

"Manual" type of capture

Please contact [Computop Helpdesk](#) if you wish to learn more about the options available for the "Manual" type of capture.

Type of capture*

Auto
Manual
Time

Type of capture	Description
Manual	The amount is authorised (i.e. reserved), but the merchant has to capture the amount manually
Auto	The amount is authorised and captured straight away
Time	The amount is authorised and captured automatically after X hours

Entering the reference number and merchant reference number

The reference number and the merchant reference number are used for unique identification of the payment process within the application.

The merchant reference number is used as a payment reference, which is specified in the corresponding EPA file issued by your bank.

Reference number

Please note that operations cannot be assigned or created without the input of a unique reference number (payment reference).

The application automatically generates the merchant reference number for every operation. The merchant reference number allows you identify each operation uniquely. You only need to enter the merchant reference number if you wish to add a credit or a payment to an operation that already exists.

Entering information about your shopping cart

This is where you can enter the merchandise or services that your customer ordered from you.

"Information about your shopping cart" input field

The "Information about your shopping cart" input field must be filled in according to the rules for the payment method and the payment method provider applicable when the operation was created. The corresponding parameters in the payment methods are "OrderDesc" and "OrderDesc2".

Filling in "Card data" input fields

All of your customer's credit card data is required to create the operation correctly. You can enter the following card data: Card holder, credit card brand, card number, expiry date (MM/YYYY) and card validation code.

Entering the credit card number

Please make sure that you enter all digits in the credit card number without spaces.

Creating a credit card payment or credit

Action	Description
Initiate payment	Deduct the amount from the card data
Credit	Credit the amount to the card data
Check credit card number	check if entered credit card number is valid

2. Click on the appropriate button to execute the action.

The application verifies the values entered. If the values are invalid, a message showing the reason why will appear in red. If the values are valid, the operation (credit card payment or a credit) is created.