

LIGHTHOUSE BUSINESS MANAGER VIRTUAL TERMINAL USER GUIDE

Lighthouse Business Manager (Lighthouse) Virtual Terminal allows owners to process New Sale, and Adjustment transactions separate from the POS.

Note: Lighthouse Virtual Terminal functions are available to owners only; these permissions cannot be delegated to any other merchant sub-users.

Logging In

1. Log in to Lighthouse Business Manager.
2. Navigate to **Virtual Terminal** on the left menu.

Note: Search existing transactions by date range or transaction detail (e.g., invoice ID, last four digits of credit card, name, etc.)

Invoice	Total	Date	Auth #	Tx	Card #	Name	Type	Action
000000001	\$0.00	01/01/2021	000000		**** *1234		REFUND	
000000002	\$0.00	01/01/2021	000000		**** *1234		SALE	
000000014	\$0.00	01/01/2021	000000		**** *1234		SALE	
000000015	\$0.00	01/01/2021	000000		**** *1234		SALE	
000000016	\$0.00	01/01/2021	000000		**** *1234		SALE	
000000018	\$0.00	01/01/2021	000000		**** *1234		SALE	
000000019	\$0.00	01/01/2021	000000		**** *1234		REFUND	
000000027	\$0.00	01/01/2021	000000		**** *1234		REFUND	

New Sale

1. Select **New Sale** from main Virtual Terminal screen.
2. Enter the required information (invoice number, card number, and primary amount) as well as any additional specifics for this transaction, including an optional tip or fee.
 - a. Utilize the **Purchasing Card Information** section if paying with a purchasing card.
 - b. Enter the **Customer Information**, if information like customer name and billing address is needed.
 - c. Enter comments and transaction details in **Miscellaneous Notes** as needed.
3. **Submit** the transaction.

Create Sale Transaction

Robert's Burgers * Indicates required fields.

Basic Transaction Information

Invoice *

Primary Amount *

Card Number/TrueToken/GTVToken *

Tip/Fee Amount

Expiration Date MM YY

Card Security Code

Unreadable Not on Card

Total Amount **\$0.00**

Purchasing Card Information ^

Customer Information ^

Miscellaneous Notes ^

SUBMIT

- After submission, you will receive a basic receipt that can be emailed or printed.

Note: After closing the receipt, refresh the page to view the transaction.

Create Sale Transaction

SALES DRAFT

LIGHTHOUSE TEST

ACCOUNT

2202 N IRVING ST
VT TESTING
ALLENTOWN, PA 18109
8888579751
Jan 20, 2021 03:35P Alaskan

Invoice:	0000001112
Transaction Type:	Sale
Merchant ID:	8012502
Card Type:	MASTERCARD
Card Number:	XXXXXXXXXXXX0009
Entry Method:	M
Approved:	OK345W
Primary Amount:	\$20.00
Tip Amount/Fee:	\$4.00
Total:	\$24.00

Signature

I agree that the amount above is correct and agree to pay to comply with my cardholder agreement.

CLOSE
EMAIL
PRINT

Adjust

The **Adjust** function is only visible for a transaction that has not yet been submitted for settlement.

- Select the transaction you wish to adjust (you may need to utilize the search function).
- Select the **Adjust** action from the transaction line.

Robert's Burgers - 0021673941
Change Location
Virtual Terminal

01/19/2021 - 01/20/2021 Generate Refund New Sale

Invoice	Total	Date	Auth #	Tip	Card #	Name	Type	Action
0000001112	\$24.00	01/20/2021	OK345W	\$4.00	*****0009		SALE	Adjust

- The invoice number will automatically populate. Enter the remaining required information (card number and primary amount) as well as any additional specifics for this transaction.
 - Utilize the **Purchasing Card Information** section if paying with a purchasing card.
 - Enter the **Customer Information**, if information like customer name and billing address are needed.
 - Enter comments and transaction details in **Miscellaneous Notes** as needed.

Edit Sale Transaction

Robert's Burgers * Indicates required fields.

Basic Transaction Information

Invoice *	<input type="text" value="0000001112"/>	Primary Amount *	<input type="text" value="\$20.00"/>
Card Number/TripToken/GTVToken *	<input type="text" value="*****0009"/>	Tip/Fee Amount	<input type="text" value="\$4.00"/>
Expiration Date	MM <input type="text" value=""/> / YYYY <input type="text" value=""/>	Card Security Code	<input type="text" value=""/>
	<input type="checkbox"/> Unreadable		<input type="checkbox"/> Not on Card
		Total Amount	\$24.00

Purchasing Card Information
^

Customer Information
^

Miscellaneous Notes
^

SUBMIT

4. **Submit** the transaction.
5. The **Sales Draft** will display and can be emailed to or printed for the customer or your records.

Note: After closing the receipt, refresh the page to view the transaction.

Edit Sale Transaction

SALES DRAFT
LIGHTHOUSE TEST
ACCOUNT
2202 N IRVING ST
VT TESTING
ALLENTOWN, PA 18109
8888579751
Jan 20, 2021 03:43P Alaskan

Invoice:	0000001112
Transaction Type:	Sale
Merchant ID:	8012502
Card Type:	MASTERCARD
Card Number:	XXXXXXXXXXXX0009
Entry Method:	M
Approved:	OK345W
Primary Amount:	\$16.00
Tip Amount/Fee:	\$4.00
Total:	\$20.00

Signature

I agree that the amount above is correct and agree to pay to comply with my cardholder agreement.



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