Payeezy/GGe4 Quick Reference Guide

IXTHUS BANKCARD

MMG

MERCHANT MANAGEMENT GROUP

Retail
Credit Card Sale

1) From the home screen click on the "**POS**" in the upper right to process a transaction. "**Purchase**" will be pre-populated on screen.

2) Imput amount of purchase then click on cardholder number field. If card wedge is attached swipe card through reader. Cardholder Name, card number & expire data will populate fields. *(If hand keying, imput cardholders full name, card number & expiration date.)*

3) Imput other field names with desired information.

4) Click "**Process Transaction**".

5) Once transaction is complete you can Print to available printer or email receipt to cardholder's email address.

Transaction Completed

Credit Refund/Return

1) From the home screen click on the "**POS**" in the upper right to process a transaction. "**Purchase**" will be pre-populated on screen. Click on drop-down box and click "**Refund**".

2) Imput amount of **refund** then click on cardholder number field. If card wedge is attached swipe card through reader. Cardholder Name, card number & expire data will populate fields. (If hand keying, imput cardholders full name, card number & expiration date.)

3) Imput other field names with desired information.

4) Click "**Process Transaction**".

5) Once transaction is complete you can Print to available printer or email receipt to cardholder's email address.
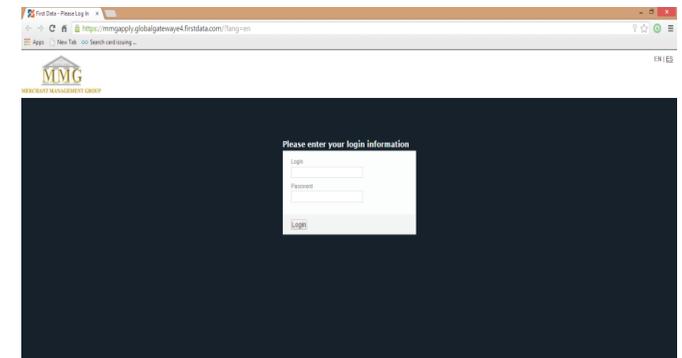
Transaction Completed

Forced Post

This is for a pre-authorized card, such as a voice approval. Follow same steps as a Purchase but chose in drop-down menu "**Forced Post**" imput fields and on **Authorization** field imput approval number obtained from voice authorization.

Void

1) Click the "V" next to the transaction record

2) A box will expand out with the amount to be voided pre-populated in the Amount box.

3) Enter any necessary reference data.

4) Click on the "Void Transaction" button.

5) A CTR receipt will appear if the void has been approved. A separate transaction record for the void will now be listed if you search the card again. Also the "V" that was next to the purchase item will now be a "clock" icon if you voided the total amount.

(Screen shot displayed)

Login Screen

Https://mmgapply.globalgatewaye4.firstdata.com

User Name:_____

Password:_____

Visa/ MasterCard Voice approval #   800.228.1122

Discover Voice approval #   800.347.1111

American Express Voice approval # 800.528.2121

Local Terminal Help   850.747.0664

Reports

Select desired report using date ranges on left side of screen.

Activity-
Shows all cards that have processed.

Declined-
Shows all cards that were declined.

Fraudulent-
Shows any fraud activity that may have occurred.

Deposits-Closed Batches
Shows all batches that have been closed **with card type and totals only.**

Deposits-Pending Batches
Shows current days transactions

Transactions

Select desired report using date ranges on left side of screen **or go to ADVANCED SEARCH (in gray) select DATE on right side on screen change STATUS to APPROVED, then click SEARCH. Print or download CSV report with all detailed transactions. No grand total on this report, must be done manually.**

Shows all individual transaction Activity

For specific USER reports login in, go to TRANSACTIONS, set date to TODAY and click search. Print or download CSV. For more specific detail got to ADVANCED SEARCH.

Recurring

This option can be used to setup groups for billing each month or different times within the month.

By clicking on "**Create Plan**" you be able to assign a name to a group and imput information or you can import from excel to create the group for billing each month. It can be set for one time charge or monthly or bi-monthly options.

Administration

This is for adding additional users with full or limited access to Gge4 from another workstation or PC.

Click on "**Create User**" on upper right side of screen.

Under "**Contact**" tab imput users name, email, etc. Then click on"**Login**". Create users login, password and check boxes for appropriate access assigned to the user.

Then click on "**Create**" tab at bottom left of screen.