

CLIP Credit Card Set Up Guide for Internet Processing – PCCharge

created 8/5/2005



Items you must have for setup.

1. Latest version of CLIP software
2. PC Charge Server software installed (version 5.7)
3. A merchant number with Vital. Vital is a middleman processor between your credit card merchant and CLIP. It was chosen because it is universally recognized and will work with almost any merchant. This was used so setup of CLIP could be standardized. PC Charge software may support your processor directly but CLIP does not. You will need to ask your current credit card processor for a V number. This is normally free but some per transactions fees may apply. In our research these were about .10 per transaction for their service.
4. The Vital profile sheet. This has all the data you will need for setup
5. An internet connection

PC Charge is separate software package. It can be run totally separately from CLIP. CLIP interfaces with the program so credit card charges are directly applied to the customers account. You will use the PC Charge software directly to get the reports and other information.

PC Charge software is not written by or anyway affiliated with CLIP software. All setup and support related to this part of the software must be directly obtained from them.

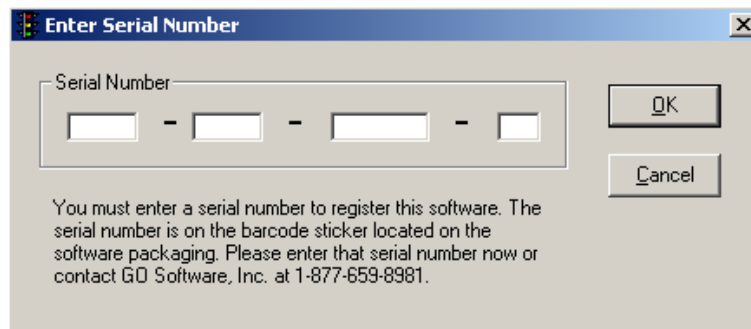
This guide has two parts. The first part helps you setup the PC Charge software and acts as a supplement to PC Charge's own setup manual.

PC Charge Setup

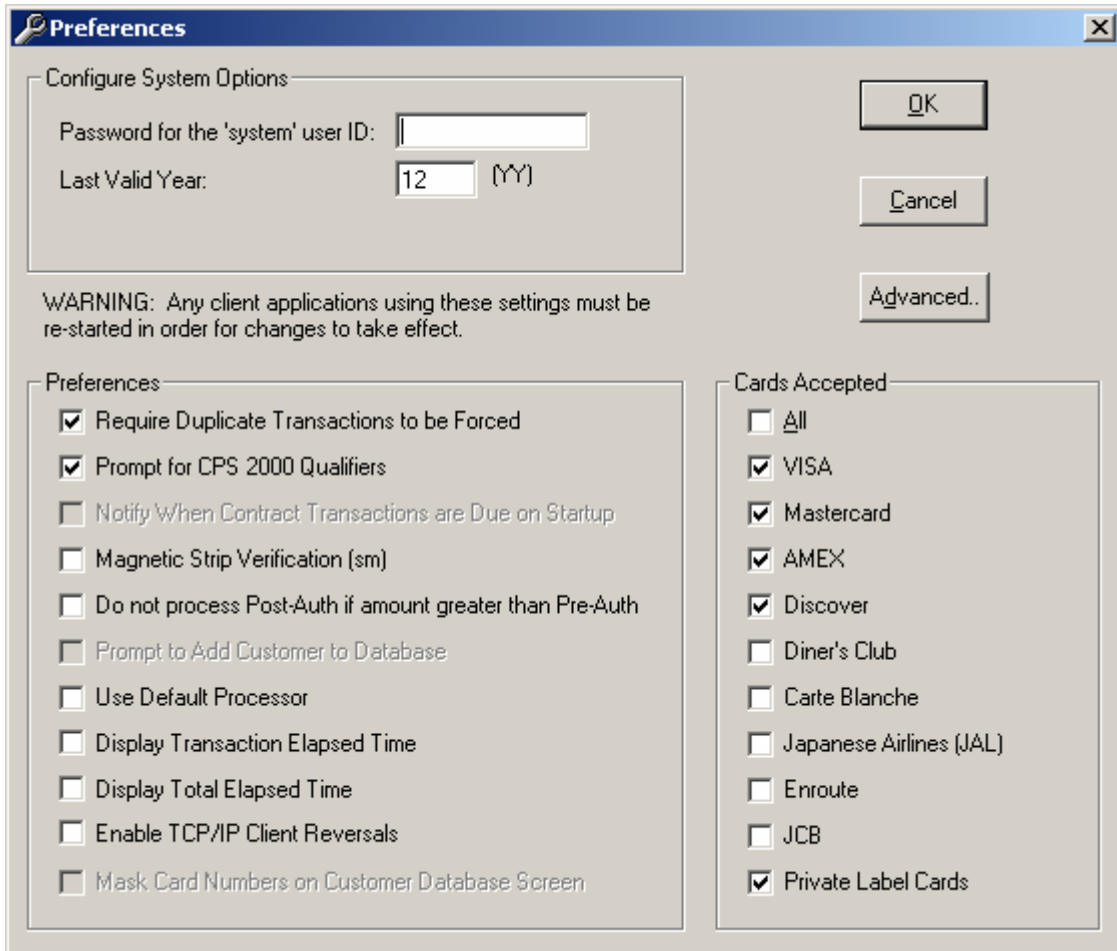
After starting the program for the first time you will be lead through the setup



Select "No"

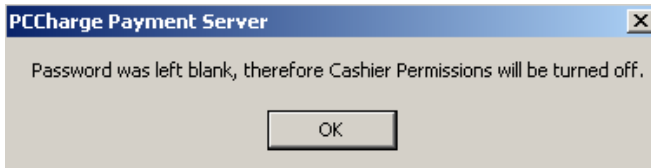


Enter the Serial Number that provided on the letter from CLIP.



Select the cards you accept.

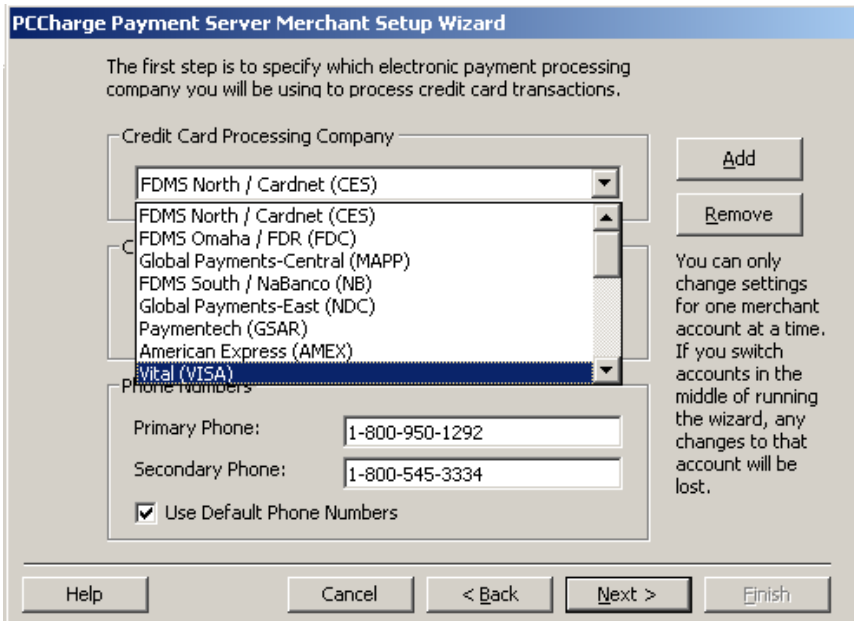
If you wish you can enter a password, otherwise select "OK"



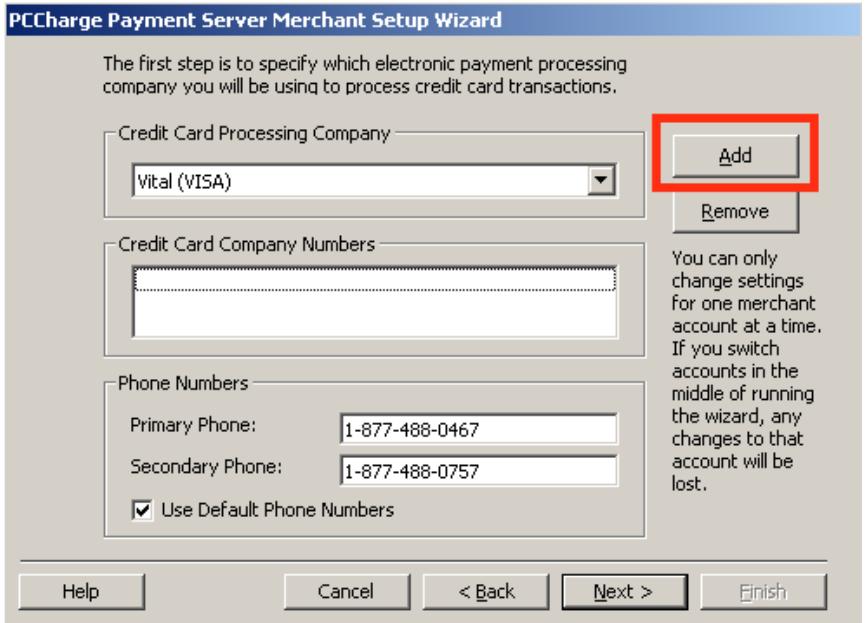
If you did not select a password the following message will display



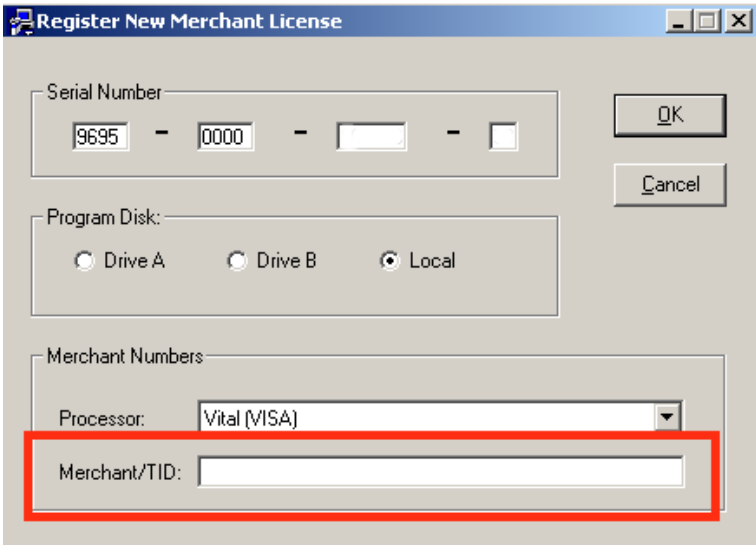
Select "Next"



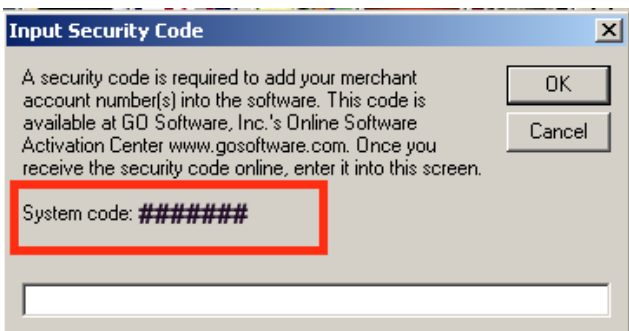
Select "Vital(Visa)" from the pull down



Select "Add"



Enter your merchant ID number from credit card processor (Vital) customer profile sheet. Select "Ok"



Write down "System code" and call Verifone @1-877-659-8981 .

Enter the code

Select “OK”

PCCharge Payment Server Merchant Setup Wizard

The first step is to specify which electronic payment processing company you will be using to process credit card transactions.

Credit Card Processing Company
Vital (VISA) Add Remove

Credit Card Company Numbers
001679995782

Phone Numbers
Primary Phone: 1-877-488-0467
Secondary Phone: 1-877-488-0757
 Use Default Phone Numbers

You can only change settings for one merchant account at a time. If you switch accounts in the middle of running the wizard, any changes to that account will be lost.

Help Cancel < Back Next > Finish

Select “Next”

Vital Extended Data Fields

Business Type

Retail Restaurant

Mail Order

Electronic Commerce

Company Information

Enable Commercial Card Fields

Process MC Reversals

Process VISA Reversals

Merchant Information

Bin #: 438894

Store #: 0001

Terminal #: 0001

Chain #: 000000

Agent #: 203600

Currency Code: 840

Country Code: 840

City Code: 21754

Language Code: 00

Category Code: 0780

Time Zone: 705

Cust. Service #: 301-8743611

Express Pay

Enable Express Pay

Floor Limit: \$0.00

Batch Information

Primary: _____

Secondary: _____

Batch #: 000

Location #: 00001

Max Batch Size : 150

Restaurant Information

Authorization Expansion Factor 000 %

Require Server ID

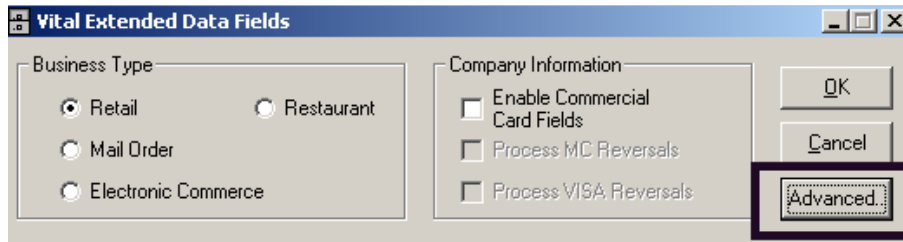
OK

Cancel

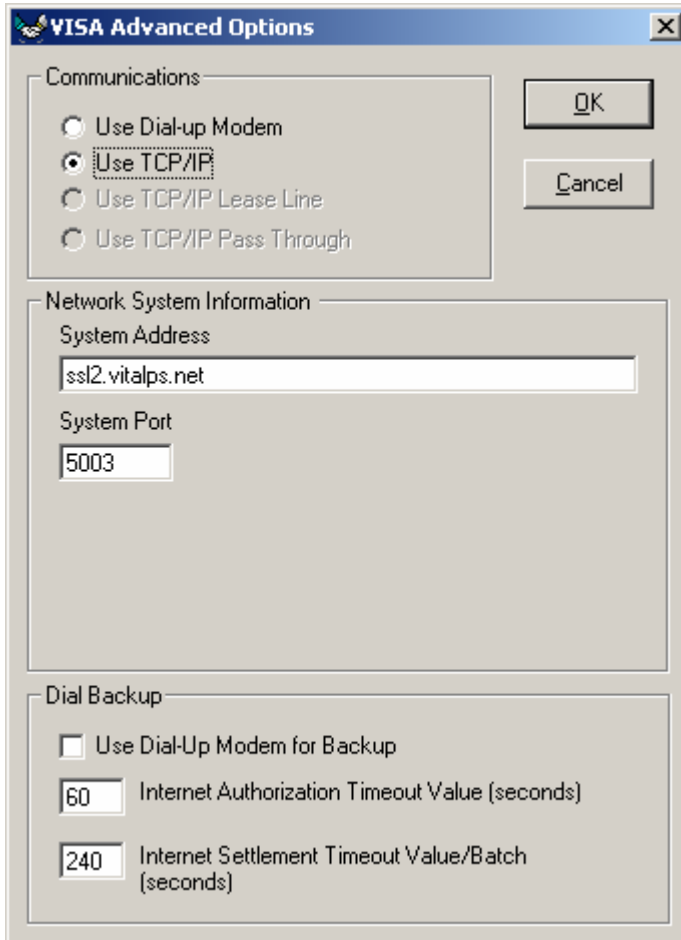
Advanced..

Read this very carefully and follow all instructions

1. Disable Commercial Card Fields
2. From **YOUR** profile sheet enter
 - a. Bin #
 - b. Store #
 - c. Terminal # (may be listed as Term# on profile sheet)
 - d. Chain #
 - e. Agent #
 - f. Currency code (use 840)
 - g. Country Code (use 840)
 - h. City Code (enter your 5 digit zip code)
 - i. Language Code (enter 00)
 - j. Category Code (may be listed as Merchant Category Code (MCC) on profile sheet. It must be entered as 4 digits. If you receive a three digit code, add a zero to the beginning)
 - k. Time Zone (use 705 for Eastern, 706 central, 707 for Mountain, 708 Pacific)
 - l. Cust Service # (enter your phone number. It must formatted as ###-##### i.e. 301-8743611)
3. Set Max Batch Size to 150.



4. Select "Advanced" button



5. Select "Use TCP/IP"

6. Select "OK"

7. Select "OK"

PCCharge Payment Server Merchant Setup Wizard

Please Indicate if you will be authorizing your American Express cards directly.

American Express

Authorize American Express Direct

Financial Settlement Service

Advanced

Merchant Information

Terminal ID: 15

SE Number: 2190163477

Business Type

Retail / Mail Order

Restaurant

Phone Numbers

Primary Phone: 1-800-874-0421

Secondary Phone: 1-800-228-1082

Restaurant Information

Authorization Expansion Factor: 000

Require Server ID

Help Cancel < Back Next > Finish

If you accept American Express fill in the “SE Number” with the AMEX ID# - listed on your profile sheet. Make sure “Authorize American Express Direct” is not checked.

Select “Next”

PCCharge Payment Server Merchant Setup Wizard

The next step is to specify which company, if any, you will be using to process debit card transactions.

Debit Card Processing Company

None

NPC (NPC)

Lynk Systems, Inc. (LYNK)

Alliance Data Systems, Inc. (ADSI)

FDMS South / NaBanco (NB)

Buypass, Inc. (BPAS)

Global Payment-East (NDC)

Fifth-Third Bank-St Pete (BPS)

None

Phone Numbers

Primary Phone:

Secondary Phone:

Help Cancel < Back Next > Finish

Select “None”

Select “Next”

PCCharge Payment Server Merchant Setup Wizard

The next step is to specify which company, if any, you will be using to process check services transactions.

Check Services Company

Check Services Site ID
 Site ID:

Phone Numbers
 Primary Phone:
 Secondary Phone:

Check Service
 MICR
 Checks on Delivery
 Driver's License
 Double ID

Help Cancel < Back **Next >** Finish

Select "Next"

PCCharge Payment Server Merchant Setup Wizard

The next step is to specify which company, if any, you will be using to process Electronic Benefit transactions.

EBT Processing Company

EBT Company Number
 Terminal ID:
 Working Key:

Phone Numbers
 Primary Phone:
 Secondary Phone:

Help Cancel < Back **Next >** Finish

Select "Next"

PCCharge Payment Server Merchant Setup Wizard

The next step is to specify which company, if any, you will be using to process Gift Card transactions.

Gift Card Company:

Gift Card Company Number: Terminal ID:

Phone Numbers: Primary Phone:
Secondary Phone:

Help Cancel < Back **Next >** Finish

Select "Next"

PCCharge Payment Server Merchant Setup Wizard

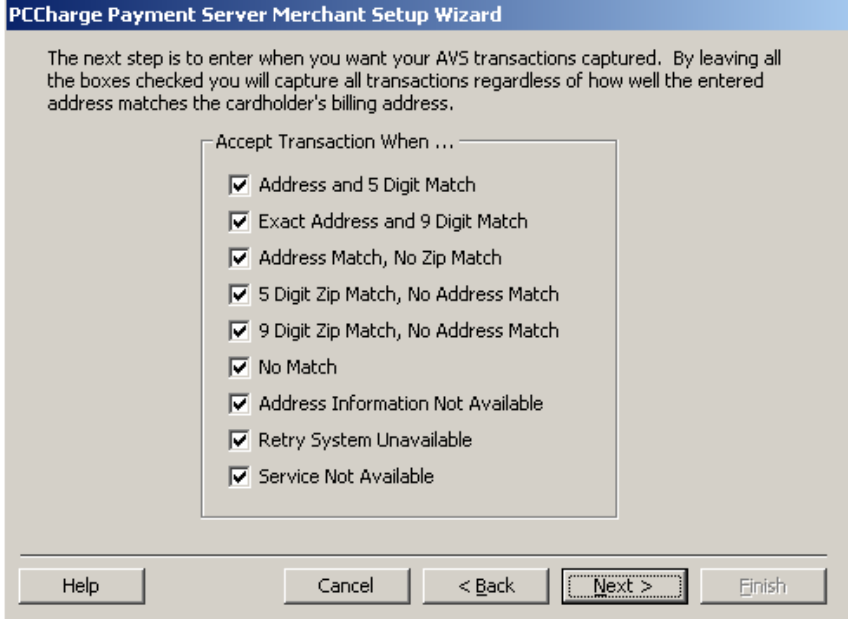
The next step is to enter your company information. This information will be used to easily identify which merchant account you are working with and this information will be printed on your receipts.

Company Information

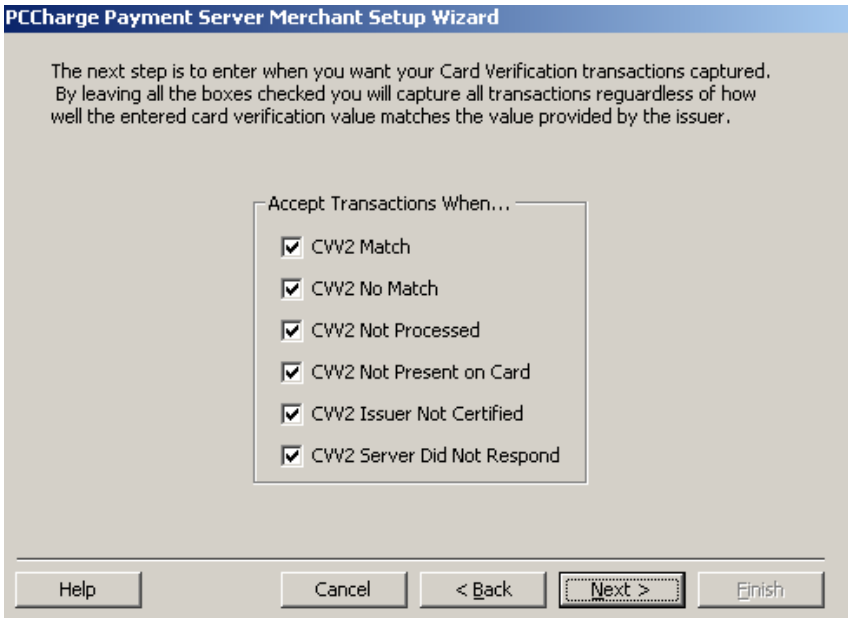
Company:
Street:
City:
State: Zip:

Help Cancel < Back **Next >** Finish

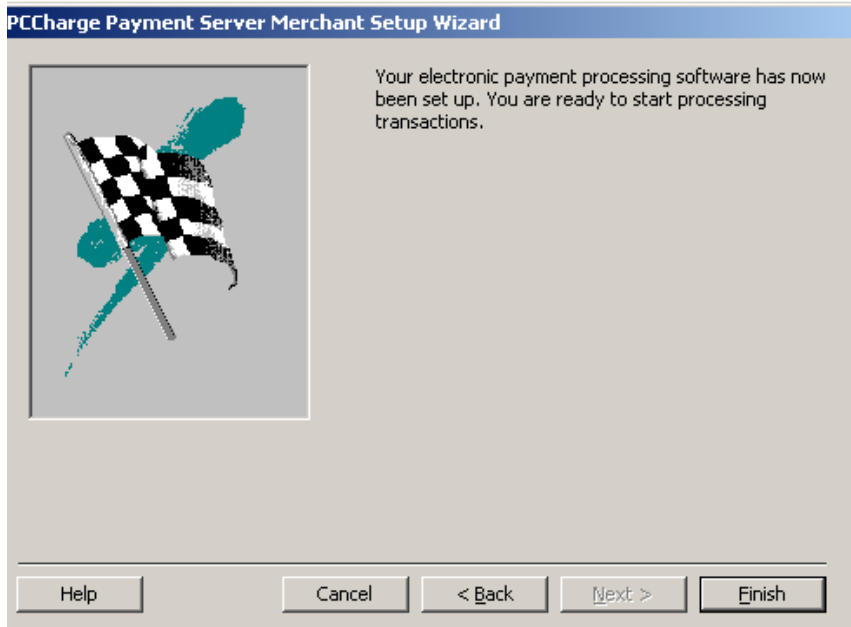
Enter info exactly as listed on YOUR profile sheet. Enter in ALL CAPS.
Select "Next"



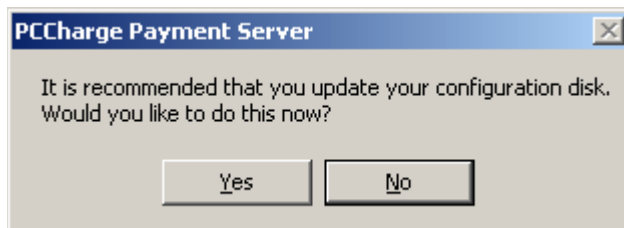
Select "Next"



Select "Next"

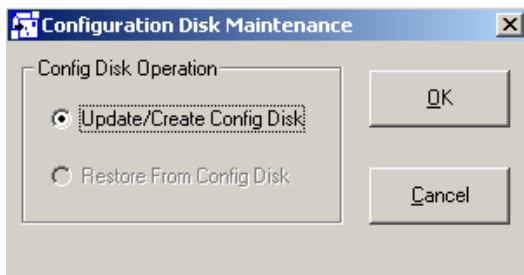


Select "Finish"

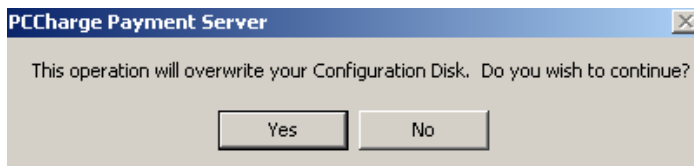


Recommend but not required. This will make a backup of your setup information should you ever have to reinstall the program.

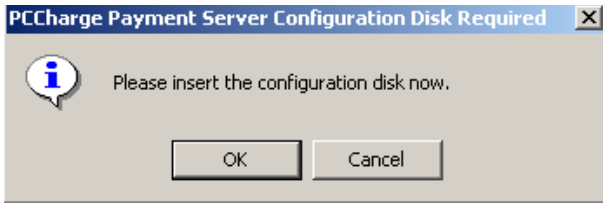
Select "Yes"



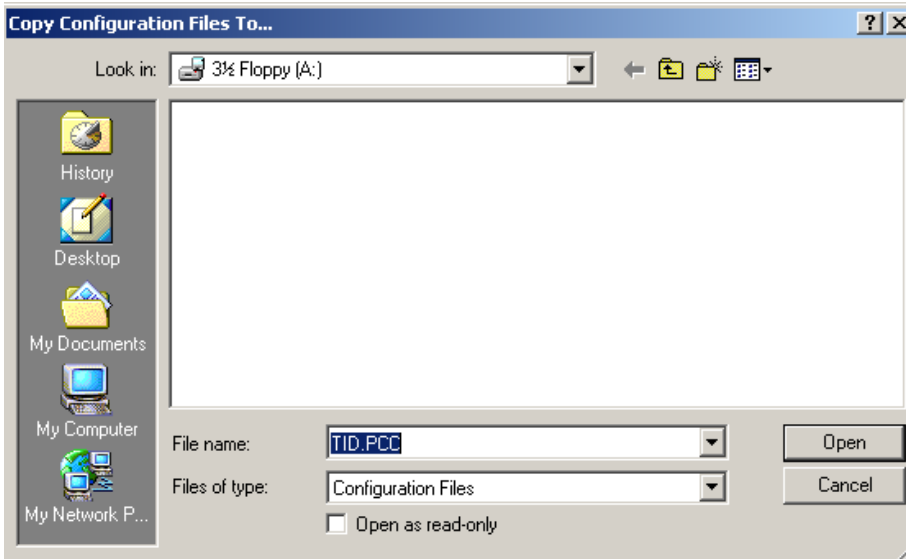
Select "OK"



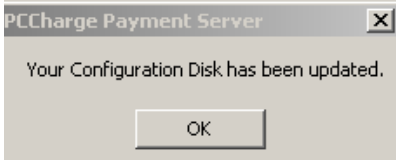
Select "Yes"



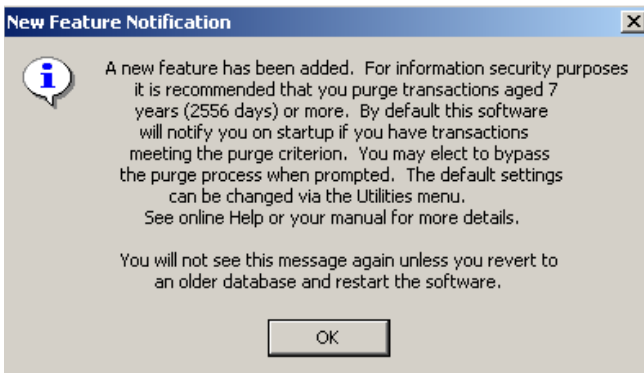
Select "OK"



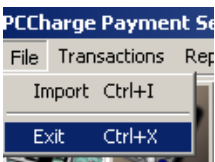
Select "Open"



Select "OK"



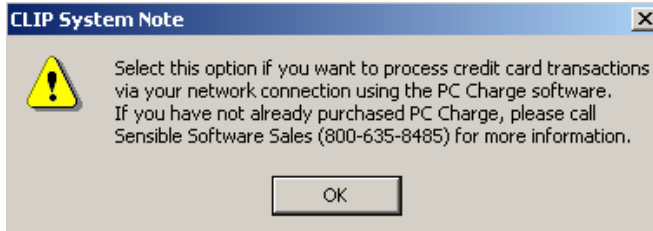
If message comes up select "OK"



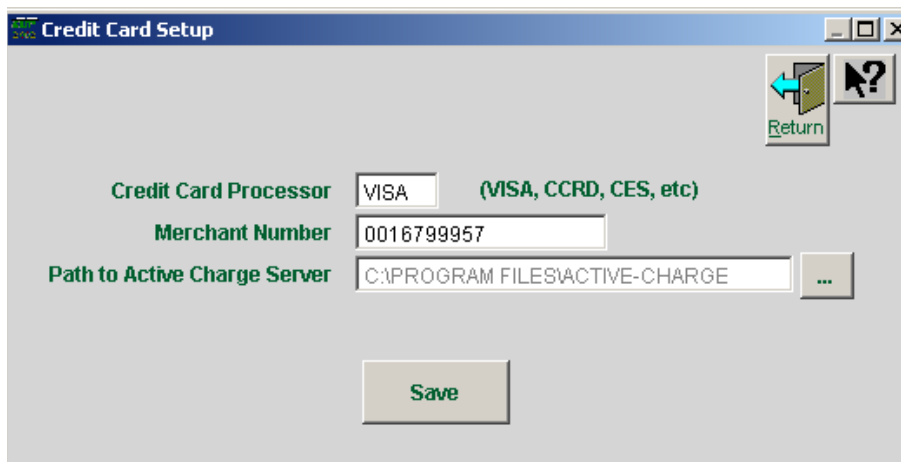
Close PC Charge software by selecting File>Exit

CLIP Credit Card Setup

Open CLIP and go to System>Credit Card Setup>Credit Card Internet Version



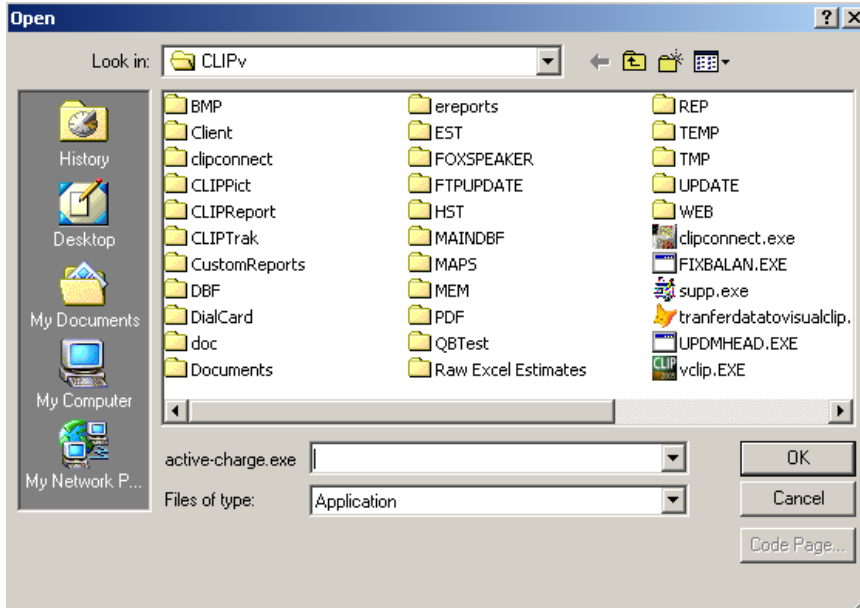
Select OK



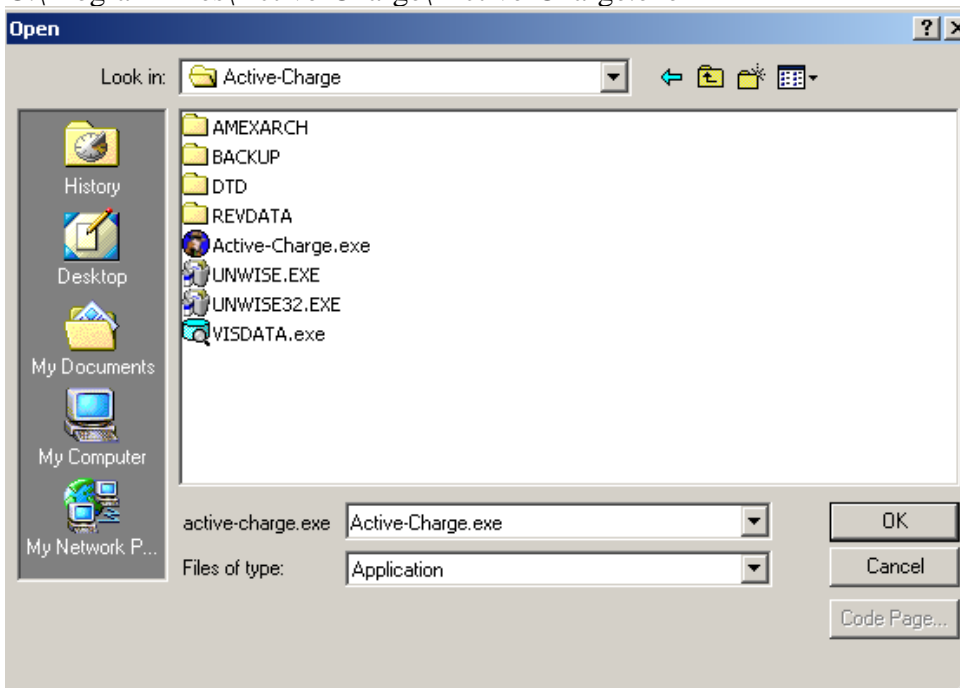
Enter "VISA" for the Credit Card Processor

Enter your VISA Merchant number

Select the "..."



Navigate to where you installed the PC Charge software. Normally this will be C:\Program Files\Active-Charge\ Active-Charge.exe

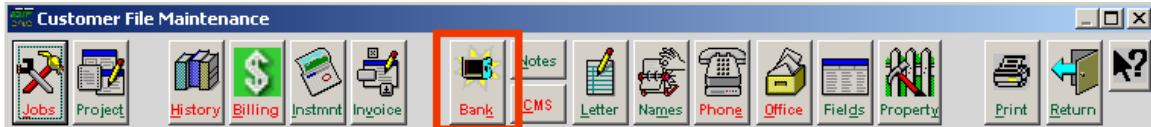


Select the Active-Charge.exe and select OK

Select Save

You are now ready to process Credit Cards in CLIP.

You can store the customer's credit card information in the Bank icon in the customer's File Maintenance screen



When you are ready to process the credit card payment you will use Enter Transactions. Once the credit card setup is complete a new field will show in Enter Transactions called “Credit Card?”

When Entering the Transactions when you get to the Credit Card? Box either select Y or +. If you have a credit card already setup you will see the primary one listed. You can add additional credit cards by choosing “Other” from the pull down list.

If you want to save this permanently in the customers file then select “Save Credit Card with Customers record”

If you have the CID number enter it. The CID number is the 3 digit number located on the back side of the customer’s credit card. ***It is illegal to store this number in any format. Not using the CID number may result in a higher discount rate. Consult your credit card merchant for details.***

Select “Continue”

The description will only show the last 4 digits of the credit card.

You can enter as many transactions as needed like normal.

To give a credit back to the customer credit card use the “T” code from the code pull down and put the refund amount in as a positive number. CLIP will process it as a reverse credit.

When you are done entering transactions select “Post”

CLIP will then attempt to start the PC Charge software. This process can take up to 20 seconds if the software is not already running. You can tell if the PC Charge is running

by looking at the icon tray at the bottom right of your computer screen. The icon is a dollar sign with a line through it.



The transactions will be sent to PC Charge and then CLIP will wait for the results. If all transactions were approved, CLIP will inform you that the posting is complete. If one or more transactions had a problem CLIP will prompt you to print the exception report. The report will give the information of who was declined. Only approved transactions will be posted to the customer's history.

IMPORTANT: At the end of each day or when you are done posting transactions for the day you must close the batch. If you do not do this the approved funds will not be transferred to your account. If you transfer at a later date it may result in a higher discount rate. Consult your credit card merchant for details.

This can be done from either CLIP or the PC Charge software directly.

To this from CLIP go to System> Credit Card Setup>Settle Batch

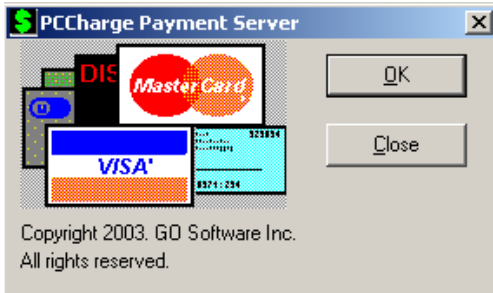


CLIP will communicate with PC Charge and close the batch.

To do this from PC Charge software double click on the PC Charge icon in the icon try on the bottom right of the computer screen



Select OK



Select the Sunset Icon



You will see the total amount to be close

Select "Settle"



Reports are all printed directly from the PC Charge software. Refer to the PC Charge manual for more information.