



CE Payments - Card Present - Configuration

2019 - Summer Edition

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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 [here](#).

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. [Help - Option 3](#)

b. iPP320

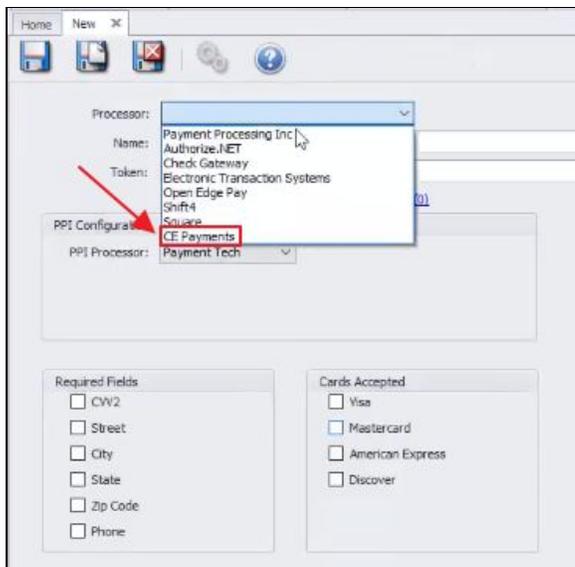
- i. This card reader works via an Ethernet connection.
- ii. Users will need to power on the device and connect to Ethernet.
- iii. This device is plug and play. If you need more info, click [this link](#) for documentation to assist with the setup of this device.

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.

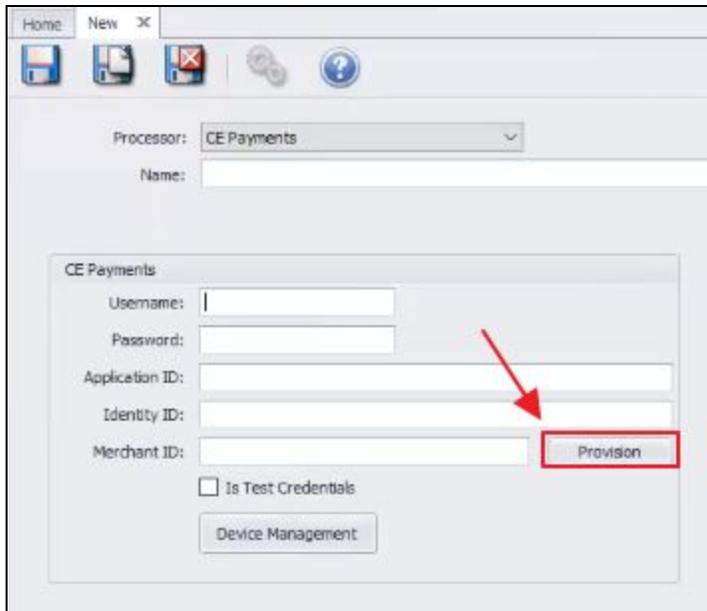
Configuration (CMA)

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

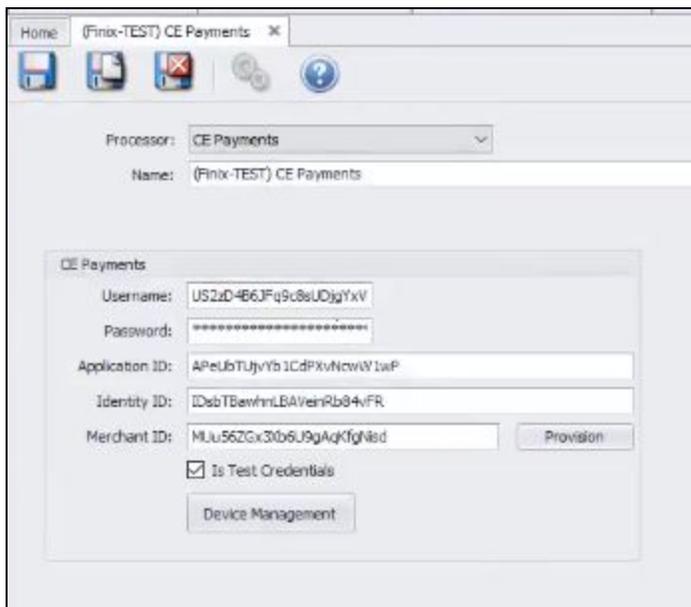
1. Select, System, Merchant Processing Tokens.
2. Once in the Merchant Processing Grid, select **New**.
3. Select the Processor drop-down menu and select **CE Payments** from the available options.



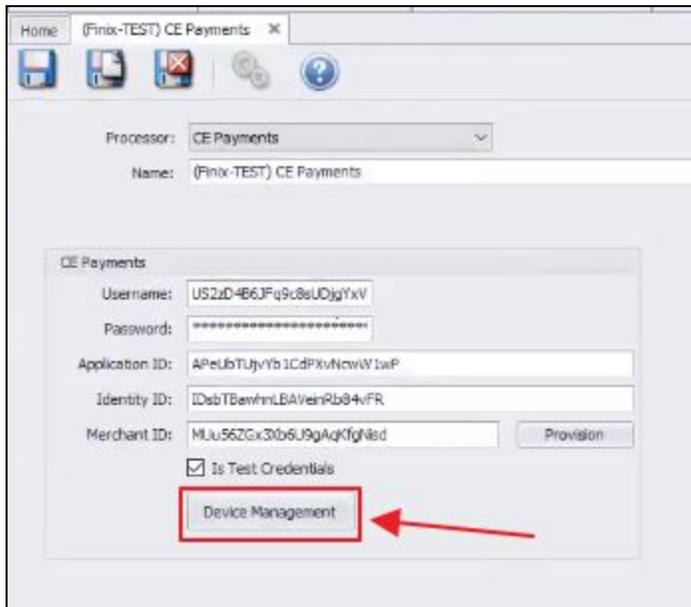
4. Enter Credentials provided through Finix (check with Patrick Morrison) for these details. As shown below, include UN & PW, Application ID, & Identity ID. **Please Note:** *If the Client is already using Payscale the credentials should be listed in the dashboard already, available to be copied and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



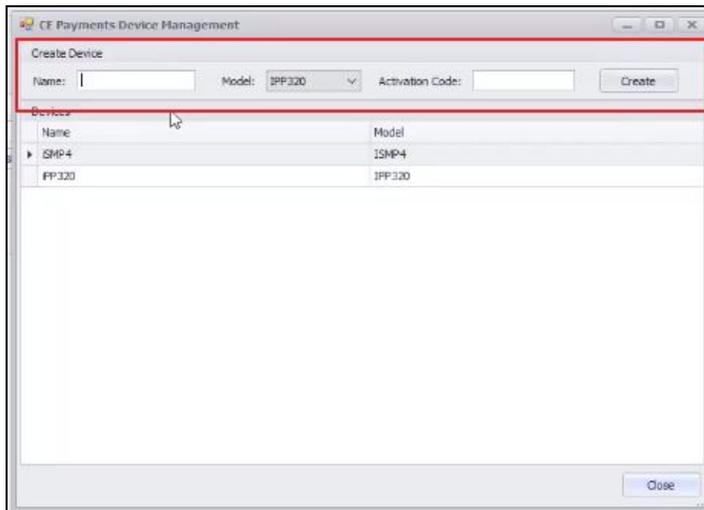
Please see the fully filled out CE Payments Credentials screen below. After Provision has been selected, the Merchant ID will populate. (Note: Is Test Credentials box will not be checked in a live scenario)



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



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.



Please Note: 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.

7. 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

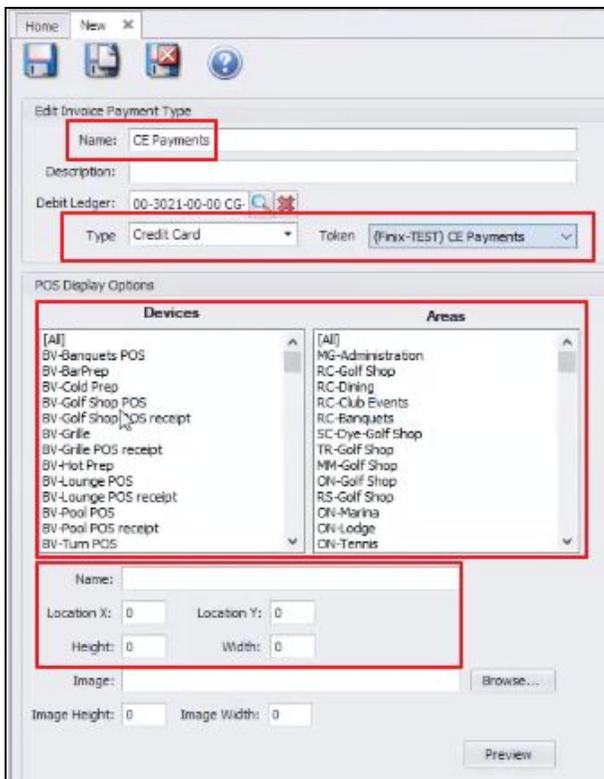
To deactivate a device in the grid, select the device from the grid, and hit the **delete** key on the keyboard. The “CE Payments” verbiage will then revert back to the activation code/logo. Clubs would want to deactivate in order to activate with a new token or change the name/location send the device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

Charge Settlement Type

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

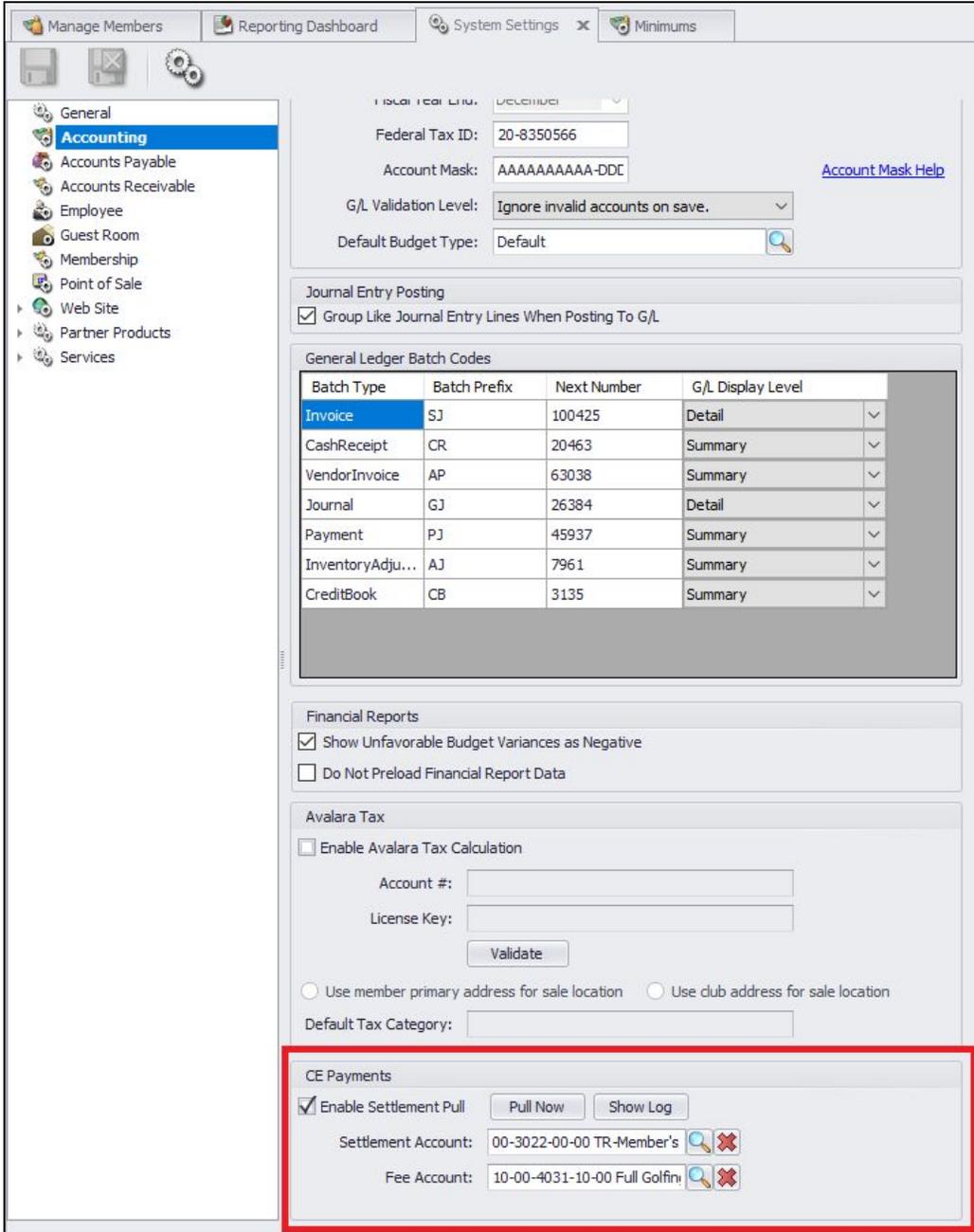
Name the Payment Type, select what Payment it is from the **Type** dropdown menu (for Card Present Transactions this will always be Credit Card), select the corresponding **Token** that you created previously, and then select which **Devices** and **Areas** you wish the Payment Type to show on.

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



Accounting Settings

Access **System** → **System Settings** → **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 Reporting Dashboard System Settings x Minimums

General
Accounting
 Accounts Payable
 Accounts Receivable
 Employee
 Guest Room
 Membership
 Point of Sale
 Web Site
 Partner Products
 Services

Federal Tax ID: 20-8350566
 Account Mask: AAAAAAAAAA-DDC [Account Mask Help](#)
 G/L Validation Level: Ignore invalid accounts on save.
 Default Budget Type: Default

Journal Entry Posting
 Group Like Journal Entry Lines When Posting To G/L

General Ledger Batch Codes

Batch Type	Batch Prefix	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	CB	3135	Summary

Financial Reports
 Show Unfavorable Budget Variances as Negative
 Do Not Preload Financial Report Data

Avalara Tax
 Enable Avalara Tax Calculation
 Account #:
 License Key:

 Use member primary address for sale location Use club address for sale location
 Default Tax Category:

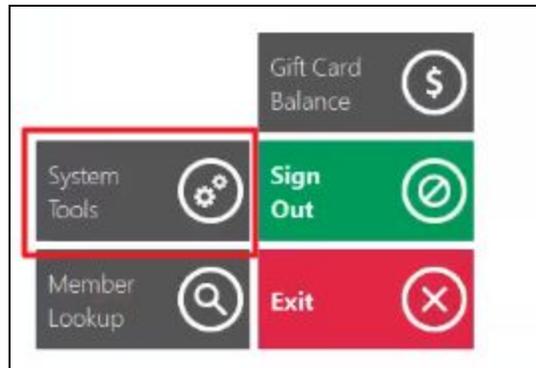
CE Payments
 Enable Settlement Pull
 Settlement Account: 00-3022-00-00 TR-Member's
 Fee Account: 10-00-4031-10-00 Full Golfm

Charging Tickets in POS

Classic POS

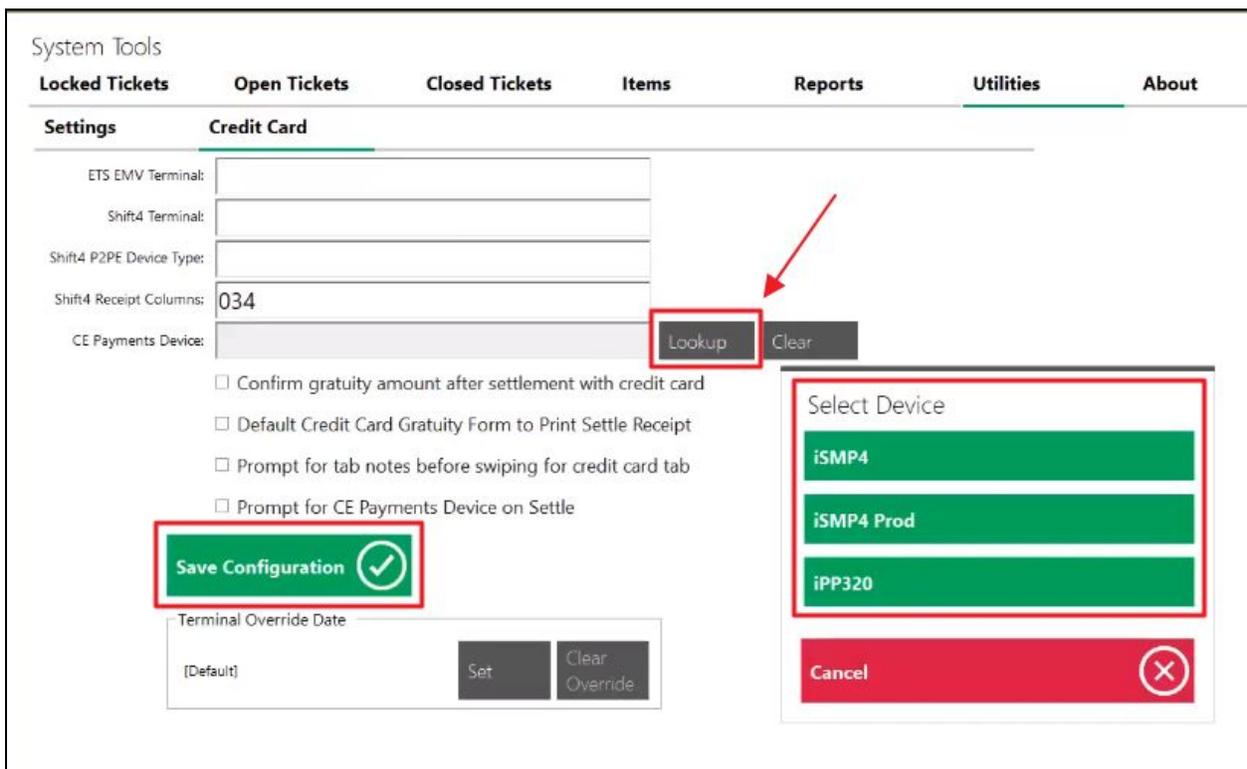
First, access **System Tools**.

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



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.

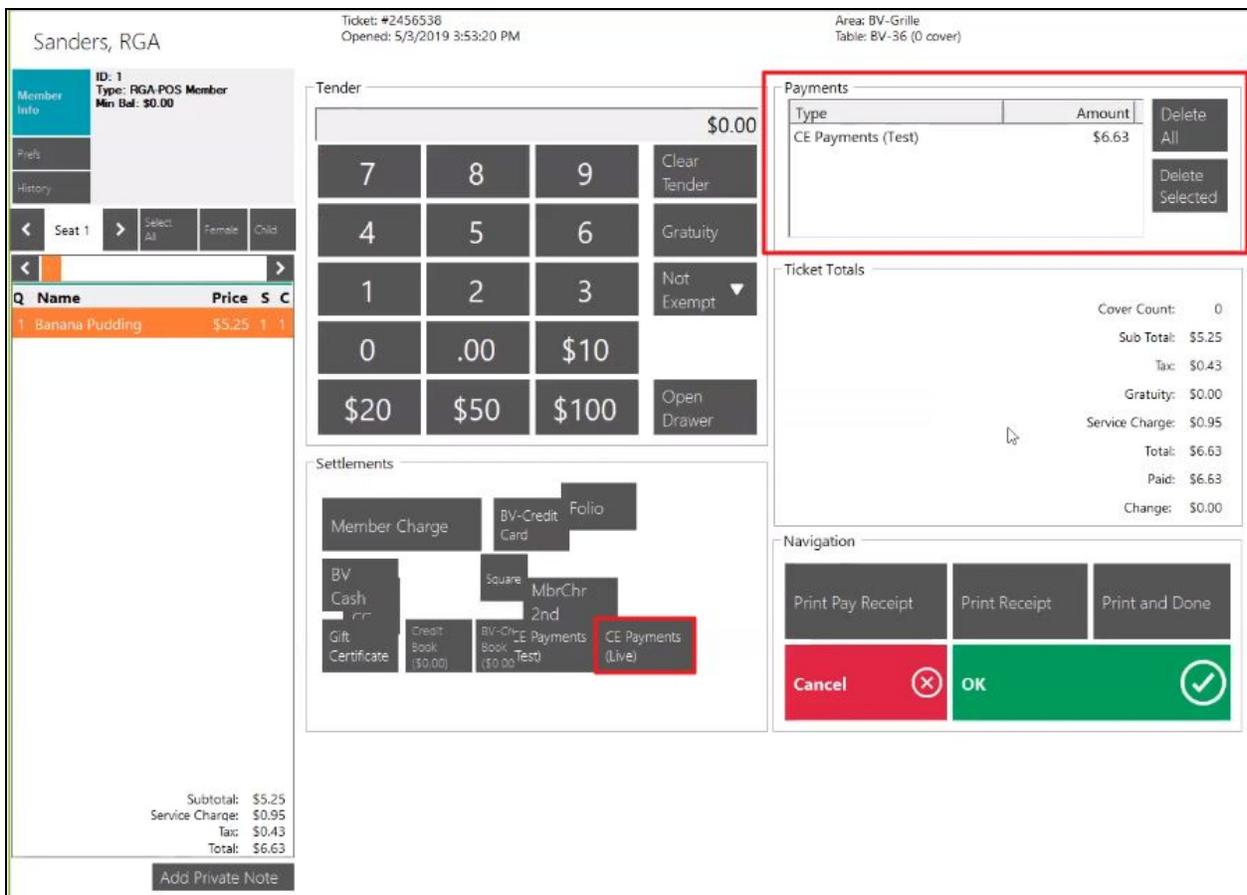
Please Note: Users must search for devices through the **Lookup** button, they cannot type directly into the CE Payments Device box.



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

Please Note: 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.

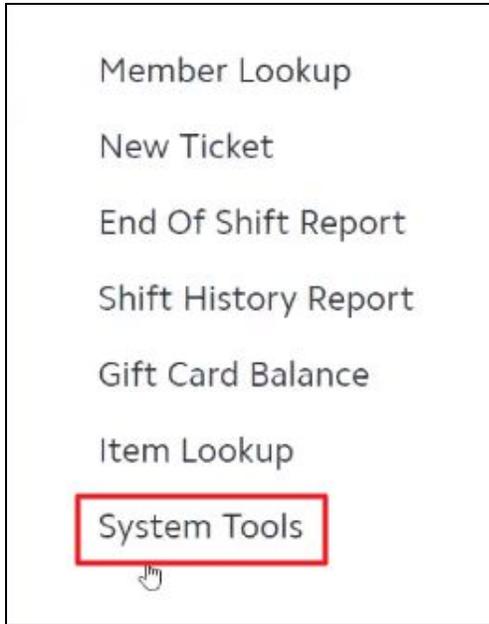
Charging with CE Payments is just like using any other processor. Users will create a ticket, add items, Settle, and choose **CE Payments** as the Settlement Type and the charges will flow to the designated Card Reader Device.



Please Note: 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.



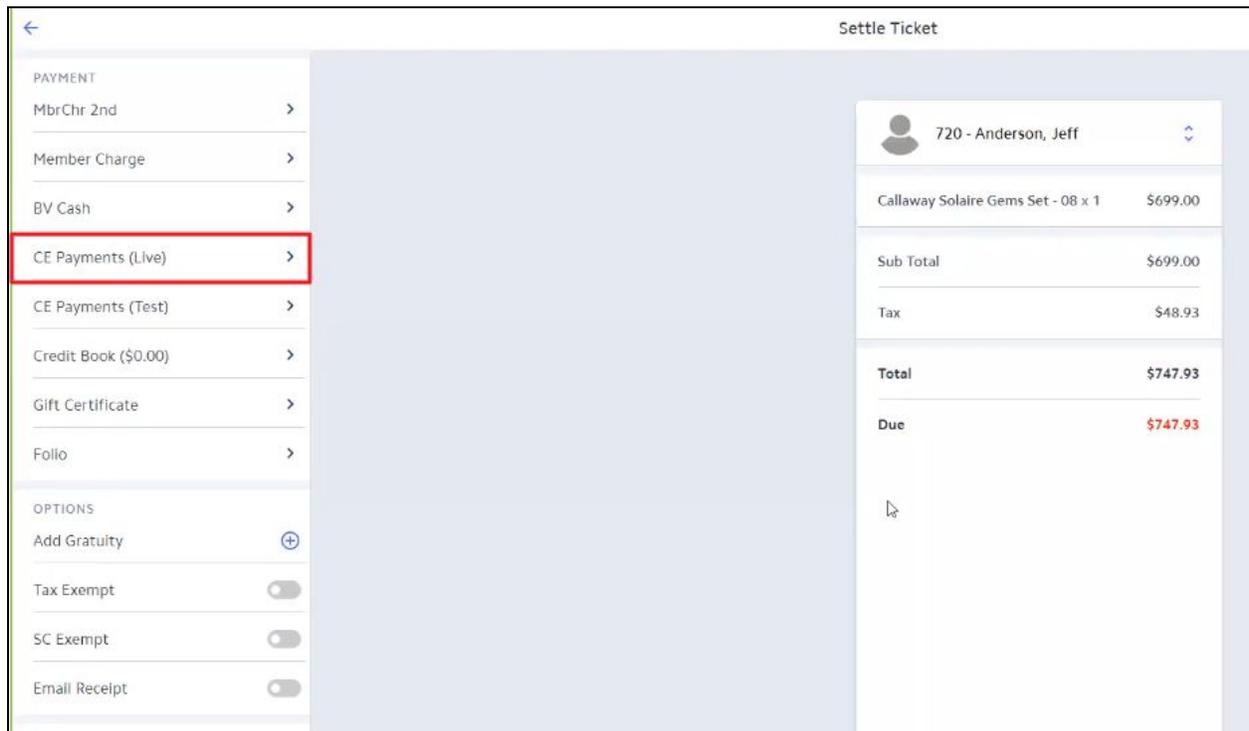
Then a CE Payments Device selection screen will populate. Similar to Classic POS, Users must use the **Lookup** feature to find the corresponding device for the terminal.



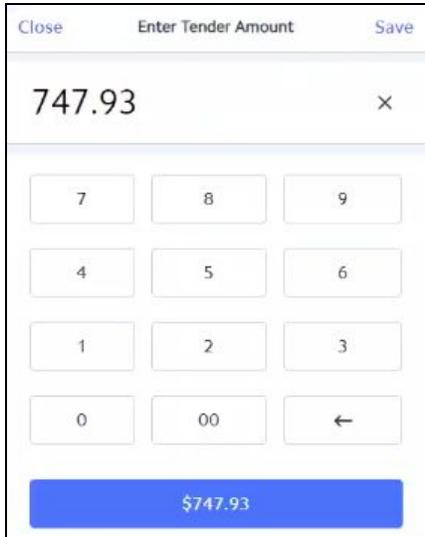
Once the Device is selected, click **Close** and this will save your settings.

Please Note: 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.



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



Close Enter Tender Amount Save

747.93 ×

7 8 9

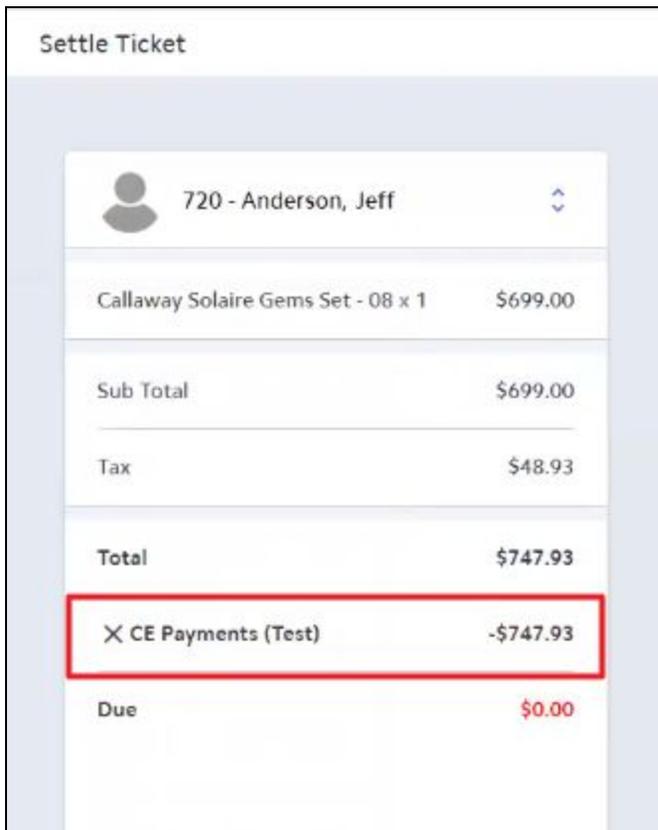
4 5 6

1 2 3

0 00 ←

\$747.93

The Payment Method will show on the Settle Ticket.



Settle Ticket

720 - Anderson, Jeff

Callaway Solaire Gems Set - 08 x 1	\$699.00
Sub Total	\$699.00
Tax	\$48.93
Total	\$747.93
× 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.