



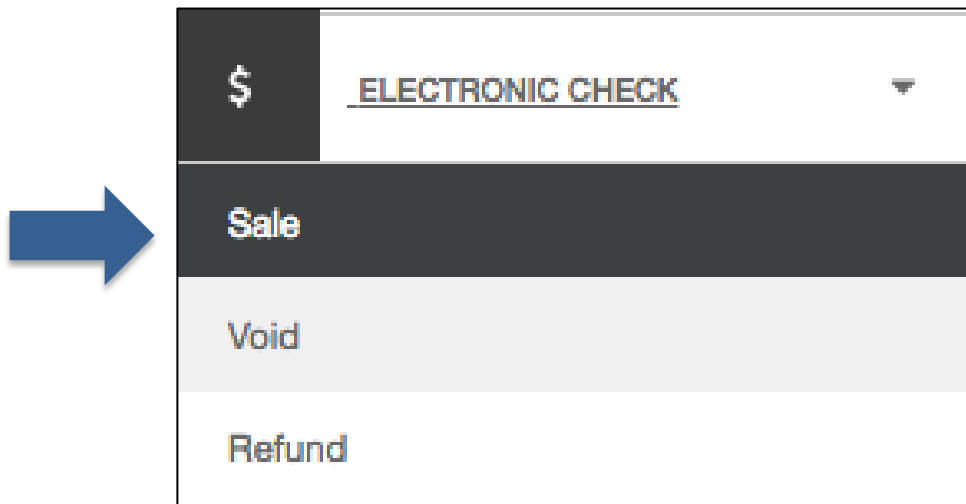
Virtual Terminal Electronic Check Guide

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How to process a sale

An Electronic Check Sale is a transaction that is issued through an electronic check. The routing or ABA number and the account number printed on the check are used to process the transaction.

Step 1: Click **Sale** under **Electronic Check** from the **Main Menu**.



Step 2: Enter the sales details such as billing information, order information, card billing address, merchant defined fields and processor.

Home / Virtual Terminal Check Sale

Enter the sales details to charge a customer. + ↻

Electronic Check Information

Name on Account * Routing / ABA Number ⓘ *

Account Number ⓘ *

Acct Holder Type Account Type ✅

Personal ⓘ

Entry Method (SEC code) Currency ✅

Amount *

\$

Add to Customer Vault ⓘ

Order Information

Note: fields with red asterisk are required.



Step 3: Click **Submit** to complete.

Home / Virtual Terminal Check Sale

Enter the sales details to charge a customer. + /

Electronic Check Information

Name on Account ✔ **Routing / ABA Number** ℹ ✔

Account Number ℹ ✔

Acct Holder Type ✔ **Account Type** ✔

Currency ✔ **Amount** ✔

Add to Customer Vault ℹ **Customer Vault ID** ℹ

Order Information

Order ID ✔

Order Description ✔

Billing Address

First Name ✔ **Last Name** ✔ **Company** ✔

Country ✔ **Address** ✔

Address (cont.) **City** ✔ **State** ✔ **Zip Code** ✔

Email Address ✔

Shipping Address

Same as Billing

Email Address





[Transaction Successful](#)

Home / Virtual Terminal Check Sale

Transaction Successful

[Create Subscription](#) [Add to Vault](#)

Transaction Receipt

[Print Receipt](#) | [E-Mail Receipt](#)

Merchant	Date/Time
JD Construction - (Chicago, IL)	01/19/2018 8:33:39 AM CST

Transaction ID	Transaction Type	Amount
3954320646	Check Sale	100.00

Checking Account

Name on Account	Routing/ABA Number
John Smith	123123123

Account Number

*****6789

Processor	Currency
CK Processor A	USD

Billing Information	Shipping Information
John Smith	John Smith
Apparel Co.	Apparel Co.
johnsmith@apparelco.com	johnsmith@apparelco.com
123 Main Street	123 Main Street
Chicago IL, 60115	Chicago IL, 60115
US	US

Order Information

Order ID	Description
987654321	Apparel

[Transaction Failed/Declined](#)

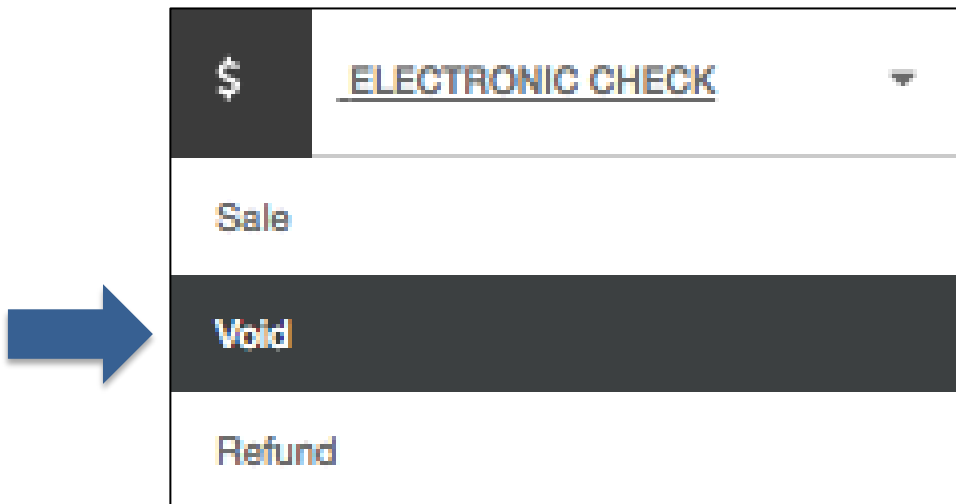
Transactions that do not process successfully will trigger a failure response.



How to void a transaction

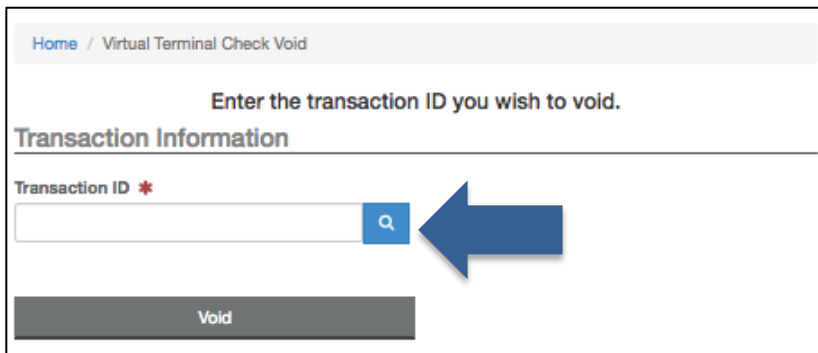
A void can be performed on a transaction prior to settlement. To void a transaction, simply enter the transaction ID in the void area under the Virtual Terminal section.

Step 1: Click **Void** under **Electronic Check** from the **Main Menu**.

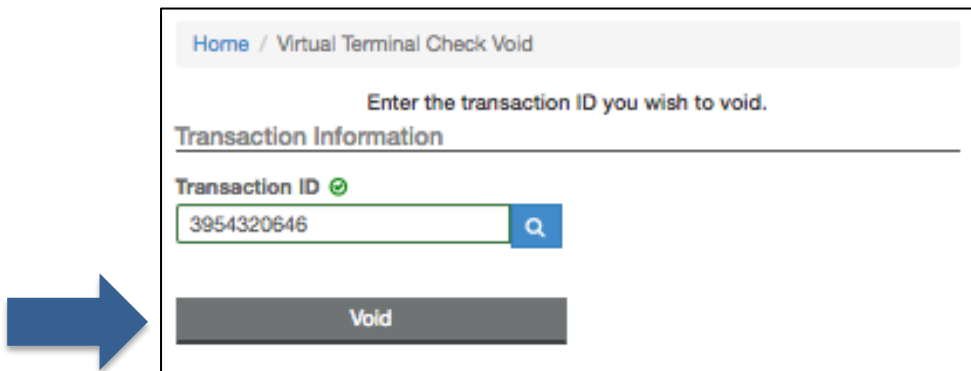


Step 2: Merchant can use the **magnifier icon** to look up a transaction.

Note: fields with red asterisk are required.



Step 3: Enter the Transaction ID of the original transaction you wish to void. Click **Void** to complete.





Transaction Successful

Home / Virtual Terminal Check Void

Transaction Successfully Cancelled

[Create Subscription](#) [Add to Vault](#)

Transaction Receipt

[Print Receipt](#) | [E-Mail Receipt](#)

Merchant	Date/Time
JD Construction - (Chicago, IL)	01/19/2018 8:42:33 AM CST

Transaction ID	Transaction Type	Amount
3954320646	Check Void	100.00

Checking Account

Name on Account	Routing/ABA Number
John Smith	123123123

Account Number

*****6789

Processor	Currency
CK Processor A	USD

Billing Information	Shipping Information
John Smith	John Smith
Apparel Co.	Apparel Co.

How to process a refund

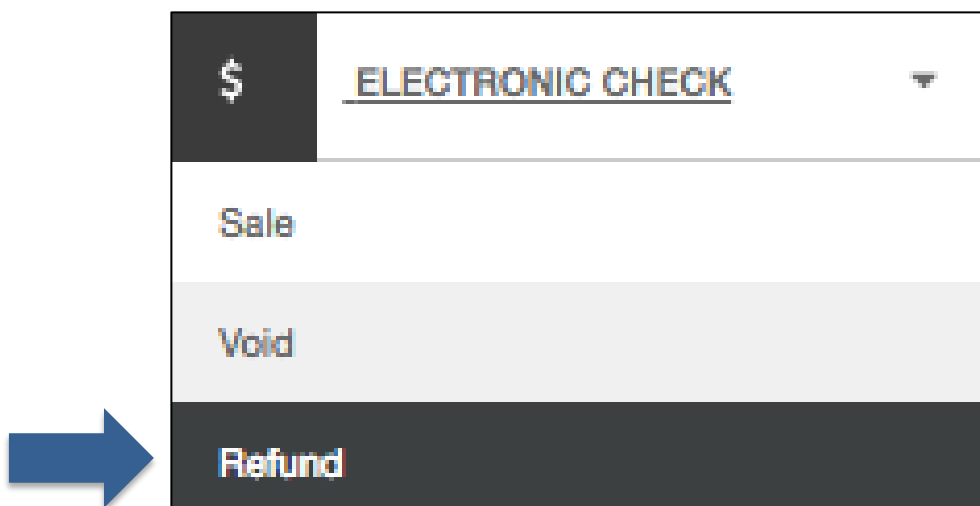
To refund a transaction, simply enter the Transaction ID and the amount you wish to refund.

Merchant can choose to make a full refund or a partial refund.

To make a partial refund, simply set the amount to be less than the original amount captured.

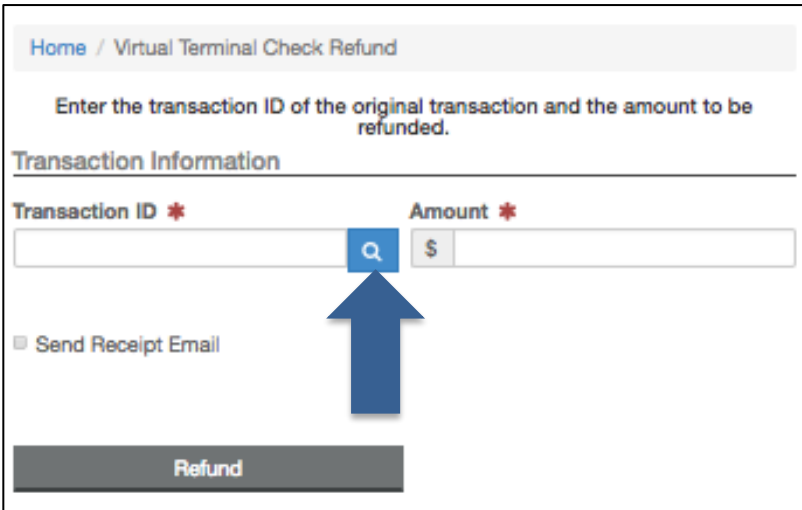
To make a full refund, the amount must be equal to the original amount captured.

Step 1: Click [Refund](#) under [Electronic Check](#) from the [Main Menu](#).



Step 2: Merchant can use the [magnifier icon](#) to look up a transaction.

Note: fields with red asterisk are required.





A screenshot of a web form titled 'Virtual Terminal Check Refund'. At the top, there is a breadcrumb trail: 'Home / Virtual Terminal Check Refund'. Below this is a text prompt: 'Enter the transaction ID of the original transaction and the amount to be refunded.' The form is divided into a section titled 'Transaction Information'. It contains two input fields: 'Transaction ID *' and 'Amount *'. The 'Transaction ID' field has a magnifying glass icon on its right side. A blue arrow points to this magnifying glass icon. Below the input fields is a checkbox labeled 'Send Receipt Email'. At the bottom of the form is a dark button labeled 'Refund'.


Step 3: Enter the **Transaction ID** of the original transaction you wish to refund. Click **Refund** to complete.

Home / Virtual Terminal Check Refund


Enter the transaction ID of the original transaction and the amount to be refunded.

Transaction Information

Transaction ID  Amount 

3954435301  \$ 250.00

Send Receipt Email

Refund 

Transaction Successful

Home / Virtual Terminal Check Refund

Transaction Successfully Refunded


[Create Subscription](#) [Add to Vault](#)

Transaction Receipt

[Print Receipt](#) [E-Mail Receipt](#)

Merchant	Date/Time	
JD Construction - (Chicago, IL)	01/19/2018 9:51:39 AM CST	
Transaction ID	Transaction Type	Amount
3954450809	Check Refund	-250.00

Checking Account

Name on Account	Routing/ABA Number
John Smith	123123123
Account Number	****6456 
Processor	Currency
CK Processor A	USD

Billing Information **Shipping Information**


Advanced features

Adding and deleting fields.

Step 1: Merchants can add or delete non-required fields by clicking the **wrench**.

Home / Virtual Terminal Check Sale

Enter the sales details to charge a customer.

+ 

Electronic Check Information

Name on Account * **Routing / ABA Number ⓘ ***

Account Number ⓘ *

Acct Holder Type **Account Type**

Personal Checking

Currency **Amount ***


Add to Customer Vault ⓘ **Customer Vault ID ⓘ**



Step 2: Additional fields are pulled up. Toggle the fields on or off by clicking the **boxed X**. Click the **disk** to save changes.

Home / Virtual Terminal Check Sale

Enter the sales details to charge a customer.



Electronic Check Information

Name on Account *	Routing / ABA Number ⓘ *	
<input type="text"/>	<input type="text"/>	
Account Number ⓘ *	Verify Account Number ✕	
<input type="text"/>	<input type="text"/>	
Acct Holder Type ⓘ	Account Type ⓘ	
<input type="text" value="Personal"/>	<input type="text" value="Checking"/>	
Entry Method (SEC code) ✕		
<input type="text"/>		
Check Number ✕	Currency ⓘ	Amount *
<input type="text"/>	<input type="text" value="USD"/>	<input type="text" value="\$ 00.00"/>
<input type="checkbox"/> Add to Customer Vault ⓘ ✕	Customer Vault ID ⓘ	
	<input type="text"/>	

