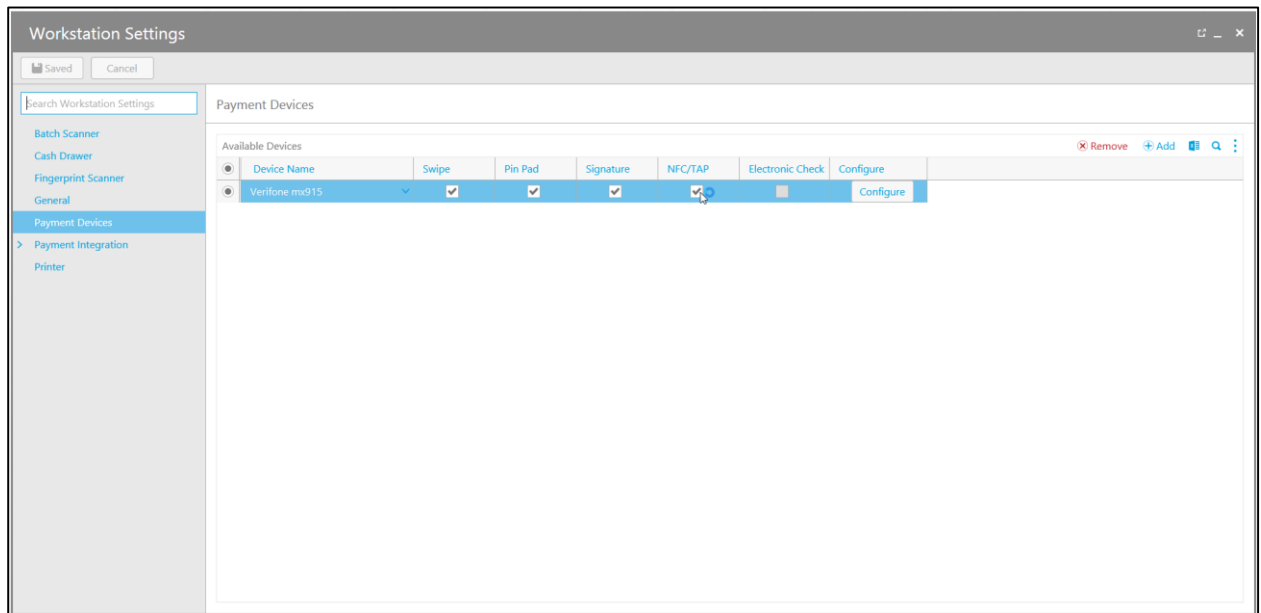


## RQ Configuration

### Configuring your Payment Device and Company Settings

#### 1. Go to **Settings** | **Workstation Settings** | **Payment Devices**

Add a new row to the form and select a device that is capable of accepting “NFC/Tap”.



Set the device to use this capability by selecting the “NFC/Tap” column.

Continue to configure your device as required and Save.

#### 2. Go to **Settings** | **Company Settings** | **Credit Card Security**

Any payment amount over the amount entered into the **Minimum NFC payment amount requiring signature** field will result in a signature being requested as part of the transaction.

**NOTE:** NFC liability shift for the U.S. currently sits at \$50.00. This means merchants that process NFC-based transactions without requiring a signature may be liable for chargebacks that exceed the liability amount.

Company Settings

Save Cancel Translate

Search Company Settings

Account Security  
Commission  
Company  
**Credit Card Security**  
Customers  
Employees  
Finance  
Inventory  
Language  
Marketing  
Printing  
Refunds  
Sales  
Transaction Authentication

**Credit Card Security**

Clerk Must Manually Enter the Last Four Digits of a Swiped Credit Card ☒

Require Address Verification ☐

Enable Duplicate Payment Detection ☒

Minimum NFC payment amount requiring signature \$50.00

Set Phone Authorization Default Allow

Set Manual Entry Default Allow

Assigned CVV2/AVS Verification Security Responses

Allowed	Description
<input checked="" type="checkbox"/>	CVV: CVV2/CVC2/CID Match
<input type="checkbox"/>	CVV: CVV2/CVC2/CID No Match
<input checked="" type="checkbox"/>	CVV: Not Processed
<input checked="" type="checkbox"/>	CVV: Issuer indicates that the CV data should be present on the card, but the merchant has indicated that the CV...
<input checked="" type="checkbox"/>	CVV: Unknown / Issuer has not certified for CV or issuer has not provided VISA/Mastercard with the CV encrypt...
<input checked="" type="checkbox"/>	CVV: Server Provider did not respond
<input type="checkbox"/>	CVV: Invalid
<input checked="" type="checkbox"/>	AVS: No address supplied, AVS not performed
<input checked="" type="checkbox"/>	AVS: All fields match
<input checked="" type="checkbox"/>	AVS: No match on any fields

## Payment Method Setup for using Apple Pay

**Note:** Depending on your business needs, there are multiple ways to configure your Payment Methods. The below steps describe the RQ recommended setup.

1. Go to **Settings | Finance | Payment Method Setup**
2. Create an **Apple Pay** payment method.
  - a. Settings required to be on:
    - Unified Integrated Payment
    - Require Authorization or Verification
    - Require Credit Card Authorization
  - b. Set your G/L Account to a general G/L Account. Transactions will not be tracked to this account as they will be properly mapped to the G/L accounts you specify for the specific payment types.

Apple Pay

Details

Locations

Name

Apple Pay \*

Hide

☐

This Custom Payment Method Behaves like Cash

☐

Unified Integrated Payment

☒

Require Authorization or Verification

☒

Require Credit Card Authorization

☒

Ensure Entered Payments Match Credit Card Type

☐

Require Pin Verification

☐

Require Check Verification

☐

Require Signature on Invoice

☐

Require Signature on Refund

☒

Allow on Positive Transactions

☒

Allow on Negative Transactions

☒

Maximum Refund

Require Reference Number on Invoice

☐

Require Accepted Agreement

☐

Select the G/L Bank Account That This Payment Method Belongs to

1000 : Bank Account

\*

3. Create a Payment Method for each G/L account you want transactions to map to.

a. Settings required to be on:

- Require Authorization or Verification
- Require Credit Card Authorization
- Ensure Entered Payments Match Credit Card Types
  - Set the Credit Card Types to match the G/L account you are going to set.

b. Set your G/L account to the G/L account you want this payment tracked to.

AmEx

DetailsLocations

Name

AmEx

\*

Hide

☐

This Custom Payment Method Behaves like Cash

☐

Unified Integrated Payment

☐

Require Authorization or Verification

☒

Require Credit Card Authorization

☒

Ensure Entered Payments Match Credit Card Type

☒

Credit Card Types

American Express

▼

\*

i

Require Pin Verification

☐

i

Require Check Verification

☐

Require Signature on Invoice

☒

Require Signature on Refund

☐

Allow on Positive Transactions

☒

Allow on Negative Transactions

☒

i

Maximum Refund

Require Reference Number on Invoice

☐

Require Accepted Agreement

☐

Select the G/L Bank Account That This Payment Method Belongs to

Q

1001 : American Express

▼

\*

**You will need to restart RQ for these changes to take effect.**

## Sale Process

1. Create a new sale and add product.
2. Click Check out.
3. Select the **Apple Pay** payment type that will be used on the transaction and enter the amount(s).

New Sale

test, AZ

Comments Add Signature

Bill To test  
AZ

Commission Doug Boles (Doug.Boles) Split

Choose a Payment Method

MasterCard Debit Cash AmEx

Ven Reb Act test Adam's Test Apple Pay

Total \$1.15

Payments Taken

Apple Pay \$1.15

Invoice Balance Due \$0.00

Back Tender

4. Click Tender.

The RQ screen will show this:

Credit Card Authorization

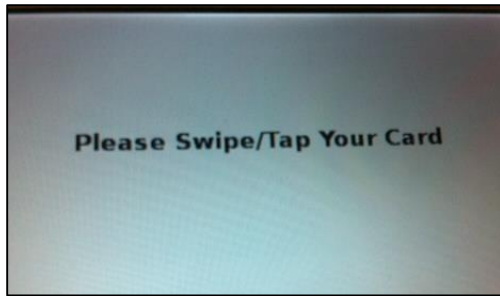
Apple Pay - \$1.15

I want to swipe/tap the card.

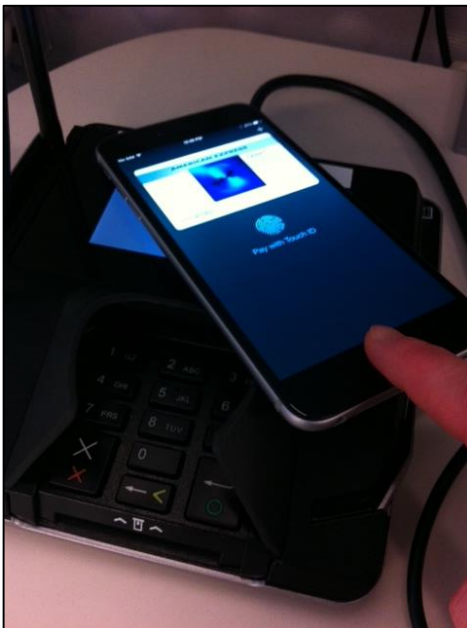
Please swipe/tap the card now.

Cancel Reset OK

The Payment Device will show a message similar to this:



5. The customer will lay their Apple Device near or on the payment device. They will confirm with either fingerprint or passcode (dependent on user configuration) and the data will be transmitted. The device will indicate once the transfer has been completed.



6. RQ will display the cardholder name and last four digits. The rep will be required to click OK to initiate the actual charging of the card.

Credit Card Authorization

Apple Pay - \$1.15

I want to swipe/tap the card.

Cardholder Name: VALUED CUSTOMER 054

Card #: \*\*\*\*\*0652

Cancel Reset OK

- After clicking OK, the system will begin the authorization process.

Credit Card Authorization

Apple Pay - \$1.15

I want to swipe/tap the card.

Processing...

Cardholder Name: VALUED CUSTOMER 054

Card #: \*\*\*\*\*0652

Cancel Reset OK

- If the card is authorized, the invoice save will complete.

**Note:** The payment type has been set to the card that was selected on the Apple device. Retailers will not be able to track by the specific NFC type (e.g. Apple Pay, NFC Tap card, etc.) payment type. All NFC payments will appear as "Entry Type: NFC" in RQ.

# Sale



Invoice : UPLNDIN34

Uplands Dr  
42 Uplands Dr  
Mission MS United States 59855

Merchant ID:8026757024

Tendered On: 24-Jun-2015 10:42 AM  
Sales Person: Doug B  
Tendered By: Doug B  
Tendered At: Uplands Dr

Bill To: test

AZ

Product SKU	Product Name	Tracking #	Qty	Your Price	Your Total
TSTTMO000039	HTC HARD [CASE] ADR6425 "REZOUND" BODYGLOVE		1	\$1.00	\$1.00
<b>Payment:</b>				Subtotal:	\$1.00
AmEx	\$1.15	Approval #:569174		Channing's new test tax:	\$0.15
*****0652				<b>Total:</b>	<b>\$1.15</b>
VALUED CUSTOMER	054				
Entry Type:	NFC				
Change:	\$0.00				

## Cash Out

When viewing the Cash Out Details, you can see that transactions completed via Apple Pay are shown under the respective card type, in our case American Express. (See example invoices UPLNDIN33 and UPLNDIN34.)

Cashout Details Report - Uplands Dr													
Transaction Details		Activation Details		Performance Metrics									
16 results <span>Drag columns here to group</span>													
Created On	Terminal Name	Invoice #	Type	Invoice Comments	MasterCard	Debit	Cash	AmEx	Total Invoice	Taxable Amount	Non-Taxable Amount	Tax Collected	
12/1/2014 7:50 AM	Default Terminal	UPLNDIN315	CI				\$100.00						
12/3/2014 11:49 AM	Default Terminal	UPLNDIN12	S			\$0.01	\$5.00		\$4.99		\$4.99		
12/3/2014 4:21 PM	Default Terminal	UPLNDIN14	S				\$80.00	\$0.01	\$79.99		\$79.99		
12/9/2014 2:14 PM	Default Terminal	UPLNDIN18	S			\$0.01	\$80.00		\$79.99		\$79.99		
12/11/2014 12:50 PM	Default Terminal	UPLNDIN20	S			\$0.01	\$86.40		\$86.39	\$79.99		\$6.40	
3/4/2015 9:12 AM	Default Terminal	UPLNDIN23	S				\$70.00		\$69.99	\$59.99		\$10.00	
3/4/2015 11:14 AM	Default Terminal	UPLNDIN24	S				\$60.00		\$59.99	\$49.99		\$10.00	
6/23/2015 12:07 PM	Default Terminal	UPLNDIN26	S					\$1.15	\$1.15	\$1.00		\$0.15	
6/23/2015 12:10 PM	Default Terminal	UPLNDIN27	R	1 test - test refund				(\$1.15)	(\$1.15)	(\$1.00)		(\$0.15)	
6/24/2015 9:38 AM	Default Terminal	UPLNDIN30	S					\$1.15	\$1.15	\$1.00		\$0.15	
6/24/2015 9:43 AM	Default Terminal	UPLNDIN31	R	1 test - test				(\$1.15)	(\$1.15)	(\$1.00)		(\$0.15)	
6/24/2015 9:54 AM	Default Terminal	UPLNDIN32	S				\$1.15		\$1.15	\$1.00		\$0.15	
6/24/2015 10:11 AM	Default Terminal	UPLNDIN33	S					\$1.15	\$1.15	\$1.00		\$0.15	
6/24/2015 10:42 AM	Default Terminal	UPLNDIN34	S					\$1.15	\$1.15	\$1.00		\$0.15	
6/24/2015 10:57 AM	Default Terminal	UPLNDIN35	R	1 test - test				(\$1.15)	(\$1.15)	(\$1.00)		(\$0.15)	
6/24/2015 10:58 AM	Default Terminal	UPLNDIN36	R	1 test - test				(\$1.15)	(\$1.15)	(\$1.00)		(\$0.15)	
						\$0.03	\$0.01	\$482.55	\$0.00	\$382.49	\$190.97	\$164.97	\$26.55

## G/L Account Activity

Running a G/L Account Activity Report will show the transaction activity gets tracked under the specific G/L account for the transaction (in our case American Express).

G/L Account Activity Report Uplands Dr - 6/24/2015 to 6/24/2015							
View Company Detail QuickBooks Export Great Plains Export							
4 results ( Drag columns here to group. )							
Account #	Account Name	Debit	Credit				
1000	Bank Account	\$2.30	\$1.15				
1001	American Express	\$2.30	\$0.00				
1109	Vendor Rebate Bank...	\$0.15	\$0.60				
4000	Sales Revenue	\$1.00	\$4.00				
		\$5.75	\$5.75				

Account Detail Inquiry From 24-Jun-2015 To 24-Jun-2015							
2 results ( Drag columns here to group. )							
Created On	Location	Source	Account #	Debit	Credit	Source Type	
6/24/2015	Uplands Dr	UPLNDIN33	1001	\$1.15	\$0.00	Invoice	
6/24/2015	Uplands Dr	UPLNDIN34	1001	\$1.15	\$0.00	Invoice	