

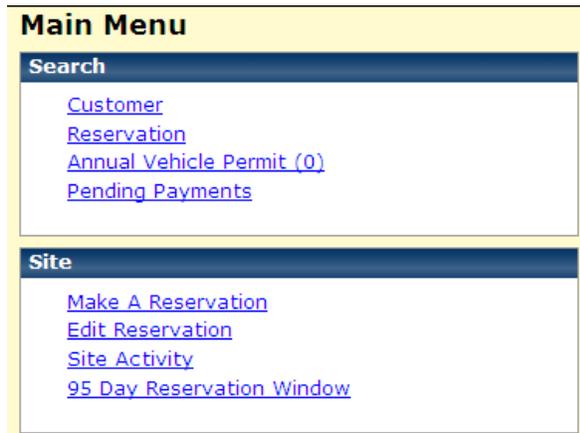
## OMS Pending Payment Processing – How To

Pending payment is a transaction for which payment has not yet been received. Payment is due within 14 days of booking the resource. Upon receipt of payment, the reservation is confirmed. This may be used for government entities and non-profit organizations that do not have credit cards. Park staff will enter this transaction(s) as payment pending and the customer will be billed for any applicable fees that may apply.

[Enter A 'Pending Payment' Reservation](#)  
[Process \(Pay Off\) a 'Pending Payment' Reservation](#)

### Entering a Pending Payment Reservation:

- 1) Click on the 'Make A Reservation' link:



- 2) Search for the site you want to reserve:

## Make A Reservation

Park:

Campsite
  Cabin
  Shelter
  Meeting Hall

Site:

Arrival Date:

Nights Stay:

**Site Features**

Single Site
  Group Site
  Tent Site
  Primitive

Electricity:

Water Hookup:

Sewer Hookup:

Site Length:

Pull-thru:

Handicap Accessible Site:

[»All Parks](#)
[»Lake Metigoshe](#)

3) Select the site you want to reserve by clicking on the 'View Site' link for that site.

## Make A Reservation

Park:

Campsite
  Cabin
  Shelter
  Meeting Hall

Site:

Arrival Date:

Nights Stay:

**Site Features**

Single Site
  Group Site

[»All Parks](#)
[»Lake Metigoshe](#)

**Reservable Sites for 12/08/2008,2 nights**

Site	Type	Electric	Water	Sewer	Length	Pad		Action
Loon Lodge	Cabin	N/A	Yes	N/A	N/A	N/A		<a href="#">View Site</a>
Slemmen Lodge	Cabin	N/A	Yes	N/A	N/A	N/A		<a href="#">View Site</a>
White Pelican	Cabin	N/A	Yes	N/A	N/A	N/A		<a href="#">View Site</a>

4) If the site is available and reservable for the dates you want, click on the 'Reserve Now' button.

## Make A Reservation

Map View | Calendar View | List View | Park Details | Site Details

Park: Lake Metigoshe

Campsite  Cabin  
 Shelter  Meeting Hall

Site: Loon Lodge

Arrival Date: 12/08/2008

Nights Stay: 2

Search

**Site Features**

Single Site  Group Site  
 Tent Site  Primitive

Electricity: No Preference

»All Parks »Lake Metigoshe »Loon Lodge

**Cabin Loon Lodge is Available on 12/08/2008 for 2 nights**

Reserve Now

Site Feature	Description
Cabin	Loon Lodge <a href="#">Activity</a>
Availability	<b>Available</b>
Type	Reservable
Cost	\$75.00 Per Night + \$6.00 Reservation Fee
Electricity	Yes
Water Hookup	Yes
Shower	Yes

This will take you to the 'Customer Search' page. If your customer is already in the system, you can default their information into the reservation by clicking on their name. If they are not already in the system, you will need to add them by clicking on the 'New Customer' button and entering their information.

### Make Reservation - Customer Search

**Search Criteria**

Last Name: o'test  
First Name:   
Organization:   
Zip Code:   
Order No:   
Reservation No:   
Year: 2008

Clear Search

**Search Results**

Name	Address	Zip Code	Last Activity
<a href="#">O'Test, Test</a>	1600 E. Century Ave. Suite 3, Bismarck, ND	58503	12/04/2008

Cancel New Customer

Enter the reservation as you would any reservation. Confirm the name and address information. Select the appropriate 'Vehicle Permit' choice. Click 'Continue'.

## Make Reservation

### Site Information

Park: Lake Metigoshe  
Site: Loon Lodge [Change](#)  
Arrive: 12/08/2008  
Depart: 12/10/2008  
Nights: 2

### Customer

\*Name: First  MI  Last   
\*Address 1:   
Address 2:   
\*City, State, Zip:    (5555)  
\*Country:   
\*Daytime Telephone:  (2223334444)  
Email Address:

A daily vehicle permit or annual vehicle permit is required for E  
If you do not purchase vehicle permits as part of this reservati

\*Vehicle Permit:  2 Daily (\$10)  Annual (\$25)  Have Annual  Will Pu

[Cancel](#) [Continue](#)

Verify the order information then click on 'Invoice'.

## Shopping Cart

 You have 29:58 minutes left to complete your reservation order(s).

Please verify your order by reviewing the information below. Click Change to make co

### Reservation

Name: Test O'Test Park: Lake Metigoshe  
Telephone: 111-111-1111 Site: Loon Lodge  
Address: 1600 E. Century Ave. Suite 3, Bismarck ND 58503 Arrive: 12/08/2008 (M  
Nights: 2

[Change](#) [Delete](#)

You must vacate this site by 11:00 AM.

[Continue Shopping](#) [Invoice](#)

Clicking on 'Invoice' takes you to the 'Payment Information' screen. Here you will have the option for 'Payment Pending'. If you do not have this option, you do not have security rights to make a pending payment reservation. Talk to your park manager.

## Payment Information

 You have 29:26 minutes left to complete your reservation order(s).

### Payment Choice

- Online       Cash/Check       POS Credit  
 Payment Pending

Item	Cost	Override	
Reservation for Site Loon Lodge, 12/08/2008	\$150.00	150.00	
Reservation Fee for Site Loon Lodge, 12/08/2008	\$6.00	6.00	
Total:	\$156.00	\$156.00	<a href="#">Recalculate Total</a>

[Return](#) [Continue](#)

Once you click on 'Continue' in the 'Payment Information' page you will be taken to the Invoice page. The reservation process is complete.

### Invoice

• Order No: OXT29520.

Name	Address	Item	Reservation No.	Cost
Test O'Test	1600 E. Century Ave. Suite 3, Bismarck, ND 58503	Lake Metigoshe, Site Loon Lodge, Arrival: 12/08/2008 (Mon), Depart: 12/10/2008 (Wed), Nights: 2	OXT29520-001	\$156.00
		Total		\$156.00

[Main Menu](#) [Printer Friendly](#)

### Processing (Paying Off) a Pending Payment Reservation:

All reservations that are in a 'Pending Payment' state will show on the 'Pending Payments (##)' page, and will show in the Pending Payment count on the 'Main Menu'.

## Main Menu

### Search

- [Customer](#)
- [Reservation](#)
- [Annual Vehicle Permit](#)
- [Pending Payments \(13\)](#)

Site

### Applying a Payment:

Once you have the payment from the customer (or a credit card number), go to the 'Pending Payments (##)' link on the 'Main Menu'. In here select the 'Process Payment' link for the appropriate reservation

record.

### Pending Payments for Grahams Island

Customer	Organization	Sold	Order No.	Action
[Redacted]	-	08/11/2008 9:28 AM	<a href="#">ANG27003</a>	<a href="#">Process Payment</a>
		10/03/2008 4:57 PM	<a href="#">CHA31677</a>	<a href="#">Process Payment</a>
		10/06/2008 8:59 AM	<a href="#">CHA90407</a>	<a href="#">Process Payment</a>
		04/15/2008 12:50 PM	<a href="#">CON39097</a>	<a href="#">Process Payment</a>
		03/28/2008 12:11 PM	<a href="#">KER63312</a>	<a href="#">Process Payment</a>
O'Test, Test		12/04/2008 10:27 AM	<a href="#">OXT19488</a>	<a href="#">Process Payment</a>
[Redacted]	Wedding	07/11/2008 1:51 PM	<a href="#">OCK13733</a>	<a href="#">Process Payment</a>
State Parks, Devils Lake		04/02/2008 11:25 AM	<a href="#">STA97966</a>	<a href="#">Process Payment</a>
State Parks, Devils Lake		07/07/2008 2:53 PM	<a href="#">STA32827</a>	<a href="#">Process Payment</a>
State Parks, Devils Lake		07/18/2008 12:30 PM	<a href="#">STA36037</a>	<a href="#">Process Payment</a>
State Parks, Devils Lake	interpretive	10/13/2008 3:37 PM	<a href="#">STA43948</a>	<a href="#">Process Payment</a>
State Parks, Devils Lake	interpretive	10/13/2008 3:39 PM	<a href="#">STA27979</a>	<a href="#">Process Payment</a>
State Parks, Devils Lake	interpretive	10/13/2008 3:41 PM	<a href="#">STA99173</a>	<a href="#">Process Payment</a>
[Redacted]		10/08/2008 12:48 PM	<a href="#">VAF47735</a>	<a href="#">Process Payment</a>

[Return](#)

This will take you to the 'Payment Information' page where you can choose the appropriate payment method.

### Payment Information

- A total of \$176.00 is owed for this Order.

#### Payment Choice

- Online     
  Cash/Check     
  POS Credit  
 Payment Pending

Item	Cost
Reservation for Site White Pelican, 12/05/2008	\$170.00
Fees for Site White Pelican	\$6.00
Total:	\$176.00

[Return](#) [Continue](#)

Payment Options:

Note: You can choose 'Payment Pending' again here. Selecting this option will have no affect on the reservation record. If you click on the 'Continue' button with this selected, you will be taken to the invoice screen (with same info as in picture above). The system does nothing with the reservation.

### Invoice

- Order No: OXT19488.

Name	Address	
Test O'Test	1600 E. Century Ave. Suite 3, Bismarck, ND 58503	Lake Metigoshe, Site White Pelican, Nights: 2

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Choosing 'Online' will take you to the same screen the user would see had they done the reservation online. Here you can enter their credit card information and the system will charge their credit card.

### Billing Information

A total of \$176.00 US Dollars will be charged to your card.  
Please enter billing and credit card information.

 **Autofill** Test O'Test  
1600 E. Century Ave. Suite 3  
Bismarck, ND 58503

\*Card Holder's Name:  (as it appears on the card)  
\*Billing Address 1:   
Billing Address 2:   
\*City, State, Zip:  North Dakota  (555554444)  
\*Country:  United States of America  
\*Daytime Telephone:  (2223334444)  
\*Email Address:  Please complete if you wish to receive emails  
\*Credit Card Type:      
\*Credit Card No:  (1111222233334444)  
\*Expiration Date:  /  (mmyy)  
\*Card Verification No:  [Is this Safe?](#) 



The Card Verification Number (CVV) is the last 3 digits on the Signature Strip.  
Please be patient while your credit card is being processed.

[Submit](#)

Choosing the 'Cash/Check' or 'POS' Options will take you to the invoice screen. These and the 'Online' options will also clear the reservation out of the 'Pending Payment' screen (it will be marked as paid in the 'Reservation Details History' screen under the 'Billing Information' section).

**Invoice**

• Order No: OXT19488.

Name	Address	Item	Reservation No.	Cost
Test O'Test	1600 E. Century Ave. Suite 3, Bismarck, ND 58503	Lake Metigoshe, Site White Pelican, Arrival: 12/05/2008 (Fri), Depart: 12/07/2008 (Sun), Nights: 2	OXT19488-001	\$176.00
<b>Total</b>				<b>\$176.00</b>

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[Contact Us](#) [Disclaimer](#) [Privacy Policy](#) [Site Map](#)

The 'Reservation Details History' screen under the 'Billing Information' section:

**Reservation History Details**

**Reservation Number: OXT19488-001**

Type: Purchased  
 Activity: 12/04/2008 10:27 AM  
 Site: White Pelican  
 Arrive: 12/05/2008 (Fri)  
 Depart: 12/07/2008 (Sun)  
 Nights: 2  
 System: Parks  
 User: pnrldsp1  
 Comment:

Cost: \$170.00 System Ca  
 Non-refundable Fee: \$6.00 System Ca  
 Daily Permit Cost: \$0.00 System Ca

**Billing Information**  
 Paid By Cash or Check