

How to Store a Credit Card for Point of Sale



Introduction

Credit cards can be stored on a customer's account so that they can be used in Point of Sale. A couple of points worth noting are that the credit cards are stored in a safe PCI compliant manner, multiple cards can be stored on file for a customer, and one card can be set as the default card. The credit card can also be swiped or entered manually.

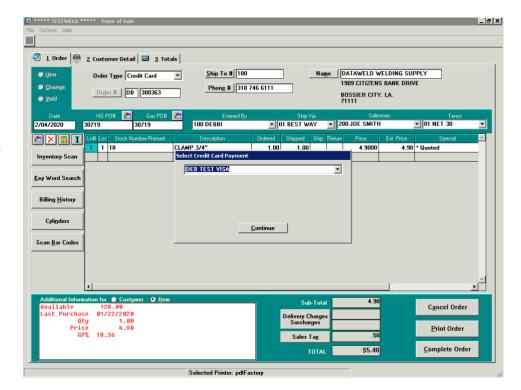
To get started, the credit card interface must be setup.

The Payment Alias Token file is used to store the card.

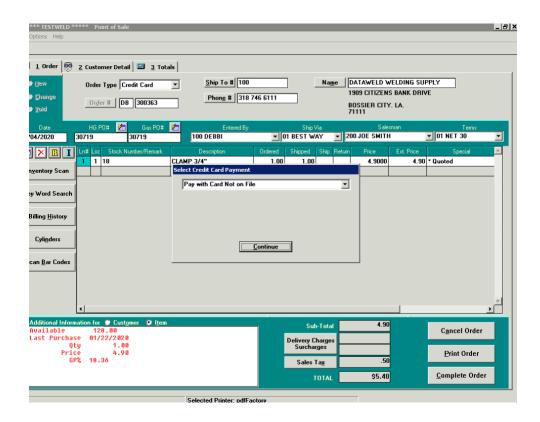
The Default Box: select these options if this is the default card.

Payment Alias Tokens File Edit Help **★** < > → - **5 *** Account # 100 **DATAWELD WELDING SUPPLY DEB TEST VISA** Alias Addess 1909 CITIZENS BANK Get Credit Card <u>I</u>oken Delete Token Account Type Last 4 of Account# 1089 Issued 12/06/2019 Updated [If an option is disabled below, this indicates the Account has the option Use as Default for Cash Receipts Payments ☐ Use for Automatic Daily Invoice Payments ☐ Use for Automatic Cylinder Invoice Payments **▼** Use as Default for Order Entry Payments <u>0</u>K <u>C</u>ancel

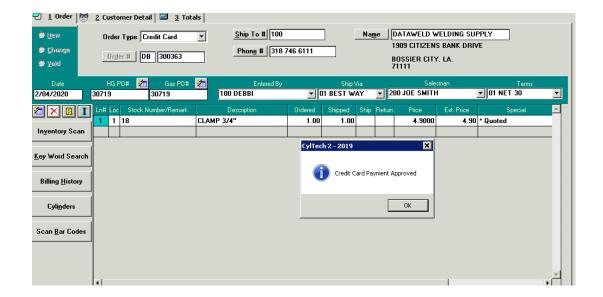
When a credit card ticket is entered, the Select Credit Card Payment box will appear. If there is a default, then it will be listed first, but another card could be selected if desired.



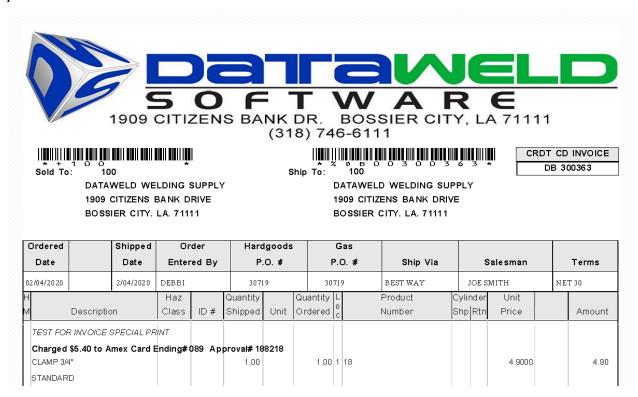
There is an option to pay with a card not on file. The card can be entered manually or swiped with a credit card device.



The approval (or declined) message will appear when the card is run.



The approval code, amount charged, and the last 3 digits of the card used will print on the delivery ticket.



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