

How do I enable a card to allow repeat payments?

1. First you need to navigate to the booking. If you know the booking number you can enter this in the booking number search in the top right of the SuperControl pages.

You can also go to *Bookings > Grid view*. Once you load your grid you can click on the booking to take you into the main area for that booking OR you can go to *Bookings > Search bookings* and use the filter options to find your booking.

2. Ensure you have your guests address added in the booking then select your payment method.

| | | | | |
|---------------------------------------|-------------------|----------------------------|--------------------|----|
| Customer payments | Security deposits | History & Correspondence | Add notes or files | Ge |
| Payment method | | | | |
| Payment type: | | Select ▼ | | |
| | | Select | | |
| | | Mastercard (3% supplement) | | |
| Description | | Visa | Payment me | |
| <input type="checkbox"/> Deposit paid | | Bank transfer | Select | |
| | | Cheque | | |
| <input type="checkbox"/> Balance paid | | Owner paid direct | Select | |
| | | PayPal | | |

3. Enter your guests card details and tick "Process balance or security deposit using the same card".

4. Tick the payment you wish to take (Deposit, Balance or both) and then tick "Process online using Opayo (Sage Pay)".

5. Click OK.

6. Click Save.

Customer payments Security deposits History & Correspondence Add notes or files Generate documents Add reminder Your reference Website & source Financial Cancel

Settings Save

Payment method

Payment type: Visa ☒ Process balance or security deposit using this card

Card Number: 1234 5678 9101 1121

Name on card: Jo Bloggs

Card expiry: 11 2023

CSC: 000 Note CSC is never saved. This is only for processing online payments.

| Description | Date | Payment method | Due | Amount paid | Balance |
|--|---------|----------------|-----|---------------------------|------------|
| <input checked="" type="checkbox"/> Deposit paid | Due now | Visa | | GBP 236.25 0 % supplement | |
| <input type="checkbox"/> Balance paid | Due now | Visa | | GBP 751.25 0 % supplement | |
| | | | | GBP 987.50 | GBP 0.00 |
| | | | | | GBP 987.50 |

Enter custom payment 2017-05-29 Visa GBP 0 Payment 0 % supplement

☒ Process online using SagePay

Customer payments Security deposits History & Correspondence Add notes or files Generate documents Add reminder Your reference Website & source Financial Cancel

Settings Save

Payment method

Payment type: Select

| Description | Date | Payment method | Due | Amount paid | Balance |
|--|-------------|--------------------------|-----|---------------------------|---------|
| <input checked="" type="checkbox"/> Deposit paid | | | | | |
| <input type="checkbox"/> Balance paid | Due now | Select | | GBP 751.25 0 % supplement | |
| Deposit payment [SagePay ref {63334FC5-5CE2-B361-9454-F827D814A28C}] | 29 May 2017 | Visa XXXX-XXXX-XXXX-0006 | | GBP 236.25 | |

Delete - Edit - SagePay refund



7. When the time comes to process the balance the card is already registered to take repeat payments. To process the balance tick "Balance paid".

8. Select the Opayo (SagePay) repeat payment method.

Customer payments Security deposits History & Correspondence Add notes or files Generate documents Add reminder Your reference Website & source Financial Cancel

Settings Save

Payment method

The following payment types are available for this booking:   SagePay repeat Visa XXXX-XXXX-XXXX-0006

Or select a new payment type: Select

| Description | Date | Payment method | Due | Amount paid | Balance |
|--|-------------|---|-----|---------------------------|------------|
| <input checked="" type="checkbox"/> Deposit paid | | | | | |
| <input checked="" type="checkbox"/> Balance paid | Due now | Select | | GBP 751.25 0 % supplement | |
| Deposit payment [SagePay ref {DD220BF4-CF14-8E20-C8E4-E3A439197170}] | 29 May 2017 | SagePay repeat Visa XXXX-XXXX-XXXX-0006 | | GBP 236.25 | |
| | | | | GBP 236.25 | GBP 751.25 |

Enter custom payment 2017-05-29

☒ Process online using SagePay

9. Tick "Process online using Opayo (Sage Pay)" and Save.

10. You should receive a SUCCESS message, click OK.

Payment processor response

SUCCESS

SagePay confirmation: the transaction was successfully processed, ref {63334FC5-5CE2-B361-9454-F827D814A28C}

Address verification result: MATCHED

Post code verification result: MATCHED

CVV verification result: MATCHED

OK

! Always ensure your online payments include a Opayo (Sage Pay) reference number. This proves the transaction is successful. If there is no reference number then you haven't completed the payment correctly. You can delete this and try again.

💡 How you can tell if a guest has allowed their card to be used for further payments: Against their initial deposit payment there is a small card icon. If this is blue then the card has been enabled to process future payments. If it is grey then it won't allow a repeat payment option.

Deposit payment [SagePay ref {DD220BF4-CF14-8E20-C8E4-E3A439197170}]



29 May 2017

Visa XXXX-XXXX-XXXX-0000

