

# cof operations

Use this guide as a reference for Card On File Front Desk Operations.

## Saving a Card to File

*Cards can only be saved to file after they have been used to successfully process a transaction. This ensures the validity of the card number.*

1. After successfully processing a credit card authorization, you will see a Save Card button on the authorizer screen.
2. After clicking the Save Card button, the Card on File window will appear. The account number will be listed in the Account Number field in the Current Card section. To save this card, click the Save Card button. If the customer already has a card saved, you can choose to save the current card to replace the existing card on file. Click the Exit button when you are finished.

Account Number: 5439750001500206 Exp Date: 12 / 10 Ticket #: 2 CVD: 998  
Amount: \$79.36 Tip: \$0.00  
Authorization Code: TAS667 Terminal: 0002 PAYware TSYS Verifone

Customer Card on File  
Account Number: 54\*\*\*\*\*0206 MC  
Current Card  
Account Number: 54\*\*\*\*\*0206 MC  
Buttons: Save Card, Exit

Card on File  
Account Number: 54\*\*\*\*\*765 Exp Date: \*\* / \*\* Ticket #: 3 CVD:   
Amount: \$130.66 Tip: \$0.00  
Buttons: Authorize, Exit

## Using a Card on File

1. Create a ticket for the client as usual; select the Card on File payment type to open the Credit Card Authorizer.
2. Click the Card on File button.
3. Verify that the card displayed is the correct card to be used, click the Use Card button.
4. The Account Number and Expiration Date populate for you based on the card information stored.
5. Click the Authorize button.
6. A message will prompt you indicating the transaction has been approved.
7. Click the Exit button to close out of Credit Card Authorization screen, continue to process ticket as usual.

## Closing a Shift

*Transactions processed using the Card on File payment type will be batched out and the funds will be deposited for the eCommerce merchant account.*

- Use the eCommerce Transaction by Date report to balance COF payments
- All other credit card payments will still be balanced using CC Central

Batch Number	Trans Count	Total Charges	Date Settled	Status
8	6	443.94		Open

  

Auth Code	Seq #	Ticket #	Date/Time	Amount	Tip	Total	Type
TAS728	3	2	4/15/2010 10:16:23 AM	\$12.00	\$0.00	\$12.00	Void
TAS748	4	2	4/15/2010 10:17:08 AM	\$18.00	\$0.00	\$18.00	Void
TAS750	5	2	4/15/2010 10:18:36 AM	\$12.96	\$0.00	\$12.96	Void
TAS681	2	2	4/15/2010 1:40:13 PM	\$79.36	\$0.00	\$79.36	Sale
TAS661	4	1	4/19/2010 9:05:23 AM	\$79.36	\$0.00	\$79.36	Sale
TAS667	5	2	4/19/2010 9:08:03 AM	\$79.36	\$0.00	\$79.36	Sale
1307088	9	3	4/19/2010 10:00:02 AM	\$14.14	\$0.00	\$14.14	Return
12345	10	4	4/19/2010 10:16:09 AM	\$100.00	\$0.00	\$100.00	Force
TAS659	11	0	4/19/2010 10:35:31 AM	\$100.00	\$0.00	\$100.00	Sale

Transaction Total: \$100.00 Tip Total: \$0.00 Total Amount: \$100.00

