



Process transactions using PaperCut Web Cashier

Written By: Nicholas Bentley

PaperCut MF : Purchase : Purchase

maker.umd.edu/app?service=page/WebCashierPurchase

Bookmarks UMD Payroll Clear Cache SF DataLoader

Purchase User: nbentley

Purchase Items Log in as admin

Enter a username and select item(s) to charge.

For all CREDIT CARD transactions, BE SURE to add 6% sales tax to the total.
You can multiply the total by 0.06 to get the sales tax that needs to be added. Include it as a line item.

STOP! Install the Terrapin Works Tools Chrome extension before processing transactions.

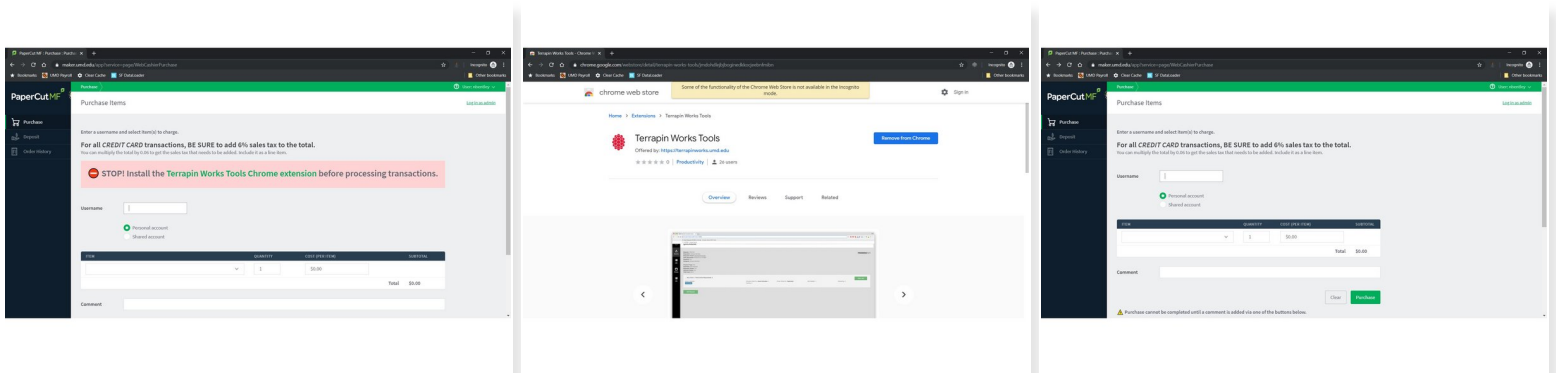
Username

☒ Personal account
☐ Shared account

ITEM	QUANTITY	COST (PER ITEM)	SUBTOTAL
<input type="text"/>	1	\$0.00	
Total			\$0.00

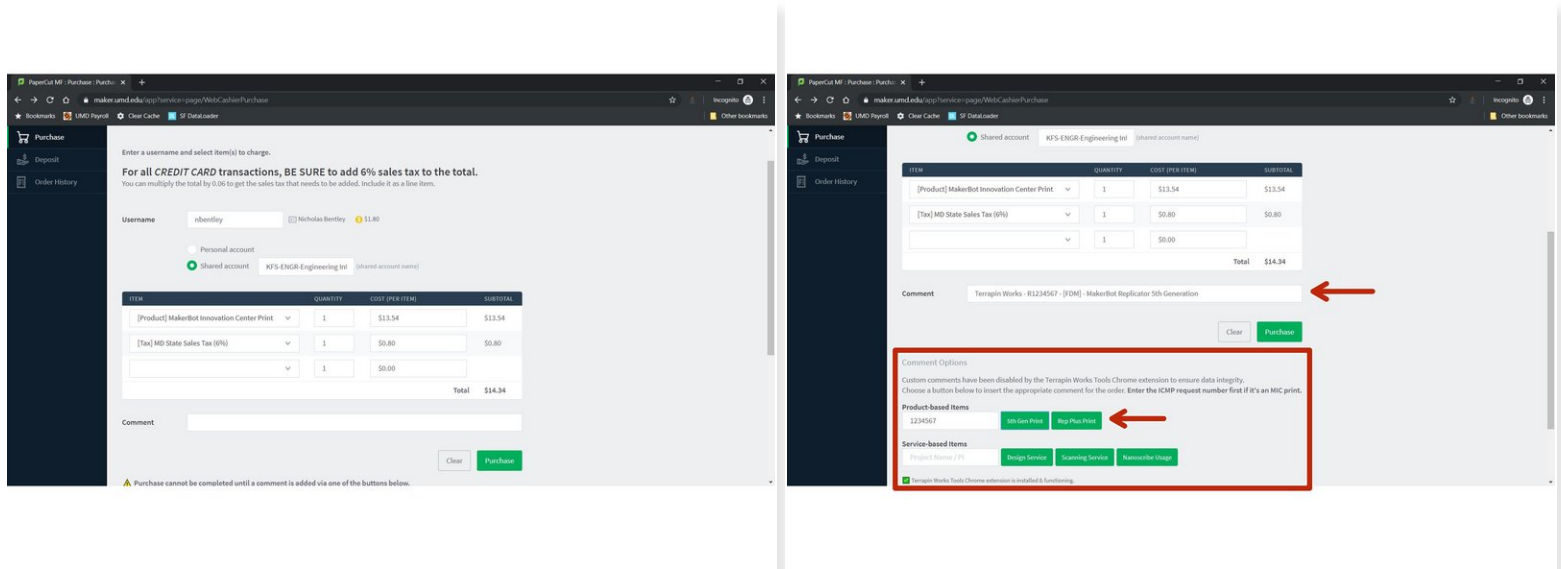
Comment

Step 1 — Log in to Web Cashier & get set up



- Browse to <https://maker.umd.edu/webcashier>.
- Log in using your Directory ID & password.
- Install the [Terrapin Works Tools](#) browser extension if you have not already. You will see a warning if you do not have it.
- The warning will disappear after you have installed the extension and you will see new options at the bottom of the interface.

Step 2 — Process a transaction



- Begin processing a transaction as you usually do.
- After you have entered the standard fields, such as username to charge to, shared account, and added line items (including tax if applicable), scroll down to the comment section.
- Below the comment section, you will see new options for filling out the comment field. The field is disabled for custom input.
 - Choose the option that makes the most sense, add detail using the text box, and click the button to insert the appropriate comment for the transaction.
 - After you have inserted the appropriate comment for the transaction using the available buttons, click purchase and complete the transaction as you would normally.

You have successfully completed this mini-training on how to process transactions using PaperCut Web Cashier using the Terrapin Works Tools browser extension.