Credit card processing with the TabWizard POS System

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Running a credit card transaction





Step 2: Select "Swipe" or "Manual Entry"

	Credi	t Card Transactio	on	
Qty	Item		Price Each	Line Total
	Opened 6/4/14 at 12	:57 PM		
	by MANAGER (MGR)		
1	CREDIT CARD TEST		\$0.01	\$0.01
	Sales Tax			\$0.00
	Total			\$0.01
C	harge Amount:	\$0.01		
	Payment Type:	Credit Card		
Γ	Confirm the ch	arge amount and	pick an o	option
	Swipe	Manual Entry	Can	cel

Swipe: Swipe card

Manual Entry: Manually enter the credit card from the card swipe.

Running a credit card transaction

	Credit Card Tr	ansaction		
Qty	ltem	Price E	ach	Line Tota
	Opened 6/4/14 at 12:57 PM			
	by MANAGER (MGR)			
1	CREDIT CARD TEST	\$().01	\$0.01
	Sales Tax			\$0.00
	Total			\$0.01
ľ	ayment Type: Credit Card			
l	JSING THE SCANNER, S OR PRESS THE RED X	WIPE A CRED BUTTON TO C	IT C Anc	ARD

Step 3: Wait for the credit card to process

Step 4: Select "Yes to confirm the charge is complete"



If "No" is selected, the card can still add more items to the sale or option to change the Charge Amount.

Running a credit card transaction

1:03 PM 6 / 4 / 14 MANAGER DIRECT SALE →Pull Tab CREDIT CARD TE ST Exit Chip IN Paid Out Price Each Line Total Qty Item Clear Opened 6/4/14 at 12:57 PM Print CREDIT CARD TEST \$0.01 \$0.01 Sales Tax \$0.00 Total \$0.01 Payment - VISA (\$0.01 PAI Cash Te Clerk Main No Sale Done Report

Step 5: That's it!

Upon completion of the sale, 2 credit card slips will print automatically for customer and merchant.

Voiding / Refunding a credit card transaction

Step 1: Input sale as normal. Select desired function "Void or Refund" and then select, "Credit Card".



Void: *Mistaken transaction or item.*

Refund: *If returning money back to the customer.*

Step 4: Select "Swipe"



Notice the desired function is listed as a refund (or void).

Voiding / Refunding a credit card transaction

Step 3: Select "Yes" to confirm the transaction.

	Credit Card	Transacti	on		
Qty	Item		Price Each	Line Total	
	Opened 6/4/14 at 1:31 PM				
	by MANAGER (MGR)				
1	CREDIT CARD TEST	REFUND	(\$0.01)	(\$0.01)	
	Sales Tax			\$0.00	
	Total			(\$0.01)	
	Change			\$0.01	
	The amount charged	ged on the amount of	e credit car the ticket	rd	
	15 0115 50	ie comple			
	Yes		No		

Step 4: That's it!



Notice the desired function is listed as a refund (or void).

Upon completion of the transaction, 2 credit card slips will print automatically for customer and merchant.

Entering Credit Card Tips



Exit CREDIT CARD TEST Paid Out Shift Change Clerk Report Enter Credit Card Tips One Clerk Tip Report Tip Report Clerks	MANAGER DIRECT SALE			1:46 PM 6 / 4 / 14	→Pull Tabs
Price Each Line Total Shift Change Clerk Report Enter Cash Enter Credit Card Tips One Clerk Tip Report Tip Report Image: Clerks One Clerk Tip Report Image: Clerks Clerks Cone Clerk Tip Report Image: Clerks Clerks	CI CAP	REDIT RD TE ST			
Cleark Report Enter Cash Enter Cash Enter Credit Card Tips One Cleak Tip Report All Clears Corports Co	Paid Out Shift Change		Price Fach	Line Total	
Enter Credit Card Tips One Clerk Tip Report All Clerks Credit Card Coredit Card Cor	Clerk Report Enter Cash				Print
One Clerk Tip Report All Clerks Constant Divide Bill Clerks Cash Tende	Enter Credit Card Tips				Check Adjust Credit Card
	One Clerk Tip Report All Clerks	Separate Civide B	Transfor Table	Drier	Cash Tender

Step 2: Select the transaction for the tip and select "Edit"

		Enter	r Tips		
Date/Ti	ime	Receipt	Ticket	Tip	Total
6 / 04 / 2014 - 1	I:01:48 PM	1	\$0.01	\$0.01	\$0.02
6 / 04 / 2014 - 1	I:03:36 PM	2	\$0.01	\$0.00	\$0.01
Edit				(Exit

Entering Credit Card Tips

Step 3: Enter Amount of Tip and see how it updates itself. Select "Exit" when completed.



If a tip needs to be adjusted, simply repeat these steps.

Credit Card Batch Report

Step 1: Select, "Report > Daily Reports > Credit Card Batch Detail Report"

					2:18 PM	
DIRECT SAL	E		X Report		6 / 4 / 14	Pull Tabs
Excit	CREDIT CARD TE ST		Shift Report			
WizChip IN			Clerk Report			
Paid Out	Transaction	Iournal	Hourly Sales			
Qt	Daily Repor	rts >	Product Report	Ea :h	Line Total	Clear
	Inventory I	port ≻	Sales Tax Report			Print
	Profit Rep	rts 🕨	Credit Card Server			Adjust
	Special Re	orts >	Credit Card Batch Detail Report			Gredit Card
	WizChip Rep	orts >	2 Depart		rier)	Cash Tender
Clerk	Roport	lain	Reprint Last Z	No	Sale	Accept

NOTE: A "Z Report" cannot be completed until the Batch is settled first.

Be sure all tips have been entered prior to the Batch.

Step 2: Select "Accept"

				Batch I	Detail F	Report	t			
Receipt	Clerk	Туре	Card #	Trans	Ticket	Tip	Total	Approval	RefNo	
1	MGR	Visa	7622	Approved	\$0.01	\$0.01	\$0.02	076093	5501	
2	MGR	Visa	7622	Approved	\$0.01	\$0.01	\$0.02	032496	5502	1
4	MGR	Visa	7622	Approved	(\$0.01)	\$0.00	(\$0.01)	054692	5503	1
]
				Credits	Sales	Tips	Total]
		AMEX:	0	\$0.00	\$0.00	\$0.00	\$0.00			
		Discover:	0	\$0.00	\$0.00	\$0.00	\$0.00			
		MasterCard:	0	\$0.00	\$0.00	\$0.00	\$0.00			
		Visa:	3	(\$0.01)	\$0.02	\$0.02	\$0.03			
		Total:	3	(\$0.01)	\$0.02	\$0.02	\$0.03			
Pri	nt						Ext		Accept	

Credit Card Batch Report

Step 3: Select, "Yes"

Receipt Clerk Type Card # Trans Ticket Tp Total Approval F 1 MGR Visa 7622 Approved \$0.01 \$0.01 \$0.02 076093 2 2 MGR Visa 7622 Approved \$0.01 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved \$0.01 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved \$0.01 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved \$0.01 \$0.00 <td< th=""></td<>
1 MGR Visa 7622 Approved \$0.01 \$0.01 \$0.02 076093 2 MGR Visa 7622 Approved \$0.01 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved \$0.01 \$0.00 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved \$0.01 \$0.00 \$0.01 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved \$0.01 \$0.00 \$0.01 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved \$0.01 \$0.00 <t< th=""></t<>
2 MGR Visa 7622 Approved \$0.01 \$0.01 \$0.02 032496 4 MGR Visa 7622 Approved (\$0.01) \$0.00 (\$0.01) 054692 4 MGR Visa 7622 Approved (\$0.01) \$0.00 (\$0.01) 054692 4 MGR Visa 7622 Approved (\$0.01) \$0.00
4 MGR Visa 7622 Approved (\$0.01) \$0.00 (\$0.01) 054692 -
AMEX: 0 Sales Tips Total AMEX: 0 \$0.00 \$0.00 \$0.00 \$0.00
AMEX: 0 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Are you sure you want to settle the batch and print a report?
Are you sure you want to settle the batch and print a report?
Are you sure you want to settle the batch and print a report?
Yes No

A Batch report will automatically print.

NOTE: Be sure there is enough paper. A reprint of a Batch cannot be performed.

If credit card support is needed, please contact:

Heartland Payment Systems or Your local rep

Provide Heartland with your Business Name and Merchant ID if required.