

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 customer's 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 email notification for each manual transaction processed. You also have the option to send an email receipt to the customer by checking the applicable box.

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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