

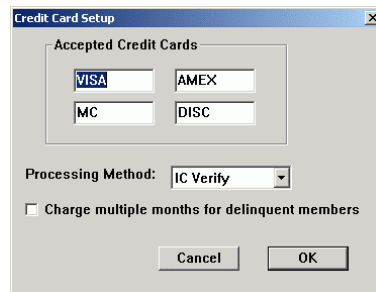
Processing Gym Assistant Credit Card Transactions with ICVerify

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1-510-865-1815

Setup Gym Assistant

- Select **Credit Cards** from the **Settings** menu.
- Set Processing method to **ICVerify**.



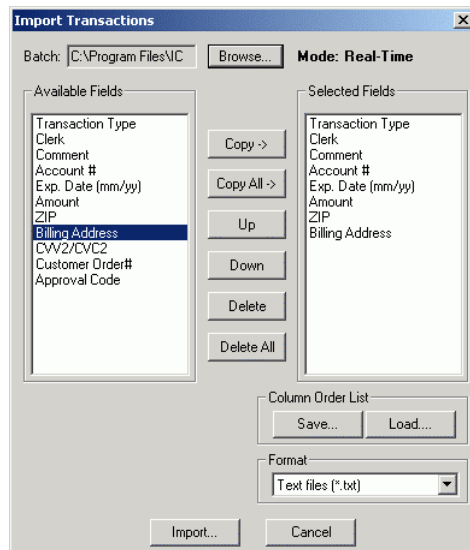
Credit Card Settings

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 "ICVerify YYYY-MM-DD (X).txt", where YYYY-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 ICVerify.

Setup ICVerify to import batch files

- Select **Import Transactions** from the File menu.

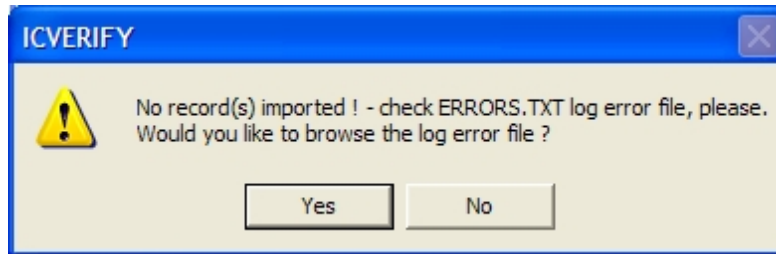


ICVerify Import Transactions Setup

- Move the fields shown above into the Selected Fields list. To move a field, select the field in the left list and click the Copy-> button. Be sure to move the fields in the order shown.
- Click the Save button to save the fields that you selected.
- Navigate to the **c:\Gym Assistant 1.5\Credit Card Processing** folder and save the fields list as "import".
- Click Cancel to get back to the main ICVerify window.

Import a batch file into ICVerify

- Select **Import Transactions** from the **File** menu.
- Click the **Load** button and open the “import” file that you saved previously. The Selected Fields list should now appear as in the picture above.
- Click the **Import** button.
- Open the batch file previously created in Gym Assistant. You will find the at **c:\Gym Assistant 1.5\Credit Card Processing**.
- If there were no errors, then ICVerify will tell you have many records were imported. Proceed to **Transmit the Batch Info** below.
- If there were errors importing the data, ICVerify will display the message below:



- Click NO. To view the file (due to a bug in ICVerify) you will need to do the following:
- Open My Computer.
- Navigate to the **c:\Gym Assistant 1.5\Credit Card Processing** folder
- Open the file called ERRORS.TXT. This file will explain the error(s) the ICVerify encountered importing the credit card batch info.
- While you may be tempted to correct the error(s) in the batch file itself, we recommend that you correct the problem within the member’s Gym Assistant record and generate a new batch file. This will ensure that the problem will not occur again in the future.

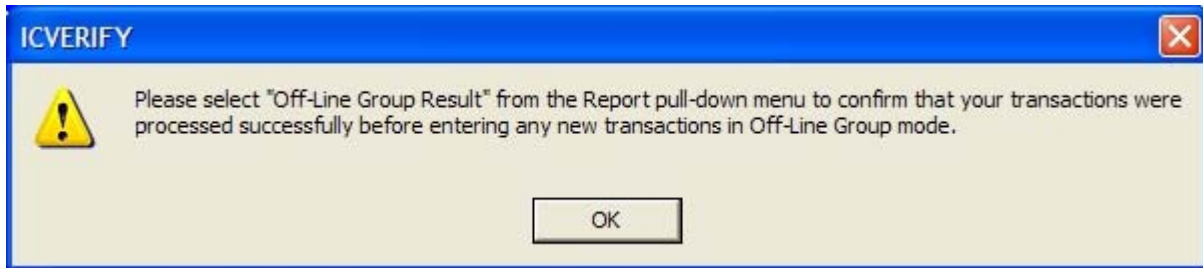
Confirm the Batch Info

- Select Off-Line Group/Group from the Reports menu.
- ICVerify will list all of the transactions that are ready to transmit.
- If this list contains errors (or duplicate transactions that you do not want to send), then you will need to delete the batch info. Unfortunately, ICVerify does not make this a simple process:
 - Exit ICVerify.
 - Open My Computer. Navigate to the ICVerify folder, which should be located in **c:\Program Files\ICWin250**.
 - Open the DATADIR folder.
 - Delete all files beginning with **BATCH**.
 - Delete the **ICVERIFC.000** file.
 - Restart ICVerify.

Transmitting the Batch Info

Transmitting batch info only verifies the list of transactions with your processor, it does not actually submit the transactions for processing until you do a Settlement. However, you must transmit the batch info before performing a settlement.

- Select **Transmit Off-Line Group** from the Functions menu.
- Make sure that **Default** is selected under Files, and click OK.
- After transmitting the data, ICVerify should display the following message:



- All transactions should now appear in the list at the bottom of the ICVerify window.
- To confirm that the batch was transmitted successfully, select **Off-Line Group/Result** from the **Reports** menu.

Deleting Transmitted Batch Info

You can delete previously-transmitted batch transactions (listed at the bottom of the ICVerify window) up until the point that you do a Settlement/End of Day Process. To delete the entire current batch:

- Turn **Off-Line Group Mode** OFF. The Response area on the right side of the window (below the Clear and Send buttons) should appear gray.
- Select **Delete Current Batch** from the **Utilities** menu.
- Select **C-General Credit** from the list (which should already be selected) and click OK.
- Click YES to confirm.
- The current batch is now empty. The list at the bottom of the ICVerify window should show no transactions. You can now re-import and transmit new data.

Perform Settlement/End Day Process

To finalize the entire batch of transactions (after confirming that the batch has been transmitted successfully), you must perform a Settlement/End Day Process.

- Select **Settlement/End Day** from the Function menu.
- Click the **Perform Settlement/End Day Process** button.
- You can confirm the results of the settlement by selecting **Settlement/Result** from the **Reports** menu.