

# How to Process Payments Using RoomKeyPMS Payments

The following article outlines how to use RoomKeyPMS Payments to process credit card payments for in-house and checked out guest reservations, as well as city ledger and sundry sales payments.

Supported payment types: Credit Card Transactions only (Visa, MasterCard, American Express, Discover, Diners and JCB. No Debit or Gift Card currently)

## Click below to view step-by-step instructions

### To process a credit card payment for a guest reservation

- Select Reservation and click on the “Post Payment” button
  - Unclick “Use terminal” if you want to use the same credit card. If you want to take payment from a new credit card, keep the “Use Terminal” box checked

The screenshot shows the 'Payments' window in RoomKeyPMS. It is divided into two main sections: 'Guest' and 'Payment'.

**Guest Information:**

- Guest Name: **Jimenez, Romina**
- Res ID: **1832**
- Date In: **10-Jun-2019**
- Date Out: **11-Jun-2019**

**Payment Information:**

- Folio: **1 - Romina Jimenez** (dropdown menu)
- PmtCode: **VISA** (dropdown menu)
- Disable on-line processing: ☐
- Reference: (empty text field)
- ☒ **Use Terminal**
- Number: **XXXXXXXXXXXX1111**
- Authorization: (empty text field)
- Expiry date: **05/20** MM / YY
- Card Holder: **Romina Jimenez**
- Amount: **50.00**
- Post CC Info into Guest Profile: ☐

Buttons at the bottom: **OK / Exit**, **OK / New**, **Cancel**.

- TranSafe Interface window will pop up
- Enter the CVV code (not mandatory) and/or select Post

TranSafe ×

Action Settle Manual Entry

Amount  Debit

Card Number  Expiry  /

CVV2  Authorize manually ☐

Use Terminal ☒ Print Receipt ☒

Post Close

- Physically insert the guest credit card into the credit card terminal and follow the credit card terminal's instructions



- Once the payment has gone through you will get an approved message with the following transaction information:
  - Auth Code: Authorization code
  - Transaction ID: TTID (on Transafe side) – best way to find the transaction on the merchant
  - Reference number: Same as Transaction ID

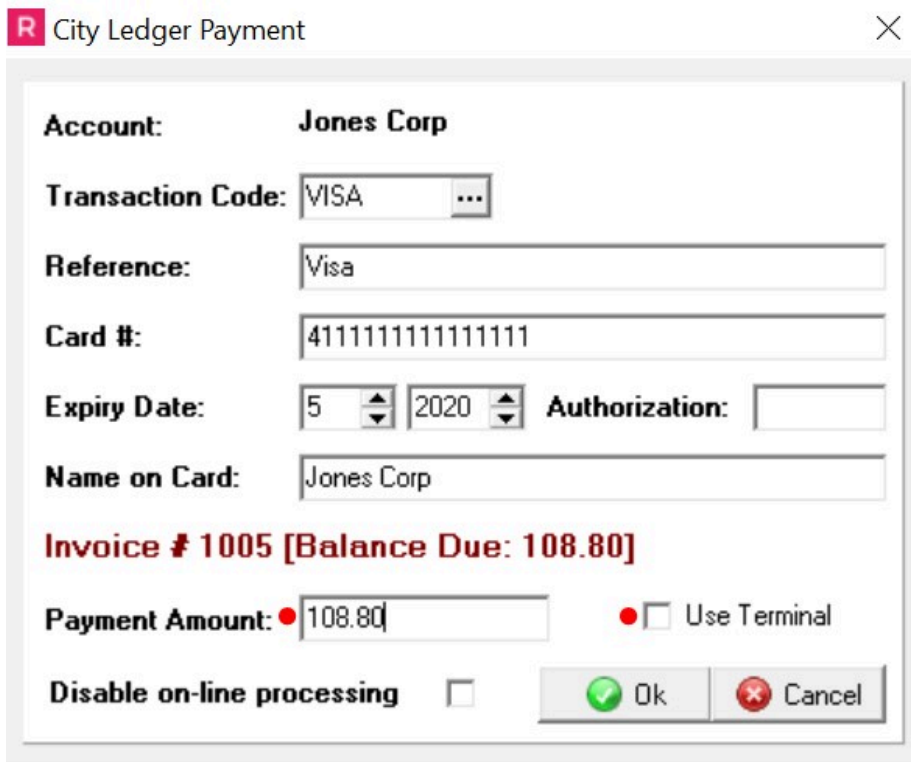
- Card Type: Will show the credit card type

The image shows a 'TranSafe' payment window. At the top, it says 'TranSafe' and has a close button. Below that, there's a section for transaction details. 'Action' is set to 'Settle'. 'Amount' is \$50.00, and 'Debit' is selected. 'Card Number' is masked with 'XXXXXXXXXX1111'. 'Expiry' is 05 / 20. There are checkboxes for 'Use Terminal' (unchecked), 'Authorize manually' (unchecked), and 'Print Receipt' (checked). Below this, a large box says 'Approved'. Underneath, it lists: 'Auth Code: 131698', 'Transaction ID: 916060844023030', 'Reference #: 916060844023030', and 'Card Type: Visa'. At the bottom right are 'Post' and 'Close' buttons.

- A receipt will be printed

## To process a credit card payment for a city ledger account

- Select Invoice and click on "Pay Invoice"
- Select credit card type from the "Transaction code" drop-down menu and enter "Payment Amount" – unclick "Use Terminal" if the credit card is not present



**City Ledger Payment**

**Account:** Jones Corp

**Transaction Code:** VISA ...

**Reference:** Visa

**Card #:** 4111111111111111

**Expiry Date:** 5 / 2020 **Authorization:**

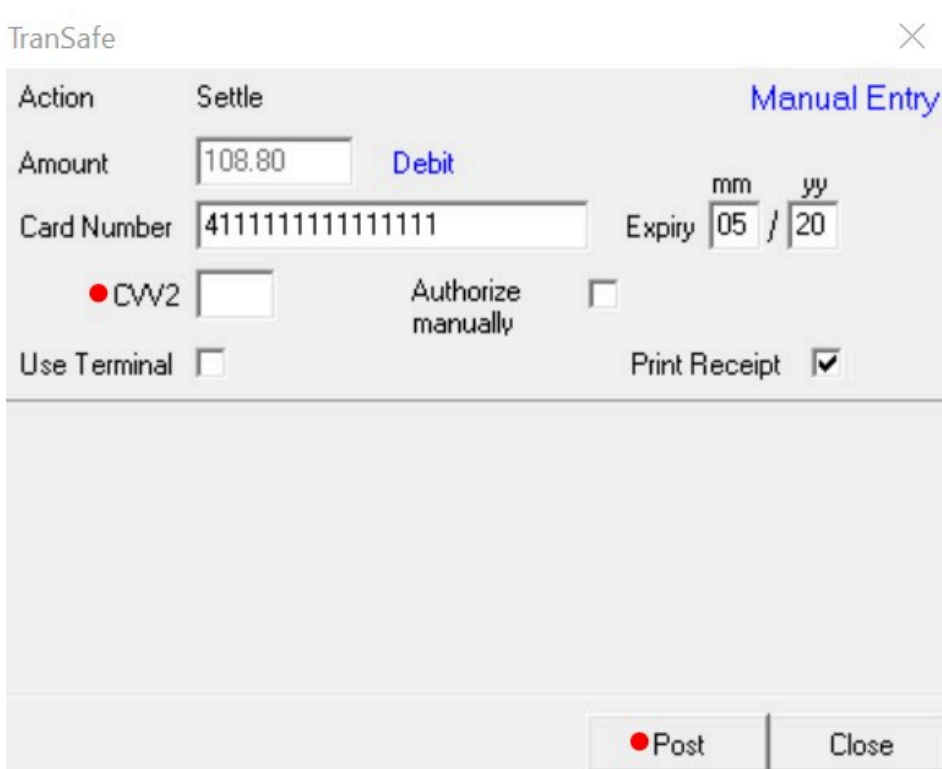
**Name on Card:** Jones Corp

**Invoice # 1005 [Balance Due: 108.80]**

**Payment Amount:** 108.80 ☐ Use Terminal

**Disable on-line processing** ☐ Ok Cancel

- TranSafe Interface window will pop up
- Enter the CVV code (not mandatory) and/or select Post



**TranSafe**

**Action** Settle Manual Entry

**Amount** 108.80 Debit

**Card Number** 4111111111111111 **Expiry** 05 / 20

☐ CVV2 ☐ Authorize manually

☐ Use Terminal ☒ Print Receipt

Post Close

- Physically insert the guest credit card into the credit card terminal and follow the credit card terminal's instructions – only if card is present, otherwise select "No" when the pop up appears

- Once the payment has gone through you will get an approved message including the following transaction information:
  - Auth Code: Authorization code
  - Transaction ID: TTID (on Transafe side) – best way to find the transaction on the merchant
  - Reference number: Same as Transaction ID
  - Card Type: Will show the credit card type

The screenshot shows a software window titled "TranSafe" with a close button (X) in the top right corner. The window is divided into two main sections. The top section, titled "Settle", contains the following fields and controls:

- Action:** Settle
- Amount:** 108.80 (with a "Debit" label next to it)
- Card Number:** 4111111111111111
- Expiry:** 05 / 20 (with "mm" and "yy" labels above the digits)
- CW2:** (empty field)
- Authorize manually:** (checkbox, currently unchecked)
- Use Terminal:** (checkbox, currently unchecked)
- Print Receipt:** (checkbox, currently checked)

The bottom section of the window displays the transaction status and details:

- Approved** (in large, bold text)
- Auth Code: 746888
- Transaction ID: 916061216938082
- Reference #: 916061216938082
- Card Type: Visa

At the bottom right of the window are two buttons: "Post" and "Close".

- A receipt will be printed

## To process a credit card payment for a sundry sale

- Go to *Operations – Sundries Sales*
- Click on "Sale" and select the "item" from the drop-down menu and add the price

**Sundries Sales**

View Action Reports

From: 10-Jun-2019 To: 10-Jun-2019 Refresh Find:

Tran Date	Receipt...	Item	Reference	Charge	Tax	F

\$0.00 \$0.00

Charges

Item	Reference	Amount	Tax
Newspaper		\$10.00	\$0.00

\$10.00 \$0.00

Payment

Disable on-line processing ☐

Use Terminal ☒

Amount: 10.00

PmtCode: Visa

Pmt Reference:

Number: 4111111111111111 Authorization:

Expiry date: 05/20 Card holder: Romina Jimenez

MM YY

Post Cancel Print Receipt ☒

Ins Del Sale Exit

- Select credit card type on the "PmtCode" drop-down menu
- TranSafe Interface window will pop up

**TranSafe**

Action Settle Manual Entry

Amount: 10.00 Debit

Card Number: 4111111111111111 Expiry: 05 / 20

CVW2:  Authorize manually: ☐

Use Terminal: ☐ Print Receipt: ☒

Post Close

- Enter the CVW code (not mandatory) and/or select Post

- Physically insert the guest credit card into the credit card terminal and follow the credit card terminal's instructions – only if card is present, otherwise select “No” when the pop up appears



- Once the payment has gone through you will get an approved message, including the following transaction information:
  - Auth Code: Authorization code
  - Transaction ID: TTID (on Transafe side) – best way to find the transaction on the merchant
  - Reference number: Same as Transaction ID
  - Card Type: Will show the credit card type

TranSafe ✕

---

Action: Settle Manual Entry

Amount:  Debit

Card Number:  Expiry:  /  mm yy

CVV2:  Authorize manually ☐

Use Terminal ☐ Print Receipt ☒

---

Approved

Auth Code: 355724  
 Transaction ID: 916061465207374  
 Reference #: 916061465207374  
 Card Type: Visa

Post
Close

- A receipt will be printed
- Both the transaction and the payment will appear on the "Transaction Register Balance" under ResID with a "T" and the transaction number from the Sundries Sale

Transaction Register Balance							
For 31-May-2019							
Other Charge							
Res_ID	Room-Folio	Clerk	Date	Reference	Amount	Tax	Total Guest
<b>PHONE Phone Calls</b>							
T1	N/A-1	RSI	31-May-2019		\$15.00	\$1.50	\$16.50
Total					\$15.00	\$1.50	\$16.50
Total					\$15.00	\$1.50	\$16.50
Payment							
Res_ID	Room-Folio	Clerk	Date	Reference	Amount	Tax	Total Guest
<b>MC Mastercard</b>							
T1	N/A-1	RSI	31-May-2019		(\$16.50)	\$0.00	(\$16.50)