



Damar Software & TransFirst Health Services Integrated Payment Processing Daily Use



For assistance with OmegaPrax Dental
(installation, transmission, technical)

Contact Damar Software Support
(800) 732-0949
Monday through Friday, 9 am to 5 pm CST
(excluding holidays)

Quick Reference Card

V112210

Your Merchant #:

Your TC ID #:

For questions related to processing
(funding, fees, statements, transactions)

Contact TransFirst Health Services Support
(800) 543-5327
24 hours a day, 7 days a week

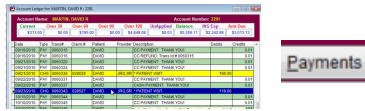
Side A—Processing a Credit Card Payment, Processing an ACH Payment, Transaction Responses, Processing a Void/Credit

PROCESSING A CREDIT CARD PAYMENT

Generally, at the time of payment, the user is in the *Account Ledger*.

In the *Account Ledger* screen:

Step 1. Click to select the charge line item and click *Payments*.



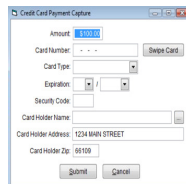
In the *Payment Information* screen:

Step 2. Select the *Payment Type* as *Credit/Debit Card with Logo* and enter the *Amount* and the *Reference #*, if available. Click *CC/ACH*.



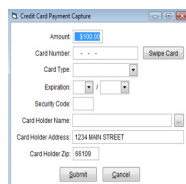
In the *Credit Card Payment Capture* screen:

Step 3. Verify the *Amount* is correct and Click *Swipe Card*. **Swipe** the card when the *Swipe Card* window appears. The account name, card number, and expiration date will be populated automatically.



Note: If the credit card is not present manually enter the credit card information in the payment process screen.

Step 4. Verify the *Name*, *Address*, and *Zip Code* are correct. Enter the *Security Code* on the card, if applicable. Click *Submit*.



Note: A confirmation screen will be displayed indicating the approval or decline of the transaction.

PROCESSING AN ACH PAYMENT

The steps for processing an ACH payment are similar to that of credit card. The primary difference when processing an ACH transaction is the type of transaction selected. It is also important to point out that like paper checks, ACH payments are NOT guaranteed funds.

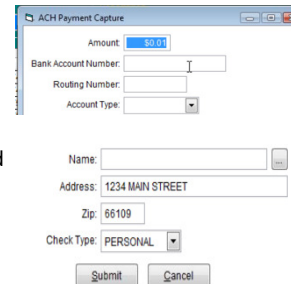
Starting at the *Payment Information* screen:

Step 1. Select *ACH-Direct Deposit* from the *Payment Type* drop down menu and enter the *Amount*. Enter the *Reference #* and click *CC/ACH*.



In the *ACH Payment Capture* screen:

Step 2. Enter the *Bank Routing Number* and *Account Number* and select the *Account Type* as *Checking* or *Savings*.



Step 3. Enter the *Name*, *Address*, and *Zip Code*.

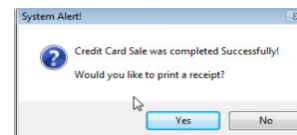
Step 4. Select the *Check Type* as *Personal* or *Business*. Click *Submit*.

Note: The system defaults to *Personal* as the *Check Type* and *Checking* as the *Account Type*.

TRANSACTION RESPONSES

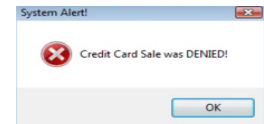
After you click submit on the payment screen, the software will *process* the transaction and *collect* a response from TransFirst.

If the payment is '**Approved**', OmegaPrax Dental will log the transaction information and record the payment.



TRANSACTION RESPONSES (cont)

If the payment is '**Declined**', a decline message will be displayed and the payment will NOT be recorded in OmegaPrax Dental.



PROCESSING A CREDIT CARD VOID/CREDIT

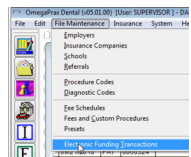
An incorrect item/transaction can be VOIDED on the same day it is entered. An incorrect item/transaction (or a "return") after the day it was entered can be CREDITED. In OmegaPrax Dental, the steps are the same for the user but the system automatically makes the correct selection for you based on the transaction date.

If the payment was processed on a previous day, the system will issue a **FULL** credit of the original payment amount. The credit will be submitted to the client's credit card and the amount will be logged. If necessary, you can process a new payment with a different amount.

Note: ACH transactions are **NOT** guaranteed funds! For that reason the system does **NOT** allow ACH transactions to be voided or credited.

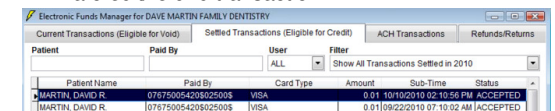
On the *Main* screen:

Step 1. Click *File Maintenance* → *Electronic Funding Transactions*.



In the *Electronic Funding Manager* screen:

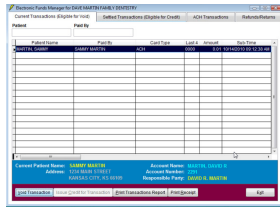
Step 2. Select the *Current Transactions (Eligible for Void)* tab to complete a void transaction. Select the *Settled Transactions (Eligible for Credit)* tab to complete a credit/refund transaction.



Side B—Processing a Void/Credit, Payment Receipts, End of Day Balancing, Special Functions

PROCESSING A CREDIT CARD VOID/CREDIT (cont)

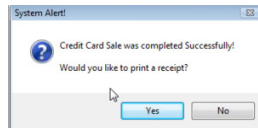
Step 3. A list of transactions will be displayed. Select the transaction and click *Void Transaction* or *Issue Credit Transaction* button.



Note: The system will enable the appropriate button based on the tab selected. Upon approval the system will update the line item to show as refunded.

PAYMENT RECEIPTS

After the payment is processed and approved a message indicating the approval will be displayed.



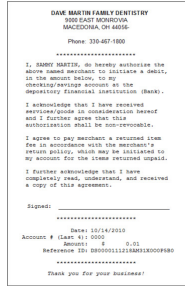
Step 1. In the approval message the user has the option to print receipt. Click **Yes**.

Step 2. The Payment Receipt will be printed.

Credit Card Receipt



ACH Payment Receipt



Note: Users can re-print a receipt from the Electronic Funding Manager screen within the OmegaPrax Dental system.

END OF DAY BALANCING

At the end of each day, you will use OmegaPrax Dental to access transaction reports. OmegaPrax Dental provides the total transactions put into the system and will help you balance your bank deposits on a daily or monthly basis.

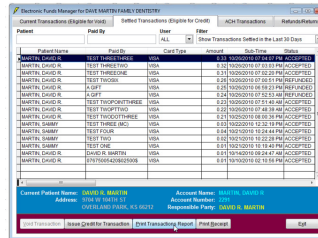
TransFirst will automatically complete settlement of all transactions in the system each night and route the funds through for deposit into your bank account.

END OF DAY BALANCING (cont)

From the *Main* screen:

Step 1. Click *File Maintenance* → *Electronic Funding Transactions*.

Step 2. Click the *Print Transaction Report* button located at the bottom of the window.



In the *Reporting* screen:

Step 3. Select the *Date Range* and *Transaction Types* to be included in the report.

Step 4. Click *Preview* or *Print*.



Trans #	Date	Patient/Account	Account/Card Holder Name	Card Type	Transaction Type	Reference Number	Amount
000004	07/15/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	03000120100715_031907	\$0.01
000006	07/15/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	0300011913434907	\$0.01
000007	07/15/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	03000112010642221071	\$0.01
000011	07/15/2010	MARTIN, DAVID R.	DAVID R. MARTIN	ACH	CHARGE	03000000651482220303	\$0.02
000012	08/19/2010	MARTIN, DAVID R.	DAVID R. MARTIN	ACH	CHARGE	03000008481391304102Z	\$0.02
000013	08/19/2010	MARTIN, DAVID R.	DAVID R. MARTIN	ACH	CHARGE	03000012020540130C0M02	\$0.01
000015	08/20/2010	MARTIN, DAVID R.	DAVID R. MARTIN	ACH	CHARGE	0300000004209130C0M02	\$0.02
000016	08/19/2010	MARTIN, DAVID R.	DAVID R. MARTIN	ACH	CHARGE	0300000341391301140B	\$0.01
000020	08/19/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	03000002022091305909Z	\$0.01
000021	08/19/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	030000015449131107B	\$0.01
000022	08/19/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	0300000168081311110Z	\$0.01
000023	08/17/2010	MARTIN, DAVID R.	0787508420920005	VISA	CRD DFT	030000001039131010Z	\$0.01
000024	08/12/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	030000074548131405PL	\$0.01
000026	08/12/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	030000042048131405SH	\$0.01
000028	08/02/2010	MARTIN, DAVID R.	0787508420920005	VISA	CHARGE	0300000004841310080B	\$0.02
Transaction Totals: Visa: 10, MasterCard: 0, American Express: 0, Discover: 0, ACH: 5							
Sales Summary:		Credit Summary:		Net Totals:			
Visa	\$0.09	Visa	\$0.01	Visa	\$0.08		
Master Card	\$0.00	Master Card	\$0.00	Master Card	\$0.00		
American Express	\$0.00	American Express	\$0.00	American Express	\$0.00		
Discover	\$0.00	Discover	\$0.00	Discover	\$0.00		
ACH	\$0.07	ACH	\$0.07	ACH	\$0.07		

Note: The report will be generated based on your search criteria.

SPECIAL FUNCTIONS

Your report also provides supplemental reporting, recurring payment handling and maintenance, and ACH reports via Transaction Central. To access these features, you will need to enter your *TC ID* and *Password* after clicking on your PC's desktop icon labeled *Transaction Central*.

Functions available via Transaction Central include:

- Supplemental Transaction Reports
- Supplemental Recurring Reports
- ACH Reports-ACH Journal and ACH Statement

SPECIAL FUNCTIONS (cont)

Note: Transactions processed in the *Transaction Central* website are not automatically recorded/logged in Brickell Medical Office.

Use of Transaction Central's special functions provide your office with payment processing tools that can help increase efficiency and automation. If you have any questions, please contact TransFirst Health Services or refer to your *User Guide* for more information.

Damar Software Support
(800) 732-0949
Monday through Friday, 9 am to 5 pm CST
(excluding holidays)

TransFirst Health Services Support
(800) 543-5327
24 hours a day, 7 days a week