

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

Payments

Guest

Guest Name **Jimenez, Romina**

Res ID **1832**

Date In **10-Jun-2019**

Date Out **11-Jun-2019**

Payment

Folio: 1 - Romina Jimenez

PmtCode: VISA Disable on-line processing

Reference:

Use Terminal

Number: XXXXXXXXXXXX1111 Authorization

Expiry date: 05/20 MM / YY Select from Credit Cards

Card Holder: Romina Jimenez

Amount: 50.00 Currencies

Post CC Info into Guest Profile

OK / Exit OK / New Cancel

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

TranSafe ×

Action **Settle** Manual Entry

Amount **Debit**

Card Number Expiry / mm yy

CVV2 Authorize manually

Use Terminal Print Receipt

- 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 screenshot shows a window titled "TranSafe" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Action:** Settle
- Amount:** 50.00 (with a "Debit" label next to it)
- Card Number:** A masked card number ending in "1111"
- Expiry:** 05 / 20 (with "mm" and "yy" labels above the digits)
- Authorize manually:**
- Use Terminal:**
- Print Receipt:**

The transaction status is "Approved". Below this, the following information is displayed:

- Auth Code: 131698
- Transaction ID: 916060844023030
- Reference #: 916060844023030
- Card Type: Visa

At the bottom right, there are two buttons: "Post" and "Close".

- 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

R 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 CVW code (not mandatory) and/or select Post

TranSafe ✕

Action Settle Manual Entry

Amount Debit

Card Number Expiry /

● CVW2 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

TranSafe

Action: Settle Manual Entry

Amount: 108.80 Debit

Card Number: 4111111111111111 Expiry: 05 / 20

CW2: Authorize manually:

Use Terminal: Print Receipt:

Approved

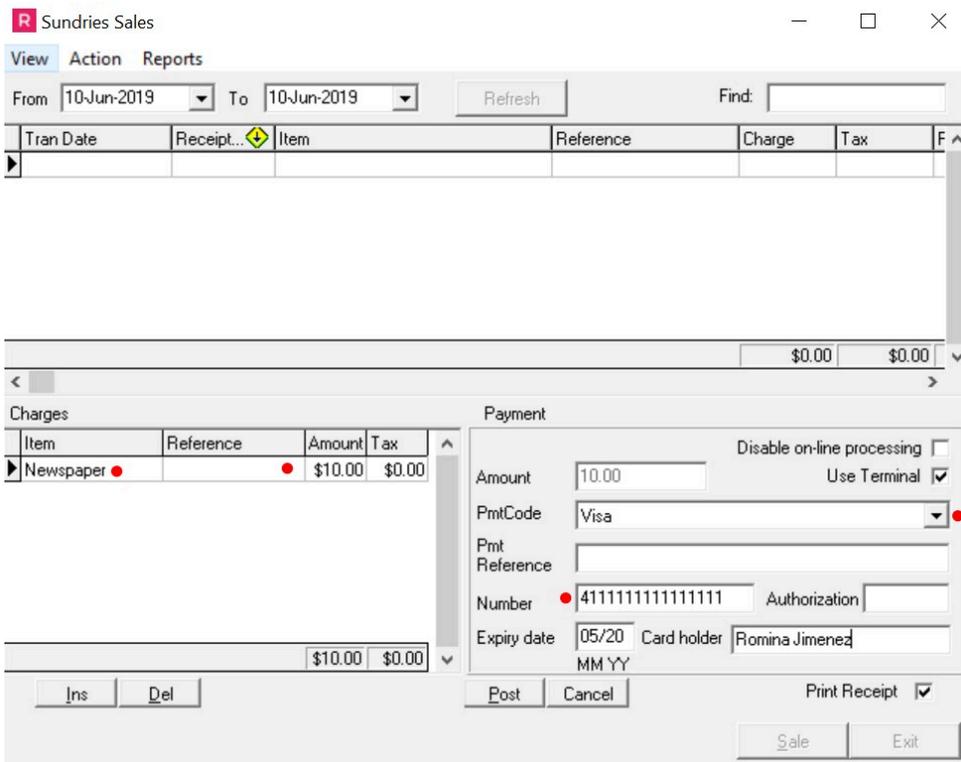
Auth Code: 746888
 Transaction ID: 916061216938082
 Reference #: 916061216938082
 Card Type: Visa

Post Close

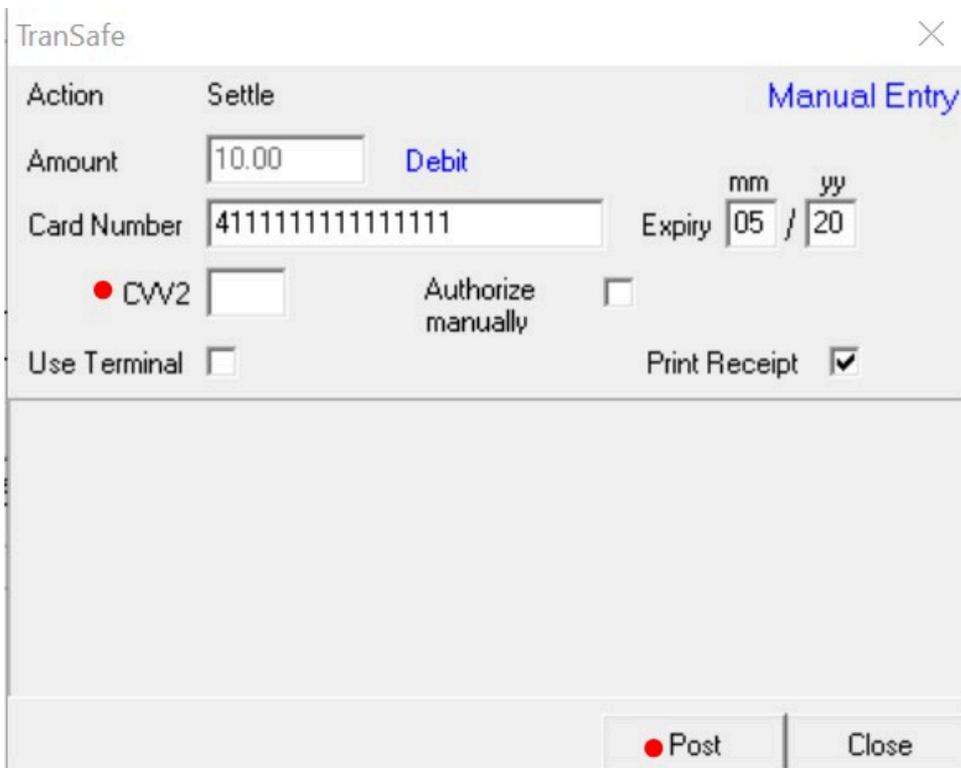
- A receipt will be printed

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



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



- Enter the CWV 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

- 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					Amount	Tax	Total Guest
Res_ID	Room-Folio	Clerk	Date	Reference			
PHONE Phone Calls							
T1	N/A-1	RSI	31-May-2019		\$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
MC Mastercard							
T1	N/A-1	RSI	31-May-2019		(\$16.50)	\$0.00	(\$16.50)