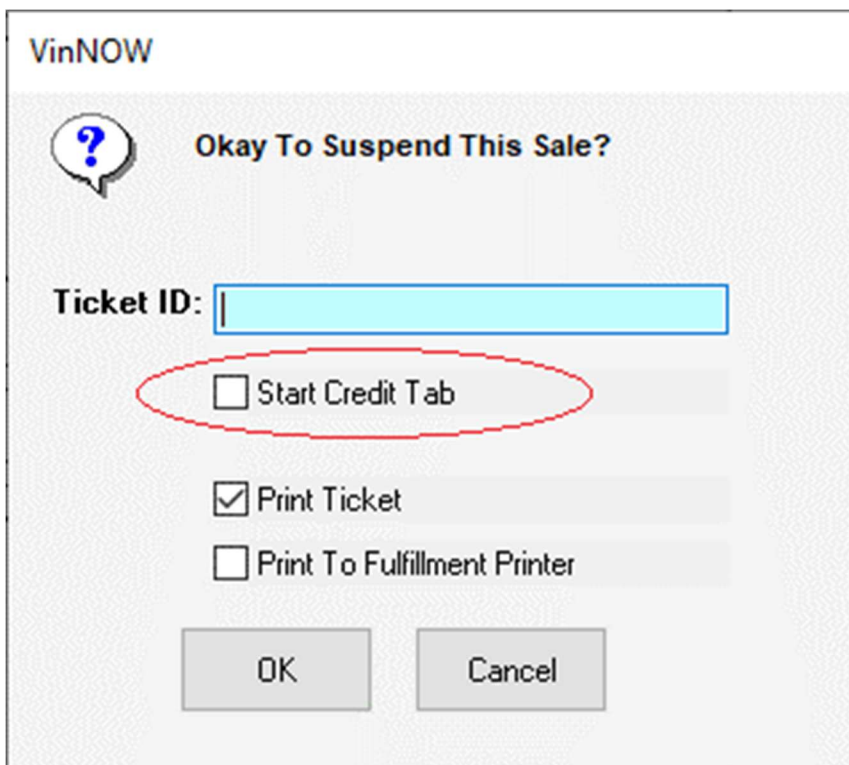


## RUNNING A TAB FOR A CUSTOMER

If you are using Clearent credit card processing you can run a sales Credit Tab where you capture the credit card token before processing the payment when closing out the ticket. This applies to customers on VinNOW build 2110.6.49 and above.

When the sales Credit Tab is started, VinNOW does a "token capture only" transaction to get the card info when swiping the customers card. This means that the payment processing to close the ticket remains just as it always has been with the exception that when you click the "Credit" payment button it will have the card previously captured already selected for you to process.

To start a Credit Tab, you click the Suspend sale button. Check the "Start Card Tab" check box and then click the OK button.



VinNOW

**?** Okay To Suspend This Sale?

Ticket ID:

Start Credit Tab

Print Ticket

Print To Fulfillment Printer

OK Cancel

When the "Start Credit Tab" is check box is checked and you click OK, the following window will be displayed:

Cancel

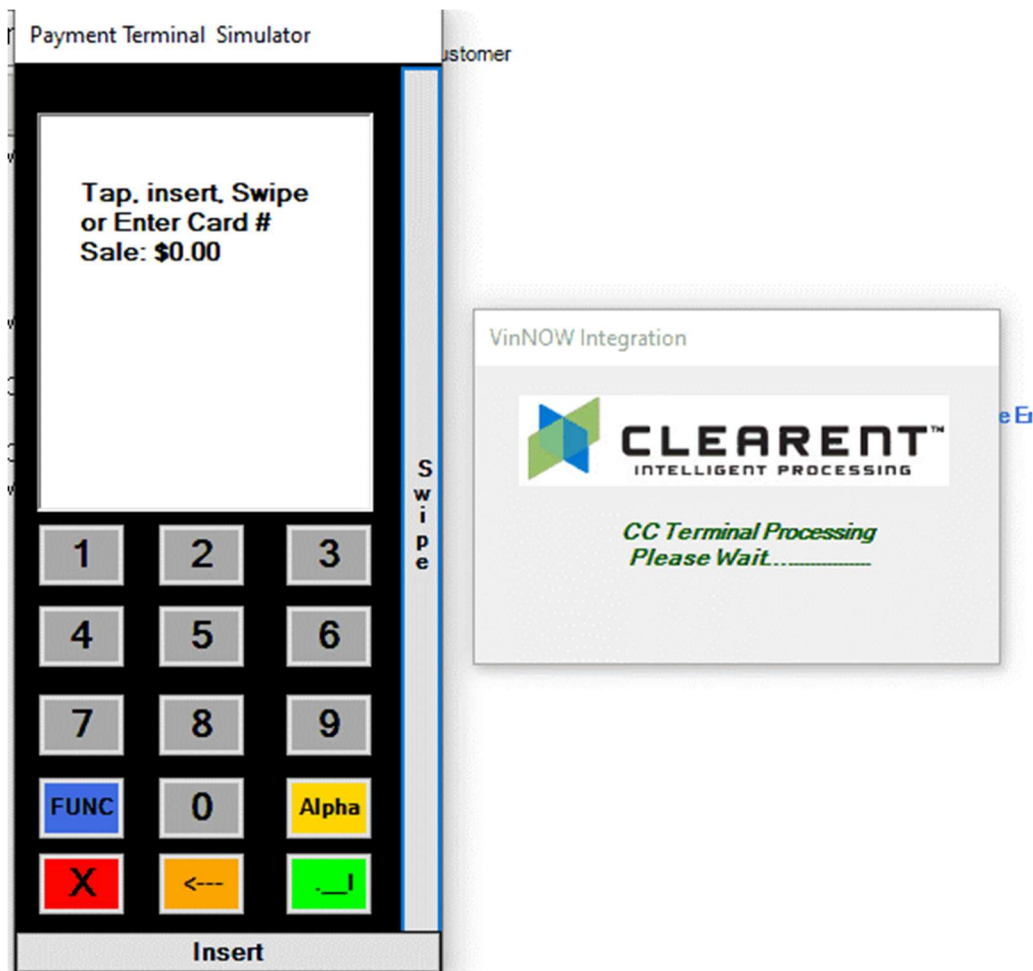
Invoice No: 2193  
Customer: 1  
Point-of-Sale Customer



Process Get  
Credit Tab  
Card

Click 'Process' to launch CC terminal Insert/Swipe Entry

Click the "Process Get Credit Tab Card" button to wake up the Dejavo payment terminal to prompt you to insert, tap, or swipe a credit card.






After inserting a credit card, the card info from the processed card will be displayed on the following screen. Finally click the Exit button.

Credit Card Payment

Invoice No: 2193

Customer: 1  
Point-of-Sale Customer



Credit Card Number:  

Expiration Date:  (MMYY) Card Type:

Card Member Name First:  Last:

Zip Code:

Address 1:

A "Credit Tab" has been created on the suspended sale. The printed ticket will look similar to this:



Bottle Bus  
 14620 south highway 101  
 Hopland, CA 95449  
 (707) 326-8605

Ticket# 2193 ST 11/18/2020 5:35:45 PM  
 Sales ID: Vern Register ID: UPDATE37

POS Customer  
 CA

Description:	Quantity	Amount
2017 Chardonnay	2 Glass	12.50
Sales Tax:		\$0.98

**Subtotal:**                      \$13.48

**Tip**                                     

**Total:**                                     

VISA \*\*\*\*5439 Auth: Credit Tab  
 Entry: chip  
 CLEARENT DEMO

X \_\_\_\_\_

For  
 Demonstration  
 Only

Thank You For Your Order  
 Find us on the web at "www.yourcompany.com"

The Sales Tape screen will show the suspended ticket with a Payment Method of "Tab VISA 5439". You can Resume the ticket, add items, and re-Suspend the ticket again and again until you are ready to close the ticket.

Register Sales Tape

Exit Register ID: UPDATE37 Shift: 11/17/2020 4:08:58 PM  
 Sales ID: <All> Status: <All>



Resume

Print

Merchandise Return

Invoice #	Amount	Status	Ticket ID	Payment Method	Cust	Name	Tax	Ship Amount	Sales ID	Date	Time
2193	\$13.48	Suspended		Tab:VISA 5439	1	POS Customer	\$0.98	\$0.00	Vern	11/18/2020	5:35:45 PM
2192	\$22.92	Suspended			1	POS Customer	\$1.67	\$0.00	Vern		3:38:02 PM
2185	\$6.74	Filled		MasterCard	1	POS Customer	\$0.49	\$0.00	Vern	11/17/2020	4:55:27 PM
2184	\$6.74	Filled		MasterCard	1	POS Customer	\$0.49	\$0.00	Vern		4:11:50 PM
2183	\$6.74	Filled		MasterCard	1	POS Customer	\$0.49	\$0.00	Vern		4:10:20 PM

After a Credit Tab has been started, the Suspend ticket window will not display the "Start Credit Tab" check box, but will look like this:

VinNOW

**Okay To Suspend This Sale?**

**Invoice #** 2193

**Ticket ID:**

Credit Tab: VISA 5439 CLEARENT DEMO

Print Ticket

Print To Fulfillment Printer

When you are ready to close out the ticket, resume it, and click the Credit payment button which will display the normal Clearent payment screen with the Credit Tab selected credit card preselected. Clicking Process Sale with Charge the credit card using the card token captured when the "Credit Tab" was created.

Credit Card Payment

Invoice No: 2193

Customer: 1  
Point-of-Sale Customer

Tip Amount:

Invoice Total: \$45.85

**Total Charge Amount:**

Credit Card Number:

Expiration Date:  (MMYY) Card Type:

Card Member Name First:  Last:

Zip Code:

Address 1: