

ePNJPOS v3

Java[®] Point-Of-Sale Software

ePNJPOS v3

Java® Point-Of-Sale Software

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1 Overview

ePNJPOS v3 is a program that merchants can install on their **Microsoft® Windows®**-based, Internet-connected computers that will allow them or their employees to process transactions without having to log into the **eProcessing Network Merchant Support Center**.

ePNJPOS v3 can process manually-keyed credit card transactions, as well as swiped credit card transactions at swiped rates. (See section 3 for compatible hardware.)

ePNJPOS v3 can also process both credit and PIN-Debit card transactions using a properly encrypted pin pad device. Signature Capture is also available. (See section 3 for compatible hardware.)

ePNJPOS v3 can also process check transactions. Scanned, Manual and check imaging are available, settings determined by Check Processor. Please contact your sales office for more information on Check Processing. (See section 3 for compatible hardware.)

ePNJPOS v3 can also process Gift Cards thru OptiCard, GETI, & SPS. This function is utilized thru the Multipay function (See section 3 for compatible hardware and section 14 MultiPay.)

ePNJPOS v3 will allow the merchant to process cash receipt transactions. These transactions will be stored in the Activity Reports of the merchant's ePNAccount. The cash will still have to be deposited. This is simply to provide a printed receipt for cash transactions.

ePNJPOS v3 works with **ePNInventory** using the **ePNJPOS PlugIns, Order Builder** and **Receive Inventory**. See section 7.5 for more details.

The PA-DSS Implementation Guide for eProcessingNetwork will help you maintain a PCI compliant installation of **ePNJPOS v3**. [PDF](#)

2 Requirements

Requirements for utilizing **ePNJPOS v3** include the following:

- An **eProcessing Network** Merchant account.
- **Microsoft® Windows®**-based(XP,Vista,Win7 only), Internet-connected computer.
- **ePNJPOS v3** is not supported on **Mac** or **Linux** based operating systems.
- **For Vista Home Premium Edition user**, you must have the most recent Vista Home Premium updates and service pak 1.
- **32 bit Java is required** to install **ePNJPOS v3**.
 - Using your Internet Explorer Browser, go to www.java.com and confirm you have the **latest version of Java installed**.
 - 32 bit Java is required on 64 bit computers

3 Equipment

The equipment below is PCI Compliant and Supported with the **ePNJPOS v3** Software. Credit card swipe rate supported with all swipers listed below.

Device	Part Numbers
MagTek USB Swiper Model	21040109 21040110 21073062
CMP10 Swiper/Printer (Bluetooth Only)	CMP-10BT-U5-MS
WOOSIM – Swiper/Printer (Bluetooth)	PORTI-SC30(B)
MagTek® MICR MICRImage RS232 w/Ethernet (Check Only)	22410004
MagTek® MICR Mini USB 3TK	22533003
MagTek® MicrImage RS232 W/3TK MSR (**serial port)	22410003
Ingenico i6550 / Pin Debit with Signature Capture*	6550US0425
5V USB Cable For use with Power Supply	6035-06078-0100
Power Supply	PWR-ALI0081
BT – 90 (Bluetooth)	21073021
MagTek® MICR Excella MDX USB/Dual Scan	22360001
Verifone 1000SE	P00319002WWE
USB Bar Code Scanner works with the ePNJPOS v3 PlugIns; Order Builder & Receive Inventory	LS2208SR20361RSBRE

*Additional Fees may apply for signature capture

**Supported Serial-to-USB Converter:

- USB to Serial/PDA Converter Cable
 - Model # GUC232A

4 ePNJPOS Set Up

In order to use **ePNJPOS v3**, the account needs Receipt, Terminals and Clerks to be configured for use. This section covers setting up and managing the **ePNJPOS v3** account through the **eProcessingNetwork Merchant Service Center**.

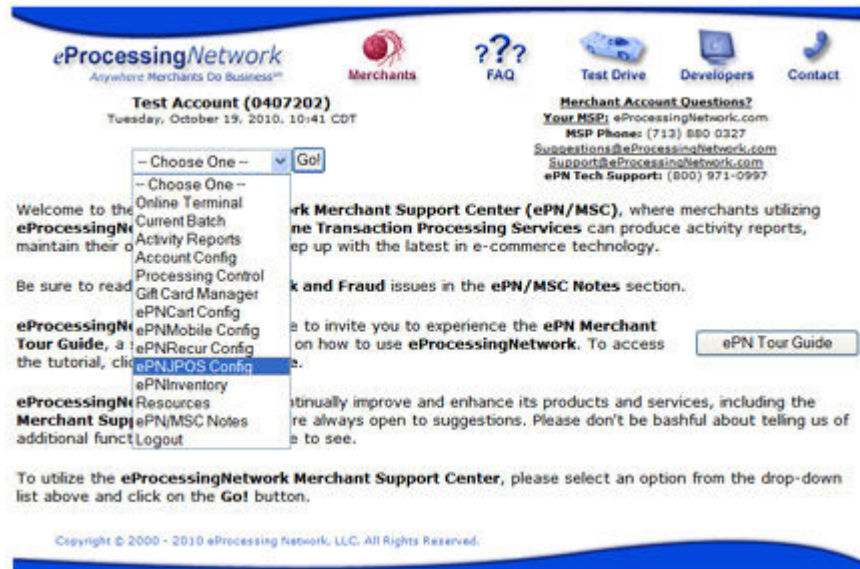


Figure 4–1 Go! Menu

Select **ePNJPOS v3 Config** from the *Go!* menu, then click *Go!* to manage the **ePNJPOS v3** account settings.

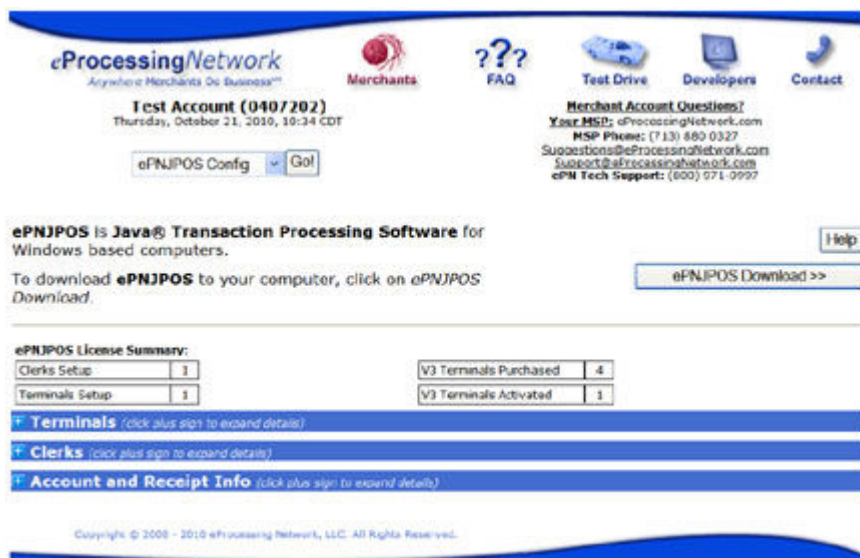


Figure 4–2 ePNJPOS v3 Config Screen

If you purchased your **ePNJPOS v3** software before Oct 25th 2010, will need to contact your sales office to upgrade your license or refer to the section for upgrade steps.

V2 Terminals Purchased	22
V2 Terminals Activated	0

- The **Help button** displays a new window or tab in your browser with help for using **ePNJPOS v3**, as well as very useful walk-through from the **eProcessingNetwork Merchant Tour Guide**.
- **ePNJPOS v3 License Summary** lists a summary of licenses purchased for and in use for the account.
 - **Clerks Setup** – Number of clerks configured on the account. There are no limits for the number of clerks that can be set up on an account.
 - **Terminals Setup** - Number of added terminals up to Terminals Purchased.
 - **Terminals Purchased** - The purchased **ePNJPOS v3** licenses.
 - **Terminals Activated** - Number of terminals activated (installed and set up on a computer).
- **Terminals** is a collapsed section to allow management of the terminals.
- **Clerks** is a collapsed section to allow management of clerks.
- **Account and Receipt Info** is a collapsed section to configure general account information and information to display on receipts.

4.1 Terminal Management

The **Terminals** section is used to add and configure terminals for activation on your PC.

ePNJPOS License Summary:

Clerks Setup	1	V2 Terminals Purchased	22	V3 Terminals Purchased	4
Terminals Setup	1	V2 Terminals Activated	0	V3 Terminals Activated	1

Terminals (click minus sign to collapse details)

+ Tell Me More (click plus sign to expand details)

Add Terminal

Terminal Name	Terminal Key	Enabled	Activated	Accept Credit	Accept Debit	Accept Checks	Accept Cash	Use Sig Capture	Version	Edit
My Desk	5354	Y	Y	Y	Y	Y	Y	Y	3	Edit

+ Clerks (click plus sign to expand details)

+ Account and Receipt Info (click plus sign to expand details)

Figure 4–3 Terminals Screen

Add Terminal will add a new basic terminal to the list.

Edit Terminal

Terminal Name:

IsEnabled:

AcceptCredit:

AcceptDebit:

AcceptChecks:

AcceptCash:

Use Signature Capture (where available):

Has Terminal Been Activated:

If you wish to delete this terminal, click *Delete*.

If you need to force this terminal to reactivate, click *Force Reactivate*.

Figure 4–4 Edit Terminal

The *Edit* button shows the **Edit Terminal** screen. From here all general setting for the terminal's capabilities are set.

- Terminal Name – This field is for informational purposes and a meaningful name is suggested.
- IsEnabled – Whether the terminal can connect and run transactions or not.
- AcceptCredit – Can credit transactions be run from this terminal?

- **AcceptDebit** – Can debit transactions be run from this terminal? Currently only supported with the Ingenico i6550 peripheral, otherwise ignored.
- **AcceptChecks** – Can check transactions be run from this terminal? Merchant account must have check service enabled on their account, or setting will be ignored.
- **AcceptCash** – Can cash transactions be run from this terminal?
- **Use Signature Capture** – Will terminal request signature capture. Currently only supported with the Ingenico i6550 peripheral, otherwise ignored.
- **Has Terminal Been Activated** – When **ePNJPOS v3** is installed on a PC, it activates the installation as a terminal. If 'Yes', this indicates that this terminal has been activated on a PC.

The *Delete* button will delete this terminal from the account. The *Force Reactivate* button sets **Activated** to 'No', which will cause **ePNJPOS v3** on the PC registered as that terminal, to request activation. Useful when changing computers or reinstalling **ePNJPOS v3**.

4.2 Clerk Management

The Clerks section is for managing **ePNJPOS v3** users for the account. There are two types of users:

- Clerks – The standard user, for anyone that will be using the terminal.
- Managers – A special user that has permission to activate and configure terminals, as well as run standard transactions.

It is possible to have a Manager that cannot run transactions, useful for IT staff.

An account may have as many clerks and managers as required by the merchant.

ePNJPOS License Summary:

Clerks Setup	1	V2 Terminals Purchased	22	V3 Terminals Purchased	4
Terminals Setup	1	V2 Terminals Activated	0	V3 Terminals Activated	1

Terminals (click plus sign to expand details)

Clerks (click minus sign to collapse details)

Tell Me More (click plus sign to expand details)

Add Clerk

Full Name	Login	Password	Status	ClerkID	Flags	Edit
Manager	manager			1	S\$ARV	<input type="button" value="Edit"/>

Legend:

Manager	Disabled User	Accept Cash Sale	Accept Returns	Accept Auth Convert
Clerk	Accept Sales	Accept Auth Only	Accept Voids	Confirm Last 4 Digits

Account and Receipt Info (click plus sign to expand details)

Figure 4–5 Clerks Section

Clicking Add Clerk will add a deactivated clerk to the list.

Edit Clerk

The screenshot shows the 'Edit Clerk' form with the following fields and values:

- Name: Clerk1
- Login: clerk1
- Password: (no Password is acceptable)
- ClerkID (< 9999): 1
- IsManager: No
- IsEnabled: No
- AcceptSales: Yes
- AcceptCash: No
- AcceptAuthOnly: No
- AcceptReturns: No
- AcceptVoids: No
- ConvertAuths: No
- ConfirmLast4Digits: No

Buttons: Continue >>, Delete >>, Back

If you wish to delete this clerk click Delete.

Figure 4–6 Clerk Edit

The *Edit* button shows the **Edit Clerk** screen. From here all general setting for the clerk are set.

- **Name** – The name field is shown at the top of the **ePNJPOS v3** window after login, and can be displayed on the receipt.
- **Login** – Case sensitive username for logging in to **ePNJPOS v3** terminals.
- **Password** – Optional password for logging in to **ePNJPOS v3** terminals. It is recommended to have a password for manager accounts. The password is shown in clear text on the account list, but is only visible to users logged in to the **eProcessingNetwork Merchant Service Center**.
- **ClerkID** – This will be recorded with the transaction and can be filtered on in the **Activity Reports** section of the **eProcessingNetwork Merchant Service Center**. It is recommended to use a unique **ClerkID** for every clerk.
- **IsManager** – Set this clerk as a manager.
- **IsEnabled** – Disabled clerks will not be able to log in to **ePNJPOS v3** terminals.
- **AcceptSales** – Can this clerk process sale transactions.
- **AcceptCash** – Can this clerk process cash transactions.
- **AcceptAuthOnly** – Can this clerk process authorize only credit card transactions?
- **AcceptReturns** – Can this clerk process return transactions?
- **AcceptVoids** – Can this clerk process void transactions.
- **ConvertAuths** – Can this clerk convert authorize only transactions to sale transactions?

- **ConfirmLast4Digits** – Will this clerk be present with a request to confirm the last four digits of the credit card. This is a useful security feature to validate that the physical card is present and that the card information on the MagStripe matches the imprint on the card.

The *Delete* button will remove this clerk from the account.

4.3 Account and Receipt Info

The **Account and Receipt Info** section allows for general setup of information that is displayed on receipts and optional email receipts.

ePNJPOS License Summary:

Clerks Setup	1	V2 Terminals Purchased	22	V3 Terminals Purchased	4
Terminals Setup	1	V2 Terminals Activated	0	V3 Terminals Activated	1

Terminals (click plus sign to expand details)

Clerks (click plus sign to expand details)

Account and Receipt Info (click minus sign to collapse details)

Tell Me More (click plus sign to expand details)

Account Info (click plus sign to expand details)

General Receipt (click plus sign to expand details)

Credit Receipt (click plus sign to expand details)

Check Receipt (click plus sign to expand details)

Figure 4–7 Account and Receipt Info Section

4.3.1 Account Info

This section is for the account information. It is the same information set up during the **Quick Setup**, however if the *Upload Config* method was used, it may be incomplete.

Account and Receipt Info (click minus sign to collapse details)

Tell Me More (click plus sign to expand details)

Account Info (click minus sign to collapse details)

ePNJPOS Account Information

Company Name: My Company

Address1: 123 Main

Address2:

City: Houston

State: TX

Zip: 77008

Phone: 713-555-1234

Email Merchant: ☒

Email Cardholder: ☒

Tax Percent (0 to not populate): 8.25

Save >>

Figure 4–8 Account Info Configuration

Company Name and address information will be displayed on the receipt.

- **Email Merchant** – Check this box to receive an email for every transaction processed through **ePNJPOS v3**. Messages will be sent to the email address(es) configured in **Account Config** in the **eProcessingNetwork Merchant Service Center**.

- **Email Cardholder** – Check this box to have an electronic receipt emailed to the cardholder when the optional *Email* field is filled in on a transaction form.
- **Tax Percent** – To have **ePNJPOS v3** automatically calculate the tax percentage (e.g. for 8.25% enter 8.25), to manually enter tax amount or leave tax zero, enter 0.

4.3.2 General Receipt

These settings control what will be displayed on all receipts.

Figure 4–9 General Receipt Config

- **Use Image at Top** – If a top image has been uploaded and this field is set to 'Yes', the uploaded image will be printed at the top of the receipt. The current image is displayed next to **Image**.
- **Use Text at Top** – This text will be displayed at the top of the receipt, below the top image if set to 'Yes'.
- **Use Image at Bottom** – If a bottom image has been uploaded and this field is set to 'Yes', the uploaded image will be printed

at the bottom of the receipt. The current image is displayed next to **Image**.

- **Use Text at Bottom** – This text will be displayed at the bottom of the receipt, above the bottom image if set to 'Yes'.
- **Put clerk Name at Bottom** – If set to 'Yes', the *Name* field from the logged in clerk will be printed at the very bottom of the receipt.

The **Upload Images** section is for uploading the top and bottom images. If changes have been made to the top section, they will be lost when either *Upload* button is clicked. Click *Save* first, then come back and upload the images, or upload images first.

To upload an image, click *Browse* to select the desired image, and then click the *Upload* button next to it to upload to the appropriate image location. Only .gif and .jpg images are accepted.

4.3.3 Credit Receipt

This configures the additional information that can be displayed on credit receipts.

The screenshot shows the 'Credit Receipt' configuration window for ePNJPOS. The title bar reads 'Credit Receipt (click minus sign to collapse details)'. Below the title is the section 'ePNJPOS Credit Information'. The main configuration area includes a 'Verbiage' text box containing the text: 'I agree to pay above total amount according to card issuer agreement (merchant agreement if credit voucher)'. Below this are several radio button options: 'PromptForTips' (selected), 'PromptForConvenienceFee', and 'None'. There are also three dropdown menus: 'PromptForCashback' (set to 'No'), 'PromptForTax' (set to 'Yes'), and 'AllowDuplicateTransaction' (set to 'No'). At the bottom left is a 'Default Verbiage' button labeled 'Use Default Verbiage'. At the bottom right is a 'Save >>' button.

Figure 4–10 Credit Receipt Config

The verbiage text will appear towards the bottom of the receipt, after the signature line, and before the bottom text and image. To not display additional verbiage on the receipt, leave this field blank.

- **PromptForTips** – Will **ePNJPOS v3** prompt for a tip amount after credit card is entered? Will print a merchant receipt for Tip, Total and signature, then customer receipt after approval.
- **PromptForConvenienceFee** – Convenience Fee is used to add a surcharge to the total. Convenience Fee takes priority over

Tips, i.e. if both are set to 'Yes', only a Convenience Fee will be asked for.

- **PromptForCashBack** – Ask for cash back amount on debit transactions.
- **PromptForTax** – Ask for tax amount. If Tax Percentage in Account Info is set, the tax amount will be automatically calculated, and editable.
- **AllowDuplicateTransactions** – Allow to transactions in the same batch for the same amount on the same card number.

The **Default Verbiage** button sets the verbiage text to the default value.

4.3.4 Check Receipt

This configures the additional information that can be displayed on credit receipts.

Check Receipt (click minus sign to collapse details)

ePNJPOS Checks Information

Verbiage: I authorize the merchant to convert my check to an electronic funds transfer or paper draft, and to debit my account for the amount of the transaction. In the event that my draft or EFT is unpaid, I agree that a fee of .00 or as allowed by law may be charged to my account via draft or EFT.

Drivers License is required: ☒

Drivers License is optional: ☐

Drivers License is not to be taken: ☐

Default Verbiage:

Figure 4–11 Check Receipt Config

The verbiage text will appear towards the bottom of the receipt, after the signature line, and before the bottom text and image. To not display additional verbiage on the receipt, leave this field blank.

Drivers License settings are no longer applicable.

The **Default Verbiage** button sets the verbiage text to the default value.

5 Installation and Activation of Terminal

After the account has been set up, **ePNJPOS v3** needs to be downloaded, installed, and activated on PC's for use. Each PC that **ePNJPOS v3** will be installed to require its own terminal set up in the account.

5.1 Download

To begin the process, click the *Download* button at the top right of main **ePNJPOS v3 Config** screen.

eProcessingNetwork
Anywhere Merchants Do Business™

Test Account (0407202)
Thursday, October 21, 2010, 11:23 CDT
ePNJPOS Config

Merchant Account Questions?
Your MSP: eProcessingNetwork.com
MSP Phone: (713) 880 0327
Suggestions@eProcessingNetwork.com
Support@eProcessingNetwork.com
ePN Tech Support: (800) 971-0997

ePNJPOS is Java® Transaction Processing Software for Windows™ based computers.
Follow the download instructions below.

Step 1: Java is required to install **ePNJPOS**. Once you have verified you have the current version of Java installed, proceed to **Step 2**.

Using your Internet Explorer Browser, go to www.java.com
Confirm you have the latest version of Java installed.

Step 2: Read the PA-DSS Implementation Guide

The PA-DSS Implementation Guide for eProcessingNetwork will help you maintain a PCI compliant installation of ePNJPOS. [View PDF](#)

Step 3: Read the Install Guide

Quick Install Guide for Single Merchant	View PDF
Quick Install Guide for Multi-Merchnat	View PDF
Detailed Install Instructions	View PDF

Step 4: ePNJPOS Download

You have 5 of ePNJPOS 3 Licenses

If you purchased your **ePNJPOS** licenses after Oct 25th, 2010 **ePNJPOS Version 3** download and install is available here.

Quick Processing Guide	View PDF
Detailed Documentation	View PDF

Download

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Figure 5–1 ePNJPOS v3 Download Page

Install **ePNJPOS v3** to your system by clicking on the **ePNJPOS v3 Download** button shown above in Figure 1. You will be presented with the following, or similar, dialog box shown below.

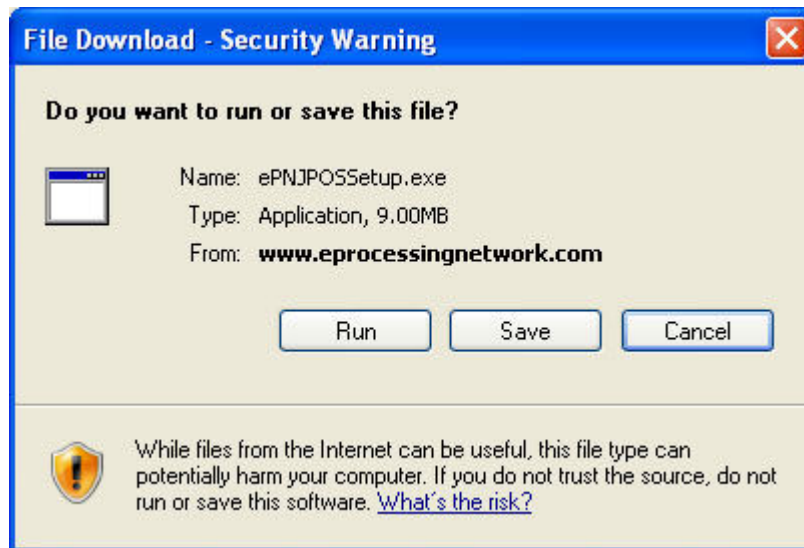


Figure 5-2 File Download Prompt

Check the **Save to Disk option** then click **OK**.

Locate the downloaded file on your computer. And double click the **ePNJPOS v3Setup.exe** file.



Figure 5-3 Open File Prompt

Click the **Run button**.

5.2 Install

The **ePNJPOS v3 - InstallShield Wizard** window opens.

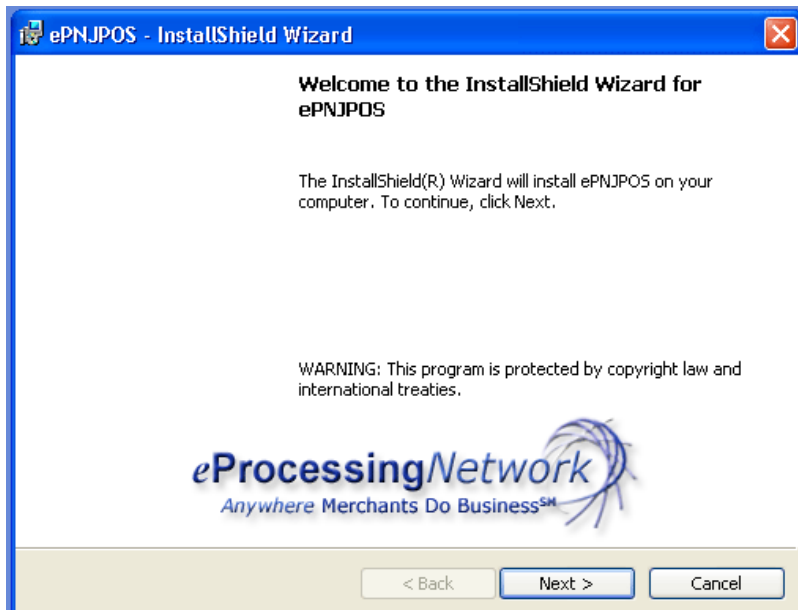


Figure 5-4 InstallShield Wizard Starts

Click the **Next** button and the **ePNJPOS v3 Installation Wizard Customer Information Entry** dialog box will appear.

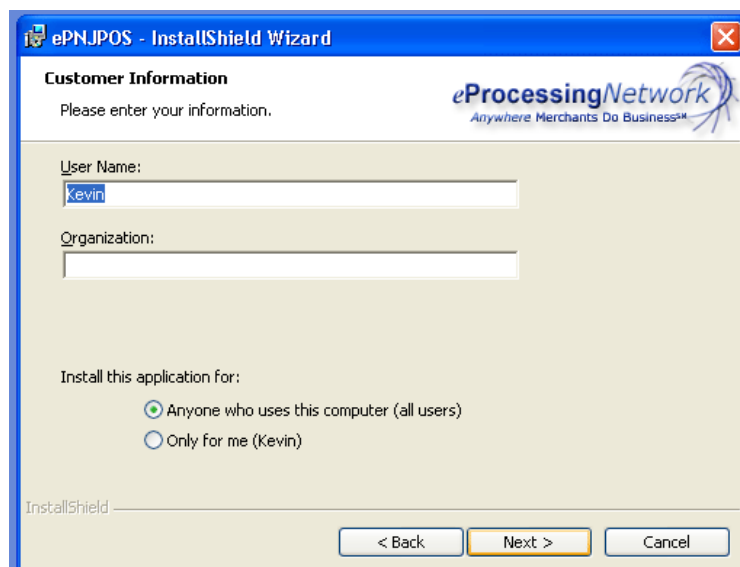


Figure 5-5 Customer Information Entry Form

Enter your User Name and Organization, and select whether you would like to install **ePNJPOS v3** for anyone who uses the computer, or just for yourself.

Click **Next**. You will be presented with the **Destination Folder** dialog. Click **Next** to accept the default destination folder.

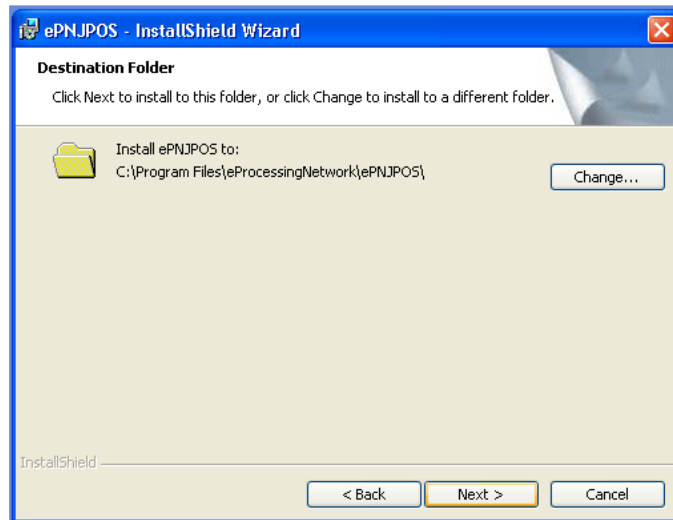


Figure 5–6 Install Destination

After clicking **Next** in the **Destination Folder** dialog box, you will be presented with the **Installation Summary** dialog box shown below in Figure 7. Click the **Install** button.

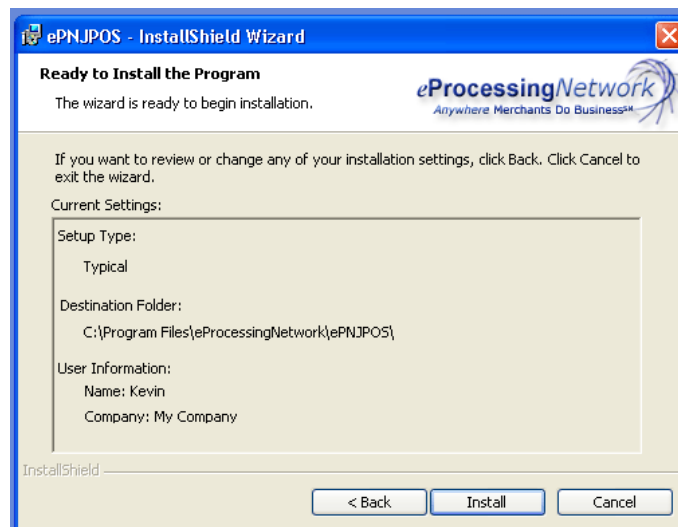


Figure 5–7 Installation Summary



Figure 5–8 Installation Complete

When installation has been completed, you will be presented with the Installation Wizard Completed dialog box. The option "**Launch the program**" is already selected for you. Click **Finish** to exit the **ePNJPOS v3** Installation program.

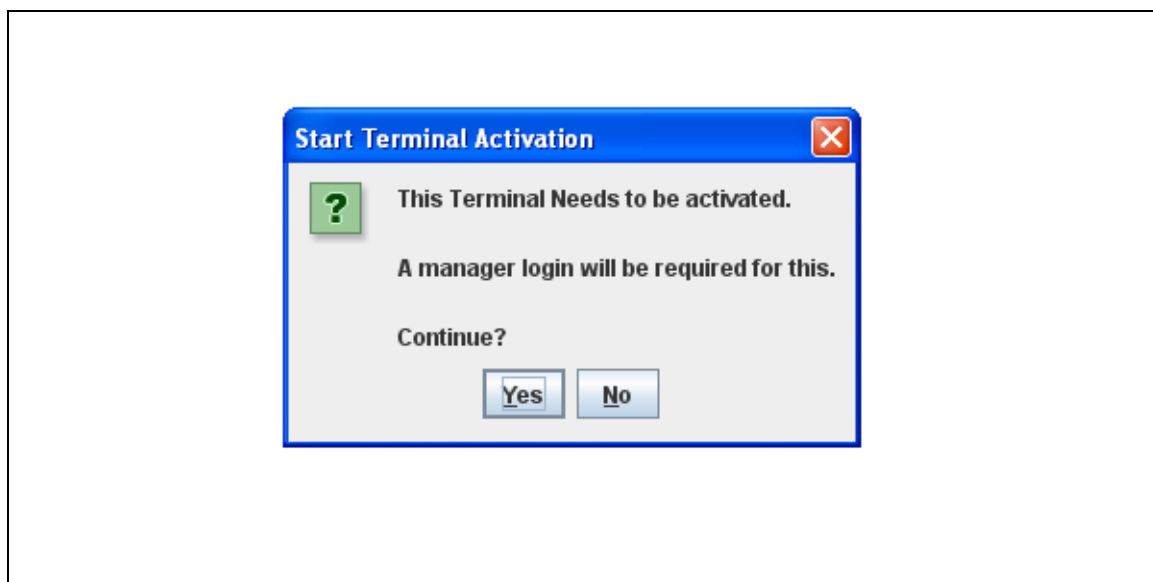


Figure 5–9 Activation Wizard – No Terminal key

Click the **Yes** button to start **Terminal Activation**.

5.3 Activation Wizard – With Terminal key

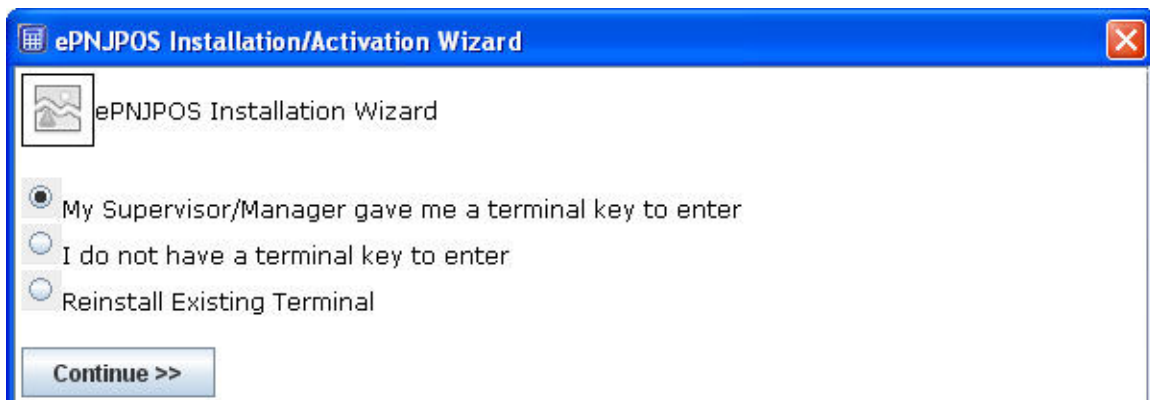


Figure 5–10 Activation Wizard – With Terminal key

Select the option that fits your situation. For this video/section, we will be following the default option, "***My Supervisor/Manager gave me a terminal key to enter***". Click the **Continue>>** button.

A screenshot of the 'ePNJPOS Activation Wizard' window. The window has a blue title bar with the text 'ePNJPOS Activation Wizard' and a close button. Below the title bar is a small icon and the text 'ePNJPOS Activation Wizard'. There is a button labeled 'For assistance, click here.' at the top. Below this are four input fields: 'Enter ePNAccount Number:' (with the value '0407202'), 'Enter Terminal Key:' (with the value '0869'), 'Enter Manager Login:', and 'Enter Manager Password:'. At the bottom of the window is an 'Activate' button.

Figure 5–11 Activation Wizard – With Terminal key

Enter the ePNAccount Number, the terminal key and Login/Password that was provided by your Supervisor/Manager. Click the **Activate** button.

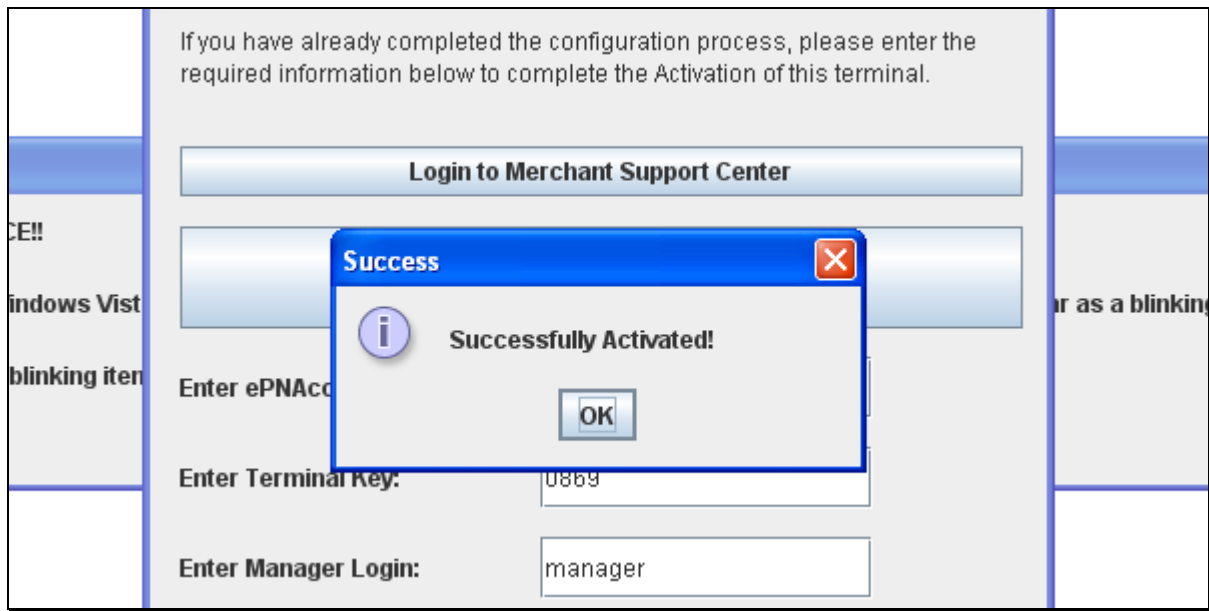


Figure 5-12 Activation Wizard – With Terminal key

Now you have been **Successfully Activated**.

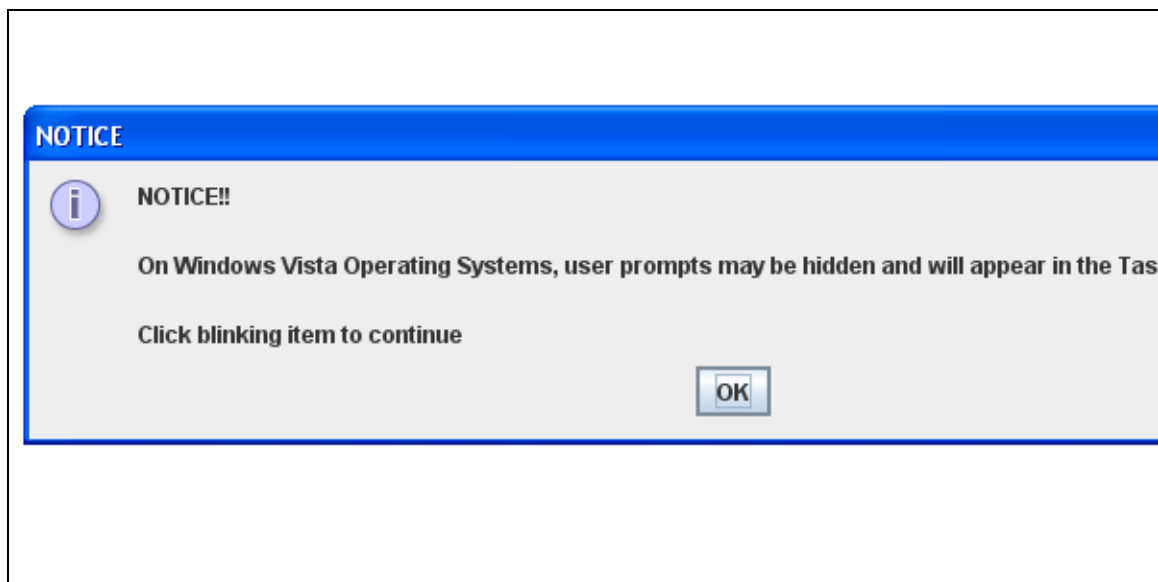


Figure 5-13 Activation Wizard – With Terminal key

This is a notice for Vista operating system users. If you are not on a Vista computer, you can ignore this Notice.

5.4 Activation Wizard – No Terminal key

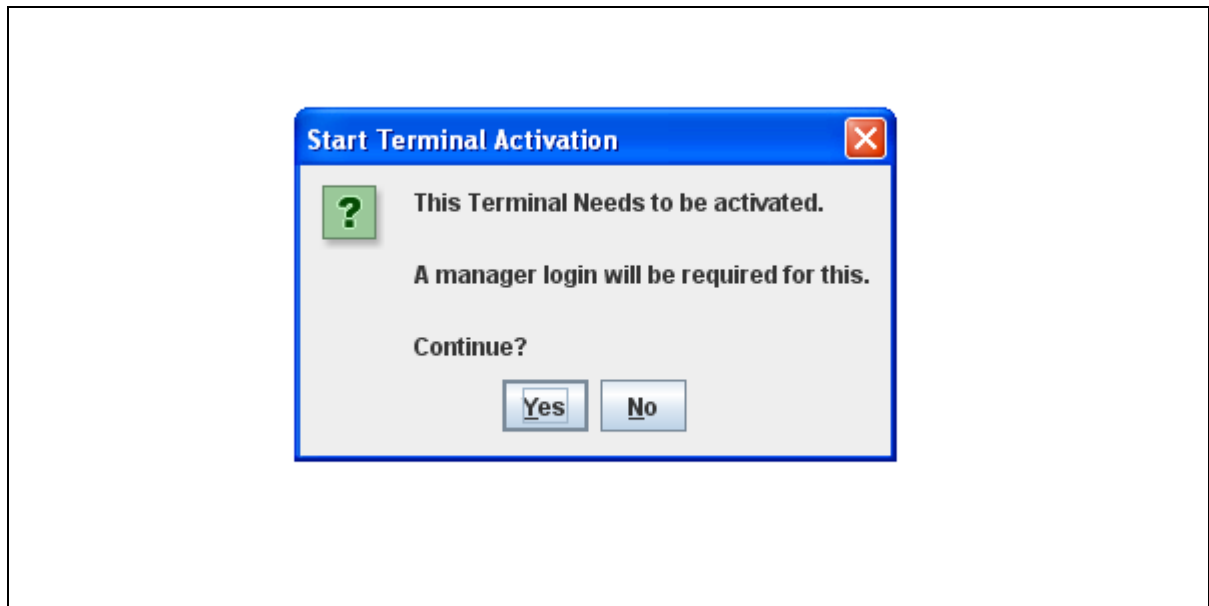


Figure 5–14 Activation Wizard – No Terminal key

Click the **Yes** button to start **Terminal Activation**.

Click the **No** button complete the **Terminal Activation** later. You can start this process later by clicking the desktop icon for the ePNJPOS v3.

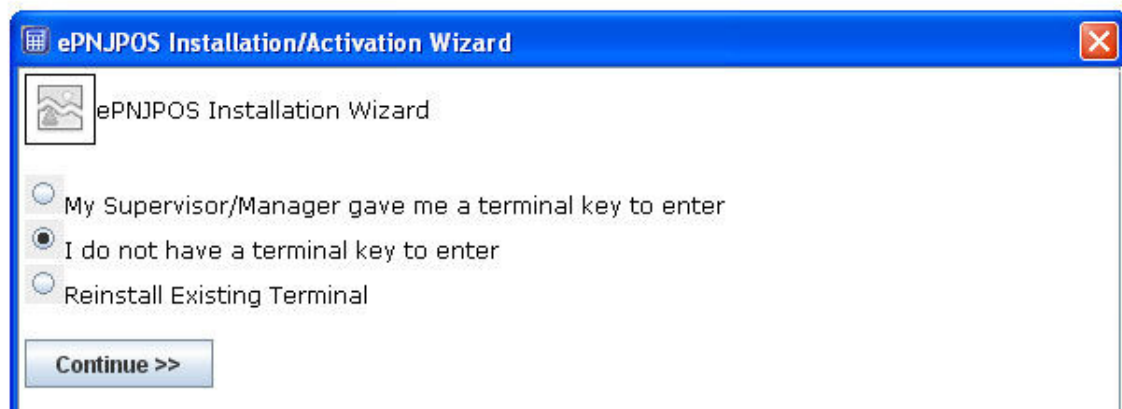


Figure 5–15 Activation Wizard – No Terminal key

Select the option that fits your situation. For this video/section, we will be following the default option,

"I do not have a terminal key to enter".

Click the **Continue>>** button.

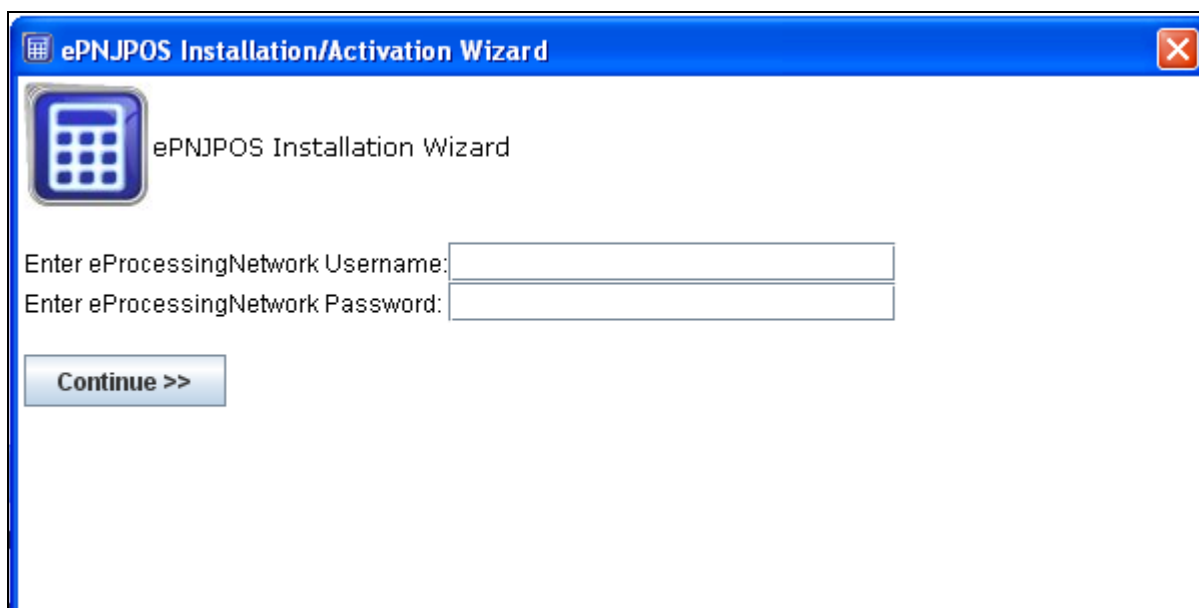


Figure 5–16 Activation Wizard – No Terminal key

Enter your **ePNAccount** information. This the same information you would use when logging in to the Merchant Support Center at www.eprocessingnetwork.com.

Then click the **Continue>>** button.

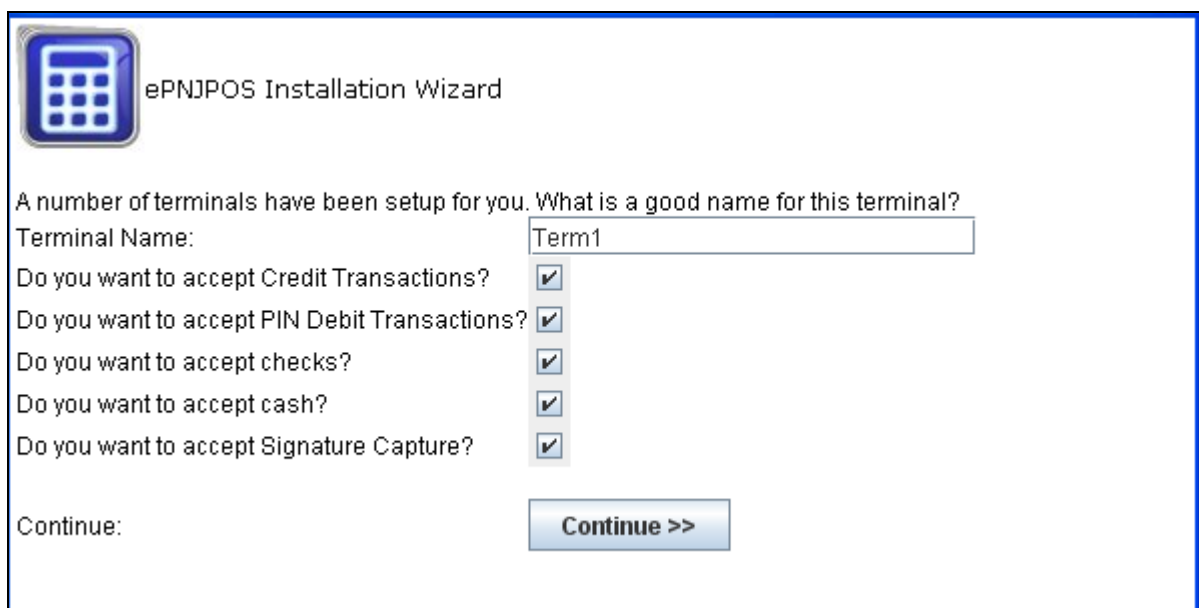


Figure 5–17 Activation Wizard – No Terminal key

The first terminal has been created for you.
You can rename it or leave as the default name.
The terminal is already set to accept credit card transactions.

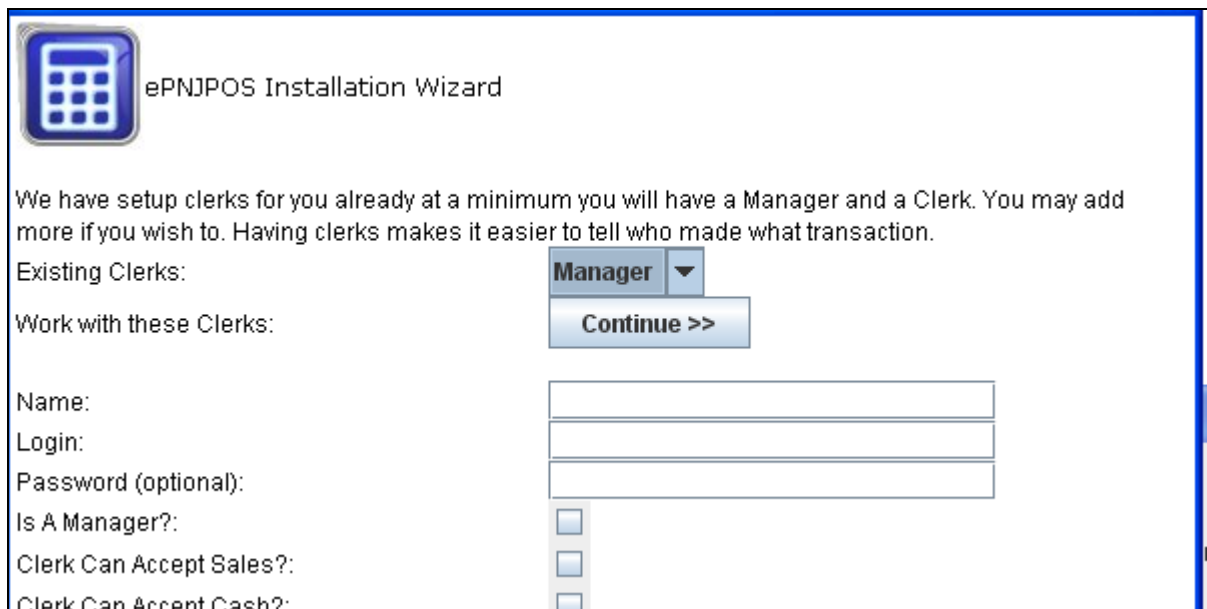
Will you be accepting Debit Transactions?
Check mark the box if so, leave uncheck if not.

Will you be accepting Check Transactions?
Check mark the box if so, leave uncheck if not.

Will you be accepting Cash Transactions?
Check mark the box if so, leave uncheck if not.

Will you be accepting Using the Signature Capture feature using the Ingenico i6550?
Check mark the box if so, leave uncheck if not.

Click the **Continue>>** button.

The screenshot shows the 'ePNJPOS Installation Wizard' window. It features a blue icon of a calculator with a grid of buttons. The text inside the window reads: 'We have setup clerks for you already at a minimum you will have a Manager and a Clerk. You may add more if you wish to. Having clerks makes it easier to tell who made what transaction.' Below this, there is a section for 'Existing Clerks:' with a dropdown menu currently showing 'Manager'. Underneath is a 'Continue >>' button. Further down, there are input fields for 'Name:', 'Login:', and 'Password (optional):'. At the bottom, there are three checkboxes labeled 'Is A Manager?', 'Clerk Can Accept Sales?', and 'Clerk Can Accept Cash?'.

ePNJPOS Installation Wizard

We have setup clerks for you already at a minimum you will have a Manager and a Clerk. You may add more if you wish to. Having clerks makes it easier to tell who made what transaction.

Existing Clerks: Manager ▼

Work with these Clerks: Continue >>

Name:

Login:

Password (optional):

Is A Manager?: ☐

Clerk Can Accept Sales?: ☐

Clerk Can Accept Cash?: ☐

Figure 5–18 Activation Wizard – No Terminal key

The initial Manger/Clerk Login has been created. The manager login is used to activate the **ePNJPOS v3** and access configuration & settings for the software. The initial manger login is set with out a password but can be added later. If you do not have multiple employees, you can click the **Continue>>** button to complete the activation.

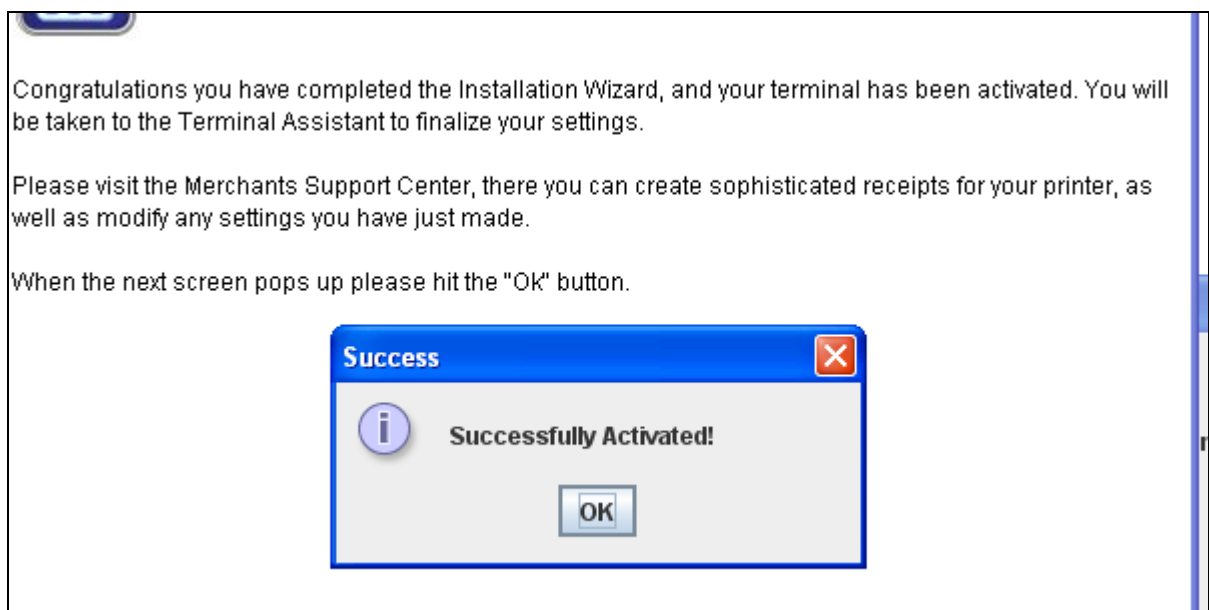


Figure 5–19 Activation Wizard – No Terminal key

Click the **OK** button.

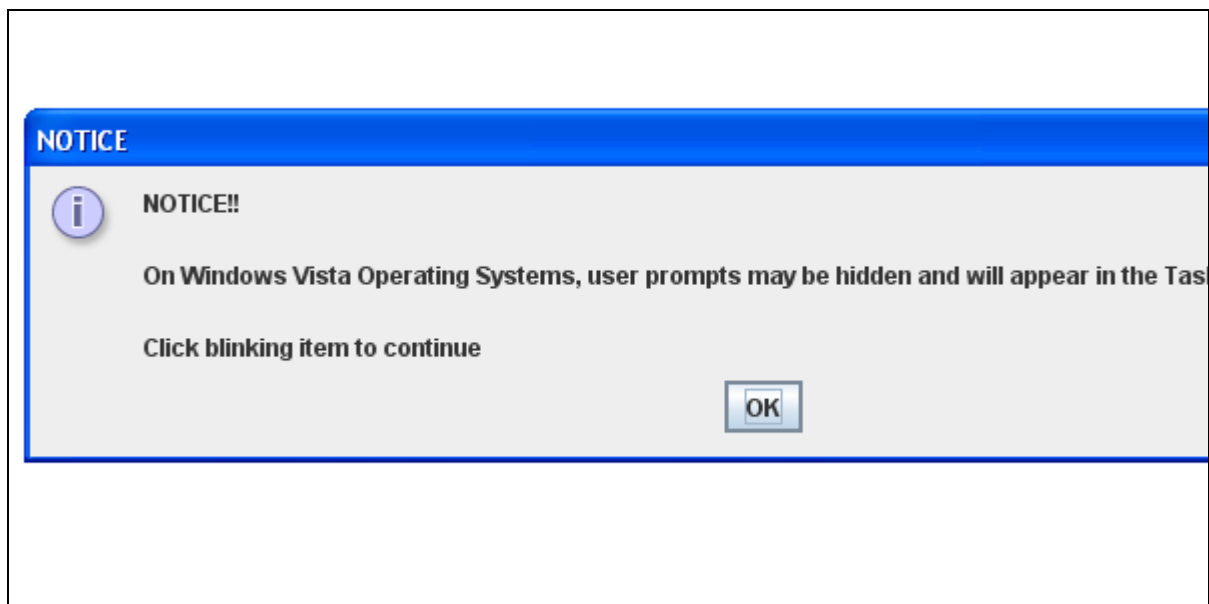


Figure 5–20 Activation Wizard – No Terminal key

This is a notice for Vista operating system users. If you are not on a Vista computer, you can ignore this Notice.

5.5 Reactivate Terminal

If you need to reactivate your terminal, because you are moving the terminal to a new computer, follow the below procedure. This is for activated terminals only.

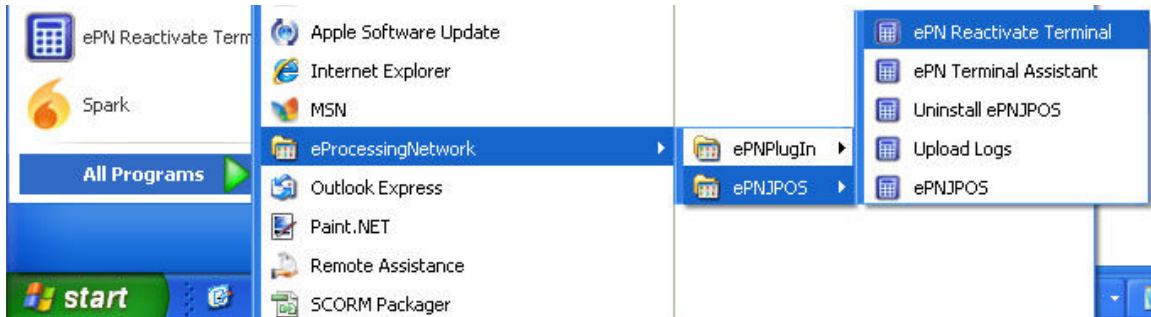


Figure 5–21 Reactivate Terminal Location

- Go to the Start menu.
- Go to All Programs
- Select eProcessingNetwork
- Select ePNJPOS v3
- Select ePN Reactivate Terminal



Figure 5–22 Terminal Already is Activated

Click **Reactivate**.

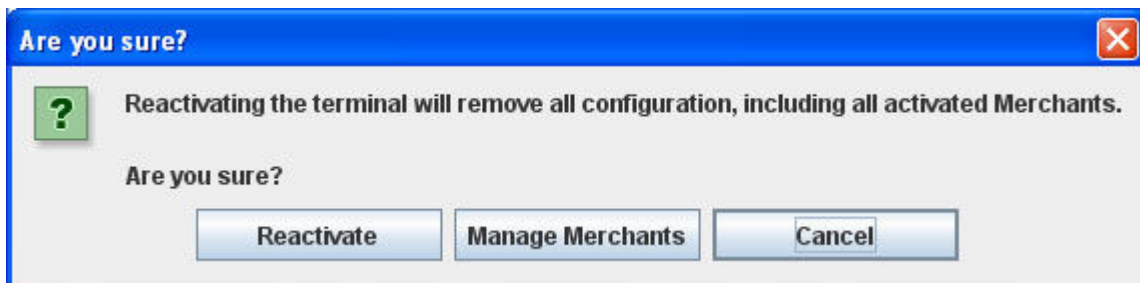


Figure 5–23 Confirm reactivation

Confirm you wish to reactivate the terminal. Click **Reactivate**.

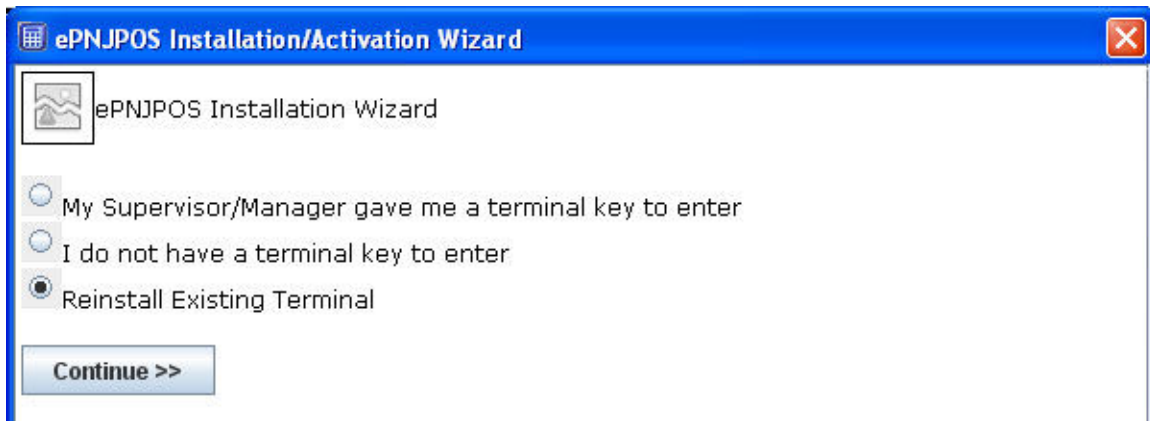


Figure 5–24 Reinstall Existing Terminal

Select Reinstall Existing Terminal and click Continue >> button.

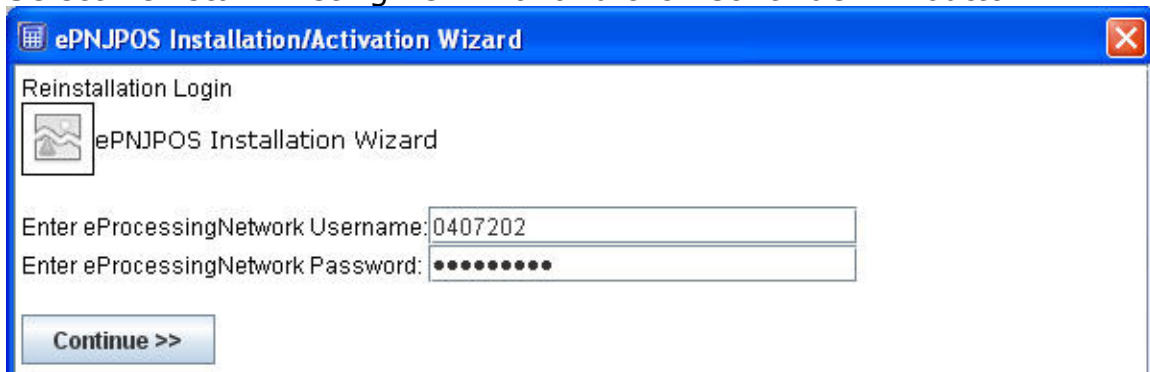


Figure 5–25 Login

Enter you eProcessingNetwork login information. This is the same you use for the website access.

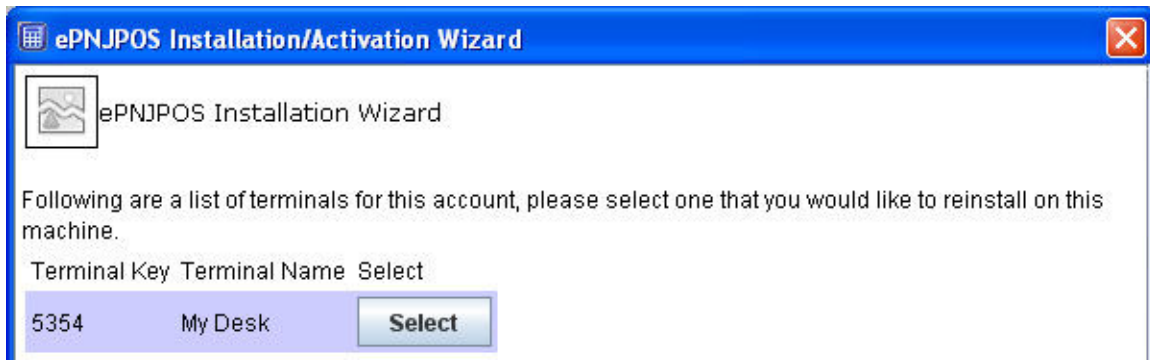


Figure 5–26 Select the terminal

Select the terminal you wish to reactivate.

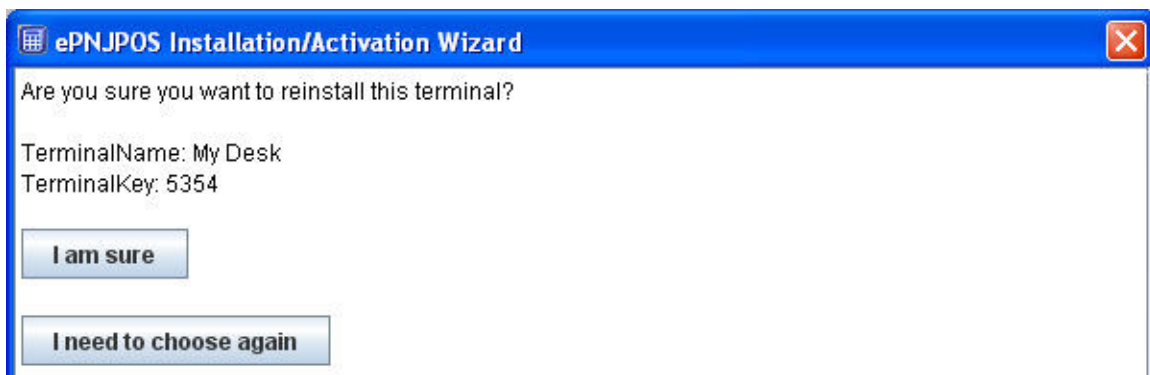


Figure 0–27 Confirm activation

Click I am sure to confirm the activation of the terminal.

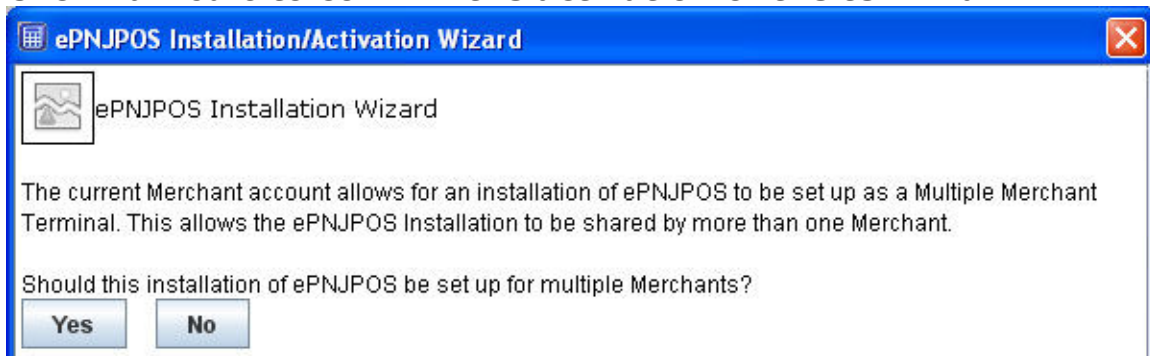


Figure 0–28 Multi-Merchant set up

If you have Multi-Merchant functionality, you will be prompted for this screen. Click yes to set up the next merchant.

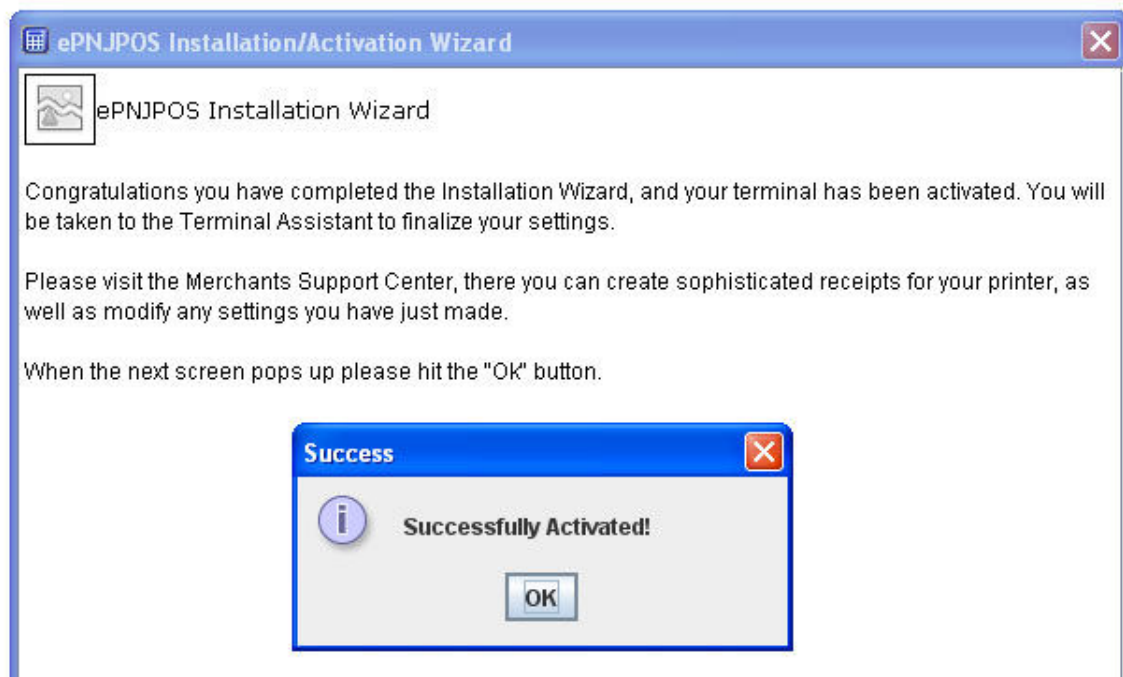


Figure 0–29 Successfully Activated

Terminal is activated.

6 ePNJPOS v3 Multi-Merchant Setup

Installation Requirements:

- Windows operating system (XP, Vista or Win7).
- ePNAccount number for each merchant that will use the **ePNJPOS v3**.
- Each account must have an available **ePNJPOS v3** license.
- The Multi-Merchant function must be turned on for your account by your sales office or tech support. This option will need to be turned on for all accounts that will be using the **ePNJPOS v3** Multi-Merchant function.
- Java must be up to date on the computer before **ePNJPOS v3** is installed. www.java.com After installing Java restart the computer.

6.1 First time installations:

After you have downloaded the setup file and installed the **ePNJPOS v3** software:

1. You will be prompted to activate the **ePNJPOS v3** terminal for the initial account.
2. After activation, you will be prompted if the **ePNJPOS v3** Terminal you are installing will be using the multi-merchant function.
3. Click **"Yes"** to use the **ePNJPOS v3** Multi-Merchant function.
4. You will be prompted to create the users/clerks for the initial ePNAccount you just setup.
5. After you have completed the users/clerks step, you will be prompted set up the additional merchant account(s) that will be using the **ePNJPOS v3** Multi-Merchant function.
6. Click the **"Add Merchant"** button.
7. The Terminal Activation Wizard will start (as it did for the initial account.) This will walk you thru setting up the terminal access and clerks for this ePNAccount.
8. After each company has been set up, you will be prompted to add another. If you have completed the activation for each merchant account, click the **"Done"** button.
9. You will be prompted to login and configure the **ePNJPOS v3** Terminal Assistant (where equipment and printers are defined for the **ePNJPOS v3** Terminal installed on this computer). The Terminal Assistant will manage all equipment and printer settings for each ePNAccount that will be using the **ePNJPOS v3** Multi-Merchant Function.

6.2 Upgrade to ePNJPOS v3 Multi-Merchant:

1. Login to your ePNAccount at www.eprocessingnetwork.com/msclogin.html
2. Go to **ePNJPOS v3 Config** option in the **"Choose One"** drop down menu.

Deactivate the Terminal: Must be done for each **ePNJPOS v3** terminal that is being updated for each ePNAccount:

3. Click the **"+"** button to the left of the word Terminals on the first blue bar.
4. Click the **"Edit"** button for the terminal that is being reactivated.
5. Click the **"Force Reactivate"** button.
6. Note the **"Terminal key"** for the terminal you are reactivating for easy activation.

Download and Install:

7. Click the **"ePNJPOS v3 Download"** button at the bottom of the page.
8. Save the set up file to your computer.
9. Execute the set up file.
 - a. XP user: double click the set up file
 - b. Vista user: right click the set up file and select "Run as administrator"
10. Complete the installation.

When the installation is complete:


11. Go to the start menu of your computer (bottom left).
 - a. All Programs
 - b. eProcessing Network
 - c. **ePNJPOS v3**
 - d. Click ePN Reactivate Terminal.

You will be prompted with the Activation Multi-Merchant set up wizard.

7 Terminal Assistant

Terminal Assistant is the configuration application for **ePNJPOS v3**. This is where all settings related to installed peripherals (Card Readers, Printers, MICR Check Readers, etc.) will be made. **Terminal Assistant** will automatically launch after Activation.

To access **Terminal Assistant**, either:

- Click **Start, All Programs, eProcessingNetwork, ePNJPOS v3, ePN Terminal Assistant**
- From within **ePNJPOS v3**, click the **Terminal Assistant** icon ()

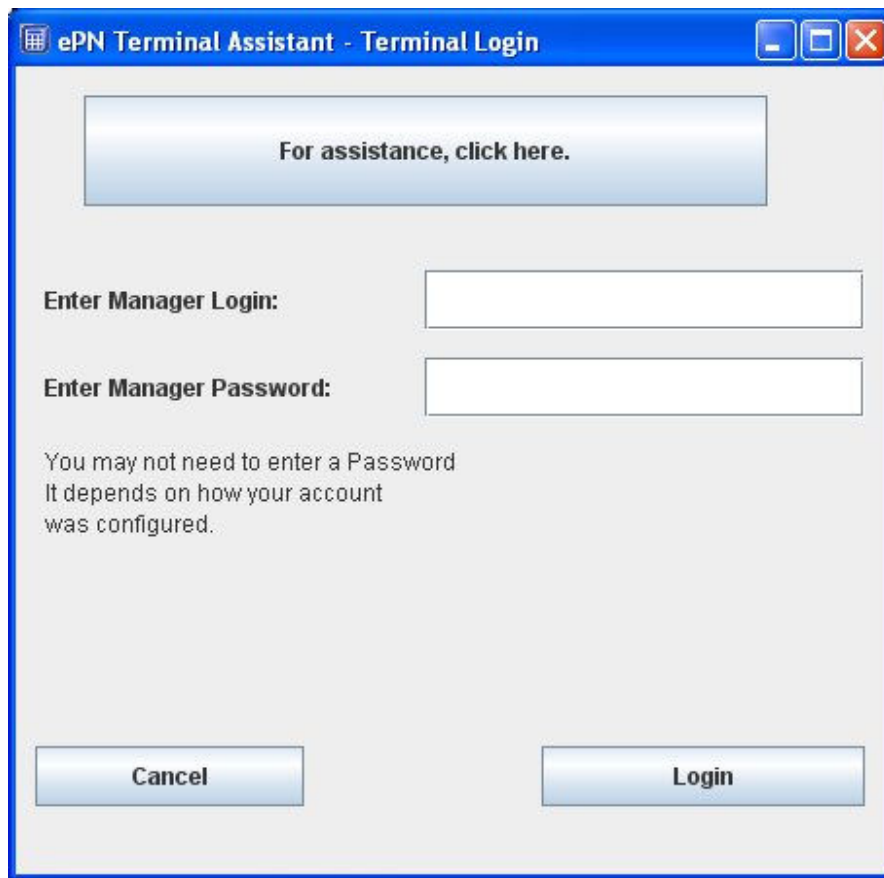


Figure 7–1 Terminal Assistant Login

A manager login will be required to enter Terminal Assistant.

7.1 Printer

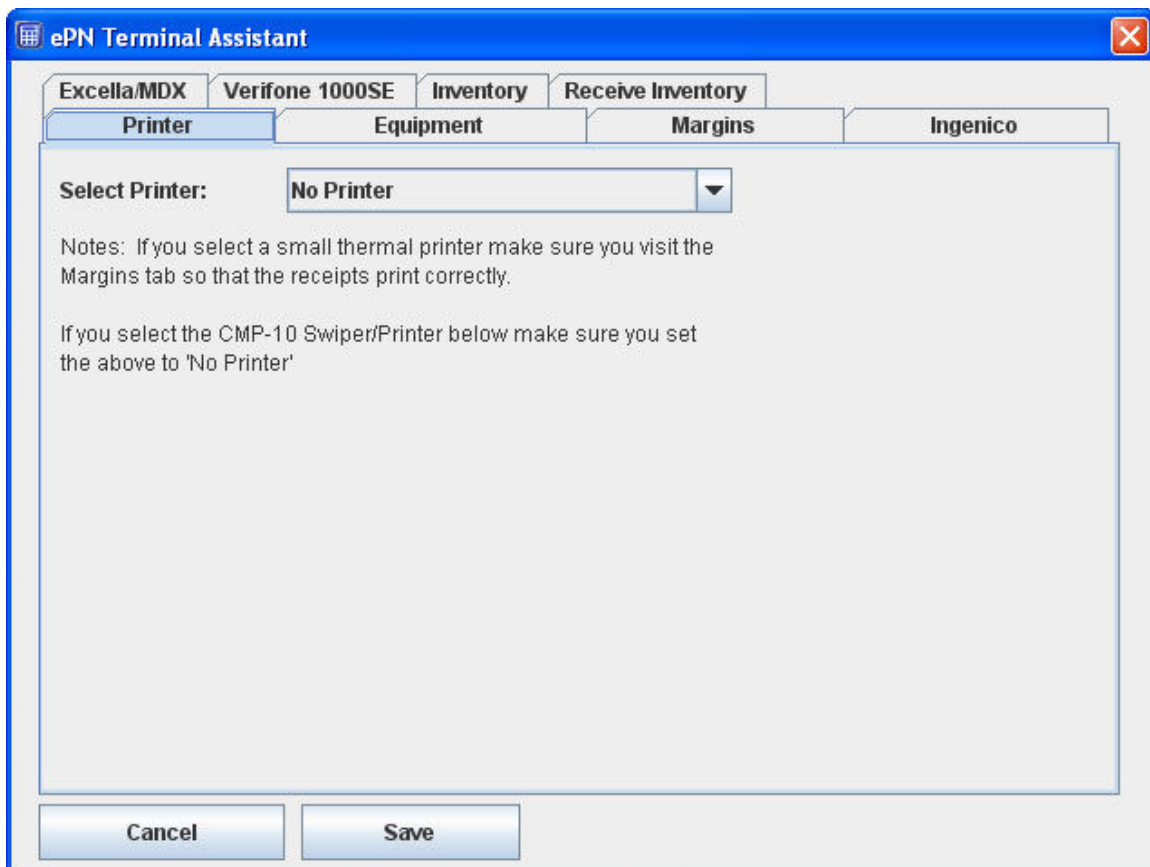


Figure 7–2 Terminal Assistant Printer Tab

The **Printer** drop-down allows for selection from the currently installed printers in Windows. The lower section is to select a card reader (swiper) and/or MICR check reader attached to the PC. Serial devices will allow for selection of connected serial port from the appropriate drop-down. Some devices are a swiper/printer combination; in those cases the **Printer** drop-down will be unavailable and printing will default to the peripheral.

7.2 Equipment

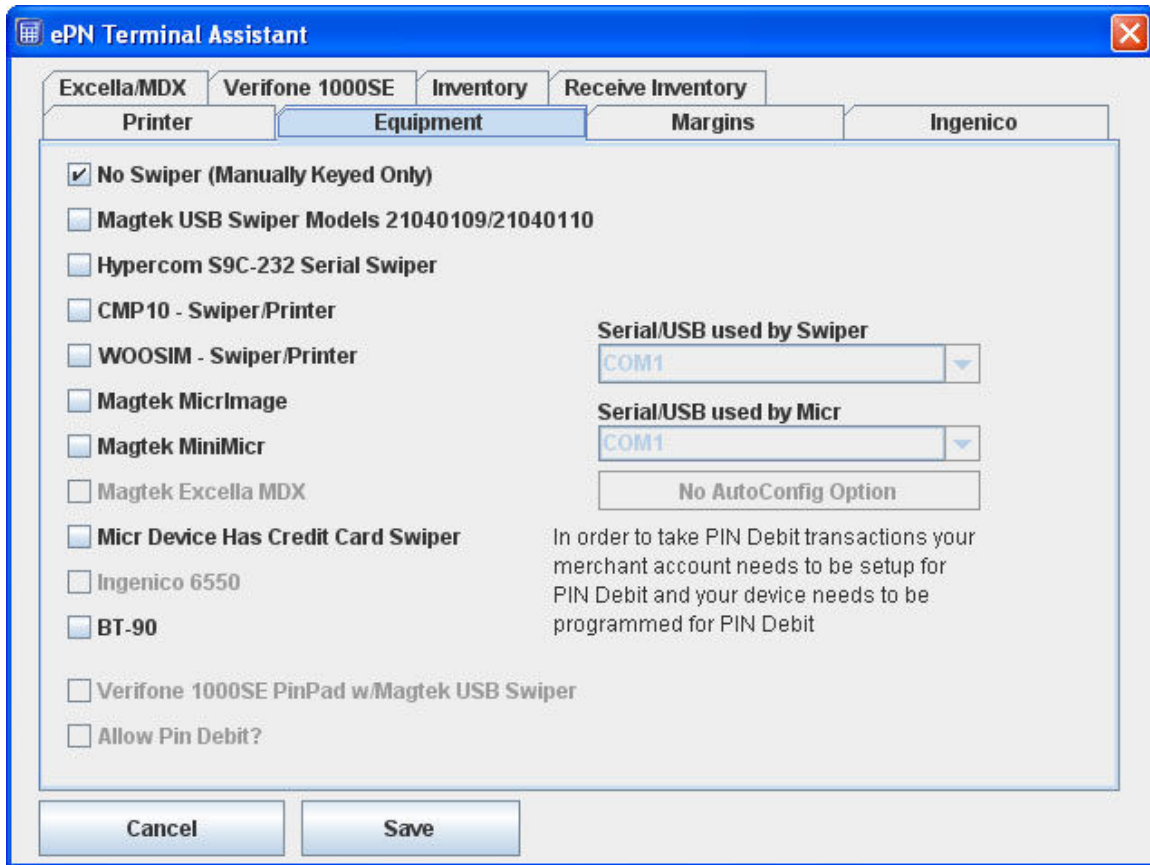


Figure 7–3 Terminal Assistant Equipment Tab

The **Equipment** tab is used for peripheral selection and configuration.

7.3 Margins

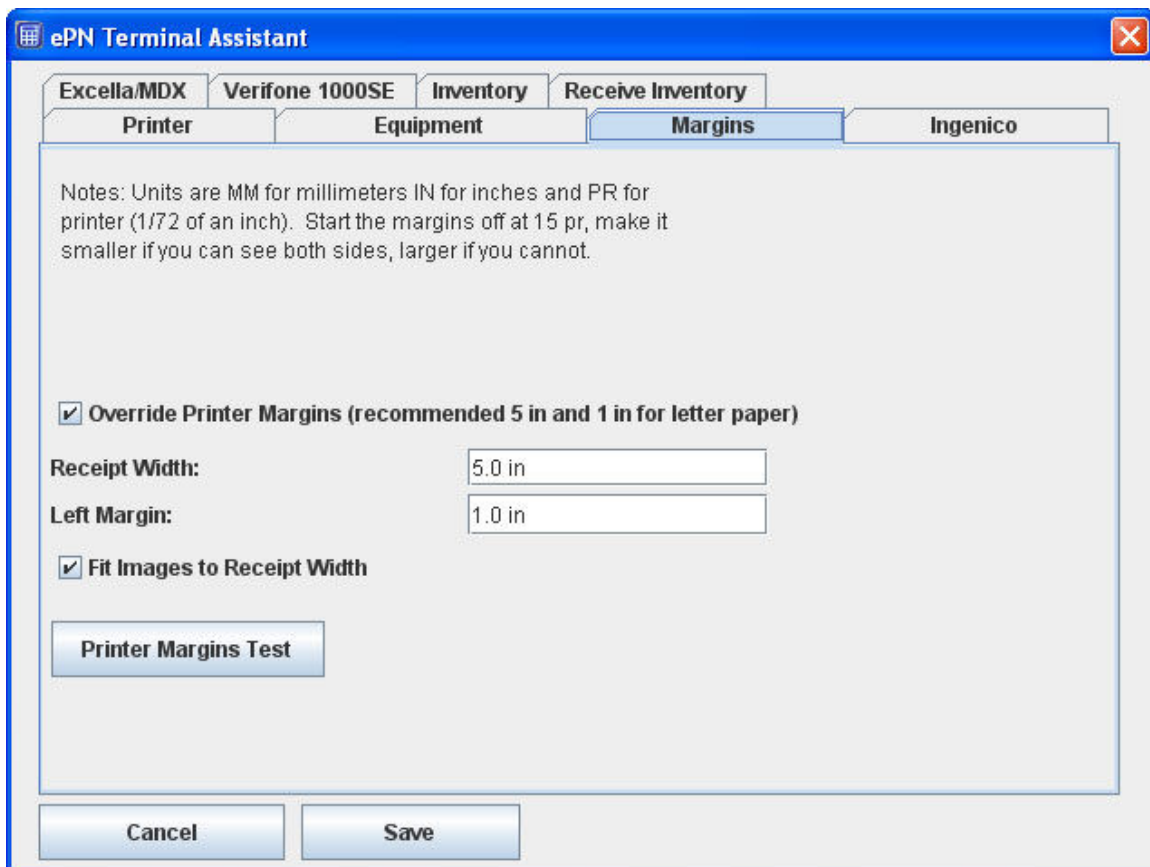


Figure 7-3 Terminal Assistant Margins Tab

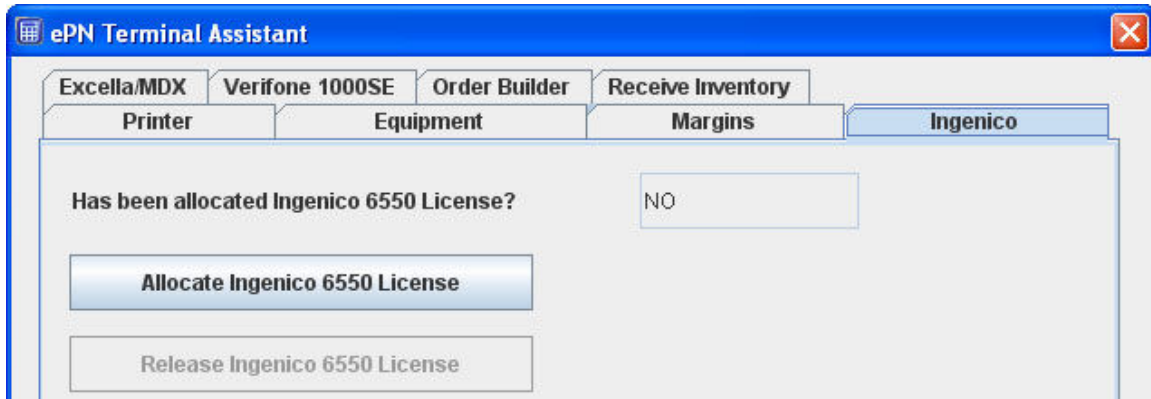
The **Margins** tab allows for configuration of printer settings. If **Override Printer Margins** is not set, it defaults to 5.0 in for width and 1.0 in for left margin, which should be good for most standard printers. **Fit Images to Receipt Width** will scale top and bottom images to the receipt width.

Suggested Margin Settings:

- 8 ½ x 11 printers – Width: 5.0 in; Left Margin: 1.0 in
- 3 in printers – Width: 3.0 in; Left Margin: 16 pr (printer units)
- Woosim or Citizen CMP-10 – Has no effect

Most small format receipt printers will work fine with width set to page width, and left margin set to 16 pr.

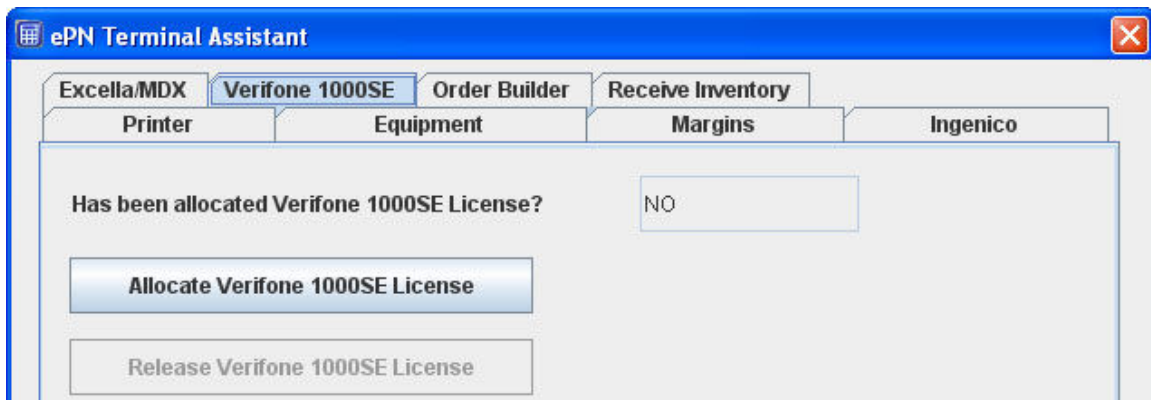
7.4 Peripheral Devices



The screenshot shows the 'ePN Terminal Assistant' window with the 'Ingenico' tab selected. The window has a blue title bar and a menu bar with 'Excella/MDX', 'Verifone 1000SE', 'Order Builder', and 'Receive Inventory'. Below the menu bar are sub-tabs: 'Printer', 'Equipment', 'Margins', and 'Ingenico'. The main area contains the question 'Has been allocated Ingenico 6550 License?' with a text input field containing 'NO'. Below this are two buttons: 'Allocate Ingenico 6550 License' and 'Release Ingenico 6550 License'.



The screenshot shows the 'ePN Terminal Assistant' window with the 'Excella/MDX' tab selected. The window has a blue title bar and a menu bar with 'Excella/MDX', 'Verifone 1000SE', 'Order Builder', and 'Receive Inventory'. Below the menu bar are sub-tabs: 'Printer', 'Equipment', 'Margins', and 'Ingenico'. The main area contains the question 'Has been allocated Excella MDX License?' with a text input field containing 'NO'. Below this are two buttons: 'Allocate Excella/MDX License' and 'Release Excella/MDX License'.



The screenshot shows the 'ePN Terminal Assistant' window with the 'Verifone 1000SE' tab selected. The window has a blue title bar and a menu bar with 'Excella/MDX', 'Verifone 1000SE', 'Order Builder', and 'Receive Inventory'. Below the menu bar are sub-tabs: 'Printer', 'Equipment', 'Margins', and 'Ingenico'. The main area contains the question 'Has been allocated Verifone 1000SE License?' with a text input field containing 'NO'. Below this are two buttons: 'Allocate Verifone 1000SE License' and 'Release Verifone 1000SE License'.

Figure 7–4 Terminal Assistant Peripheral Device Tabs

Certain peripheral devices require an additional per device license and from here you can allocate the license for the device. Click the Allocate button to register the license. If you run in to an error, please contact your sales office to ensure you are set up for that device.

- Ingenico
- Excella MDX
- Verifone 1000SE

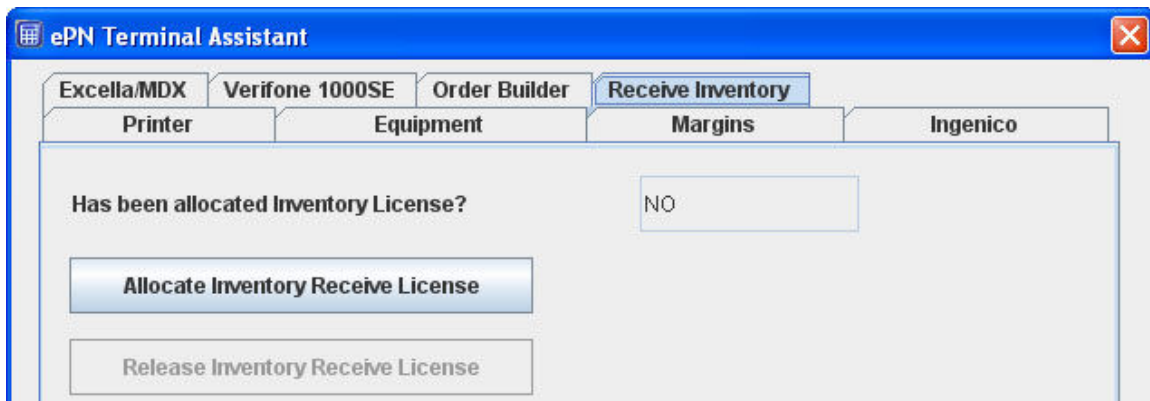
7.5 Plugins

ePNJPOS v3 now supports Plugins. **Order Builder & Receive Inventory**



7-5 Order Builder Plugin

Order Builder allows you to use products stored with ePNInventory when processing a sale. The inventory will be tracked and calculated based on the products selected. The items will be printed on the receipt and stored with the transaction on the server for later retrieval. Stock is only adjusted if the sale is approved. Sales and Returns are supported with this plugin.



7-6 Receive Inventory Plugin

Receive Inventory allows you to manage your ePNInventory service from your **ePNJPOS v3 software**. You can Receive Stock, Add a Note, Add to Stock, and Account for Shrinkage. All actions are real time adjustments.

8 ePNJPOS v3 Diagram



The **ePNJPOS v3** desktop icon (ePNJPOS) Double-click to open the software. You will be asked to login.

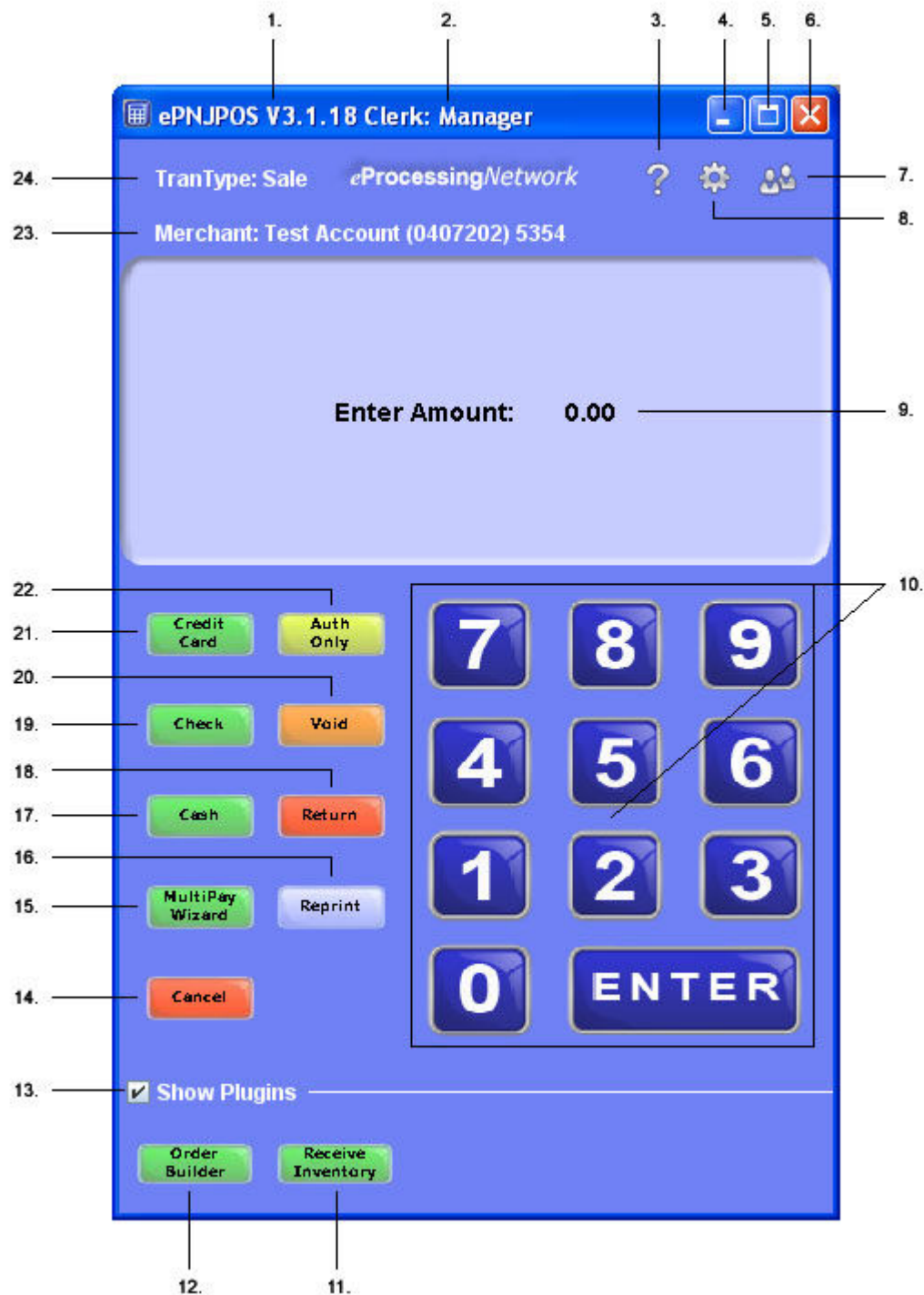


Figure 8–1 ePNJPOS v3 Main Screen

1. ePNJPOS v3 Software Version
2. The clerk's name that is logged in to this terminal will show here.
3. Now you can **access help** from within the **ePNJPOS v3**. This will provide video tutorials and FAQ to assist you with ease.
4. To access the **Terminal Assistant**, click here. When you click this button, the ePNJPOS v3 will close and the login window for the **Terminal Assistant** will open.
5. This button will minimize the software to your task bar.
6. This button will maximize the software to the size of your monitor.
7. This button will close and logs the current user out of the ePNJPOS v3 software.
8. This button is the log out button. Click this button to access the login window.
9. The display screen will have prompts to guide you thru the transaction process.
10. You can either use the key pad here or the 10 key on your key board.
11. Receive Inventory is a plugin that allows you to adjust the ePNInventory
12. Order Builder is a plugin that allows you to use ePNInventory products for sales.
13. Shows the Plugin buttons.
14. To cancel any transaction or action, click the **Cancel** button.
15. MultiPay allows you to enter different types of payment for one sale. Gift Cards and Loyalty points processing found here.
16. The **Reprint** button allows you to reprint the receipt. This button will become available when a reprint is available.
17. To process cash transaction, click the **Cash** button. You can now track cash transaction thru the Activity Reports of the Merchant Support Center.
18. For **Swiped* Transactions**, click the **Return** button.
19. To process scanned/swiped check transactions, click the **Check** button. If you are set up with a **Image check scanner**, then an image of the check will be attached to this transaction in the **Activity Reports** of the **Merchant Support Center**.
20. To void a transaction you recently processed, click the **Void** button.
21. Credit Card Sale is the default transaction type. **For Manual Credit Card Sale transactions** click here or proceed with entering the dollar amount. The manual transaction dialog box will open. Enter as much information as possible for best results. If your terminal assistant is configured with a credit card swiper, then you can proceed with your sale. Enter the dollar amount and click enter, and follow the prompts.
22. For **Swiped* Authorization Only transaction**, click the **AuthOnly** button.
23. If using Multi-Merchant function, this displays the Name of the company. Account number and Terminal Id.
24. The type of transaction that is being process is listed here.

9 Plugins

Click the Show PlugIns box to see the ePNJPOS PlugIns for your account.



Figure 9–1 Show Plugins

9.1 Order Builder

The **Order Builder** plugin allows you to create sales order with inventory stored in the **ePNInventory system**. The builder processes sales and returns, in turn adjusting the **ePNInventory data base**.

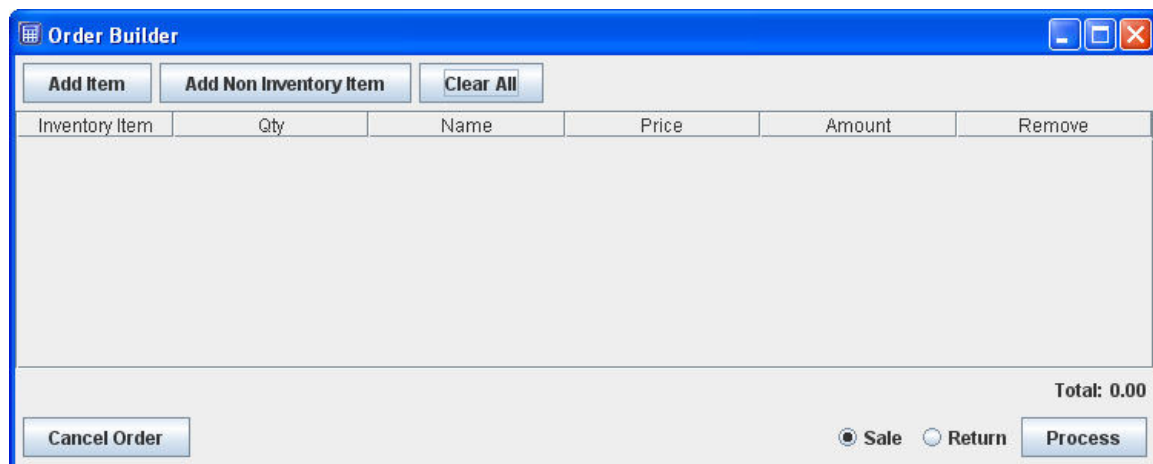


Figure 9–2 Order Builder

The **Order Builder** supports two types of products or items, **Inventory and Non-Inventory**. Non-Inventory is products not stored in the ePNInventory data base (Services or impromptu products). These products will be stored with the transaction and printed on the receipt. Non-Inventory products will not be added to the ePNInventory data base. You must click the Add Non Inventory Item button to add this type of product. You will need to add the description and price. Ensure the Quantity is set the correct value.

When the **Order Builder** dialog opens, you simply begin scanning the products with the authorized barcode scanner or click the Add Item button. You may also pull the products up by typing the first few letters or using the tab key will also create a new product line.

The screenshot shows the 'Order Builder' window. At the top are three buttons: 'Add Item', 'Add Non Inventory Item', and 'Clear All'. Below these is a table with columns: 'Inventory Item', 'Qty', 'Name', 'Price', 'Amount', and 'Remove'. The first row shows 'Green Gum' with a quantity of 1, price of 1.50, and amount of 1.50. The second row shows a quantity of 0 with a price of 0.00 and amount of 0.00. A dropdown menu is open from the second row, listing products: Green Gum, Blue Candle, Green Candle, Orange Candle (highlighted), Red Candle, Orbit, Blue Pyramid Candle, Red Pyramid Candle, Yello Pyramid Candle, and REDGUM. At the bottom right, it says 'Total: 1.50'. At the bottom left is a 'Cancel Order' button. At the bottom right are radio buttons for 'Sale' (selected) and 'Return', and a 'Process' button.

Inventory Item	Qty	Name	Price	Amount	Remove
Yes	1	Green Gum	1.50	1.50	Remove
Yes	0		0.00	0.00	Remove

Green Gum
Blue Candle
Green Candle
Orange Candle
Red Candle
Orbit
Blue Pyramid Candle
Red Pyramid Candle
Yello Pyramid Candle
REDGUM

Total: 1.50

Cancel Order

☒ Sale ☐ Return Process

Figure 9–3 Select the Product

You may change the quantity. You may also add as many products as necessary. It's wise to change the quantity instead of adding the product again.

This screenshot shows the bottom portion of the 'Order Builder' window. It displays the 'Total: 1.50' and the radio buttons for 'Sale' (selected) and 'Return'. The 'Process' button is highlighted with a blue border.

Total: 1.50

☒ Sale ☐ Return Process

Figure 9–4 Process the sale

Select the sale or return option, then click the Process button. You will be returned back to ePNJPOS to process the transaction.

9.2 Receive Inventory

Receive Inventory allows you to adjust your ePNInventory Data Base. This allows for easy quick access for employees to keep up with the Sales Orders and Inventory management right from ePNJPOS software.

The screenshot shows the 'Receive Inventory' window with the following elements:

- Title Bar:** 'Receive Inventory' with minimize, maximize, and close buttons.
- Item Selection:** A text box labeled 'Item:' with a dropdown menu open. The menu lists: Green Gum, Blue Candle, Green Candle, Orange Candle, Red Candle, Orbit, Blue Pyramid Candle, Red Pyramid Candle, Yello Pyramid Candle, and REDGUM.
- Labels:** Status:, Item:, On Hand:, On Order:, Quantity:, Action:, Invoice:, and Comment:.
- Input Fields:** Text boxes for Item, Quantity, Invoice, and Comment.
- Action:** A dropdown menu currently showing 'Receive Stock'.
- Buttons:** 'Perform Action' and 'Close' at the bottom.

Figure 9–5 Receive Inventory

Simply begin scanning with the authorized bar code scanner, enter the first few letters to select the product. Select an Action. The different action will allow you to adjust the inventory accordingly. You also enter notes for each product as well.

Receive Inventory

Item: Red Candle

Status:

Item: Red Candle

On Hand: 22

On Order: 0

Action:

Quantity: 30

Action: Receive Stock

Invoice:

Comment:

Receive Stock

Account for Shrinkage

Add to Stock

Add a Note

Perform Action

Close

Figure 9–6 Enter Information

After selecting the product, enter the Quantity. Then select an action. You have four Action options.

- Receive Stock - Is used when receiving new stock and need to add it to the ePNInventory system.
- Account for Shrinkage - Is used when adjusting the stock down due to damage, breakage, expires, etc.
- Add to Stock - Is used to adjust the stock up due to restocking or found inventory stock.
- Add a Note - Is used to add a note to any given product.

Invoice:

Comment:

Perform Action

Close

Figure 9–7 Enter Invoice and Comment

If there is a corresponding invoice number, enter to be stored with the action performed. Enter a brief comment for the action. Then Click the Perform Action.

10 Credit Card Sale

To process a swiped sale transaction:

1. Enter the dollar amount with the keypad or 10 key on the keyboard.
2. Click the enter button.
3. Tax* prompt: Enter tax amount if not already calculated &/or click enter.
4. Swiped card.
5. When transaction is approved, receipt will automatically print if a printer is selected. Give receipt to customer for tip* and signature.
6. Tip* or Convenience Fee* prompt: Enter the amount &/or click enter.
7. Enter the last four digits* on the card.
8. Click the reprint button to reprint the receipt.

To process a manual sale transaction:

1. Click the Credit Card button.
2. Manual transaction dialog window will open.
3. Enter all information requested to your best ability. Enter accurate information for best rates for transaction processing.
4. When the transaction is approved, a receipt will automatically print if a printer is selected. Give receipt to customer for tip* and signature.
5. Tip* or Convenience Fee* prompt: Enter the tip amount &/or click enter.
6. Enter the last four digits* on the card.
7. Click the reprint button to reprint the receipt.

* Tax, Tip, Convenience Fee and Last Four Digits settings can be found in the ePNJPOS v3 Configuration section of the Merchant Support Center.

11 Authorization Only or Return

To process an AuthOnly or Return transaction, you must click the appropriate button to change the transaction type. Change of transaction type window will open noting the change.

To process a swiped AuthOnly or Return transaction:

1. Enter the dollar amount with the keypad or 10 key on the keyboard.
2. Click the enter button.
3. Tax* prompt: Enter tax amount if not already calculated &/or click enter.
4. Swiped card.
5. When transaction is approved, receipt will automatically print if a printer is selected. Give receipt to customer for tip* and signature.
6. Tip* or Convenience Fee* prompt: Enter the amount &/or click enter.
7. Enter the last four digits* on the card.
8. Click the reprint button to reprint the receipt.

To process a manual AuthOnly or Return transaction:

1. Click the Credit Card button.
2. Manual transaction dialog window will open.
3. Enter all information requested to your best ability. Enter accurate information for best rates for transaction processing.
4. When the transaction is approved, a receipt will automatically print if a printer is selected. Give receipt to customer for tip* and signature.
5. Tip* or Convenience Fee* prompt: Enter the tip amount &/or click enter.
6. Enter the last four digits* on the card.
7. Click the reprint button to reprint the receipt.

* Tax, Tip, Convenience Fee and Last Four Digits settings can be found in the ePNJPOS v3 Configuration section of the Merchant Support Center.

12 Void

WARNING! A voided transaction **CAN NOT** be un-voided.

Generally, this feature is set for managers only. A voided transaction CAN NOT be un-voided. The void feature will open a list of all current transactions in our system for your account, not just the transactions processed thru **ePNJPOS v3** terminal.

1. Click the Void Button.
2. Void Dialog window will open.
3. A list of all current transactions in our system for your account will open.
4. Select the appropriate transaction.
5. Click the Void Transaction button.
6. You will be returned to the **ePNJPOS v3** main screen for processing.
7. Wait for approval.

13 Cash Sale

Cash transactions are manual transaction.

1. Click the Cash button.
2. Manual Cash Transaction dialog window will open.
3. You can now track cash transaction thru the Activity Reports of the Merchant Support Center. Enter accurate information for better reporting.
4. When the transaction is complete, a receipt will automatically print if a printer is selected. Click the reprint button to reprint the receipt.

14 Check Sale

To process scanned check transactions, you must be set up with a check processor. If you are set up with a Image check scanner, then an image of the check will be attached to this transaction in the Activity Reports of the Merchant Support Center.

If you are using a check scanner and the terminal assistant has been properly set for this device:

1. Enter the dollar amount with the keypad or 10 key on the keyboard.
2. Click the enter button.
3. Tax* prompt: Enter tax amount if not already calculated &/or click enter.
4. Use scanning device to scan the check.
5. When transaction is approved, receipt will automatically print if a printer is selected. Click the reprint button to reprint the receipt.

To process a manual check transaction:

1. Click the check button.
2. Manual check transaction dialog window will open.
3. Enter all information requested to your best ability. The information required will be determined by your check processor. Enter accurate information for best rates for transaction processing.
4. When the transaction is approved, a receipt will automatically print if a printer is selected. Click the reprint button to reprint the receipt.

* Tax, Tip, Convenience Fee and Last Four Digits settings can be found in the ePNJPOS v3 Configuration section of the Merchant Support Center.

15 MultiPay

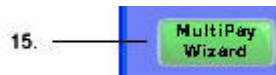


Figure 15–1 MultiPay button

Click the **MultiPay Wizard** button.

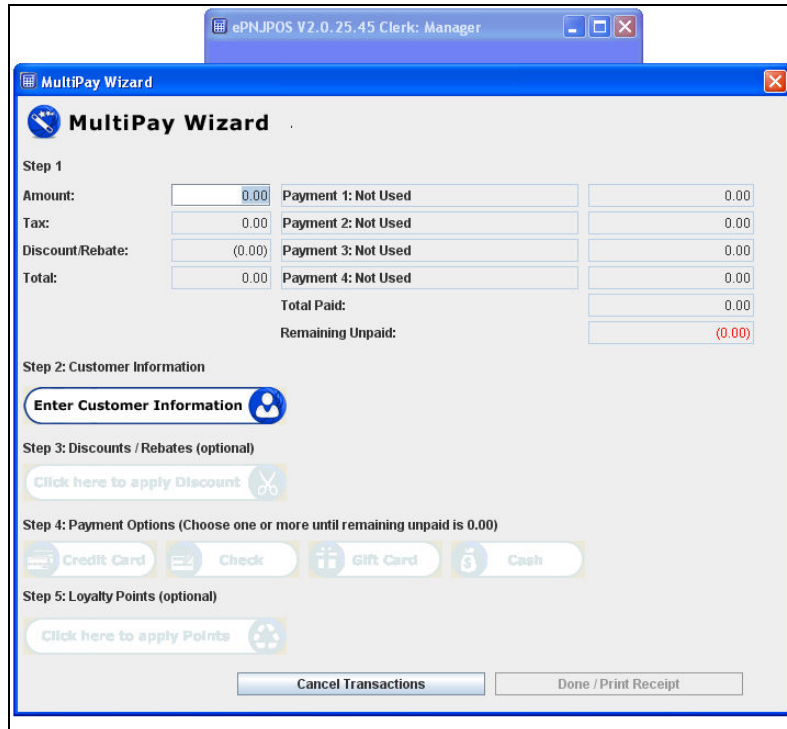


Figure 15–2 MultiPay Wizard

Enter dollar amount for the entire sale.

MultiPay Wizard

Step 1

Amount:	50.00	Payment 1: Not Used	0.00
Tax:	4.12	Payment 2: Not Used	0.00
Discount/Rebate:	(0.00)	Payment 3: Not Used	0.00
Total:	54.12	Payment 4: Not Used	0.00
Total Paid:		0.00	
Remaining Unpaid:		(54.12)	

Step 2: Customer Information
[Enter Customer Information](#)

Step 3: Discounts / Rebates (optional)
[Click here to apply Discount](#)

Step 4: Payment Options (Choose one or more until remaining unpaid is 0.00)
[Credit Card](#) [Check](#) [Gift Card](#) [Cash](#)

Step 5: Loyalty Points (optional)
[Click here to apply Points](#)

[Cancel Transactions](#) [Done / Print Receipt](#)

Figure 15-3 Enter dollar

If your tax prompt is set, then the tax will be calculated for you.

MultiPay Wizard

Step 1

Amount:		0.00
Tax:		0.00
Discount/Rebate:		0.00
Total:		0.00
		0.00
		(54.12)

Step 2: Customer Information
[Enter Customer Information](#)

Step 3: Discounts / Rebates (optional)
[Click here to apply Discount](#)

Step 4: Payment Options (Choose one or more until remaining unpaid is 0.00)
[Credit Card](#) [Check](#) [Gift Card](#) [Cash](#)

Step 5: Loyalty Points (optional)
[Click here to apply Points](#)

[Cancel Transactions](#) [Done / Print Receipt](#)

Restrict TDBE Transactions to this IP:

Figure 15-4 Enter Customer information

Enter the Order/Customer information. Click the **Done** button.

MultiPay Wizard

Step 1

Amount: 50.00

Tax: 4.12

Discount/Rebate: (0.00)

Total: 54.12

Payment 1: Not Used 0.00

Payment 2: Not Used 0.00

Payment 3: Not Used 0.00

Payment 4: Not Used 0.00

Total Paid: 0.00

Remaining Unpaid: (54.12)

Step 2: Customer Information

Enter Customer Information

Step 3: Discounts / Rebates (optional)

Click here to apply Discount

Step 4: Payment Options (Choose one or more until remaining unpaid is 0.00)

Credit Card Check Gift Card Cash

Step 5: Loyalty Points (optional)

Click here to apply Points

Cancel Transactions Done / Print Receipt

Figure 15–5 Credit Card

Click the **Credit Card** button.

MultiPay Wizard

MultiPay - Pay with Credit Card

Step 1

Amount: 50.00

Tax: 4.12

Discount/Rebate: (0.00)

Total: 54.12

Payment 1: Not Used 0.00

Payment 2: Not Used 0.00

Payment 3: Not Used 0.00

Payment 4: Not Used 0.00

Total Paid: 0.00

Remaining Unpaid: (54.12)

Step 2: Customer Information

Enter Customer Information

Step 3: Discounts / Rebates (optional)

Click here to apply Discount

Step 4: Payment Options (Choose one or more until remaining unpaid is 0.00)

Credit Card Check Gift Card Cash

Step 5: Loyalty Points (optional)

Click here to apply Points

Cancel Transactions Done / Print Receipt

Amount Remaining: 54.12

Amount to Charge to Credit Card: 54.12

Enter Credit Card below or click on Swipe: Swipe

Expire Month: 01

Expire Year: 2009

Security Code (2 or 3 digits):

Process Credit Card

Results:

Cancel Done

Figure 15–6 Enter amount

Enter the amount to be charged to the credit card.

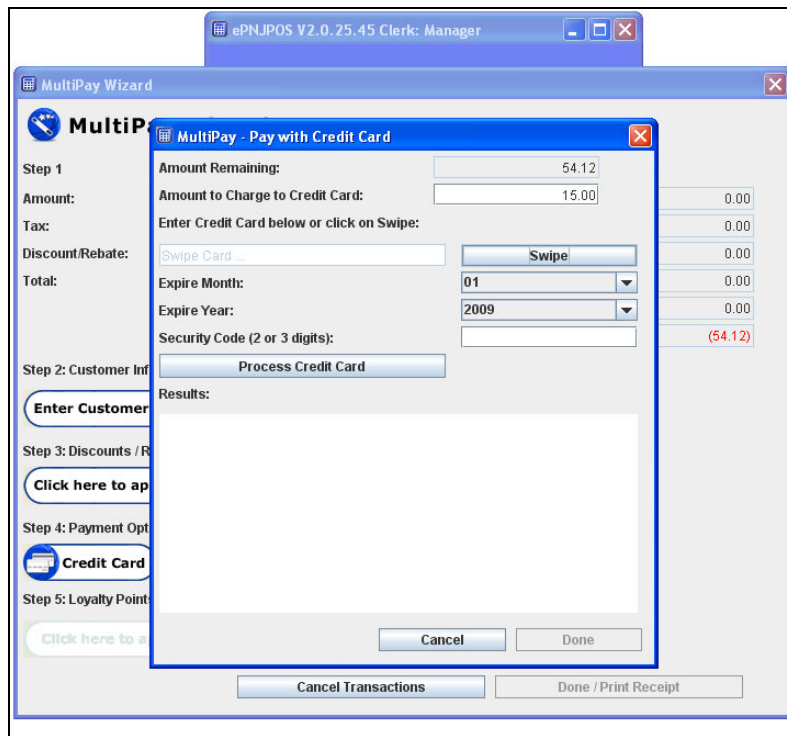


Figure 15-7 Swipe Card

Click the **Swipe** button or manually enter the credit card information.
Click the **Process Credit Card** button.

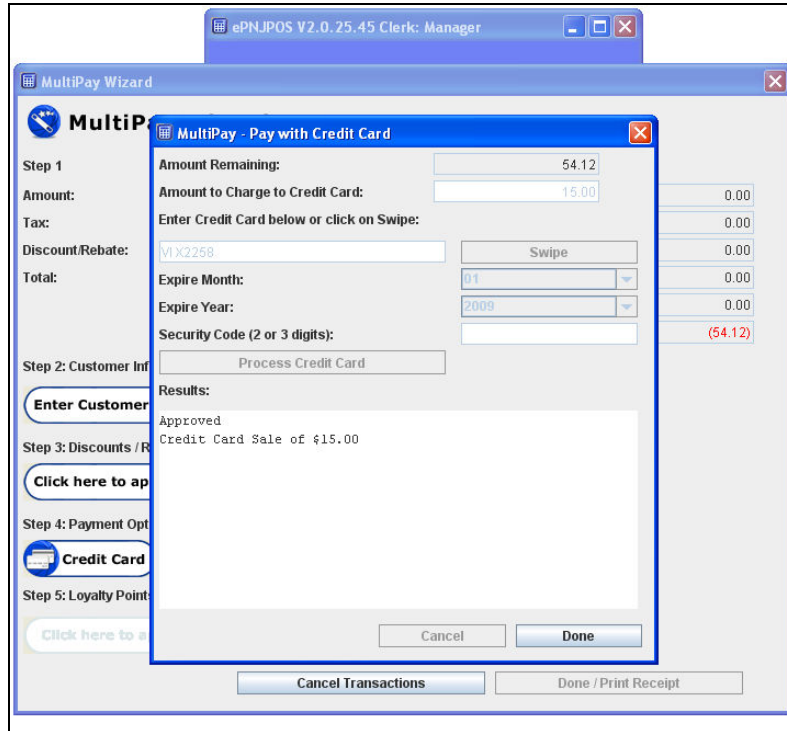
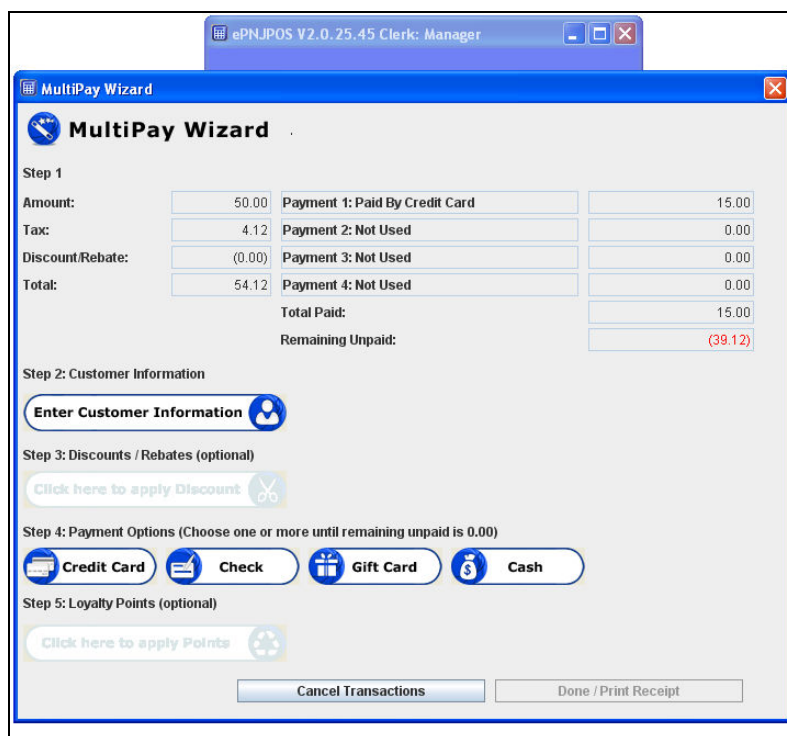


Figure 15-8 Approval

Click the **Done** button.

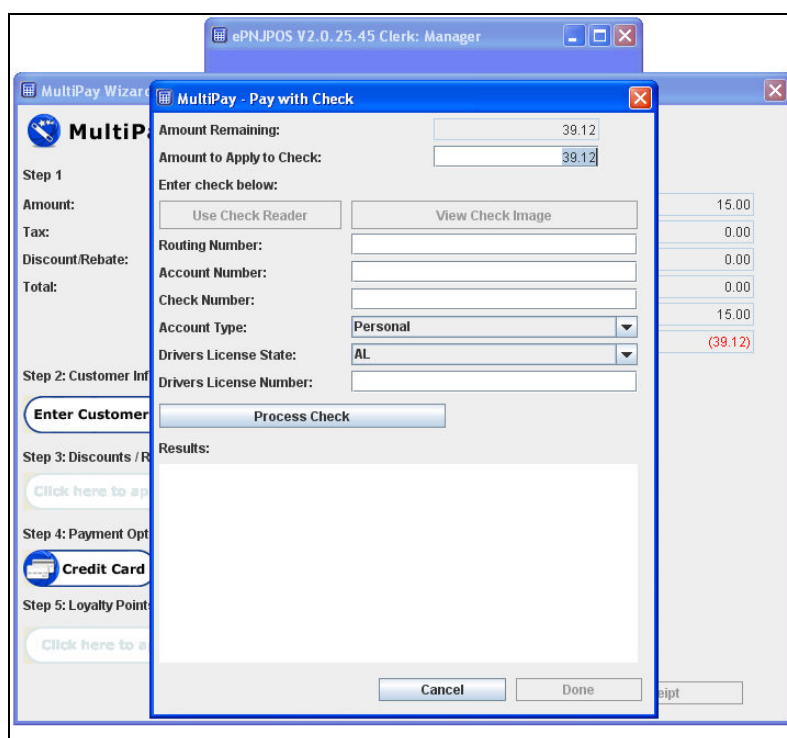


The screenshot shows the 'MultiPay Wizard' window at Step 1. The window title is 'MultiPay Wizard'. The main area displays a payment summary table. The table has two columns: 'Payment' and 'Amount'. The rows are: 'Payment 1: Paid By Credit Card' (15.00), 'Payment 2: Not Used' (0.00), 'Payment 3: Not Used' (0.00), 'Payment 4: Not Used' (0.00), 'Total Paid:' (15.00), and 'Remaining Unpaid:' ((39.12)). Below the table, there are buttons for 'Enter Customer Information', 'Click here to apply Discount', and 'Click here to apply Points'. At the bottom, there are buttons for 'Cancel Transactions' and 'Done / Print Receipt'.

Payment	Amount
Payment 1: Paid By Credit Card	15.00
Payment 2: Not Used	0.00
Payment 3: Not Used	0.00
Payment 4: Not Used	0.00
Total Paid:	15.00
Remaining Unpaid:	(39.12)

Figure 15-9 Check

Noticed the credit card payment is listed. Click the **Check** button.



The screenshot shows the 'MultiPay Wizard' window at Step 2, 'Enter Customer Information'. The window title is 'MultiPay Wizard'. The main area displays a form for entering customer information. The form has fields for: 'Amount Remaining:' (39.12), 'Amount to Apply to Check:' (39.12), 'Enter check below:' (with buttons 'Use Check Reader' and 'View Check Image'), 'Routing Number:', 'Account Number:', 'Check Number:', 'Account Type:' (dropdown menu with 'Personal' selected), 'Drivers License State:' (dropdown menu with 'AL' selected), and 'Drivers License Number:'. Below the form, there is a 'Process Check' button. At the bottom, there are buttons for 'Cancel' and 'Done / Print Receipt'.

Figure 15-10 Enter Amount

Enter the amount to be charged to the check.

MultiPay Wizard - Pay with Check

Amount Remaining: 39.12

Amount to Apply to Check: 9.12

Enter check below:

Use Check Reader View Check Image

Routing Number: 490000018

Account Number: 24413815

Check Number: 2077

Account Type: Personal

Drivers License State: AL

Drivers License Number: 1214151730

Process Check

Results:

Approved

Check For \$9.12

Cancel Done

Figure 15-11 Approved

Enter the required check information. Click the **Process Check** button. Click the **Done** button.

MultiPay Wizard

Step 1

Amount: 50.00

Tax: 4.12

Discount/Rebate: (0.00)

Total: 54.12

Payment 1: Paid By Credit Card 15.00

Payment 2: Paid By Check 9.12

Payment 3: Not Used 0.00

Payment 4: Not Used 0.00

Total Paid: 24.12

Remaining Unpaid: (30.00)

Step 2: Customer Information

Enter Customer Information

Step 3: Discounts / Rebates (optional)

Click here to apply Discount

Step 4: Payment Options (Choose one or more until remaining unpaid is 0.00)

Credit Card Check Gift Card Cash

Step 5: Loyalty Points (optional)

Click here to apply Points

Cancel Transactions Done / Print Receipt

Figure 15-12 Gift Card

Noticed the check payment is listed. Click the **Gift Card** button.

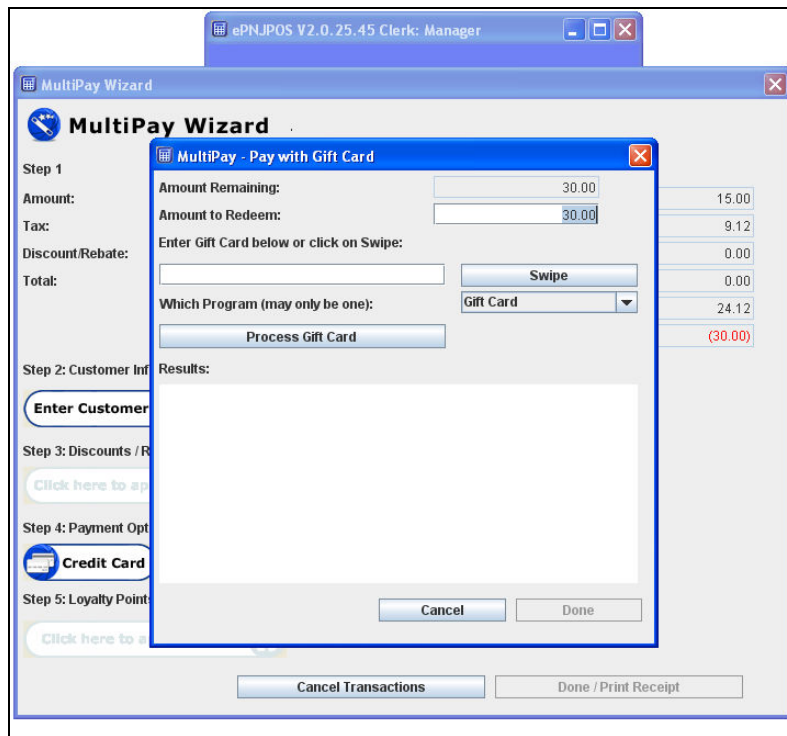


Figure 15–13 Enter Amount

Enter the amount to be charged to the Gift Card.

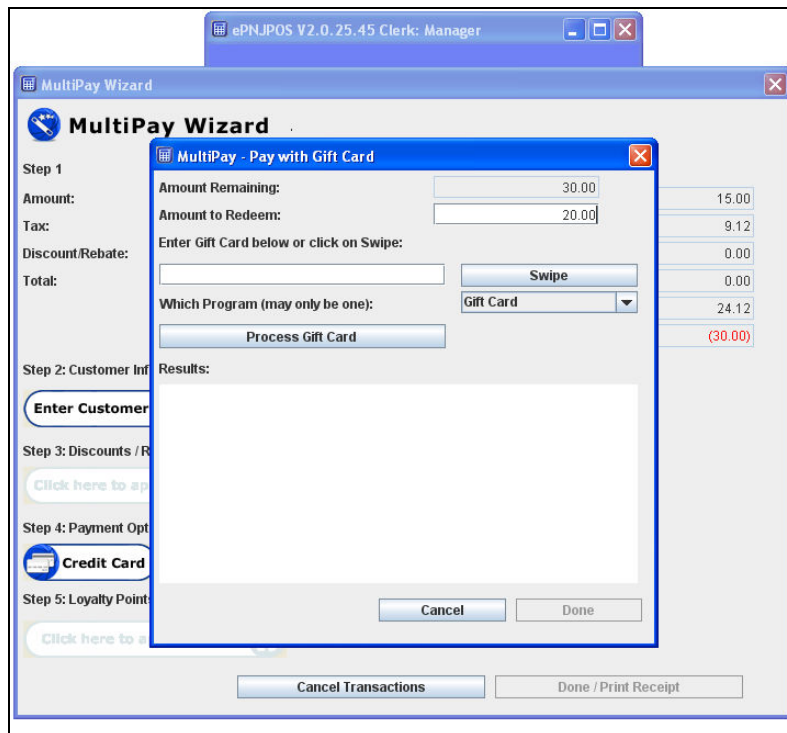


Figure 15–14 Swipe Gift Card

Click the **Swipe** button or Manually enter the Gift card number.
Click the **Process Credit Card** button.

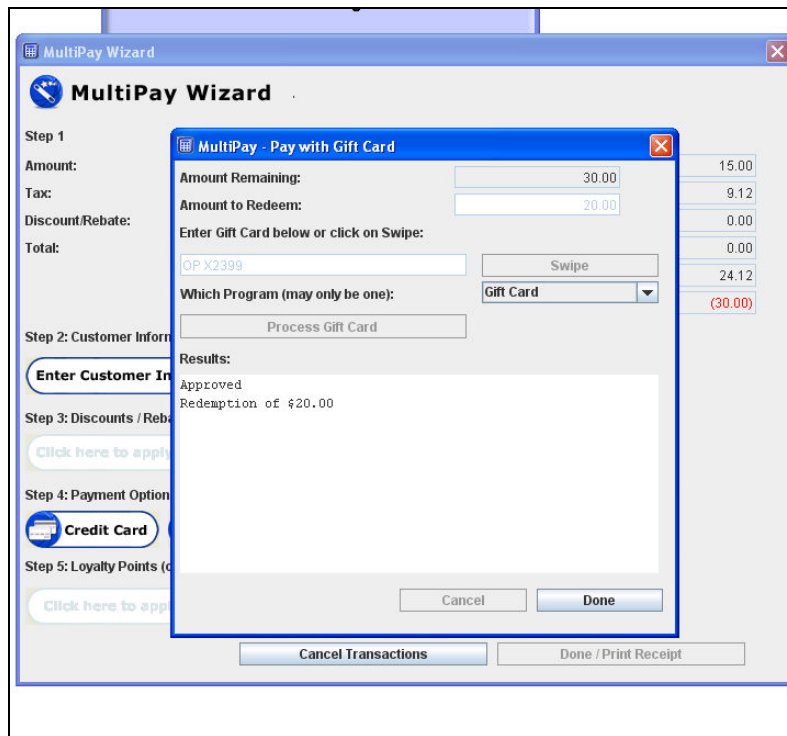


Figure 15-15 Approved.

Click the **Done** button.

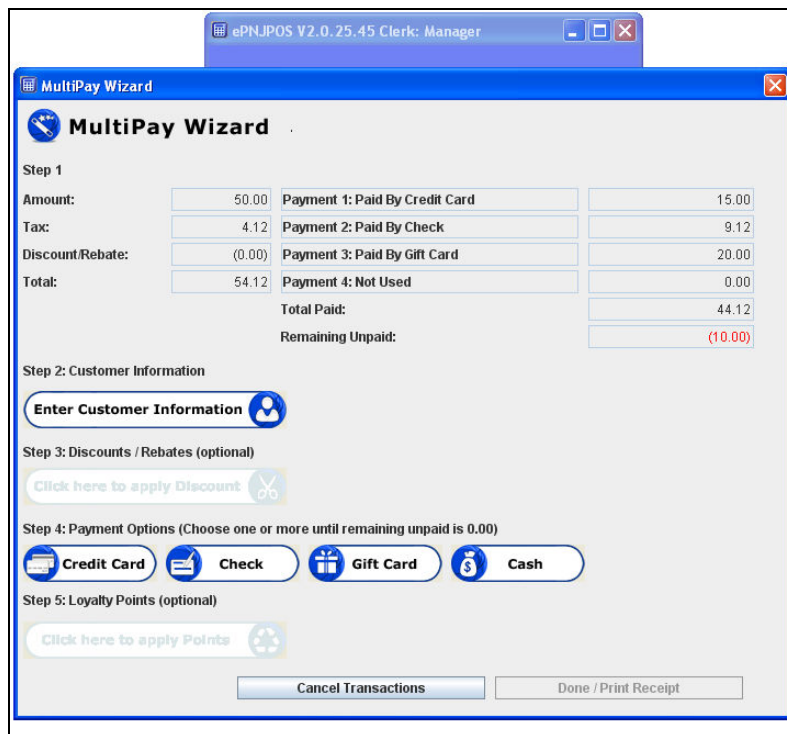


Figure 15-16 Cash

Noticed the Gift Card payment is listed. Click the **Cash** button.

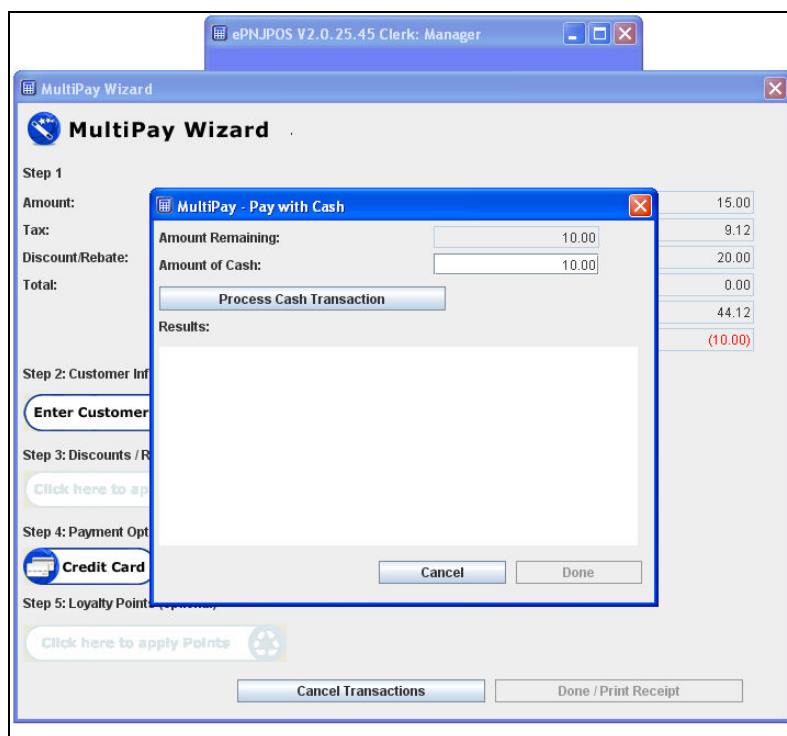


Figure 15-17 Enter Amount

Click the **Process Cash** button.

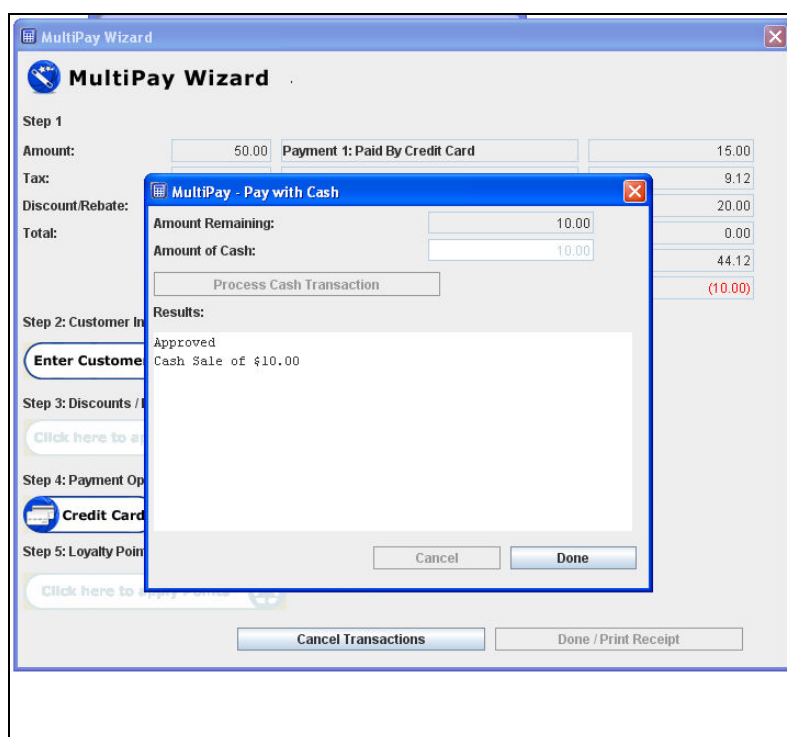


Figure 15-18 Approved

Click the **Done** button.

MultiPay Wizard

Step 1

Amount:	50.00	Payment 1: Paid By Credit Card	15.00
Tax:	4.12	Payment 2: Paid By Check	9.12
Discount/Rebate:	(0.00)	Payment 3: Paid By Gift Card	20.00
Total:	54.12	Payment 4: Paid By Cash	10.00
		Total Paid:	54.12
		Remaining Unpaid:	(0.00)

Step 2: Customer Information

[Enter Customer Information](#)

Step 3: Discounts / Rebates (optional)

[Click here to apply Discount](#)

Step 4: Payment Options (Choose one or more until remaining unpaid is 0.00)

[Credit Card](#) [Check](#) [Gift Card](#) [Cash](#)

Step 5: Loyalty Points (optional)

[Click here to apply Points](#)

[Cancel Transactions](#) [Done / Print Receipt](#)

Figure 15– 19 Done/Print Receipt

Noticed the check payment is listed. Click the **Done/Print Receipt** button.

MultiPay - Print Receipt

[Reprint Receipt](#)

Results:

ePNJPOS Printing Receipt

Summary: Smith, John \$54.12 APPROVED 233612

Progress: *****

[Done](#)

Step 1

Amount:	50.00	Payment 1: Paid By Credit Card	15.00
Tax:	4.12	Payment 2: Paid By Check	9.12
Discount/Rebate:	(0.00)	Payment 3: Paid By Gift Card	20.00
Total:	54.12	Payment 4: Paid By Cash	10.00
		Total Paid:	54.12
		Remaining Unpaid:	(0.00)

Step 2: Customer Information

[Enter Customer Information](#)

Step 3: Discounts / Rebates (optional)

[Click here to apply Discount](#)

Step 4: Payment Options (Choose one or more until remaining unpaid is 0.00)

[Credit Card](#) [Check](#) [Gift Card](#) [Cash](#)

Step 5: Loyalty Points (optional)

[Click here to apply Points](#)

[Cancel Transactions](#) [Done / Print Receipt](#)

Figure 15–20 Printing Receipt

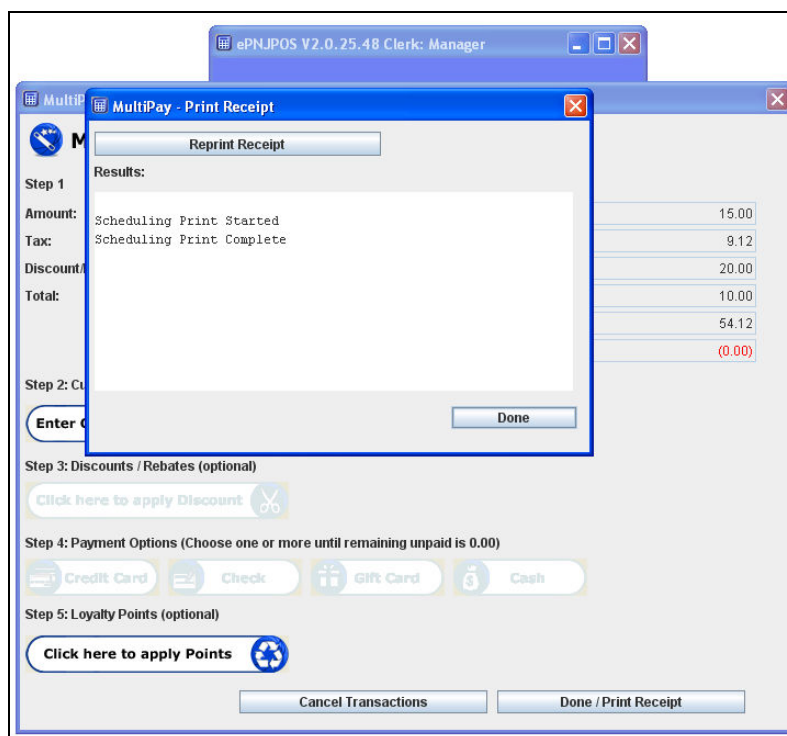


Figure 15-21 Approved

Click the **Done** button.

16 Upload Logs

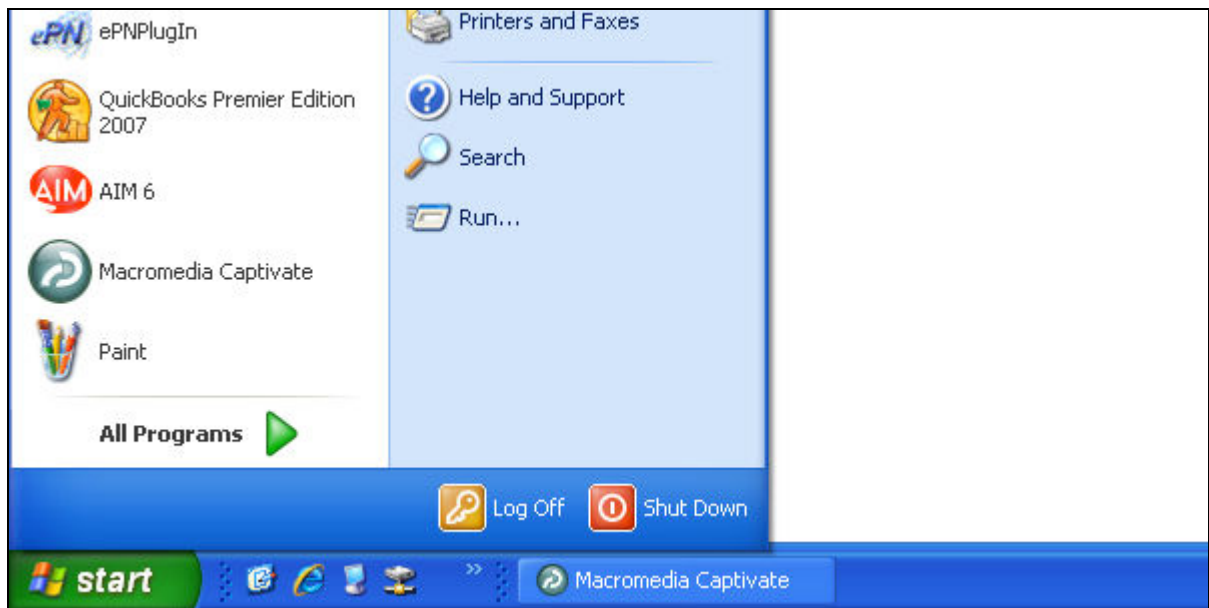


Figure 15-1 Upload Logs

Click the **Start** button.

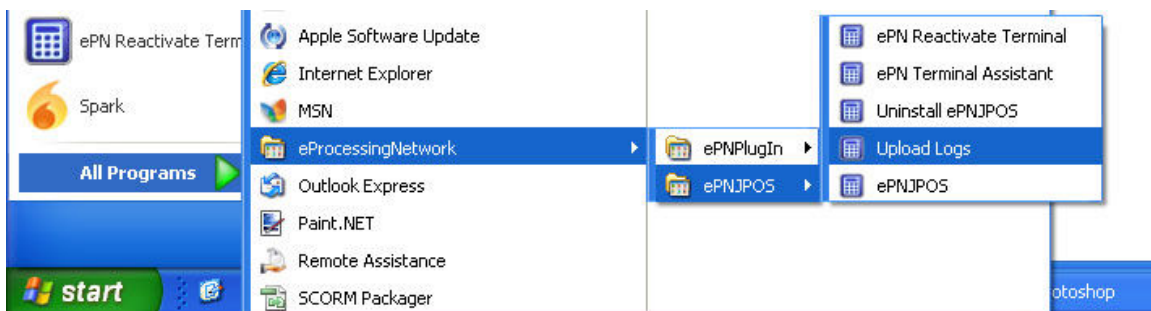


Figure 15-2 Upload Logs

Select the **eProcessingNetwork** menu item. Select the **ePNJPOS v3** menu item. Select the **Upload Logs** menu item.

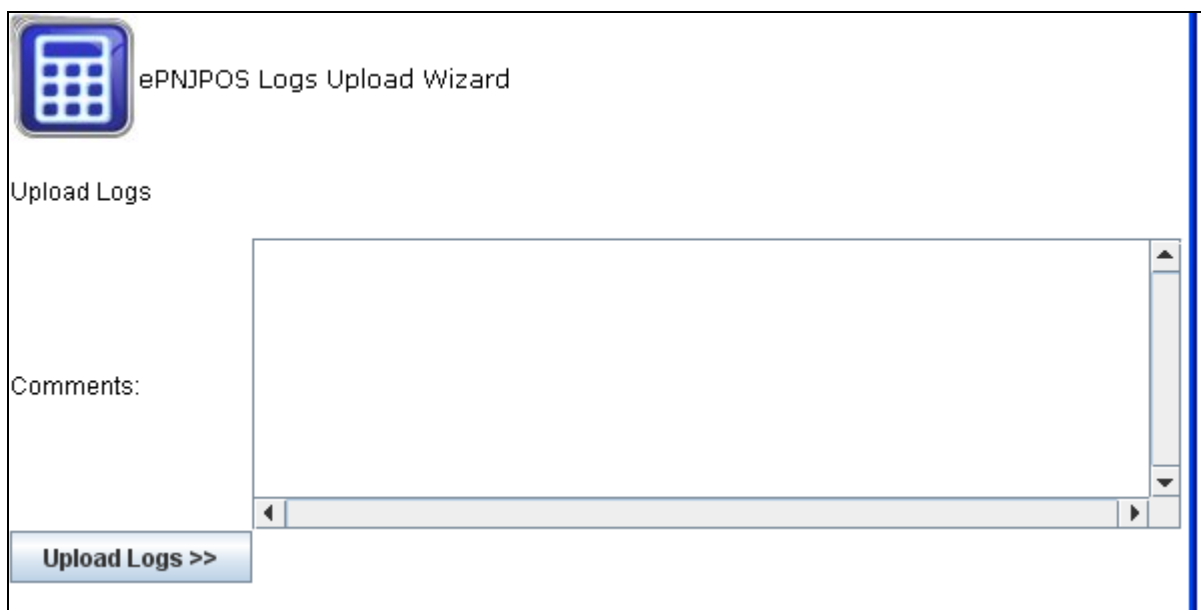


Figure 15-3 Upload Logs

The **ePNJPOS v3 Upload Logs Wizard** dialog opens.

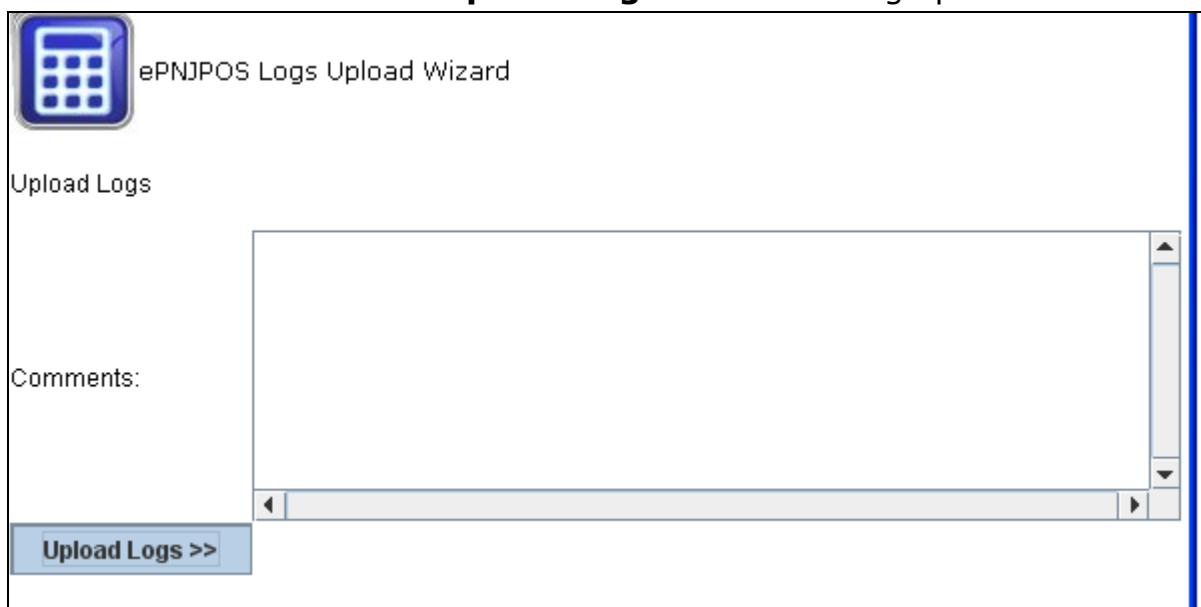


Figure 15-4 Upload Logs

Click the **Upload Logs >>** button.

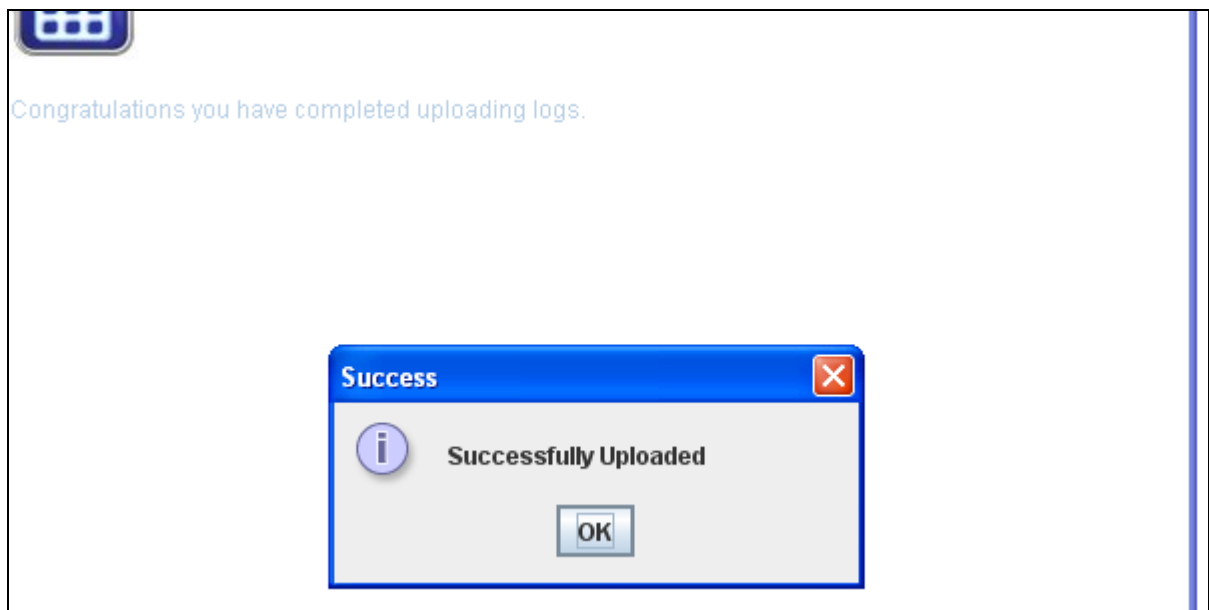






Figure 15-5 Upload Logs

The **Success Uploaded** dialog opens. Click **OK** to close the Upload Logs window.

17 Receipt Examples

Tip Copy/Merchant Copy	Customer Copy
 — 1. Shop online at www.myonlinestore.com — 2. My Company 123 Main — 3. Houston, TX 77005 713-555-1234 Sale Transaction — 4. 07/09/2009 09:57 AM Response — Card Type: MasterCard — 5. Account: X1732 Amount: 9.45 Tax: 0.77 Tip: — 6.a Total: — Description is displayed here!!! — 7. John Doe — 8. I agree to pay above total amount according to card issuer agreement (merchant agreement if credit voucher) — 9. Thank you for shopping with us! — 10.  — 11.	 — 1. Shop online at www.myonlinestore.com — 2. My Company 123 Main — 3. Houston, TX 77005 713-555-1234 Sale Transaction — 4. 07/09/2009 09:57 AM Response: APPROVED 484248 — 5. Card Type: MasterCard Account: X1732 Amount: 9.45 Tax: 0.77 Tip: 1.00 — 6.b Total: 11.22 Description is displayed here!!! — 7. John Doe — 8. I agree to pay above total amount according to card issuer agreement (merchant agreement if credit voucher) — 9. Thank you for shopping with us! — 10.  — 11.
1. Top Logo 2. Top Text 3. The receipt header will be listed here. This is your company's contact information. 4. Transaction type will be printed here. 5. The response will display here.	

<p>6. Your customer will enter the tip amount and sign the copy. You will keep this copy and enter the tip amount when prompted.</p>	<p>6.b The tip amount will display here for the customer to walk away with. Or The convenience fee will display here if this feature is turned on.</p>
<p>7. Order Description 8. Customer Signature line. 9. Order Description is printed here. 10. Bottom Text 11. Bottom Logo</p>	