



DONATION DIRECTOR

Credit Card Input and Processing - Using X-Charge

Processing Credit Card Payments

When you are ready to process your credit card payments you will need to start a new batch, save/next or continue with an existing batch.

Go ahead and enter any other donations, payments or pledges that you would like to put in this batch. If you are only wanting to process credit card payments click on the previous button.

Notice at the bottom of this batch you now have a **Make Pmts** Button, click on it and enter a Process date.

Batch No: 22 Batch Date: 12/31/2008 Control No: Fiscal Year: 2008

Tran. ID.	Tran Type	Tran. Date	Account Name	Ack. Amount	Method	Notes
* = Waiting on Credit Card Processing						
* = A Re-Occurring Pledge						

Enter a date that you would like to capture reminder dates up to and click on **Fetch**.

If you have payments to process they will be listed in the grid, highlight those that you wish to process and click **Make Pmts**. This will add them to your batch.

Batch No: 20 Batch Date: 12/30/2008 Control No: Fiscal Year: 2008

Re-Occurring Charge Cards To Process

Process Date: 12/31/2008

Account Name	Address	City/State/Post Code	Charge Amt.	Exp. Date
Andersen, Pauline	44 NW Elks Dr.	Three Hills, NE 34647	\$1,400.00	09/16
Clark, Ronald	433 NW 35th	Three Hills, NE 34647	\$1,750.00	06/10
Fox, Fred	2310 Hayse St.	Three Hills, NE 34647	\$2,100.00	06/10
Valencourt, Terri	6409 Megan St	Three Hills, NE 34647	\$80,000.00	



Notice that they have a yellow attention symbol which tells you that they need to be processed before you are able to post.

Click on each transaction that you need to process.

Batch No: 20 Batch Date: 12/30/2008 Control No: Fiscal Year: 2008

	Tran. ID.	Tran Type	Tran. Date	Account Name	Ack. Amount	Method	Notes
	6393	Payment	12/31/2008	Valencourt, Terri	\$80,000.00	Mastercard	
	6392	Payment	12/31/2008	Fox, Fred	\$2,100.00	Visa	
	6391	Payment	12/31/2008	Clark, Ronald	\$1,750.00	Visa	
	6390	Payment	12/31/2008	Andersen, Pauline	\$1,400.00	Visa	
*							

= Waiting on Credit Card Processing = A Re-Occurring Pledge

Tab through the dollar amounts just to verify that this is correct (change if needed). When you tab off of tax value the **Run the CC** button will appear.

Batch No: 22 Batch Date: 12/31/2008 Control No: Fiscal Year: 2008 ID# 6423

Step #3 - Enter Transaction Information

Account Name: Fox, Fred

Payment Type: Visa Ack. Amt. \$3,000.00

Received On: 12/31/2008 A/R Amt. \$3,000.00

Acknowledged Amt. \$10.00 Prior Pmts. \$900.00

Received Amt. \$10.00 Balance \$2,100.00

Tax Value \$10.00 Tax Receipt Method: No Tax Receipt

CC# Expires On 6/10 **Run the CC** Approval No.

Step #4 - Enter Appeal Source and Designation

Appeal Name: Capital Campaign Edit Pledge Soft Credit Amt. 0.00

Appeal Category: General Donation

Appeal Ack. Amt. \$3,000.00

Appeal A/R Amt. \$3,000.00 Category Count 0

Appeal Name	Ack. Amt	A/R Amt	Received	Ack. Alloc.	Pmt. Alloc.	Tax Alloc.	Balance
Capital Campaign - General Do	\$3,000.00	\$3,000.00	\$0.00	\$10.00	\$10.00	\$10.00	\$2,990.00
Total	\$3,000.00	\$3,000.00	\$0.00	\$10.00	\$10.00	\$10.00	\$2,990.00



Click on the button and your archived information will appear and you can now process the payment.

Batch No: 20 Batch Date: 12/30/2008 Control No: Fiscal Year: 2008 ID# 6398

Step #3 - Enter Transaction Information

X-Charge 7.0 (223499)

Payment: Receipt Clear

Acknowledged Received: **Credit Card - Purchase**

Tax: CC# [XXXXXXXXXXXX] Expires On [6/10/10]

Amount: 2100.00 Credit Card #: XA2 Expiration (MMYY): 0610

* ZIP Code: 34647 * Address: 2310 * CW2/CVC2: * Receipt #: 6398 * Clerk ID: admin

[F12] Process

7.0.1 Beta 2

Close Previous Save/Next

mt. Alloc.	Tax Alloc.	Balance
\$2,100.00	\$2,100.00	\$0.00
\$2,100.00	\$2,100.00	\$0.00

As you will notice you have an Approval number (or message).

You can now add for your information the expiration of the credit card and proceed with the entry of the payment as you normally would.

Batch No: 21 Batch Date: 12/31/2008 Control No: Fiscal Year: 2008 ID# (New)

Step #3 - Enter Transaction Information

Payment Type: Visa Ack. Amt.: \$100.00 Received On: 12/31/2008 A/R Amt.: \$100.00

Acknowledged Amt.: \$10.00 Prior Pmts.: \$0.00 Received Amt.: \$10.00 Balance: \$100.00

Tax Value: \$10.00 Tax Receipt Method: Annual Tax Receipt

CC# [XXXXXXXXXXXX]6781 Expires On: 0809 Run the CC Approved: Approval No.: 000012

Step #4 - Enter Appeal Source and Designation

Appeal Name: Athletics Appeal Category: Boys Basketball Appeal Ack. Amt.: \$100.00 Appeal A/R Amt.: \$100.00 Category Count: 0

Appeal Name	Ack. Amt	A/R Amt	Received	Ack. Alloc.	Pmt. Alloc.	Tax Alloc.	Balance
Athletics - Boys Basketball	\$100.00	\$100.00	\$0.00	\$10.00	\$10.00	\$10.00	\$90.00
Total	\$100.00	\$100.00	\$0.00	\$10.00	\$10.00	\$10.00	\$90.00

Close Previous Save/Next