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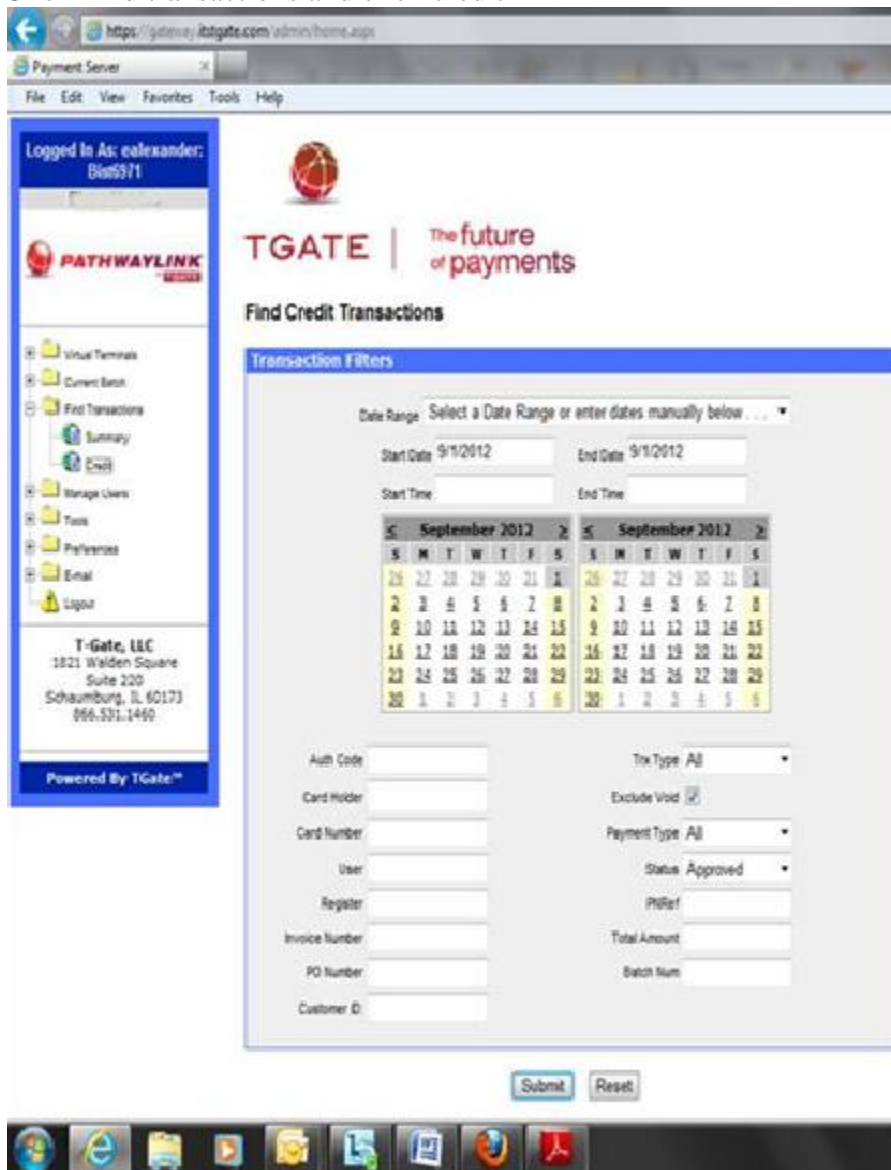
How to repeat a sale transaction

V 2.0
Eri J. Alexander
9/22/2012

1. LOGIN

<https://gateway.itstgate.com/admin/login.aspx>

2. Click Find transactions and click credit



3. Click Submit after you selected the date range for the transactions you need to do repeat sales for. In this example I picked 9/1/2012.

The starting date is on the calendar on the Left and the end date is the calendar on the right side.

Under the calendar on the right you will see a box that reads **Status**. If left to the setting approved you will only see approved transactions.

If you want to see voids uncheck the box that says Exclude voids.

- This is what you will see after you select the date range on the two calendar search page.

Logged In As: ealexander: Bist6971

PATHWAYLINK

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Credit Transactions for Bistro Maxine: 4742

Items per page: 10 Refresh (0 will fill everything on one page) Report Format: XML Download

Ref #	Customer ID	Inv #	Date	Result	Payment Type	Account Type	Account #	Name	Type	Status	Approval Code	Auth Amt	Capture Amt	Tip Amt
45493285		11148	9/1/2012 5:40:23 PM	APPROVED	VISA	VISA	*****2	TR...	Authorization	APPROVAL	01464D	\$43.89	\$0.00	\$0.00
45488642		11147	9/1/2012 5:05:38 PM	APPROVED	VISA	VISA	*****2	ROBERTSON, J	Sale	APPROVAL	00079B	\$25.08	\$25.08	\$0.00
45481787		11126	9/1/2012 4:14:00 PM	APPROVED	AMEX	AMEX	*****4	KANTROWITZ/JONATHAN G	ForceCapture	APPROVAL	615443	\$0.00	\$12.54	\$0.00
45481200		11143	9/1/2012 4:09:27 PM	APPROVED	MASTERCARD	MASTERCARD	*****7	WALTON, D	ForceCapture	APPROVAL	40905P	\$0.00	\$51.47	\$0.00
45480669		11143	9/1/2012 4:05:15 PM	APPROVED	MASTERCARD	MASTERCARD	*****7	WALTON, D	Authorization	APPROVAL	40905P	\$51.47	\$0.00	\$0.00
45478426		11142	9/1/2012 3:48:40 PM	APPROVED	VISA	VISA	*****9	ROBERTSON, J	ForceCapture	APPROVAL	09266C	\$0.00	\$21.29	\$0.00
45478153		11142	9/1/2012 3:46:17 PM	APPROVED	VISA	VISA	*****9	ROBERTSON, J	Authorization	APPROVAL	09266C	\$21.29	\$0.00	\$0.00
45477642		11126	9/1/2012 3:42:29 PM	APPROVED	VISA	VISA	*****1	N...	ForceCapture	APPROVAL	03527B	\$0.00	\$14.54	\$2.00
45477638		11123	9/1/2012 3:42:27 PM	APPROVED	VISA	VISA	*****2	H...	ForceCapture	APPROVAL	90572Z	\$0.00	\$21.82	\$4.00
45477635		11122	9/1/2012 3:42:27 PM	APPROVED	VISA	VISA	*****8	VAN STON, E	ForceCapture	APPROVAL	149404	\$0.00	\$19.19	\$2.45

1 2 3 4 5 6 7 8

- Click the blue number on the far left in order to charge the customer for the tip amount and scroll to the bottom of the page as shown below

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Credit Transactions for Bistro Maxine: 4742

Items per page: 10 Refresh (0 will fill everything on one page) Report Format: XML Download

Ref #	Customer ID	Inv #	Date	Result	Payment Type	Account Type	Account #	Name	Type	Status	Approval Code	Auth Amt	Capture Amt	Tip Amt	User	Register
45493285		11148	9/1/2012 5:40:23 PM	APPROVED	VISA	VISA	*****2	TR...	Authorization	APPROVAL	01464D	\$43.89	\$0.00	\$0.00	Bist6971	1
45488642		11147	9/1/2012 5:05:38 PM	APPROVED	VISA	VISA	*****2	ROBERTSON, J	Sale	APPROVAL	00079B	\$25.08	\$25.08	\$0.00	Bist6971	1
45481787		11126	9/1/2012 4:14:00 PM	APPROVED	AMEX	AMEX	*****4	KANTROWITZ/JONATHAN G	ForceCapture	APPROVAL	615443	\$0.00	\$12.54	\$0.00	Bist6971	100
45481200		11143	9/1/2012 4:09:27 PM	APPROVED	MASTERCARD	MASTERCARD	*****7	WALTON, D	ForceCapture	APPROVAL	40905P	\$0.00	\$51.47	\$0.00	Bist6971	1
45480669		11143	9/1/2012 4:05:15 PM	APPROVED	MASTERCARD	MASTERCARD	*****7	WALTON, D	Authorization	APPROVAL	40905P	\$51.47	\$0.00	\$0.00	Bist6971	1
45478426		11142	9/1/2012 3:48:40 PM	APPROVED	VISA	VISA	*****9	ROBERTSON, J	ForceCapture	APPROVAL	09266C	\$0.00	\$21.29	\$0.00	Bist6971	1
45478153		11142	9/1/2012 3:46:17 PM	APPROVED	VISA	VISA	*****9	ROBERTSON, J	Authorization	APPROVAL	09266C	\$21.29	\$0.00	\$0.00	Bist6971	1
45477642		11126	9/1/2012 3:42:29 PM	APPROVED	VISA	VISA	*****1	N...	ForceCapture	APPROVAL	03527B	\$0.00	\$14.54	\$2.00	Bist6971	1
45477638		11123	9/1/2012 3:42:27 PM	APPROVED	VISA	VISA	*****2	H...	ForceCapture	APPROVAL	90572Z	\$0.00	\$21.82	\$4.00	Bist6971	1
45477635		11122	9/1/2012 3:42:27 PM	APPROVED	VISA	VISA	*****8	VAN STON, E	ForceCapture	APPROVAL	149404	\$0.00	\$19.19	\$2.45	Bist6971	1

1 2 3 4 5 6 7 8

Receipt for this transaction
Print Receipt

PNRef 45488642
Date 9/1/2012
Time 5:05:38 PM (PDT)
Register # 1
Trans Type Sale
Invoice# 11147
Name F...
Issuer VISA
Account *****2
Exp Date ****
Entry Method Swiped
Auth Amt \$25.08
Total Amt \$25.08
Result Approved
AuthCode 00079B
Message APPROVAL

Void transaction #45488642
Yes, Void this Transaction

Adjustment
Tip Amount: \$0.00 ?
Yes, Adjust Transaction

Repeat a SALE transaction
Charge Amount: \$25.08 to account *****2450?
Yes, Charge Account

6. In the blue bordered box that says Repeat a sale transaction please enter the tip only in the format \$00.00

The screenshot shows a POS system interface. On the left, there is a receipt for a transaction. In the center, there are three dialog boxes. The top dialog box is titled "Void transaction #454386427" and has a "Yes, Void this Transaction" button. The middle dialog box is titled "Adjustment" and has a "Tip Amount: \$0.00" field and a "Yes, Adjust Transaction" button. The bottom dialog box is titled "Repeat a SALE transaction" and has a "Charge Amount: \$25.08 to account" field and a "Yes, Charge Account" button. A red circle highlights the "Repeat a SALE transaction" dialog box.

45477642	11126	9/1/2012 3:42:29 PM	APPROVED	VISA	VISA	*****
45477638	11123	9/1/2012 3:42:27 PM	APPROVED	VISA	VISA	*****
45477635	11122	9/1/2012 3:42:27 PM	APPROVED	VISA	VISA	*****

Receipt for this transaction
Print Receipt
PNRef: 45488642
Date: 9/1/2012
Time: 5:05:38 PM [PDT]
Register #: 1
Trans Type: Sale
Invoice#: 11147
Name: F
Issuer: VISA
Account: *****2)
Exp Date: ****
Entry Method: Swiped
Auth Amt: \$25.08
Total Amt: \$25.08
Result: Approved
AuthCode: 08079B
Message: APPROVAL

Void transaction #454386427
Yes, Void this Transaction

Adjustment
Tip Amount: \$0.00 ?
Yes, Adjust Transaction

Repeat a SALE transaction
Charge Amount: \$25.08 to account
*****2450?
Yes, Charge Account

7. Next a box will pop up asking you if you want to charge the account.

The screenshot shows a POS system interface. A message dialog box is open in the foreground, asking "Are you sure you want to charge on this account? If you click OK, this Sale transaction will be processed." The "OK" button is circled in red. Below the message dialog box, there are two dialog boxes. The top one is titled "Adjustment" and has a "Tip Amount: \$0.00" field and a "Yes, Adjust Transaction" button. The bottom one is titled "Repeat a SALE transaction" and has a "Charge Amount: \$25.08 to account" field and a "Yes, Charge Account" button.

3:42:27 / APPROVED VISA VISA *****3/09 HAMIL
9/1/2012
3:4 PM

Message from webpage
Are you sure you want to charge on this account? If you click OK, this Sale transaction will be processed.
OK Cancel

Adjustment
Tip Amount: \$0.00 ?
Yes, Adjust Transaction

Repeat a SALE transaction
Charge Amount: \$25.08 to account
*****2450?
Yes, Charge Account

8. If you have the correct tip amount in the repeat a sale transaction box, please click Process.

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Credit Card Sale

Sale | PreAuth | Return | ForceAuth | Adjust

Register: 1: Register1

Card Number: *****

Expiration: 0113

Subtotal: 4.00

Tip Amount:

Total Amount: 4.00

Customer ID:

Card Holder:

Street:

City:

Postal/Zip Code:

CV2:

CV Presence: Not Submitted

Invoice #:

PO #:

Force Duplicate

Card Present

Repeat Sale (Installment)

Process Clear

If you see this screen please click process. The transaction will process and you can verify via the gateway by searching under find transactions.

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