

# Colleague Split Tender Checkout (FA)

## Colleague-POSConnect/AR Split Tender

### Setup

Please contact support to setup AR or POSCONNECT Split Tender options.

### Web Customer View

The change that you will see on the web is, as a customer, they will shop as normal. When they select the option to go to the cart the first thing they see will be the cart details and asking if they will pay with Financial Aid.

If they select 'No I will NOT use Financial Aid' then they will continue as normal

If they select 'Yes I'd like to use Financial Aid' as seen below.

HOMETEXTBOOKSCONTACT USPOLICIESACCOUNTLOGOUT

User Cart

1 item(s) totalling \$99.99

Checkout

Manage Cart

Webstore Catalogs

Laptops and Tablets

Computer Supplies

Phone Supplies

School Supplies

Binders & Notebooks

Pens & Pencils

Backpacks & Bags

SCC Clothing

Cups and Mugs

Gifts and Graduation

Medical and Culinary

Home / Checkout - Shipping

Checkout - Shipping

Cart Details

| Item                                                                                                                     | Details | Quantity | Price   | Extended |
|--------------------------------------------------------------------------------------------------------------------------|---------|----------|---------|----------|
| Thin, light and easy backup. Use between Windows and Mac. Compatible with Wondows 7 or higher and macOS 10.10 or higher. |         | 1        | \$99.99 | \$99.99  |

Financial Aid Payment?

Would you like to pay with Financial Aid today?

Currently you can only buy certain items by using this method. If you choose to proceed with Financial Aid, items not covered will be shown and their subtotal will be covered by your credit card.

Yes I'd like to use Financial Aid

No I will NOT use Financial Aid

Cart Totals

|          |         |
|----------|---------|
| Subtotal | \$99.99 |
| Total    | \$99.99 |

The customer will get presented with their address information to confirm/edit as needed and at the bottom of the screen they will need to enter in their student ID and then click on the 'Show Shipping Options'.

Address Information

Please fill in and verify your address information.

Shipping Address

edit

RODNEY MOODY

801-796-7600

98 W. MAIN ST.  
LEHI, UT 87043  
US

Billing Address

edit

RODNEY MOODY

1050 Calle Amanecer  
Ste A,  
San Clemente, CA 92673  
US

Student ID (required for FA payment)

4205

Show Shipping Options

Now they will select their Shipping option from the list setup

by the store.

Checkout - Shipping

Cart Details

Financial Aid Payment?

Address Information

Shipping Options

Please select a shipping option.

UPS Ground

\$15.00

PICK UP- Bookstore Main Campus

\$0.00

Continue

| Cart Totals |          |
|-------------|----------|
| Subtotal    | \$99.99  |
| Shipping    | \$0.00   |
| Tax         | \$7.00   |
| Total       | \$106.99 |

Enter in any Order Comments that are needed and then click/check the checkout policy box then 'Proceed To Payment'.

## Checkout - Shipping

| Cart Details                                                                                                             |         |          |         |          |
|--------------------------------------------------------------------------------------------------------------------------|---------|----------|---------|----------|
| Item                                                                                                                     | Details | Quantity | Price   | Extended |
| Thin, light and easy backup. Use between Windows and Mac. Compatible with Wondows 7 or higher and macOS 10.10 or higher. |         | 1        | \$99.99 | \$99.99  |

| Cart Totals |          |
|-------------|----------|
| Subtotal    | \$99.99  |
| Shipping    | \$0.00   |
| Tax         | \$7.00   |
| Total       | \$106.99 |

Financial Aid Payment?

Address Information

Shipping Options

Checkout Options

Order Comments

We accept the following methods of payment.

- Visa
- Master Card
- Discover Card
- AmEx

Please read the checkout policy before continuing. [Checkout Policy](#)

☒ I have read and agree with the checkout policy.

Proceed To Payment

The customer will then need to enter in their credit card information, this will only be used if they order items that are not covered by the amount or type of aid the customer has.

Payment Form

Important: Do not press the "back" button in your browser window or your order will not be completed.

worldpay

To complete your secure transaction enter credit card information below and click process transaction.

This secure payment service is provided by [Worldpay](#).

Card Information \* Denotes a required field

\*Card Number:

\*Expiration:  /

Address Information

Billing Address:  
RODNEY MOODY  
1050 Calle Amanecer  
Ste A,  
San Clemente, CA 92673

PROCESS TRANSACTION [Cancel and return to merchant](#)

For more information about Worldpay [click here](#).

And finally, if the customer will see a message thanking them for their order and then receive an email with the order information confirming that the order has been received.

## Checkout - Shipping

Cart Details

Financial Aid Payment?

Address Information

Shipping Options

Checkout Options

Payment Form

Important: Do not press the "back" button in your browser window or your order will not be completed.

Thank you, we have received your order!

An email confirmation has been sent to [rodneym@zumasy.com](mailto:rodneym@zumasy.com).

You may navigate to: [Home](#) | [Order Details](#) | [Order History](#)

Cart Totals

|          |          |
|----------|----------|
| Subtotal | \$99.99  |
| Shipping | \$0.00   |
| Tax      | \$7.00   |
| Total    | \$106.99 |

# Store processing of Split Tender

The order will come to the store as a suspended transaction, just like a normal CC transaction. The store personnel will be able to run the pick slip reports (POS.26.10 or 13) and pending order reports the same as they do regular web transactions.

Bring up the suspended transaction the same as other web transactions

Since this will be treated as a POS Connect or FA order, you will get prompted to look up the customer the same as your existing POSCONNECT/FA transaction (POS Connect is used in the example).

The Account ID will be brought in from the transaction where the customer entered it on the web site.

**POS Connect**

Account ID: 4205  
Campus ID:  
First Name:  
Last Name:

Address:

| ## | Fund Source | Term | Available Funds | Taxable |
|----|-------------|------|-----------------|---------|
|    |             |      |                 |         |
|    |             |      |                 |         |
|    |             |      |                 |         |
|    |             |      |                 |         |
|    |             |      |                 |         |
|    |             |      |                 |         |

=Start Lookup   S=Select Another   X=Exit  

Select the fund source that you wish to use for this transaction

POS Connect

Account ID:

Campus ID:

First Name: Joe

Last Name: Reality

**Address:**

507 Beach Dream Road

| ## | Fund Source | Term    | Available Funds | Taxable |
|----|-------------|---------|-----------------|---------|
| 1  | NET         | SUR2020 | 50.00           |         |
| 2  |             |         |                 |         |
|    |             |         |                 |         |
|    |             |         |                 |         |
|    |             |         |                 |         |
|    |             |         |                 |         |
|    |             |         |                 |         |

The transaction will load each item and validate the customer has the funds to cover each item that was ordered. If the customer goes over their limit or has purchased something that is not covered by their fund source then a message will display that the SubClass limit has been exceeded or that the limit has been reached. Click on the 'Yes' button to add the item to the cart and to proceed, if you select 'No' then the item will not be added to the cart.

| ### | Qty/SKU/Mod | Description                            | Qty | Price         | Extended |
|-----|-------------|----------------------------------------|-----|---------------|----------|
| 1   |             | Seagate 2TB Backup Portable Hard Drive | 1   | 99.99         |          |
|     |             |                                        |     | GM QOH = 3 GM |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |

THE BOOK INN

SubClass Limit Exceeded by: \$56.99

Does the customer want to pay for this?

| Transaction Modifiers | #     | Modifier or Tender | Amount |
|-----------------------|-------|--------------------|--------|
| Original...:          | 50.00 |                    |        |
| Available...:         | 50.00 |                    |        |
| Cash Due...:          | 0.00  |                    |        |

SubTotal

Disc/Mkdn

Sales Tax

Total

Once all of the items have been added to the transaction, the transaction will show the Total amount and also the Original fund amount, Available funds and the cash due that will be placed on to the credit card when the transaction is finalized.

| ### | Qty/SKU/Mod | Description                            | Qty | Price         | Extended |
|-----|-------------|----------------------------------------|-----|---------------|----------|
| 1   |             | Seagate 2TB Backup Portable Hard Drive | 1   | 99.99         | 99.99    |
|     |             |                                        |     | GM QOH = 3 GM |          |
| 2   | 8181        | SHIPPING FEE TAX                       | 1   | 0.00          | 0.00     |
|     |             |                                        |     | POS POS       |          |
| 3   |             |                                        | 1   |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |

  

| Transaction Modifiers | #     | Modifier or Tender | Amount |
|-----------------------|-------|--------------------|--------|
| Original...:          | 50.00 |                    |        |
| Available...:         | 0.00  |                    |        |
| Cash Due...:          | 56.99 |                    |        |

  

|              |               |
|--------------|---------------|
| SubTotal     | 99.99         |
| Disc/Mkdn    |               |
| Sales Tax    | 7.00          |
| <b>Total</b> | <b>106.99</b> |

  

|          |              |              |             |         |
|----------|--------------|--------------|-------------|---------|
| CANCEL   | MAIL FREIGHT | MODIFY LINE  | WEB MODIFY  | TOTAL   |
| QUANTITY | DISCOUNT %   | PRICE CHANGE | DELETE LAST | MESSAGE |

After selecting the 'TOTAL' button, the transaction will automatically enter the amount of funds to be used by the FA/POS Connect transaction tender, the cashier will just hit the 'Enter' key on the keyboard.

| # | Modifier or Tender | Amount |
|---|--------------------|--------|
| 1 | 5000!FA            |        |
|   |                    |        |
|   |                    |        |

The transaction will then apply the financial aid funds to the customers fund source and report if there were any issues. Once the financial aid amount has been successfully applied then any additional amount will be applied to the credit card that was entered on the website.



# THE BOOK INN

Sales Clerk: RODNEY MOODY

Tran Type: WEBAR

Mail Order A/R

4205 Reality, Joe

Tran Number: 0073

Balance

56.99

| ### | Qty/SKU/Mod | Description                            | Qty | Price         | Extended |
|-----|-------------|----------------------------------------|-----|---------------|----------|
| 1   |             | Seagate 2TB Backup Portable Hard Drive | 1   | 99.99         | 99.99    |
|     |             |                                        |     | GM QOH = 3 GM |          |
| 2   | 8181        | SHIPPING FEE TAX                       | 1   | 0.00          | 0.00     |
|     |             |                                        |     | POS POS       |          |
| 3   |             |                                        | 1   |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |
|     |             |                                        |     |               |          |

| Transaction Modifiers | # | Modifier or Tender | Amount |
|-----------------------|---|--------------------|--------|
| Original...: 50.00    | 1 | FA FA TENDER       | 50.00  |
| Available...: 0.00    | 2 | EL                 |        |
| Cash Due...: 56.99    |   |                    |        |

|              |               |
|--------------|---------------|
| SubTotal     | 99.99         |
| Disc/Mkdn    |               |
| Sales Tax    | 7.00          |
| <b>Total</b> | <b>106.99</b> |

1-1 Add Mov Ins

CASH

CHECK

CREDIT CARD

GIFT CARD

CANCEL

GO BACK

TRANS DISC %

TRANS DISC \$

-

-