

Processing Gym Assistant Credit Card Transactions with PC-Charge

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Bio-Logic, Inc.
1-510-865-1815

Setup Gym Assistant

- Select **Credit Cards** from the **Settings** menu.
- Set Processing method to **PC-Charge**.
- Click OK.

Create the batch file

- Select **Process Credit-Card Members** from the **Billing** menu.
- Enter a Process Date in the window that appears and click **OK**. The Process date determines which credit-card members will be debited in this batch. All credit card members due *on or before* the Process Date will be debited.
- The list of debit members will appear. Click **Process** to continue.
- The batch info will be saved in a file called "CC YY-MM-DD (X).dat", where YY-MM-DD is the current date and X is the batch number as a letter (A, B, C, etc.). This is the file that will be imported into PC-Charge.

Import the batch file into PC-Charge

- In PC-Charge, select Import from the File menu.
- Navigate to My Computer, Local Disk C:
- Open the Gym Assistant 1.5 folder
- Open the Credit Card Processing folder
- Open the last file that was created by Gym Assistant.
- PC-Charge will list the number of transactions (Count) and the total amount (Balance).
- Click OK to process the transactions.
- PC-Charge will ask if you want to delete the file. Click YES.
- Click the Close button.
- Your transactions have been submitted.