

Credit Card Processing Guide




Credit Card Processing Guide

Copyright © 2008-2018

Software Technology, LLC
1621 Cushman Drive
Lincoln, NE 68512
(402) 423-1440

Tabs3.com

Tabs3, PracticeMaster, and the “pinwheel” symbol () are registered trademarks of Software Technology, LLC.

Version 18 (Tuesday, January 2, 2018)

Table of Contents

Introduction & Getting Started	1
Tabs3 Credit Card Authorization Overview	1
Security	2
Requirements	2
Configuration	3
Set Up ProPay Merchant Account(s)	3
Configure Credit Card Processing in Tabs3	3
Merchant Account Types	5
Configure Credit Card Processing in TAS	5
Credit Card Transactions	8
Entering Credit Card Payments in Tabs3	8
Tabs3 Payment	8
Tabs3 Client Funds Deposit	8
TAS Trust Deposit	9
Credit Card Authorization Window	9
Error Messages & Troubleshooting	14
Credit and Void Transactions	15
Issuing a Credit/Void in Tabs3	15
Voids vs. Credits	17
Credit Card Reports	19
Merchant Account Setup Report	19
Credit Card Transaction Receipts	20
Definitions	21
Credit Card Authorization List	23
Index	26

Introduction & Getting Started

Tabs3 Credit Card Authorization Overview

Tabs3 is working with ProPay® (a TSYS company) to provide merchant accounts for authorizing credit card transactions in Tabs3 and trust account deposits in Tabs3 Trust Accounting Software (TAS). Tabs3 credit card processing integration works directly with ProPay.

Integration with ProPay gives you the ability to:

- Authorize credit card payments in Tabs3 Billing Software.
- Authorize credit card client fund deposits in Tabs3 Billing Software.
- Authorize credit card deposits in Tabs3 Trust Accounting Software (TAS).
- Credit or void credit card transactions entered in Tabs3 and TAS.

You can use more than one merchant account. Tabs3 lets you define merchant accounts for the firm, separate locations, and individual primary timekeepers or any combination thereof, whereas TAS allows you to define merchant accounts for separate bank accounts. ProPay accepts the following credit card types:

- Visa®
- MasterCard®
- Discover®
- American Express®

In addition, ProPay accepts eChecks (directly debiting a checking or savings account using the ACH system).

Credit card transactions can be entered manually via the Payment Entry and Client Funds Entry programs in Tabs3 and the Trust Transaction Entry program in TAS, or credit cards can be swiped using a compatible card reader for ease of use. Using a card reader may also reduce the fees for a credit card transaction. A Credit Card Transaction Receipt can be printed when a credit card transaction is authorized, as well as at a later time. A Credit Card Authorization List prints a list of credit card transactions authorized via Tabs3 or TAS for a specified time period and can include charges, voids, credits, or any combination thereof.

The credit card processing feature is provided with Tabs3 and TAS at no charge, but requires one or more merchant accounts with ProPay that do require processing fees.

Security

Tab3 Credit Card does not transmit or receive sensitive credit card information directly. Instead, the Tab3 or TAS software opens a separate window to the secure ProPay site where the user then enters all sensitive credit card information. As a result, all transmission and storage of sensitive data is handled by the ProPay website. Tab3 only stores the Credit Card Type and the last four digits of the credit card number. Tab3 does not store Credit Card Numbers, Expiration Dates, Security Codes (i.e., Card Verification Values of CVV, CVV2, CVC2 or CID), or PIN numbers.

Requirements

To use the Credit Card Processing with Tab3 Billing or Tab3 Trust Accounting, the following is required:

- The following software must be installed in order to use the Tab3 Credit Card Authorization feature.
 - System Configuration Version 18 or later.
 - Tab3 Version 18 or later (for credit card payment transactions and credit card client funds deposit transactions).
 - Tab3 Trust Accounting Software (TAS) Version 18 or later (for credit card trust deposit transactions).
- A simple registration is required before credit card processing can be enabled.
- A merchant account must be created with ProPay. At least one User ID and password for the ProPay service must be created.
- An Internet connection is required.
- For swiping credit cards, a compatible credit card reader is required. Credit cards may be processed manually if no credit card reader is available. Compatible credit card readers may be purchased directly from ProPay.

Configuration

This section will walk you through the steps necessary to configure Tabs3 Billing and/or Tabs3 Trust Accounting Software (TAS) for credit card processing.

Set Up ProPay Merchant Account(s)

In order to process credit card transactions in Tabs3, the firm must first obtain a merchant account with ProPay® (a TSYS company). Tabs3 uses ProPay, an Internet-based e-commerce payment processing solution for merchants.

For more information regarding ProPay merchant accounts, please visit:

<http://Tabs3.com/cci>

This page can also be accessed by clicking the **Learn More** button on the **Merchant Services** tab of Tabs3 Customization.

This section provides steps for enabling credit card processing and configuring merchant accounts in Tabs3 Billing.

Configure Credit Card Processing in Tabs3

Perform the following steps to configure Tabs3 to allow processing of credit card transactions.

► To enable credit card processing in Tabs3

1. Have all users exit the software.
2. From Tabs3, select **Utilities | Customization**.
 - a. Click the **Merchant Services** tab.
 - b. Select the **Enable Credit Card Processing for Payments** check box if you want to process credit cards for payment transactions.
 - c. Select the **Enable Credit Card Processing for Client Funds** check box if you want to process credit cards for client funds deposits.

Note: Tabs3 can process credit card transactions for both payments and client funds. If both options are enabled, then payments and client funds will be deposited to the same bank account. Accepting credit cards for Client Funds Deposits in Tabs3 is designed for use with non-refundable amounts. We recommend using the Tabs3 Trust Accounting Software (TAS) if you need to accept credit card transactions for client trust accounts.

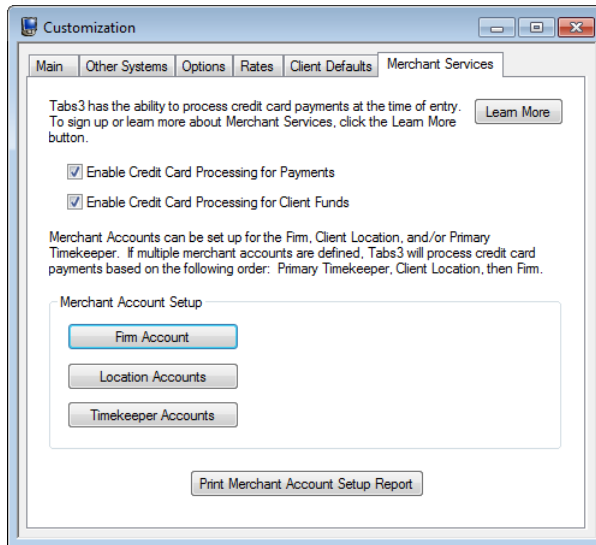


Figure 1, **Merchant Services** tab of Tabs3 Customization

3. Determine which type of merchant account you want to set up (see the Merchant Account Types section for more information).
 - If you are configuring a firm-wide merchant account, click **Firm Account**.
 - If you are configuring a merchant account for a specific location, click **Location Account** and then click **New**.
 - If you are configuring a merchant account for a specific timekeeper, click **Timekeeper Account** and then click **New**.

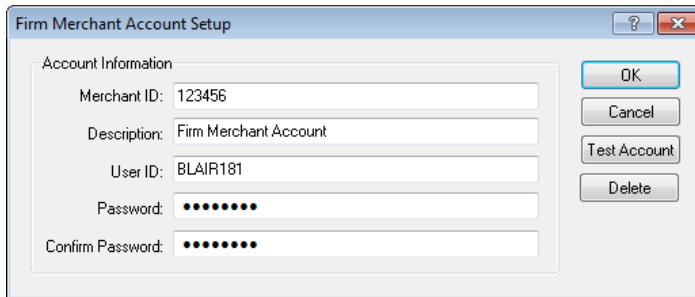


Figure 2, Tabs3 Firm Merchant Account Setup

4. Configure the merchant account.

Note: Due to their length and complexity, we recommend copying and pasting the **Merchant ID**, **User ID**, and **Password/Confirm Password** fields rather than manually typing them.

- a. If you are creating a location or timekeeper based merchant account, specify the **Location** or **Timekeeper** the account will be associated with.
 - b. In the **Merchant ID** field, paste the Merchant ID you received from ProPay.
 - c. In the **Description** field, enter the text you want displayed when selecting a merchant account.
 - d. In the **User ID** field, paste the User ID you received from ProPay.
 - e. In the **Password** and **Confirm Password** fields, paste the password you received from ProPay.
 - f. Click the **Test Account** button. If you receive a message other than "Merchant accepted.", verify that you have entered the correct information you received from ProPay.
 - g. Once the test is successful, click **OK** to close the Merchant Account Setup window.
5. Repeat steps 3 and 4 for any additional merchant accounts you need to configure.
6. Close the Customization window and click **Save** when prompted to save changes.

Note: Using the same merchant accounts in Tabs3 and TAS is not supported nor recommended.

Merchant Account Types

Tabs3 Billing has three types of merchant accounts: firm, location, and timekeeper. This allows you to direct payments and/or client funds deposits to different bank accounts depending on the location or primary timekeeper assigned to the matter. When processing credit card payments or client funds deposits, Tabs3 looks for a timekeeper account first, then a location account. If it cannot find either one, it will then use the firm account.

Configure Credit Card Processing in TAS

Perform the following steps to configure Tabs3 to allow processing of credit card transactions.

► **To enable credit card processing in TAS**

1. Have all users exit the software.
2. From TAS, select **Utilities | Customization**.
 - a. Click the **Merchant Services** tab.
 - b. Select the **Enable processing of Credit Card Deposits** check box if you want to process credit cards for trust transactions.

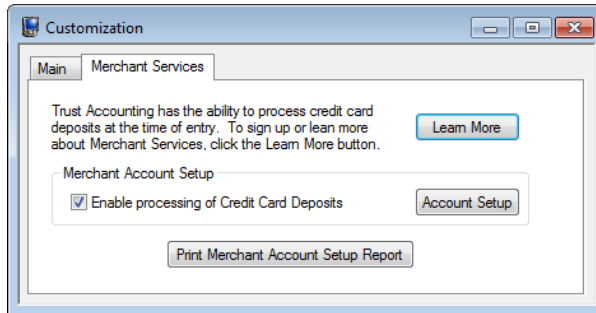


Figure 3, **Merchant Services** tab of TAS Customization

3. Click **Account Setup**, and then click **New**.

Note: Due to their length and complexity, we recommend copying and pasting the **Merchant ID**, **User ID**, and **Password/Confirm Password** fields rather than manually typing them.

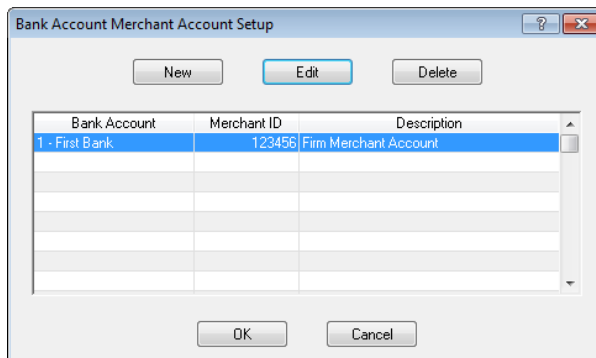


Figure 4, **Bank Account Merchant Account Setup** window

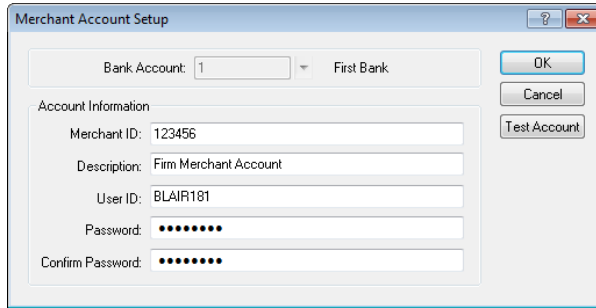


Figure 5, TAS Merchant Account Setup window

- a. Specify the **Bank Account** that is associated with this merchant account.
 - b. In the **Merchant ID** field, paste the Merchant ID you received from ProPay.
 - c. In the **Description** field, enter the text you want displayed when selecting a merchant account.
 - d. In the **User ID** field, paste the User ID you received from ProPay.
 - e. In the **Password** and **Confirm Password** fields, paste the password you received from ProPay.
 - f. Click the **Test Account** button. If you receive a message other than "Merchant accepted.", verify that you have entered the correct information you received from ProPay.
 - g. Once the test is successful, click **OK** to close the Merchant Account Setup window.
4. Repeat step 3 for any additional merchant accounts you need to configure.
 5. Close the Customization window and click **Save** when prompted to save changes.

Note: Using the same merchant accounts in Tabs3 and TAS is not supported nor recommended.

Credit Card Transactions

Entering Credit Card Payments in Tabs3

Credit card payments are entered as any other payment transaction. The payment entry program is used to create the payment in Tabs3 (**File | Open | Payment**). Select a **Receipt Type** of Credit Card. After saving the payment, the Credit Card Authorization window will be displayed.

Note: The Credit Card Authorization Window is a direct link to the ProPay website. Information entered in this window is sent directly to the ProPay system via an encrypted connection, and is not stored in the Tabs3 data files.

Tabs3 Payment

When credit card processing is enabled and a merchant account is configured, payments entered with a Receipt Type of "Credit Card" will automatically initiate a credit card transaction when saved.

► To process a payment using a credit card or eCheck

1. In Tabs3, open the Payment window (**File | Open | Payments**).
2. Enter the payment as you normally would.
3. Specify a **Receipt Type** of Credit Card.
4. Press Ctrl+S to save the transaction.
5. Upon saving the payment, the Credit Card Authorization window will be displayed.

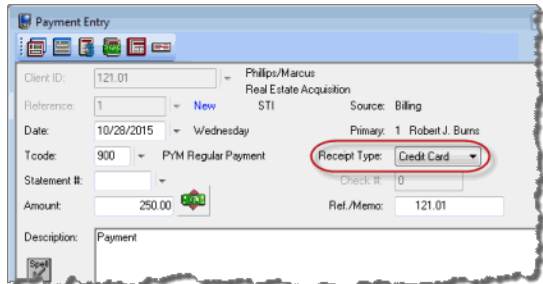


Figure 6, Tabs3 Payment Entry

Tabs3 Client Funds Deposit

When credit card processing is enabled and a merchant account is configured, client funds transactions entered with a Type of "Credit Card" will automatically initiate a credit card transaction when saved.

► **To process a client funds deposit using a credit card or eCheck**

1. In Tabs3, open the Client Funds window (**File | Open | Client Funds**).
2. Enter the deposit as you normally would.
3. Specify a **Type** of Credit Card.
4. Press Ctrl+S to save the deposit.
5. Upon saving the deposit, the Credit Card Authorization window will be displayed.

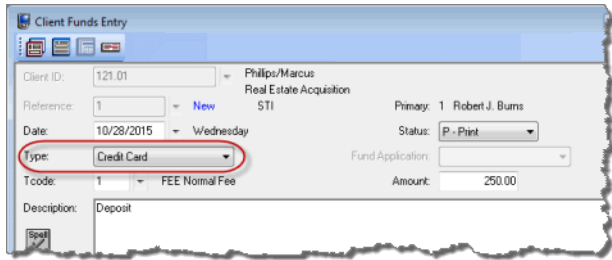


Figure 7, Tabs3 Client Funds Entry

TAS Trust Deposit

When credit card processing is enabled and a merchant account is configured, trust transactions entered with a Type of "Credit Card" will automatically initiate a credit card transaction when saved.

► **To process a trust deposit using a credit card or eCheck**

1. In TAS, open the Trust Transaction window (**File | Open | Transaction**).
2. Enter the deposit as you normally would.
3. Specify a **Type** of Credit Card.
4. Press Ctrl+S to save the transaction.
5. Upon saving the transaction, the Credit Card Authorization window will be displayed.

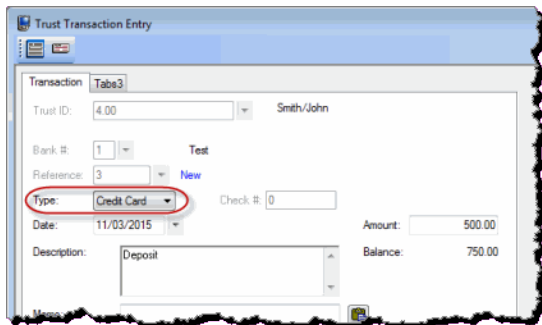
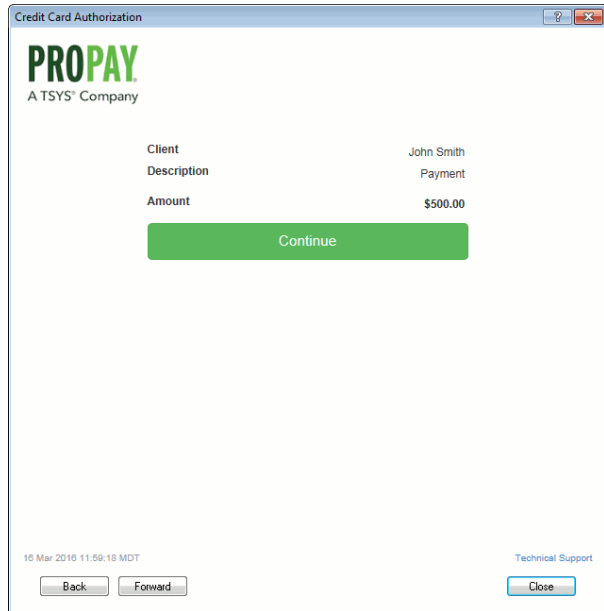


Figure 8, TAS Trust Transaction Entry

Credit Card Authorization Window

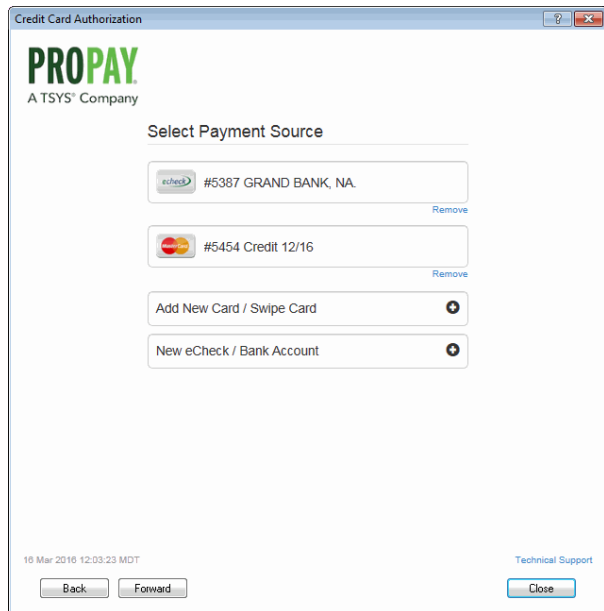
The Credit Card Authorization window consists of a series of pages on the ProPay website. You can use the **Back** and **Forward** buttons at the bottom of the window to move from page to page. The following pages are displayed in the Credit Card Authorization window:

The initial page will display the client name, the description from the transaction, and the amount of the transaction. This information is pulled from the Tabs3 transaction. Click **Continue** to proceed to the next page.



The **Select Payment Source** page displays the available payment options for the matter. You must click one of the buttons to proceed.

- The top button(s) represent any payment methods previously associated with the selected matter. The credit card type, last four digits of the account, and expiration date for the account will be shown. You can select one of the existing methods by clicking it, which will take you to the **Almost Done** page. If no credit card transactions have been posted in ProPay for the matter, only the **Add New Card / Swipe Card** and **New eCheck / Bank Account** buttons will be available.



Note: You can remove an existing payment source by clicking the **Remove** link directly below it. Any associated payment sources will be removed when a client or matter is renumbered, the Key Type is changed, or the associated contact is renamed.

- **Add New Card / Swipe Card** - Click this option to go to the **Add Card** page, which will allow you to add a new credit card for the matter either by entering the relevant credit card information manually, or swiping the card using a compatible card reader.
- **New eCheck / Bank Account** - Click this option to go to the **Add Bank Account** page, which will allow you to add a new checking or savings account for the matter.

The **Add Card** page allows you to add a new credit card as a payment option. ProPay accepts Visa, MasterCard, Discover, and American Express. If the card is physically present, and you have a compatible card reader connected, you can click **Swipe Card Now** and swipe the card. Alternatively, you can manually enter the following information:

- **Name** - The name on the credit card. This field defaults to the **Contact Name** assigned to the client in the **Client Contact**. If the name on the card differs from the default value, enter that instead. *(Note: When using a card reader, the default value will be overwritten by the reader.)*
- **Card #** - The full credit card number. Do not enter dashes.
- **Expiration** - The expiration date from the credit card using MM/YY format.
- **Zip Code** - The 5-digit Zip Code of the billing address for the credit card.
- **Foreign (Not USA)** - Select this check box if the billing address of the credit card is outside the United States of America.

When you have finished entering the credit card information, click **Add Card** to proceed to the **Almost Done** page.

The screenshot shows a web browser window titled "Credit Card Authorization" for ProPay, a TSY'S Company. The page is titled "Add Card" and features logos for VISA, MasterCard, Discover, and American Express. The form contains the following fields: Name (Mary Jones), Card # (5454545454545454), Expiration (12 / 16), and Zip Code (90210). There is a checkbox for "Foreign (Not USA)". A prominent green "Add Card" button is present, with an "OR" separator and a "Swipe Card Now" button below it. A "Setup Instructions" link is located under the "Swipe Card Now" button. At the bottom of the form are "Back", "Forward", and "Close" buttons.

Note: Before using the **Swipe Card Now** button for the first time, check the **Setup Instructions** link below the button for information on compatible card readers and how to configure the card reader.

The Add Bank Account page allows you to add a new checking or savings account as a payment option, allowing you to directly debit a client's bank account. To enter a new account, enter the following information:

- **Routing #** - The routing number of the account, which must be 9 digits. The routing number is typically shown in the bottom left of a check or deposit slip.
- **Account #** - The account number of the account, which must be 17 digits or less. The account number is typically shown to the right of the routing number on a check or deposit slip.

The screenshot shows a web browser window titled "Credit Card Authorization" with the PROPAY logo (A TSYS Company) at the top left. The main heading is "Add Bank Account". The form contains the following fields:

- Name: John Smith
- Routing #: 226071457
- Account #: 22817814326
- Confirm Acct #: 22817814326
- Account Type: A dropdown menu currently showing "Checking".

A prominent green button labeled "Add Bank Account" is centered below the form. At the bottom of the window, there are "Back", "Forward", and "Close" buttons. The date and time "16 Mar 2016 13:34:12 MDT" and a "Technical Support" link are also visible.

- **Confirm Acct #** - Reenter the account number. This field must match the Account # field just entered in order to proceed.
- **Account Type** - Click in the box to select Checking or Savings.

When you have finished entering the bank account information, click **Add Bank Account** to proceed to the **Almost Done** page.

Note: The eCheck feature is not intended as a check conversion tool (i.e., a method of depositing paper checks), as it registers on the payee's bank statement as an ACH transaction rather than a check, and does not include a check number. To avoid confusion and possible payment disputes, always obtain the payee's permission before using their account information to process an eCheck. Additionally, your bank may offer other methods of depositing paper checks electronically, such as scanning or photographing the checks.

Once the payment method and other information has been entered, a confirmation page displays the following information:

- **Payment Amount** - The amount of the payment or client funds deposit.
- **Source** - The payment type (credit card type or bank account type) and last 4 digits of the account number.
- **Name on Card** - The name specified on the **Add Card** page.
- **Client** - The name of the matter, which is the Contact Name assigned to the client in the Client Contact.
- **For** - Your firm information associated with the ProPay account.

Credit Card Authorization

PROPAY
A TSYS Company

Almost Done!

Confirm - Pay Now

Amount

Payment Amount \$500.00

Details

Source [Edit] MasterCard 5454

Name on Card Mary Jones

Client John Smith

For Baird Law Jensen, Martin Tabs3

Payment Receipt

Email

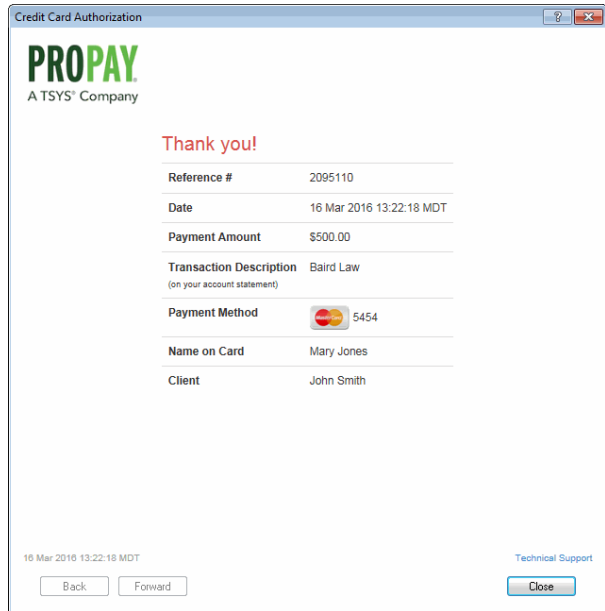
Back Forward Close

If you want to send an email receipt, enter the recipient's address in the **Email** field under the **Payment Receipt** section.

Once you have verified that the information is correct, click the **Confirm - Pay Now** button to proceed with the charge. If you need to correct any information, click the **Back** button.

Finally, a summary will be displayed indicating if the payment was made successfully and showing the following information:

- **Reference #** - The ProPay reference number for the transaction.
- **Date** - The date and time the transaction occurred on the ProPay server (Mountain Time).
- **Payment Amount** - The amount of the payment or client funds deposit.
- **Transaction Description** - Your firm name (based on your ProPay registration) as it will appear on the client's statement.
- **Payment Method** - The payment type (credit card type or bank account type) and last 4 digits of the account number.
- **Name on Card** - The name specified on the **Add Card** page.
- **Client** - The name of the matter, which is the Contact Name assigned to the client in the Client Contact.



Once the posting has been successful, you can close the window.

Error Messages & Troubleshooting

Detailed information regarding error messages or rejections when a Credit Card transaction is submitted to ProPay can be found in our Knowledge Base at:

support.Tabs3.com

Article [R11692](#), "Credit Card Error Messages and Troubleshooting" provides information and troubleshooting steps for messages related to credit card processing. Tabs3 does not provide support for credit card rejections.

If you need assistance with correcting errors, please contact ProPay Technical Support at: customerservice@propay-tabs3.com


Credit and Void Transactions

In the event you need to delete or adjust a transaction, Tabs3 and TAS will automatically attempt to issue a credit or void through ProPay for the associated credit card charge.

Issuing a Credit/Void in Tabs3

Credit card payments or client funds deposits that are deleted or adjusted in Tabs3 can attempt to void or credit the associated transactions on the ProPay Web site. The Payment Adjustment program is used to reverse or refund the payment in Tabs3 (**Maintenance | Transaction Related | Payment Adjustment**).

► Credit/Void a Work-in-Process Credit Card Payment Transaction

1. Open the Payment Entry window (**File | Open | Payment**).
2. Select the payment transaction associated with the credit card payment. (*Note that only work-in-process payments are available to be credited/voided in this manner.*)
3. Click the  button to delete the payment transaction.

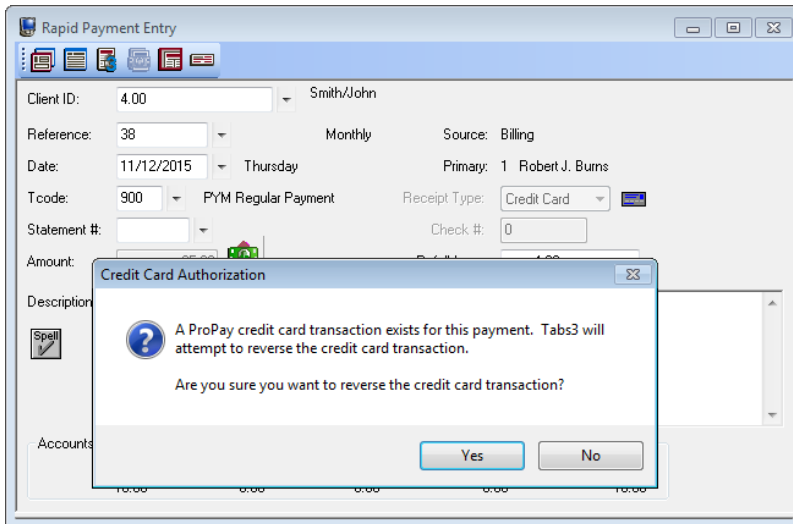


Figure 9, Deleting a Payment Entry

► Credit/Void an Archived Credit Card Payment Transaction

1. Open the Payment Adjustment program (**Maintenance | Transaction Related | Payment Adjustment**).

2. Select the payment transaction associated with the credit card payment.
3. Select to perform a **Reversal** (crediting/voiding the entire amount of the payment) or **Refund** (crediting/voiding an unallocated portion of the payment).
4. Select a **Date of Adjustment** for the Tabs3 payment. *(Note that this date is not used for the date of the credit on ProPay. The current system date is used.)*
5. Click **OK** to perform the adjustment/credit.

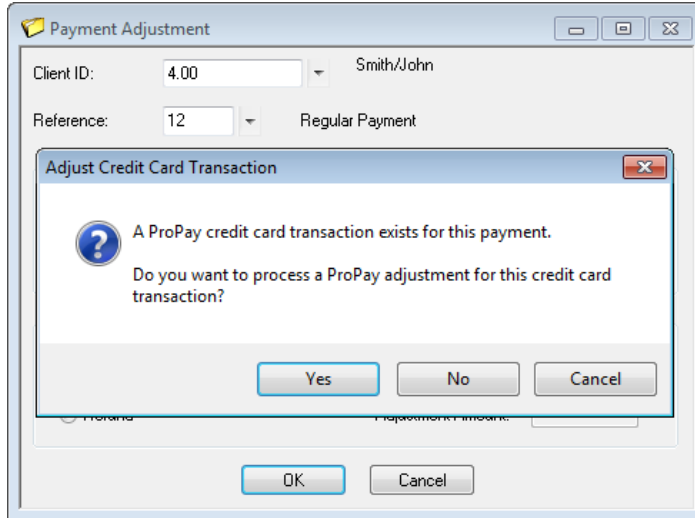



Figure 10, Tabs3 Payment Adjustment

► **Credit/Void a Credit Card Client Funds Transaction**

1. Open the Client Funds Entry window (**File | Open | Client Funds**).
2. Select the client funds transaction associated with the credit card transaction. *(Note that only work-in-process client funds transactions are available to be credited/voided in this manner.)*
3. Click the  button to delete the client funds transaction.

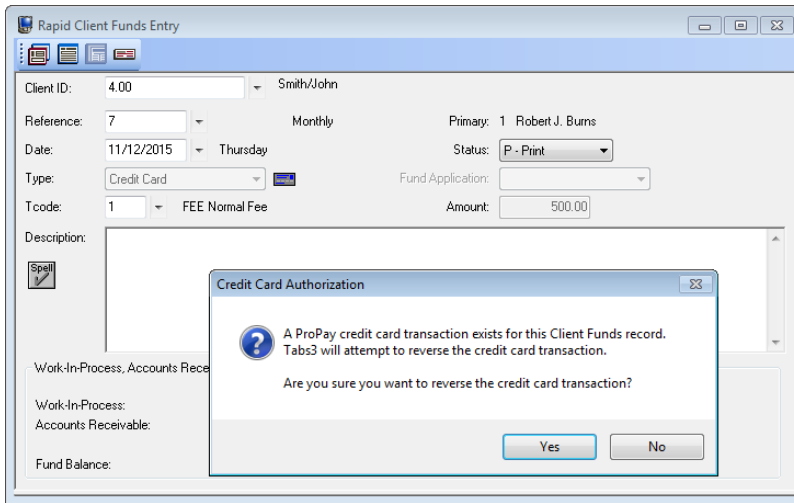


Figure 11, Deleting a Client Funds Entry

Voids vs. Credits

Tabs3 attempts to void a credit card transaction first. Normally, a void can only be processed the same business day. If a credit card transaction is voided, the transaction will appear on ProPay reports with a zero amount; however, the Tabs3 Credit Card Authorization List can show the original transaction (with the original amount) and the void transaction (with a negative amount).

If a credit card transaction cannot be voided, Tabs3 will then attempt to credit the transaction. Credit card transactions can normally be credited for up to 90 days on the ProPay system. After that time, Tabs3 may not be able to process the transaction, and an error will be displayed. In this case, the transaction will not be adjusted, and manual adjustments may be required. After this time, it is recommended that a check is processed for the credit, either manually, or using Tabs3 Accounts Payable.

One important difference between voids and credits is that voids always reverse the entire amount of the transaction, whereas a credit can be for any portion of the original transaction. This is generally not a concern as credits for a portion of the transaction only occur when issuing a refund in Tabs3, which typically occurs after the window for issuing a void has passed. However, if a refund is processed in Tabs3 and a void is issued by ProPay, a message will be displayed after the void is processed (Figure 12), and it will be necessary to reverse the original payment entirely and reenter the payment with the correct amount.

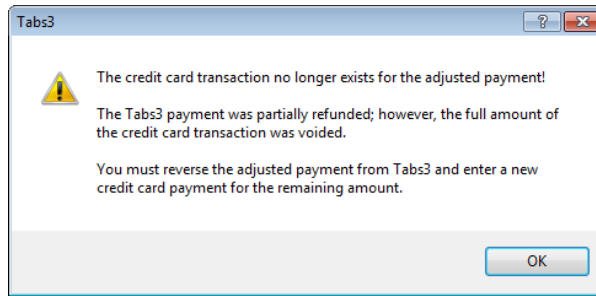


Figure 12, Tabs3 payment adjustment message

Credit Card Reports

The reports included with the Tabs3 Credit Card Authorization module are accessed from within Tabs3 or TAS.

Merchant Account Setup Report

Date: 10/29/2015			Tabs3 Merchant Account Setup Report			Page: 1		
Enable Credit Card Processing for Payments: Yes								
Enable Credit Card Processing for Client Funds: Yes								
Firm Account								
			Merchant ID			Description		
Firm Account Information			12abcde3-4567-fgh8-9123			Firm Account		
Location Accounts								
			Merchant ID			Description		
LNK - Lincoln			12abcde3-4567-fgh8-9123			Lincoln Account		
OMA - Omaha			12abcde3-4567-fgh8-9123			Omaha Account		
Timekeeper Accounts								
			Merchant ID			Description		
1 - Michael L. Jensen			12abcde3-4567-fgh8-9123			Partner Merchant Account - MLJ		
2 - Paula Ann Martin			12abcde3-4567-fgh8-9123			Partner Merchant Account - PAM		
3 - Ronald P. Anderson			12abcde3-4567-fgh8-9123			Partner Merchant Account - RPA		

Date: 10/29/2015			Trust Merchant Account Setup Report			Page: 1		
Bank Account								
			Merchant ID			Description		
First Bank IOLTA Account			12abcde3-4567-fgh8-9123			IOLTA Merchant Account		
First Bank Interest Bearing			12abcde3-4567-fgh8-9123			First Bank Merchant Account		

Menu [Utilities](#) | [Customization](#) | [Merchant Services](#) | [Print Merchant Account Setup Report](#)
Task Folders [Setup](#) | [Customization](#) | [Merchant Services](#) | [Print Merchant Account Setup Report](#)

The Merchant Account Setup Report shows all merchant accounts configured to allow credit card transactions in Tabs3 or TAS. Tabs3 merchant account information is not shown on the Trust Merchant Account Setup Report. Likewise, Trust merchant account information is not shown on the Tabs3 Merchant Account Setup Report.

Definitions

Date The date the report was printed.

Enable (Tabs3 only) Shows which credit card processing options (payments and/or client funds) are enabled. (Yes or No)

Merchant ID	The Merchant ID assigned to the firm's merchant account by ProPay. The Merchant ID can be a maximum of 9 characters.
Description	The Merchant Account description. The description can be a maximum of 50 characters.
Location (Tabs3 only)	Location ID and description assigned to the location. The location ID can be a maximum of 8 characters and the description can be a maximum of 40 characters.
Timekeeper (Tabs3 only)	Primary timekeeper's number and name. The timekeeper number can be a maximum of 3 digits, and the timekeeper name can be a maximum of 35 characters.
Bank Account (TAS only)	Bank account number and description. The bank number can be a maximum of 2 digits, and the bank description can be a maximum of 30 characters.

Credit Card Transaction Receipts

Date: 10/29/2015	Credit Card Payment Receipt	Page: 1
Client:	4.00 Smith/John	
Statement #	0	Received By: DAN
Receipt Type:	Credit Card	Date: 10/29/2015
Reference:	23	Time: 04:11 PM
<hr/>		
Description:	Payment	
<hr/>		
Card Number:	MC-5454	Amount (USD): 60.00
Cardholder Name:	John Smith	
Reference #:	1789245	
Signature:	_____	

Menu [File](#) | [Open](#) | [Payment](#) |  | [Print Receipt](#)
Task Folders [Transactions](#) | [Payment](#) |  | [Print Receipt](#)

Note: Deleting a client or trust account does not delete any credit card transaction records processed by ProPay. The Credit Card Authorization List will report the original Client ID or Trust ID, and note that the client or trust account was deleted.

Statement # (Payment Only)	Statement number the payment applies to, if selected.
Receipt Type	Credit Card
Received By	User ID.
Date	Date of the payment, client funds deposit or trust transaction.
Time	Time of the payment, client funds deposit or trust transaction.
Description	Description of the payment, client funds deposit or trust transaction.
Card Number	The card type followed by the last four digits of the credit card number. <ul style="list-style-type: none">• VS - Visa• MC - MasterCard• DS - Discover• AE - American Express• EC - eCheck
Cardholder Name	The name of the cardholder as it was entered on the Add Card page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the Contact Name assigned to the client in the Client Contact , if it is not overwritten by the user or the card reader.
Reference #	ProPay reference number.
Amount (USD)	Amount charged to the credit card.

Note: Please retain a copy of the Credit Card Receipt for your records.

Credit Card Authorization List

Auth Date	Client ID	Ref #	Card Info	Type	Amount	User ID
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account						
12/01/2015	4.00	1824142	MC-5454	Charge	250.00	DAN
12/01/2015	235.07	1945910	VS-6791	Charge	175.00	DAN
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account					Charges	425.00
					Total	425.00
Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account						
12/01/2015	848.73	1792030	MC-8934	Charge	120.00	MARY
12/01/2015	529.05	2312311	DS-7645	Credit	-35.00	MARY
12/01/2015	451.74	2401923	VS-3659	Charge	375.00	MARY
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account					Charges	495.00
					Credits	-35.00
					Total	460.00
Grand Totals						
					Charges	920.00
					Credits	-35.00
					Total	885.00

Auth Date	Time	Client ID	Trans Status	Source	Ref #	Merchant ID	Card Info	Cardholder Name	Type	Amount	User ID
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account											
12/01/2015	10:28 AM	4.00	WIP	Pymt	1824142	12abcde3-4567-fgh8-9123	MC-5454	Leonard A Brown	Charge	250.00	DAN
12/01/2015	01:34 PM	245.07	WIP	Pymt	1945910	12abcde3-4567-fgh8-9123	VS-6791	Nancy Garcia	Charge	175.00	DAN
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account										Charges	425.00
										Total	425.00
Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account											
12/01/2015	9:37 AM	848.73	WIP	Fund	1792030	12abcde3-4567-fgh8-9123	MC-8934	David R Williams	Charge	120.00	MARY
12/01/2015	10:45 AM	529.05	Arch	Pymt	2312311	12abcde3-4567-fgh8-9123	DS-7645	Martin J Alexander	Credit	-35.00	MARY
12/01/2015	2:15 PM	451.74	WIP	Pymt	2401923	12abcde3-4567-fgh8-9123	VS3659	Sally L Lawson	Charge	375.00	MARY
Total for Merchant ID: 12abcde3-4567-fgh8-9123 Omaha Account										Charges	495.00
										Credits	-35.00
										Total	460.00
Grand Totals											
										Charges	920.00
										Credits	-35.00
										Total	685.00

Trust Credit Card Authorization List						Page: 1
Date: 12/29/2015						
From:12/01/2015 Thru 12/01/2016						
Auth Date	Ref #	Card Info	Type	Amount	User ID	
Merchant ID: 12abcde3-4567-fgh8-9123 Firm Account						
12/01/2015	193998	MC-2147	Charge	250.00	DAN	
12/01/2015	211665	VS-4711	Charge	250.00	DAN	
12/01/2015	584773	DS-2614	Charge	100.00	DAN	
12/01/2015	584773	DS-2614	Void	-100.00	DAN	
Total for Merchant ID: 12abcde3-4567-fgh8-9123 First Bank IOLTA				Charges	600.00	
				Voids	-100.00	
				Total	500.00	
Grand Totals						
				Charges	600.00	
				Credits	-100.00	
				Total	500.00	

Menu [Reports | Credit Card | Credit Card Authorization List](#)

The Credit Card Authorization List is used to print a list of credit card transactions authorized via Tabs3 or TAS for a specified time period. You can run a list with charges, voids, credits, or any combination thereof. Items are sorted based on the specified **1st Sort Order** and **2nd Sort Order**. Three reports are shown. The first report includes the default columns, whereas the second report includes all possible columns. The third report is the Trust Credit Card Authorization List with the default columns.

Definitions

Date	The date the report was printed.
From/Thru	The beginning and ending dates selected for the report.
Merchant ID	The Merchant ID with which the transaction was processed is printed if the report is printed in Merchant ID sort order. The Merchant ID is the default sort order.
(Client/Trust ID)	The Client/Trust ID and Client Name for which the transaction was processed is printed if the report is printed in Client/Trust ID sort order. If a credit card transaction exists for a client/trust account that was deleted, that transaction is retained and will print under the original Client/Trust ID and the Client Name "(Client/Trust Account Deleted)".

Trans Status	Status field of the transaction. (Deleted, Processed/WIP, or ARCH)
Auth Date	The date the credit card transaction was authorized.
Time	The time the credit card transaction was authorized.
Client/Trust ID	Client or Trust Account for which the transaction was processed.
Source	The data entry program where the credit card transaction was entered. (Pymt or Fund)
Ref#	The the reference number generated by the ProPay processing system.
Merchant ID	The Merchant ID the credit card transaction was processed with.
Card Info	A two digit card type code (VS-Visa, MC-MasterCard, DS-Discover, AE-American Express, EC-eCheck) followed by the last four digits of the credit card number.
Cardholder Name	The name of the cardholder as it was entered on the Add Card page of the Credit Card Authorization window (or read by the card reader, if used). This field defaults to the Contact Name assigned to the client in the Client Contact , if it is not overwritten by the user or the card reader.
Type	Transaction type. Charge, Credit, or Void.
Amount	The amount of the credit card transaction.
User ID	The user who processed the transaction.

Index

A	
Account Number	12
American Express	1
C	
Card Reader	2
Card Verification Value	2
Checking Account	1
CID	2
Client Funds Deposit	8
Configuration	3
Credit Card Authorization List	23
Credit Card Authorization Overview	1
Credit Card Authorization Window	9
Credit Card Number	2
Credit Card Processing	
enabling in Tabs3	3
enabling in TAS	6
Tabs3 configuration	3
TAS configuration	5
Credit Card Reader	2
Credit Card Swiper	2
Credit Card Transaction Receipts	20
Credit Card Transactions	8
as Tabs3 client funds deposit	8
as Tabs3 payments	8
as TAS deposit	9
Credit Transactions	15
crediting a Tabs3 client funds deposit ..	16
crediting Tabs3 archive payments	15
crediting Tabs3 WIP payments	15
entering in Tabs3	8
issuing a credit in Tabs3	15
issuing a void in Tabs3	15
receipts	20
types accepted	1
Void Transactions	15
voiding Tabs3 a client funds deposit	16
voiding Tabs3 archive payments	15
voiding Tabs3 WIP payments	15
Credit Transactions	
	See Credits
Credits	
Tabs3 archive payments	15
Tabs3 client funds transactions	16
Tabs3 WIP payments	15
vs. voids	17
CVC2	2
CVV	2
CVV2	2
D	
Deposit	
Client Funds deposit	8
TAS deposit	9
Discover	1
E	
eCheck	1, 11
Error Messages	14
Expiration Date	2, 11
F	
Firm Merchant Account	4
G	
Getting Started	1

<p style="text-align: center;">K</p> <p>Knowledge Base 14</p> <p style="text-align: center;">L</p> <p>Location Merchant Account 4</p> <p style="text-align: center;">M</p> <p>MasterCard 1</p> <p>Merchant Account Setup Report 19</p> <p>Merchant Accounts</p> <p style="padding-left: 20px;">account setup 3</p> <p style="padding-left: 20px;">shared merchant account notes 7</p> <p style="padding-left: 20px;">types 5</p> <p>Merchant ID 20</p> <p style="text-align: center;">P</p> <p>Password 5</p> <p>Payments 8</p> <p>PIN 2</p> <p>Print Receipt 20</p> <p>ProPay Integration</p> <p style="padding-left: 20px;">options available 1</p> <p>ProPay Merchant Accounts</p> <p style="padding-left: 20px;">additional information 3</p> <p>ProPay Technical Support 14</p> <p style="text-align: center;">R</p> <p>Reports</p> <p style="padding-left: 20px;">Credit Card Authorization List 23</p> <p style="padding-left: 20px;">Credit Card Transaction Receipts 20</p> <p style="padding-left: 20px;">Merchant Account Setup Report 19</p>	<p>Requirements 2</p> <p>Routing Number 12</p> <p style="text-align: center;">S</p> <p>Savings Account 1</p> <p>Security 2</p> <p>Security Code 2</p> <p>Setup</p> <p style="padding-left: 20px;">Merchant Accounts 3</p> <p>Swiper 2</p> <p style="text-align: center;">T</p> <p>Tab3</p> <p style="padding-left: 20px;">client funds integration 8</p> <p style="padding-left: 20px;">configuring credit card processing 3</p> <p style="padding-left: 20px;">payment integration 8</p> <p>TAS</p> <p style="padding-left: 20px;">trust deposit integration 9</p> <p>Test Account 5, 7</p> <p>Timekeeper Merchant Account 4</p> <p>Troubleshooting 14</p> <p>Trust Accounting Software</p> <p style="padding-left: 20px;">configuring credit card processing 5</p> <p>Trust Deposit 9</p> <p>TSYS 1</p> <p style="text-align: center;">V</p> <p>Visa 1</p> <p>Void Transactions 15</p> <p>Voids</p> <p style="padding-left: 20px;">Tab3 archive payments 15</p> <p style="padding-left: 20px;">Tab3 client funds transactions 16</p> <p style="padding-left: 20px;">Tab3 WIP payments 15</p> <p style="padding-left: 20px;">vs. credits 17</p>
---	---

Z

Zip Code11