ORACLE
Hospitality

OPERA PMS

OFFLINE CREDIT CARD PAYMENTS

CONFIGURATION CREDIT CARD
TRANSACTION CODES

Start with the Transaction Code setup. (Configuration>codes>transaction codes)
Select NEW and Enter the Description.

1. **Enter a Transaction Code. The code must be numerical.**

2. **Enter the description.**

3. **Select your subgroup that you have defined for the credit cards. In the screenshot, it is PCC.**

4. **Select Credit Card from the Options available in the middle of your screen.**

5. **Select the option Manual. This is used for manual payments and are not send to a credit card interface. The CC Code will be populated when you configure your payment types later.**

6. **Now you only have to decide in which area you like to use this Payment Transaction Code.**

Cashier Payments (1-8). Select this check box if the payment type transaction code is allowed for payments applied to Billing screen windows 1 - 8 (Cashiering>Billing).
AR Payments. Select this check box if the transaction code is allowed for accounts receivable payments.
Deposit Payments. The transaction code is allowed for deposit payments.

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CONFIGURATION CREDIT CARD
PAYMENT TYPES

For each of your Credit Card Transaction Codes you need to setup a payment code. (Configuration>cashiering>payment types)
Payment codes are needed to perform the following:
- attach a certain payment method to a reservation
- run a credit check report as you define a credit limit with each payment
- check the validation of a credit card number
- attach credit cards including credit card numbers to profiles and to reservations.

To configure a payment type for credit cards, click on NEW.

1. Enter the Payment Type, for example AMEX for American Express.

2. Enter the description. Make sure to make the code slightly different to indicate that this is a MANUAL Credit Card.

3. If you like to set a standard credit limit*, you can enter a value here.

4. IFC CC Type*: This is AX for American Express.

5. Trn. Code: select the Transaction Code you have created for this Payment Type.

6. No Post: Select this check box to indicate that all reservations made with this payment type will be marked as a "No Post" reservation by default. Reservation: Select this check box to allow the payment type to appear as a payment option from the Reservation screen.

7. Algorithm Configuration: if you select the correct IFC CC Type you should get already the correct definition of the Validation Rule. For American Express see the screenshot.

*Only if the guest balance is exceeding the limit it will be printed on a special credit limit report. If you are working with a credit card interface you should not enter a value into the field for the Payment Transaction Codes you use for the interface as the credit limits/approval is handled through the interface. But in to run the credit limit report you have to have a minimum limit of 0.01 of your currency.

*The description is a little bit confusing as it seems to be only necessary to enter a code in here if you are using the payment method for the credit card interface. But the code you select here is used in general for credit card validations and to be able to enter a credit card number during the reservation entry process or check out. Without this code Opera will not accept the transaction code to be a credit card transaction code and will not let you enter any number or let you store the card to profiles. Select the proper CC Type from the LOV.

Card Length - Total number of characters used in the credit card number for this card type
Card Prefix - Common numbers that always precede the user's unique credit card number for this credit card brand. If the brand includes multiple prefixes, separate the prefix entries with a coma.
Validation Rule - Method used for initial verification - Mod 7, Mod 10, User Defined, or No Validation
Range - From and To numbers that define the range of valid credit card numbers that begin with each card prefix you specified in Card Prefix

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FRONT OFFICE
POSTING OFFLINE CREDIT CARDS

On the reservation screen, the payment type used from now on should be the manual credit card. Swiping / entering the credit card number and expiration date will still be required by Opera. When checking in a reservation, no authorizations will be taken for these cards at check-in, or during night audit due to the credit card functionality setup (configuration>setup>property interfaces>credit card interface>functionality setup)

1. **Select the payment methods that will trigger an automatic credit card authorization at check in.**

2. **Select the payment methods that allow manual and automatic authorization checks for deposits, and following check in and prior to check out and settlement. This option must be enabled in order to allow authorizations by the end-of-day routine.**

The new manual card types SHOULD NOT be selected for the above options in the functionality setup.

Payments will need to be taken outside of Opera directly with the credit card processor (via phone or online) Once the payment has been taken in above step, the manual credit card payment can be posted in Opera on the billing screen. The payment will not send through the credit card interface – it will only be stored in Opera and serve as verification that the credit card was used for the reservation it was posted to.

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