# ASICOMP.COM

## Instructions for Switching Credit Card Processors

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Before you can can switch payment processors in company information, you need to do the following. Everyone needs to be out of Profitmaker during these steps.  All 3 steps should be completed at the same time without any work getting entered between the steps.

1. Setup a new set of interface payment type masters. These will need to be used for all new orders.

2. Edit existing interface payment types to be manual instead of interface.

3. Change company information to reflect the new processor.

New orders will process through the new processor.

Existing orders will now be manual type. For these orders credit card to be posted, go out to the old processors site and manually complete the post authorization transaction. Once that is completed you will be able to post the credit card through post credit card deposits in Profitmaker to your cash g/l. To see what orders need to manually processed, run a credit card status report for open orders only.

If you have stopped your previous processor and can no longer login to complete the transaction there are two choices.

1. Manually create a new charge transaction on their new processors website.

2. Delete the order and re-key using the new interface payment type. If you choose to do this, remember it's best to repeat the order first and then delete it. Also, by selecting this option you could end up with double the amount of the order held on their customer's credit card since there were two preauth's.