

SCHEDULE A TRANSACTION

- From the left hand navigation pane select Transactions then Add.
- Option A. Enter a new clients payment information
- Option B. Use the Client Quick Search to lookup an existing client. *(See Add/Search Transaction video or PDF)*
- Enter a subtotal, then tax separately if appropriate in your office.

The screenshot displays the MerchantBankCARD software interface for adding a transaction. It is divided into three main sections:

- Left Navigation Pane:** Contains icons and links for 'Add', 'Search', and 'Export' under the 'Transactions' header. At the bottom, there are menu items for 'Reporting', 'Clients', 'Knowledge Center', 'User Options', 'Merchant Options', and 'Gateway Settings'.
- Payment Info Form:** The central area for entering transaction details.
 - Merchant:** 2163 DEMO
 - Transaction Type:** Radio buttons for 'Credit Card Trans' and 'eCheck Trans' (selected).
 - Trans Type:** Sale (dropdown menu)
 - Entry Class Code:** PPD (dropdown menu) with a 'Help' link.
 - Routing #:** 021000021 (required field) * JPMORGAN CHASE BANK
 - Account #:** *****3741 (required field) *
 - Acct Type:** Checking (dropdown menu)
 - Sub total:** 100.00 (required field) *
 - Sales tax:** 0.00 (checkbox for 'Tax Exempt')
 - Total:** 100.00
- Order Info:** Invoice #: (text input field)
- Expandable Sections:** Schedule Info, Bill to Info, and Comments.
- Footer:** * = Required Field, Add Transaction button, and MERCHANTBANKCARD logo.

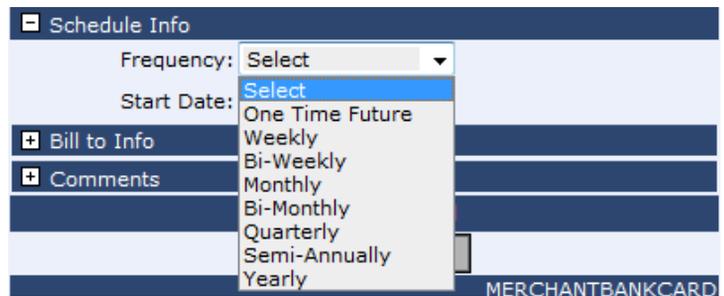
Client Quick Search Panel: Located on the right, it includes input fields for 'First Name', 'Last Name', 'Company Name', and 'Consumer ID' (with '11319' entered). A 'Search' button is at the bottom.

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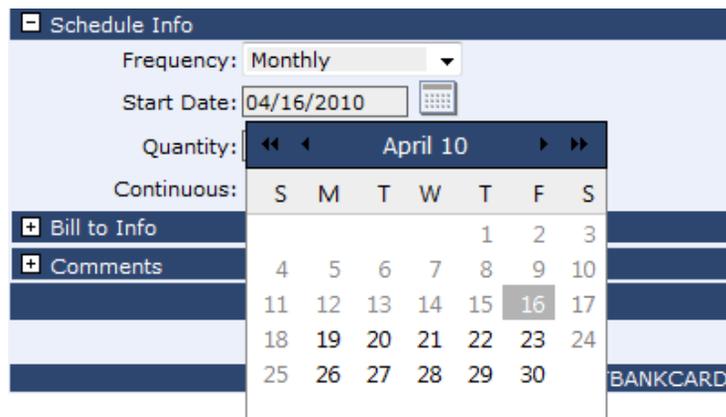
- Expand the Schedule Info section by clicking on the white plus box next to Schedule Info tab.



- Select a Frequency from the drop down box.



- Select a start date by clicking on the calendar icon then selecting a day.



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- Option A. enter a quantity of payments you wish to set to recurring as per your contact with your client.
- Option B. click the Continuous check box. Transactions set to Continuous will have to manually have to be manually turned off from the client record.
- You may want to enter a note in the comment section. You may do so by selecting the white plus box next to comments to expand the comment field.
- When complete click Add Transaction.

The screenshot shows the 'Schedule Info' form with the following details:

- Frequency: Monthly
- Start Date: 04/16/2010
- Quantity: 6
- Continuous:
- Buttons: Edit, Clear
- Bill to Info: (collapsed)
- Comments: (expanded) 800 DOWN 6 PYMTS X 100
- Legend: * = Required Field
- Button: Add Transaction
- Footer: MERCHANTBANKCARD

The screenshot shows the 'Schedule Info' form with the following details:

- Frequency: Monthly
- Start Date: 04/16/2010
- Continuous:
- Buttons: Edit, Clear
- Bill to Info: (collapsed)
- Comments: (expanded) MTHLY SERVICE
- Legend: * = Required Field
- Button: Add Transaction
- Footer: MERCHANTBANKCARD

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- You will receive an instant response as to whether the transaction was scheduled properly.
- If you scheduled the transaction to start today it will batch at the end of the day so you will not get an instant approval.
- And That's It!

Transaction Response 

Merchant ID:	2163
Transaction Type:	Debit
Name:	Snow White
Scheduled Transaction:	Starting from 4/16/2010

 [Add another transaction for this merchant](#)

MERCHANTBANKCARD

EDIT A SCHEDULED TRANSACTION

- To edit a scheduled transaction. Select the Clients tab from the navigation pane on the left then Search.

The screenshot displays a software interface with a navigation pane on the left and a main content area. The navigation pane includes tabs for Transactions, Reporting, and Clients, with the Clients tab selected. Below the Clients tab are icons and labels for Add, Search, Export, and Import. At the bottom of the navigation pane are links for Knowledge Center, User Options, Merchant Options, and Gateway Settings. The main content area is titled 'Client Search' and contains a form with the following elements: a Merchant Name dropdown menu showing '2163 DEMO'; a Selection dropdown menu showing 'Last Name'; a Value input field with the text 'Blank for all records' below it; a Status dropdown menu showing 'Active'; a Schedule dropdown menu showing 'All'; and a Records dropdown menu showing '50' with a user icon to its right. A Search button is located below the form. The text 'MERCHANTBANKCARD' is visible in the bottom right corner of the main content area.

EDIT A SCHEDULED TRANSACTION

- Choose the criteria you want to search for this client from the Selection drop down list.
- Enter the value of your selection in the Value field.
- Then click Search
- Click the clock icon next to the name of the client you wish to make edits to.

Client Search

Merchant Name
2163 DEMO

Selection
Consumer Id

Value
11319

Status
Active

Schedule
All

Records
50

Blank for all records

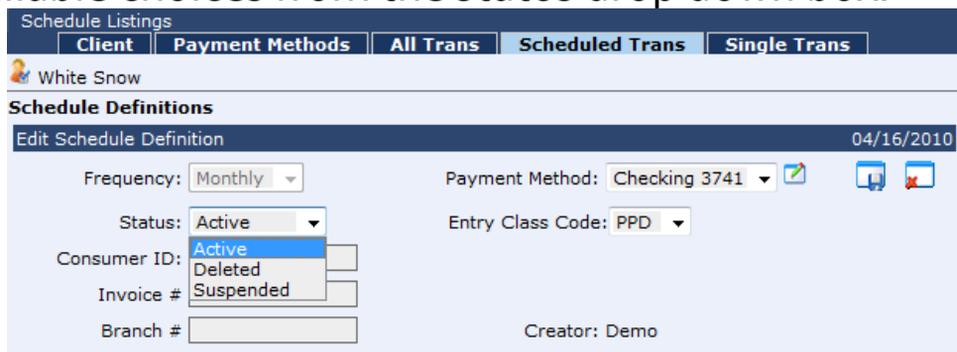
Search

First Name	Last Name	Consumer ID	Merchant ID	Next Trans	Amount	Status	Schdl	Edit	Delete
Snow	White	11319	2163	2010-04-16	100.00				

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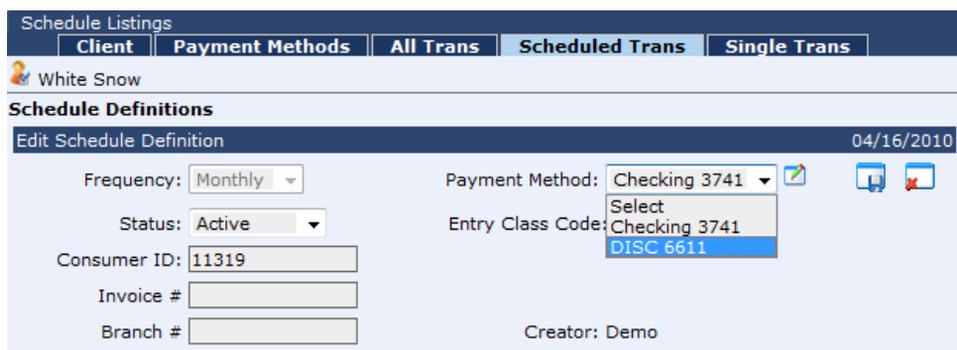
EDIT A SCHEDULED TRANSACTION

- To change the status of the scheduled transaction. Click the edit clock icon next to the scheduled transaction.
- You may change the status to suspended, deleted, or change from suspended to active by selecting one of the available choices from the status drop down box.



The screenshot shows the 'Edit Schedule Definition' form for a client named 'White Snow'. The form is titled 'Schedule Listings' and has tabs for 'Client', 'Payment Methods', 'All Trans', 'Scheduled Trans', and 'Single Trans'. The 'Scheduled Trans' tab is selected. The form displays the following fields: Frequency: Monthly; Payment Method: Checking 3741; Status: Active (with a dropdown menu open showing options: Active, Deleted, Suspended); Consumer ID: (empty); Invoice #: (empty); Branch #: (empty); Entry Class Code: PPD; and Creator: Demo. The date 04/16/2010 is displayed in the top right corner.

- You can also change the payment method from here. Simply choose from the clients available payment methods in the payment method drop down box.
 - **Note changing the default payment method from the payment methods tab will not change the payment method in any scheduled transaction.*



The screenshot shows the 'Edit Schedule Definition' form for a client named 'White Snow'. The form is titled 'Schedule Listings' and has tabs for 'Client', 'Payment Methods', 'All Trans', 'Scheduled Trans', and 'Single Trans'. The 'Scheduled Trans' tab is selected. The form displays the following fields: Frequency: Monthly; Payment Method: Checking 3741 (with a dropdown menu open showing options: Select, Checking 3741, DISC 6611); Status: Active; Consumer ID: 11319; Invoice #: (empty); Branch #: (empty); Entry Class Code: (empty); and Creator: Demo. The date 04/16/2010 is displayed in the top right corner.

- Be sure to save any changes you made by clicking the save icon.

EDIT A SCHEDULED TRANSACTION

- To edit only one specific payment in the scheduled transaction. Click the white plus box next to the date to expand the scheduled transaction to show the details.

The screenshot shows the 'Schedule Listings' interface for 'White Snow'. The 'Scheduled Trans' tab is active. A table titled 'Schedule Definitions' contains one row with a white plus icon in the 'Date' column. Below the table is a text prompt: 'Click on the plus (+) to view schedule items'. The footer reads 'MERCHANTBANKCARD'.

Date	Consumer ID	Invoice #	Branch #	Frequency	Creator	Status	Edit
+ 04/16/2010	11319			Monthly	Demo	Active	

Click on the plus (+) to view schedule items

MERCHANTBANKCARD

- Click the edit icon next to the transaction you wish to make changes to.

The screenshot shows the 'Schedule Listings' interface for 'White Snow' with the 'Scheduled Trans' tab active. The 'Schedule Definitions' table has a minus icon in the 'Date' column. Below it, the 'Scheduled Items' table is expanded, showing a list of six items with their dates, amounts, descriptions, and statuses. Each item has an edit icon. A text prompt at the bottom says: 'Click on the plus (+) to view schedule items'. The footer reads 'MERCHANTBANKCARD'.

Date	Consumer ID	Invoice #	Branch #	Frequency	Creator	Status	Edit
- 04/16/2010	11319			Monthly	Demo	Active	

Scheduled Items				Add a Scheduled Item	
Date	Amount	Description	Status	Edit	
04/16/2010	\$100.00	Item 1 of 6	Scheduled		
05/16/2010	\$100.00	Item 2 of 6	Scheduled		
06/16/2010	\$100.00	Item 3 of 6	Scheduled		
07/16/2010	\$100.00	Item 4 of 6	Scheduled		
08/16/2010	\$100.00	Item 5 of 6	Scheduled		
09/16/2010	\$100.00	Item 6 of 6	Scheduled		

Click on the plus (+) to view schedule items

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EDIT A SCHEDULED TRANSACTION

- To edit the date click the calendar icon, then choose a date you wish to schedule this specific transaction to run on.

The screenshot shows the 'Schedule Definitions' window with a table of scheduled items. The date field for the 6th item is active, and a calendar pop-up is displayed over it, showing the month of September 2010. The date 09/16/2010 is highlighted in the calendar.

Date	Consumer ID	Invoice #	Branch #	Frequency	Creator	Status	Edit
04/16/2010	11319			Monthly	Demo	Active	

Scheduled Items	Date	Amount	Description	Status	Edit
	04/16/2010	\$100.00	Item 1 of 6	Scheduled	
	05/16/2010	\$100.00	Item 2 of 6	Scheduled	
	06/16/2010	\$100.00	Item 3 of 6	Scheduled	
	07/16/2010	\$100.00	Item 4 of 6	Scheduled	
	08/16/2010	\$100.00	Item 5 of 6	Scheduled	
	09/16/2010	100.00	Item 6 of 6	Scheduled	

September 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		

Click on the plus (+) to view schedule items

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- To edit the amount simply type in the amount you wish to collect into the Amount section for this specific transaction.

The screenshot shows the 'Schedule Definitions' window with the same table of scheduled items. The amount field for the 6th item is now set to 75.00, and the calendar pop-up is no longer visible.

Date	Consumer ID	Invoice #	Branch #	Frequency	Creator	Status	Edit
04/16/2010	11319			Monthly	Demo	Active	

Scheduled Items	Date	Amount	Description	Status	Edit
	04/16/2010	\$100.00	Item 1 of 6	Scheduled	
	05/16/2010	\$100.00	Item 2 of 6	Scheduled	
	06/16/2010	\$100.00	Item 3 of 6	Scheduled	
	07/16/2010	\$100.00	Item 4 of 6	Scheduled	
	08/16/2010	\$100.00	Item 5 of 6	Scheduled	
	09/16/2010	75.00	Item 6 of 6	Scheduled	

Click on the plus (+) to view schedule items

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- Be sure to click the save icon to save any changes you have made.