

Credit Card Menu




The credit card menu is a view of all transactions that were tendered using a credit card. From the credit card menu you can view each check that was tendered using a credit card as well as any tip or gratuity added. If you select the "Batch Charges" button you will close the current batch. When you do this, MicroSale sends the credit card information that was stored for that day to the merchant provider for settling. The Daily Closeout will prompt you at the end to settle the batch, so you normally would not initiate this manually. If you select the "Batch Utilities" button you will have several more options to choose from, which are discussed later in this document.

Steps to view the Credit Card Menu:

- 1) Log into the Manager's Menu
- 2) Select Credit Card Menu button
- 3) Below is the Credit Card Menu screen:
 - **Auth. No** = comes from the processor
 - **Status** = Sale, Void, or Offline
 - **Check No** = The assigned number for a check
 - **Servers** = Name of the server/cashier who tendered the order
 - **Charge Amt** = The total price of the check including tax
 - **Gratuity** = Any tip or gratuity that was added to the card
 - **Account Number** = The card number on the swiped card showing only the last 4 digits
 - **Check Total** = Overall total of all checks tendered using a credit card
 - **Tip Total** = Overall total of all tips applied to credit cards
 - **Batch Total** = Check Total + Tip Total

List of Current Charges						
Auth. No	Status	Check No	Servers	Charge Amt	Gratuity	Account Number
000037	Sale	1001	AM Driver	6.25	1.00	xxxx-xxxx-xxxx-6781

Check Total Tip Total Batch Total

Selecting the “Batch Utilities” button will load the following menu options:



- **Print Batch** = Prints the currently open credit card batch
- **Clear Batch** = Erases the batch completely *****NOTE*** You will lose every charge that exists in MicroSale and they will not be recoverable!!!**
- **Show Entire Batch** = If the batch close out has been skipped for a day or more (possibly due to a problem with the internet connection) this button will allow you to see all charges from those skipped days
- **Authorization is On** = Works as a toggle button, meaning if you touch it the word ‘On’ will changed to ‘Off’. This is helpful if the client is offline and cannot process credit cards. You will have to manually change it back to ‘On’ once the client is back online. This is useful when there are intermittent internet connection problems
- **Change Batch #** = Allows you to adjust the batch number in case it did not get incremented after the last batch closeout (NetEPay users). You should not use this unless directed by Technical Support
- **Process Off Line Charges** = Searches through the approvals database for any charges that have the status as ‘offline’ and will attempt to obtain authorization numbers for these
- **Search all terminals for lost charges** = Looks through the network at each terminal in the system for any charges that aren’t accounted for on the terminal you are currently on and will add them to the approvals database. This is used to recover lost charges due to network issues
- **Reprint Batch** = Launches a list of PDF files from previous batch closeouts that you can reprint
- **Exit** = Exits you back to the Credit Card Menu