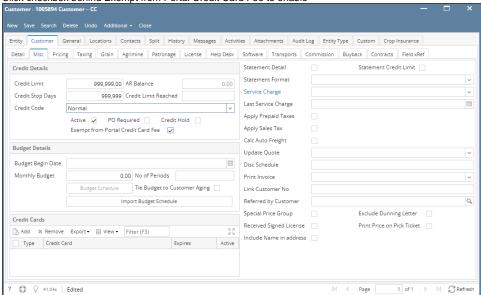
How to Process Credit Card payments without Convenience Fee

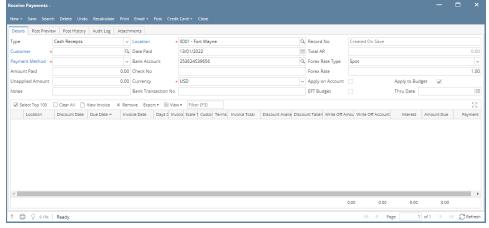
Note: This feature is only available in 21.2

Below are the steps in processing credit card payments without convenience fee

- 1. Create a new customer. Please refer to http://help.irelyserver.com/display/DOC/How+to+Add+a+Customer
- 2. Click checkbox behind Exempt from Portal Credit Card Fee to enable



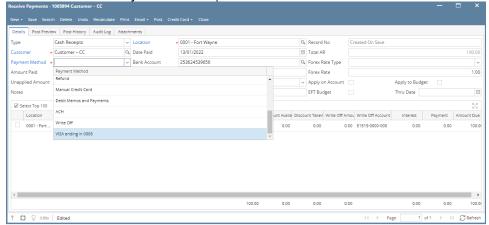
- 3. Click Save button to save the latest changes on newly created Customer
- 4. Add a Credit Card, please refer to http://help.irelyserver.com/display/DOC/How+to+Add+Credit+Card+to+Customer
- 5. Create an Invoice. Please refer to http://help.irelyserver.com/display/DOC/How+to+Create+Standard+Invoice
- 6. Click the Sales | Activities | Receive Payments. This will open the Receive Payments Search screen.
- 7. Click the New button to open a new Receive Payments screen.



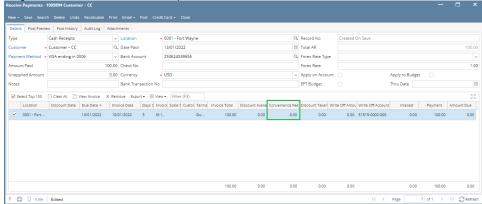
Some of the fields, like **Location**, **Bank Account**, **Currency**, and **Date Paid**, are populated by default. You can still change the value of these fields if necessary. The grid area is filtered by the current Location.

8. Fill out the Customer, Location, Currency, and Payment Method fields. These are the required details on this screen. Refer to Receive Payments | Field Description | Header Details to help you in filling out the fields.

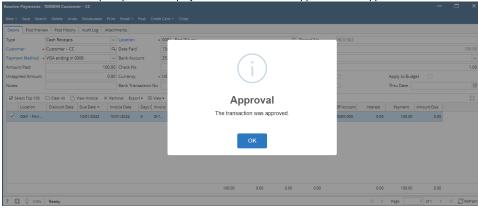
9. Select Credit Card under Payment Method dropdown



10. On grid area, select the invoice/s to be paid. Convenience Fee column will be calculated to 0.00.

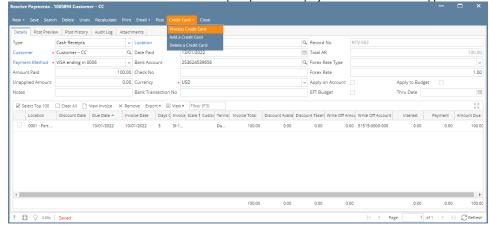


- 11. Click the Post button or Credit Card then Process Credit Card
 - a. Post Button
 - $\textbf{i.} \ \ \underline{\textbf{Click Post button and prompt will be displayed once transaction is approved or disapproved.}\\$



- $\textbf{ii.} \ \, \textbf{Click OK} \ \, \textbf{button and Receive Payment will be posted}.$
- b. Process Credit Card

i. Click Credit Card then Process Credit Card and prompt will be displayed once transaction is approved or disapproved.



ii. Click **OK** button and Receive Payment will be saved.

12. Click the **Print** button to see a preview of the Invoice report.

