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## How to Post Cash/Credit Card Deposits. - Fulfillment

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### **How to Post Cash/Credit Card Deposits. - Fulfillment**

In Fulfillment Order Entry, you have the ability to enter the customer's payment on the order. This allows you to batch process payments that are either checks or credit cards through the Post Cash/Credit Card Deposits menu option. In order to take advantage of these enhanced procedures in the windows version, Fulfillment Order Processing is required to be completed through the Windows Version of Profitmaker W/Fulfillment. This includes Order Entry, Bill/Ship Customer Orders and Transfer to Billing. Failure to follow these steps will result in incomplete file updating

First, setup the payment methods that you accept (see the Payment Method section for more details). Once the payment methods are set up, you are ready to begin entering payments on Fulfillment Orders.

#### **How to accept a check as payment on a Fulfillment Order.**

When accepting checks as payments, freight tables can be used so the customer pays the correct amount including merchandise, freight and tax. If you are not using a freight table, then freight must be entered manually and the customer will receive an invoice for the freight.

Payment information is located on the Edit Summary screen.

There are two bill codes that can be used with customer's payments, Ship and Bill (SB) or Cash or Credit Card Sale (CS). The difference between these options is; SB will print a zero invoice or the remaining balance the customer needs to pay. A CS bill code will not print a invoice, only a journal, and any remaining balance the customer did not pay will be posted to G/L # 306 - Cash Short or Over.

After selecting the bill code, enter a payment type of "CC". There is a lookup for this field. By entering CC, the Method of Payment button will become enabled allowing you to enter a payment method.

If your payment method is a check enter the amount of the check in the Cash deposit field. Use this field for checks, cash or money orders. Do NOT

use this field for credit cards unless the order is being paid by both check and credit card.

After the cash deposit has been entered, either click the Method of Payment button or click Ok. This will bring up the screen that will allow you to enter in the method of payment code you have previously setup. There is a lookup. Select the code for personal check, enter in the check number.

Once the order is completed, print it in the usual manner. After the order has been printed, the payment information may not be changed. If an error was made, the order will need to be deleted and reentered.

With a check payment, anytime after the order has been printed, you can post the check. Post Cash/Credit Card Deposits should be run the same day that you deposit the check into your bank account. The posting must occur before the order can be Transferred to billing and the invoice printed.

### **How to accept a credit card on a Fulfillment order.**

Payment information is located on the Edit Summary screen.

There are two bill codes that can be used with customer's payments, Ship and Bill (SB) or Cash or Credit Card Sale (CS). The difference between these options is; SB will print a zero invoice or the remaining balance the customer needs to pay. A CS bill code will not print a invoice, just the journal, and any remaining balance the customer did not pay will be posted to G/L # 306 - Cash Short or Over.

After selecting the Bill code, enter a payment type of "CC". There is a lookup for this field. By entering CC, the Method of Payment button will become enabled allowing you to enter a payment method. Click the Method of Payment or click Ok. Choose the payment method and enter the credit card number and expiration date. Leave the authorization number and date blank. This will be entered after the order has been shipped.

Once the order is completed, print it in the usual manner. After the order has been printed, the payment information may not be changed. If an error was made, the order will need to be deleted and reentered.

Credit card orders, should not be posted until you know the freight amount. By waiting until you have the freight amount, the correct total will be posted to the customer's credit card. Do NOT ship the order until the authorization has come back on the credit card. Make sure the credit card is accepted before shipping the order. Collections on the order may be difficult once the customer has received the merchandise.

Once the order has been through the Bill/Ship process, you are ready to post the deposit to the general ledger. The order will not transfer to billing until after this has been done.