

S.3 Credit Card Setup

If you are **not** processing credit cards through MicroSale's credit card interface, you must disable credit cards on each terminal (see picture below). Check the box **Disable Credit Cards** and **Save**.

If you are processing credit cards by **phone line**, you must install Datacap's **Dial E Pay Server** on the computer that the **Datatran** modem will be connected to. Install the **Dial E Pay Server** and **Epay Administrator** on that terminal using the default install settings.

Start the **Dial E Pay Server** software once to set the default settings. You will be prompted for the COM port number that the Datatran is connected to and the tip percentage. Tip Percentage should be not less than 15; **standard is 20**.

If you are processing credit cards via a high-speed internet connection to an account with **Mercury Payment Systems**, you do not need to install any additional software or hardware.

Configure MicroSale at each terminal:



Managers Menu – Register Setup – Register Options

If the connection is to **Mercury Payment Systems**, check **Enable Credit Cards Online**. Do **NOT** check this box if you are processing credit cards through a **Datatran** modem.

Enable Credit Card Group allows you to set up two or more separate groups of terminals on the same Windows network that will each work as a separate Micro\$ale system, but all groups will process credit cards via the same connection. Each group will perform separate closing reports and store sales data separately, but credit card transactions will be stored together for all groups. The last group to Close Out for the day must manually activate the credit card batch routine from the Manager Menu – Credit Card Menu – Tips, Voids, Batching – Batch Credit Cards.

Using the Group Name assignments at each terminal will organize the credit card transactions so that each group’s reports will only show the transactions relating to that specific group. (see Group Setup)

Hold Check Open for Tip (Full Service Option Only) will keep checks open that were closed to credit card until a tip is applied to the transaction or **Exit** is pressed. The check will indicate by color that it has been paid and is now waiting for a tip to be applied.

Enable Pre Authorization C-Cards; (Full Service Option Only) allows a user to preauthorize a credit card for an amount before the sale is complete. (Only with open checks and tabs)

No of Credit Card Copies: set the number of credit card charge slips that you would like to print during credit card transactions. A credit card charge slip can also be reprinted from the Credit Card menu. The credit card charge slip will display only the last 4 numbers of the customer’s credit card account number.

Setup a Credit Card Tender:

The screenshot shows a software window titled "Credit Card, Paid Outs ,Customer Requests , Job Titles, Voids | Syst". The main area has a dark red background. At the top, "Tender Name" is set to "Credit Card" in a dropdown menu. Below this are two columns of checkboxes: "Authorization Required" (checked), "Debit Pin Pad Charge", "House Account", "Cash Tender", "Restrict Access Tender", "Restrict Access Cash", "Exchange Tender", and "Dial House Charge". At the bottom, there is a "Select One" button and a row of buttons: "Tender Types", "Paid Outs", "Customer Request", "Job Titles", "Void Reasons", and "Tip B".

Register Setup -- Register Configuration

Press **Tender Types** button, and type in the name desired (“Credit Card” for example). **Do not** separate credit card types here. The totals for each type of credit card will be separated and itemized automatically on the reports. Press **Save** to save the new credit card tender to each terminal.

Credit Card Server Setup:

ONLINE via an account with **Mercury Payment Systems:**

Credit Card / Accounts Setup	
Primary Host Name	x1.mercurypay.com
Secondary Host Name	x2.mercurypay.com
Merchant Id Number	Enter Account Number
Terminal Id	00000
Authorize Percentage	20
Data Cap Dial Host	
Default Dial Default Internet Mask On Delete Save	

In Register Setup, Register Configuration – Credit Card / Accounts Setup tab

Primary Host Name = **x1.mercurypay.com**

Secondary Host Name = **x2.mercurypay.com**

Merchant Id Number is the account number from mercury (usually **00000000000=**name)

Terminal Id = **00000**

Authorize Percentage (tip percentage) should be not less that 15; **standard is 20.**

Click the **Default Internet** button, and then type the alphanumeric account number from **Mercury** in the Merchant Id Number box. **Save, exit to Windows, and restart Micro\$ale.**

DIAL via Datatran modem using Dial ePay software interface:

Credit Card / Accounts Setup	
Primary Host Name	Enter Server Name
Secondary Host Name	Enter Server Name
Merchant Id Number	DialEPay
Terminal Id	00000
Authorize Percentage	20
Data Cap Dial Host	
Default Dial Default Internet Mask On Delete Save	
Find Network Remotes	

For **Datatran** Connections, the Primary Host and Secondary Host will both be the name of the computer the Datatran modem is attached to. The Merchant ID Number is *DialEPay* and the terminal ID = 00000

Click the Default Dial button. Then click *Find Network Remotes*. This will create a list of all computers on the Windows network. Click on the name of the computer that is connected directly to the datatran modem, and then double-click in the white box next to Primary Host Name to enter the name there. Then double-click the white box next to Secondary Host Name to enter the same computer name there. Save, exit to Windows, and restart Micro\$ale.

DATA CAP DIAL HOST IS FOR DATA CAP DIAL HOUSE ACCOUNTS ONLY.

Once the terminals are setup and configured for credit card processing, you should run a test transaction with every card type the store will be accepting and then process a batch to make sure that the money is being deposited correctly.