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1 Credit Card Processing Integration (CCPI) Module

In its ongoing quest to provide excellent products and services to Shluchim, Chabad Management System is happy to announce that it now provides a Credit Card Processing Integration (CCPI) module which provides the ability to process credit cards over the Internet within the CMS program.

Here's how it works:

- When you enter a new payment in CMS you can optionally enter credit card information for this payment. The credit card will be validated and charged at the same time the payment is entered into CMS.
- The credit card data is stored on file for this contact so future charges to the same card a snap. You can store multiple cards for a contact.
- Schedule monthly payments to be charged automatically. Fully integrated with the existing bills/payments features.

You don't pay for a terminal or any other hardware; cards are processed over the internet directly within the program.

This document contains information related to processing credit cards within CMS. If you purchased the CCPI module or are interested in getting it, please read through this section. It will give you a thorough understanding on how the integration works.

If you have any questions regarding any details about the CCPI Module, please contact tech support at 626 791-7072 ext 4. or email to ccpi@chabadms.com

1.1 Authorize.Net Integration

CMS has begun its integration with Authorize.Net as of Summer 2007.

There are many benefits in using Authorize.Net over PC Charge.

- More secure and stable environment.
- No installation hassles and operating system incompatibilities.
- No extra fees for Support and Maintenance.
- Web based processing providing the ability for webforms integration using the same gateway.

If you are still using PC Charge, please contact us for details on upgrading your account.

1.2 Individual Credit Card Payments

When you enter a payment that is associated with a credit card, it takes a few more seconds for the payment to be entered. You will see a status under the selected credit card number "Charging Card..." and after it goes through a small message pops up telling you the Authorization Number.

New Payment

Name: Abel, Alan & Jane Him/Her: [v]

Address: 54 Berten St., Pasadena, CA 12345

Date: 4/24/2008 Method: Visa Visa - 3213 Exp: 10 ...

Amount: \$50.00 No: Charging Card...

Note:

Receipt: Sent Letter: General

Category	Subcategory	Amount	Applied
Banquet	Donation	\$50.00	<input checked="" type="checkbox"/>
*		\$0.00	<input type="checkbox"/>

Item Desc. Apply Payment [v] [X]

In Memory of: [v] Solicitor: [v]

Organization: [v] Mailing: [v]

Memory/Honor: [v]

<< Hide Details Notify... View Deposit... Cancel OK

VERY IMPORTANT: If you are not seeing the status or you're not getting an authorization number, **THE CREDIT CARD IS NOT BEING CHARGED!** Please call tech support ASAP to ensure that your credit card module is setup properly.

1.3 Associate a Credit Card with a Bill

You can associate a Credit Card with a bill that is due at a later date. In the Edit/New bill screen, select a credit card or enter a new one. You can associate a card with a bill that is split into a schedule of payments with different due dates. In this case, the credit card will come up (to be charged) when the individual split is due.

Edit Bill

Name: Abel, Alan & Jane Him/Her: [v]

Address: 54 Berten St., Pasadena, CA 12345

Category: Banquet Date: 3/6/2008

Note:

Invoice #: 11659 Sent Letter: [v]

Date Due	Subcategory	Pricing Details	Qty	Unit Price	Disc. Amt.	Ext. Price
3/6/2008	Journal	Full Page	1	\$600.00	\$0.00	\$600.00
4/24/2008	*		1	\$0.00	\$0.00	

Line Details [v] [X]

Auto Charge: Visa - 0015 Exp: 11/10 ...

Terms: [v]

Memory/Honor: [v] Solicitor: [v]

Organization: [v] Mailing: [v]

Total Amount: \$600.00
Total Paid: \$1.00
Amount Due: \$599.00

<< Hide Details Cancel OK

1.4 Associate a card with a recurring bill

You can use the "Bill Schedule" feature to automatically enter a split bill with various due dates (weekly or monthly) and associate that bill with a credit card. Click the down-arrow next to the New Bill button for this option.

Bill Schedule

Begin Date: 4/1/2008 Category: Donation

Frequency: Monthly Subcategory: General

No. of payments: 12 Detail:

Amount: \$100.00

Total Bill: \$1,200.00

Credit Card Processing Options

Automatically charge this credit card when payment is due:

Visa - 0015 Exp: 11/10 Edit Card... New Card...

Cancel Enter

1.5 Batch Credit Cards

To view and/or charge upcoming credit cards, click Reports > Batch Credit Cards > Recurring Charges.

A list of all upcoming charges comes up, the charges that are due or passed due are checked, and future charges are unchecked.

Upcoming Credit Card Charges

Charge Cards Cancel Check All Uncheck All Refresh List Edit Bill... Edit Payment...

Charge Status	Name	Category	Amount	Date Due	Card	Number	Exp.
<input type="checkbox"/>	Invalid Card Nu...	Abel, Richard	Donation: General	\$10.00	3/1/2008	Visa	xxxx-xxxx-xxxx-2132 01/20
<input checked="" type="checkbox"/>	Charged: 000000	Abel, Alan & Jane	#1 Gold: 110 Round	\$30.00	3/6/2008	Visa	xxxx-xxxx-xxxx-0015 11/10
<input type="checkbox"/>	Invalid Card Nu...	Abel, Richard	Donation: General	\$10.00	4/1/2008	Visa	xxxx-xxxx-xxxx-2132 01/20
<input type="checkbox"/>	Invalid Card Nu...	Aber, Tzvi & Hadassah	Donation: General	\$25.00	4/1/2008	Amex	xxxx-xxxxxx-51321 12/09
<input type="checkbox"/>		Abel, Richard	Donation: General	\$10.00	5/1/2008	Visa	xxxx-xxxx-xxxx-2132 01/20
<input type="checkbox"/>		Aber, Tzvi & Hadassah	Donation: General	\$25.00	5/1/2008	Amex	xxxx-xxxxxx-51321 12/09

Complete Charged: 1 Total: \$30.00 Failed: 3

You can edit a bill directly in this screen, by clicking Edit Bill. Once the card is charged, you can edit the payment that is automatically entered by clicking Edit Payment. If you make changes to this list (by editing a bill), you can click Refresh List to view the updates you made.

Click Charge Cards to begin charging the cards that are checked. As the cards are being charged, the status at the bottom and totals are updated. The Charge Status column and color code on each row indicates where the system is holding. It takes about 1 second for each charge to go through.

It is recommended that you not charge the same card the same amount on the same day. Your Processor may discard duplicate charges reasoning that they are being put though by mistake.

Another Recurring charges feature: If you want to peek ahead and view what is not yet due up to, 30 days forward (for example) you can have not-yet-due bills show up (but cannot be charged) in the Recurring Charges screen.

Click Tools > Options > Credit Cards and enter the number of days you want to preview ahead of schedule.

1.6 Credit Card Security

You should enable Security so that the credit cards you enter are more secure.

Click Tools > Security to set this up.

At minimum, you should assign write permission to the Default Group and create one user in the Default group. This will force your to log in with a user name and password when starting the program. If more than one user is using the program, you can create various groups with different permission levels. Each user will only have permission based on the group he or she is in. Only the users who are in a group with permission to the credit card domain will be able to view and charge cards.

Be sure that your computer is secure. You have updated virus protection, a firewall spyware protection and have the latest updates and service packs for Windows.

1.7 Batch Settlements

With Authorize.Net, End of Day Batch Settlements are done automatically. No action on your part is necessary for this to take place and this section does not apply to you.

The following only applies if you are using a Terminal-based Settlement processor (VISA or FDC) and are using PC Charge.

For backward compatibility, integration with PC Charge's Batch Settlement is still supported. Please contact tech support to upgrade to Authorize.Net.

You should use the Auto Settle reminder feature. Click Tools > Options > Credit Card tab and check Auto Settle reminder. This way you won't have to open PC Charge to do your settlements. Settling can only be done from one computer. Click "Make this computer the one to do the settlements" check box and enter a time for when you should be reminded (default 5PM).

When the Settle screen comes up, you can click Settle, Dismiss, or Snooze a selected amount of time. To settle manually (not waiting for the reminder), click Reports > Batch Credit Cards > End of day Settlements.

2 Terms and Conditions

- Subject to terms and conditions of the CMS program.

2.1 Merchant Account

- You must maintain your Merchant Account and Authorize.net account with the CMS provided account in order to process via the CCPI module. Changing your merchant account and attempting to use a different one with the CCPI module is a violation of the Agreement.
- A current CMS subscription is required to process cards with the CCPI module.
- Purchase of the CCPI module does not include the fees associated to the Merchant account and Authorize.Net account.
- Merchant fees may increase over time because of industry wide changes.
- Your Merchant account and Authorize.Net account are subject to the terms and conditions in their respective contracts.

2.2 Support Limitations

- There are no additional fees for support/updates with the CCPI module. Your regular subscription to CMS support will also cover support for the CCPI module. A current CMS Subscription is required for continued use of the CCPI module.
- The PC Charge Payment Server software (that runs in the background on your computer) or Authorize.Net does the actual processing of the credit cards via your Merchant Account. Any issues that may come up in using the PC Charge software or Authorize.Net are to be directed to PC Charges or Authorize.Net support, respectively.
- CMS will only provide support related to: features in CMS in connection to charging cards and interacting with PC Charge and Authorize.Net.
- Support questions pertaining to the use of the PC Charge software and Authorize.Net gateway need to be directed to PC Charge and Authorize.Net respectively. Questions regarding your Merchant account need to be directed to your Processor.
- CMS will be able to assist you in determining where the issue is and direct you to the correct party in order to resolve it.

2.3 PC Charge

This only applies to those using PC Charge. (If you are using Authorize.net -recommended- this does not apply)

If you are still using PC Charge, please contact tech support to upgrade.

- PC Charge and Networks: The CCPI Module will work on all computers that have CMS installed on the same LAN, so long as two computers are not processing cards at the same time. If you need two or more computers on a LAN to process cards simultaneously, additional user licenses for PC Charge can be obtained via CMS.
- Additional computers that are off-site will not be able to process credit cards without an additional license of PC Charge.
- PC Charge software upgrades are not included in the purchase of the CCPI module.
- PC Charge tech support subscription is not included in the purchase of the CCPI module.