

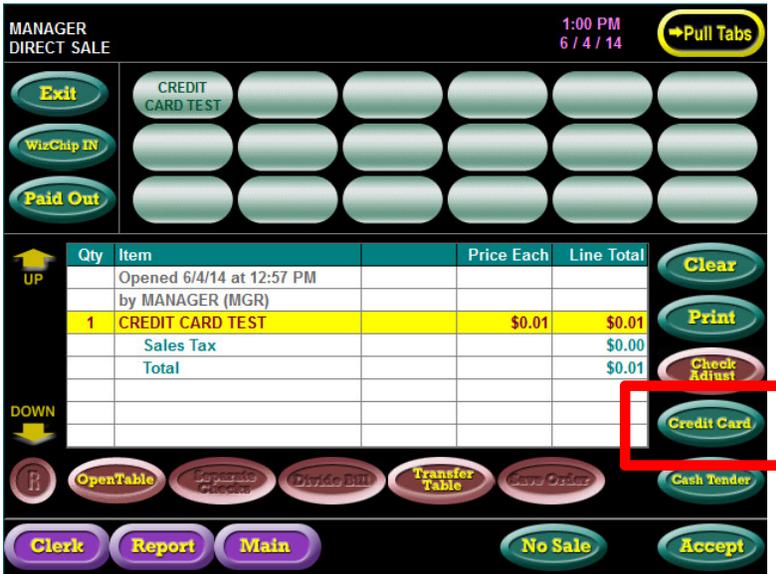
Credit card processing with the TabWizard POS System

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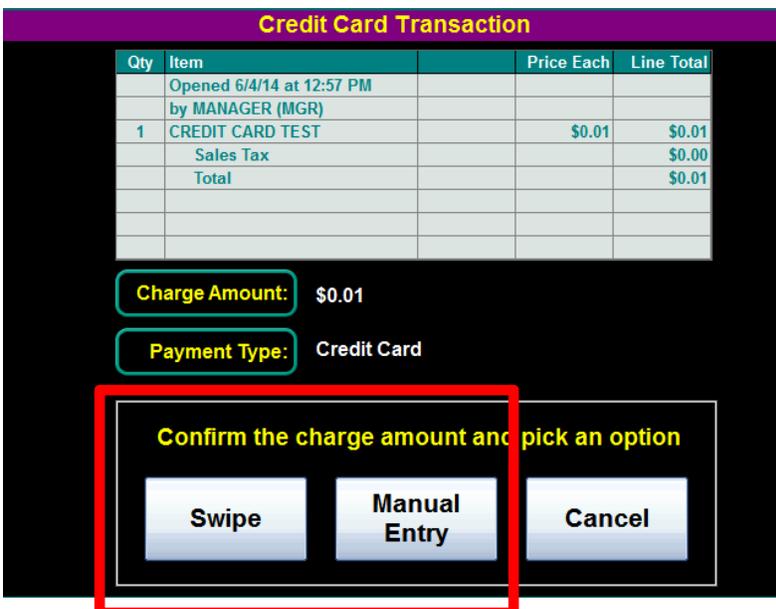
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Running a credit card transaction

Step 1: Input sale as normal, then select, "Credit Card"



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



Swipe: Swipe card

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

Running a credit card transaction

Step 3: Wait for the credit card to process

Credit Card Transaction

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

Charge Amount: \$0.01

Payment Type: Credit Card

USING THE SCANNER, SWIPE A CREDIT CARD OR PRESS THE RED X BUTTON TO CANCEL

Step 4: Select “Yes to confirm the charge is complete”

Credit Card Transaction

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

Charge Amount: \$0.01

Payment Type: Credit Card

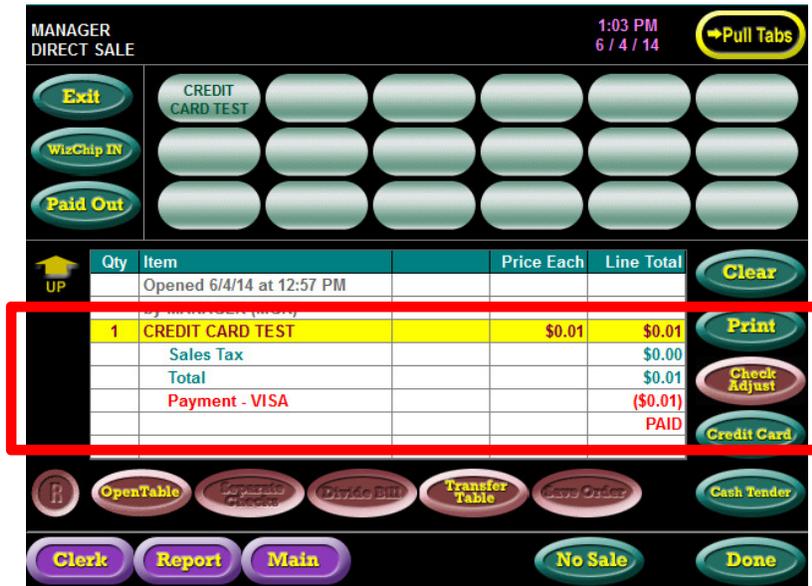
The amount charged on the credit card equals the total amount of the ticket.
Is this sale complete?

Yes **No**

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

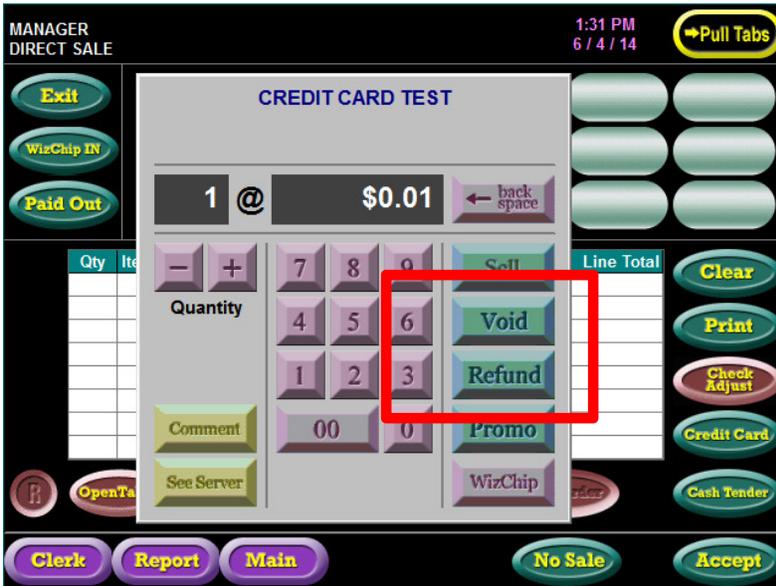
Step 5: That's it!



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

Voiding / Refunding a credit card transaction

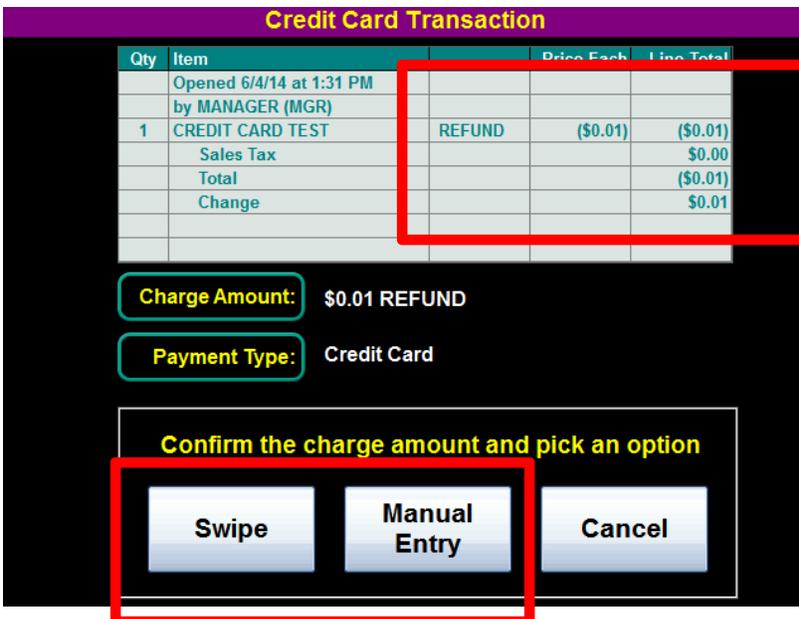
Step 1: Input sale as normal. Select desired function “Void or Refund” and then select, “Credit Card”.



Void: *Mistaken transaction or item.*

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

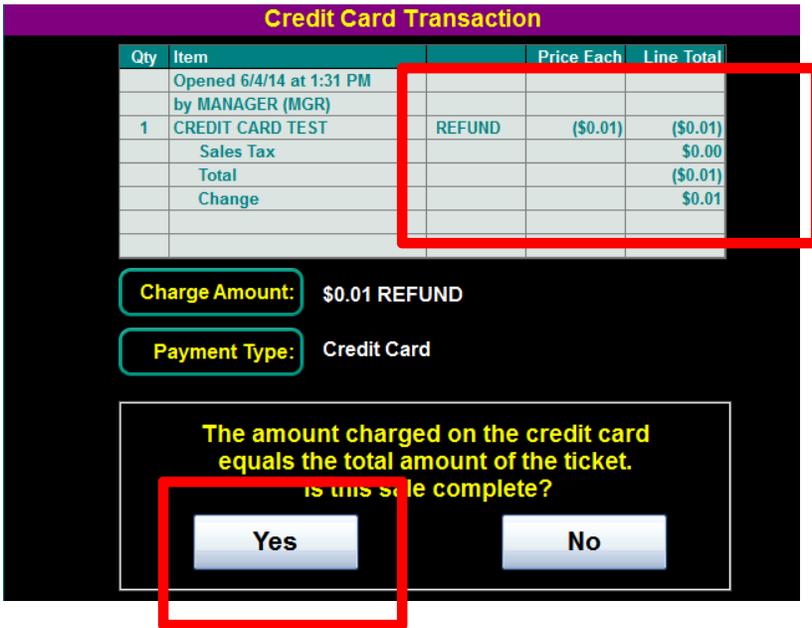
Step 4: Select “Swipe”



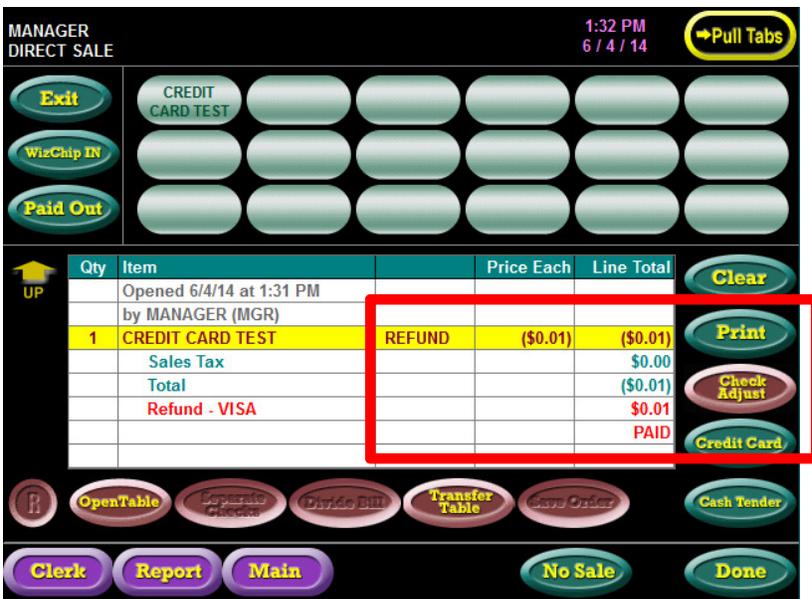
Notice the desired function is listed as a refund (or void).

Voiding / Refunding a credit card transaction

Step 3: Select “Yes” to confirm the transaction.



Step 4: That's it!

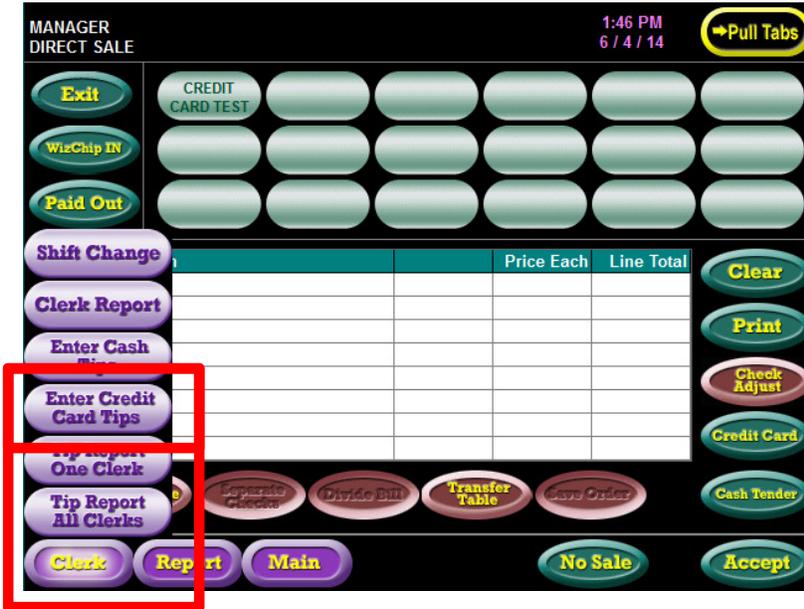


Notice the desired function is listed as a refund (or void).

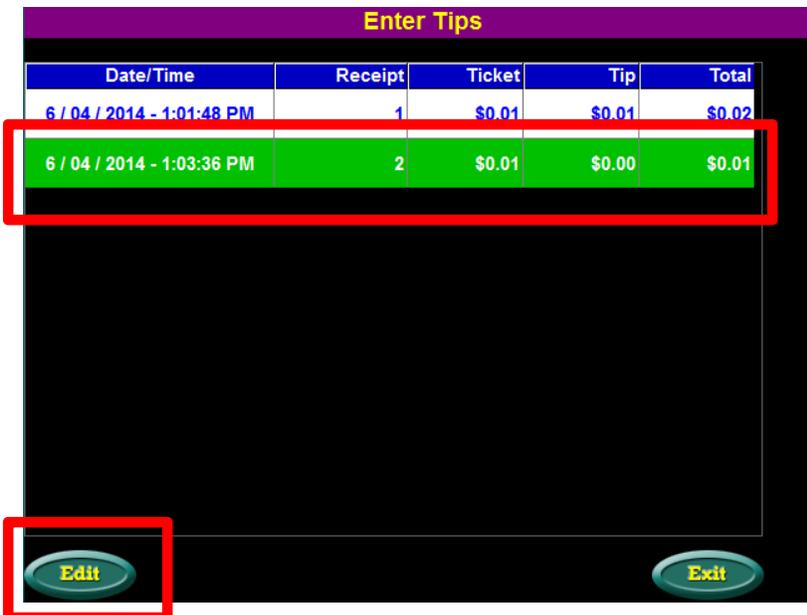
Upon completion of the transaction, 2 credit card slips will print automatically for customer and merchant.

Entering Credit Card Tips

Step 1: Select, "Clerk > Enter Credit Card Tips".

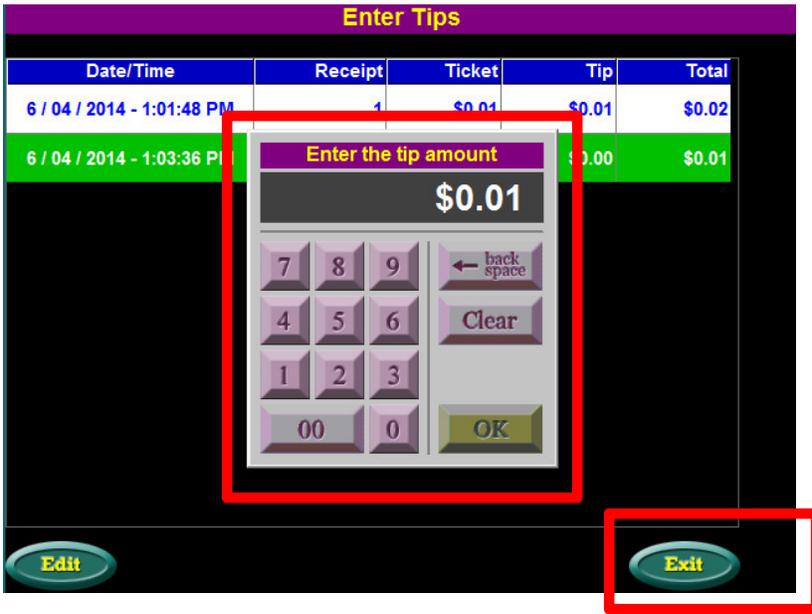


Step 2: Select the transaction for the tip and select "Edit"



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”



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”



Credit Card Batch Report

Step 3: Select, "Yes"

Receipt	Clerk	Type	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
4	MGR	Visa	7622	Approved	(\$0.01)	\$0.00	(\$0.01)	054692	5503
				Credits	Sales	Tips	Total		
AMEX: 0				\$0.00	\$0.00	\$0.00	\$0.00		

Are you sure you want to settle the batch and print a report?

Yes No

Print Exit Accept

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.