

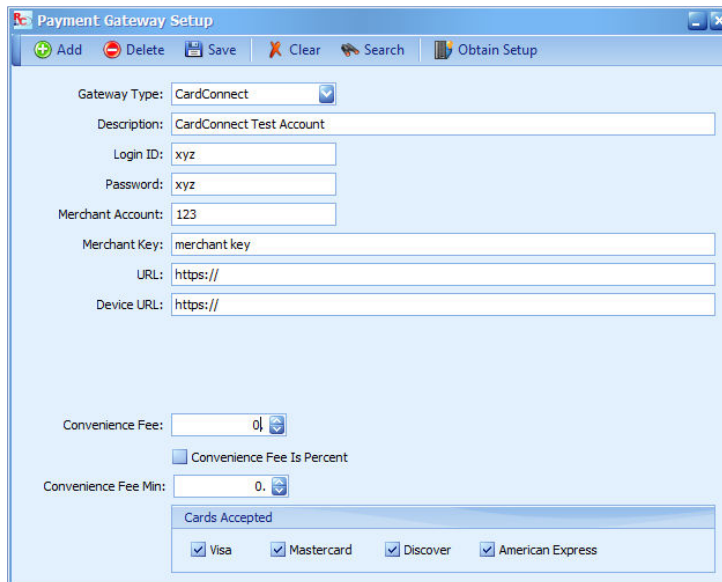


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Memberships – Recurring Billing Payment Gateway Setup

There are several admin pieces that need to be setup first and typically done by **ReCPro™** support. From the main menu, go to **Setup > Payment Gateways > Payment Gateway Setup**.



The **Payment Gateway Setup** window contains the following fields and options:

- Gateway Type:** CardConnect (dropdown)
- Description:** CardConnect Test Account (text box)
- Login ID:** xyz (text box)
- Password:** xyz (text box)
- Merchant Account:** 123 (text box)
- Merchant Key:** merchant key (text box)
- URL:** https:// (text box)
- Device URL:** https:// (text box)
- Convenience Fee:** 0% (spin box)
- ☐ Convenience Fee Is Percent (checkbox)
- Convenience Fee Min:** 0. (spin box)
- Cards Accepted:**
 - ☒ Visa
 - ☒ Mastercard
 - ☒ Discover
 - ☒ American Express

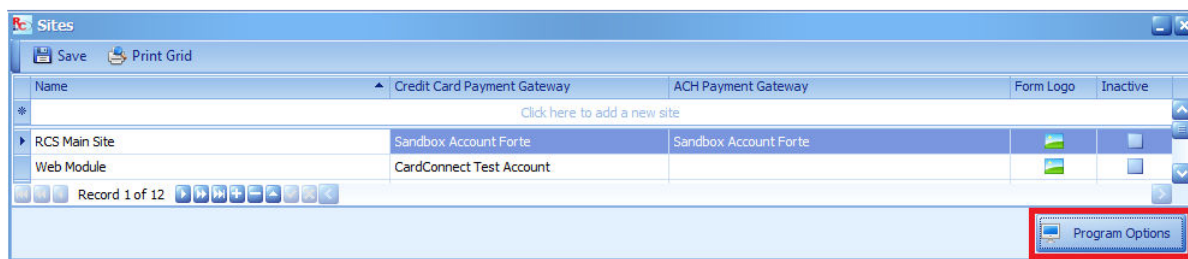
Convenience Fee and **Convenience Fee Minimum** must be setup in advance when setting up the merchant ID account for the payment gateway.

Check boxes on which **Cards Accepted**.

Sites

This table needs the payment gateway attached to the site name by either **Credit Card Payment Gateway** or **ACH Payment Gateway**.

From the main menu, go to **Setup > System Default > Sites**

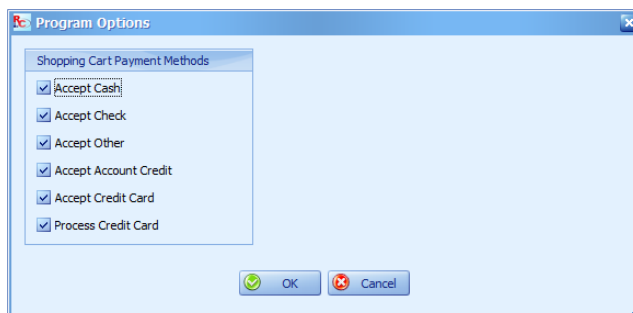


The **Sites** window displays a table with the following data:

Name	Credit Card Payment Gateway	ACH Payment Gateway	Form Logo	Inactive
* Click here to add a new site				
RCS Main Site	Sandbox Account Forte	Sandbox Account Forte		<input type="checkbox"/>
Web Module	CardConnect Test Account			<input type="checkbox"/>

At the bottom right, there is a **Program Options** button highlighted with a red box.

Click **Program Options** button to review **Shopping Cart Payment Methods**.



The **Program Options** window shows the following **Shopping Cart Payment Methods**:

- ☒ Accept Cash
- ☒ Accept Check
- ☒ Accept Other
- ☒ Accept Account Credit
- ☒ Accept Credit Card
- ☒ Process Credit Card

Buttons: **OK** and **Cancel**

Uncheck any payment methods that do not apply to your organization. Click **OK** to save and close.

Credit Card Reader

From the main menu, go to **Setup > Device Manager > Credit Card Reader**



Select applicable **Credit Card Reader** radio button.

Most selections will open up more fields that require technical information loaded. Please contact support@recprosoftware.com for assistance.

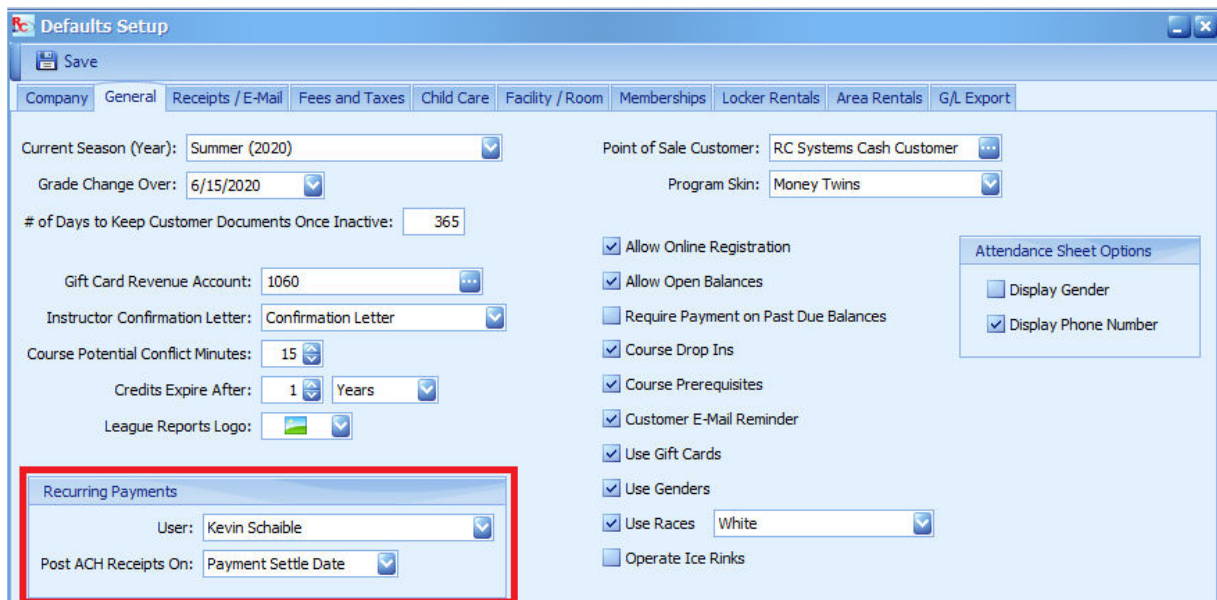
Note: This information is set to the computer (not the server or user ID).

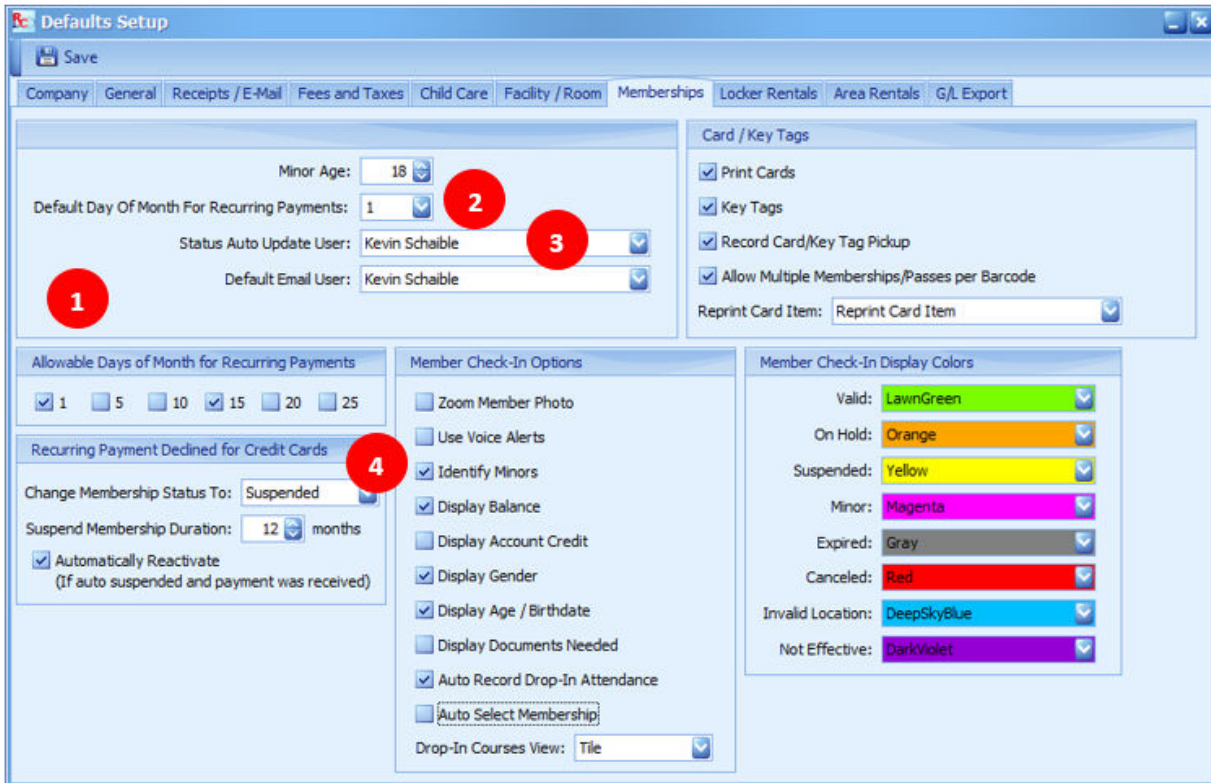
Click **Save and Close** button.

Default Setup

From the main menu, go to **Setup > System Default > Default Setup > General tab**

Select the default user for **Recurring Payments User** field and if applicable, chose the **Post ACH Receipts On** either **Payment Settle Date** or **Billing Day of the Month**.



Memberships tab


1. Select the 'Allowable Days of Month for Recurring Payments'
2. Then select the 'Default Day of Month for Recurring Payments' from the pick list
3. Select the **Status Auto Update User** which is a pick list from the user setup in **Admin Tools > User & Group**.
4. **Recurring Payment Declined for Credit Card – Change Membership Status to:**
 - a. **Active** – continue to allow membership to be active
 - b. **Suspend** – temporarily prevent membership activity, and easily reactivated without having to re-setup the customers recurring payment.
 - c. **Canceled** – stop membership activity; you will have to re-setup their recurring payment again if customer would like to continue using their membership.
 - d. **Automatically Reactive** – check this box if you want ReCPro to automatically reactive the membership if you are using auto suspend and payment was received.



Memberships - Setup

The membership must be checked to **'Allow Recurring Billing'**. This will create a prompt when user is in shopping cart purchasing the membership. It will give the option to allow recurring billing or not.

From the main menu, go to **Memberships > Memberships**. Once the membership plans are setup, check the box **'Allow Recurring Billing'**.

Plans – enter membership terms, fees, discounts, and allow recurring billing.

Plan	Term	# of	Resident Fee	Non Resident Fee	Resident Renewal Fee	Non Resident Renewal Fee	Qualifies For Member Discount	Allow Recurring Billing	Card Template
Adult	12 Months		\$300.00	\$300.00	\$300.00	\$300.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Card
Family of 4	12 Months		\$900.00	\$900.00	\$900.00	\$900.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Card
Individual	12 Months		\$250.00	\$250.00	\$250.00	\$250.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Card

Select **Plan** from the drop-down menu, enter the numeric term, days or months, resident and non-resident fees, as well as renewal fees. Check box if the membership **Qualifies for Member Discount** (*this feature works with registration and rental discounts*). Check box to enable **Allow Recurring Billing** and click **Recurring Options** button.



The 'Recurring Options' dialog box is used to configure membership recurring billing. It includes fields for Membership and Plan, an Initial Commitment section with checkboxes for setup and prorated fees, a Fees section for resident and non-resident rates, and an Options section for auto-renewal and free initial months. Save and Cancel buttons are at the bottom.

Field	Value
Membership	Fitness Center Membership
Plan	Adult - 12 Months
Charge Setup Fee	<input checked="" type="checkbox"/>
Setup Fee	Recurring Billing Setup Fee \$25.00
Charge Daily Prorated Amount	<input checked="" type="checkbox"/>
Charge Full 1st Month	<input checked="" type="checkbox"/>
Monthly Resident Fee	\$25.00
Monthly Non-Resident Fee	\$25.00
Auto Renew Recurring	<input checked="" type="checkbox"/>
Number of FREE Initial Months	0

Initial Commitment:

- **Charge Setup Fee** – check box to enable **Setup Fee** field and select from the drop down menu that pulls in the rate (*this must be setup in the merchandise setup options first*).
- **Charge Daily Prorated Amount** – check box to enable prorate calculation.
- **Charge Full 1st Month** – check box to enable rate the customer will pay before recurring billing will start.
- **Fees** – enter **Monthly Resident** and **Non-Resident Fee**
- **Options** – check **Auto Renew Recurring** to continue charging monthly fees without expiration date. To enable **Number of FREE Initial Months**, uncheck **Charge Full 1st Month**, then enter numeric value.

Preview Recurring button allows you to review how the recurring setup will calculate fees.

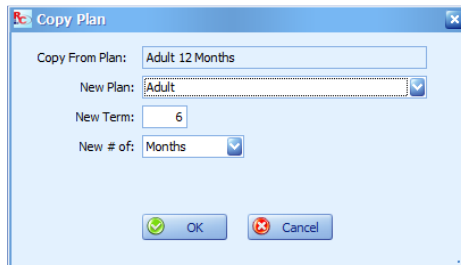
The 'Preview Recurring' dialog box displays a summary of the membership setup, including membership info, fees, and a breakdown of costs and dates included.

Membership Info	
Membership:	Fitness Center Membership
Plan:	Adult - 12 Months
Effective Date:	4/16/2020
Expiration Date:	5/1/2021
Billing Day of Month:	1

Fee	
Setup Fee:	\$25.00
Prorated Amount:	\$12.30
Full 1st Month:	\$25.00
Initial Commitment:	\$62.30
Remaining Commitment:	\$275.00
Transaction Total:	\$337.30
Recurring Monthly Fee:	\$25.00

Dates Included	
	4/16/2020 - 4/30/2020
	5/1/2020 - 5/31/2020
	1 month - 15 days
	11 months
	Beginning 6/1/2020

Copy Plan – highlight which plan you want to copy.



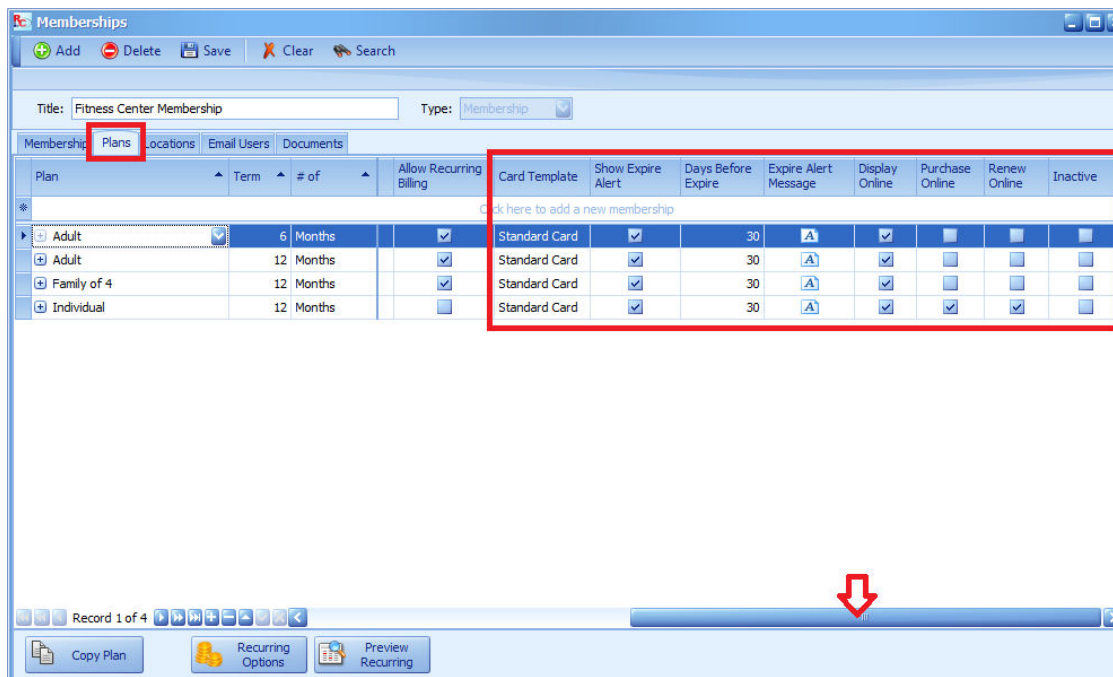
Copy Plan dialog box showing fields for Copy From Plan, New Plan, New Term, and New # of Months. The 'Copy From Plan' is set to 'Adult 12 Months', 'New Plan' is 'Adult', 'New Term' is '6', and 'New # of Months' is 'Months'. There are OK and Cancel buttons at the bottom.

Click **Copy Plan** button, enter **New Plan**, **New Terms** and **New # of Months**.

Click **OK** button to save and close. The new **Plan** is copied with new terms.

Plan	Term	# of	Resident Fee	Non Resident Fee	Resident Renewal Fee	Non Resident Renewal Fee	Qualifies For Member Discount	Allow Recurring Billing	Card Template
Click here to add a new membership									
Adult	6 Months		\$300.00	\$300.00	\$300.00	\$300.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Card
Adult	12 Months		\$300.00	\$300.00	\$300.00	\$300.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Card
Family of 4	12 Months		\$900.00	\$900.00	\$900.00	\$900.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard Card
Individual	12 Months		\$250.00	\$250.00	\$250.00	\$250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standard Card

Continuing Plans tab – use the scroll bar at the bottom of the screen, or tab to the next field past Allow Recurring Billing to Card Template. If you are using membership cards, select the template for each membership. Check box **Show Expire Alert** to enable the Member Check-in screen that will alert the customer during check-in that their membership is about to expire. Enter the numeric value in **Days Before Expire** to begin the alert. Enter a custom **Expire Alert Message** you want your customers to see.



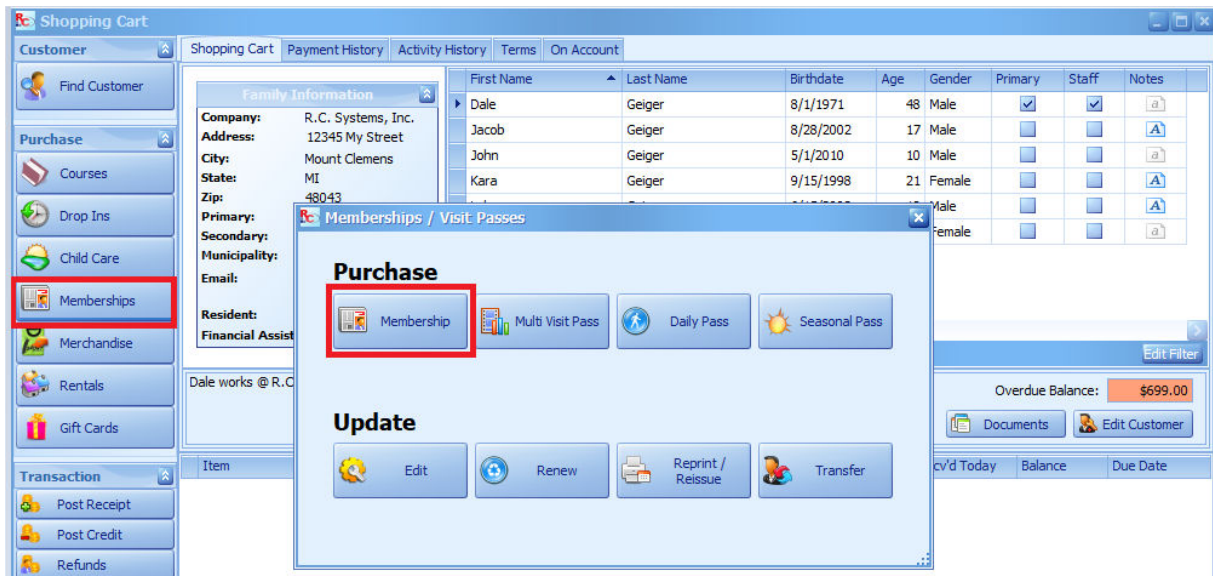
Memberships screen showing a table with columns: Plan, Term, # of, Allow Recurring Billing, Card Template, Show Expire Alert, Days Before Expire, Expire Alert Message, Display Online, Purchase Online, Renew Online, and Inactive. The 'Plans' tab is selected. A red box highlights the 'Card Template', 'Show Expire Alert', 'Days Before Expire', 'Expire Alert Message', 'Display Online', 'Purchase Online', 'Renew Online', and 'Inactive' columns. A red arrow points to the scroll bar at the bottom of the screen.

Check box **Display Online** to provide information about the membership on the website. Check **Purchase Online** and **Renew Online** to enable customers to purchase and renew memberships online. **NOTE:** purchase and renewal memberships that are recurring billing cannot be done online. Customers must purchase and renew in-house.

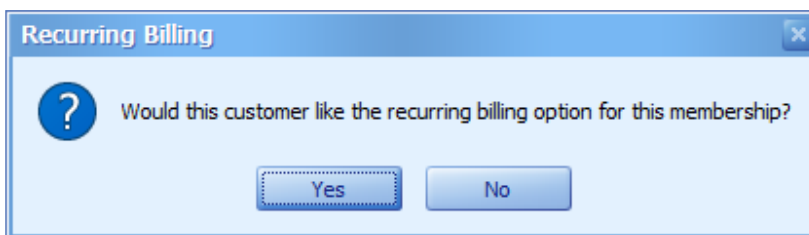
Selling New Memberships – Recurring Billing

Recurring billing is a way to setup automatic payments by credit card, or ACH Payments (electronic funds transfer from the customer's checking account). The payments gateway account must be setup prior to using recurring billing as well as the membership itself.

From **shopping cart**, click **memberships > memberships**, select membership for recurring billing.



Recurring Billing screen will prompt you with the question, *'would this customer like the recurring billing option for this membership?'*



Select **'No'** allows user to sell as other memberships. Select **'Yes'** will begin the steps to activate recurring billing.



Step 1 – Select a Membership allows user to review the membership

Step 2 – Set Membership Characteristics allows user to change **Billing Day of Month** and **Effective Date**

The screenshot shows the 'New Membership / Visit Pass' window with four steps:

- Step 1 - Select a Membership:** Title: Fitness Membership, Plan: Adult, Term: 12 Months. Fees: Resident Fee: \$84.00, Non Resident Fee: \$108.00, Resident Renewal Fee: \$84.00, Non Res Renew Fee: \$108.00, Resident Monthly Fee: \$7.00, Non Res Monthly Fee: \$9.00.
- Step 2 - Set Membership Characteristics:** Effective Date: 6/25/2020, Expiration Date: 7/1/2021, Billing Day of Month: 1.
- Step 3 - Select Family Member(s) and Press Add to Membership:** A table lists family members: Dale Geiger (Primary), Jacob Geiger, John Geiger, Kara Geiger, Luke Geiger, and Susie Geiger.
- Step 4 - Confirm and Press Add to Cart:** Family Member(s) added to Membership: Dale Geiger. Dates Included: Setup Fee: \$5.00, Prorated Amount: \$0.66 (6/25/2020 - 6/30/2020), Full 1st Month: \$3.50 (7/1/2020 - 7/31/2020), Initial Commitment: \$9.16 (1 month - 6 days), Remaining Commitment: \$38.50 (11 months), Transaction Total: \$47.66, Recurring Monthly Fee: \$3.50 (Beginning 8/1/2020). Buttons: Adjust Fee, Add to Cart, Return To Cart, Remove from Membership.

Step 3 – Select Family Member(s) and Press Add to Membership same steps when NOT using recurring.

Step 4 – Confirm and Press Add to Cart shows family member and has a breakdown of how the membership will be charged.

This screenshot shows the 'Dates Included' section of Step 4, detailing the fees and commitment:

Dates Included		
Setup Fee:	\$5.00	
Prorated Amount:	\$0.66	6/25/2020 - 6/30/2020
Full 1st Month:	\$3.50	7/1/2020 - 7/31/2020
Initial Commitment:	\$9.16	1 month - 6 days
Remaining Commitment:	\$38.50	11 months
Transaction Total:	\$47.66	
Recurring Monthly Fee:	\$3.50	Beginning 8/1/2020

Buttons: Adjust Fee, Add to Cart, Return To Cart.

Initial Commitment is a sum total of **Setup Fee** (not required), **Prorated Amount** and **Full 1st Month**. So in this example the customer will pay \$9.16 today and **Recurring Monthly Fee** will not start until 8/1/2020 with a **Remaining Commitment** of 11 months. From here, click **Add to Cart** button.



Notice in this example the **Received Today** column only reflects the **Initial Commitment** and the **Balance** column is the remainder of what is owed for the membership.

Shopping Cart

Customer: Find Customer

Purchase: Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards

Transaction: Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, **Checkout** (highlighted with a red arrow), Device, Printer Setup, Open Cash Drawer

Family Information

Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@recprosoftw are.com
Resident: ☒
Financial Assist: ☒

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
John	Geiger	5/1/2010	10	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	
Luke	Geiger	6/15/2002	18	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	

Dale works @ R.C. Systems, Inc.

Open Balance: \$1,046.00 Overdue Balance: \$699.00
Open Credits: \$0.00 Documents Edit Customer

Item	Qty	Price	Tax	Total	Rec'd Today	Balance	Due Date
New Fitness Membership - Adult 12 Months	1	\$42.66	\$0.00	\$42.66	\$4.16	\$38.50	6/1/2021
Registration Fee - Dale Geiger	1	\$5.00	\$0.00	\$5.00	\$5.00	\$0.00	

\$47.66 \$9.16 \$38.50

Click **Checkout** button and apply payment. This portion will be for the Initial Commitment only.

Shopping Cart

Customer: Find Customer

Purchase: Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards

Transaction: Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, **Checkout**, Device, Printer Setup, Open Cash Drawer

Checkout

Receipt Total: \$9.16

Step 1 - Apply Payment to Sale / Receipt

Amount

Cash: \$9.16

Check 1: \$0.00

Check 2: \$0.00

Credit Card 1: \$0.00

Credit Card 2: \$0.00

Acct Credit: \$0.00

Other: \$0.00

Total Applied: \$9.16

Step 2 - Review Sale / Receipt Information

Receipt Date: 6/25/2020

Paid By: Dale Geiger

Payment Note:

Step 3 - Choose Receipt Output and Card / Key Tag

Preview Print

Print Membership Card / Scan Key Tag

Member Name: Dale Geiger Membership: Fitness Membership - Adult 12 Months Card#: 56741

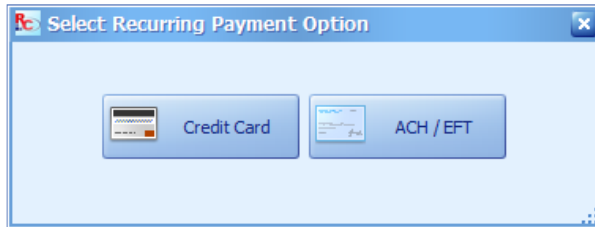
Selecting a customer who already has a 'Card#' will inactivate that existing number.

Print Cards Scan Key Tag Record Card / Key Tag Pickup Done

\$47.66 \$9.16 \$38.50

Once the user has scanned key tags or printed membership cards, click **Done** button and there will be a popup to **Select Recurring Payment Option** screen.

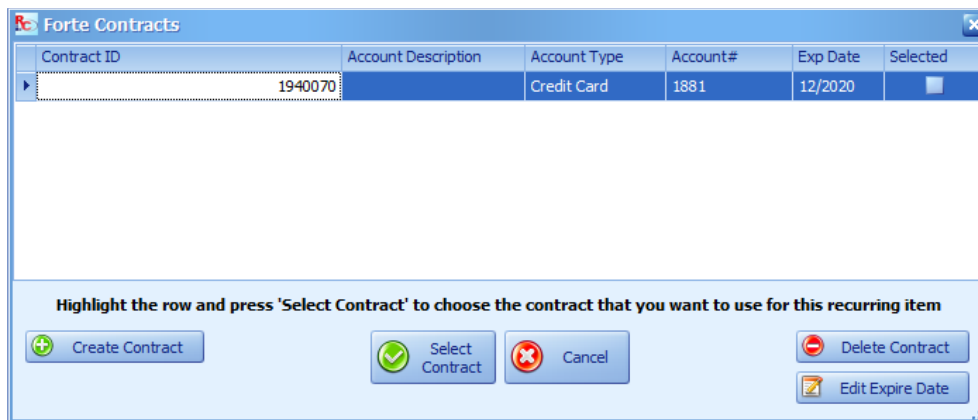
Select Recurring Payment Options – Credit Card



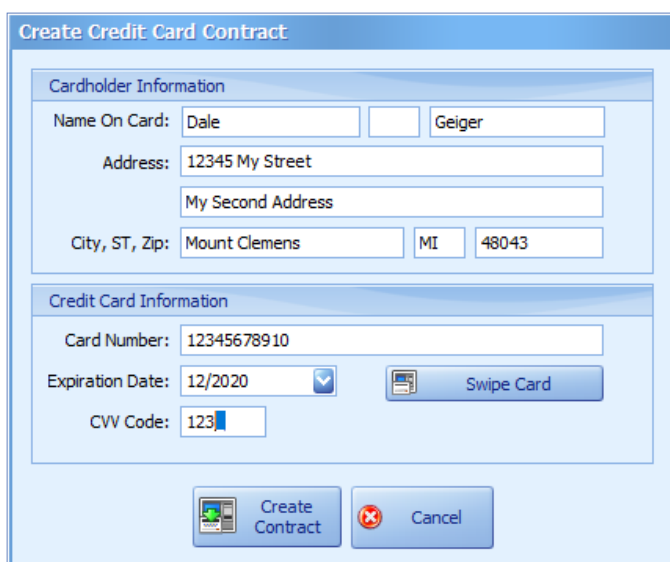
Important Reminder: using recurring payment option must be setup in advance with the payment gateway provider.

Select either **Credit Card** or **ACH / EFT** button.

Selecting Credit Card will prompt **Contracts** screen. Click **Create Contract** button to add a credit card for recurring billing for the remaining balance of the membership, or **Select Contract** for an existing credit card available for recurring billing.



Cardholder Information will pull head of household from customer record in shopping cart. Enter **Card Number** (or you can swipe card), **Expiration Date** and **CVV code**. Press **Create** button, then **OK** button.



Create Credit Card Contract

Cardholder Information

Name On Card: Dale Geiger

Address: 12345 My Street

My Second Address

City, ST, Zip: Mount Clemens MI 48043

Credit Card Information

Card Number: 12345678910

Expiration Date: 12/2020

CVV Code: 123

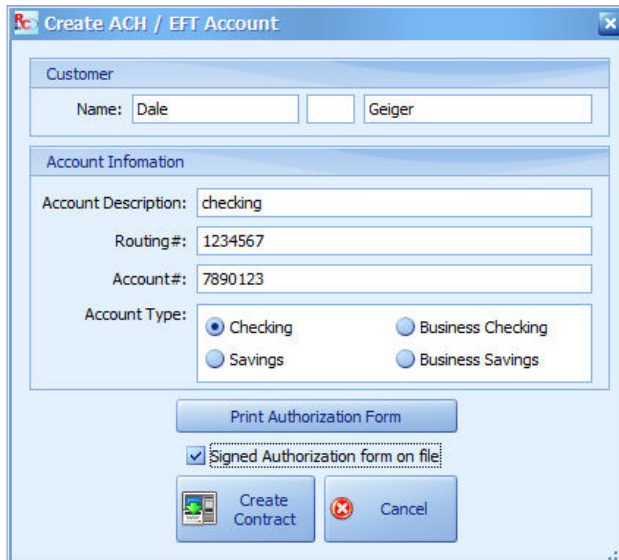
Buttons: Create Contract, Cancel, Swipe Card

Important Note: You cannot **delete** a credit card or ACH account without setting up a new one first.

The information will be sent to the payments gateway provider to store the data and automatically charge the credit card the recurring fee as specified on the begin date for the remaining commitment.

Select Recurring Payment Options – ACH / EFT

Customer name will automatically pull from the customer record in shopping cart. User will enter the customer's Account Description, Routing number, Account number and Account Type. User must click Print Authorization Form in order to click the Create button, or user may check the box Signed Authorization form on file to bypass printing the authorization form.



The information will be sent to the payments gateway provider to store the data and automatically charge the credit card the recurring fee as specified on the begin date for the remaining commitment.

To Change Recurring Billing Information

From customers shopping cart screen, go to **OnAccount** tab > **Membership** tab

The screenshot shows the 'Shopping Cart' window with the 'On Account' tab selected. The 'Memberships' sub-tab is active, displaying a list of recurring items. The bottom toolbar contains several buttons, with 'Change Recurring Payment Contract' highlighted by a red box. A dialog box titled 'Select Recurring Payment Option' is open, showing two buttons: 'Credit Card' and 'ACH / EFT', also highlighted by a red box.

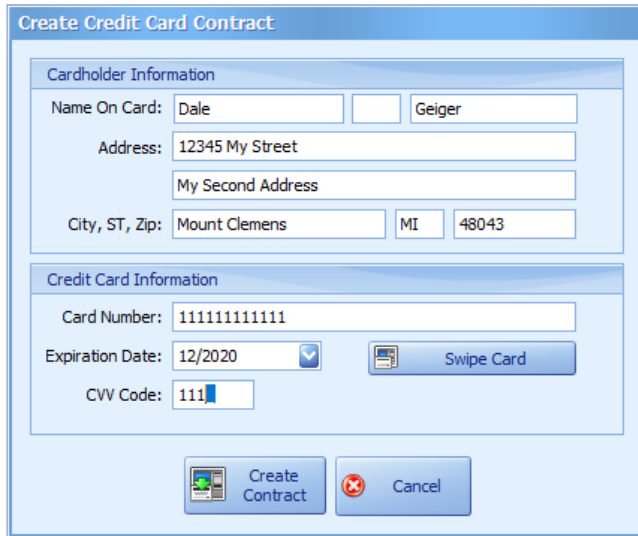
Select '**Change Recurring Payment Contract**' button. **Select Recurring Payment Option** screen displays, choose between **Credit Card** or **ACH/EFT** button.

Contracts screen displays; click **Create Contract** button to enter a new credit card contract or use existing contract by clicking **Select Contract**.

The 'Forte Contracts' window displays a table with the following data:

Contract ID	Account Description	Account Type	Account#	Exp Date	Selected
1940070		Credit Card	1881	12/2020	<input checked="" type="checkbox"/>

Below the table, there are five buttons: 'Create Contract' (with a plus icon), 'Select Contract' (with a checkmark icon), 'Cancel' (with a red X icon), 'Delete Contract' (with a minus icon), and 'Edit Expire Date' (with a calendar icon). A message at the bottom states: 'Highlight the row and press 'Select Contract' to choose the contract that you want to use for this recurring item'.



Create Credit Card Contract

Cardholder Information

Name On Card: Dale [] Geiger []


Address: 12345 My Street []

My Second Address []



City, ST, Zip: Mount Clemens [] MI [] 48043 []

Credit Card Information

Card Number: 111111111111 []

Expiration Date: 12/2020 [v]  Swipe Card []

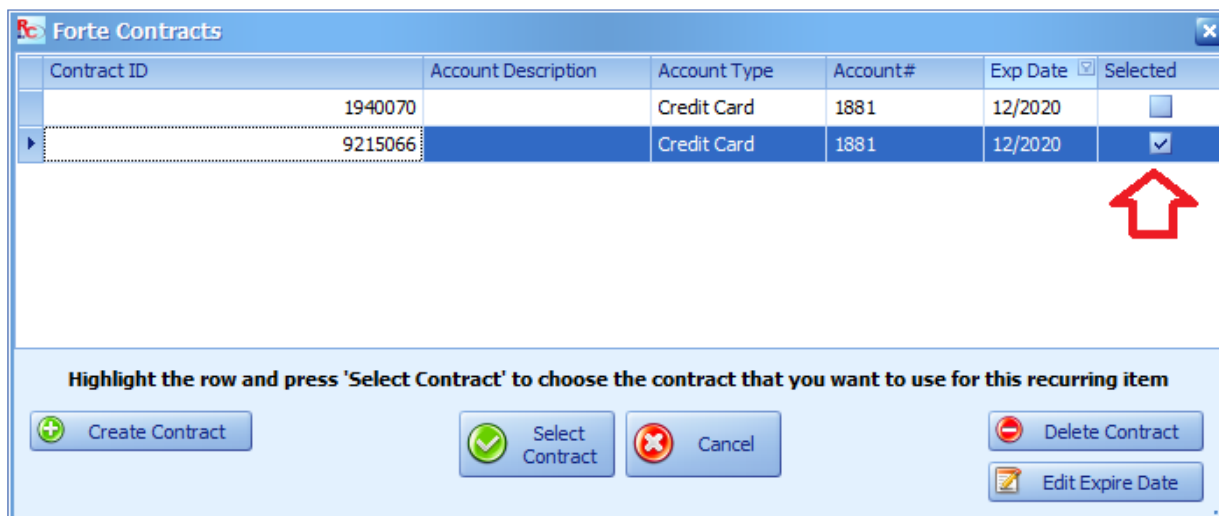
CVV Code: 111 []

 Create Contract []  Cancel []

Swipe Card or enter **card number**, **expiration date** and **CVV code** (or swipe card).


Click '**Create Contract**' button.

Now there are multiple credit cards for recurring payments. Select the one to use and click '**Select Contract**' button.








Forte Contracts

Contract ID	Account Description	Account Type	Account#	Exp Date	Selected
1940070		Credit Card	1881	12/2020	<input type="checkbox"/>
9215066		Credit Card	1881	12/2020	<input checked="" type="checkbox"/>



Highlight the row and press 'Select Contract' to choose the contract that you want to use for this recurring item

 Create Contract []  Select Contract []  Cancel []  Delete Contract []  Edit Expire Date []

Important Note: The delete, sometimes is not that simple. If user wants to delete an old payment method, they have to go through all the memberships (closed) that have used that payment method and select a different payment method, so it is not assigned. Then they can press delete button.



Membership Recurring Billing – On Hold and Suspend

On Hold

- To put a membership on hold, they must be current on the payments.
- The on hold dates will force the day to match the billing day of the month. So, if you enter 07/23/2020, it will change it to 07/01/2020
- It will change the next billing date to what was entered for the hold END date.
- The recurring billing program will not charge the card until the END date.
- If you change it back to Active manually, then the next recurring billing date will not change. It will remain the end date from when it was put on hold.

Suspend

- If you suspend a membership, it does not change the next billing date, so it will continue to bill for the membership in the recurring billing program.

Recurring Payment Transaction Log

This is a grid that allows user to lookup **Date Processed**, **Transaction Type**, **Transaction Successful**, **Failure Reason** and details about the customers' record.

From the main menu, go to **Reports > Financial > Recurring Transaction Log**

Date Processed	Transaction Type	Transaction Successful	Failure Reason	Last Name	First Name	Account#	CC Expire Date	ACH Status	Contract ID
6/11/2020	ACH	✓		Wood	Evelyn	*****7777		Waiting to Settle	9194949
6/11/2020	Credit Card	✓		Bishop	Andy	*****5550	12/2020		9194950
6/11/2020	Credit Card	✓		Kaferle	Susan	*****1881	12/2020		9080701
6/11/2020	Credit Card	✓		Williams	Carter	*****5550	12/2020		9194926
6/11/2020	ACH	✓		Wentworth	Ellie	*****5555		Waiting to Settle	9193908
6/11/2020	Credit Card	✓		Kaferle	Susan	*****1881	12/2020		9080701
6/11/2020	Credit Card	✗	INVALID CC ACC...	Williams	Carter	*****5550	12/2021		9193909
6/11/2020	ACH	✗	MANDATORY FIE...	Wentworth	Ellie	*****5555			9193908
6/11/2020	Credit Card	✓		Kaferle	Susan	*****1881	12/2020		9080701
6/11/2020	Credit Card	✗	INVALID CC ACC...	Williams	Carter	*****5550	12/2021		9193909
6/10/2020	Credit Card	✓		Donofrio	James	*****5550	12/2020		9193886
6/10/2020	ACH	✓		Boop	Betty	*****3333		Waiting to Settle	9193802
6/10/2020	ACH	✓		Hamilton	Mike	*****2222		Waiting to Settle	9193774
6/10/2020	ACH	✓		Hutchinson	Erika	*****1111		Waiting to Settle	9190759
6/10/2020	ACH	✗	MANDATORY FIE...	Hutchinson	Erika	*****1111			9190759
6/10/2020	Credit Card	✓		Greene	Ava	*****1881	12/2020		9192610
6/10/2020	ACH	✗	MANDATORY FIE...	Hutchinson	Erika	*****1111			9190759



Recurring Payment Upcoming Charges

This grid allows user to review upcoming charges prior to automatic deduction from account.

From the main menu, go to **Reports > Financial > Recurring Upcoming Charges**

Recurring Payment Upcoming Charges

Next Billing Date
From: 6/25/2020
Thru: 8/8/2020

Refresh Print Grid Change Recurring Payment Contract Cancel Recurring Billing Cancel Membership Email Customer

Transaction Type

Next Billing Date	Last Name	First Name	Amount to Charge	Phone	E-Mail	Account#	CC Expire Date	CC Expired	Contract ID
Transaction Type: ACH (Amount to Charge \$5.00), (Count 1)									
7/1/2020	Kaferle	Susan	\$5.00	(234) 567-8901	skaferle@recprosoftware.com	*****9012			9135904
Transaction Type: Credit Card (Amount to Charge \$56.50), (Count 6)									
7/1/2020	Bishop	Andy	\$10.00	(586) 579-5773		*****5550	12/2020		9194950
7/1/2020	Donofrio	James	\$10.00	(586) 555-5555	pennfamily@comcast.net	*****5550	12/2020		9193886
8/1/2020	Geiger	Dale	\$3.50	(586) 469-4200	dgeiger@recprosoftware.com	*****1881	12/2020		9215066
7/1/2020	Kaferle	Susan	\$13.00	(234) 567-8901	skaferle@recprosoftware.com	*****1881	12/2020		9080701
8/1/2020	Senior	Inid	\$10.00	(999) 888-7890	inidsenior@email.com	*****1881	12/2020		9205148
7/1/2020	Williams	Carter	\$10.00	(586) 486-5868	williams@gmail.com	*****5550	12/2020		9194926

\$61.50



Recurring ACH Payments Waiting to Settle

Sent Date	Last Name	First Name	Amount	Phone	E-Mail	Account#	Rejected Response	Contract ID
Scheduled Billing Date: 6/1/2020 (Amount \$48.50)								
6/10/2020	Hutchinson	Erika	\$8.50	(586) 547-7727	ehutch12448@me.com	*****1111		9190759
6/10/2020	Hamilton	Mike	\$10.00	(586) 999-8888	thehamiltons@yahoo.com	*****2222		9193774
6/10/2020	Boop	Betty	\$10.00	(586) 489-7777		*****3333		9193802
6/11/2020	Wentworth	Ellie	\$10.00	(586) 479-5173		*****5555		9193908
6/11/2020	Wood	Evelyn	\$10.00	(586) 798-5858		*****7777		9194949

Summary: \$48.50

Buttons: Print Grid, Email Customer, Pay Now, Change Recurring Payment Contract, Cancel Membership, Retrieve Settled Transactions

Retrieve Settled Transactions button – user adds date range and selects **Post Receipt On 'Billing day of the Month'** or **'Payment Settle Date'**. Click **Retrieve Settled Transaction** button. **ReCPro™** retrieves data from payments gateway and all transactions that process successfully will post and remove from grid. Return code would show why it failed.

If the transaction fails to process, user can now select item and either click **'Pay Now'** or **'Change the Contract Info'** (recurring billing contract) or **'Cancel Membership'**.