

ADD TRANSACTION

- From the navigation bar on the left click Transactions then Add

The screenshot shows the 'Add Transaction' interface. On the left, a navigation bar contains 'Transactions' and 'Add' (highlighted with a yellow arrow labeled '2'). The main form area is titled 'Transaction Info' and includes a 'Merchant' dropdown set to '2163 DEMO'. Below this are radio buttons for 'Credit Card Trans' (selected) and 'eCheck Trans'. The 'Trans Type' is set to 'Sale', with a 'Swipe' button next to it. Required fields (marked with an asterisk) include 'Card #', 'Cardholder', 'Sub total', and 'Total'. Other fields include 'Exp Date' (04 / 2010), 'Card Type' (Visa), 'Account Code', 'Sales tax', and 'Tax Exempt' (checkbox). A 'Proc Card' checkbox is checked. Below the form are sections for 'Order Info' (Invoice #), 'Schedule Info', 'Bill to Info', and 'Comments'. A legend indicates '* = Required Field'. An 'Add Transaction' button is at the bottom. The footer shows 'MERCHANTBANKCARD'. On the right, a 'Client Quick Search' panel has input fields for 'First Name', 'Last Name', 'Company Name', and 'Consumer ID', with a 'Search' button.

ADD TRANSACTION

NEW CLIENT

- First select the clients payment method.
- Either requested payment data.
- Enter a sub-total then tax separately, if appropriate in your office.
- Enter an invoice number if your office uses this for referencing or reconciling.

Payment Info

Merchant: 2163 DEMO

Credit Card Trans eCheck Trans

Trans Type: Sale

Card #: 123456789012 *

Cardholder: Jill Smith *

Exp Date: 04 / 2012

Card Type: Visa

Account Code: Proc Card

Sub total: 125.00 *

Sales tax: 0.00 Tax Exempt

Total: 125.00

Order Info

Invoice #: 12345

Yellow arrows point to: 3 (Credit Card Trans radio button), 4 (Cardholder field), 5 (Sub total field), and 6 (Invoice # field).

Payment Info

Merchant: 2163 DEMO

Credit Card Trans eCheck Trans

Trans Type: Sale

Entry Class Code: PPD

Routing #: 021000021 * JPMORGAN CHASE BANK

Account #: 12456321 *

Acct Type: Checking

Sub total: 125.00 *

Sales tax: 0.00 Tax Exempt

Total: 125.00

Order Info

Invoice #: 12345

ADD TRANSACTION

NEW CLIENT

- Expand Bill to Info section by clicking on the white plus sign.
- Enter the clients address where you service them at.
- Enter client phone number for easy lookup
- Enter an email address where the payment confirmation email should be sent to.
- Client Account/Customer # should be entered in the Consumer ID field.
- Make sure the Save this Client box is checked.
- Click Add Transaction.

Bill to Info

Comments

* = Required Field

Add Transaction

MERCHANTBANKCARD

Schedule Info

Bill to Info

Company:

First Name: Jill

Last Name: Smith

Address: 123 Anywhere Street *

Address 2:

Postal Code: 98765 *

City: Anytown

State: FL

Phone Number: 987-654-3210

Email: jill@yahoo.com

Consumer ID: 741023

Save this Client:

Comments

* = Required Field

Add Transaction

MERCHANTBANKCARD

ADD TRANSACTION

NEW CLIENT

- You will receive an automatic response as the whether this transaction was approved or declined.
- That's It!

Transaction Response

 [Authorization Form](#)

Response Description :	APPROVED
Date Time :	4/16/2010 5:35:54 AM PDT
Merchant ID:	2163
Transaction Type:	eCheck Sale
Total Amount \$:	125.00
Name:	Sam Smith
Response Type:	A APPROVED
Response Code:	APPROVED A01
Authorization Code:	3162384
Last 4 digits of Acct#:	7664
Entered by:	Demo
Trace Number:	B70530B4-57F8-4D1A-B273-27894EFBAEA8

eAVS Results

 eAVS State/Postal Code:	Match
 eAVS State/Area Code:	Match
 eAVS Anonymous Email:	Match

Verification Results

 ATM Verify:	POS P70:VALIDATED
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 [Add another transaction for this merchant](#)

MERCHANTBANKCARD

ADD TRANSACTION

EXISTING CLIENT

- Either click Add another transaction for this merchant at the bottom of the Transaction response page or select Transactions then Add from the navigation pane on the left hand side of your Virtual Terminal.

Transaction Response

[Authorization Form](#)

Response Description : APPROVED

Date Time : 4/16/2010 5:35:54 AM PDT
Merchant ID: 2163
Transaction Type: eCheck Sale
Total Amount \$: 125.00
Name: Sam Smith
Response Type: A APPROVED
Response Code: APPROVED A01
Authorization Code: 3162384
Last 4 digits of Acct#: 7664
Entered by: Demo
Trace Number: B70530B4-57F8-4D1A-B273-27894EFBAEAB

eAVS Results

✓ eAVS State/Postal Code: Match
✓ eAVS State/Area Code: Match
✓ eAVS Anonymous Email: Match

Verification Results

✓ ATM Verify: POS P70:VALIDATED

Add another transaction for this merchant

MERCHANTBANKCARD

Transactions

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Merchant: 2163 DEMO

Credit Card Trans eCheck Trans

Trans Type: Sale

Card #: *
Cardholder: *
Exp Date: 04 / 2010
Card Type: Visa
Account Code: Pro

Sub total: 0.00 *
Sales tax: 0.00 Tax Exempt
Total: 0.00

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Reporting
Clients
Knowledge Center
User Options
Merchant Options
Gateway Settings

Order Info
Invoice #:

Schedule Info
Bill to Info
Comments

* = Required Field

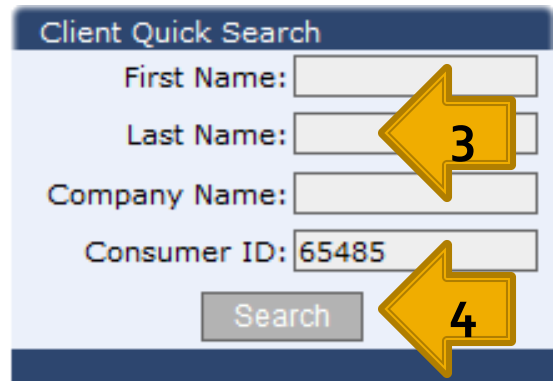
Add Transaction

MERC

ADD TRANSACTION

EXISTING CLIENT

- In the Client Quick Search on the right hand side of your Virtual Terminal enter either the First Name, Last Name, or Consumer ID (Account/Customer #) of the client you wish you run a transaction for.
- A second window will open on your screen with the client or client's that match the information you entered.
- Double click the name of the client you wish run this transaction for.



Client Quick Search

First Name:

Last Name:

Company Name:

Consumer ID: 65485

Search

Yellow arrow 3 points to the Last Name field. Yellow arrow 4 points to the Search button.



ADD TRANSACTION

EXISTING CLIENT

- The clients Payment and to Bill to information will be automatically populated.
- Simply add the Sub Total, then tax separately if appropriate in your office, Total will automatically populate.
- Enter an Invoice number if your office uses this to reference or to reconcile from.
- Click Add Transaction!

Payment Info

Merchant: 2163 DEMO

Credit Card Trans eCheck Trans

Trans Type: Sale

Entry Class Code: PPD

Routing #: 021000021 * JPMORGAN CHASE BANK

Account #: *****7890 *

Acct Type: Checking

Sub total: 0.00 * *

Sales tax: 0.00 Tax Exempt

Total: 0.00

Order Info

Invoice #:

Payment Info

Merchant: 2163 DEMO

Credit Card Trans eCheck Trans

Trans Type: Sale

Entry Class Code: PPD

Routing #: 021000021 * JPMORGAN CHASE BANK

Account #: *****7890 *

Acct Type: Checking

Sub total: 95.00 * **6**

Sales tax: 0.00 Tax Exempt

Total: 95.00

Order Info

Invoice #: 45618 **7**

Schedule Info

Bill to Info

Comments

* = Required Field

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MERCHANT BANKCARD

ADD TRANSACTION

EXISTING CLIENT

- Once again you will receive an instant response as to whether this transaction was approved or declined.
- And That's It!

Transaction Response  [Authorization Form](#)

Response Description : **APPROVED**

Date Time : 4/16/2010 5:52:54 AM PDT
Merchant ID: 2163
Transaction Type: eCheck Sale
Total Amount \$: 95.00
Name: Jamie Smith
Response Type: A APPROVED
Response Code: APPROVED A01
Authorization Code: 3162387
Last 4 digits of Acct#: 7890
Entered by: Demo
Trace Number: 8EC17BFF-0F46-4B77-A958-3851097A87C5

eAVS Results

✓ eAVS State/Postal Code: Match
✓ eAVS State/Area Code: Match
✓ eAVS Anonymous Email: Match

Verification Results

✓ ATM Verify: POS P70:VALIDATED

 **Add another transaction for this merchant**

MERCHANTBANKCARD

SEARCH FOR A TRANSACTION

- Select Transaction then Search from the Navigation pane on the left hand side of your Virtual terminal

The screenshot displays the MerchantBankCARD interface. On the left is a navigation pane with the following items: Transactions, Add, Search, Reporting, Clients, Knowledge Center, User Options, Merchant Options, and Gateway Settings. The 'Search' item is highlighted with a yellow arrow labeled '2'. The main area shows the search criteria for transactions. A yellow arrow labeled '1' points to the 'Transactions' menu item. The search criteria are: Report: All, Merchant: 2163 DEMO, From: 04/09/2010, To: 04/16/2010, Selection: First Name, and Value: [empty]. A Search button is located below the search criteria. The footer of the interface reads 'MERCHANTBANKCARD'.

SEARCH FOR A TRANSACTION

- Option A. search by a date range by clicking on the calendar icon and choosing the date range you wish to search for this transaction by.
- Option B. by choosing from one of the options in the selection drop down list, then entering a Value for your selection in the Value field.
- Click Search.

Search Transactions

Report: All Merchant: 2163 DEMO

From: 04/09/2010

To: April 10

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Selection: First Name And ±

Search

MERCHANTBANKCARD

A.

Search Transactions

Report: All Merchant: 2163 DEMO

From: 04/09/2010

To: 04/16/2010

Selection: First Name Value And ±

Search

MERCHANTBANKCARD

B.

SEARCH FOR A TRANSACTION

- A list of the clients that match the criteria you entered will appear below.
- Double click the name of the client to view the transaction details page.

Search Transactions


Report: Merchant:

From: To:

Selection: = And


First Name	Last Name	Invoice #	Auth #	Date	Status	Response	Amount
Jamie	Smith	3162387	3162387	04/16/2010	ready	A01	\$95.00
Sam	Smith	3162384	3162384	04/16/2010	ready	A01	\$125.00

MERCHANTBANKCARD



SEARCH FOR A TRANSACTION

- The transaction details page lists the clients:
 - Bill To Information
 - Order Information
 - Payment Information
 - Transaction details including status
- This is also where you would go to Void or Reverse a transaction
- To go back to your Search results click Back to Search Results in the upper right-hand corner.
- And That's It!

Transaction Details		< Back to Search Results	
		Authorization Form	
Bill To	Last/First Name:Smith/Sam Company Name:N/A Address:100 Anywhere st City/State/Postal Code:Port Jervis NY 12771 Phone:845-856-2024 Email Address:sams@comcast.net Consumer ID:100234 Client ID:11479	Ship To	Last/First Name:N/A Company Name:N/A Address:N/A City/State/Postal Code:N/A
Order	Invoice # :12345 Branch # :N/A Field1 :N/A Field2 :N/A CPAY :N/A Field4 :N/A	Payment	TRN:021000021 Account#:7664 Check#:N/A Type:Checking Entry Class Code:PPD Sales Tax:\$ 0.00 Proc Card:no Amount:\$ 125.00 Date:4/16/2010 5:40 AM PDT Entered By:Demo
Transaction Details			
Detail			
Transaction ID:b70530b4-57f8-4d1a-b273-27894efbaea8		Response Type:A	
Status:ready		Response Code:A01	
Transaction Type:eCheck Sale(20)		Verify Result:POS P70 VALIDATED	
Response Description:APPROVED		Auth Code:3162384	
Ip Address:173.12.73.2		Settlement Result:N/A	
Source:VT3			
Settlement Date:12:00:00 AM			
eAVS Results			
✓ eAVS State/Postal Code:	Match		
✓ eAVS State/Area Code:	Match		
✓ eAVS Anonymous Email:	Match		
<input type="button" value="New"/> <input type="button" value="Void"/> <input type="button" value="Resubmit"/> <input type="button" value="Reverse"/> <input type="button" value="Capture"/> 			
MERCHANTBANKCARD			