Choice Payments

Overview

The **Choice Payment Services** integration allows you to process payments with **Choice** directly within Edge POS. This integration includes an all-in-one **Process Credit Transactions** screen with the ability to **swipe credit cards** for quick processing, **split payments** between **multiple cards** or **multiple tender options**, process cards **manually**, and more.

Getting Started

Choice Payment Services integration is a licensed-based Edge integration requiring an initial sign-up through **Choice**. They will alert our **Administrative** team about your subscription with necessary credentials and then issue you a new **Edge license** via email. The newly issued license must be **installed prior** to using this feature in Edge. Installation steps are included with your license.

Fill out the form linked to sign up with **Choice**:
Merchant Application

Setup

The first step to setting up **Choice Payments** is to configure the **Choice DLL**. This is an important first step for using this feature and must be done on **each workstation** with a credit card reader attached.
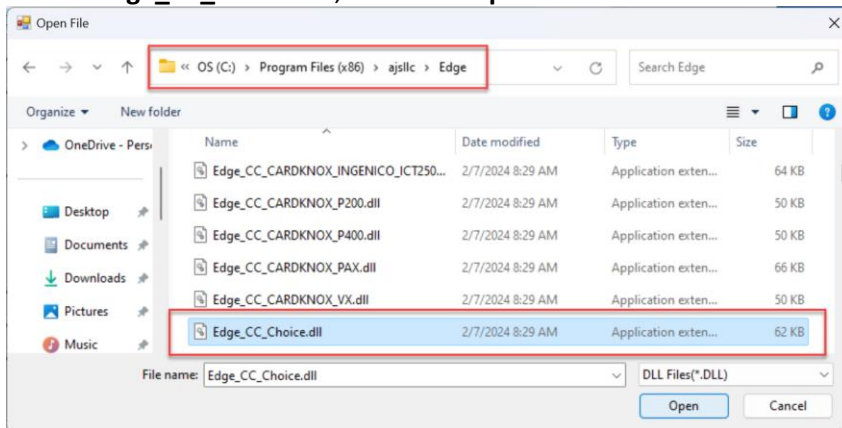
Configuration

This is an important first step for using this feature and must be done on **each workstation** with a credit card reader attached.

To set the Podium DLL:
1. Navigate to **Administrative > Configuration**.
2. Scroll down to the **Plug-Ins** section and click on **Credit Card Processor Plug-Ins**, then click the button with the **3 dots** to the right.
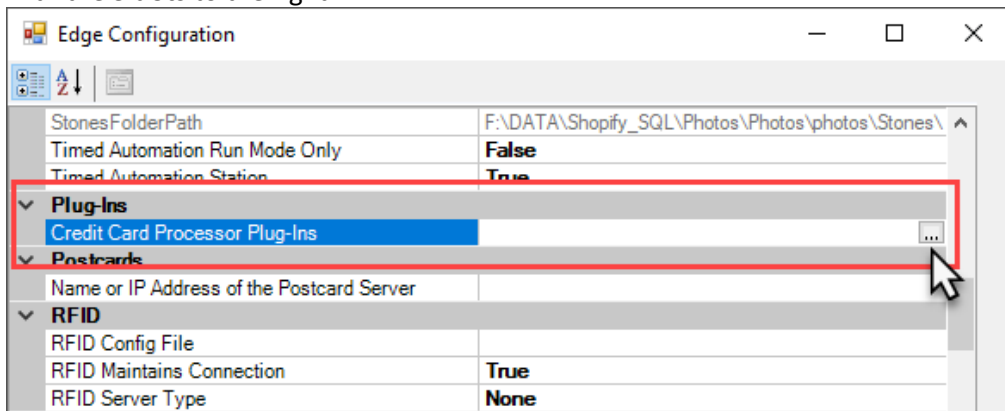
3. The **Open File** window will open. Navigate to the folder **C:\program files (x86)\ajsllc\Edge** and select the file **Edge_CC_Choice.dll**, then click **Open**.

4. Click OK to save your configuration change.

Connecting with Choice Device ID

Once you have set the **Choice DLL** and **restarted Edge**, the next step is entering your **Choice credentials** to complete the integration and begin using **Choice at POS**.

To enter your **Choice** credentials:

1. Navigate to **Administrative > Credit Cards > Choice Credit Card Processing**. The **Choice Credit Card Processing** window will appear.

2. Fill in the fields with the information **provided to you by Choice.**
   NOTE: You must contact **Choice** if you are unsure of your ID information, or to recover your ID and password information.

3. Follow the steps outlined above on **each workstation** that will be connected to a credit card terminal.
   NOTE: You **MUST** fill out this form on **all** workstations that will be connected to a credit card terminal.

Choice Payment Processing at POS

Selling items at **POS** with **Choice** works just like any regular item sale at POS. You will **find the customer** and select the **associate**, as normal, then **find/scan** the item to be sold.

Once all items have been added and you are ready to complete the sale, click the **Credit Card** button. The **Process Credit Transactions** window will open with a **single Purchase line** showing the **total amount due** of **all** sale lines in the transaction:
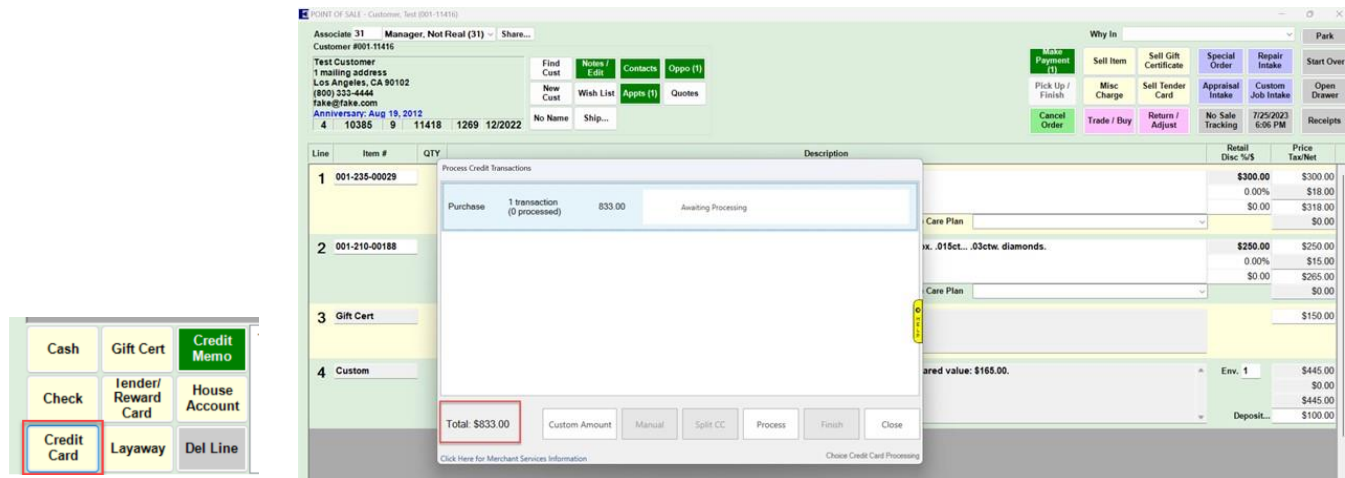

NOTE: **Returns** processed in the same transaction with an **original payment method of Credit Card,** indicating money being **returned** to a **credit card,** will show on a **separate** line from sale line items. Returns made by **any other method** other than credit cards will **NOT** be listed on this screen. Return credit card transactions are processed the **same** way as a sale transaction as outlined in the next section named **Process Credit Transactions Window**.

Process Credit Transactions Window

The **Process Credit Transactions** window can be accessed at **any** point during a sale once a sale line has been added by clicking the **Credit Card** button, even if the window has been closed by either clicking the **Finish** or **Close** buttons.

- **Custom Amount:**
  Customize the amount being charged to one credit card to **split payment** between **multiple** different tender options beyond just credit cards. **For example**, if a customer has both cash and credit card as payment and would like to pay $500.00 with the credit card and the remainder in cash, you can put $500 as the amount using the **Custom Amount** button:
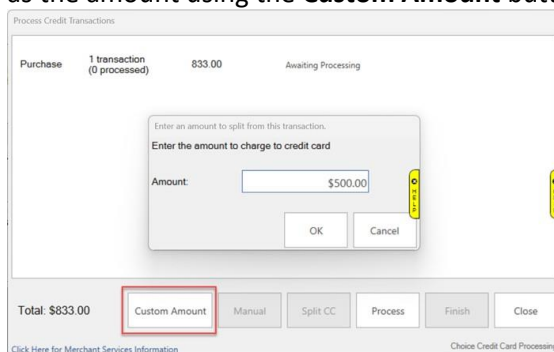
- **Manual:**
Process the credit card **manually** instead of swiping the card. This is a good option for when a customer places an order over the phone and **does not** physically hand you their credit card.

- **Split CC:**
If a customer requests splitting payment between multiple credit cards.

- **Process:**
Process the credit card(s). Processing a credit card using **Process** requires a card to be **swiped**. You will see a **green dot** if the charge was completed **successfully**, or you will see a **red dot** with **error message** indicating that the process **could not** be completed.

- **Finish:**
  Closes the **Process Credit Card Transactions** window. This allows you to enter other tender options if a customer choice the **Customize** option or allows you to **complete the sale** as normal by clicking **Done** if credit cards processed successfully.
  NOTE: The **Finish** button is **only** enabled if credit cards have been **processed** by using either the **Process** or **Manual** buttons. If a transaction line says **Awaiting Processing**, you can **only close** out of the screen using the **Close** button.

- **Close:**
  Closes the **Process Credit Card Transactions** window when transaction lines are still listed as **Awaiting Processing**. This allows you to choose an alternative tender option first, then putting the remaining balance on a credit card.