

# Receipting a booking using the Online Payment Link in CustomLinc

To receipt a booking over the phone inside of CustomLinc, the Online Payment Link is now the method to complete this.

The screenshot displays the CustomLinc software interface for a booking. The main content area shows the following details:

- Product:** 3110-0008-LA092 - 10,000km Belgrev...  
**Departing Thu:** 23/07/2023 10:00  
**Returning Thu:** 27/07/2023 12:45  
**201 Seats Available**
- Party Name:** TESTMITCH
- Balance Owing:** \$61.00  
**Total Sales Tax - GST (10.00%):** \$5.55  
**Total Payable ex Sales Tax (10.00%):** \$55.45

The interface also features a sidebar with navigation options such as Sightseeing, Schedule, Check-in, Booking 1, Booking 2, Pickups, Manifests, Express, Services, Loadings, Check-in, Accommodation, Charter, Rostering, Roster, Staff Roster, Staff Shifts, Rental, and Maintenance. The bottom status bar indicates the user is logged in as 'Office' and is using 'Cash Drawer 1'.

Inside the booking, Select Receipt

Custom(Linc - [781572 TESTMITCH])

Mitch Fraser

Product \* 8310-9088-LA952 - 18:00am Belgrum...  
 Clearing Thu \* 23/07/2023 10:00 201 Seats Available  
 Returning Thu \* 23/07/2023 12:45  
 Party Name \* TESTMITCH  
 Email \* mitch.fraser@pbc.org.au  
 Mobile Phone # Phone #  
 Agent Direct Booking - Australian Dollar  
 Sub Agent  
 Name / Ref  
 Pickup Point  
 Status \* Confirmed  
 Channel \* Booking Office at B Party Ref 1474090  
 Store Booking Ref 781572  
 Country / State Postcode

Description  
 Adult Return  
 Booking Total  
 Balance Owing  
 Total Sales Tax - GST (10.00%)  
 Total Payable ex Sales Tax (10.00%)

Qty	Broch(Sp)	Brochure	Price (Sp)	Total (AUD)
1			\$61.00	\$61.00
			\$61.00	\$61.00
			\$5.55	\$5.55
			\$55.45	\$55.45

Notes

Receipt Promotions Options Special Prices

Date/Time	Subject	From	To	Reason	Type	Method	Atch
-----------	---------	------	----	--------	------	--------	------

Additional Information

Made on	14 Jun 2023 at 10:09
Made by	Mitch Fraser
Tax Rate	10.00%
Is a	Conventional Product
Revenue Gross	\$55.45
Revenue Net	\$55.45
Sales GL Code	00.00.1218.0
Revenue Split	1
FR8281572-170	(FRACRAC) (0)

Office 2

Customer Service Centre on ETR8211101L using Cash Drawer 1

Puffing Billy - Production System

Forums | Documents

In the receipt menu, change the Payment type to the Card Type, and add the amount to be paid. This method does support Partial payment. Then select Process through Gateway

## Receipt Booking # 781572

### Receipt Details

Balance Owing

New Balance Owing

Price Adjustment

Adult Return

Cash

Rounded To

Amount Tendered

Change

Payment Type

Amount   Process through Gateway

Process on Pinpad

Other Receipt Type

Amount  Ref #

Receipt All

Split Pax >>

Print Receipt

Print Ticket

Set as Conf..

Auto Fill

OK

Cancel

Pressing okay will prompt opening of the pending payment page

## Pending Payment Window



Click OK to open a Pending Payment page in your web browser.

OK

Cancel

This page then presents details for payment, similar to the online site.

**PENDING PAYMENT**

**BOOKING DETAILS**

Party Name TESTMITCH  
Contact Details mitch.fraser@pbr.org.au  
Party Ref 1474090

Product 10:00am Belgrave departure / 12:45pm Lakeside Return  
Date 27 Jul 2023 10:00  
Booking Ref 781572

Payment Amount \$30.00

**ORDER SUMMARY**

10:00am Belgrave departure / 12:45pm Lakeside Return 27 Jul 2023 10:00

Total Owing \$6100

**SELECT A PAYMENT METHOD**



Select the Payment Method, being Mastercard or Visa

# SELECT A PAYMENT METHOD



Then enter card details and select Save and Pay

**SELECT A PAYMENT METHOD**



Name on card

Card Holder Name

Card Number

XXXX XXXX XXXX XXXX

Expiry

Month

Year

CVV

SAVE AND PAY

The screen will then update with the payment made, if partial payment this amount will be deducted. Note the \$30 payment

**PENDING PAYMENT**

**BOOKING DETAILS**

Party Name: TESTMITCH  
 Contact Details: mitch.fraser@pbr.org.au  
 Party Ref: 1474090

---

Product: 10:00am Belgrave departure / 12:45pm Lakeside Return  
 Date: 27 Jul 2023 10:00  
 Booking Ref: 781572

**Total Owning \$31.00**

**ORDER SUMMARY**

10:00am Belgrave departure / 12:45pm Lakeside Return 27 Jul 2023 10:00

---

**Total Owning \$31.00**

The booking will also update with the payment made

Description	Qty	Broch(pp)	Brochure	Price (pp)	Total (AUD)
Adult Return	1	\$61.00	\$61.00	\$61.00	\$61.00
<b>Booking Total</b>			<b>\$61.00</b>		<b>\$61.00</b>
Receipt - MasterCard (Not Printed) -Approved: Payment successfully made. - Stefanie Straub					\$-30.00
<b>Balance Owning</b>					<b>\$31.00</b>
Total Sales Tax - GST (10.00%)					\$5.55
Total Payable ex Sales Tax (10.00%)					\$55.45

When the booking is fully paid off, the below message appears

**PENDING PAYMENT**

**BOOKING DETAILS**

Party Name: TESTMITCH  
 Contact Details: mitch.fraser@pbr.org.au  
 Party Ref: 1474090

---

Product: 10:00am Belgrave departure / 12:45pm Lakeside Return  
 Date: 27 Jul 2023 10:00  
 Booking Ref: 781572

**Total Owning \$0.00**

**ORDER SUMMARY**

10:00am Belgrave departure / 12:45pm Lakeside Return 27 Jul 2023 10:00

---

**Total Owning \$0.00**

Your payment has been received, thank you

And the booking updates with the payment received

Description	Qty	Broch(pp)	Brochure	Price (pp)	Total (AUD)
Adult Return	1	\$61.00	\$61.00	\$61.00	\$61.00
<b>Booking Total</b>			<b>\$61.00</b>		<b>\$61.00</b>
Receipt - MasterCard (Not Printed) -Approved: Payment successfully made. - Stefanie Straub					\$-30.00
Receipt - MasterCard (Not Printed) -Approved: Payment successfully made. - Stefanie Straub					\$-31.00
<b>Balance Owning</b>					<b>\$0.00</b>
Total Sales Tax - GST (10.00%)					\$5.55
Total Payable ex Sales Tax (10.00%)					\$55.45

Refunds work the same as normal bookings.

All issues with this system are to be directed to the IT Helpdesk ([helpdesk@pbr.org.au](mailto:helpdesk@pbr.org.au)) in the first instance.

---

Revision #2

Created 2023-06-14 10:09:30 UTC by Mitch Fraser

Updated 2023-06-14 10:18:15 UTC by Mitch Fraser