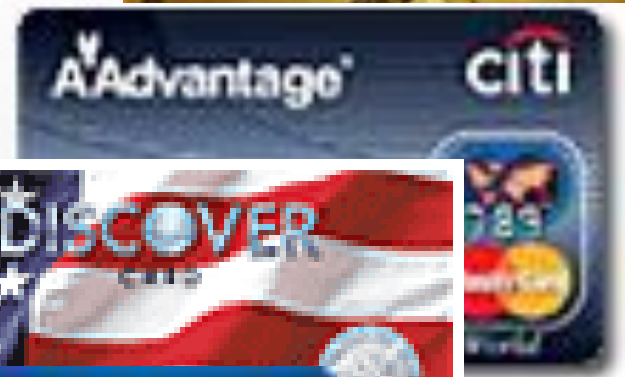
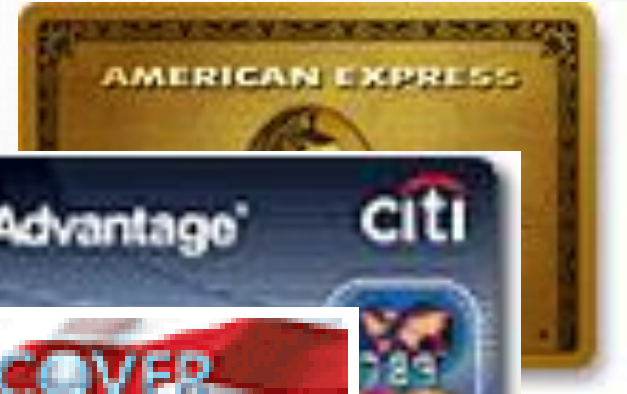


# CREDIT CARD PROCESSING OVERVIEW



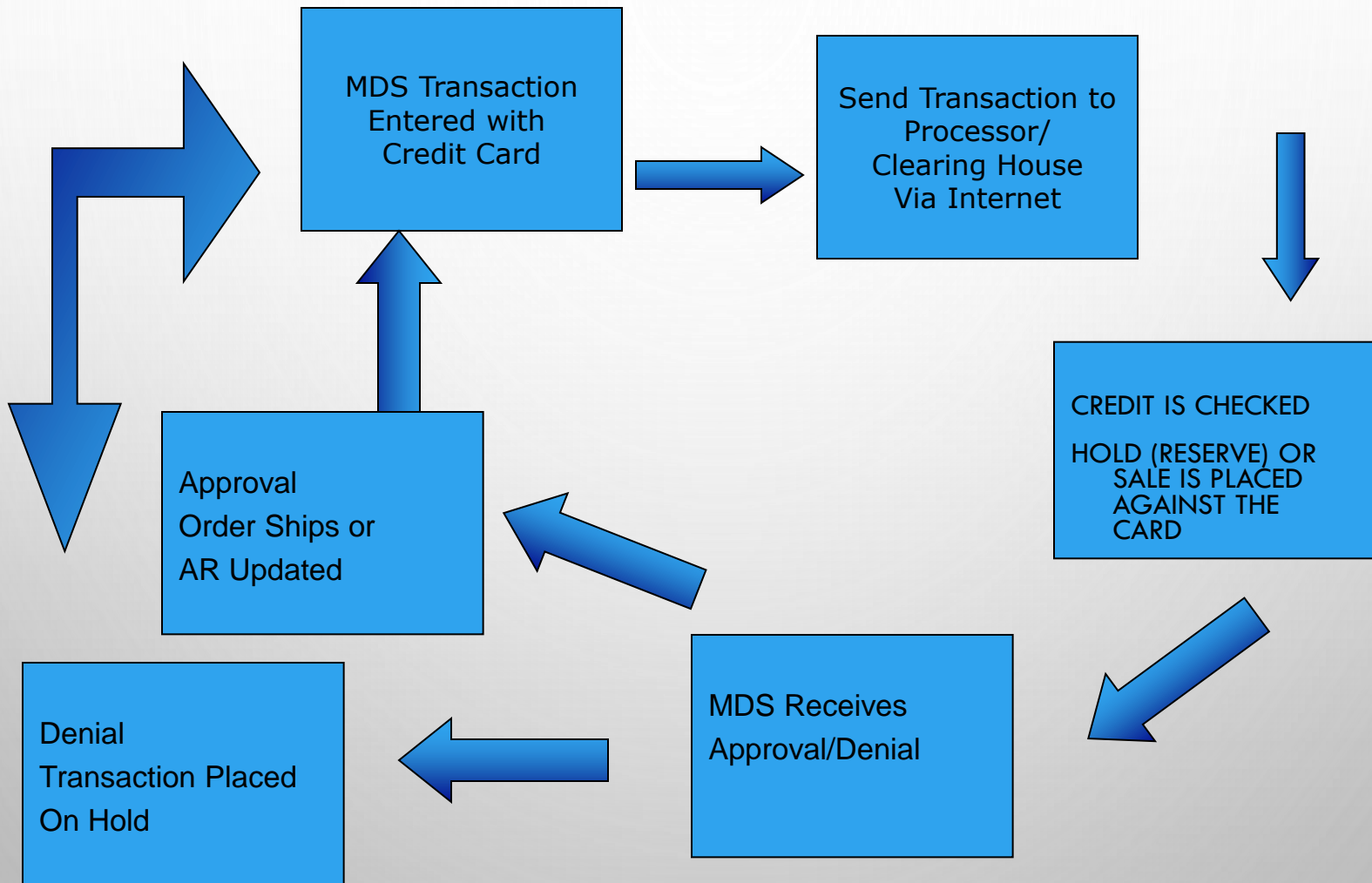
**The Systems House, Inc.**  
*Software Solutions for Distributors*



# CREDIT CARD SETUP OVERVIEW

- DECIDE ON PROCESSOR/CLEARING HOUSE SOFTWARE
  - 0=AUTH.NET,
  - 1=EPROCESSINGNETWORK ,
  - 2=ICVERIFY ,
  - 3=PAYMENTECH/ORBITAL,
  - 4=3DSI NETWORK,
  - 5=SYNAPSE/MARATHON
  - 6=CARDCONNECT REST API
  - 7=CBS EBIZCHARGE (CENTURY)
  - 8=BASYS PRO
  - 9=PAYTRACE API
  - 10=CARDKNOX HTTPS API
- SETUP WITH YOUR BANK

# HOW IT WORKS



# ORDER/QUOTE PROCESS FLOW

- IN QUOTES – CC CASH IS APPLIED AS A DEPOSIT
- IN ORDER ENTRY THE SHIP AMOUNT PLUS A FREIGHT ALLOWANCE IS AUTHORIZED AT ENTRY TIME
- DURING VERIFICATION EACH SHIPMENT IS CHECKED AGAINST THE AUTH AMOUNT
  - IF THE AMOUNT IS THE SAME THE AUTH IS SENT FOR APPROVAL
  - IF THE AUTH AMOUNT IS DIFFERENT THE AUTH WILL BE CANCELED AND A NEW SALE FOR THE RELEASE AMOUNT WILL BE SENT
- DROP SHIP ORDERS WILL PROMPT IF YOU WANT TO BILL UPFRONT, IF YES IT WILL SEND A SALE FOR THE FULL AMOUNT
  - AT INVOICE UPDATE TIME (ONLINE OR AT EOD) THE MDS SYSTEM WILL CREATE AN ON ACCOUNT RECORD AND AN INVOICE RECORD. THE TWO TRANSACTIONS WILL BE APPLIED TO CREATE A ZERO BALANCE
- PAYMENTS OR CREDITS CAN BE DONE USING THE PAYMENT ENTRY SCREEN

# MDS ORDER ENTRY

MDS for Windows Version 8.2.2 - [rs6000d.tshinc.com-12 BASE.12-CREDIT.CARD.POPUP010S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

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Order Entry Header

Company 01 Sell Whse 001 Ship Whse 001

Order# 138681 Date 04/06/06 The Systems House 012345678901234 012345678901234

Bill Customer IDEAL 201-444-4545 Ship-To The Systems House

IDEAL DISTRIBUTION CO Country IDEAL DISTRIBUTION CO Country

10 CLIFTON BLVD. 10 CLIFTON BLVD.

CLIFTON NJ 07015 CLIFTON NJ 07015

Cust Class 02 OEM Salesman 000 HOUSE ORDERS

---

2.Req Dt 04/06/06 Future N Bikt N

3.As of Dt

4.Terms 05 MDS CREDIT CARD

5.Source

6.Cust PO#

7.Direct Vendor

8.Spec Ins

9.Caller

10.Ship Via 04 FEDERAL EXPRESS

11.Cash

12.M/Bill

---

Credit Card Entry

1.Type M/C

2.Number 5555-5555-5555-4444

3.Name DAVID FERTIG

4.Exp Dt 1207

5.Verify# 1234

6.Address 12 CLIFTON BLVD.

7.Zipcode 07015

8.Corp Cd Y

Enter Line# to Change,0 to Accept: X

---

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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# GETTING CC AUTHORIZATION

default - [RS6000D.tshinc.com-56 BASE.12-SSS.OE.TOT.INPUT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Previ

Co 01 Whse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Order# 138332

Lines	Order Qty	Ship Qty	Open Qty	Dollars
1	10	10		100.00

Order Date 04/06/06

1. Trade Disc% 10.00 0.00

2. Charge Freight Y

3. Ship Via 04 FEDERAL EXPRESS

4. Ship Zone 001

5. Freight 11.00

6. Tax Juris 1 NEW JERSEY

Tax % 6.00 ON 100.00 6.00

7. Misc Charge 0.00

8. Cash Disc% 0.00 0.00

Total 117.00

9. Salesman 000 HOUSE ORDERS

Commission % 0.00

10. Resid/Comm R 11.Freight Class

Now getting Credit Card Authorization

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			CUSTNOTE		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

# CC APPROVAL/DENIAL MESSAGE

default - [RS6000D.tshinc.com-56 BASE.12-SSS.OE.TOT.INPUT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Order Previ  
 Co 01 Whse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Order# 138332

Lines	Order Qty	Ship Qty	Open Qty	Dollars
1	10	10		100.00

Order Date 04/06/06

1. Trade Disc% 10.00 0.00  
 2. Charge Freight Y  
 3. Ship Via 04 FEDERAL EXPRESS  
 4. Ship Zone 001  
 5. Freight  
 6. Tax Juris 1 NEW JER:  
 Tax % 6.000 ON  
 7. Misc Charge  
 8. Cash Disc% 0.00

Total 117.00

9. Salesman 000 HOUSE ORDERS  
 Commission % 0.00  
 10. Resid/Comm R 11.Freight Class

Now getting Credit Card Authorization

MDS for Windows 7.12.4

Credit Card Denied - Amount: \$117.00 Invalid Card #

OK

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING		CUSTNOTE		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

# CREDIT RELEASE MAINTENANCE

Credit Hold Release Maintenance

Order# / Release# 01138049001

Customer# IDEAL Internal# 100013 Customer Terms 05 MDS CREDIT CARD  
 Name IDEAL DISTRIBUTION CO Order Terms 05 MDS CREDIT CARD  
 Address 10 CLIFTON BLVD. Operator SY1

CLIFTON NJ 07015

Salesman 000 HOUSE ORDERS

Credit Method 05  
 Credit Limit 10000  
 Credit Hold N  
 A/R Balance 80.05  
 Open Order \$ 24681.35  
 In Picking \$ 3248.78  
 Total Amount 583.00  
 Review Comment AUTO REVIEW  
 Hold Reason

Credit Card Entry

1.Type VISA  
 2.Number 4444-5555-5555-1236  
 3.Name JOHN SMITH  
 4.Exp Dt 1207  
 5.Verify# 025  
 6.Address 10 CLIFTON BLVD  
 7.Zipcode 07015  
 8.Corp Cd Y

Enter Line# to Change, 0 to Accept:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup
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# PAYMENT/CREDIT USING A CREDIT CARD

default - [RS6000D.tshinc.com-56 BASE.12-CCI.CREDIT.CARD.POPUP012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Credit Card Payment Entry

1.Release#/Cust#  
2.Number 3717  
3.Type AMEX  
4.Name David Fertig  
5.Exp Dt 0506  
6.Verify#  
7.Address 10 CLIFTON I  
8.Zipcode 07015  
9.Corp Cd N  
10.Amount 0.00  
11.Comp# 01 Test Company -1  
12.Payment/Credit C

Enter Line# to Change,0 to Accept:

**Inquiry List**

Settings Help

ACCEPTABLE VALUES :

P Payment  
C Credit

**MDS for Windows 7.12.4**

Credit Card Approved - Amount: \$117.00

OK

Add OK Cancel

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

# CUSTOMER RELATIONSHIP MANAGEMENT

Customer	Relationship	Management	Call	(Detail)	# in list
Customer#	UMC	Internal#	100011	Position in list	
Credit Hold	N	Credit Limit	9,999,999	A/R Balance	123,061.98
Name	UNIVERSITY MEDICAL CENTER		Phone#	Fax#	973-777-1483
Address1	1 STATION PLAZA		E-Mail	df@tshinc.com	
Address2			2.SIC Code		
Address3	TEST 2		3.Contact1		
City	EDMONTON	WA	07000	4.Contact2	
1.Business			5.Follow Up	07/17/03	00:00

6.	Oper	Date	Time	Notes/Text
Contact			Email	
Topic			Ret	
1.SY1		02/28/06	16:46	CREDIT CARD ON ACCOUNT FOR \$0.00CHECK NUMBER
	CASH MESSAGE			
Act				
2.SY1		02/27/06	15:07	CREDIT CARD ON ACCOUNT FOR \$125.00CHECK NUMBER 200
	CASH MESSAGE	01128832		60227140814.05971.95425
Act				

Enter Line Number to Change or '0' to Accept: xxxxxx

Contacts	Prev Rec	Next Rec	AR Inq	Add Note	Mds Inq	Cust Ord	Cred Card	Topic
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off

Message	Board	Credit	Card	Entry
1.Type	VISA			
2.Number	4444-1111-1111-1111			
3.Name	JOHNNY SMITH			
4.Exp Dt	1208			
5.Verify#				
6.Address	1 STATION PLAZA			
7.Zipcode	07000			
8.Corp Cd	N			
9.Amount		0.00		
10.Comp#				



# A/R INQUIRY – ON ACCOUNT

default - [RS6000D.tshinc.com-56 BASE.12-DET.AR011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer Accounts Receivables

Company# 01 Test Company -1 Creation Date 05/14/80

Customer# IDEAL IDEAL DISTRIBUTION CO

City St Zip CLIFTON

Start Date End Date

Salesman# 000 HOUSE ORDERS

1.Customer Comments

High Cred\$ 406266 OpenOrder\$ 76576.19 A/R Balan

Invoice Order Payment

Last Date 502853 138335 10

Date 03/06/06 04/06/06 03/14/06

Ln#	Typ	Invoice#	Date	Ref
36	O/A	01128855	04/06/06	1288
36	C/M	01130795	01/12/04	1307
38	C/M	01130797	01/21/04	1307
39	S/C	01134162	05/28/03	
40	S/C	01134164	06/13/03	134
41	S/C	01134170	10/29/03	134
42	S/C	01134178	11/30/03	134

Enter 'END' to exit, 'CC' for cust comments, or 'TT'

Select Stmt Prt Det AR Details Agt

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Inquiry List**

Settings Help

**AR DETAIL INQUIRY**

TYPE	DATE	REF NO	AMOUNT	REF .DATA	PPER
O/A	04/06/06	128855	117.00	20060406111751-	0603

Add OK Cancel

# A/R INQUIRY – INVOICE

Customer Accounts Receivables

Company#	01	The Systems House, Inc.	Creation Date	05/14/80
Customer#	UMC	UNIVERSITY MEDICAL CENTER		
City St Zip	EDMONTON	WA 07000	Credit Meth	00 Cred Hold N
Start Date		End Date		
Salesman#	001	TSH		

1.Customer Comments

High Cred\$	OpenOrder\$	A/R Balance
350921	29397259.63	122690.9

	Invoice	Order	Payment
Last	131021	140453	371.00
Date	05/25/07	06/05/07	05/21/07

Ln#	Typ	Invoice#	Date	Ref#
8	INV	01503539	05/21/07	
9	INV	01503540	05/21/07	
10	INV	01503541	05/21/07	
11	INV	01503528	05/15/07	
12	INV	01503515	04/04/07	
13	INV	01503510	04/03/07	
14	INV	01503401	01/23/07	

Select	Stmt Prt	Det AR	Details	Aging
HELP	OK/END	INSERT	LDELETE	PREV PG

Inquiry List

Settings Help

AR Detail Inquiry for 01503528

Type	Date	Ref No	Amount	Cust Ref	FPer
INV	05/15/07		371.00	20938475	0702
PMT	05/15/07		-371.00	20938475	0702

Add
OK
Cancel

# ACCOUNTING PROCEDURES SUMMARY

- INVOICES WILL SHOW AS PAID
- O/A WILL SHOW AS OPEN UNTIL THEY ARE APPLIED
- ANY ITEMS PAID OFF FROM THE CRM SYSTEM WILL DISPLAY A NOTE TO THE CASH OPERATOR ON HOW TO APPLY
- YOU CAN PRINT A RECEIPT FOR YOUR RECORDS
- YOU CAN RUN REPORTS TO MATCH TO DAILY CASH
- DAILY CASH BATCH WITH CC IN THE BEGINNING (CC-VISA, CC-AMEX, ETC) WILL ALLOW YOU TO TIE OUT TO DAILY/MONTHLY TOTALS FROM YOUR MERCHANT BANK REPORT THE SAME WAY