

Authorize – Admin > New Charge to Customer Profile

Dashboard - Businessowner

Business Owner : Jazmyne Jez - 9813

Current Package : Farmers Store Quarterly

Expir

Transactions

Charge

Transaction Id	Date	User	Amount	Package	Addons	Status
▶ 43848366259	2022-12-30 08:07:23	Jazmyne	\$-199	Addon	Custom Stages	APPROVED
▶ 43848366259	2022-12-30 08:07:09	Jazmyne@idealt...	\$199	Addon	Custom Stages	APPROVED
▶ txn_6og5CTQ8a9...	2022-12-16 08:30:42	Chargebee Refunded	\$-15.99			APPROVED
▶ ev_169nz3TQ8a92...	2022-12-16 12:00:00	Chargebee Cancellation	\$0			APPROVED
▶ txn_AzyfeDTQ8Zfd...	2022-12-16 08:28:46	Chargebee Subscription	\$15.99	Addon	ACE Bot	APPROVED
▶ txn_AzyfeDTQ8Zfd...	2022-12-16 08:28:49	Jazmyne@idealt...	\$15.99	Addon	ACE Bot	APPROVED
▶ txn_Azz2ZvTQ78O2...	2022-12-15 02:15:18	Chargebee Refunded	\$-15.99			APPROVED
▶ ev_16A4De1TQ78N...	2022-12-15 12:00:00	Chargebee Cancellation	\$0			APPROVED
▶ txn_AzZn3QTQ76rs...	2022-12-15 02:09:16	Chargebee Subscription	\$15.99	Addon	ACE Bot	APPROVED
▶ txn_AzZn3QTQ76rs...	2022-12-15 14:09:19	Jazmyne@idealt...	\$15.99	Addon	ACE Bot	APPROVED

Packages

Add ons

Other Amt

Package*

Farmers Store Quarterly

Please select package.

Expiry Date : 04/03/2023

Amount*

Amount

Please enter amount.

Card Number*

Credit Card Number

Please enter Credit Card Number.

Expiration Date.*

Expiration Date

Please enter expiration date.

Card Verification No*

cvv

Please enter cvv

☒ Use Billing Account Information

Address*

Admin > business owner > payments

Add 'Charge' button to transactions table header

Charge

On click, open form

New Charge - {Business_Owner_Full_Name}

Close

Verify Customer Information:

First Name:

{AutoFill_BO_FirstName}

Last Name:

{AutoFill_BO_LastName}

Email:*

{AutoFill_BO_Username}

Address:

{AutoFill_BO_Address}

City:

{AutoFill_BO_City}

State:

{AutoFill_BO_State}

Zip code:

{AutoFill_BO_Zip}

Order Information:

Transaction type:*

Charge (Authorize and Capture)

Total Amount:*


{AutoFill_with_prev_transaction_amt} - Allow field to be edited

Description:*

{insert the charge description into customer profile in authorize & business owner > admin notes}

Payment Information:

Payment Method:

 Mastercard ending in #### Expires on MM/YYYY

Update

Submit

On click, open form —

Auto fill the following fields in 'Customer Info':

First Name:
Last Name:
Email:
Address:
City:
State:
Zip Code:

Under 'order information':

Transaction type (make selection 'Charge (authorize and capture)' - do not allow admin user to edit field.)

Total amount (a required field - auto fill with previously selected transaction amount (ie. amount shown in Payment Details screen that was used to access 'New Charge' Form)

Description (a required field - insert this description into authorize > order info > description field... as well as admin > business owner notes)

Payment Method - display card type, last 4 of card and card expiration date

New Charge - {Business_Owner_Full_Name}

Close

Verify Customer Information:

First Name:

{AutoFill_BO_FirstName}

Last Name:

{AutoFill_BO_LastName}

Email:*

{AutoFill_BO_Username}

Address:

{AutoFill_BO_Address}

City:

{AutoFill_BO_City}

State:

{AutoFill_BO_State}

Zip code:

{AutoFill_BO_Zip}

Order Information:

Transaction type:*

Charge (Authorize and Capture)

Total Amount:*


{AutoFill_with_prev_transaction_amt} - Allow field to be edited

Description:*

{insert the charge description into customer profile in authorize & business owner > admin notes}

Payment Information:

Payment Method:

 Mastercard ending in #### Expires on MM/YYYY

Update

Card Number:

Expiration Date:

CVV:

Billing Address:

First and Last Name

123 Street Address

City, State Zip

On click allow user to edit billing

Cancel

Update

Submit