# CE Payments - Card Present -Configuration

2019 - Summer Edition

#### User Guide - Table of Contents

**Overview** 

**Device Activation** 

Configuration (CMA)

Deactivate Device

Charge Settlement Type

Charging Tickets in POS

Classic POS

Mobile POS

### Overview

Clients using CE Payments wanting to accept Card Present transactions at the Club must first have physical Credit Card readers at the Club, which must be configured to work with CE Payments systems. This guide details Configuration, Device Setup, and How to Charge. Clients can purchase appropriate readers from POS Portal at the Clubessential microsite found <u>here</u>.

### **Device Activation**

Users will need to activate their Physical CC Readers before getting connected to the CE Payments System. CE Payments Card Present transactions currently work with the following devices:

#### a. iSMP4

- i. This card reader works over local WiFi.
- ii. Users will need to power on and then connect to their WiFi network.
- iii. Click any of these links to assist with the setup of this device.
  - 1. Help Option 1
  - 2. Help Option 2
  - 3. <u>Help Option 3</u>

#### b. iPP320

- i. This card reader works via an Ethernet connection.
- ii. Users will need to power on the device and connect to Ethernet.
- This device is plug and play. If you need more info, click <u>this link</u> for documentation to assist with the setup of this device.

Both devices will display an **Activation Code** (6 or 7 letters and numbers) when setup correctly. After the Activation Code is received, then the configuration can begin within CE Payments.

# Configuration (CMA)

First, connect to the Club's server, and run CMA. Next, create a Merchant Processing Token.

- 1. Select, System, Merchant Processing Tokens.
- 2. Once in the Merchant Processing Grid, select New.
- 3. Select the Processor drop-down menu and select **CE Payments** from the available options.



- 4. Enter Credentials provided through Finix (check with Patrick Morrison) for these details. As shown below, include UN & PW, Application ID, & Identity ID. <u>Please Note</u>: If the Client is already using Paycloud the credentials should be listed in the dashboard already, available to be copied and pasted into this setup.
- In order to create the Merchant ID, once credentials above have been entered, select Provision.

Processor:	CE Payments	V
Mama	art alliera	
Name:		
CE Payments	A	
Usemame:	1	
Password:		1
Application ID:		
Identity ID:		
Mandarat ID.		The second
Merchant 10;		Provisio

Please see the fully filled out CE Payments Credentials screen below. After Provision has been selected, the Merchant ID will populate. (Note: Is Test Credentials box will not be checked in a live scenario)

Processor:	CE Payments	~
Name:	(Finix-TEST) CE Payments	
Payments		
Username:	US2zD486JFq9c8sUDjgYxV	
Password:	**************	
Application 1D:	APeUbTUjvYb1CdPXvNcwW1wP	
Identity ID:	IDsbTBawhnLBAVeinRb84vFR	
Merchant ID:	MUu56ZGx3Xb6U9gAqKfgNisd	Provision
	Is Test Credentials	
	have been and the second secon	

6. After the Merchant ID has been provisioned, the next step is to Activate the Devices. Do so, by selecting **Device Management**, highlighted below.

Processor:	CE Payments	~
Name:	(Fintx-TEST) CE Payments	
Payments		
Username:	US2zD486JFq9c8sUDjgYxV	
Password:		
Application ID:	APeubTujyYb1CdPXvNcwW1wP	
Identity ID:	IDsbTBawhnLBAVeinRb84vFR	
Merchant ID:	MUU56ZGx33056U9gAqKfgNisd	Provision
	🗹 Is Test Credentials	
23		

Device Management shows a listing of all Activated devices in addition to allowing users to Create a Device, as shown here. Name the **device**, select the **model** number, enter the **Activation Code**, and click **Create** to kick-off the activation.

Create Device					
Name:		Model: 1PP3	20 ~	Activation Code:	Create
Bevices	N				
Name	45			Model	
ISMP4				ISMP4	
PP320				1FP320	

<u>Please Note</u>: The name given to each device will be seen by employees at the Club when in the Point of Sale. Some examples of acceptable names would include the location and description, like Hostess Stand, Golf Shop1, Main Dining Bar, etc.

 Once the create button is selected, Office will talk to Finix which will ultimately talk to Worldpay to activate the device. The process will take 5-10 seconds. Once the device has been activated, the activation code/logo on the device will change to "TriPOS". A few seconds later, "TriPOS" will be replaced with "CE Payments", and the device will then show up in the grid as having been added/activated.

#### **Deactivate Device**

To deactivate a device in the grid, select the device from the grid, and hit the **delete** key on the keyboard. The "CE Payments" verbiage will then revert back to the activation code/logo. Clubs would want to deactivate in order to activate with a new token or change the name/location send the device somewhere else.

### Charge Settlement Type

Access **System**  $\rightarrow$  **Charge Settlement Types** and then select **New**. This process is just like creating a Settlement Type for any other processor.

Name the Payment Type, select what Payment it is from the **Type** dropdown menu (for Card Present Transactions this will always be Credit Card), select the corresponding **Token** that you created previously, and then select which **Devices** and **Areas** you wish the Payment Type to show on.

Also, include the **display name**, and the **location**.

	Nurse r Mbe				
Name:	CE Payments				
Description:					
ebit Ledger:	00-3021-00-00 CG	*			
Type	Credit Card	• Token	(Finix-TEST) CE	Payments	4
OS Display O	ptions				
	Devices		Areas		
at Danquets	PUS	MG-Adm	inistration		
80-Barphep 80-Barphep 80-Golf Shop 80-Golf Shop 80-Golf Shop 80-Golf Shop 80-Golf Shop 80-Golf POS 80-Hot Prep 80-Lounge PI 80-Lounge PI 80-Lounge PI 80-Lounge PI 80-Lounge PI 80-Pool POS 80-Pool POS 80-Pool POS 80-Pool POS 80-Pool POS	POS NOS recept recept OS OS receipt receipt	MG-Adm RC-Gulf RC-Dinir RC-Club RC-Ban SC-Dye TR-Galf MM-Galf ON-Galf ON-Galf ON-Galf ON-Galf ON-Mari ON-Lod ON-Lod	imstration Shop 0 Events quets Galf Shop Shop Shop Shop Shop na ge nis		
8V-BarPrep BV-Cold Prep BV-Cold Prep BV-Cold Shop BV-Cold Shop BV-Cold Shop BV-Cold Shop BV-Lounge PU BV-Lounge PU BV-Loun	POS  205 recept recept 25 25 receipt receipt	MG-Adm RC-Guil RC-Dinin RC-Club RC-Tan SC-Dye- TR-Golf NM-Golf ON-Golf ON-Golf ON-Mari ON-Mari ON-Mari ON-Mari	inistration Shop Events quets Galf Shop Shop Shop Shop Shop Shop Shop Shop		
8V-BarPrep 8V-Gold Prep 8V-Gold Shop 8V-Gold Shop 8V-Gold Shop 8V-Gold POS 8V-Hot Prep 8V-Lounge PI 8V-Lounge PI 8V-Lounge PI 8V-Lounge PI 8V-Lounge PI 8V-Lounge PI 8V-Dol POS 8V-Pool POS 8V-Tum POS Name: Location X:	POS DOS recept receipt OS SF receipt receipt 0 Location Y: 0	MG-Adm RC-Gulf RC-Divin RC-Cho RC-Cho RC-Cho SC-Dye- TR-Golf MM-Golf ON-Golf ON-Golf ON-Golf ON-Golf ON-Golf ON-Golf	inistration Shop Events puets Galf Shop Shop Shop Shop ha ge nis		
N Barhep 3V-Cold Preg 8V-Golf Shop 3V-Golf Shop 3V-Golf Shop 3V-Golf Shop 3V-Golf Boy 3V-Hot Preg 3V-Lounge P 8V-Lounge P 8V-L	POS POS Spos receipt receipt OS So receipt Control to the second s	MG-Adat RC-Gatt RC-Dinit RC-Chan SC-Dye- TR-Goly MM-Galf ON-45 ON-5 ON-5 ON-5 ON-5 ON-5 ON-1 Chi-1 ON-1 Chi-1 ON-5 ON-5 ON-5 ON-5 ON-5 ON-5 ON-5 ON-5	inistration Shop IEvents Jupts Golf Shop Shop Shop Shop Shop Shop na ge na		

### Accounting Settings

Access System  $\rightarrow$  System Settings  $\rightarrow$  Accounting and scroll down to the CE Payments section. Check the box to Enable Settlement Pull, then specify the bank account that card present transactions should flow in to (Settlement Account). Also specify the account that fees incurred for card present transactions should flow in to (Fee Account). Then click the Save button.

📸 Manage Members 🛛 🛃 Report	ing Dashboard	🕲 Syste	em Setti	ngs 🗙 🧒 Minin	nums	
🖏 General	i iscai	rcai Liiu.	Decen			
K Accounting	Feder	al Tax ID:	20-83	50566		
Counts Payable	Acco	unt Mask:	AAAA	AAAAA-DDE		Account Mask Help
Accounts Receivable	G/L Validat	ion Level:	Ignor	e invalid accounts or	i save. 🗸	
Guest Room	Default Bud	aet Tuner	Defa	l+		
\delta Membership	Deradit bud	ger i ype.	Delau		<u></u>	
Point of Sale	Journal Entry Posting					
Web Site     Web Site	Group Like Jou	urnal Entry	Lines W	hen Posting To G/L		
Services	General Ledger B	atch Code	s			
	Batch Type	Batch Pr	efix	Next Number	G/L Display Level	
	Invoice	SJ		100425	Detail	~
	CashReceipt	CR		20463	Summary	~
	VendorInvoice	AP		63038	Summary	~
	Journal	GJ		26384	Detail	~
	Payment	PJ		45937	Summary	~
	InventoryAdju	AJ		7961	Summary	~
	CreditBook	СВ		3135	Summary	~
	Financial Reports Show Unfavor Do Not Preloa Avalara Tax Enable Avalara Accou License Use member p Default Tax Cate CE Payments CE Payments Settlement Fee	s able Budge d Financial a Tax Calcu unt #:	t Variar Report lation Validat ress fo Pull 00-302 10-00-	Ices as Negative Data  e Inces as Negative Data  e Now Show Log Show Log Show Log C2-00-00 TR-Member 4031-10-00 Full Golf	Use club address for	sale location

## Charging Tickets in POS

#### **Classic POS**

First, access **System Tools**.

Next, select the **Utilities** tab and then the **Credit Card** submenu.



System Tools					0
Locked Tickets	Open Tickets	Closed Tickets	Items	Reports	Utilities
Settings	Credit Card				

From here, link the terminal with the corresponding CE Payments device by selecting **Lookup**. This will populate all activated devices and users can select which device they would like to function as the default for transactions.

**Please Note**: Users must search for devices through the **Lookup** button, they cannot type directly into the CE Payments Device box.

ocked Tickets	Open Tickets	Closed Tickets	Items	Reports	Utilities	About
Settings	Credit Card					
ETS EMV Terminal:						
Shift4 Terminal:						
Shift4 P2PE Device Type:						
Shift4 Receipt Columns;	034			_		
CE Payments Device:			Lookup	Clear		
	Confirm gratuity a	amount after settlement v	with credit card	Select Devi	ce	
	Default Credit Care	d Gratuity Form to Print S	Settle Receipt			
	Prompt for tab no	otes before swiping for cr	redit card tab	ISMP4		
	Prompt for CE Pay	/ments Device on Settle		iSMP4 Prod		
Sav	e Configuration	D		iPP320		
Tern	ninai Overnde Date	0	oor.			$\sim$
[Def	fault]	Set	eat	Cancel		(X)

Finally, once the device is selected from the Lookup, select **Save Configuration**. This will save the device into the registry.

<u>Please Note</u>: If you do not want to hardcode the device to a specific POS, please select **Prompt** for **CE Payments Device on Settle**. Then, upon Settle, a popup box will ask what device to use. For those using Classic POS, this option should generally not be checked, as the POS systems do not typically move and should be sent to the same Payment Device.

Charging with CE Payments is just like using any other processor. Users will create a ticket, add items, Settle, and choose **CE Payments** as the Settlement Type and the charges will flow to the designated Card Reader Device.



<u>Please Note</u>: If you are on Mobile POS or have selected **Prompt for CE Payments Device on Settle** you will see a device selection screen when you settle the ticket, asking you to choose which device to send the payment request.

### Mobile POS

The process of setting up a specific CE Payments Device for Mobile POS is similar to Classic POS. Users will select System tools from the POS.



Then a CE Payments Device selection screen will populate. Similar to Classic POS, Users must use the **Lookup** feature to find the corresponding device for the terminal.

Close	System Tools		
CE Payments Device:		Lookup	Clear
Prompt for CE Paymen	ts Device	17	

Close	Select Device	
8	iSMP4	
⊟	iSMP4 Prod	
8	iPP320	
	3	

Once the Device is selected, click **Close** and this will save your settings.

<u>Please Note:</u> The option to Prompt for CE Payments Device is also available in this menu, again more important for Mobile POS for the cases when the Club would want to use a new Token or send the device somewhere else, or most importantly the closest card reader to the Server at the Club.

Charging the Member on Mobile POS with Card Present is easy and similar to that of Classic POS. Users will start a ticket, add items, select Pay to settle the ticket and then select which payment type they would like to use.

		Settle Ticket	
PAYMENT			
MbrChr 2nd	, ,	720 - Anderson, Jeff	
BV Cash	>	Callaway Solaire Gems Set - 08 x	1
CE Payments (Live)	>	Sub Total	
CE Payments (Test)	>	Тах	
Credit Book (\$0.00)	>	Total	
Gift Certificate	>	Due	
Folio	>		
OPTIONS		D <sub>2</sub>	
Add Gratuity	$\oplus$		
Tax Exempt			
SC Exempt			
Email Receipt			

Enter the total amount to be charged to the Credit Card and **Save**.

Close	ose Enter Tender Amount		
747.	93	×	
7	8	9	
4	5	6	
1	2	3	
0	00	←	
	\$747.93		

The Payment Method will show on the Settle Ticket.

720 - Anderson, Jeff	0
Callaway Solaire Gems Set - 08 x 1	\$699.00
Sub Total	\$699.00
Tax	\$48.93
Total	\$747.93
X CE Payments (Test)	-\$747.93
Due	\$0.00

The amount to be charged will show on the corresponding device, Users will Insert/Swipe the card and the ticket will close upon successful payment.