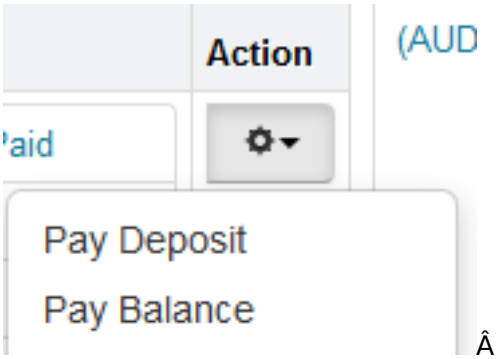
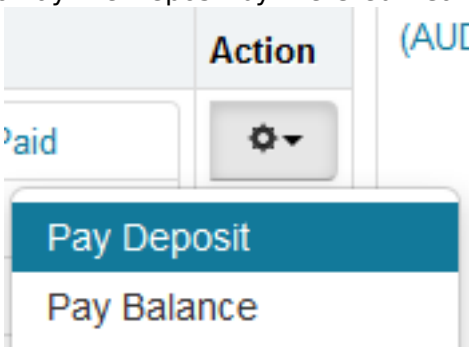
# Payments

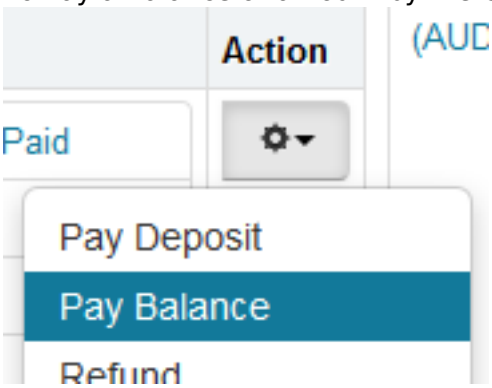
## How to take a credit card payment to pay for a deposit or balance after a booking is made?

If a customer wishes to make a credit card payment after their booking is made and scheduled in the ERM, do the following ...

1. Find the Order by either ...
    1. Searching for the Order using the Menu ... Orders > Search / Lookup an Order
    2. Searching for the Customer, then pressing on the Customers Order TAB and selecting the correct order.
2. Press the ACTION button 

Â to display the PayÂ Options.

3. To Pay the Deposit by the Credit Card, select **PAY DEPOSIT** option Â 


4. To Pay a Balance or amount by the Credit Card select **PAY BALANCEÂ** option 


5. In the **PAYMENT METHOD** drop box, select **Credit Card Payment (aka PIN)**

6. In the **PAYMENT RECEIVED** enter the amount that the customer is going to pay.Â The amount should be the full amount they are paying by card.

7. Leave the **CHQ / REFERENCE** field empty or enter brief description of payment note.


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8. Press the **PAY NOW** button and enter or ask the customer for the Credit Card Details and enter the required information into the fields shown.

9. Confirm the details with the customer.

10. Process the payment by pressing the **PAY NOW** BUTTON.

11. When finished and paid, make sure you inform the accounts department or select the correct Payment Status for Payment.Â  The Payment Status should be done manually.

Attached files:

Unique solution ID: #1250
Author: n/a
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