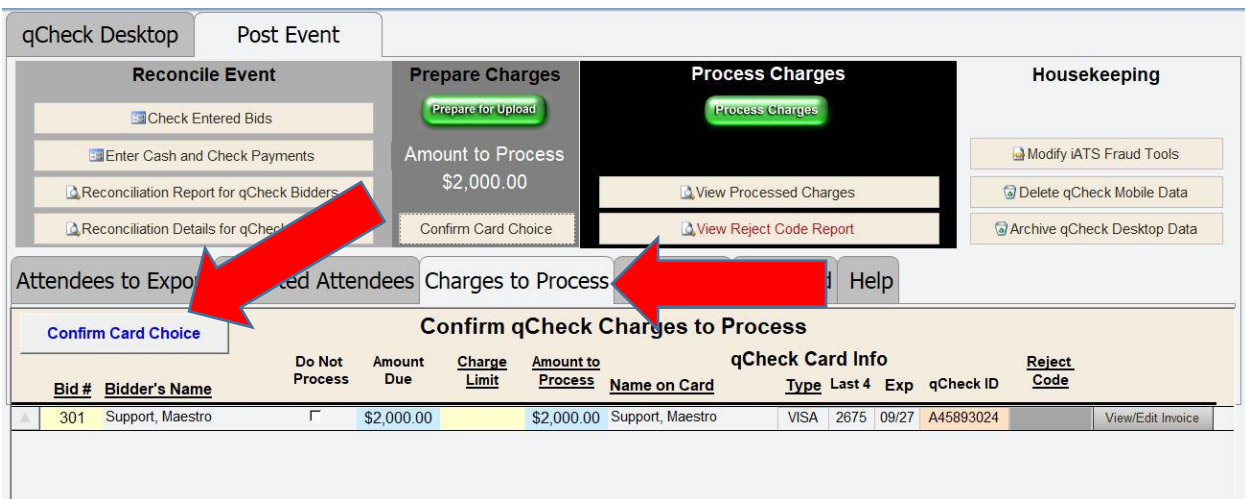


Splitting Charges Among Multiple Cards

It is not uncommon for a bidder to present more than one credit card to pay for their purchases. The cards are easily collected in the qCheck registration utility. The following instructions describe what to do after you have already imported the flashdrive data into the qCheck Manager of MaestroAuction and gotten the qCheckIDs.

In the qCheck Manager click the Charges to Process tab. If any bidders have provided more than one card a button labeled, Confirm Card Choice will be present in the upper left.



The screenshot shows the qCheck Manager interface with the following components:

- Navigation Bar:** qCheck Desktop, Post Event, Attendees to Export, Selected Attendees, **Charges to Process**, Help.
- Reconcile Event:** Check Entered Bids, Enter Cash and Check Payments, Reconciliation Report for qCheck Bidders, Reconciliation Details for qCheck Bidders.
- Prepare Charges:** Prepare for Upload, Amount to Process: \$2,000.00, Confirm Card Choice.
- Process Charges:** Process Charges, View Processed Charges, View Reject Code Report.
- Housekeeping:** Modify IATS Fraud Tools, Delete qCheck Mobile Data, Archive qCheck Desktop Data.

The main content area is titled "Confirm qCheck Charges to Process" and contains a table with the following data:

Bid #	Bidder's Name	Do Not Process	Amount Due	Charge Limit	Amount to Process	Name on Card	qCheck Card Info				Reject Code
							Type	Last 4	Exp	qCheck ID	
301	Support, Maestro	Γ	\$2,000.00		\$2,000.00	Support, Maestro	VISA	2675	09/27	A45893024	View/Edit Invoice

Click the Confirm Card Choice button. You will see all cards (2+) that a bidder has provided. For the top most card listed, enter the amount you want processed in the yellow Charge Limit field.

The screenshot shows the 'Confirm qCheck Charges to Process' screen. The 'Amount to Process' is \$2,000.00. The table below shows two cards for bidder 301 (Support, Maestro). The first card is a VISA with last 4 digits 2675 and expires 09/27. The second card is a VISA with last 4 digits 3207 and expires 03/26. The 'Charge Limit' field for the first card is highlighted in yellow and is currently empty.

Bid #	Bidder's Name	Do Not Process	Amount Due	Charge Limit	Amount to Process	Name on Card	Type	Last 4	Exp	qCheck ID	Reject Code
▲ 301	Support, Maestro	<input type="checkbox"/>	\$2,000.00		\$2,000.00	Support, Maestro	VISA	2675	09/27	A45893024	View/Edit Invoice
▲ 301	Support, Maestro	<input type="checkbox"/>	\$0.00		\$0.00	Support, Maestro	VISA	3207	03/26	A45893102	View/Edit Invoice

The charge limit will transfer to the Amount Due field. The remaining balance will be charged to the second card as reflected by the Amount Due field. In this example the first card has been limited to \$500 so the \$1500 remaining balance will be applied to the second card.

The screenshot shows the same 'Confirm qCheck Charges to Process' screen after adjustments. The 'Charge Limit' for the first card is now \$500.00, and the 'Amount Due' for the second card is now \$1,500.00. The 'Amount to Process' remains \$2,000.00.

Bid #	Bidder's Name	Do Not Process	Amount Due	Charge Limit	Amount to Process	Name on Card	Type	Last 4	Exp	qCheck ID	Reject Code
▲ 301	Support, Maestro	<input type="checkbox"/>	\$500.00	\$500.00	\$500.00	Support, Maestro	VISA	2675	09/27	A45893024	View/Edit Invoice
▲ 301	Support, Maestro	<input type="checkbox"/>	\$1,500.00		\$1,500.00	Support, Maestro	VISA	3207	03/26	A45893102	View/Edit Invoice

You may now click the Show All Charges button to display the full list of charges for all bidders. The adjustments you just made between cards will be saved.

If a bidder has provided more than one card and no adjustments are made using this process described above then the entire balance will be applied to the first card.