

Online Payment Processing

Electronic Banking

Suran Systems, Inc. has partnered with a merchant account processor, Paya, to allow CDM+ users to accept debit and credit card (VISA, MasterCard, American Express and Discover) payments and ACH transactions via bank drafts. These electronic transactions are initiated through CDM+ Engage, CDM+ Web Ministry Tools, or Process Treasurer Reports (for COG Regional clients).

A merchant account is required for electronic banking in CDM+. There is no additional cost for a merchant account, though per-transaction fees apply. A subscription to a CDM+ SAAS or Cloud plan is required. For more information about merchant accounts, contact the CDM+ Sales Department at 877-891-4236 or sales@cdmplus.com.

CDM+ provides full integration of electronic banking from detailed transactions, such as online contributions and registrations, made through CDM+ to deposit processing of revenue and expenditures of fees. This integration reduces errors and minimizes the amount of bookkeeping required to handle electronic transactions.

User Access

►File ►Administration ►Users

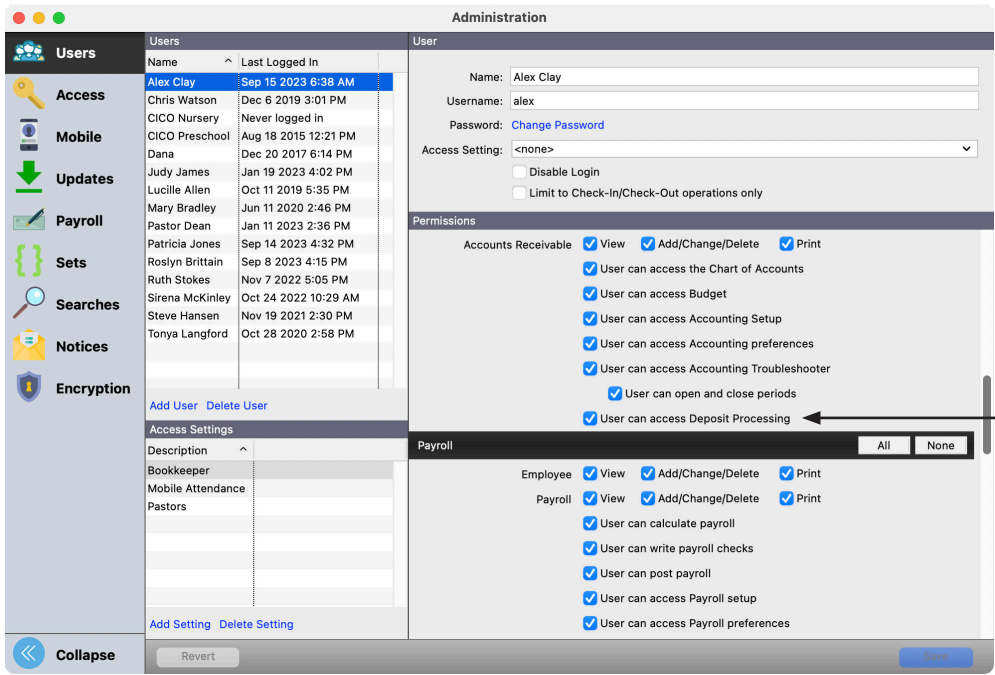
To allow a person to access the Process Pending Gifts window, you must check the box next to Process Pending Contributions under Contributions. Note: scroll down on the window to view all user access settings.

The screenshot shows the 'Administration' window with the 'Users' tab selected. A table lists users with columns for Name and Last Logged In. Alex Clay is highlighted. To the right, the 'User' details for Alex Clay are shown, including Name, Username, Password, and Access Setting. Below this is the 'Permissions' section, which is scrollable. Under the 'Contributions' category, the 'Process Pending Contributions' checkbox is checked and highlighted with a black arrow. Other permissions include Giving History, Pledge, Gift Designee, Gifts Given, Gifts Used, Statistics, and Accounting. The Accounting section has 'All' and 'None' buttons. At the bottom, there are 'Collapse', 'Revert', and 'Save' buttons.

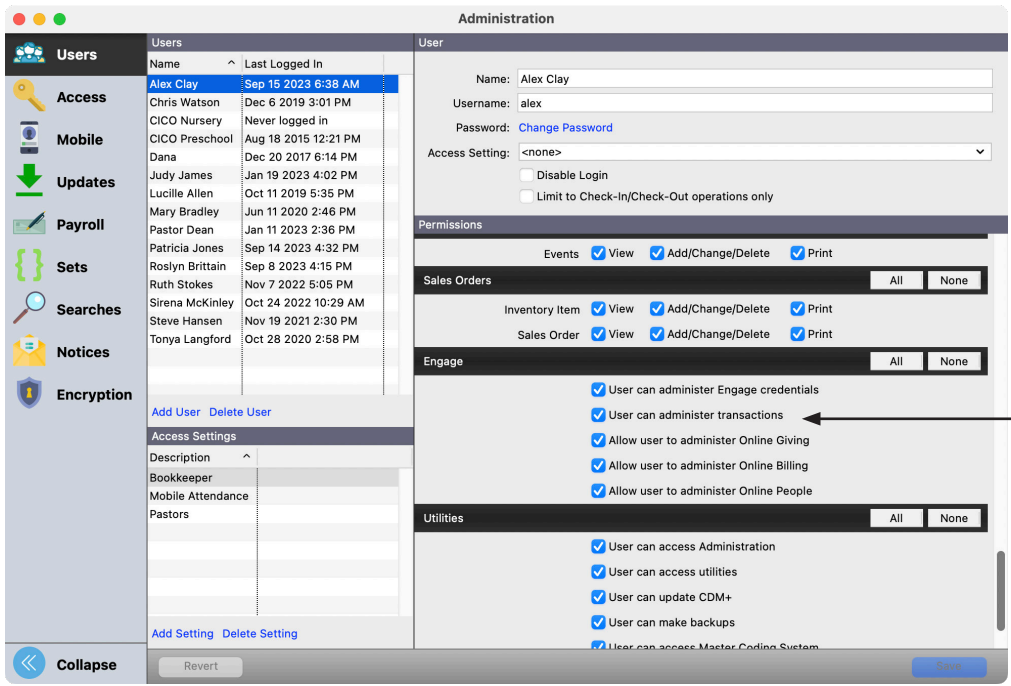
Name	Last Logged In
Alex Clay	2023-09-15 06:38:53
Chris Watson	2019-12-06 15:01:50
CICO Nursery	Never logged in
CICO Preschool	2015-08-18 12:21:20
Dana	2017-12-20 18:14:07
Judy James	2023-01-19 16:02:53
Lucille Allen	2019-10-11 17:35:42
Mary Bradley	2020-06-11 14:46:45
Pastor Dean	2023-01-11 14:36:31
Patricia Jones	2023-09-14 16:32:57
Roslyn Brittain	2023-09-08 16:15:49
Ruth Stokes	2022-11-07 17:05:10
Sirena McKinley	2022-10-24 10:29:32
Steve Hansen	2021-11-19 14:30:28
Tonya Langford	2020-10-28 14:58:14

Category	Item	View	Add/Change/Delete	Print
Contributions	Giving History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Pledge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gift Designee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gifts Given	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gifts Used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Statistics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	User can access Giving Funds	<input checked="" type="checkbox"/>		
	User can access Contributions preferences	<input checked="" type="checkbox"/>		
	Hide Giving Unit information during Contribution entry	<input type="checkbox"/>		
	Schedule Recurring Contributions	<input checked="" type="checkbox"/>		
Process Pending Contributions	<input checked="" type="checkbox"/>			
Accounting	Ledger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Accounts Payable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Accounts Receivable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	User can access the Chart of Accounts	<input checked="" type="checkbox"/>		
User can access Budget	<input checked="" type="checkbox"/>			

Under the Accounting on the Users pane of the Administration window, there is a Deposit Processing checkbox to control who can perform this function.



Under the Engage section there is a permission to administer transactions.



Setting Up Accounts for Income and Fees

Engage Giving

► Program ► Contributions ► Giving Funds

Giving Funds

Note that when adding a Pledge Giving Fund it is highly recommended a separate Giving Fund be entered for each Pledge eg: General Fund 2022, General Fund 2023, Building Fund 2021, 2024 etc.

Description	Not Tax-Deductible	Inactive	Default	Income Account	Fee Account
General Fund 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	4000 Sunday Worship Offering - 3000.400	5135 Credit Card Processing - 3000.5135.
General Fund 2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	4010 Loose Offering - 3000.4010.F	5135 Credit Card Processing - 3000.5135.
Operating Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4000 Sunday Worship Offering - 3000.400	5135 Credit Card Processing - 3000.5135.
New Building Fund 2021-2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4100 Building Fund Income - 3100.4100.T	5135 Credit Card Processing - 3000.5135.
Missions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4110 Missions Fund Offering - 3110.4110.T	5135 Credit Card Processing - 3000.5135.
Building Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4100 Building Fund Income - 3100.4100.T	5135 Credit Card Processing - 3000.5135.
Capital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4100 Building Fund Income - 3100.4100.T	5135 Credit Card Processing - 3000.5135.
FTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4200 Special Fund Income - 3200.4200.T	5135 Credit Card Processing - 3000.5135.
Memorial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4110 Missions Fund Offering - 3110.4110.T	5135 Credit Card Processing - 3000.5135.
A/C Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	5190 General Maintenance - 3000.5190.K	5135 Credit Card Processing - 3000.5135.
Recreation Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4200 Special Fund Income - 3200.4200.T	5135 Credit Card Processing - 3000.5135.
Camms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	4200 Special Fund Income - 3200.4200.T	5135 Credit Card Processing - 3000.5135.

The account number where you want the merchant fees to be charged against is entered on this window. This should be an expense account to reflect the per-transaction cost to transmit funds electronically between two parties.

Single Event Registration Tool

► Program ► Event Registration ► Event Records

Event Records

Event Description	Location	Beginning	Ending
Midwinter Youth Retreat	Camp Christian Conference Center, Gordon, GA	Feb 15 2020 5:00 PM	Feb 17 2020 12:00 PM
Sunday Morning Worship (Limited Seating)	Church Building	Jun 14 2020 8:00 AM	Jun 14 2020 9:30 AM
Gala 2022		Oct 31 2022 7:00 PM	Oct 31 2022 10:00 PM
Fall Couples Retreat	Gatlinburg Resort	Nov 26 2023 6:00 PM	Nov 26 2023 8:00 PM
2023 Winter Event		Dec 31 2023 12:00 AM	Dec 31 2023 11:59 PM

5 Results Filtered

Event Information : Activities : Connections :

Description: Camp/Youth Event

Location: Registration Closed

Include Time

Begin Date: Registration Fee:

End Date: Maximum Registration:

Registration Deadline: Current Registration:

Skip Individual Record lookup when adding a new registration

Payment Account: Young Adult Ministries (3000.5400.J)

Fee Account: Credit Card Processing (3000.5135.I)

Enter the account number where you want the merchant fees to be charged on the Event Record. This should be an expense account to reflect the per-transaction cost to transmit funds electronically between two parties.

Engage Billing

►Program ►Engage ►Settings ►Billing

Engage Billing

Credit card surcharge percent

ACH surcharge amount

Surcharge Account

Fee Account

Select the fee account where merchant fees will be debited. If using a processing fee, select the income account to receive those funds.

Process Pending Contributions

►Program ►Contributions ►Process Pending Contributions

The Process Pending Contributions window displays all single gift online contributions that have not been processed. Gifts made through Engage Giving do not show up in Process Pending Gifts; those gifts are credited directly to the giver's Giving Unit Record. There are three status options for processing gifts:

- 1) No Giving Unit Selected (red dot)
- 2) Giving Unit Selected (yellow dot)
- 3) Ready to Process (green dot)

Giving Unit...	Name	Date	Amount
●		Jul 13 2022	100.00
●		Jul 13 2022	100.00
●	Alex Clay	Jul 18 2022	75.00
●	test test	Jul 27 2022	9.00
●	J Smith	Oct 28 2022	206.28
●	Jerry Smith	Aug 3 2022	100.00
●	Jim Smith	Jul 28 2022	200.00
●	Joe Smith	Jul 26 2022	206.28
●	Joe Davidson	Jul 5 2022	100.00
●	Terry Hatmaker	Jul 27 2022	25.00
●	SALL 439	Nov 11 2022	11.00

Process Pending Contributions window details:

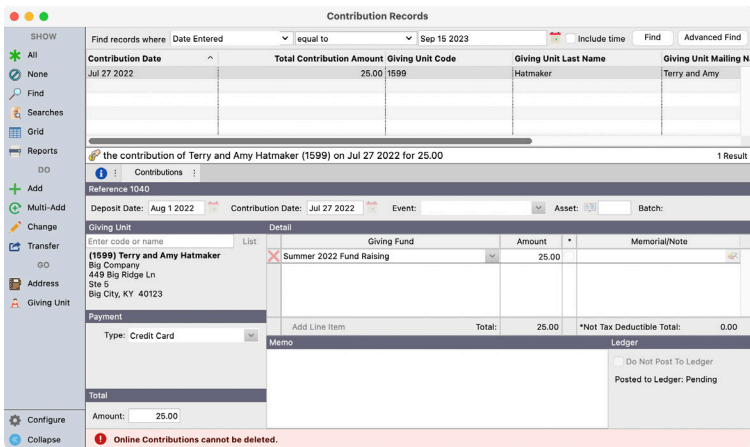
- Buttons: Print, Help Bar, Mark For Processing
- Legend: No Giving Unit Selected (red dot), Giving Unit Selected (yellow dot), Ready to Process (green dot)
- Right Panel: Giving Unit (Enter code or name, List), Pending Giving Unit (Joe Davidson, 398 Main St, Knoxville, TN 37918, US), Pending Gift (100.00 to Most Needed), Special Instructions (N/A)

Initially, all gifts will either be the first or second option. CDM+ will attempt to match an incoming gift to an existing Giving Unit record in CDM+. If it can, that gift will have a yellow dot. If it cannot, the gift will have a red dot.

When you select a gift that CDM+ cannot easily identify the source (red dot), you can either select a Giving Unit or create a new one. Selecting an existing Giving Unit is the same as in Contributions Entry: either type in part of the name or click on the List button. Once the gift is tied to a Giving Unit, it will be marked with a yellow dot.

CDM+ displays the Pending Giver (which is the information entered by the giver online), the pending gift(s) designation, and any special instructions that were entered online on the right side of this window.

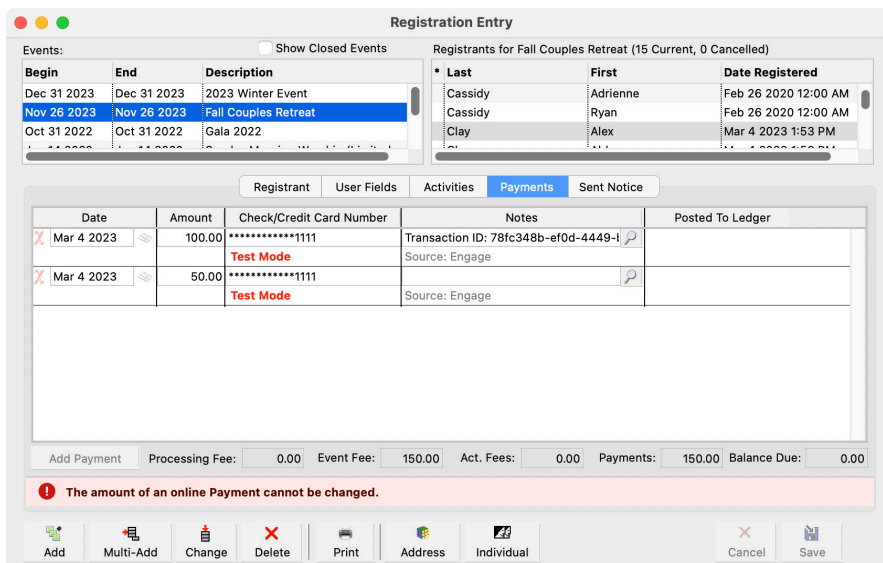
Only those gifts that you have marked as Ready for Processing (green dot) will be processed when you click the Save button. To Mark for Processing, highlight a gift and either press Cmd-K (Mac) or Ctrl-K (Windows) on the keyboard or click the Mark for Processing button on the top of the window.



When gift is Marked for Processing and saved, the contribution becomes part of the giver's giving record. All gifts processed from this window can be viewed from the Contribution Records Window.

Note that the Deposit date and Asset information is blank. This will automatically be supplied when the funds settle into your bank account and the Deposit Processing functions are completed. CDM+ has marked the source of this contribution as Engage. Users can generate any standard Contribution report using this source. This allows for easy understanding of the giving patterns and source of online contributions.

Event Registration Payments



Payments for events made online automatically show up on the Payments tab. CDM+ stores the transaction ID from the payment processor with the payment. The source will read Engage. Credit card numbers will only show the last four digits of the card used.

Deposit Processing

► Program ► Ledger ► Deposit Processing

The screenshot shows the 'Deposit Processing' window. On the left, there is a 'Deposits' table with columns for Date, Gross, and Net. The table lists deposits from Nov 18 2022 to May 8 2023. The deposit for May 3 2023 is highlighted in blue. On the right, there are two panels: 'Breakdown by Transactions' and 'Breakdown by Accounts'. The 'Breakdown by Transactions' panel shows a list of transactions for the selected deposit, including dates, amounts, fees, sources, and descriptions. The 'Breakdown by Accounts' panel shows the account numbers and amounts for each transaction.

Date	Amount	Fee	Source	Description
Apr 28 2023	15.00	0.04	CDM+	Needy Families - 15.00 (Apr 28 2023) from Steve ar
Apr 28 2023	15.00	0.04	CDM+	Building Fund - 15.00 (Apr 28 2023) from Steve and
Apr 28 2023	75.00	0.21	CDM+	Operating Fund - 75.00 (Apr 28 2023) from Steve ai
Apr 28 2023	1.15	0.01	CDM+	Fee Assist - 1.15 (Apr 28 2023) from Steve and Carc

All deposits made to your bank account are listed on the left side of the window. When you select a deposit, the top list on the right displays the actual online transactions that make up that deposit. These may be from different days and be a mix of contributions, online registrations, or one-time payments, etc. The lower list on the right displays the account number breakdown including fees. A deposit marked yellow simply needs to be reviewed and then marked for processing by pressing cmd-k (Mac) ctrl-K (Windows). Deposits in red indicate missing account numbers. Missing account numbers can be from the income or fee side of the setup.

This screenshot shows the 'Deposit Processing' window with a different deposit selected. The 'Deposits' table on the left shows a deposit for May 8 2023 highlighted in red. The 'Breakdown by Transactions' panel on the right shows a single transaction for May 3 2023 with a red icon next to the date, indicating a missing account number. The 'Breakdown by Accounts' panel shows two entries for 'Unknown Account' with amounts of 16.17 and 500.00.

Date	Amount	Fee	Source	Description	Transaction ID
May 3 2023	500.00	16.17	CDM+		85efe94d-9291-498a-b5c9-d111b

Missing account numbers can be corrected on this window. Click on a line with a red dot on the list on the left. Transactions with missing account numbers will show on the right side in Red. By double-clicking on the red dotted lines, you can supply the appropriate account numbers. CDM+ will also then correct the setup windows related to these transactions and any others that make up this deposit.

You can view the Contributions, Registrations, and so on for the selected deposit by clicking Show Records. This will open windows in CDM+ showing the various records for that deposits.

When all deposits have been Marked for Processing, click on Continue to post these transactions to your Ledger. A preliminary Deposit Processing Posting Report will be generated to the screen with a Post button active. Click on Post to continue.

After posting you can jump to the created ledger entries or return to process more deposits.

If you have been manually entering deposits and are migrating to using Deposit Processing, you may have desopits in this window you don't want to post to the ledger. Instead, you can mark the deposits as processed by following these steps:

1. Go to File -> Utilities
2. Select the Toggle Mark Already Processed Button special function
3. Click Run Special Function
4. Re-open Deposit Processing
5. Select one or more deposits you do not want to post
6. Click Mark Already Processed



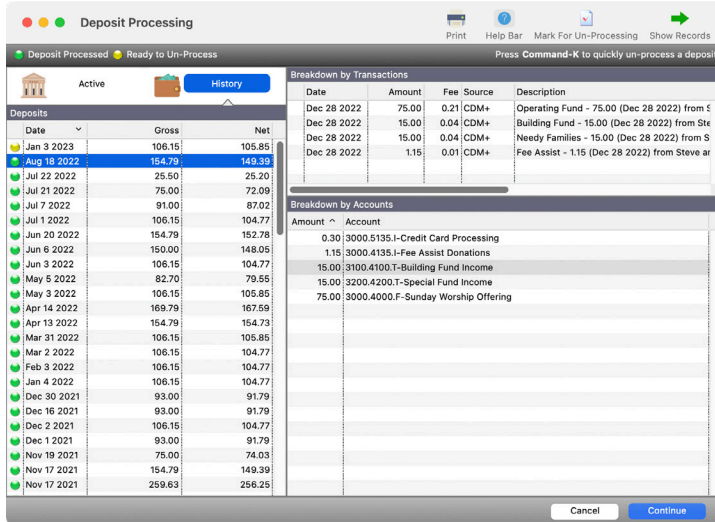
You can use this same technique to clear items from the Process Pending Contributions window without creating a Contribution Record.

Reference Number	Transaction Date	Account	Description	Debit	Credit	Net
n/a	Jan 3 2023	3000.5135.I	Credit Card Processing	0.30	0.00	
		3000.4000.F	Sunday Worship Offering	0.00	75.00	
		3100.4100.T	Building Fund Income	0.00	15.00	
		3200.4200.T	Special Fund Income	0.00	15.00	
		3000.4135.I	Fee Assist Donations	0.00	1.15	
Total:				0.30	106.15	105.85

Total Posted to Bank of America Checking: 105.85



Working with Processed Deposits

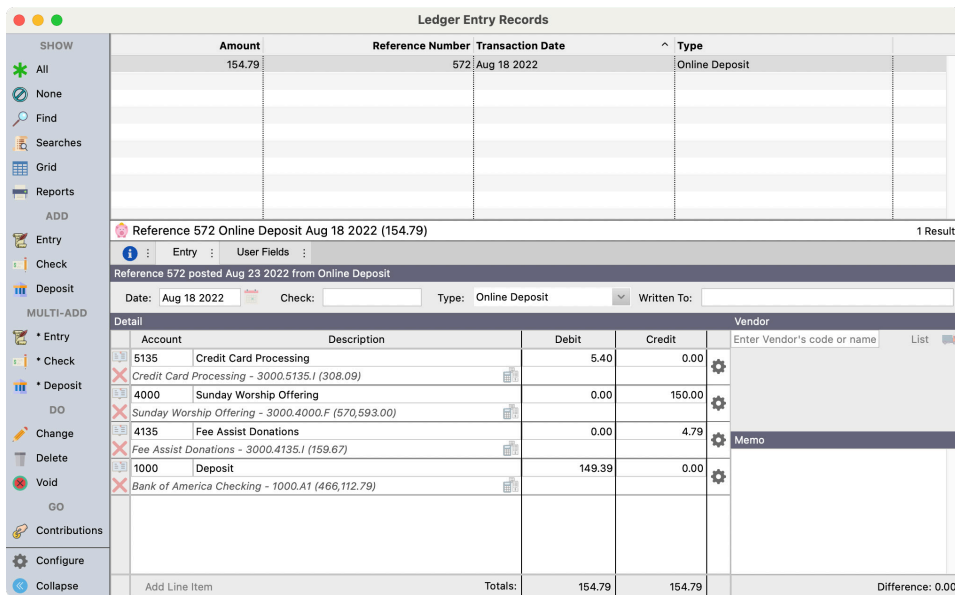


You can click the History tab to see a list of deposits you've previously posted. Select a deposit to see its details, and click Print to re-print the posting report. You can also jump to the records connected to this deposit by clicking Show Records. Double-click a deposit to open its Ledger Records.

If you need to re-post a deposit for any reason, you can select a deposit and click Mark for Un-Processing. Once you continue, the original ledger entry for the deposit will be voided and the deposit will return to the Active tab to be re-posted.

►Program ►Ledger ►Ledger Entry Records

Go to the Ledger Entries window to view processed deposits. The source of all deposit processing will be listed as Online Deposit.



Payment Administration

►Program ►CDM+ Engage ►Search Transactions

Use the Search Transactions window to locate transactions, view their status, create receipts, and refund transactions. You can access this feature through CDM+ Desktop or by logging into CDM+ Engage as an administrator.

Search Transaction Records

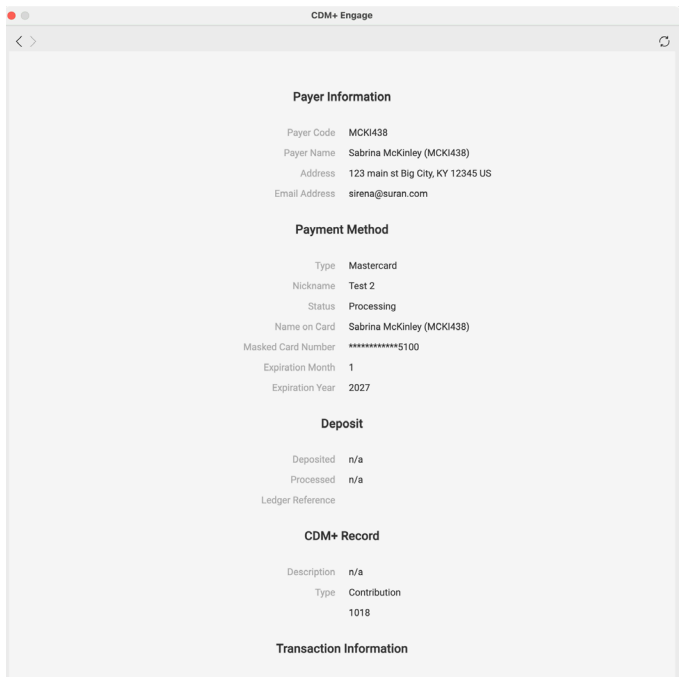
The screenshot shows the CDM+ Engage search interface. It features two input fields for date selection: 'STARTING ON:' with the value 'Jun 1 2023' and 'ENDING ON:' with the value 'Jun 30 2023'. Below these fields is a 'Search' button. The interface is titled 'CDM+ Engage' at the top.

Enter a date range, and click Search.

The screenshot shows the search results table in CDM+ Engage. It includes a search bar, a 'Change Date Range' button, and a table with columns for transaction details. The table contains four rows of transaction data.

#	PAYER	SCHEDULE ID	TRANSACTION ID	AMOUNT	TRANSACTION DATE	SETTLEMENT DATE	STATUS	DESCRIPTION	RESPONSE CODE	DETAILS
8568	Tricia Sallee (SALL96)	144	225	\$22.00	Jun 2 2023	—	Pending	—	—	Details
8569	Sabrina McKinley (MCKI438)	0	226	\$10.00	Jun 5 2023	—	Processing	—	0 - Approved APPROVAL VTLMC1	Details
8570	Tricia Sallee (SALL96)	145	227	\$29.00	Jun 8 2023	—	Pending	—	—	Details
8571	Tricia Sallee	144	228	\$22.00	Jun 9	—	Pending	—	—	Details

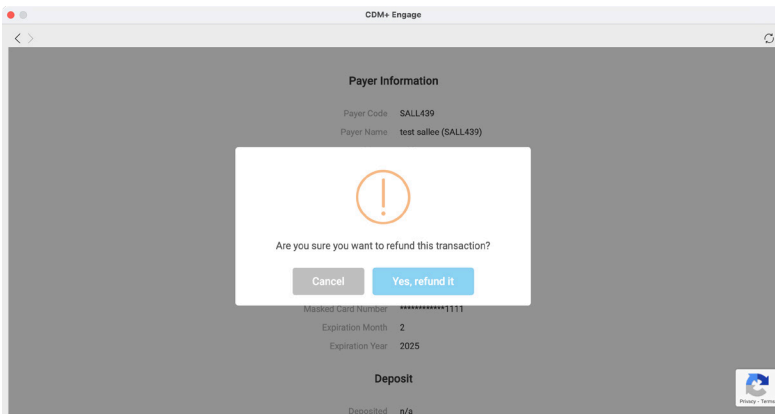
You can search within the results list, for example, to locate Failed transactions. Click the column headers to sort the results by the column. Click Details to view more information about a transaction.



Transaction details will show information about the payer, payment method, deposit (if funds are settled), the CDM+ record, and the transaction. You can print a receipt by clicking Print Receipt, though it may be better to generate a receipt specific to the CDM+ record, such as a Contribution Statement.

Refunding a Transaction

If the transaction detail shows YES next to Is Refundable, you can issue a refund, such as for a duplicate charge made in error, by clicking the Refund Transaction button.



Click the Close button. Note the status of the charge now shows as Refunded on list of transactions.

If the charge is not refundable, the Refund Transaction button will not appear. Transactions may not be refundable after a period of time or if they were made with a merchant account that's not the active merchant.

Transaction Custom Listing and Export

Reports ► CDM+ Engage ► Listings and Exports ► Transaction Custom Listing and Export

This report shows the same information as Search Transactions though the powerful custom listing and export engine. You can generate reports for transactions made or deposited within a given date range, through various sources, and in specific statuses.

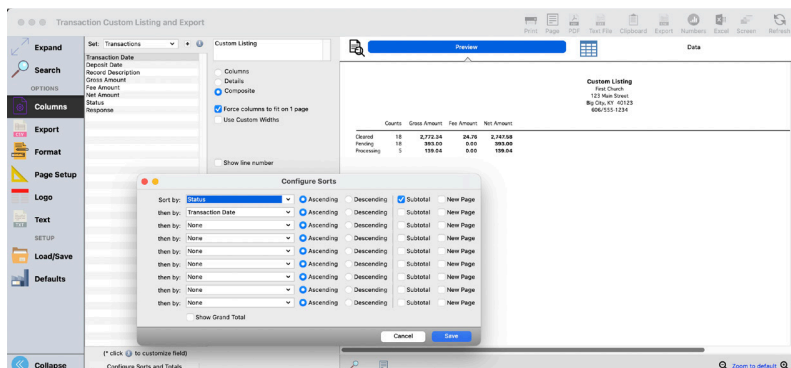
Statuses include:

- **Cleared:** Funds for the transaction have been successfully captured from the payer
- **Failed:** The transaction failed to capture funds
- **Incomplete:** A system failure prevented the transaction from being created with the payment processor
- **Pending:** This is a pre-created transaction that is awaiting transaction details from the processor (rare)
- **Processing:** The transaction has been initiated but funds have not been captured
- **Refunded:** Funds were captured, then returned to the payer
- **Returned:** Funds were captured but then returned because of payment issues (usually ACH and relating to insufficient funds or a closed/invalid account)
- **Scheduled:** The transaction is scheduled to be created at a later date (rare)

You can add a variety of columns to the report. Notable columns are:

- **Account Holder:** The entity holding the payment method (card, ACH bank account)
- **Payment Method:** The account used to pay for the transaction (card, ACH bank account)
- **Gross Amount:** Amount paid by the payer
- **Fee Amount:** Transaction Fees
- **Net Amount:** Amount received by you, the merchant
- **Record Description:** Information about the connected CDM+ record (contribution, registration payment, etc.)
- **Schedule:** Use for recurring payments
- **Account Holder ID, Deposit ID, Payment Method ID, Schedule ID, Transaction ID:** Internal identifiers for various records relating to the transaction; often used for troubleshooting

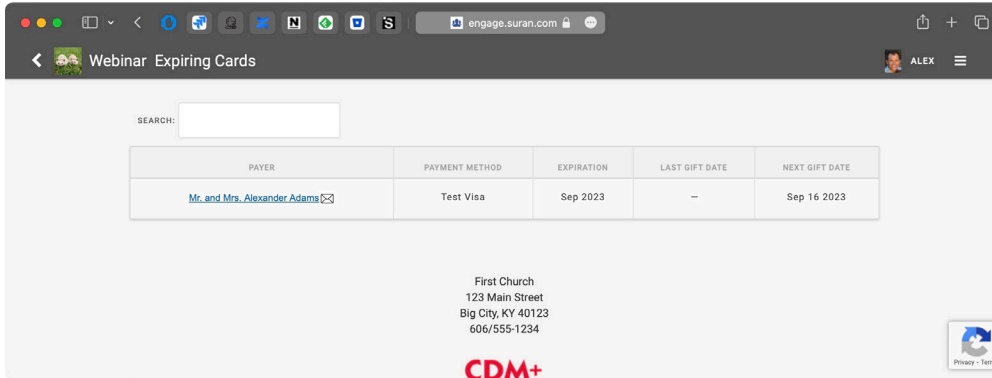
Refer to the Fundamentals of CDM+ class for help with how to use a Custom Listing and Export report. For example, here is a report subtotaling by status to show transactions over a date range.



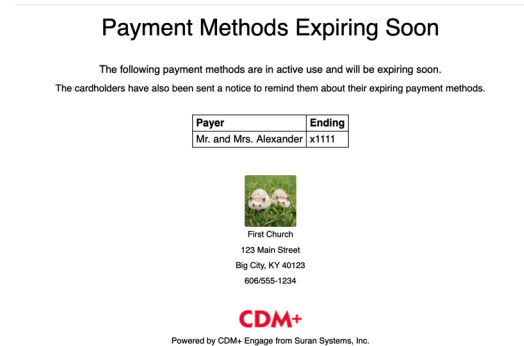
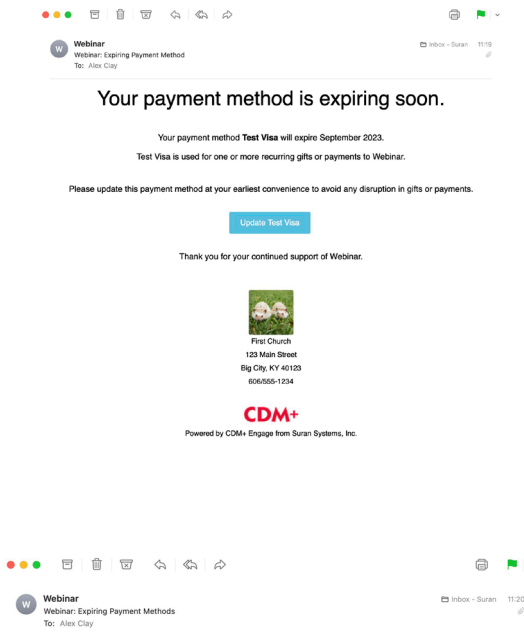
Expiring Cards

CDM+ Engage ► Admin ► Expiring Cards

You can view a list of cards with active, recurring payments that will expire in the next month.



CDM+ will also notify both the account holder and staff on the 1st and 15th of the month of expiration to encourage the account holder to update their payment method and to allow follow-up.



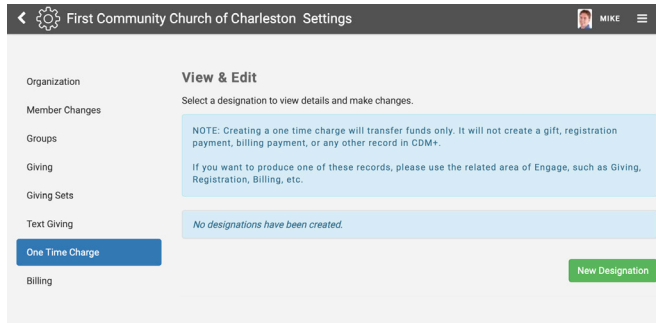
One Time Charge

A One Time Charge can be used to make payments that do not link to a gift, registration, customer account, etc. These payments are purely financial and do not create additional records in CDM+.

NOTE: If you need to make a gift, registration payment, or Accounts Receivable payment use the related area of Engage, such as Giving, Registration, Billing, etc.

Accessing One Time Charge

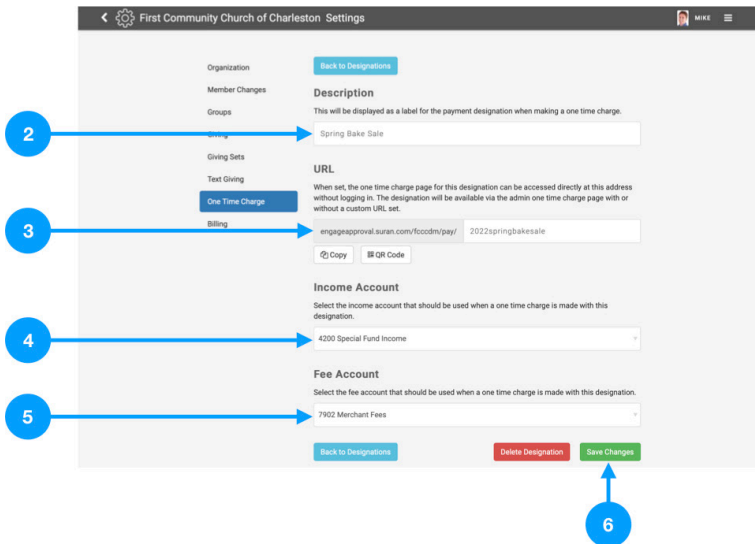
1. Go to **Program ► CDM+ Engage ► Setting**
2. Go to the side bar menu and choose **One Time Charge**



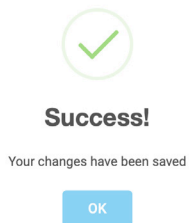
Create a Designation

A Designation is the term given to the specific transaction names that you can select from to label where One Time Charges are being taken from. For example, you may want a Designation for T-shirts for VBS, or media resources for members, or an annual bake sale.

1. Click New Designation
2. Enter a Name to identify the designation
3. Enter a descriptive name in the URL field making sure it does not include any spaces (e.g. 2022-spring-bake-sale).
4. Select the Income Account, which specifies where the deposit will post against
5. Select the Fee Account which is used for transaction fees for the payment
6. Click Save Changes

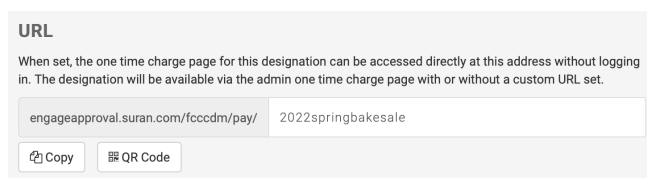


A pop-up will appear on the screen. Click OK.



Giving Access

To begin entering charges, or to share it with someone else, copy the URL and paste into a web browser. You can also download a QR code to include on your website or event materials.



Card Swiping

NOTE: This is not secure card swiping designed to be run with a mobile device or stand-alone kiosk. The swiper simply enters card data in lieu of manually typing it in. Card swiping has the same security and functionality and typing in card information using the keyboard and should be used in a staffed environment.

Any card swiper that offers keyboard emulation should work to accept a swipe. The following devices have been tested and processed swipes correctly:

- MSR90 USB Swipe Magnetic Credit Card Reader 3 Tracks Mini Smart Card Reader MSR605 MSR606 Deftun
- MagTek 21073062 Dynamag Magnesafe Triple Track Magnetic Stripe Swipe Reader with 6' USB Interface Cable, 5V, Black

Entering a One Time Charge

Using the Designation's URL or QR code will take you to the One Time Charge window. Upon opening the One Time Charge window, Card Swiping will be turned off. It will turn on automatically when you swipe your card or begin typing the credit card number.

The screenshot shows a web form for entering a one-time charge. At the top, there is a blue note box with the following text: "NOTE: Creating a one time charge will transfer funds only. It will not create a gift, registration payment, billing payment, or any other record in CDM+. If you want to produce one of these records, please use the related area of Engage, such as Giving, Registration, Billing, etc." Below the note, the form has two main sections: "DESIGNATION" and "AMOUNT". The "DESIGNATION" field is a dropdown menu currently showing "(No designation selected)". The "AMOUNT" field is a text input with a dollar sign icon and the word "Amount" as a placeholder. Below these fields are two radio buttons: "CREDIT CARD" (selected) and "BANK ACCOUNT". Underneath is a section for "ACCEPTED CARDS" showing logos for American Express, Discover, Mastercard, and Visa. The "CREDIT CARD NUMBER" field is a large text input. To its right is a "CARD SWIPING" toggle switch, currently set to "On". Below the card number field are three smaller fields for "MONTH" (MM), "YEAR" (YYYY), and "CVV". Further down are fields for "FIRST NAME" and "LAST NAME", followed by "ADDRESS 1" and "ADDRESS 2". Below that are "COUNTRY" (a dropdown menu set to "United States") and "POSTAL CODE". At the bottom of the form are "CITY" and "STATE" (a dropdown menu set to "State"). Finally, there is a "MEMO (OPTIONAL)" field with a "Memo" placeholder and a blue "SUBMIT ONE-TIME CHARGE" button at the very bottom.

1. Enter the Amount and tab to go to the Credit Card Number field.
2. Once you're in the Credit Card Number field, Card Swiping will be toggled to on. If you swipe the credit card, the credit card number, the card holder's name and the expiration date of the card will automatically be populated. Then, the cursor will move to the CVV field.
3. Enter the CVV from the back of the credit card
4. Enter the postal code. It automatically fills in the city and state.
5. Click Submit One Time Charge

NOTE: Creating a one time charge will transfer funds only. It will not create a gift, registration payment, billing payment, or any other record in CDM+.

If you want to produce one of these records, please use the related area of Engage, such as Giving, Registration, Billing, etc.

DESIGNATION: Spring Bake Sale AMOUNT: \$ 20.00

ACCEPTED CARDS:

Please select the credit card number field below before swiping a card.

CREDIT CARD NUMBER: CARD SWIPING: On Off

MONTH: 03 YEAR: 2024 CVV: 455

FIRST NAME: Mike LAST NAME: Disney

COUNTRY: United States POSTAL CODE: 40509

CITY: Lexington STATE: Kentucky

MEMO (OPTIONAL):

Card Swiper Status

If the Card Swiper is turned On, you will see a yellow banner.

Please select the credit card number field below before swiping a card.

When you put your cursor in the Credit Card Number field, the banner will turn green.

Ready to swipe.

If you swipe a card while your cursor is in a different field other than the Credit Card Number field then the banner will turn red.

Card was swiped in the wrong field. Please try again.

A confirmation page will appear. Click Submit Another One Time Charge to return to the first screen so you can make another one-time credit card charge.

Designation: Spring Bake Sale

Amount: \$20.00

Name: Mike Disney

Account Schedule GUID: 1b1f208e-7fea-44ab-946a-dd398c2e4eb8

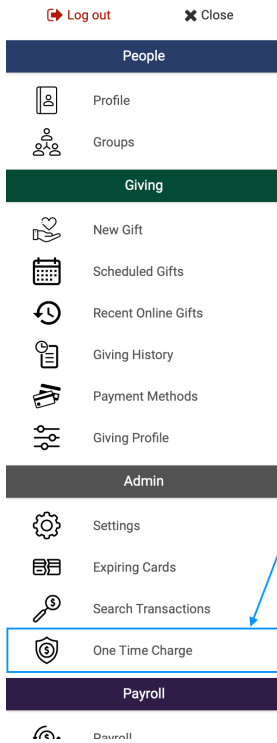
Response Code: 0

Transaction Status: CLEARED

Administrator Functions

If you are an administrator, you can access One Time Charge directly, and do not need a URL or QR Code. You also do not need a designation to perform a one-time charge.

Log into Engage as an administrator. Under the navigation menu, click One Time Charge under Admin.



The One Time Charge window will open, but instead of having a pre-selected Designation, you as the administrator have the ability to select which Designation you want, and can switch between them as needed. Every time you finish entering a One Time Charge, you will return to this window, with no pre-selected Designation. This is especially helpful if you have two events going on at the same time.

NOTE: If you enter a One Time Charge as (No designation selected), income and fee accounts will need to be selected in Deposit Processing.

The image shows the 'One Time Charge' form in the Engage application. The form is titled 'First Community Church of Charleston - One Time Charge'. It includes a note: 'NOTE: Creating a one time charge will transfer funds only. It will not create a gift, registration payment, billing payment, or any other record in CDM+. If you want to produce one of these records, please use the related area of Engage, such as Giving, Registration, Billing, etc.' The form has several sections: 'DESIGNATION' with a dropdown menu (No designation selected), 'AMOUNT' with a text input and a currency symbol, 'CREDIT CARD NUMBER' with a text input and a 'CARD EXPIRES' section with 'ON' and 'OFF' buttons, 'MONTH' and 'YEAR' dropdowns, 'FIRST NAME' and 'LAST NAME' text inputs, 'COUNTRY' and 'POSTAL CODE' dropdowns, 'CITY' and 'STATE' dropdowns, and 'MEMO (OPTIONAL)' with a text input. A 'Submit One Time Charge' button is at the bottom.

