

# Manage Credit Cards

The Manage Credit Cards function allows you to manage the credit card transactions for each booking. It is important to note that this area functions as a record keeping tool and WILL NOT process the credit card transactions unless you are signed up for our automated POS Credit Card Gateway or MyCard

Customers who are not using the MyCard service will need to manually process credit cards through their merchant provided terminal. For more information or to setup the MyCard service please contact BookingCenter directly or go to [www.bookingcenter.com](http://www.bookingcenter.com).

The basic functionality of Manage Credit Cards is the same for both MyCard and non My Card users. However MyCard Users will also use the manage credit card area to take authorizations and process the transactions directly through MyPMS. MyCard users should follow the instructions for processing in [MyCard](#)

There are two places where you can access the Manage Credit Cards function.

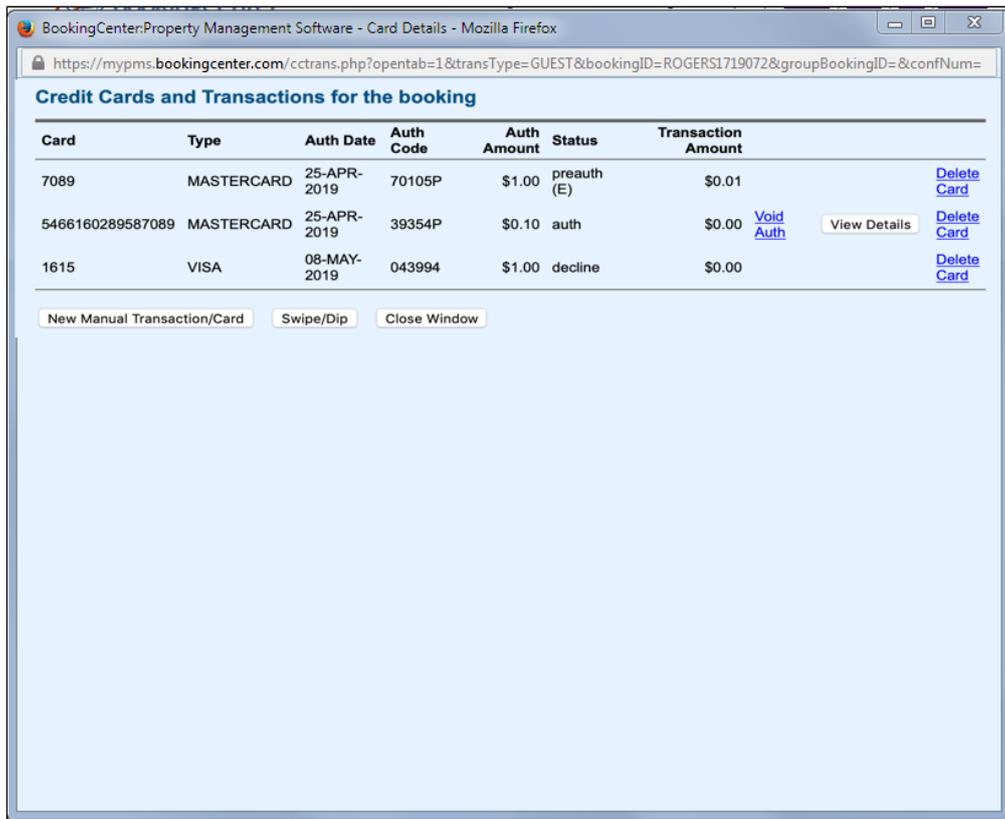
in the [Booking Data](#) Tab of the booking or in the [Folio](#) Tab of the Booking. Both links will take you to the same Transaction list. These Credit Card Transactions will also appear in the [Transactions Report](#)

if you have added the MyCard Credit Card module to your MyPMS. For more information or to setup the MyCard service please contact BookingCenter directly or go to [www.bookingcenter.com](http://www.bookingcenter.com).

## View Credit Card Transactions for Guest Booking

- To add a new transaction, manage credit card information and to view a list of credit card transactions for a guest:
- Go to the [Booking Details](#) of the Guest
- Go to the Booking Data Tab or [Folio](#) and then **Manage Credit Cards**.
- Click on the **Manage Credit Cards** link
- A new window opens with either Transaction history (figure. 1) for the guest or an empty list (figure.2).
  - Note: If a User deletes a credit card from here, a **log** is entered on the Booking. But the log does not show any distinguishing characteristics of the cars that was deleted, except the TIME and DATE stamp of who deleted it. If you don't wish to have users add and/or delete credit cards, don't give them [access](#) to the Manage Credit Cards area.

You can then Manage the Credit Card Transactions or [Add a new transaction](#).



The screenshot shows a web browser window titled "BookingCenter:Property Management Software - Card Details - Mozilla Firefox". The URL is <https://mypms.bookingcenter.com/cctrans.php?opentab=1&transType=GUEST&bookingID=ROGERS1719072&groupBookingID=&confNum=>. The page title is "Credit Cards and Transactions for the booking".

Card	Type	Auth Date	Auth Code	Auth Amount	Status	Transaction Amount	
7089	MASTERCARD	25-APR-2019	70105P	\$1.00	preauth (E)	\$0.01	<a href="#">Delete Card</a>
5466160289587089	MASTERCARD	25-APR-2019	39354P	\$0.10	auth	\$0.00	<a href="#">Void Auth</a> <a href="#">View Details</a> <a href="#">Delete Card</a>
1615	VISA	08-MAY-2019	043994	\$1.00	decline	\$0.00	<a href="#">Delete Card</a>

At the bottom of the table, there are three buttons: "New Manual Transaction/Card", "Swipe/Dip", and "Close Window".

#### In this section

- [Room Rent Charges](#)
- [Add Charge](#)
- [Add Payments](#)
- [Making a Deposit](#)
- [Giving A Refund](#)
- [Manage Credit Cards](#)
- [Modify and Delete Transactions](#)
- [Transfer Folio Items](#)
- [Add Folios](#)
- [Edit Folios](#)
- [Balance Folio](#)
- [Posting Room Rent Manually](#)
- [Advanced Charges to Folio](#)
- [Folio Functions and Features](#)
- [Folio Examples](#)
- [Folio: Print/Email Folio](#)

**My Card users:** When you click on Manage Credit Cards, a new window opens with the Credit Card information and Transaction history for the guest. You can then Manage the Credit Card Transactions or Add a new transaction.

See the following functions below for specific tasks.

- [Using MyCard](#)
- [Authorization at Check-in](#)
- [Incremental Authorizations](#)
- [Swipe Rates with Authorization](#)
- [Adding a new Credit Card](#)