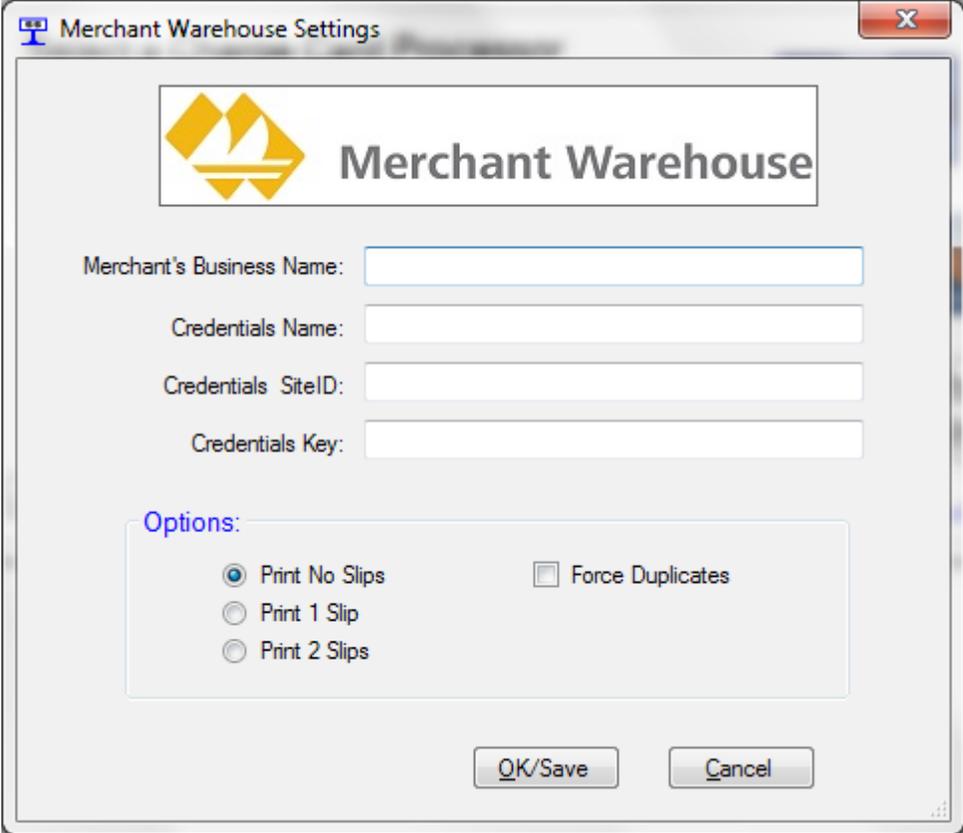# Merchant Warehouse Setup/Use with Regit Express

Setup

Follow these steps to set up Merchant Warehouse in Regit Express POS:

1. In the Regit Express Office select **Setup**, then **Credit Card Processing**.

2. Select Merchant Warehouse**.**

3. Click the **Setup** button.

4. Enter your business name, credentials name, credentials site ID, and credentials key as supplied by Merchant Warehouse.

5. In the Options section, select how many charge card slips to print (0, 1, or 2) and if you wish to force duplicate transactions.

6. Select **OK/Save,** then **OK/Save.**

Sales

The Merchant Warehouse Credit Card Sales Window will display when one or more Credit Card Fields on the Tender Window has a value placed in it. Any user defined field can also be designated as a credit card field in the Regit Office's **Setup, System Options, Tender** tab. Check the Credit Card box next to the User Defined field to designate it as a credit card tender category (see figure below).

Charge cards are processed prior to Regit Express recording the transaction. Therefore, if a card is declined the transaction can be canceled, or the customer can provide another type of payment.
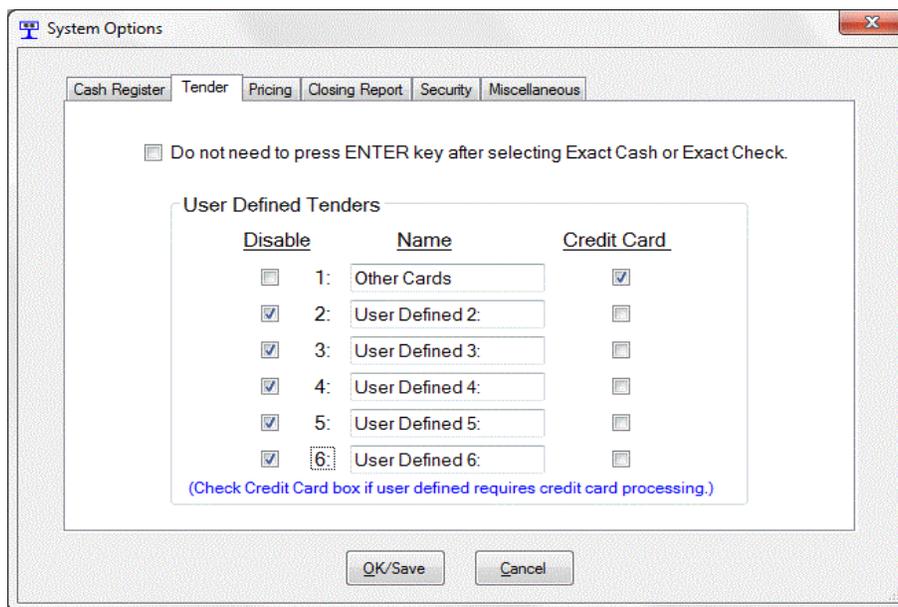
Voids

With respect to charge cards, a __void__ is used to remove a sale from the current batch (generally a current day's sale), while a __return__ removes a sale for which the batch has been settled (generally a previous day's sale).

When the cashier selects the Regit POS Option to either **Void Last Transaction** or **Void, Then Restore Last Transaction** (and the last transaction involved a charge card), the void to the credit card will automatically be processed and the results displayed.   When more than one card was processed (a split tender) during the transaction being voided, the result of the void will be displayed for each card in succession.

If the cashier selects **Void a Past Transaction,** the cashier will need to void or return (whichever the case may be) the charge separately in the **Virtual Terminal** (see below).

Returns

With respect to charge cards, a <u>void</u> is used to remove a sale from the current batch (generally a current day's sale), while a <u>return</u> removes a sale for which the batch has been settled (generally a previous day's sale).

When processing a sales return transaction, a screen will display whenever a charge card tender box is selected as the return tender type in one or more tender categories (in the case of a split tender). The screen will request the Reference ID from the original charge. The Reference ID can be found on the original charge slip or on the original receipt. It can also be looked up from the Cash Register's FILE, ***View/Print Past Receipts*** or looked up in the Regit Office's Charge Card Info database table. The "Refund by Reference ID" does not allow returning/refunding more than the amount originally charged to the card. For returns/credits not associated with an original sale, you can use the Virtual Terminal (see below).

Accessing the Online Virtual Terminal

All charge card functions such as Forced Transactions, Batch Processing, Current Batch Totals, Returns/Credits, Sales, etc., can be accessed and processed through the ***Virtual Terminal.*** To start the terminal from Regit POS, select ***Credit Cards*** from the top line menu, then ***Charge Card Virtual Terminal*** (or shortcut with ***CTRL–T***). To start the **Virtual Terminal** from any online computer go to https://ps1.merchantware.net/admin/.
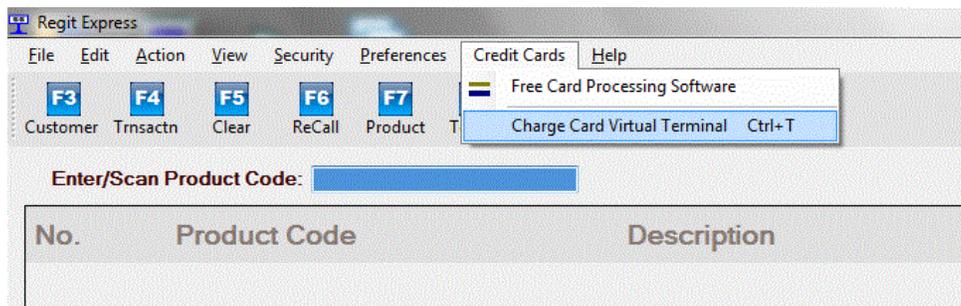

Charge Card DataBase

The results of charge card transaction are stored in the Charge Card Database (Regit Office, ***File, Open Database Table (Grid), Charge Card Info***). Past card data can also be accessed in the **Virtual Terminal**.

Auto-Cutting Printers

If you have a receipt printer that automatically cuts your receipts, you will not want to pause between printing the charge card slips and the receipt. This is necessary with tar bar printers so the slip and receipt can be removed separately. To bypass this pause, in the Regit Express Office select **Setup, Receipt & Printer Setup,** then the **Options Tab**. Check the box **Don't Pause Between Multiple Receipt Printing.**
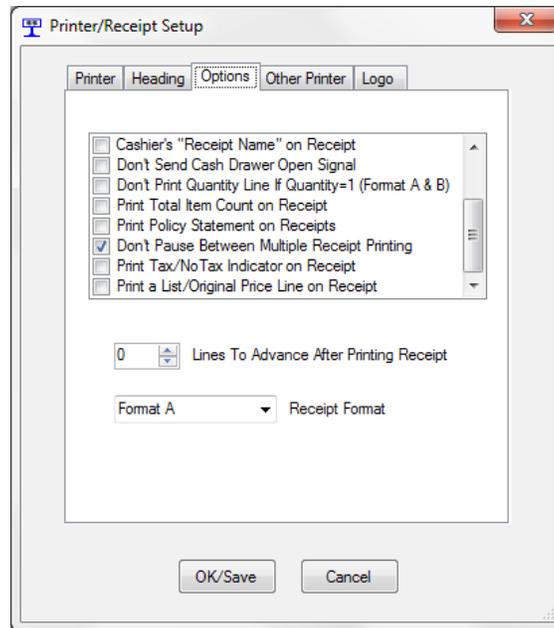
Bypassing the Credit Card Function

Occasionally you may wish to bypass the credit card function, but still record the sale and show on the receipt as a credit card tender type. This may be desirable if the credit card was run separately. To turn off the credit card processing (for one transaction), select **Options**, then **Turn Off Card Processing** or **ALT-B** as a shortcut. The credit card processing function will automatically be on again with the next transaction.

Reprinting Last Charge Slip

You can reprint the last charge slip by selecting **File**, then **Reprint Last Charge Slip** or **Ctrl-L** in the Transaction Window.

Receipt Printer

Charge slips print only to standard 80mm receipt printers (no 58mm printers).