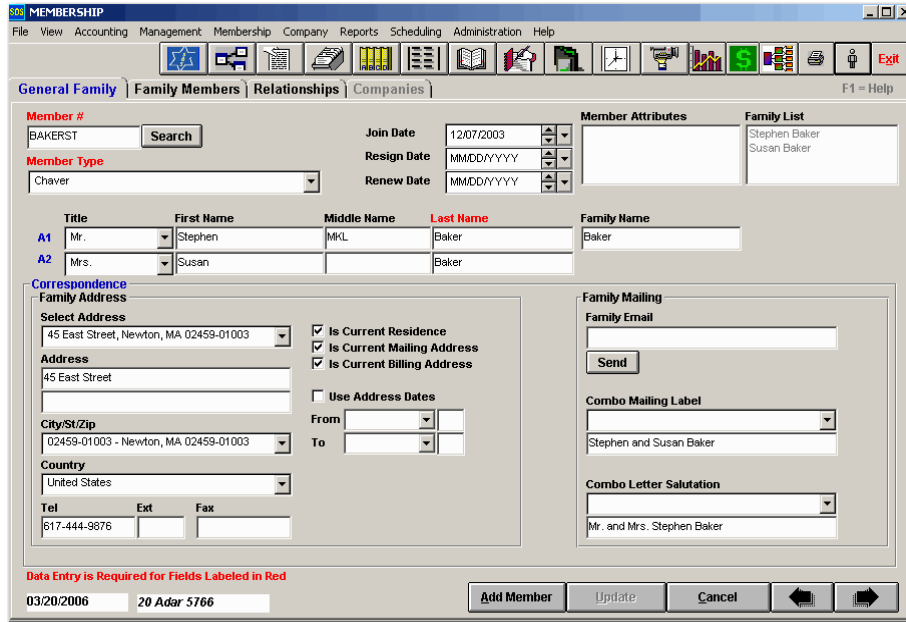
5: Select the Member from the list, then click Go, or press Enter or double click on the Member's name:

Use the Search box to quickly find a name

Highlight a Name, press Go, or Press Enter or double click the name to display the Members screen.



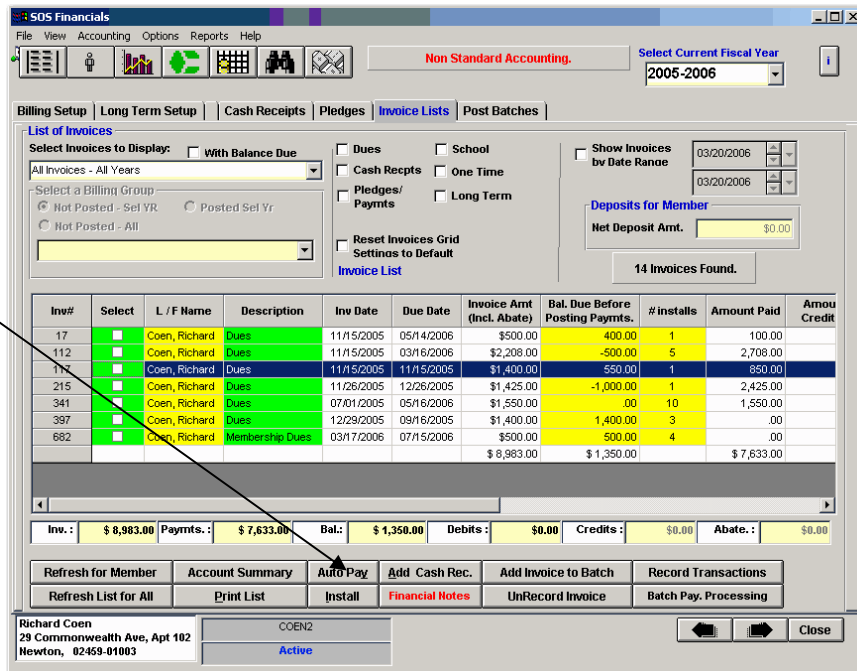
6: The following screen is where you would edit an existing record or enter a new record.



7: To enter a Payment, for the selected record, click on the \$ sign, or press the F3 Hot key, or click Accounting, Member Finances: The Member Finances (AKA Invoice List) for the selected Member Appears.

In this example, we'll use the Auto Pay process.

At the end of the document, are explanations of additional payment methods.



8: The Auto Payment option, is designed for the user to enter an amount and automatically apply payments to the oldest invoice first.

Enter the Amount to be applied.

Select Credit.

Then the Check Credit button Appears.

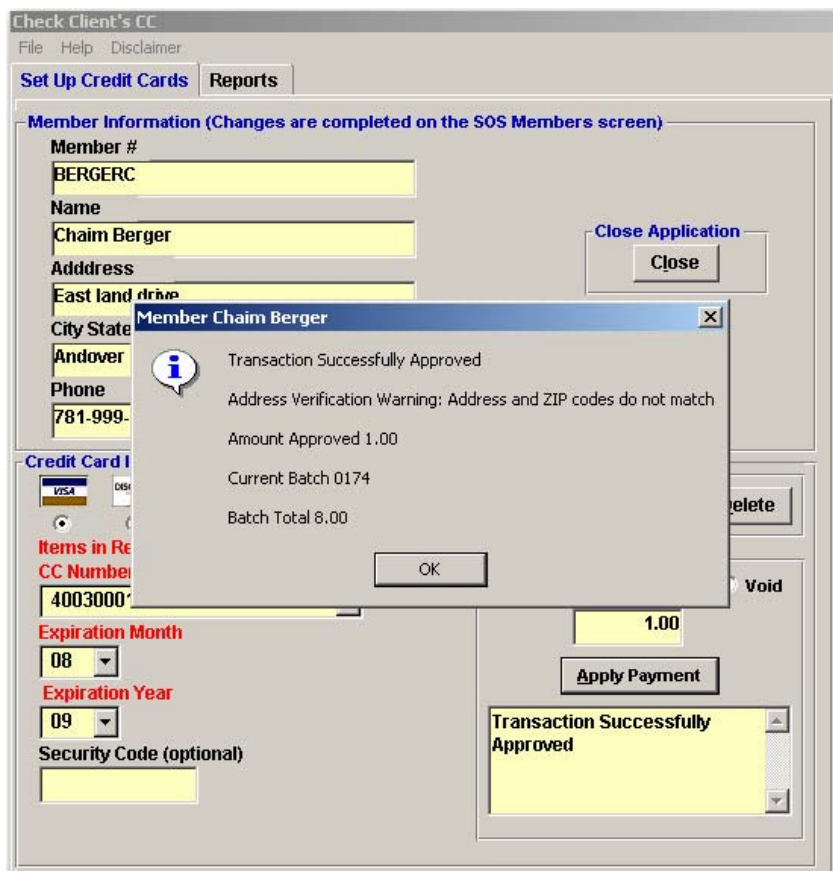
9: Click the Check Credit Button, to apply for Credit Card Approval.

This member is for the currently selected member.

The amount that was previously entered is shown here.

All the user needs to do is select a CC or use Default CC and click Apply Payment.

10: Once the Payment is processed, the user will see the following message:



The top bar (in blue) is the member's name entered through SOS.

The first line of text is the approval message.

The second line, address verification, is what the address verification (AVS) database has found. You should verify the address and zip code based on the information displayed. If the message reports invalid or incorrect address, you should check with the member and enter the correct address on the Member's screen and then Update SOS. The data will flow to this screen for the member's next CC transactions.

The third line is the amount of the current transaction

The fourth line is the current batch number of the gateway (NOT SOS)

The 5<sup>th</sup> line is the total of the current gateway batch.

This information is also available (in a report format) from the reports tab for the current client or all clients and by date range.

11: They are automatically taken back to the previous screen, where they would complete the process by clicking on the Accept and Post button:

The screenshot shows the 'Chain Berger' software interface. At the top, there is a menu bar with 'File' and 'Help'. Below the menu bar is a text box explaining the 'Auto Apply' feature. The main area contains several input fields and buttons. The 'Member' field is 'Chain Berger', 'Member #' is 'BERGERC', and 'Member Type' is 'Active'. The 'Member Owes' field shows '4,475.00'. The 'Payment Date' is '02/07/2006', 'Cash Account' is 'Operating - Bank of America 1 1025.010', 'Payment Amt' is '1.00', 'Payment Method' is 'Credit', and 'Credit Card #' is '6781'. The 'Credit Card Type' is 'VISA' and the card number is '02001'. A 'Check Credit' button is visible. A green bar at the bottom of the form area says 'TRANSACTION SUCCESSFULLY APPROVED'. At the bottom of the screen are two buttons: 'Accept and Post' and 'Cancel'. Two callout boxes are present: one on the left pointing to the 'Accept and Post' button with the text 'Click Accept and post', and one on the right pointing to the 'Credit Card #' field with the text 'Approval is shown here as well as the last 4 digits of the Client's CC'.

12: You can also use the Credit Card procedure through the batch Processing screen. This permits the option, to select which invoices to apply the payments to and to change clients on the fly.

**Invoice details for Chaim Berger - BERGERC**

File Options Transaction Help

Close [Icons] Cash [Icons]

**Select Filter Option**

- Invoices with Installments Due
- All Invoices with Balance Due
- All Invoices with Past Due

**Select Member Option**

- Selected Member
- All Members

Enter A1 Last Name: Berger [Find]

Click on Member to Select

Installation Dates: From 03/20/2006 To 03/20/2006

Invoice Type: All Types

**Batch Information**

Batch #	Batch Description	Date created
117	more payments	

**Original Amt:** Org 2500.00, Bal .00

**Use Chk/CC#:** Ch / CC 672345, Pay Date 03/20/2006, Cash Account Bank of America 5 87665.55

Select	Member	Inv. Num.	Bal. Due	Pay. Amt	Pay By	Chk/CC #	Card Type	Pay. Desc.	Don.?	FMV
<input checked="" type="checkbox"/>	Berger, Chaim	493	2,000.00	500.00	Check	672345		CJP Fund		.0
<input type="checkbox"/>	Berger, Chaim	494	2,000.00		Check			CJP Fund		.0
<input checked="" type="checkbox"/>	Berger, Chaim	495	2,500.00	100.00	Check	672345		CJP Fund		.0
<input type="checkbox"/>	Berger, Chaim	620	125.00		Check			Annual Assessmen		.0
<input checked="" type="checkbox"/>	Berger, Chaim	672	2,207.00	300.00	Check	672345		Full family 05-07	<input checked="" type="checkbox"/>	400.0
<input checked="" type="checkbox"/>	Berger, Chaim	676	500.00	100.00	Check	672345		Annual Assessmen		.0
<input type="checkbox"/>	Burdette, Phyllis	677	500.00		Check			Annual Assessmen		.0
<input type="checkbox"/>	Caplan, Harry	615	125.00		Check			Annual Assessmen		.0

264 Items Retrieved

Save Grid [Restore]

Grid File Name: GridContents

- Save to Restore Grid
- Save to use in Excel

13: You can also use the Credit Card procedure through the Record Transactions screen. This permits you the option, to select which invoices to apply the payments to and to change clients on the fly. You can also apply debits, credits and deposits

**Record Transaction Steps**

- 11 - Dues - \$500.00 - 05/14/2006
- Apply Payment to Invoice
- Enter payment details below.

**Current Invoice Data**

Inv #	11	Inv Type	Supp. Dues	Net Deposit	\$0.00
Inv Total	\$500.00	Balance Due			\$125.00
Batch #	72	Batch Name			PAYMENTS

**Member** Chain Berger ID BERGERC

**Available Options**

Fiscal 2005-2006

Third Party

List Members  Change

Sort by Member No.

Sort by Last Name (def)

New Receipt Close

**List of Payments and Credits for Selected Invoice**

P/C	Date	Amount	Donation Amt	Debited Amt	Debit Date	Cash Acct	Posted Date
P	12/06/2005	\$375.00	\$0.00	\$0.00		1	12/06/200

**Enter Payment Data**

Payment Date: 02/07/2006  
 Payment Method: Credit  
 Credit Card #:   
 Credit Card Type: Visa  
 Payment Comments:   
 Cash Account: Operating - Bank of America 1 1025.01  
 Payment Description:   
 Add to List  
 Keep Selected Date Till After Posting  
 Payment: in honor of Johns bar mitzvah  
 Payment Amount: \$0.00

**Record & Add to Batch List**

Item	Sales Acct	Amt Invoiced	Balance Due	Enter Payment	Donate?	FMV Amt
Annual Assessment	4100.010 Membership	\$500.00	\$125.00		<input type="checkbox"/>	\$0.00

14: At any time you can return to the Credit Card Processing screen, to run reports, check previous transactions. At the top of the Invoice list, click Accounting, then Member Credit Card Details:

Click on the Reports Tab

**Check Client's CC**  
File Help Disclaimer

Set Up Credit Cards **Reports**

Member Information (Changes are completed on the SOS Members screen)

Member #  
BERGERC

Name  
Chaim Berger

Address  
East land drive

City State Zip  
Andover MA 01810

Phone  
781-999-1278

Close Application  
Close

Credit Card Information for current Member

VISA  
  DISCOVER  
  AMERICAN EXPRESS  
  MASTERCARD

Make Default  
 Yes  
 No

Items in Red are required

CC Number  
4003000123456781

Expiration Month  
08

Expiration Year  
09

Security Code (optional)

Add / Update Card Details  
Update Refresh Delete

Process Transaction  
 Payment  
  Refund  
  Void

1.00

Apply Payment

Use the options and date range to create a report of previous transactions

**Check Client's CC**  
File Help

Set Up Credit Cards **Reports**

Options

Current Client  
 All Clients

Retrieve data between selected Date Range

Greater Than 02/02/2006

Less Than 02/08/2006

Display Print

Date	Name	Amount	Process Type	SOS Batch	CC Name	Last 4 Numbers	User
02/06/200	Chaim Berger	1.00	Void	72		0	SOSSECU
02/06/200	Chaim Berger	1.00	Void	72		0	SOSSECU
02/06/200	Chaim Berger	2,500.00	Void	72		0	SOSSECU
02/06/200	Chaim Berger	2,500.00	Payment	72	Visa	6781	SOSSECU
02/06/200	Chaim Berger	1.00	Payment	72	Visa	6781	SOSSECU
02/06/200	Chaim Berger	1.00	Payment	72	Visa	6781	SOSSECU
Totals		5,004.00					

15: Use the built-in option to contact Secure Electronic to run a transactions report: select Help Then Members Login the following appears:



**Payment Gateway Online**

**SET Payments**  
SMART AND SECURE

**Members Login**

Welcome to the SET EasyPay Merchant Online Interface!  
We have upgraded the Interface to provide you with enhanced features and a more usable format for transaction information

User ID

Password

[Forgot your password?](#)

Picture 

Characters

Type the characters you see in this picture.

**Login**

**VeriSign Secure Site**  
Click to verify

Your Details travels in a secure SSL mode with 128 bit encryption.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to [SoSSupport@ansintech.com](mailto:SoSSupport@ansintech.com) or [SoSrequest@ansintech.com](mailto:SoSrequest@ansintech.com)

For more details about SOS visit our web site at [www.ansintech.com](http://www.ansintech.com)

SOS **Credit Card Payments** last reviewed April 2006

**Technical support toll free number is 1-866-322-4530**

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