



HOW TO ISSUE A SALE/CREDIT IN PC CHARGE

1. Open the PC Charge Payment Server application by double clicking the Green Dollar Sign (\$) in the bottom-right hand corner of the screen, beside the time and date.
2. Click the 'Credit' Icon at the top left of the page.
3. The first two tabs on the top left will be 'Sale' and 'Credit'. Select the desired function where Sale will take money off of the customer's card, and Credit will put money back on the customer's card.
4. Enter the required fields (Account Number, Expiration Date, and Amount).
5. Click process to process the request.
6. Minimize the PC Charge application as it must continue to run to process credit cards.