

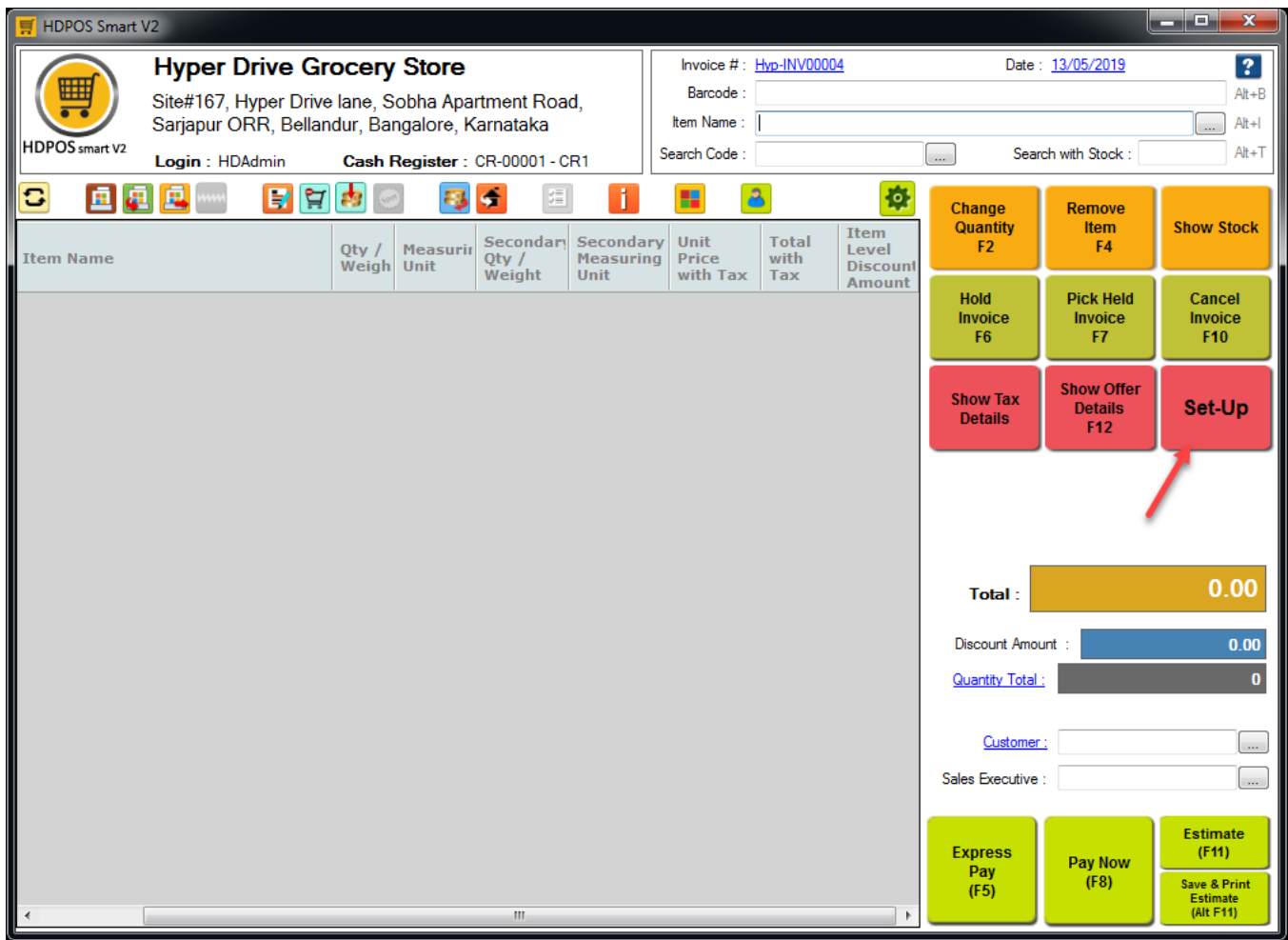
# Collect credit card commission from customers – Multiple credit card terminals

A card terminal is a device that interfaces with payment cards to make electronic fund transfers.

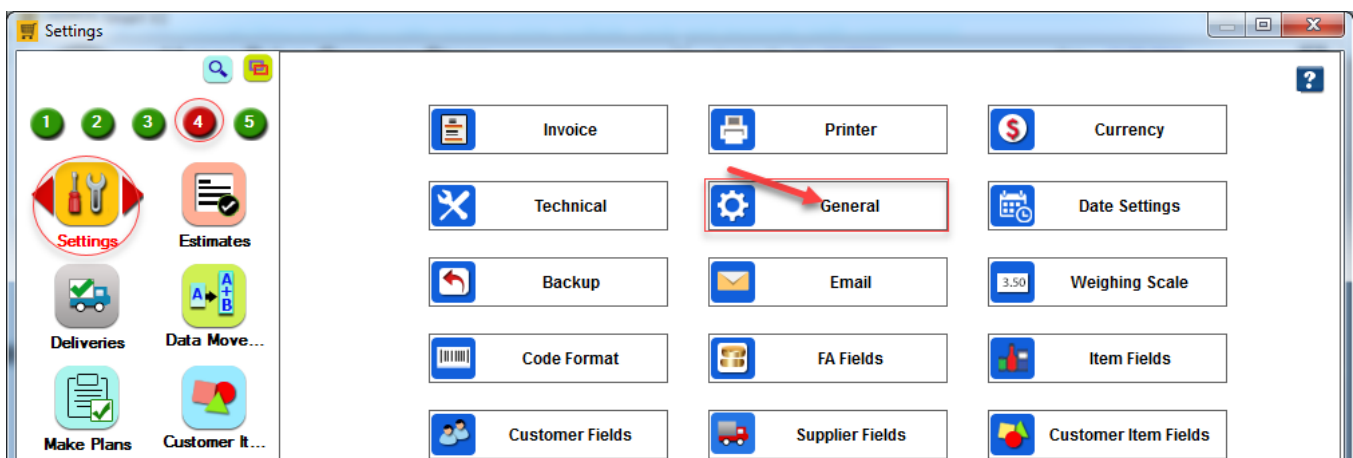
When a sales invoice is made using a credit/debit card, you have to pay the commission amount to the bank to which the card belongs to. You can pay this commission amount to bank on your own OR you can take it from the customer and give the same to bank.

To make a sales invoice using multiple cards and terminals by taking commission from customer, follow the steps below.

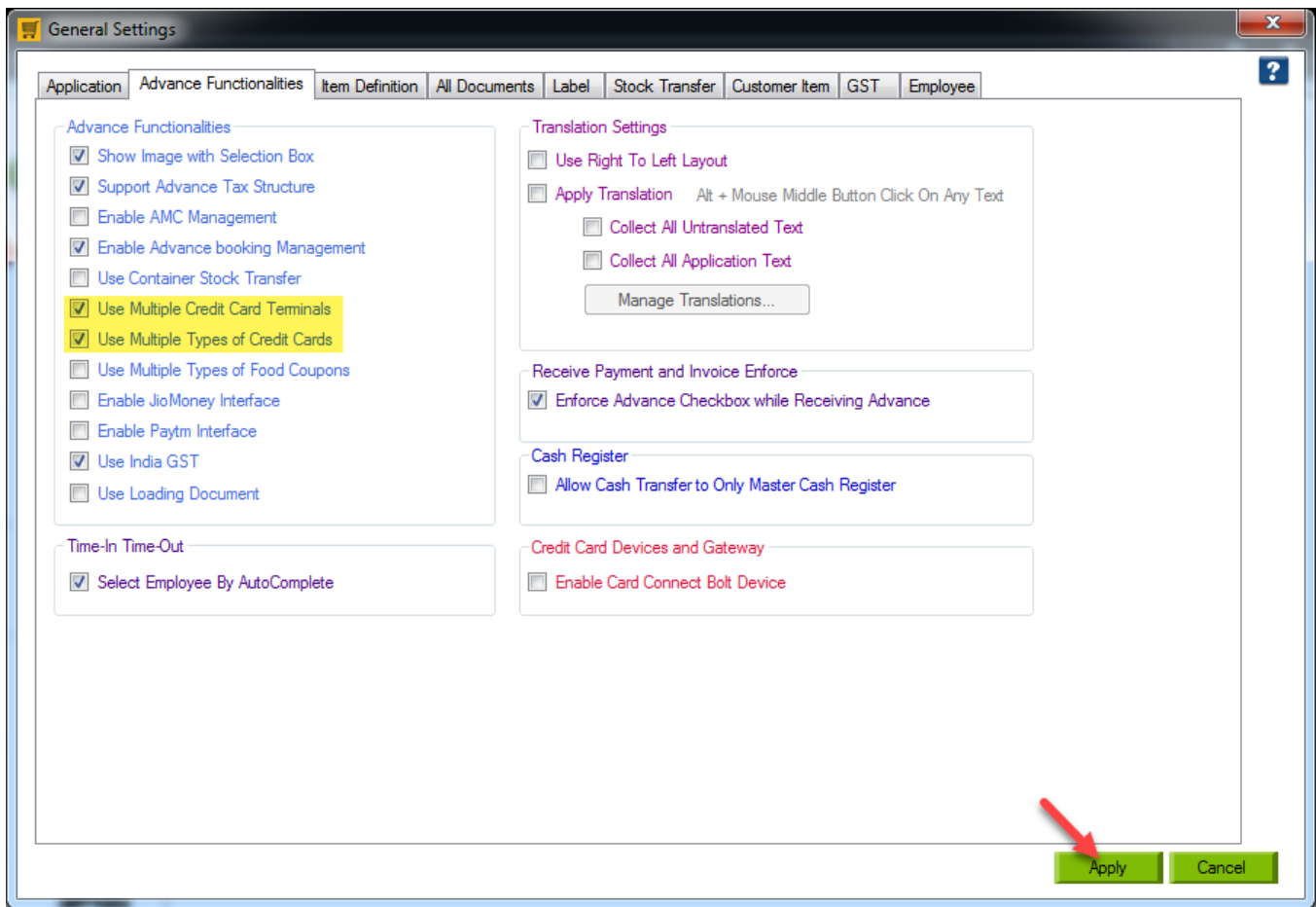
1. Run **HDPOS smart**. Click on the **Set-Up** button on main screen.
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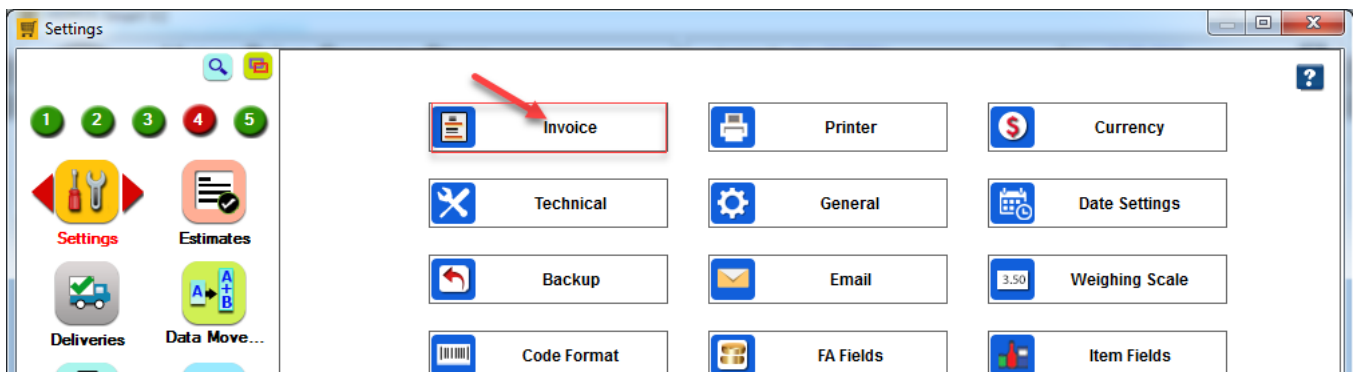
2. From Set-Up screen, go to 4th page, click on **Settings**. From **System Settings** screen, click on **General Settings**.



3. From **General Settings** screen, check the checkbox "**Use Multiple Credit Card Terminal**" and "**Use Multiple Types of Credit Cards**". Click on **Apply**.



4. From Set-Up screen, go to 4th page, click on Settings. From System Settings screen, click on **Invoice Settings**.



5. From Invoice Settings screen, check the checkbox "**Collect Credit Card and Food Coupon Commission Expense from Customer**". Click on **Apply**.

**Invoice Settings**

Page1 Page2 **Customer Display Settings**

**Warnings**

- Show warning for negative stock
- Show warning when sales price is less than purchase price
- Show warning when item expiration date is earlier than today

**Operations**

- Always ask for quantity once item is added to the invoice
- Always ask for price change once item is added to the invoice
  - Mark price down by % by default
- Ask For Print Format And Printer On Every Print.  
Ask For Email Template On Every Send Email to Customer.
- Ask For Hold Note
- Change Price On Enter Key
- Accept Search Code in Item Name
- Accept Barcode in Item Name
- Warn when item not found on POS Main

Number of invoices to print :   
 Number of Customer Receipts to Print :  [Search with Stock Settings](#)

**Customer**

- Is Customer Mandatory  For Selected Cash Register
- Use Customer Group Price
- Email Invoice to Customer  Always Send Email
- SMS Invoice To Customer
- Collect Credit Card and Food Coupon Commission Expense From Customer

**Bottom Panels**

- Show Offer Details
- Show Hold Note Panel
- Show Dining Table Panel
  - Mark Table as Available On Invoice Complete

**Invoice Screen Grid**

- Show Measuring Unit Column
- Show Item Description In Column
- Show MRP Column
- Show Item Images in Main Invoice Screen

**Totals**

- Show Invoice Total Before Discount
- Show Basic Amount While Billing
- Add all quantity in invoice for total quantity
- Allow Invoice OR Advance Booking with Zero Grand Total
- Allow Advance Booking Document With Zero Booking Amount

**Payment Settings**

Default payment mode :

- Show Returnable Amount PopUp
- Close Returnable Amount Popup After Printing Invoice From PayNow

Round off Invoice amount to nearest :

- Apply Additional Tax  
Default Additional Tax :  ...
- Apply Additional Charges
- Is Use Finance Agency

**Invoice Express Pay Settings**

- Show Express Pay Button
- Show Invoice Express Pay Warning
- Print Invoice In Express Pay

Default payment mode of Express Pay :

- Ask for payment mode in Express Pay
- Show Express Pay Returnable Amount PopUp

**Apply** **Cancel**

6. Go to main screen. Make a sales invoice by adding items to invoice grid. Click on **Pay Now** button.

HDPOS Smart V2

**Hyper Drive Grocery Store**  
 Site#167, Hyper Drive lane, Sobha Apartment Road,  
 Sarjapur ORR, Bellandur, Bangalore, Karnataka

Invoice #: [Hyp-INV00004](#) Date: 13/05/2019

Barcode:  Alt+B

Item Name:  Alt+I

Search Code:  Search with Stock:  Alt+T

Login: HDAdmin Cash Register: CR-00001 - CR1

Item Name	Qty / Weigh	Measurir Unit	Secondary Qty / Weight	Secondary Measuring Unit	Unit Price with Tax	Total with Tax	Item Level Discount Amount
Double Horse Samba Broken Wheat 500 g	1	Qty	0		90.59	90.59	0.00
Hypercity Peanuts 500g	1	Qty	0		28.37	28.37	0.00
Hypercity Urad Dal 1Kg	1	Qty	0		203.13	203.13	0.00
Hypercity Every Day Tur Dal	5	Kg	0		145.49	727.43	0.00

Change Quantity F2 Remove Item F4 Show Stock

Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10

Show Tax Details Show Offer Details F12 Set-Up

**Total : 1,049.52**

Discount Amount : 0.00

Quantity Total : 4

Customer: Lakshman Rao

Sales Executive: Srihari Vemula

Express Pay (F5) Pay Now (F8) Estimate (F11)

Save & Print Estimate (Alt F11)

7. You will see the **Pay Now** screen with all details of payable amount. Under the **Payment Details** section, click on the **Card** tab.

8. You will see **Add Card for Payment** screen as given below.

**Pay Now** Invoice Number : Hyp-INV00004 Invoice Date : 13/05/2019

Customer Info: Customer: Lakshman Rao, Sales Executive: Srihari Vemula, Customer Email: lakshman@abc.com, Customer Mobile Number: 9700000002

Invoice Info: Total Before roundoff: 1,049.52, Round Off Amount: 0.48, Total: 1,050.00

Payment Detail: Cash, **Card**, Cheque, Store Credit, Advance Amount, Approved Pending, Gift Card, Bank

Card Amount: 0.00, Commission: 0.00

Note: Total Commission Expense: 0.00, Total Received Amount: 0.00, Returnable Balance: 0.00

Save & Print Estimate (F11), Save Estimate (F12), Save & Print Booking (F6), Save Booking (F7), Save & Print Invoice (F5), Save Invoice (F8), Cancel

**Add Card For Payment**

Pending Amount : 1,050.00

Amount : 500.00

Card Holder Name : Rajender

Bank Name : SBI

Approval Number : 346

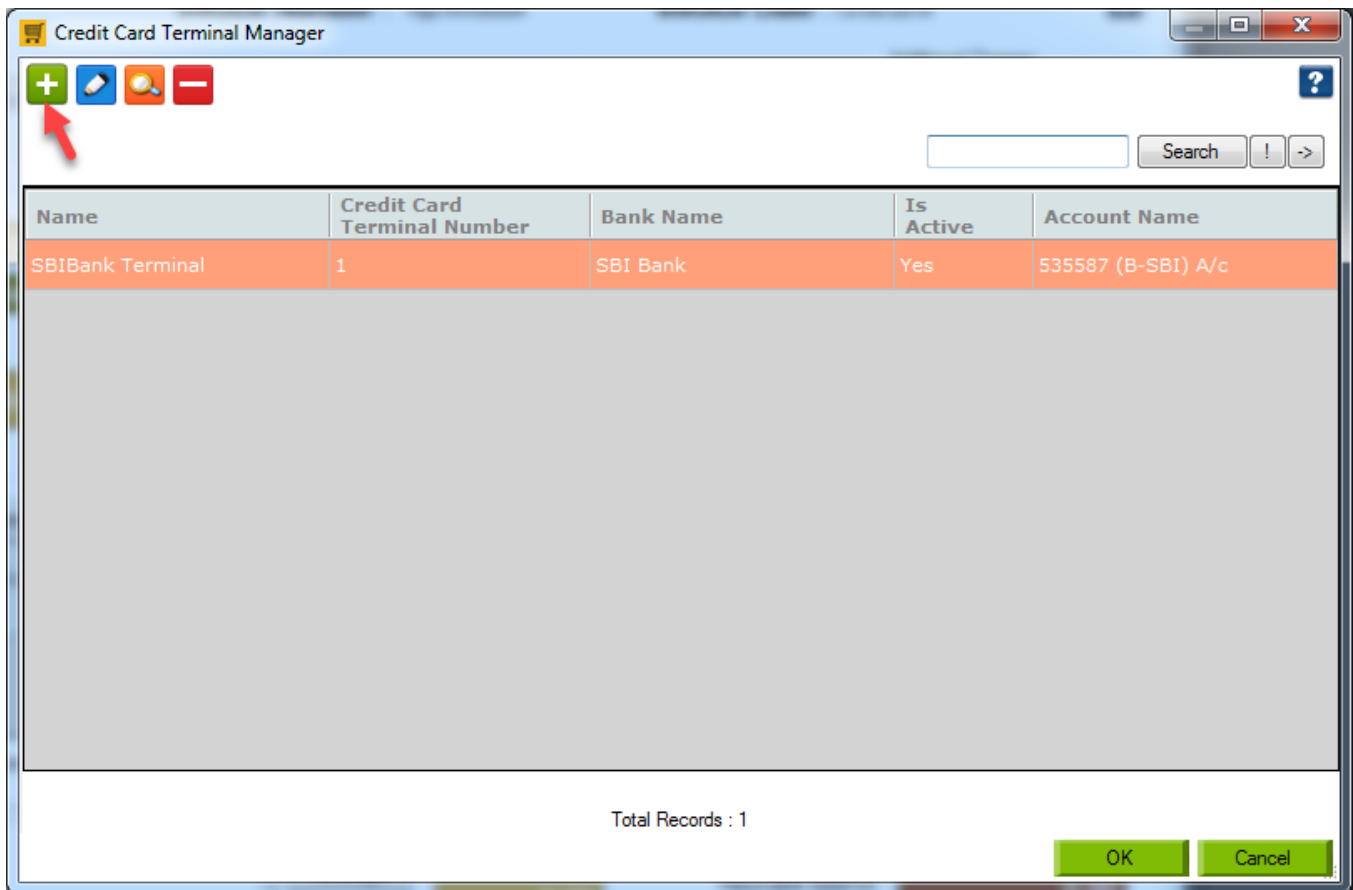
Payment Gateway : ...

Commission : 2.00 % Amount

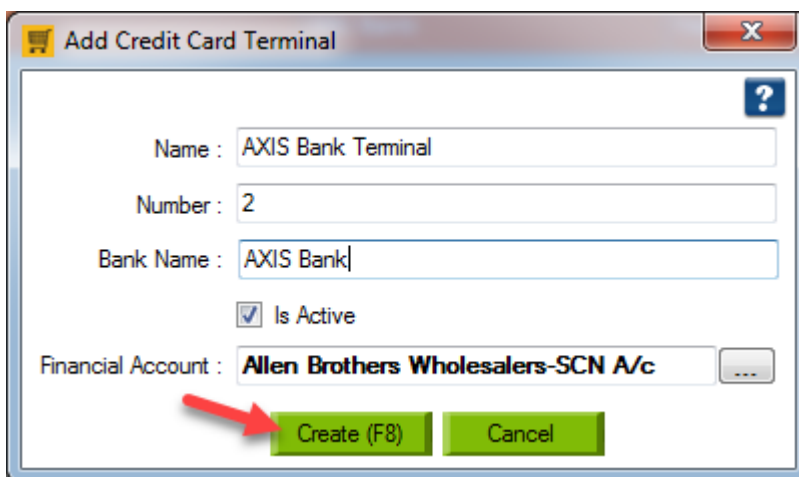
Commission Amount : 10.00

OK(F8) Cancel

- Pending Amount:** Here the total amount of the invoice is shown to you.
- Amount:** Enter the amount which you want to pay by the card.
- Card Holder Name:** Enter the card holder name.
- Bank Name:** Enter the bank name to which the card belongs to.
- Approval Number:** Enter the approval number once the card is swiped. This is **mandatory**.
- Payment Gateway:** Click on the 3-dotted button beside the **Payment Gateway** to add the terminal details.
- You will see the screen of Credit Card Terminal Manager. Click on Add Terminal button as shown below.



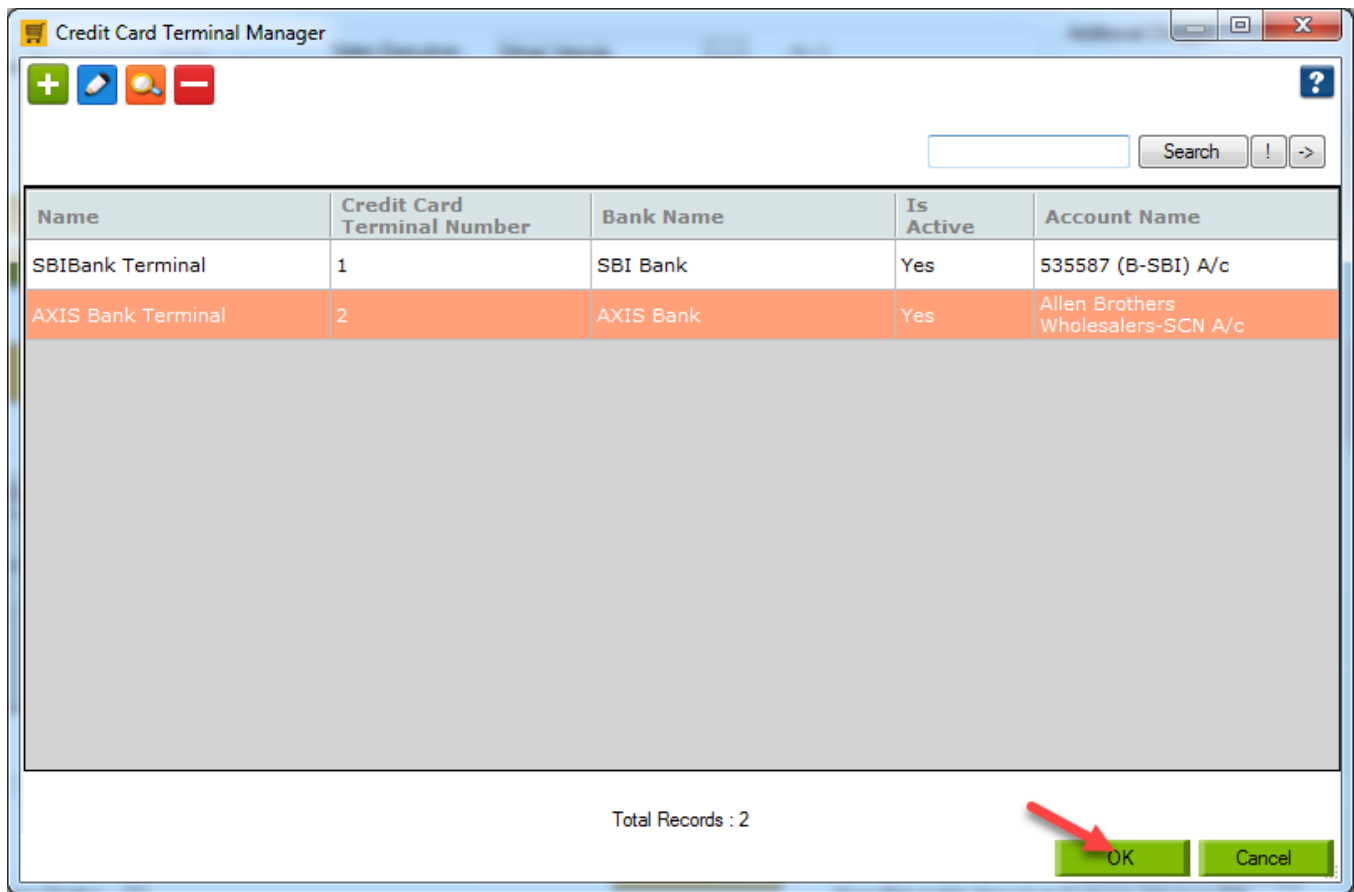
ii. **Step I: Add Credit Card Terminal:** You will see the following screen, where you have to enter the details of the terminal.



- **Name:** Enter any name of Credit Card Terminal.
- **Number:** Enter any number for the terminal.
- **Bank Name:** Enter the Bank Name of credit card.
- **Is Active Checkbox:** When it is checked, the terminal is active.
- **Financial Account:** Select the financial account of the particular bank or any other bank account.

Click on **Create**.

iii. Repeat the **Step I** to add all the terminals which you have. After adding all terminals, the screen looks like this.

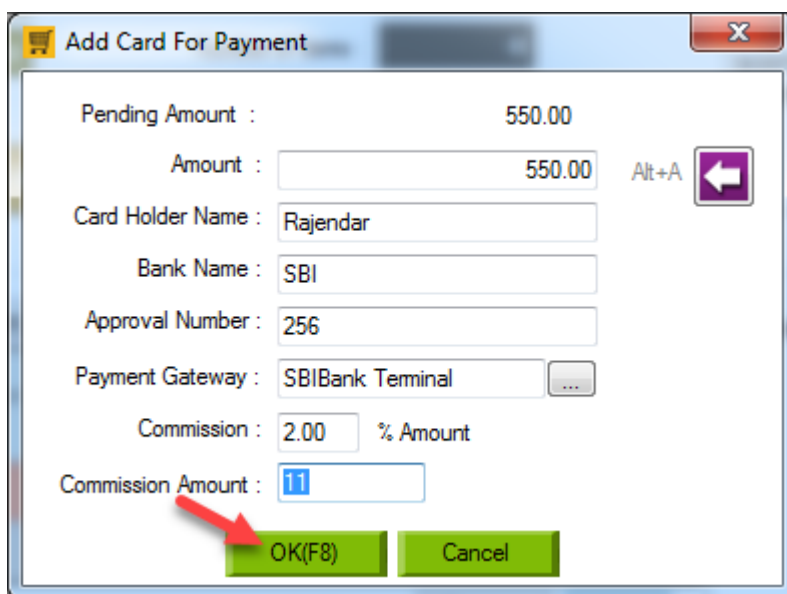


g. **Commission:** Enter the commission percentage, if it is applicable on the card payment.

h. **Commission Amount:** Here the commission amount will be displayed.

i. Click on **OK**.

9. Repeat the Step 6 to add another card and its amount details.



10. You can see the **Pay Now** screen as shown below with **Card Amount** and **Commission** in that invoice. Click on **Save**.

**Pay Now** Invoice Number : Hyp-INV00004 Invoice Date : 13/05/2019

**Customer Info**  
 Customer: Lakshman Rao Alt+C Sales Executive: Srihari Vemula Alt+S  
 Available Credit Limit : 0.00 Customer Email : lakshman@abc.com  Send email to Customer  
 Customer Mobile Number : 9700000002  Send sms to Customer

**Additional Charges**  
 Freight : 0.00  
 Packing : 0.00

**Invoice Info**  
 Total Before roundoff : 1,049.52 Quantity Total : 4  
 Round Off Amount : 0.48 Number of Items : 4  
 Total : 1,050.00 Discount Included : 0.00  
 Tax Included : 55.37

**Tax Details :**  
 CGST@2.5 22.83  
 CGST@6 4.85  
 SGST@2.5 22.83  
 SGST@6 4.85

**Payment Detail**  
 Cash Card Cheque Store Credit Advance Amount Approved Pending Gift Card Bank Transfer Food Coupon

Card Amount	Card Commission Amount	Card Holder Name	Bank Name	Card Approval Number	Credit Card Terminal Name
500.00	10.00	Rajender	SBI	346	AXIS Bank Te...
550.00	11.00	Rajendar	SBI	256	SBIBank Ter...
<b>Card Amount : 1,050.00</b>		<b>Commission : 21.00</b>		<input type="button" value="Remove"/>	<input type="button" value="Add"/>

Pending Amount : 0.00  
**Credit Card : 1,071.00**

Note :    
 Total Commission Expense : 21.00  
 Total Received Amount : 1,071.00  
 Returnable Balance : 0.00  
 Save Returnable Amount as Customer Advance (F4) :

Goods Delivered :  Print Delivery Challan :

**Note:** As you are taking commission from customer, the Commission Amount is shown separately from the invoice amount. The Total credit card amount is the sum of invoice amount and commission.