

## (TR-K) vs. (TR-P) for Prepays and Credit Cards

On the (TR) Order Entry Standard Reports screen, there are two credit card selections that are closely related and often confused:

- **(TR-K) Gateway Credit Cards Report.** This is simply a report that will list prepay and credit card orders coming from your Ensite Pro™ order entry, from Dealer Station® DDMS Edition or similar integrated Web storefronts, or both.
- **(TR-P) Credit Card Service Capture and Invoicing of Prepay Orders.** This function sends a batch of prepay transactions to the verification service, invoices and prints the related pick tickets, and authorizes and charges the credit cards. In effect, it executes a “mass” Pay on Prepay.

This document will describe each one and explain when it is best to use them.

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                (TR) Order Entry Reports   rev. (05/17/04)
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A. Picking Tickets.                B. Invoices.                C. Quotes.
D. Shipping Labels/Manifest ..... Type ?. L/M/T
E. Pick File Report .. Reindex ?. Today's ?. Paycode ?. To ?. Status ?. To ?.
F. Daily Invoice Register          ** Must Be Done Before Backup (MA) **
G. Flush Backorders               ** Do Not Release Receipts Until Finished **
H. Stock Receipts Report ..... Release To On-Hand ?. Y/N
                                   Labels ?. Y/N/B Alignment ?. Y/N Class ?. To ?.
I. Exception Report ..... Lost Sales ?. Y/N Delete ?. Y/N
J. Invoice Copies.
K. Gateway Credit Cards Report.
L. Scan Items to Check Against Pick Tickets.
M. Send Invoices Electronically
P. Credit Card Service Capture and Invoicing of Prepay Orders. Modem ?
V. Auto Verify with Batch Printing.
   P/O #..... To #..... Vendor #..... To #.....
   Pick #.....- To #.....- Route :... To :... ?. R/M
   Zip #.....- To #.....- Writer :... To :...
   Name :..... To :.....
   Sort Order 1). 2). #=Pick Nbr, C=Cust Name, M=Shipping Route, R=Route,
                                   D=Date, S=Slsn, T=Taker, Z=Zip
=====
Report [.] Loc [ 1] Printer [1] Format [....] Status [.] Copies [..] Totals [.]
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### (TR-K) Gateway Credit Cards Report

#### How It Works

To list prepay and credit card orders coming from your Ensite Pro™ order entry and/or from your integrated Web storefront such as Dealer Station® DDMS Edition, use the (TR-K) Gateway Credit Cards Report. This report includes card type (Amex, Visa, and so forth), account number, card expiration date, name on the card, original amount of the order, any previously paid amount, and the amount of shipped merchandise.

If you have a password set up for Credit Cards in the (LA) Customer And A/R Parameters screen, you can restrict access to the information.

You can limit the report to:

- Orders with an unpaid balance.
- Orders solely from your “Gateway” Web storefront such as Dealer Station.



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- Orders placed today only.
- One or more credit cards (Master Card, Visa, American Express, Diner’s Club, Carte Blanche, Discover, or other credit cards).
- A particular pick ticket number or a range of pick ticket numbers.
- A particular order date or a range of order dates.
- A particular customer account or a range of customer account numbers.
- The status of the ticket. (Orders placed on hold are **not** on this report.)

You can also specify the sort order:

- **Blank** – If you leave this field blank, the system sorts the report first by credit card account number, and then by the name on the credit card.
- **T** – The system sorts the report first by credit card type (Visa, Master Card, and so forth), then by credit card account number, and finally by the name on the credit card.
- **D** – The system sorts the report first by order date, then by credit card account number, and finally by the name on the credit card.
- **C** – The system sorts the report first by customer account number, then by credit card account number, and finally by the name on the credit card.

## How To Use It

Unlike with (TR-P), running a (TR-K) does **not** automate authorization transmissions, nor does it move orders to invoice status. The (TR-K) Gateway Credit Cards Report (illustrated in the following figure) is simply a report of prepay and credit card orders. If you need a report of credit card orders taken through your Web storefront, use the (TR-K).

YOUR COMPANY NAME		GATEWAY CREDIT CARDS REPORT										11/02/04	
STREET ADDRESS		FOR LOCATION ( 1 )										16:17:58	
ANYTOWN		US 11111										PAGE 1	
CUSTOMER #	DEPT	TICKET #	S	DATE	SHIPTO	ZIP	CUST. P/O#	SUBTOTAL	TAX	TOTAL	ORIG. AMT.	AMT. PAID	UNPAID BAL
1001		VISA			Name :DEALERSTATION CUSTMR			Acct #987654321046458		Exp. Date : 11/03/06			
		10010-0	6	11/02/04	11111	6789		178.21	.00	178.21	178.21	.00	178.21
1002		VISA			Name :RETAIL CUSTOMER			Acct #123456789012345		Exp. Date : 11/03/06			
		10013-0	6	11/02/04	11111	4321 121		21.40	.00	21.40	21.40	21.40	.00
1003		VISA			Name :PREPAY CUSTOMER			Acct #014725836901531		Exp. Date : 10/31/06			
		10012-0	6	11/02/04	11111			225.00	18.56	243.56	243.56	100.00	143.56
1004		VISA			Name :DS & WALKIN CUSTOMER			Acct #741085209630697		Exp. Date : 06/30/06			
		10011-0	7	11/02/04	11111	0574		189.62	.00	189.62	189.62	.00	189.62
1004								1445.24	.00	1445.24	1445.24	.00	1445.24
1004								654.00	.00	654.00	654.00	654.00	.00
1005		MASTER CARD			Name :BOB'S INSURANCE			Acct #9630852071234564		Exp. Date : 11/11/06			
		10016-1	6	11/02/04	11111			156.40	.00	156.40	156.40	.00	156.40
1006		AMEX			Name :ABC CONSTRUCTION			Acct #8520014736654987		Exp. Date : 11/11/06			
		10017-1	B	11/02/04	11111	0574		651.45	.00	651.45	651.45	651.45	.00

The (TR-K) report gives you the information you need to manually authorize credit cards over the phone in case of connectivity problems, or in case you don’t subscribe to an electronic verification service.



## (TR-K) vs. (TR-P) for Prepays and Credit Cards

For detailed instructions, see “Chapter 19: Gateway Credit Cards Report” in *What’s New in Versions 3 & 4* at

[www.ddms.com/resources/doc/standard\\_doc/Standard/Changebk/V4Ch19.pdf](http://www.ddms.com/resources/doc/standard_doc/Standard/Changebk/V4Ch19.pdf)

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**Note:** You can print the (TR) [K] Gateway Credit Cards Report on your laser printer if you set up each of your laser printers in the (L1L) Laser Printer Parameters Screen to compress reports to 17 CPI (characters per inch), then automatically reset back to 10 CPI. The laser printers must be setup using the HP4 printer emulation. When setting up laser printers in TBLServer, you must set the printers up as LP. For information on other reports that can be printed on the laser printer, see “New Parameter Screen Added” on page 10 of *What’s New in Version 5* at [www.ddms.com/Resources/Doc/version5/whatsnew\\_ver5.pdf](http://www.ddms.com/Resources/Doc/version5/whatsnew_ver5.pdf)

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### (TR-P) Credit Card Service Capture and Invoicing of Prepay Orders

#### What It Is

A prepay order (pay code 4) is used when the customer pays for a portion of the order in advance. The amount paid is posted to the customer’s accounts receivable account as a “PAYMENT DEP.” The Ensite Pro® system stores credit card transactions that await final transmission and invoicing in the P-CC file.

To get a prepay or credit card order to invoice status, you can use the Pay on Prepay action code to accept final payment on each order individually, which will remove the transaction from the P-CC file. If you do not use the Pay on Prepay action code, the ticket does not move to a status B (invoice), and the transaction record stays in the P-CC file. (Note: Final verifying will NOT invoice nor charge the credit card.)

But there is a more automated way. Users of Approval Link 2.0 or Approval Link + can use the [P] **Credit Card Service Capture and Invoicing of Prepay Orders** option in the (TR) screen to automate the pay on prepay process and obtain credit card authorization, which saves significant time. Instead of individually executing the action code of Pay on Prepay on each ticket, the (TR-P) process executes a “mass” Pay on Prepay and obtains a batch of authorization codes for the credit card transactions on these prepay orders.

#### How It Works

When you use the (TR-P) function, several things happen at once:

- The DDMS system sends pick tickets to the verification service, and invoices them.
- The credit cards are authorized and charged accordingly.
- The completed transaction records are marked to be purged from the P-CC file automatically during day-end procedures.
- The tickets print according to the limits you specify. The TR-P will then print the Credit Card Transmission Report (if you specify Y when prompted to print it).



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As illustrated in the following figure, the Credit Card Transmission Report lists all pick tickets transmitted to the verification service, dollar amounts, and a status message to notify you of possible problems with tickets.

YOUR COMPANY NAME		CREDIT CARD TRANSMISSION REPORT										11/01/04	
STREET ADDRESS												16:52:58	
ANYTOWN		US 11111										Page 1	
PICK NBR	ORD.DATE	CUSTOMER NAME	PGM	HLD.DATE	HLD.TIME	AMOUNT	CARD TYPE	S	STATUS MESSAGE				
10001-1	11/01/04	AAA CUSTOMER NAME	TB	11/01/04	09:11:11	156.40	OTHER	N	AccountNumber: Invalid Card Type				
10002-0	11/01/04	BBB CUSTOMER NAME	TB	11/01/04	10:21:45	178.21	VISA	N	AccountNumber: Invalid Card Type				
10003-0	11/01/04	CCC CUSTOMER NAME	TB	11/01/04	11:19:52	21.40	VISA	Y	Approved; Auth=VITAL1		Ref=10092127		
10004-0	11/01/04	DDD CUSTOMER NAME	TB	11/01/04	12:15:00	42.80	VISA	Y	Approved; Auth=VITAL4		Ref=10092138		
10005-0	11/01/04	EEE CUSTOMER NAME	TB	11/01/04	14:20:13	42.80	VISA	Y	Approved; Auth=VITAL7		Ref=10092142		
10006-0	11/01/04	FFF CUSTOMER NAME	TB	11/01/04	14:23:50	100.02		Y	Approved; Auth=VITAL2		Ref=20122834		
10006-1	11/01/04	GGG CUSTOMER NAME	TB	11/01/04	15:35:06	.00		Y	NO STATUS 6 OR 7 SHIPPED ITEMS ON ORDER				
10007-0	11/01/04	HHH CUSTOMER NAME	TB	11/01/04	15:47:32	104.62		Y	Approved; Auth=VITAL5		Ref=7HNg2		
10008-0	11/01/04	III CUSTOMER NAME	TB	11/01/04	16:21:59	64.77		Y	Approved; Auth=VITAL5		Ref=EEMk2		
SUCCESSFUL TRANSMISSIONS #		7	\$	376.41									
FAILED TRANSMISSIONS #		2											
NOT SENT TRANSMISSIONS #													

### How to Use It

The (TR-P) Credit Card Service Capture and Invoicing of Prepay Orders function is best used to move batches of pre-pay credit card orders to invoice status, while automatically transmitting credit card verifications for final payment. For detailed instructions, see “Batch Capturing and Invoicing Prepay Orders” on page 4 of *Creating Prepay Orders* ([www.ddms.com/resources/support/faq/orderentry/prepay.pdf](http://www.ddms.com/resources/support/faq/orderentry/prepay.pdf)).

### Additional Information

For information about Approval Link™, see “Credit Card Transactions Made Easy” at [www.ddms.com/products/applink/applink.htm](http://www.ddms.com/products/applink/applink.htm)

See “Setting Up and Using Credit Cards and Approval Link 2.0” at [www.ddms.com/resources/support/faq/orderentry/ccAppLink2.pdf](http://www.ddms.com/resources/support/faq/orderentry/ccAppLink2.pdf) to learn how to process credit cards through your DDMS system.

See “Creating Prepay Orders” at [www.ddms.com/resources/support/faq/orderentry/prepay.pdf](http://www.ddms.com/resources/support/faq/orderentry/prepay.pdf) to learn how to use the Prepay pay code in Order Entry, which lets you enter the customer's credit card information and saves all the credit card information for the order. Afterwards, you can use the Pay on Prepay action code to manually invoice each pick ticket. Or, you can use the batch capturing and invoicing feature to bill the customer's credit card and invoice the order. Batch capturing and invoicing improves prepay flow for all DDMS users.

For online help on PrePays, see “Understanding Prepay Orders” at [www.ddms.com/Resources/help/orderentry/Understanding\\_Prepay\\_Orders.htm](http://www.ddms.com/Resources/help/orderentry/Understanding_Prepay_Orders.htm)

For information about Dealer Station® DDMS Edition, see product information [www.ddms.com/products/dealer\\_station/ds\\_splash.htm](http://www.ddms.com/products/dealer_station/ds_splash.htm) or see documentation at [www.ddms.com/support/faq/ecommerce.htm](http://www.ddms.com/support/faq/ecommerce.htm)