

# ASICOMP.COM

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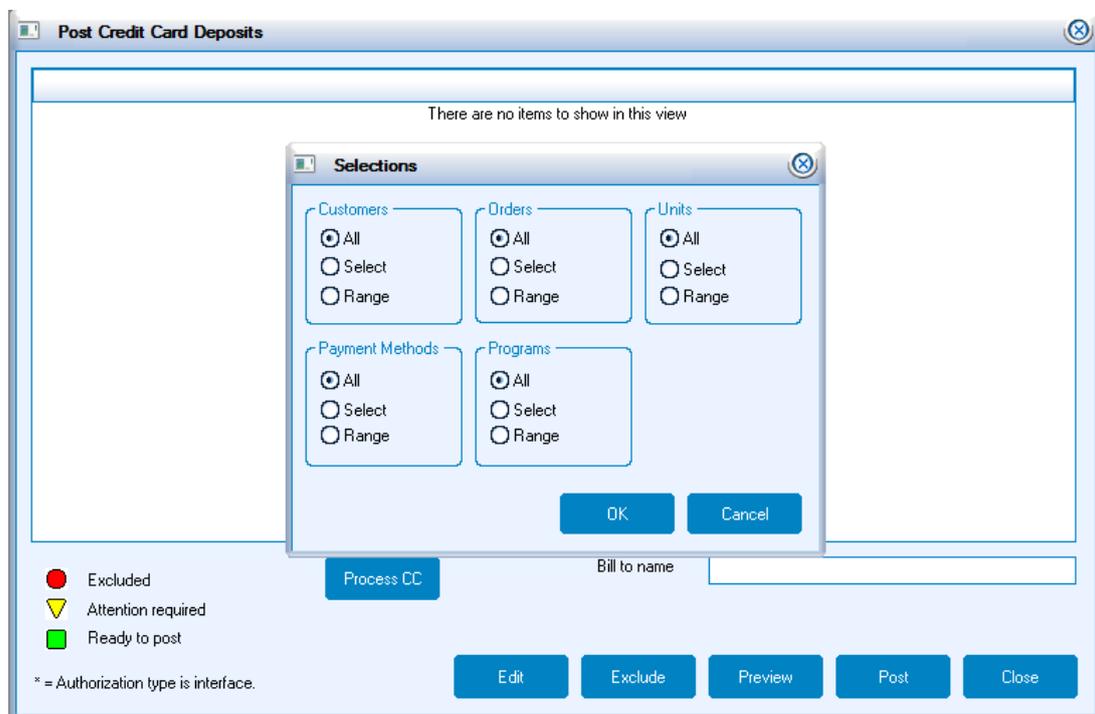
## Post Cash/Credit Card Deposit Window

Tammy Mason - 2017-08-18 - in Programs

### Post Cash/Credit Card Deposit Window

This option is located in Customer, Credit Card Processing, Post Credit Card Deposits.

The opening window display will allow you to select the orders you need to post. They can be selected by customer, order number, units, payment methods or by program. Orders need to be printed before posting. Click OK.



Each record will display an icon indicating different statuses. The following icons are available

#### Green

Indicates that the order has the required information to allow posting.

#### Yellow

Indicates that this order requires some type of attention. I.E. missing authorization or contains a back order (only if paid with credit card). You may edit the record to enter the required information or review the back order options.

#### Red

Indicates that this order has been deselected for posting and will not print on the preview or posting report.

Additional information is available by scrolling to the right or selecting edit .

The list view will show the following information: Billing Code, Method of Payment, Check/Credit Card #, Expiration date, Authorization #, Program #, Customer #, Status, Order #, Order Amount, Credit amt (Credit Card), CR deposit (A/R deposit), FF cash, Total deposit and Prev dep amounts.

	BC	MP	Un	Check/CC #	Expire	Auth #	Program #	Cust #	St	Order #	Trans id
Ready to post	SB	C3	1		/	1288956340	DIGITAL	16		33437	
Attention required	* CS	VI	0	4111111111111111	12/12	300PNI		10100		32950	V24A0A3D25
Excluded	* CS	VI	0		/			10100		33279	
Attention required	SB	C3	0		/		CONZEL...	10100		35430	
Attention required	SB	C4	0		/	5T89709870	1111111111	10100		35615	
Attention required	* C...	VI	0		/		ELGIN	10103		35266	

● Excluded  
▼ Attention required  
■ Ready to post

\* = Authorization type is interface.

Process CC Bill to name: Central City Mercedes

Edit Exclude Preview Post Close

On the preview journal the "Credit amt", "CR deposit", and "FF cash" columns will be accumulated values for the current posting and previous postings, if applicable. The "Total deposit" column will total all deposits regardless of source. The "Prev dep" is the previous posted amount(s).

**Waterloo Fulfillment Company**

**Credit Card Deposits Receipts Edit Report**

Date: 08/17/17 Time: 12:23:30 Page: 1 Oper: FF

BC	MP	M/I	Program #	Order #	Order amt	Credit amt	CR deposit	FF cash	Total dep	Prev dep	Change	Cust #	Ship to name	Un
SB	C3	M	DIGITAL	33437	45.95	45.95	0.00	0.00	45.95	0.00	45.95	16 15 Degrees		1
SB	C3	M	CONZEL	35430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10100	Central City M	0
<b>Visa Credit Card totals</b>						<b>45.95</b>	<b>0.00</b>	<b>0.00</b>	<b>45.95</b>	<b>0.00</b>	<b>45.95</b>			
SB	C4	M	1111111111	35615 #	43.60	43.60	0.00	0.00	43.60	0.00	43.60	10100	Central City M	0
<b>Master Credit Card totals</b>						<b>43.60</b>	<b>0.00</b>	<b>0.00</b>	<b>43.60</b>	<b>0.00</b>	<b>43.60</b>			
CM	VI	I	ELGIN	35266	-6.06	-6.06	0.00	0.00	-6.06	0.00	-6.06	10103	Peterson Contr	0
CS	VI	I		32950	12.72	12.72	0.00	0.00	12.72	0.00	12.72	10100	Central City M	0
<b>Visa - Interface totals</b>						<b>6.66</b>	<b>0.00</b>	<b>0.00</b>	<b>6.66</b>	<b>0.00</b>	<b>6.66</b>			
<b>Grand totals</b>						<b>96.21</b>	<b>0.00</b>	<b>0.00</b>	<b>96.21</b>	<b>0.00</b>	<b>96.21</b>			

The preview journal will give you the necessary information to charge the customer's credit card. This information includes the credit card number and expiration date, along with the amount to post to their card. After you have run the charges and have received the authorization number, you will need to edit the appropriate records and enter this information. Following are examples of the edit screen.

In the example below, the order being displayed contains all of the necessary information required for a credit card order. This includes an **“Authorization #”**, **“Authorization date”** and **“Expiration date”**. The list view screen would have displayed this record with a green icon indicating that all required information has been entered for the order.

If the order was missing the **“Authorization #”** and/or **“Authorization date”**, the icon would have been yellow and you would have the opportunity to enter that information now.

**Payment information for order # 35430**

Method of payment:

Number:

Authorization:

Authorization date:

Expiration date:

**Order summary**

Subtotal	<input type="text" value="0.00"/>
A/R deposit	<input type="text" value="0.00"/>
Cash	<input type="text" value="0.00"/>
CC payment	<input type="text" value="0.00"/>
Amount due	<input type="text" value="0.00"/>

Unposted cash amt:

Unposted CC:

In situations where the order is paid by credit card and the order contains a backorder; an additional option is available. You may select to post and update your general ledger for only the shipped portion of the order (less the back order amount ) referred to as **“Later”** or select **“Now”** to post the gross amount of the order (includes the back order amount). The following edit windows will show both options and the affect on the information being displayed. In both cases these records would have displayed a yellow icon due to missing **“Authorization”** information and due to the order containing a back order.

Post Credit Card Deposits

Payment information for order # 900

Method of payment: VI Visa Manual

Number: 4111111111111111

Authorization: / /

Expiration date: 10/11

Verification

Backorder options

Include backorder amount now

Include backorder amount later

Later = Order contains backorders. You have selected to post "Later". The total credit card deposit has been reduced by the backorder amount (tax has been included, if applicable). The backorder will have to be authorized and posted separately.

Order summary

Subtotal	364.64
A/R deposit	0.00
Cash	0.00
CC payment	0.00
Amount due	364.64

Unposted cash amt: 0.00

Unposted CC: 27.38

Ok Cancel

Edit Exclude Preview Post Close

\* = Authorization type is interface.

When you select **"Later"** the **"Unposted CC"** amount will be based upon the shipped value of the order. This will still result in a \$0.00- invoice being created. The new order created, due to the back order, will indicate payment to be made by credit card and will require a separate posting process.

Once the selection to post **"Now"** or **"Later"** is made and the deposit has been posted, additional modifications are not allowed. Please note that normally this selection is to be made once the order has been through the **"Bill/Ship Customer Order"** process.

Using the same order the following display shows the effect of selecting **"Now"**.

When you select **"Now"** the **"Unposted CC"** amount will be based on the amount due and will not be reduced by the back order amount. This will still create a \$0.00- invoice. The balance of the deposit will be moved to the back order that has been created and will not require another posting unless the amount due does not equal the credit card payment.

**Payment information for order # 35615**

Method of payment: C4 Master Credit Card Manual

Number: 4111111111111111  
 Authorization: 5T89709870  
 Authorization date: 08/16/17  
 Expiration date: /

Verification

Order summary

Subtotal: 43.60  
 A/R deposit: 0.00  
 Cash: 0.00  
 CC payment: 0.00  
 Amount due: 43.60

Unposted cash amt: 0.00  
 Unposted CC: 43.60

Backorder options

Include backorder amount now  
 Include backorder amount later

Now = Order contains backorder. You have selected to post "Now". The total credit card deposit will be ( 43.60). The backorder will be created with a deposit that is equal to the backorder amt.

Ok Cancel

Once the selection to post **"Now"** or **"Later"** is made and the deposit has been posted, additional modifications are not allowed. Please note that normally this selection is to be made once the order has been through the **"Bill/Ship Customer Order"** process.

Once you have entered the necessary information for the orders you want to post, you can select the preview option. Use the preview report to check for an errors. This will print all of the records marked green or yellow.

**Waterloo Fulfillment Company**  
**Credit Card Deposits Receipts Edit Report**

Date: 08/17/17  
 Time: 12:29:34

Page: 1  
 Oper: FF

BC	MP	M/I	Program #	Order #	Order amt	Credit amt	CR deposit	FF cash	Total dep	Prev dep	Change	Cust #	Ship to name	Un
SB	C3	M	DIGITAL	33437	45.95	45.95	0.00	0.00	45.95	0.00	45.95	16 15 Degrees		1
SB	C3	M	CONZEL	35430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10100	Central City M	0
<b>Visa Credit Card totals</b>						<b>45.95</b>	<b>0.00</b>	<b>0.00</b>	<b>45.95</b>	<b>0.00</b>	<b>45.95</b>			
SB	C4	M	1111111111	35615 #	43.60	43.60	0.00	0.00	43.60	0.00	43.60	10100	Central City M	0
<b>Master Credit Card totals</b>						<b>43.60</b>	<b>0.00</b>	<b>0.00</b>	<b>43.60</b>	<b>0.00</b>	<b>43.60</b>			
CS	VI	I		32950	12.72	12.72	0.00	0.00	12.72	0.00	12.72	10100	Central City M	0
<b>Visa - Interface totals</b>						<b>12.72</b>	<b>0.00</b>	<b>0.00</b>	<b>12.72</b>	<b>0.00</b>	<b>12.72</b>			
<b>Grand totals</b>						<b>102.27</b>	<b>0.00</b>	<b>0.00</b>	<b>102.27</b>	<b>0.00</b>	<b>102.27</b>			

The final posting report will display the same information (will include G/L postings), but only for the records that contain a green icon. At this point the Fulfillment Order can be "Transferred to Billing" and the invoice printed.