

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.

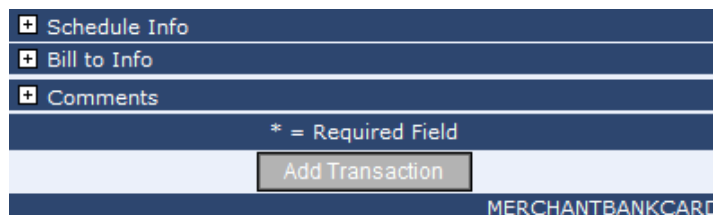
The screenshot displays the MerchantBankCARD software interface for adding a transaction. It is organized into three main sections:

- Left-hand Navigation Pane:** Contains a 'Transactions' header and three icons: 'Add' (coins), 'Search' (magnifying glass), and 'Export' (database). Below this are menu items for 'Reporting', 'Clients', 'Knowledge Center', 'User Options', 'Merchant Options', and 'Gateway Settings'.
- Central 'Payment Info' Form:**
 - 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 field)
 - Schedule Info:** (expandable section)
 - Bill to Info:** (expandable section)
 - Comments:** (expandable section)
 - Legend:** * = Required Field
 - Action:** Add Transaction button
- Right-hand 'Client Quick Search' Panel:**
 - First Name:** (text field)
 - Last Name:** (text field)
 - Company Name:** (text field)
 - Consumer ID:** 11319 (text field)
 - Action:** Search button

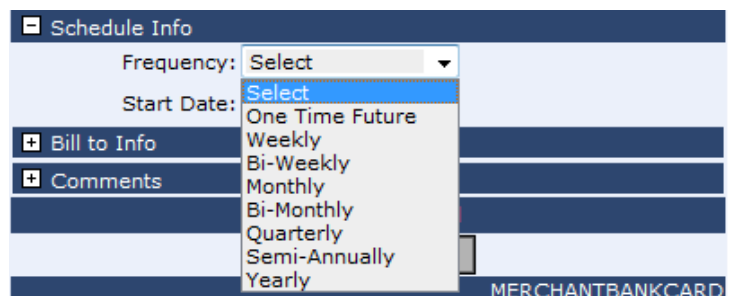
MERCHANTBANKCARD

SCHEDULE A TRANSACTION

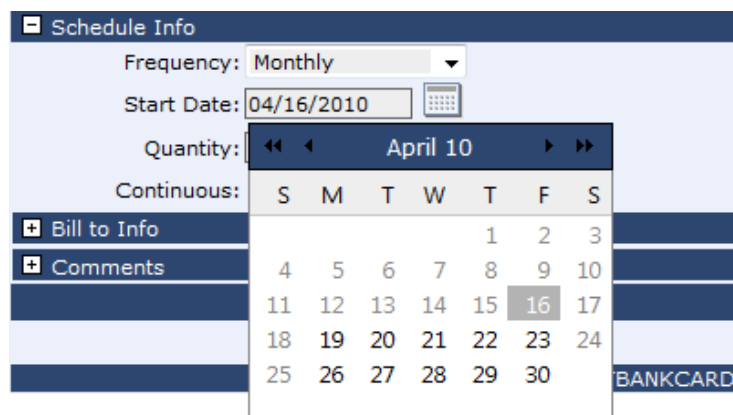
- Expand the Schedule Info section by clicking on the white plus box next to Schedule Info tab.



- 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

SCHEDULE A TRANSACTION

- 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 web application interface for managing clients. On the left is a vertical navigation pane with the following items: Transactions, Reporting, Clients (highlighted), Add, Search, Export, Import, Knowledge Center, User Options, Merchant Options, and Gateway Settings. The main content area is titled "Client Search" and contains the following elements:

- Merchant Name:** A dropdown menu with "2163 DEMO" selected.
- Selection:** A dropdown menu with "Last Name" selected.
- Value:** An empty text input field with the instruction "Blank for all records" below it.
- Status:** A dropdown menu with "Active" selected.
- Schedule:** A dropdown menu with "All" selected.
- Records:** A dropdown menu with "50" selected, accompanied by a small user icon.
- Search:** A central button labeled "Search".
- Footer:** The text "MERCHANTBANKCARD" is visible in the bottom right corner of the main 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

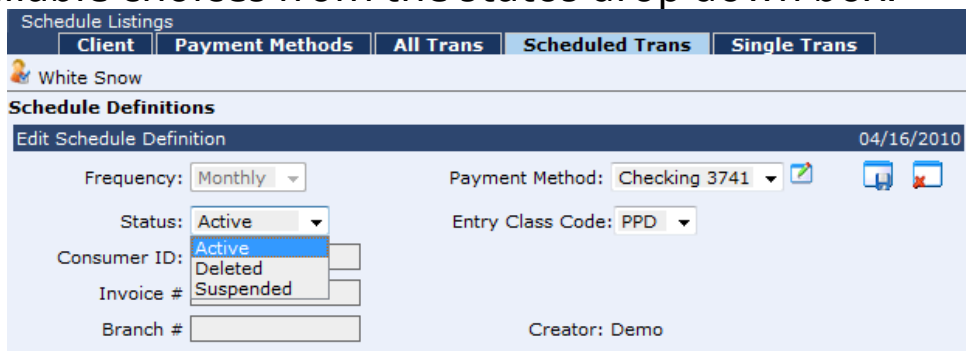
Search

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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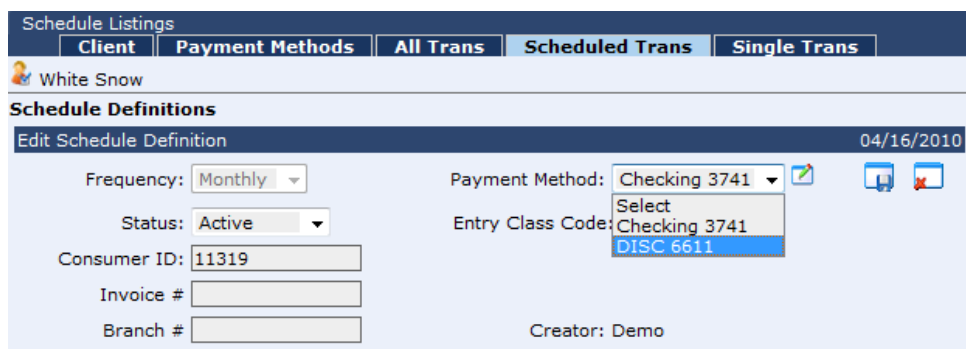
EDIT A SCHEDULED TRANSACTION

- 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 Definitions' and has a date of '04/16/2010'. The 'Frequency' is set to 'Monthly' and the 'Payment Method' is 'Checking 3741'. The 'Status' dropdown menu is open, showing options: 'Active' (selected), 'Deleted', and 'Suspended'. The 'Entry Class Code' is 'PPD'. The 'Consumer ID' is empty, 'Invoice #' is empty, and 'Branch #' is empty. The 'Creator' is 'Demo'.

- 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 Definitions' and has a date of '04/16/2010'. The 'Frequency' is set to 'Monthly' and the 'Payment Method' dropdown menu is open, showing options: 'Checking 3741' (selected), 'Select', 'Checking 3741', and 'DISC 6611'. The 'Entry Class Code' is 'PPD'. The 'Consumer ID' is '11319', 'Invoice #' is empty, and 'Branch #' is empty. The 'Creator' is 'Demo'.

- 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 selected. A table under 'Schedule Definitions' has one row for the date 04/16/2010, with a white plus icon in the Date column. Below the table is a message: '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 selected. The table under 'Schedule Definitions' has one row for the date 04/16/2010, with a white minus icon in the Date column. Below the table is a 'Scheduled Items' section with a table of items. Each item has an edit icon. Below the items table is a message: '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

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, showing the date 09/16/2010 selected. The calendar is for September 2010, with the 16th highlighted.

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	

- 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 active and contains the value 75.00. 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	

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