

Credit Card Processing Guide



Tabs3 Billing



PracticeMaster



General Ledger



Accounts Payable



Trust Accounting

Credit Card Processing Guide

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Introduction & Getting Started

Tabs3 Credit Card Authorization Overview

Tabs3 is working with ProPay® (a TSYS company) to provide merchant accounts for authorizing credit card transactions in Tabs3 and trust account deposits in Tabs3 Trust Accounting Software (TAS). Tabs3 credit card processing integration works directly with ProPay.

Integration with ProPay gives you the ability to:

- Authorize credit card payments in Tabs3 Billing Software.
- Authorize credit card client fund deposits in Tabs3 Billing Software.
- Authorize credit card deposits in Tabs3 Trust Accounting Software (TAS).
- Credit or void credit card transactions entered in Tabs3 and TAS.
- Include a payment link when emailing statements.

You can use more than one merchant account. Tabs3 lets you define merchant accounts for the firm, separate locations, and individual primary timekeepers or any combination thereof, whereas TAS allows you to define merchant accounts for separate bank accounts. ProPay accepts the following credit card types:

- Visa®
- MasterCard®
- Discover®
- American Express®

In addition, ProPay accepts eChecks (directly debiting a checking or savings account using the ACH system).

Credit card transactions can be entered manually via the Payment Entry and Client Funds Entry programs in Tabs3 and the Trust Transaction Entry program in TAS, or credit cards can be swiped using a compatible card reader for ease of use. Using a card reader may also reduce the fees for a credit card transaction. A Credit Card Transaction Receipt can be printed when a credit card transaction is authorized, as well as at a later time. A Credit Card Authorization List prints a list of credit card transactions authorized via Tabs3 or TAS for a specified time period and can include charges, voids, credits, or any combination thereof.

The credit card processing feature is provided with Tabs3 and TAS at no charge, but requires one or more merchant accounts with ProPay that do require processing fees.

Security

Tab3 Credit Card does not transmit or receive sensitive credit card information directly. Instead, the Tab3 or TAS software opens a separate window to the secure ProPay site where the user then enters all sensitive credit card information. As a result, all transmission and storage of sensitive data is handled by the ProPay website. Tab3 only stores the Credit Card Type and the last four digits of the credit card number. Tab3 does not store Credit Card Numbers, Expiration Dates, Security Codes (i.e., Card Verification Values of CVV, CVV2, CVC2 or CID), or PIN numbers.

Requirements

To use the Credit Card Processing with Tab3 Billing or Tab3 Trust Accounting, the following is required:

- The following software must be installed in order to use the Tab3 Credit Card Authorization feature.
 - System Configuration Version 18 or later.
 - Tab3 Version 18 or later (for credit card payment transactions and credit card client funds deposit transactions).
 - Tab3 Trust Accounting Software (TAS) Version 18 or later (for credit card trust deposit transactions).
- A simple registration is required before credit card processing can be enabled.
- A merchant account must be created with ProPay. At least one User ID and password for the ProPay service must be created.
- An Internet connection is required.
- For swiping credit cards, a compatible credit card reader is required. Credit cards may be processed manually if no credit card reader is available. Compatible credit card readers may be purchased directly from ProPay.

Configuration

This section will walk you through the steps necessary to configure Tabs3 Billing and/or Tabs3 Trust Accounting Software (TAS) for credit card processing.

Set Up ProPay Merchant Account(s)

In order to process credit card transactions in Tabs3, the firm must first obtain a merchant account with ProPay® (a TSYs company). Tabs3 uses ProPay, an Internet-based e-commerce payment processing solution for merchants.

For more information regarding ProPay merchant accounts, please visit:

<http://Tabs3.com/cci>

This page can also be accessed by clicking the **Learn More** button on the **Merchant Services** tab of Tabs3 Customization.

This section provides steps for enabling credit card processing and configuring merchant accounts in Tabs3 Billing.

Configure Credit Card Processing in Tabs3

Perform the following steps to configure Tabs3 to allow processing of credit card transactions.

► To enable credit card processing in Tabs3

1. Have all users exit the software.
2. From Tabs3, select **Utilities | Customization**.
 - a. Click the **Merchant Services** tab.
 - b. Select the **Enable Credit Card Processing for Payments** check box if you want to process credit cards for payment transactions.
 - c. Select the **Enable Credit Card Processing for Client Funds** check box if you want to process credit cards for client funds deposits.

Note: Tabs3 can process credit card transactions for both payments and client funds. If both options are enabled, then payments and client funds will be deposited to the same bank account. Accepting credit cards for Client Funds Deposits in Tabs3 is designed for use with non-refundable amounts. We recommend using the Tabs3 Trust Accounting Software (TAS) if you need to accept credit card transactions for client trust accounts.

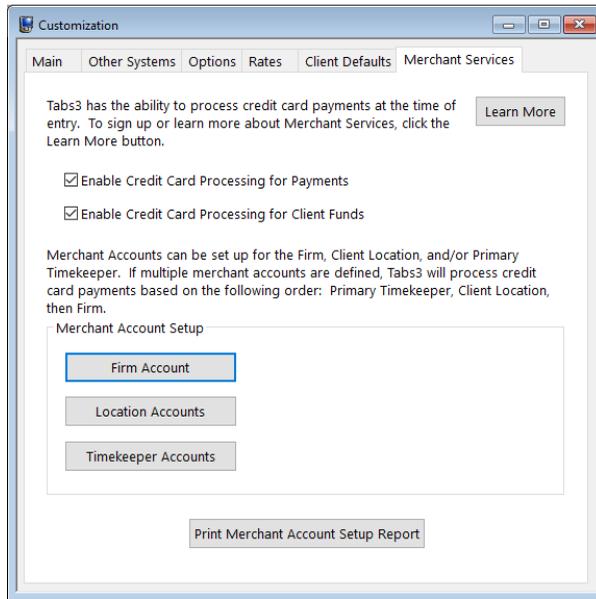


Figure 1, **Merchant Services** tab of Tabs3 Customization

3. Determine which type of merchant account you want to set up (see the Merchant Account Types section for more information).
 - If you are configuring a firm-wide merchant account, click **Firm Account**.
 - If you are configuring a merchant account for a specific location, click **Location Account** and then click **New**.
 - If you are configuring a merchant account for a specific timekeeper, click **Timekeeper Account** and then click **New**.

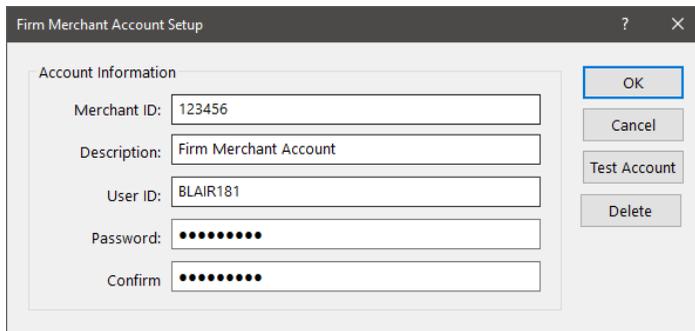


Figure 2, Tabs3 Firm Merchant Account Setup

4. Configure the merchant account.

Note: Due to their length and complexity, we recommend copying and pasting the **Merchant ID**, **User ID**, and **Password/Confirm Password** fields rather than manually typing them.

- a. If you are creating a location or timekeeper based merchant account, specify the **Location** or **Timekeeper** the account will be associated with.
 - b. In the **Merchant ID** field, paste the Merchant ID you received from ProPay.
 - c. In the **Description** field, enter the text you want displayed when selecting a merchant account.
 - d. In the **User ID** field, paste the User ID you received from ProPay.
 - e. In the **Password** and **Confirm Password** fields, paste the password you received from ProPay.
 - f. Click the **Test Account** button. If you receive a message other than "Merchant accepted.", verify that you have entered the correct information you received from ProPay.
 - g. Once the test is successful, click **OK** to close the Merchant Account Setup window.
5. Repeat steps 3 and 4 for any additional merchant accounts you need to configure.
6. Close the Customization window and click **Save** when prompted to save changes.

Note: Using the same merchant accounts in Tabs3 and TAS is not supported nor recommended.

Merchant Account Types

Tabs3 Billing has three types of merchant accounts: firm, location, and timekeeper. This allows you to direct payments and/or client funds deposits to different bank accounts depending on the location or primary timekeeper assigned to the matter. When processing credit card payments or client funds deposits, Tabs3 looks for a timekeeper account first, then a location account. If it cannot find either one, it will then use the firm account.

Configure Credit Card Processing in TAS

Perform the following steps to configure Tabs3 to allow processing of credit card transactions.

► **To enable credit card processing in TAS**

1. Have all users exit the software.
2. From TAS, select **Utilities | Customization**.
 - a. Click the **Merchant Services** tab.
 - b. Select the **Enable processing of Credit Card Deposits** check box if you want to process credit cards for trust transactions.

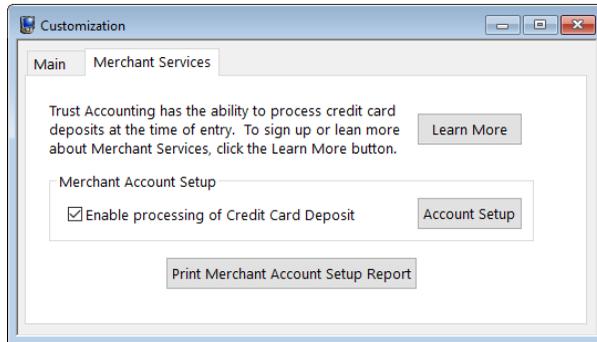


Figure 3, **Merchant Services** tab of TAS Customization

3. Click **Account Setup**, and then click **New**.

Note: Due to their length and complexity, we recommend copying and pasting the **Merchant ID**, **User ID**, and **Password/Confirm Password** fields rather than manually typing them.

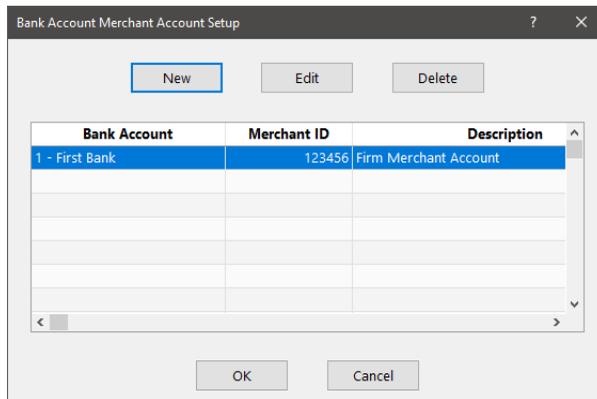


Figure 4, **Bank Account Merchant Account Setup** window

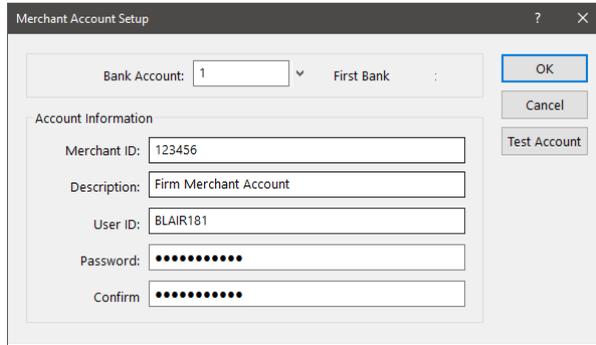


Figure 5, TAS Merchant Account Setup window

- a. Specify the **Bank Account** that is associated with this merchant account.
 - b. In the **Merchant ID** field, paste the Merchant ID you received from ProPay.
 - c. In the **Description** field, enter the text you want displayed when selecting a merchant account.
 - d. In the **User ID** field, paste the User ID you received from ProPay.
 - e. In the **Password** and **Confirm Password** fields, paste the password you received from ProPay.
 - f. Click the **Test Account** button. If you receive a message other than "Merchant accepted.", verify that you have entered the correct information you received from ProPay.
 - g. Once the test is successful, click **OK** to close the Merchant Account Setup window.
4. Repeat step 3 for any additional merchant accounts you need to configure.
 5. Close the Customization window and click **Save** when prompted to save changes.

Note: Using the same merchant accounts in Tabs3 and TAS is not supported nor recommended.

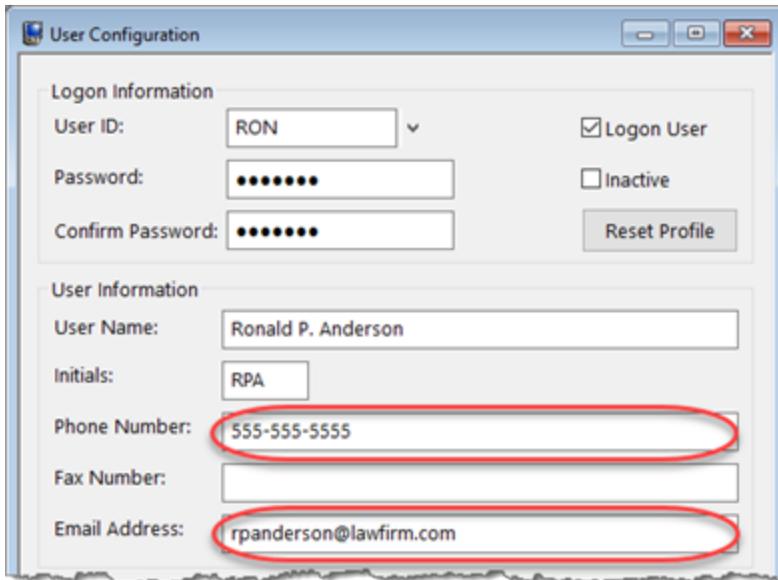
Note: For information on including ProPay payment links with emailed statements, see Knowledge Base Article [R11767](#), "Using the Tabs3 Payment Link."

Configure Users for ProPay Reports Access

In order to access the ProPay Reports feature (**Reports | Credit Card | ProPay Reports**) in Tabs3 and TAS, users must have a valid phone number and email address specified for their user account in System Configuration. The ProPay Reports feature allows you to access information regarding your merchant account directly from the ProPay website.

► **To add a phone number and email address to a user account**

1. Open System Configuration as a user with manager rights.
2. From the **File** menu, select **Open | Users**.
3. In the **User ID** field, select the user you want to update.
 - a. In the **Phone Number** field, specify a valid 10-digit phone number for the user.
 - b. In the **Email Address** field, specify a valid email address for the user.



The screenshot shows a 'User Configuration' window with two main sections: 'Logon Information' and 'User Information'. In the 'Logon Information' section, the 'User ID' is set to 'RON', the 'Password' and 'Confirm Password' fields are masked with dots, and the 'Logon User' checkbox is checked. In the 'User Information' section, the 'User Name' is 'Ronald P. Anderson', 'Initials' are 'RPA', 'Phone Number' is '555-555-5555', 'Fax Number' is empty, and 'Email Address' is 'rpanderson@lawfirm.com'. The 'Phone Number' and 'Email Address' fields are circled in red.

User Configuration window

4. Click the  button to save the current user's record.
5. Repeat steps 3-5 for each user that will be accessing ProPay Reports.
6. Close the User Configuration window and System Configuration when you are finished.

Important: The email address specified for the user must **not** be associated with another ProPay merchant account. Associating the same email address with multiple merchant accounts can cause issues determining which merchant account is being accessed when logging into the ProPay website.

Credit Card Transactions

Entering Credit Card Payments in Tabs3

Credit card payments are entered as any other payment transaction. The payment entry program is used to create the payment in Tabs3 (**File | Open | Payment**). Select a **Receipt Type** of Credit Card. After saving the payment, the Credit Card Authorization window will be displayed.

Note: The Credit Card Authorization Window is a direct link to the ProPay website. Information entered in this window is sent directly to the ProPay system via an encrypted connection, and is not stored in the Tabs3 data files.

Tabs3 Payment

When credit card processing is enabled and a merchant account is configured, payments entered with a Receipt Type of "Credit Card" will automatically initiate a credit card transaction when saved.

► To process a payment using a credit card or eCheck

1. In Tabs3, open the Payment window (**File | Open | Payments**).
2. Enter the payment as you normally would.
3. Specify a **Receipt Type** of Credit Card.
4. Press Ctrl+S to save the transaction.
5. Upon saving the payment, the Credit Card Authorization window will be displayed.

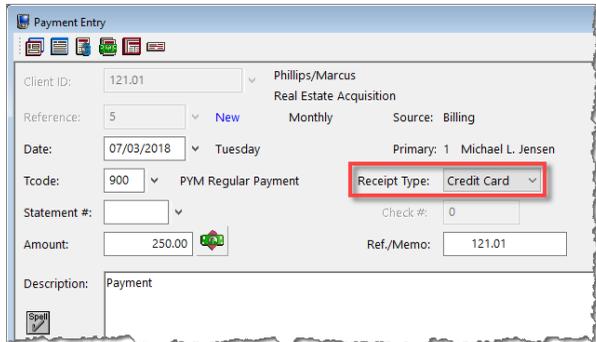


Figure 6, Tabs3 Payment Entry

Tabs3 Client Funds Deposit

When credit card processing is enabled and a merchant account is configured, client funds transactions entered with a Type of "Credit Card" will automatically initiate a credit card transaction when saved.

► **To process a client funds deposit using a credit card or eCheck**

1. In Tabs3, open the Client Funds window (**File | Open | Client Funds**).
2. Enter the deposit as you normally would.
3. Specify a **Type** of Credit Card.
4. Press Ctrl+S to save the deposit.
5. Upon saving the deposit, the Credit Card Authorization window will be displayed.

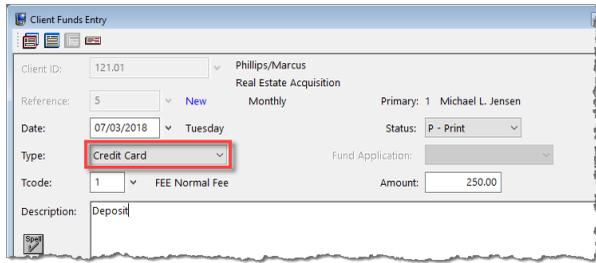


Figure 7, Tabs3 Client Funds Entry

TAS Trust Deposit

When credit card processing is enabled and a merchant account is configured, trust transactions entered with a Type of "Credit Card" will automatically initiate a credit card transaction when saved.

► **To process a trust deposit using a credit card or eCheck**

1. In TAS, open the Trust Transaction window (**File | Open | Transaction**).
2. Enter the deposit as you normally would.
3. Specify a **Type** of Credit Card.
4. Press Ctrl+S to save the transaction.
5. Upon saving the transaction, the Credit Card Authorization window will be displayed.

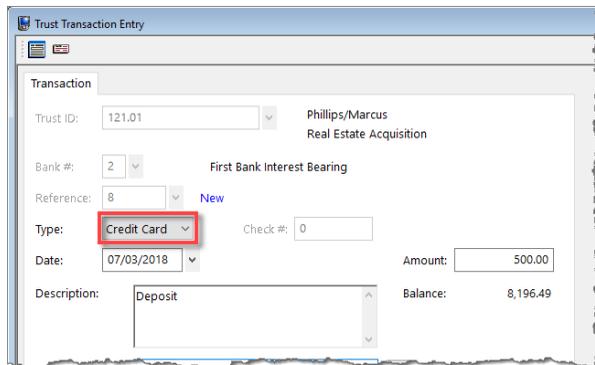


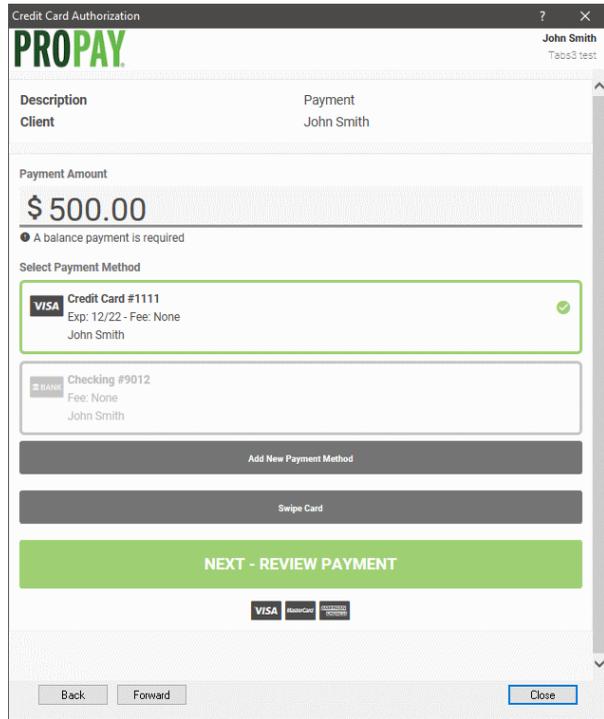
Figure 8, TAS Trust Transaction Entry

Credit Card Authorization Window

The Credit Card Authorization window consists of a series of pages on the ProPay website. You can use the **Back** and **Forward** buttons at the bottom of the window to move from page to page. The following pages are displayed in the Credit Card Authorization window:

The initial page will display the client name, the description from the payment transaction, and the payment amount. This information is pulled from the Tabs3 payment transaction. The available payment options for the matter are displayed below this information.

- The **Select Payment Method** section includes one or more buttons that represent the payment methods previously associated with the selected matter. Payment methods can be credit cards or eChecks.
 - **Credit Card** - The credit card type (Visa, MasterCard, Discover, or American Express), last four digits of the account, expiration date, and name on the account will be shown.



- **Bank** - The type of account (checking or savings), last four digits of the account number, and bank account holder name will be shown.

You can select one of the existing methods by clicking it and then clicking the **NEXT - REVIEW PAYMENT** button, which will take you to the **Almost Done** page. *(Tip: You may need to scroll down to see the NEXT - REVIEW PAYMENT button depending on how many payment methods are defined for the client.)* If no credit card transactions have been posted in ProPay for the matter, only the **Add New Payment Method** and **Swipe Card** buttons will be available.

- **Add New Payment Method** - Click this button if there are no existing payment methods or you want to add a new credit card or bank account payment method.
- **Swipe Card** - Click this button if you want to add a new credit or debit card for the matter using a compatible card reader.

The Add Payment Method page allows you to add a new payment type. To determine the type of payment method you want to add, select either **Credit Card** or **Bank Account** from the **Select Payment Method Type** field.

Note: The **Select Payment Method Type** field defaults to **Credit Card**.

When the **Select Payment Method Type** field is set to **Credit Card**, you can manually add a new credit or debit card as a payment option. ProPay accepts Visa, MasterCard, Discover, and American Express. Enter the following information:

- **Cardholder Name** - The name on the credit card. This field defaults to the **Contact Name** assigned to the client in the **Client Contact**. If the name on the card differs from the default value, enter that instead.
- **Card #** - The full credit card number. Do not enter dashes.
- **Expiration** - The expiration date from the credit card using MM/YY format.
- **Zip Code** - The zip code of the billing address associated with the card (if required).

When you have finished entering the credit card information, click **SAVE CARD** to proceed to the **Confirm Payment** page.

When the **Select Payment Method Type** field is set to **Bank Account**, you can add a new checking or savings account as a payment option, allowing you to directly debit a client's bank account. To enter a new account, enter the following information:

- **Bank Account Holder Name** - The name associated with the bank account. This field defaults to the **Contact Name** assigned to the client in the **Client Contact**. If the name on the account differs from the default value, enter that instead.
- **Routing Number** - The routing number of the account, which must be 9 digits. The routing

number is typically shown in the bottom left of a check or deposit slip.

- **Account Number** - The account number of the account, which must be 17 digits or less. The account number is typically shown to the right of the routing number on a check or deposit slip.
- **Confirm Account Number** - Reenter the account number. This field must match the **Account Number** field just entered in order to proceed.
- **Account Type** - Click in the box to select **Checking Account** or **Savings Account**.

When you have finished entering the bank account information, click **SAVE BANK ACCOUNT** to proceed to the **Confirm Payment** page.

Note: The eCheck feature is not intended as a check conversion tool (i.e., a method of depositing paper checks), as it registers on the payee's bank statement as an ACH transaction rather than a check, and does not include a check number. To avoid confusion and possible payment disputes, always obtain the payee's permission before using their account information to process an eCheck. Additionally, your bank may offer other methods of depositing paper checks electronically, such as scanning or photographing the checks.

Once the payment method and other information have been entered, a confirmation page displays the following information:

- **Payment Amount** - The amount of the payment or client funds deposit.
- **Credit Card Fee** or **eChecks/ACH Fee** - The amount of any fee charged for the transaction.
- **Total** - The total amount to be paid (i.e., the **Payment Amount** plus any applicable fee).
- **Pay Method** - The payment type (credit card type or bank account type) and last 4 digits of the account number.

Payment Type:	Payment
Payment Amount	\$500.00
Credit Card Fee	\$0.00
Total	\$500.00

Pay Method: Visa Credit Card #1111

CONFIRM

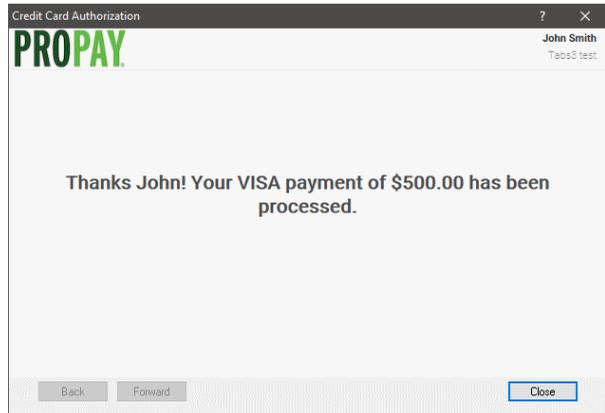
🔒 This is a Secure Payment
By clicking confirm you agree to the [terms](#)

Back Forward Close

Additionally, a **Payment Receipt** field is available if no email address has previously been specified for the matter. Enter the email address of the payee if they want to receive an email confirmation. This email address will be used for all future credit card payments for the current matter.

Once you have verified that the information is correct, click the **CONFIRM** button to proceed with the charge. If you need to correct any information, click the **Back** button.

Finally, a message will be displayed confirming that the payment was processed. Once the posting has been successful, you can close the window.



Error Messages & Troubleshooting

Detailed information regarding error messages or rejections when a Credit Card transaction is submitted to ProPay can be found in our Knowledge Base at:

support.tabs3.com

Article [R11692](#), "Credit Card Error Messages and Troubleshooting" provides information and troubleshooting steps for messages related to credit card processing. Tabs3 does not provide support for credit card rejections.

If you need assistance with correcting errors, please contact ProPay Technical Support at: customerservice@propay-tabs3.com

Credit and Void Transactions

In the event you need to delete or adjust a transaction, Tabs3 and TAS will automatically attempt to issue a credit or void through ProPay for the associated credit card charge.

Issuing a Credit/Void in Tabs3

Credit card payments or client funds deposits that are deleted or adjusted in Tabs3 can attempt to void or credit the associated transactions on the ProPay Web site. The Payment Adjustment program is used to reverse or refund the payment in Tabs3 (**Maintenance | Transaction Related | Payment Adjustment**).

► Credit/Void a Work-in-Process Credit Card Payment Transaction

1. Open the Payment Entry window (**File | Open | Payment**).
2. Select the payment transaction associated with the credit card payment. (*Note that only work-in-process payments are available to be credited/voided in this manner.*)
3. Click the  button to delete the payment transaction.

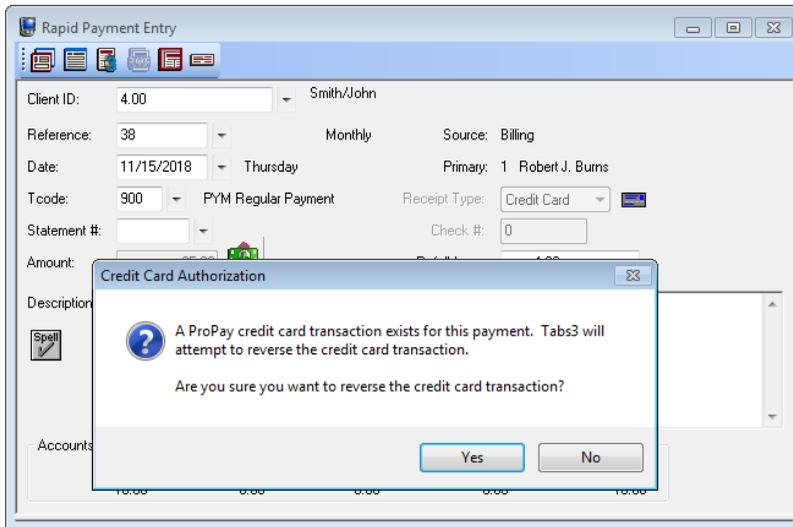


Figure 9, Deleting a Payment Entry

► Credit/Void an Archived Credit Card Payment Transaction

1. Open the Payment Adjustment program (**Maintenance | Transaction Related | Payment Adjustment**).

2. Select the payment transaction associated with the credit card payment.
3. Select to perform a **Reversal** (crediting/voiding the entire amount of the payment) or **Refund** (crediting/voiding an unallocated portion of the payment).
4. Select a **Date of Adjustment** for the Tabs3 payment. *(Note that this date is not used for the date of the credit on ProPay. The current system date is used.)*
5. Click **OK** to perform the adjustment/credit.

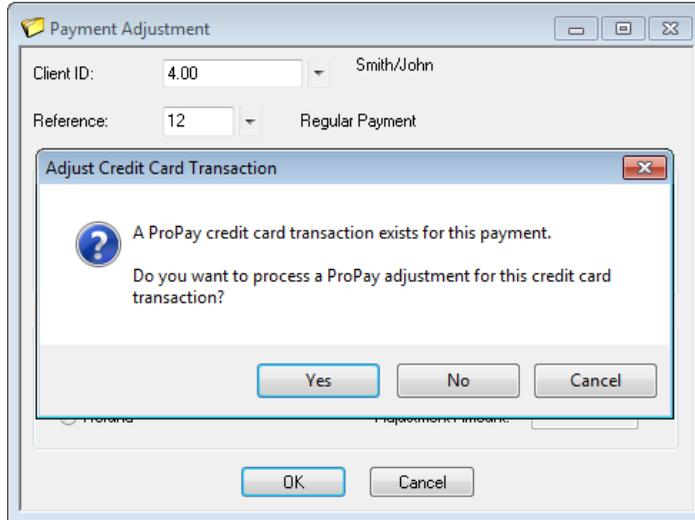


Figure 10, Tabs3 Payment Adjustment

► **Credit/Void a Credit Card Client Funds Transaction**

1. Open the Client Funds Entry window (**File | Open | Client Funds**).
2. Select the client funds transaction associated with the credit card transaction. *(Note that only work-in-process client funds transactions are available to be credited/voided in this manner.)*
3. Click the  button to delete the client funds transaction.

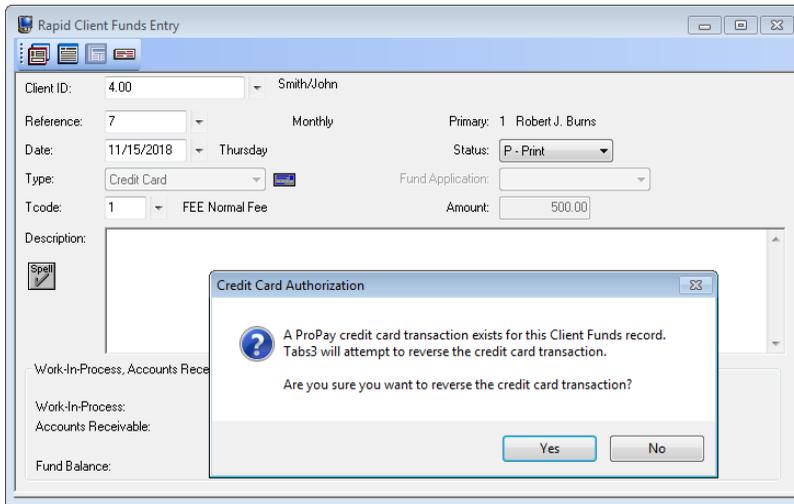


Figure 11, Deleting a Client Funds Entry

Voids vs. Credits

Tabs3 attempts to void a credit card transaction first. Normally, a void can only be processed the same business day. If a credit card transaction is voided, the transaction will appear on ProPay reports with a zero amount; however, the Tabs3 Credit Card Authorization List can show the original transaction (with the original amount) and the void transaction (with a negative amount).

If a credit card transaction cannot be voided, Tabs3 will then attempt to credit the transaction. Credit card transactions can normally be credited for up to 90 days on the ProPay system. After that time, Tabs3 may not be able to process the transaction, and an error will be displayed. In this case, the transaction will not be adjusted, and manual adjustments may be required. After this time, it is recommended that a check is processed for the credit, either manually, or using Tabs3 Accounts Payable.

One important difference between voids and credits is that voids always reverse the entire amount of the transaction, whereas a credit can be for any portion of the original transaction. This is generally not a concern as credits for a portion of the transaction only occur when issuing a refund in Tabs3, which typically occurs after the window for issuing a void has passed. However, if a refund is processed in Tabs3 and a void is issued by ProPay, a message will be displayed after the void is processed (Figure 12), and it will be necessary to reverse the original payment entirely and reenter the payment with the correct amount.

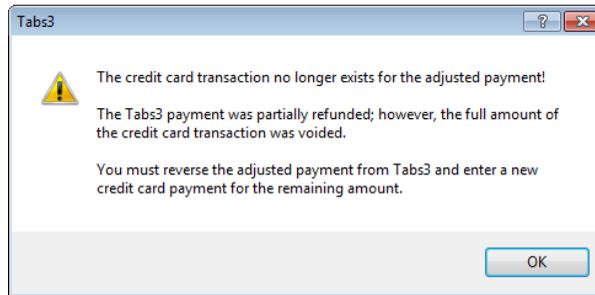


Figure 12, Tabs3 payment adjustment message

Credit Card Reports

The reports included with the Tabs3 Credit Card Authorization module are accessed from within Tabs3 or TAS.

Merchant Account Setup Report

Date: 10/23/2019			Tabs3 Merchant Account Setup Report			Page: 1		
Enable Credit Card Processing for Payments: Yes								
Enable Credit Card Processing for Client Funds: Yes								
Firm Account								
			Merchant ID			Description		
Firm Account Information			12abcde3-4567-fgh8-9123			Firm Account		
Location Accounts								
			Merchant ID			Description		
LNK - Lincoln			12abcde3-4567-fgh8-9123			Lincoln Account		
OMA - Omaha			12abcde3-4567-fgh8-9123			Omaha Account		
Timekeeper Accounts								
			Merchant ID			Description		
1 - Michael L. Jensen			12abcde3-4567-fgh8-9123			Partner Merchant Account - MLJ		
2 - Paula Ann Martin			12abcde3-4567-fgh8-9123			Partner Merchant Account - PAM		
3 - Ronald P. Anderson			12abcde3-4567-fgh8-9123			Partner Merchant Account - RPA		

Date: 10/23/2019			Trust Merchant Account Setup Report			Page: 1		
Bank Account								
			Merchant ID			Description		
First Bank IOLTA Account			12abcde3-4567-fgh8-9123			IOLTA Merchant Account		
First Bank Interest Bearing			12abcde3-4567-fgh8-9123			First Bank Merchant Account		

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Home: [All Actions](#) | [Setup](#) | [Customization](#) | [Merchant Services](#) | [Print Merchant Account Setup Report](#)

The Merchant Account Setup Report shows all merchant accounts configured to allow credit card transactions in Tabs3 or TAS. Tabs3 merchant account information is not shown on the Trust Merchant Account Setup Report. Likewise, Trust merchant account information is not shown on the Tabs3 Merchant Account Setup Report.

Definitions

Date The date the report was printed.

Enable (Tabs3 only)	Shows which credit card processing options (payments and/or client funds) are enabled. (Yes or No)
Merchant ID	The Merchant ID assigned to the firm's merchant account by ProPay. The Merchant ID can be a maximum of 9 characters.
Description	The Merchant Account description. The description can be a maximum of 50 characters.
Location (Tabs3 only)	Location ID and description assigned to the location. The location ID can be a maximum of 8 characters and the description can be a maximum of 40 characters.
Timekeeper (Tabs3 only)	Primary timekeeper's number and name. The timekeeper number can be a maximum of 3 digits, and the timekeeper name can be a maximum of 35 characters.
Bank Account (TAS only)	Bank account number and description. The bank number can be a maximum of 2 digits, and the bank description can be a maximum of 30 characters.

Credit Card Transaction Receipts

Date: 10/23/2019	Payment Receipt		Page: 1
Client:	4.00 Smith/John		
Statement #	0	Received By:	DAN
Receipt Type:	MC-5454	Date:	10/23/2019
Reference:	23	Time:	04:11 PM
<hr/>			
Description:	Payment		
<hr/>			
Cardholder Name:	John Smith	Amount (USD):	60.00
Reference #:	1789245		
Signature:	_____		

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Date: 10/23/2019	Credit Card Deposit Receipt		Page: 1
Client:	4.00 Smith/John		
Receipt Type:	MC-5454	Received By:	DAN
Reference:	2	Date:	10/23/2019
		Time:	04:11 PM
<hr/>			
Description:	Payment		
<hr/>			
Cardholder Name:	John Smith	Amount (USD):	100.00
Reference #:	1789245		
Signature:	_____		

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Home: [All Actions](#) | [Transactions](#) | [Client Funds](#) |  | [Print Receipt](#)

Date: 10/23/2019	Trust Credit Card Deposit Receipt		Page: 1
Client:	4.00-01 Smith/John		
Receipt Type:	EC-0089	Received By:	DAN
Reference:	1	Date:	10/23/2019
		Time:	04:11 PM
<hr/>			
Description:	Payment		
<hr/>			
Reference #:	1789245	Amount (USD):	250.00
Signature:	_____		

Menu [File](#) | [Open](#) | [Transaction](#) |  | [Print Receipt](#)
Home: [All Actions](#) | [Checks/Deposits](#) | [Trust Transactions](#) |  | [Print Receipt](#)

The Credit Card Receipt displays the amount and general information about the credit card transaction, including the card type and last four digits of the credit card number. No secure credit card information is shown on this receipt. A copy of the receipt may be presented to the client as proof of payment.

Definitions

- Date** Date the receipt was printed.
- Client/Trust ID** Client or Trust Account ID and Bank Account, Name and Work Description.

Note: Deleting a client or trust account does not delete any credit card transaction records processed by ProPay. The Credit Card Authorization List will report the original Client ID or Trust ID, and note that the client or trust account was deleted.

Statement # (Payment Only)

Statement number the payment applies to, if selected.

Receipt Type

The card type followed by the last four digits of the credit card number.

- VS - Visa
- MC - MasterCard
- DS - Discover
- AE - American Express
- EC - eCheck

Received By

User ID.

Date

Date of the payment, client funds deposit or trust transaction.

Time

Time of the payment, client funds deposit or trust transaction.

Description

Description of the payment, client funds deposit or trust transaction.

Cardholder Name

The name of the cardholder as it was entered on the **Add Card** page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the **Contact Name** assigned to the client in the **Client Contact**, if it is not overwritten by the user or the card reader.

Reference #

ProPay reference number.

Amount (USD)

Amount charged to the credit card.

Note: Please retain a copy of the Credit Card Receipt for your records.

Credit Card Authorization List

Auth Date	Client ID	Ref #	Card Info	Type	Amount	User ID
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account						
12/01/2018	4.00	1824142	MC-5454	Charge	250.00	DAN
12/01/2018	235.07	1945910	VS-6791	Charge	175.00	DAN
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account					Charges	425.00
					Total	425.00
Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account						
12/01/2018	848.73	1792030	MC-8934	Charge	120.00	MARY
12/01/2018	529.05	2312311	DS-7645	Credit	-35.00	MARY
12/01/2018	451.74	2401923	VS-3659	Charge	375.00	MARY
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account					Charges	495.00
					Credits	-35.00
					Total	460.00
Grand Totals						
					Charges	920.00
					Credits	-35.00
					Total	885.00

Auth Date	Time	Client ID	Trans Status	Source	Ref #	Merchant ID	Card Info	Cardholder Name	Type	Amount	User ID
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account											
12/01/2018	10:28 AM	4.00	WIP	Pymt	1824142	12abcde3-4567-fgh8-9123	MC-5454	Leonard A Brown	Charge	250.00	DAN
12/01/2018	01:34 PM	245.07	WIP	Pymt	1945910	12abcde3-4567-fgh8-9123	VS-6791	Nancy Garcia	Charge	175.00	DAN
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account										Charges	425.00
										Total	425.00
Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account											
12/01/2018	9:37 AM	848.73	WIP	Fund	1792030	12abcde3-4567-fgh8-9123	MC-8934	David R Williams	Charge	120.00	MARY
12/01/2018	10:45 AM	529.05	Arch	Pymt	2312311	12abcde3-4567-fgh8-9123	DS-7645	Martin J Alexander	Credit	-35.00	MARY
12/01/2018	2:15 PM	451.74	WIP	Pymt	2401923	12abcde3-4567-fgh8-9123	VS3659	Sally L Lawson	Charge	375.00	MARY
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account										Charges	495.00
										Credits	-35.00
										Total	460.00
Grand Totals											
										Charges	920.00
										Credits	-35.00
										Total	685.00

Trans Status	Status field of the transaction. (Deleted, Processed/WIP, or ARCH)
Auth Date	The date the credit card transaction was authorized.
Time	The time the credit card transaction was authorized.
Client/Trust ID	Client or Trust Account for which the transaction was processed.
Source	The data entry program where the credit card transaction was entered. (Pymt or Fund)
Ref#	The the reference number generated by the ProPay processing system.
Merchant ID	The Merchant ID the credit card transaction was processed with.
Card Info	A two digit card type code (VS-Visa, MC-MasterCard, DS-Discover, AE-American Express, EC-eCheck) followed by the last four digits of the credit card number.
Cardholder Name	The name of the cardholder as it was entered on the Add Card page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the Contact Name assigned to the client in the Client Contact , if it is not overwritten by the user or the card reader.
Type	Transaction type. Charge, Credit, or Void.
Amount	The amount of the credit card transaction.
User ID	The user who processed the transaction.

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