

# Virtual Terminal

To process a manual transaction, the following fields are required:

- **Customer Name**
- **Customer Email address**
- **Credit Card Number**
- **Expiration Date**
- **Amount**

You have the option of inputting the following fields:

- **Invoice Number:** This field will be displayed on the customers receipt
- **Description:** This field is only displayed in PaymentsHQ and is useful for administrative purposes. For example you can use it to describe what the manual transaction is for - "Johnny Smith's late fee"

Your organization will receive an e-mail notification for each manual transaction processed. You also have the option to send an email receipt to the customer by checking the applicable box.

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## Frequently Asked Questions

### What is the fee to process a manual transaction?

There is no additional fee to process a manual transaction. Only your per transaction fee applies.

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