



Rental Car Manager™
SERIOUSLY SIMPLE SOFTWARE

RCM Integration with Payment Express (DPS)

Jan 2018

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Overview

Rental Car Manager integrates with Payment Express to allow you create payments and refunds from within RCM.

Payments can be created from the Booking Details page or from the Update Reservation page:

From the Booking Details page:

Reservation # - 10340 Print

Booking Status: Reservation
Converted from Unallocated: **U3094**
Date entered: 22/Jan/2018 by Online Booking Original Insurance Sold \$0.00
Last updated: 22/Jan/2018 by Online Booking [View Log](#)
Source: Online Booking

Vehicle: **BWL49H** Corolla Ascent - SEDAN
Corolla SEDAN
Pick up: PMQ Airport Tue 23/Jan/2018 10:00
Drop off: PMQ Airport Mon 29/Jan/2018 10:00
No. Travelling: 1
Transmission
Preference:

Rates and Fees	Days	Rate	Total
Rate	6 days @ \$50.15 per day 15% discount included -		\$300.90
	Web Discount		
Kms Out:	Kms In:		
Premium Cover (\$500 Excess Applies)		Fixed @ \$0.00	\$0.00
			\$33.10
Total Cost			\$334.00

Payment Details New payment

From the Update Reservation page:

Update Reservation #10340 Submit

Renter's Name: Nicholas STEVENS
Email: craig@rentalcarmanager.com
Vehicle: Toyota Corolla SEDAN - BWL49H
Pick up Date: 23/Jan/2018 at PMQPT 10:00
Drop off Date: 29/Jan/2018 at PMQPT 10:00

RATE AND FEES	Days/Nights	Extra QTY	Rate	Total
	6 days \$59.00 per day	Web Discount (15% discount)	\$50.15	\$300.90
	Premium Cover (\$500 Excess Applies)		Fixed @ \$0.00	\$0.00
	GST (11%)			\$33.10
TOTAL COST				Euro \$334.00
Paid	Visa , Ref # DPS pre-authorization of AUD 334.00		22/Jan/2018 at DUBLN	\$0.00
Paid	Visa , Ref # DPS Payment		22/Jan/2018 at MLB	\$334.00
Refunded	Visa , Ref # DPS Refund		22/Jan/2018 at MLB	-\$334.00
BALANCE DUE				\$334.00

Billing Location: Date:


Amex Ref #
Rend/Account Refund Ref #

Please note:

When you close the payment window using the "Close Window" button, the Booking Details page or Update Reservation page will refresh to show the updated payment transaction.

You may see a popup message like this (depending on your browser):

Confirm ✕

 To display this page, Firefox must send information that will repeat any action (such as a search or order confirmation) that was performed earlier.

It is OK to click “Resend” to refresh the page.

Setup

If you are not already using Payment Express then this feature will need to be setup by the Rental Car Manager support team. Please send an email to support@rentalcarmanager.com to have this feature installed.

View reservations with balances owing

The [Vehicle Activity Report](#) will display the balance owing for each reservation for a selected period. From this report you can click on a reservation and process a payment through Payment Express.

Pre-Authorisations

Authorisation transactions validate the card and guarantee the funds will be approved for the amount and ties the funds up for seven days. If you do not wish to take money from the client you literally do nothing, and the hold on the money will expire after 7 days. If you wish to take payment you can complete it within 7 days.

To create a pre-authorisation, create a new payment from the Booking Details or Update reservation page, enter the amount and click the “Create New Pre-Authorisation” button.

Reservation Payment
Reservation # 10340 | Balance Due: 334.00

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paymentexpress

Enter the amount here

Payment / Pre-Auth Amount: 334.00

Click here to create the pre-auth

Create New Payment Create New Pre-Authorisation

Saved tokens: 1

Cardholder Name: RCM TEST
Card Number: 411111.....11
Token: 0000010001035630

Past Transactions: 1

Date: 22 Jan 2018
Details: DPS Pre-Auth of AUD 334.00
Type: Auth
Transaction ID: 0000000100cb20b4
Rebiling Token: 0000010001035630

Capture Payment

Credit Card Vault

Add Card to Vault

Res#	Name on Card	Vaulted Cards	Type	Expiry	Entered	Removal Date
10340	RCM TEST	XXXX XXXX XXXX 1111	Visa	03/22	22/Jan/2018	22/Apr/2018

Credit Card Vault Notes:

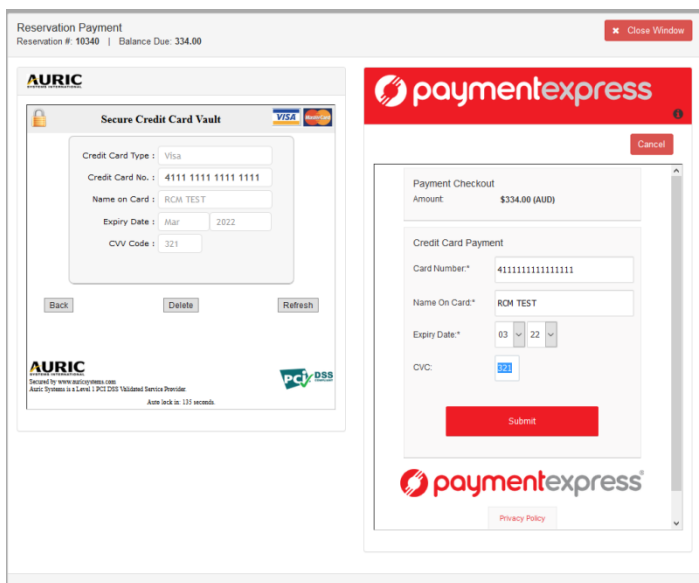
This page allows a customers credit card to be stored securely in the Credit Card Vault.

1. To ADD a credit card to the vault click on "Add Card to Vault"
2. To VIEW a credit card click on the masked credit card link.
3. To REMOVE a credit card VIEW the credit card and then click on the "Remove" button in the vault.
4. To CHANGE a cards expiry date, name or account number you must REMOVE the existing card and ADD a new card.
5. To comply with PCI standards a retention period of 3 months on all cards is required. After this period vaulted credit cards will be automatically removed.

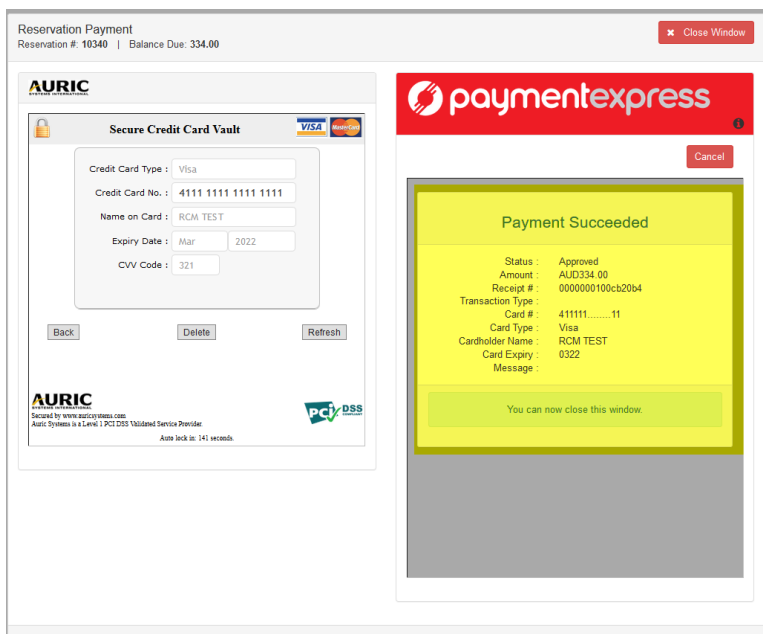
* PCI - Payment Card Industry. If you require a longer retention period than 3 months please contact sales@rentalcarmanager.com for pricing

IMPORTANT: Please note that you must be using the LATEST version of your preferred internet browser. For security reasons old versions of browsers will NOT allow card details to be entered.

Follow the payment steps in the Payment Express window that opens:



Make sure that you get all the way to this screen before you close the window, otherwise the pre-auth won't be saved in RCM.



When you are ready to process the payment, you need to “Capture” the payment instead of creating a standard payment.

Find the Auth transaction in the Past Transactions list, click “Capture Payment”, enter the payment amount and click continue. Note: a pre-auth can only be captured once.

Past Transactions: ⓘ

Date: 22 Jan 2018	0.00
Details: DPS Pre-Auth of AUD 334.00	
Type: Auth	
Transaction ID: 000000100cb20b4	
Rebiling Token: 0000010001035630	

Capture Amount

Enter the amount of the payment here

The transaction is processed immediately (no need to re-enter card details) and you will see a success (or failure) message at the top of the screen:

Reservation Payment
Reservation #: 10340 | Balance Due: 0.00

Payment of AUD334 successfully processed.

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Credit Card Vault

Add Card to Vault

Row#	Name on Card	Vaulted Cards	Type	Expiry	Entered	Removal Date
10340	RCM TEST	XXXX XXXX XXXX 1111	Visa	03/22	22/Jan/2018	22/Apr/2018

Credit Card Vault Notes:

This page allows a customers credit card to be stored securely in the Credit Card Vault.

- To ADD a credit card to the vault click on "Add Card to Vault"
- To VIEW a credit card click on the masked credit card link
- To REMOVE a credit card VIEW the credit card and then click on the "Remove" button in the vault
- To CHANGE a cards expiry date, name or account number you must REMOVE the existing card and ADD a new card!
- To comply with PCI standards a retention period of 3 months on all cards is required. After this period vaulted credit cards will be automatically removed.
- PCI - Payment Card Industry. If you require a longer retention period than 3 months please contact sales@rentalcarmanager.com for pricing

IMPORTANT: Please note that you must be using the LATEST version of your preferred internet browser. For security reasons old versions of browsers will NOT allow card details to be entered.

paymentexpress

Payment / Pre-Auth Amount:

0.00

Saved tokens: ⓘ

Cardholder Name: RCM TEST

Card Number: 411111 11

Token: 0000010001035630

Past Transactions: ⓘ

Date: 22 Jan 2018	0.00
Details: DPS Pre-Auth of AUD 334.00	
Type: Auth	
Transaction ID: 000000100cb20b4	
Rebiling Token: 0000010001035630	

Payments

To create a payment, create a new payment from the Booking Details or Update reservation page, enter the amount and click the "Create New Payment" button.

Reservation Payment
Reservation #: 10340 | Balance Due: 334.00

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Credit Card Vault

Add Card to Vault

Row#	Name on Card	Vaulted Cards	Type	Expiry	Entered	Removal Date
10340	RCM TEST	XXXX XXXX XXXX 1111	Visa	03/22	22/Jan/2018	22/Apr/2018

Credit Card Vault Notes:

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- To REMOVE a credit card VIEW the credit card and then click on the "Remove" button in the vault
- To CHANGE a cards expiry date, name or account number you must REMOVE the existing card and ADD a new card!
- To comply with PCI standards a retention period of 3 months on all cards is required. After this period vaulted credit cards will be automatically removed.
- PCI - Payment Card Industry. If you require a longer retention period than 3 months please contact sales@rentalcarmanager.com for pricing

IMPORTANT: Please note that you must be using the LATEST version of your preferred internet browser. For security reasons old versions of browsers will NOT allow card details to be entered.

paymentexpress

Payment / Pre-Auth Amount:

334.00

Saved tokens: ⓘ

Cardholder Name: RCM TEST

Card Number: 411111 11

Token: 0000010001035630

Past Transactions: ⓘ

Date: 22 Jan 2018	0.00
Details: DPS Pre-Auth of AUD 334.00	
Type: Auth	
Transaction ID: 000000100cb20b4	
Rebiling Token: 0000010001035630	

Follow the payment steps in the Payment Express window that opens:

The screenshot shows a 'Reservation Payment' window with a 'Close Window' button in the top right. On the left is the 'AURIC Secure Credit Card Vault' with fields for Credit Card Type (Visa), Credit Card No. (4111 1111 1111 1111), Name on Card (RCM TEST), Expiry Date (Mar 2022), and CVV Code (321). On the right is the 'paymentexpress' window with a 'Cancel' button. The 'Payment Checkout' section shows an Amount of \$334.00 (AUD). The 'Credit Card Payment' section has fields for Card Number* (4111111111111111), Name On Card* (RCM TEST), Expiry Date* (03/22), and CVC (321). A red 'Submit' button is at the bottom of the payment form. The 'paymentexpress' logo and 'Privacy Policy' link are also visible.

Make sure that you get all the way to this screen before you close the window, otherwise the payment won't be saved in RCM:

This screenshot shows the same 'Reservation Payment' window, but the 'paymentexpress' window now displays a yellow 'Payment Succeeded' confirmation. The confirmation details are: Status: Approved, Amount: AUD334.00, Record #: 000000100c2004, Transaction Type: Card # 411111 1111, Card Type: Visa, Cardholder Name: RCM TEST, Card Expiry: 0322, and Message: You can now close this window. The 'AURIC Secure Credit Card Vault' and 'Close Window' button remain visible in the background.

Rebilling using tokens

When you first create a standard payment through Payment Express, the customer card details are saved with Payment Express. A token is provided that allows you to create a new payment using those saved card details.

If there are saved tokens for a booking, you will see them listed when you open the payment page:

The screenshot shows the 'Reservation Payment' page for reservation # 10340 with a balance due of 334.00. On the left is the 'Credit Card Vault' section, which includes an 'Add Card to Vault' button and a table of vaulted cards. The table has columns for Res#, Name on Card, Vaulted Cards, Type, Expiry, Entered, and Removal Date. One card is listed: 10340 RCM TEST, with masked vaulted cards, Visa type, and an expiry of 03/22 to 22/Jan/2018. Below the table are 'Credit Card Vault Notes' and an 'IMPORTANT' notice. On the right is the 'paymentexpress' interface. It shows the 'Payment / Pre-Auth Amount' as 334.00 with buttons for 'Create New Payment' and 'Create New Pre-Authorisation'. Below this is the 'Saved tokens' section, which displays cardholder name (RCM TEST), card number (411111.....11), and token (0000010001035630), along with a 'Create Payment from Token' button. The 'Past Transactions' section shows a transaction from 22 Jan 2018 for 0.00, with details like 'DPS Pre-Auth of AUD 334.00' and 'Type: Auth'. It also includes a 'Capture Payment' button and a 'Capture Amount' field with 'Continue' and 'Cancel' buttons.

To create a payment from a token, click the “Create Payment from Token” button, enter the payment amount and click continue:

This close-up screenshot shows the 'Create Payment from Token' flow. At the top is the 'paymentexpress' logo. Below it, the 'Payment / Pre-Auth Amount' is 334.00, with buttons for 'Create New Payment' and 'Create New Pre-Authorisation'. The 'Saved tokens' section is expanded, showing the cardholder name (RCM TEST), card number (411111.....11), and token (0000010001035630). A 'Create Payment from Token' button is visible. Below this, a 'Payment Amount' field is set to 334.00, with 'Continue' and 'Cancel' buttons.

Follow the payment steps in the Payment Express window that opens:

Reservation Payment
Reservation #: 10340 | Balance Due: 334.00

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paymentexpress

Payment Checkout
Amount: \$334.00 (AUD)

Credit Card Payment

Please confirm the stored card details and fill in the required fields:

Card Number: 411111.....11
Name On Card: RCM TEST
Expiry Date: 03 / 22
CVC:*

Submit

AURIC

Secure Credit Card Vault

Res# Name on Card Vaulted Cards Type Expiry Entered Removal Date
10340 RCM TEST XXXX XXXX XXXX 1111 Visa 03/22 22/Jan/2018 22/Apr/2018

Credit Card Vault Note:
This page allows a customers credit card to be stored securely in the Credit Card Vault.
1. To ADD a credit card to the vault click on "Add Card to Vault!"
2. To VIEW a credit card click on the masked credit card link.
3. To REMOVE a credit card VIEW the credit card and then click on the "Remove" button in the vault.
4. To CHANGE a cards expiry date, name or account number you must REMOVE the existing card and ADD a new card.
5. To comply with PCI* standards a retention period of 3 months on all cards is required. After this period vaulted credit cards will be automatically removed.
* PCI - Payment Card Industry. If you require a longer retention period than 3 months please contact sales@entia.com.au for pricing.
IMPORTANT! Please note that you must be using the LATEST version of your preferred internet browser. For security reasons old versions of browsers will NOT allow card details to be entered.

Make sure that you get all the way to this screen before you close the window, otherwise the payment won't be saved in RCM:

Reservation Payment
Reservation #: 10340 | Balance Due: 334.00

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paymentexpress

Payment Succeeded

Status: Approved
Amount: AUD334.00
Receipt #: 0000000100cb20b4
Transaction Type:
Card #: 411111.....11
Card Type: Visa
Cardholder Name: RCM TEST
Card Expiry: 0322
Message:

You can now close this window.

AURIC

Secure Credit Card Vault

Credit Card Type: Visa
Credit Card No.: 4111 1111 1111 1111
Name on Card: RCM TEST
Expiry Date: Mar 2022
CVV Code: 321

Back Delete Refresh

AURIC
Sponsored by www.paymentexpress.com.au
Auric Systems is a Level 1 PCI DSS Validated Service Provider.
Auto lock in: 141 seconds

Refunds

You can only refund a payment that you have previously created via RCM. To create a refund, find the payment (or capture) in the Past Transactions that you want to refund and click the Refund button. Enter the refund amount and click continue:

Past Transactions: ⓘ

<p>Date: 22 Jan 2018 Details: DPS Pre-Auth of AUD 334.00 Type: Auth Transaction ID: 0000000100cb20b4 Rebiling Token: 0000010001035630</p> <p>Capture Payment</p>	0.00
<p>Date: 22 Jan 2018 Details: DPS Payment Type: Capture Transaction ID: 0000000100cb20ee Rebiling Token:</p> <p>Refund</p> <p>Refund Amount</p> <p>334.00</p> <p>Continue Cancel</p>	334.00

The transaction is processed immediately (no need to re-enter card details) and you will see a success (or failure) message at the top of the screen:

Reservation Payment
Reservation #: 10340 | Balance Due: 334.00 Close Window

Refund of AUD334 successfully processed.

AURIC
ENTERPRISE TECHNOLOGICAL

Credit Card Vault

[Add Card to Vault](#)

Res#	Name on Card	Vaulted Cards	Type	Expiry	Entered	Removal Date
10340	RCM TEST	XXXXX XXXXX XXXXX 1111	Visa	03/22	22/Jan/2018	22/Apr/2018

Credit Card Vault Notes:

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5. To comply with PCI* standards a retention period of 3 months on all cards is required. After this period vaulted credit cards will be automatically removed.

* PCI - Payment Card Industry. If you require a longer retention period than 3 months please contact sales@rentalcarmanager.com for pricing.

IMPORTANT: Please note that you must be using the LATEST version of your preferred internet browser. For security reasons old versions of browsers will NOT allow card details to be entered.

paymentexpress

Payment / Pre-Auth Amount:
334.00

Create New Payment Create New Pre-Authisation

Saved tokens: ⓘ

Cardholder Name: RCM TEST
Card Number: 411111.....11
Token: 0000010001035630
Create Payment from Token

Past Transactions: ⓘ

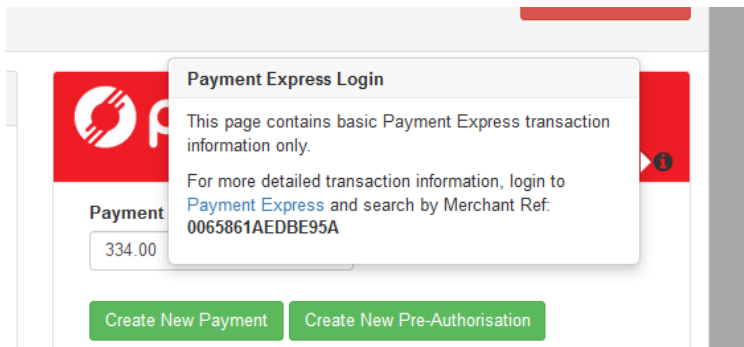
Date: 22 Jan 2018 Details: DPS Pre-Auth of AUD 334.00 Type: Auth Transaction ID: 0000000100cb20b4 Rebiling Token: 0000010001035630	0.00
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Capture Payment

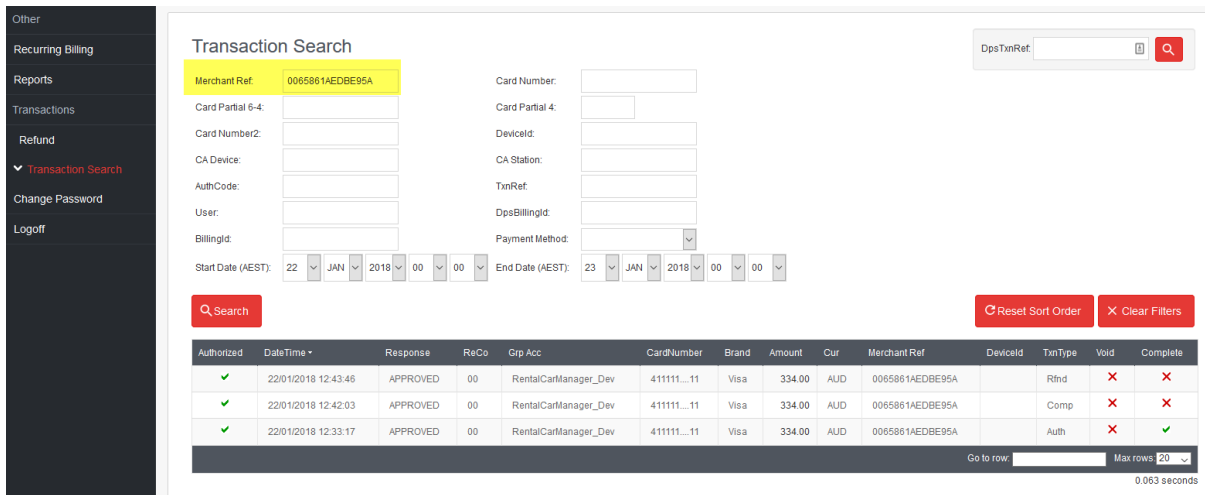
You can create multiple refunds for a transaction but the total amount of the refunds must be less than or equal to the original payment amount.

Finding Transactions in Payline

To search for all transactions for a booking in Payline, login to Payline and search using the booking reference number or reservation number (depending on how your system is configured). The link to the Payline login page and the booking reference number can be found by clicking the information icon under the Payment Express logo.



From the Transaction Search page, enter the booking reference number in the Merchant Ref field and click search:



Authorized	DateTime	Response	ReCo	Grp Acc	CardNumber	Brand	Amount	Cur	Merchant Ref	DeviceId	TxnType	Void	Complete
✓	22/01/2018 12:43:46	APPROVED	00	RentalCarManager_Dev	411111...11	Visa	334.00	AUD	0065861AEDBE95A		Rtnd	✗	✗
✓	22/01/2018 12:42:03	APPROVED	00	RentalCarManager_Dev	411111...11	Visa	334.00	AUD	0065861AEDBE95A		Comp	✗	✗
✓	22/01/2018 12:33:17	APPROVED	00	RentalCarManager_Dev	411111...11	Visa	334.00	AUD	0065861AEDBE95A		Auth	✗	✓