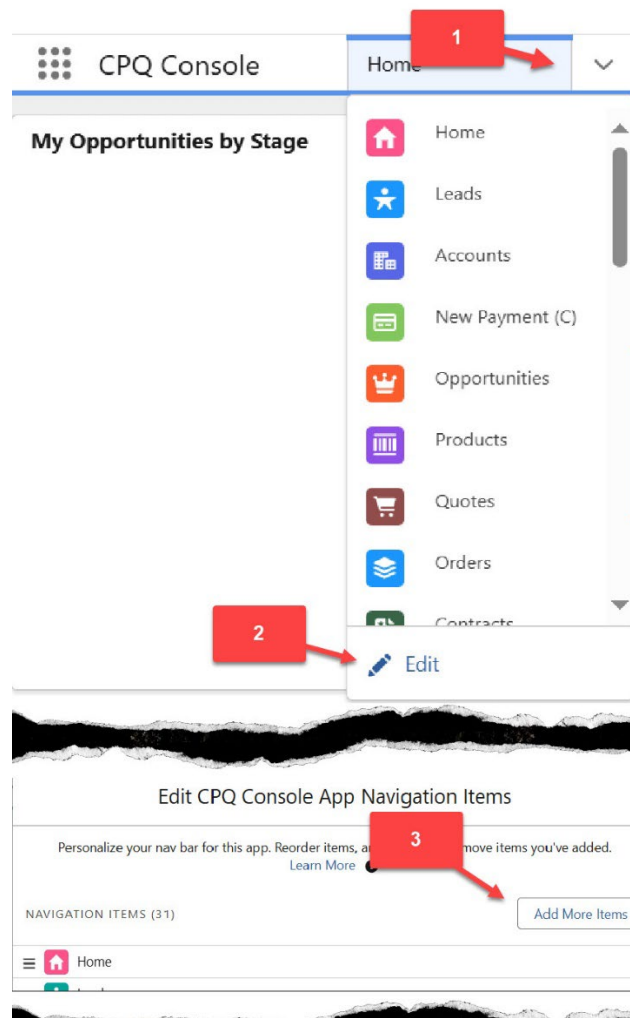
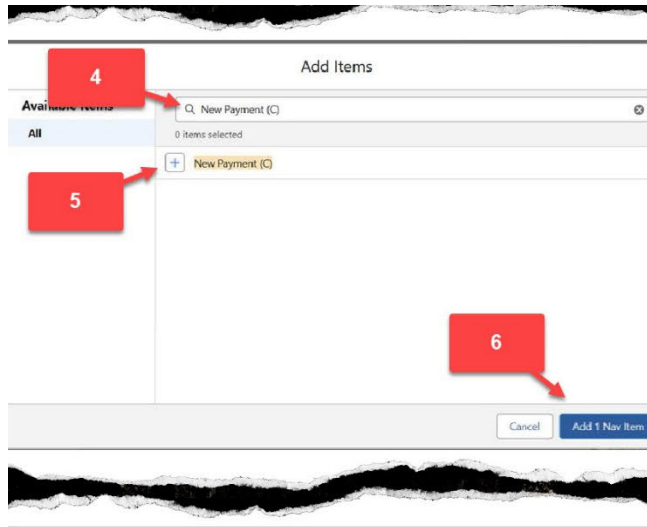


QRG PAY.1 - Adding a New Credit Card Authorization and Processing a Payment

Adding a New Credit Card Authorization and Processing a Payment

1. From the Home Screen, Select the drop-down arrow to open the Object Picklist
2. Select Edit
3. Select Add More Items
4. From the Search Bar, Type in NEW PAYMENT (C)
5. Select the + icon
6. Select Add 1 Nav Item
7. Select the Save Button
8. Select the New Payment (C) tab prior to Adding a New Credit Card Authorization.
9. Search and select the account
10. Set Transaction Type to AUTHORIZATION and Transaction amount to 0.00 to add a New Credit Card Authorization. To add a payment with the Credit Card, Select SALE and add the Transaction amount for the sale.
11. Set the Payment Methods to CARD.
12. Add the Credit Card Account Holder Information. To Save the card information, select the Save Card Profile.
13. Add the Card Information
14. Process the Payment and Save the Card





Edit CPQ Console App Navigation Items

Personalize your nav bar for this app. Reorder items, and rename or remove items you've added.
[Learn More](#)

