

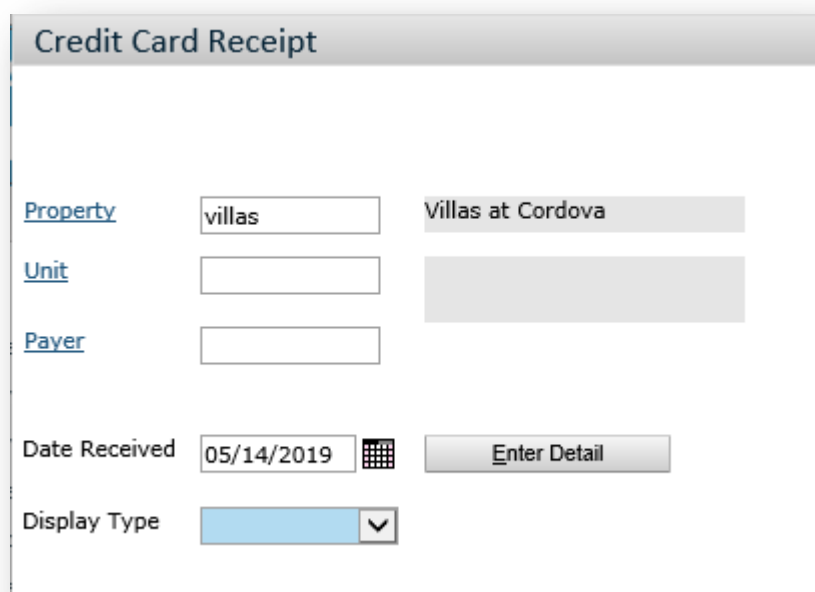
MANUALLY PROCESS CREDIT CARD PAYMENTS

Where to View Your Resident's Account:

Bluestone Residential Manager

Navigation: In the Bluestone Residential Manager Role

- Left Menu: Payments > Electronic Payments > Credit Cards > Credit Cards - One Time
- Begin by selecting the unit number and use the Payer blue hyperlink to select the appropriate resident account.
 - **Display type:** Standard Receipt Display (most common) for processing the card for an applicant/resident account. OR Non-tenant receipt display if processing the payment directly onto a GL account and should not be reflected on a ledger



The screenshot shows a web form titled "Credit Card Receipt". It contains several input fields and a button. The "Property" field has a dropdown menu with "villas" selected, and a greyed-out field to its right shows "Villas at Cordova". The "Unit" and "Payer" fields are empty. The "Date Received" field contains "05/14/2019" and has a calendar icon to its right. To the right of the date is a button labeled "Enter Detail". The "Display Type" field is a dropdown menu with a blue highlight and a downward arrow.

- Click Enter Detail
- Complete the Credit Card Receipt screen for amounts charging and where to allocate the funds

Credit Card Receipt

Property: oakhill Oak Hill Apartments
 Unit: 2507 2507 Oak Hill Circle
 Payer: t0182466 Amanda Palmer-Sawyer (EMPL)
 Date Received: 05/17/2019
 Display Type: Standard Recd

Preferred Payment Type: Credit
 Existing Cards:
 Total Amount: 0.00
 Post Month: 05/2019

Convenience Fee:
 Notes:
 Save Help

Total Amount: -5.00

	Pay	Cash Account	Merchant	Charge Code	Acct	Date	Charge	Prior Paid	Ref	Description	Hold For	Hold Until	Auto Apply	Charge
<input type="checkbox"/>	-5.00	1020-0000	OAKHILL	cable	3140-0000	05/01/2019	-30.00	-25.00	:Misc PostTran Unit : 2507	Cable Fee (05/2019)			<input type="checkbox"/>	4898127
<input type="checkbox"/>	0.00	1020-0000	OAKHILL	prepaid	3105-0000			0		Prepay			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	0.00	1020-0000	OAKHILL	prepaid	3105-0000			0		Prepay			<input checked="" type="checkbox"/>	

- **Total Amount:** Enter the amount to charge the credit card, excluding the convenience fee
- In the table, check the box next to each line item that is being paid. If there are not unpaid charges, such as prior to move in, all the payment will be applied to charge code "prepaid"
- Select Save
- Fill in the credit card information and billing address for the card
- Review the Payment details for Resident Name and Payment Total (including the convenience fee)
- Check "Agree to Terms & Conditions" box
- Click Submit

YARDI CARD SERVICES

Card Details

CARD INFORMATION
 Card Number:
 Name on the Card:
 Exp Date: Month Year
 CVV Code:
 BILLING ADDRESS
 Country: United States
 Address Line 1:
 Address Line 2:
 City:
 State:
 Zip:
☐ I have read & agree to the terms & conditions.

Payment Details
 Amanda Palmer-Sawyer -EMPL-
 Amount: \$ 15.00
 Payment Total: \$ 15.00

Payment To TECHNICAL SUPPORT
 Email: Techsupport@bluestone-prop.com

The payment will show on your statement as "Oak Hill".

Cancel Submit

The information on this form is collected to process a payment card transaction. It will be stored on our secure servers in Texas. For information about this collection or how to obtain access to or correct your personal information you may contact our privacy officer at privacy@yardi.com.