



Credit Card Processing For Sage 100 ERP

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Installation Instructions and Cautions

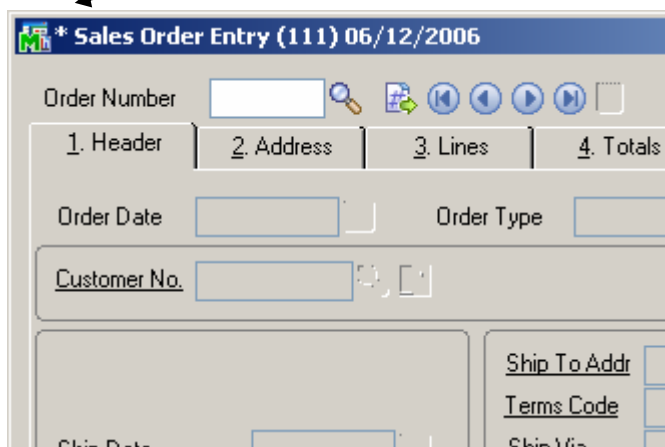
PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 ERP screens, you must run **Customizer Update** after you do an enhancement installation.

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in of the screens. The asterisk indicates that the screen has been chan



An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**

Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100 ERP.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.50		AAAAAAAAAAAAAAAAA	BBBBB

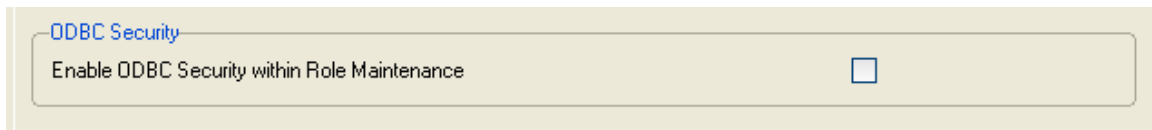
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

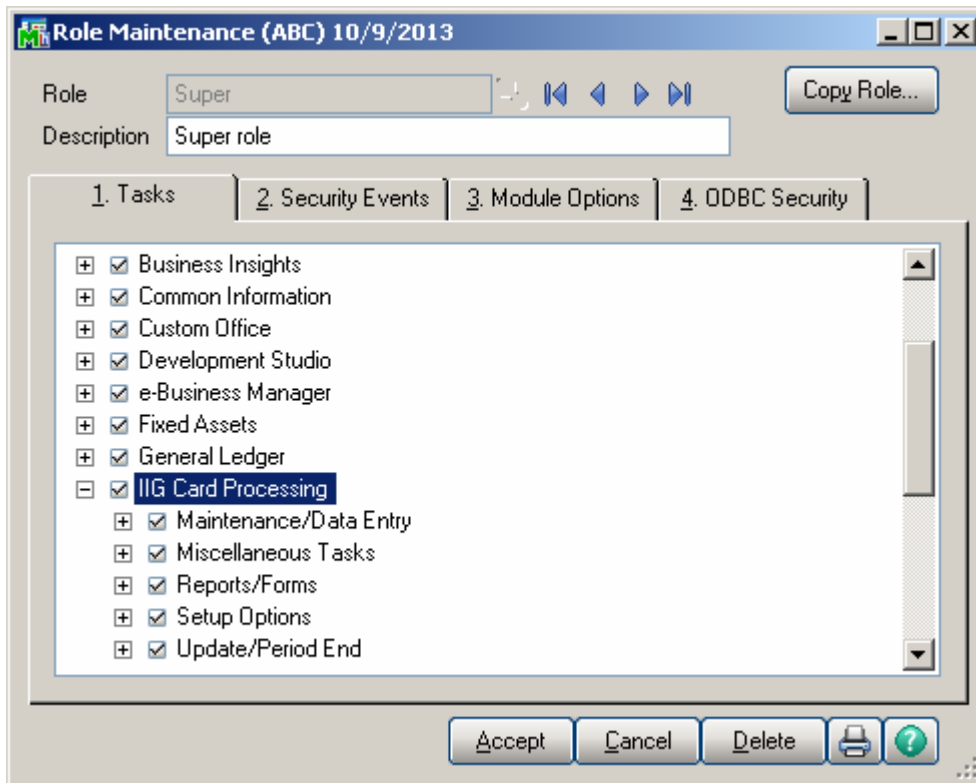
ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.

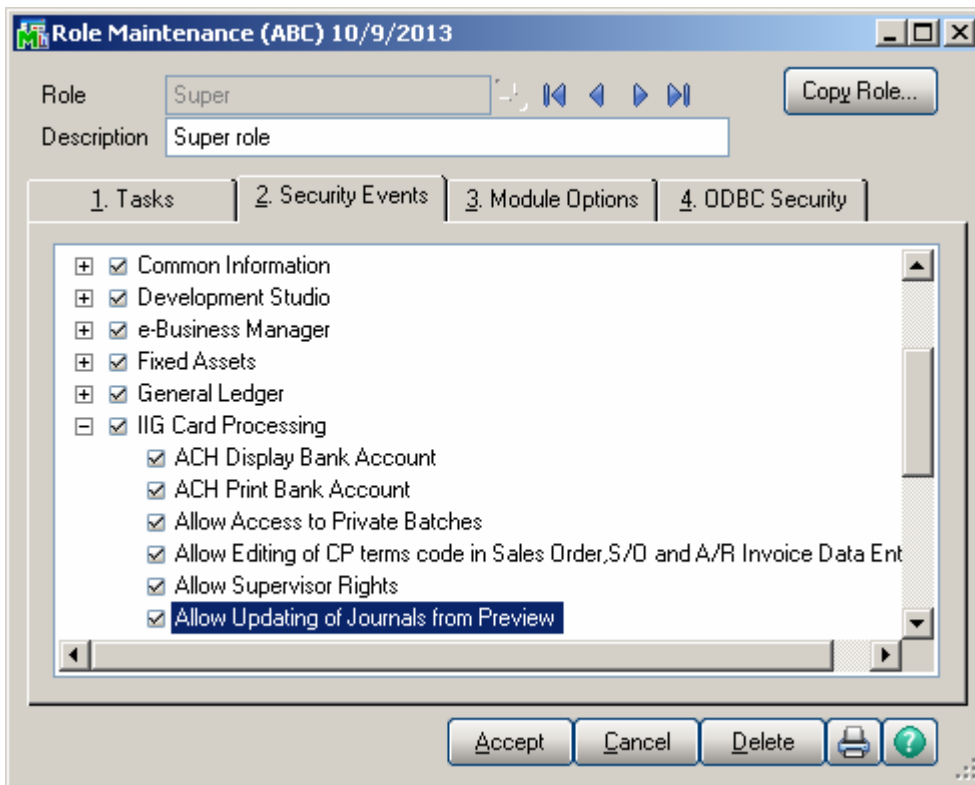


Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



Use the **Security Events** tab to assign security events available for **IIG Card Processing** for the current role:



Allow Access to Private Batches- Makes any batch marked Private available to the user.

Allow Editing of CP Terms code in Sales Order, S/O and A/R Invoice Data Entries
–Allows the user to edit the CP Terms Code in the Sales Order, S/O and invoice Data Entries.

Allow Updating of Journals from Preview- This security event allows users to update CP journals and registers from the Preview window without printing a hard copy of the register.

Introduction

Credit Card Processing (CCP) enhancement is designed for payment processing. CCP links to Accounts Receivable, Sales Order, Point of Sale, General Ledger, and Bank Reconciliation. **CCP** tracks all transactions for auditing and security. Approved transactions cannot be deleted, only reversed. **CCP** supports all the most popular credit cards, VISA, MasterCard, Discover, American Express/Optima, T&E cards such as Diner's Club and JCB cards, and as well as checks. Debit cards are supported for certain card processors. Check Guarantee authorizations are also supported, with some limitations, depending on the card-processing package integrated (PC-CHARGE). Please note that your check processor and your credit card processor do not have to be the same.

CCP is controlled on a terminal and module basis. Terminals that are not authorized for access do not see **CCP** functions.

Credit card input and validation occurs at the Accounts Receivable Invoice, Sales Order, Invoice, or IIG Point of Sale **Totals** screen. Depending on the setting selected for the terminal, Credit Card entry may be enabled or disabled by terminal and module (A/R Invoice, Sales Order, Invoicing, or Point of Sale). Magnetic card "swipe" readers may or may not be configured for each terminal as well.

The programs allow for manual entry of unreadable cards, and also verbal (forced) approvals. In the Interactive mode the authorization cycle takes 20-40 seconds, and will handle multiple simultaneous requests per cycle. If a terminal's request comes too late in the cycle, the terminal's request is buffered, and the program automatically will start a new cycle and process the buffered requests. In IP mode the cycle time is typically 3-5 seconds

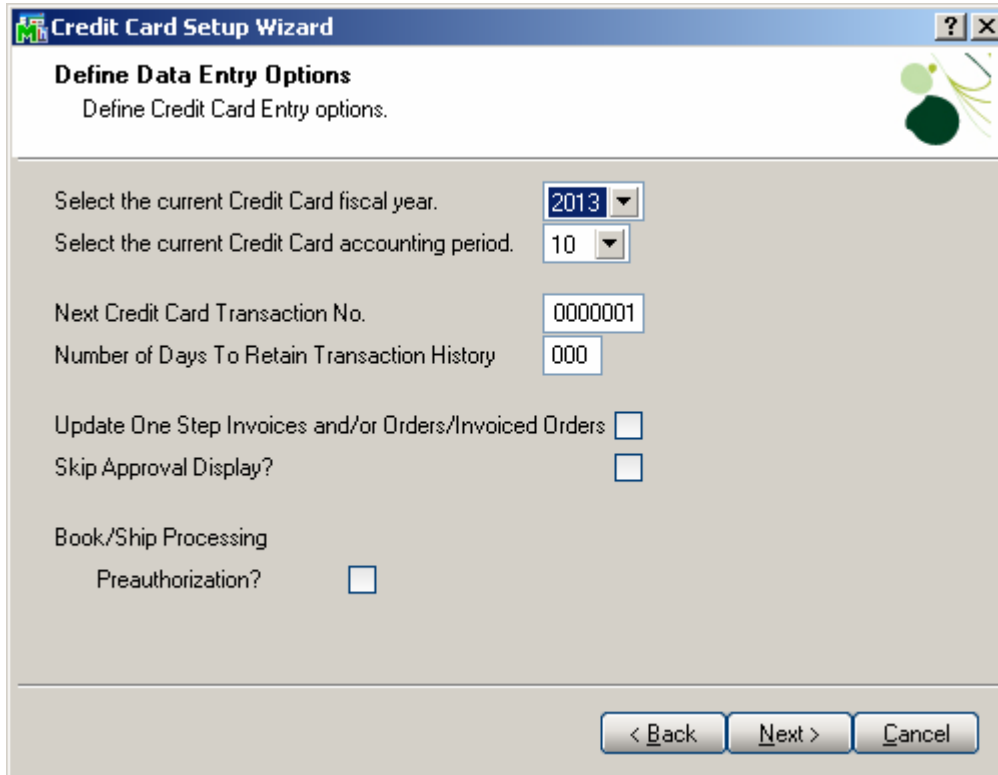
Two registers are provided. The linked card processing package (WEB AUTHORIZE, PC-CHARGE) module will generate an audit report of cards and checks processed. This should balance to the Daily Deposit Journal produced during the Credit Card Processing Journal Update. The audit report by the card-processing package will have the terminal ID and user ID (if used) in each transaction. The audit report can be printed by terminal ID if needed.

The A/R Invoice, Sales Order, Invoice, and IIG Point of Sale forms provide the ability to print the transaction type, card number, authorization number and amount charged.

Credit Card Setup

When starting the CCP module for the first time, the Credit Card Setup Wizard appears allowing you to configure defaults for data entry, form printing options and some other options.





The screenshot shows a Windows-style dialog box titled "Credit Card Setup Wizard" with a sub-header "Define Data Entry Options" and the instruction "Define Credit Card Entry options." The dialog contains several input fields and checkboxes:

- "Select the current Credit Card fiscal year." with a dropdown menu set to "2013".
- "Select the current Credit Card accounting period." with a dropdown menu set to "10".
- "Next Credit Card Transaction No." with a text input field containing "0000001".
- "Number of Days To Retain Transaction History" with a text input field containing "000".
- "Update One Step Invoices and/or Orders/Invoiced Orders" with an unchecked checkbox.
- "Skip Approval Display?" with an unchecked checkbox.
- "Book/Ship Processing" section with a sub-label "Preauthorization?" and an unchecked checkbox.

At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Credit Card System Options

Select the **Credit Card System Options** program under the **IIG Card Processing Setup** menu.

Main tab

The **Allow CC For All Terms** check box is intended to allow use of credit cards for all terms codes. If checked, the terms code checking for CCP is disabled in Sales Order, S/O and A/R Invoice Entries. Note that this modification does not affect the batch programs that use the CCP terms code as the trigger for processing.

Note that if the Customer has the CCP terms code, the lockout of changing this terms code remains in effect and ignores this checkbox.

IIG Credit Card Options (ABC) 10/9/2013

1. Main | 2. Additional | 3. ACH | 4. Integrate | 5. Printing

Require Division Processing

G/L Segment for Postings Location

Post To The General Ledger In Detail

Allow CC For All Terms Codes

Order Deposits Account 201-00-00

Customer Deposits

Current Credit Card System Fiscal Period and Year 10 2013

Next Credit Card Transaction No. 0000001

Number of Days To Retain Transaction History 365

Account Receivable Terms Code for Credit Cards 09 CC Terms

Accept Cancel

On the **Main** tab, the first three options are defaulted from the **Accounts Receivable Options**. They can be changed for the **Credit Card** module.

Check the **Require Division Processing** box to process customers by divisions.

Select from the **G/L Segment for Postings** drop-down list **Department**, **Location**, or **None** if you do not want to post by segments.

Check the **Post To The General Ledger In Detail** box to make detailed postings. This check box can be changed also when divisions are not used.

Here are the options of the next section of **Main** tab:

The **Order Deposits Account** field is used to enter the account to which the CCP will post as the payment offset account. Please note this Deposits Account must be the same as the Deposits Account assigned in Sales Order Options.

The **CCP** module handles checks and credit cards. We recommend that you use our register system if cash is handled frequently.

***Note:** The standard MAS 90 system will post the net invoice amount from Sales Order Invoice to the Accounts Receivable detail, showing the Check Number received. The CCP module will post individual payments in detail to the A/R history.*

The **Current Credit Card System Fiscal Period And Year** field is used to enter the current period or month and the current fiscal year. This is needed for correct posting to the General Ledger and Period End Processing.

The **Next Credit Card Transaction Number** is used to generate a slip number for receipts when used in the restaurant environment. Used in IIG custom packages only.

Number Of Days To Retain Transaction History - Type the number of days to retain transaction history. Transaction history past the number of days entered will be purged automatically during period-end processing.

*If the **Number Of Days To Retain Transaction History** is set to 999 no transactions will be purged during the **Period End Processing**.*

Enter the **Accounts Receivable Terms Code For Credit Cards**. This is the code that CCP will activate on to accept entry for credit cards and checks and for processing of orders and invoices.

Additional tab

IIG Credit Card Options (ABC) 10/9/2013

1. Main | 2. Additional | 3. ACH | 4. Integrate | 5. Printing

Book/Ship Processing

Book/Ship Processing

Preauthorization

Pre-Auth Additional %

Skip Approval Display

Multi Merchant Processing

Multi-Merchant Processing for this Company

Default Merchant Code Max Walker

Internet Merchant Code Tom Johns

Update One Step Invoices and/or Orders/Invoiced Orders

Set up Payment Types

Accept Cancel

Check the **Book/Ship Processing** box to indicate that this company is using the Book/Ship preauthorization system for Mail Order companies. This allows longer pre-authorization times, up to 30 days, by payment type. The length of time per payment

type is card processor dependent. Check with your credit card processor if this includes the day of transaction. You will set the number of days until preauthorization expiration in the payment type maintenance.

Note: Your credit card processor may not support book/ship. Check with your card processor.

Check the **Preauthorization** box to indicate that this company will use pre-authorization for credit cards. If Book/Ship is selected above, Pre-Authorization is automatically selected and locked. Also, if IIG's Business To Customer Enhancement for the e-Business Manager is installed, Pre-authorization is automatically turned on. Pre-authorizations differ from Book/Ship in that Pre-authorizations are only valid for five (5) calendar days. Check with your credit card processor if this includes the day of transaction.

Note: Book/Ship and Preauthorization options are currently not available with NOVUS/Discover.

Check the **Multi-Merchant Processing** to indicate multiple merchant IDs and open the next field where ID Number will be added. Note that no merchant code can be selected until the global merchants are set up in a later step.

The **Default Merchant Code** and the **Internet Merchant Code** are the Card Processor Merchant Account codes for this MAS 90 company code. The **Internet Merchant Code** will be used for EBM.

These Codes will be used, if neither of the **Default Merchant Codes** is specified for the current Terminal in the **Terminal Control Maintenance**.

Check the **Skip Approval Display** box to not display Approval messages when entering deposits in Sales Orders, S/O Invoices, and A/R Invoices. Note that Decline messages (if deposit is not approved but declined) will be always displayed independent of this option.

Check the **Update One Step Invoices and/or Orders/Invoiced Orders option** and the **CP journal** will be updated only for one step invoices. In this case the **S/O Order Deposit Journal** will update the orders not invoiced yet and the ones already invoiced.

When this option is cleared and you are running the **S/O Invoice Payment Journal** program, the **CP journal** will be updated for one step invoices and orders already invoiced.

And in case of running the **S/O Order Deposit Journal** program (without selecting this option) only the orders not invoiced yet will be updated.

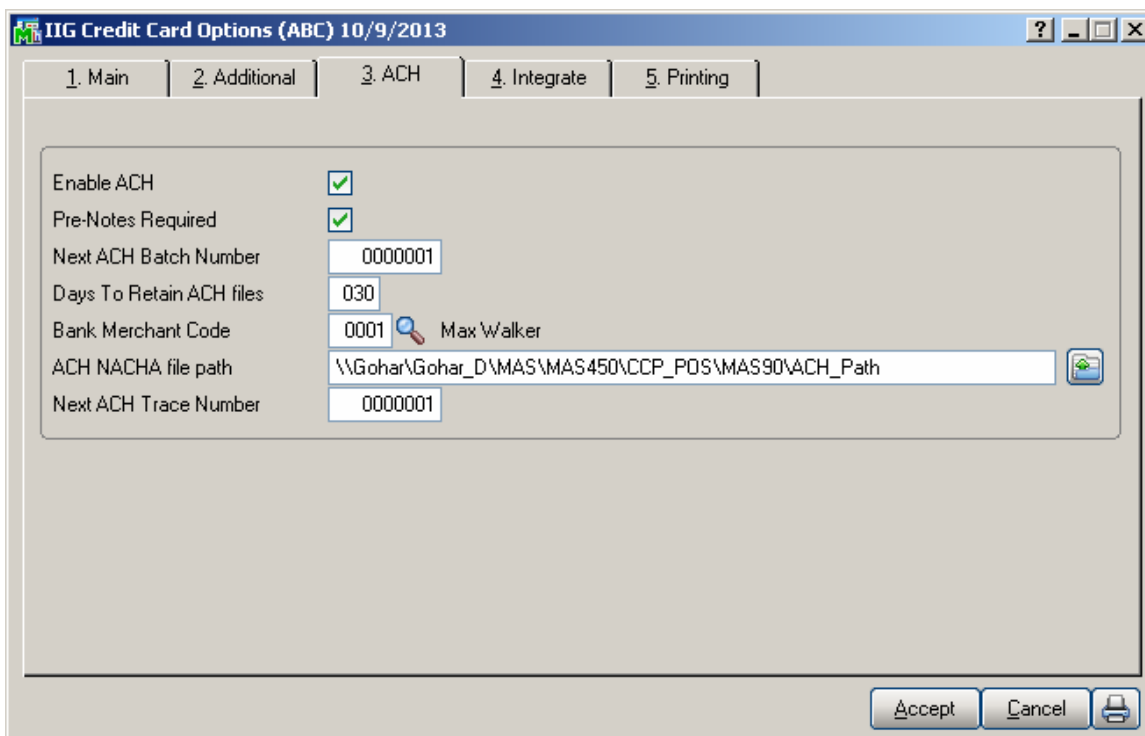
Click the **Set up Payment Types** button to create all the necessary Payment Type records in both **C/C Payment Type Maintenance** and **A/R Payment Type Maintenance**.



If POS is installed the "**CHNGE**" Payment Type record will be created in C/C Payment Type Maintenance and A/R Payment Type Maintenance.

The "**CHNGE**" Payment Type should be setup same as CASH record and should use the same accounts.

ACH tab

A screenshot of the "IIG Credit Card Options (ABC) 10/9/2013" dialog box, specifically the "3. ACH" tab. The dialog has five tabs: "1. Main", "2. Additional", "3. ACH", "4. Integrate", and "5. Printing". The "3. ACH" tab is active. The form contains the following fields:

- Enable ACH:
- Pre-Notes Required:
- Next ACH Batch Number:
- Days To Retain ACH files:
- Bank Merchant Code: with a magnifying glass icon and the text "Max Walker" next to it.
- ACH NACHA file path: with a folder icon to its right.
- Next ACH Trace Number:

At the bottom right, there are three buttons: "Accept", "Cancel", and a printer icon.

Enable ACH? – Select this checkbox to enable ACH processing (Refer to [ACH Processing](#) section for details).


Pre-Notes Required? – Check this box only if your bank requires Pre-Notes. Leave unchecked to disable pre-note processing.

Next ACH Batch Number –Is the sequential batch number the system uses to track pending and submitted batches. This is the next batch number the system will open.

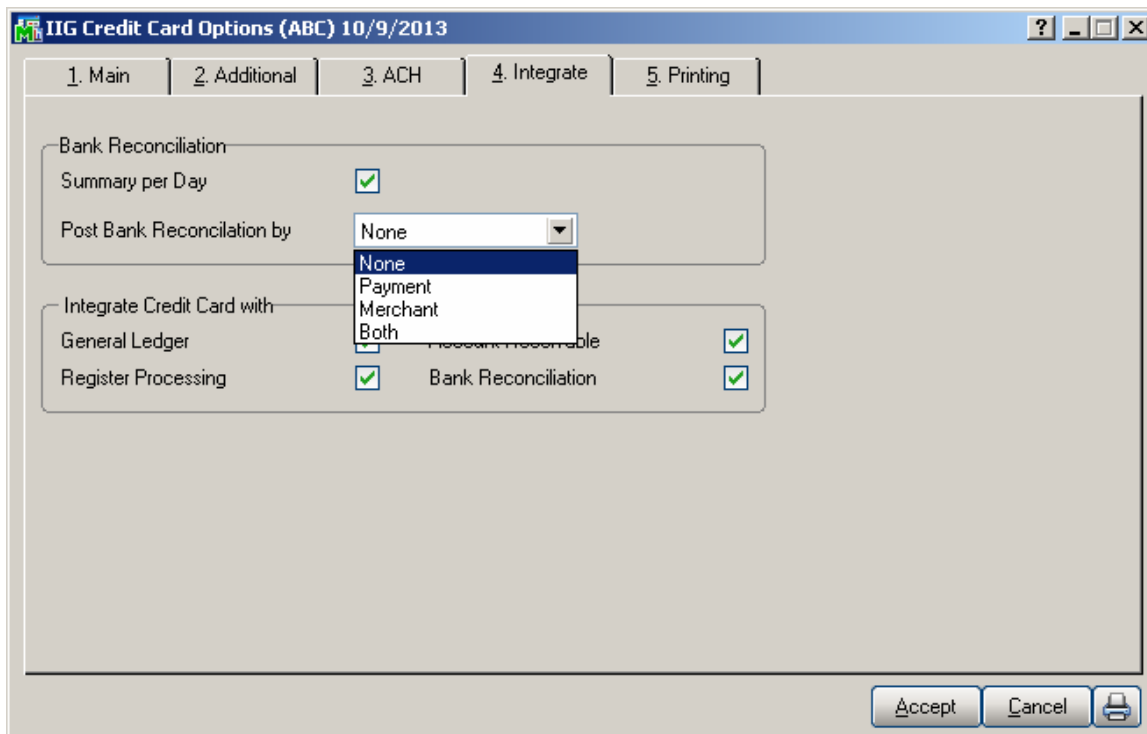
Number of Days to Retain ACH Transaction files – A period from 1 to 999. If zero the system will keep the files indefinitely. However, this will slow down the system if many batches and transmission files are retained. We recommend 90 days.

Bank Merchant Code – This is used for processing in the CCP code to separate the ACH transactions in the CCP reports by merchant code.

ACH NACHA File Path – This is the location where the upload files will be placed for upload. If left blank the system will generate the files in the company CP data directory.

The directory button  to the right of the field is used for browsing to the directory. Note, the directory can't be over 50 characters and must be under the MAS90 folder.

Integrate tab



In the **Bank Reconciliation** section, select the **Summary per Day?** option to post one record as a summary of all deposits for all journals updated based on the current day date. This option is available only when the **Integrate Credit Card with Bank Reconciliation** box is checked.

From the **Post Bank Reconciliation by** drop-down box you can select an option to post the bank reconciliation deposit entries for each journal updated. The following options are available:

- **None** – select this option to summarize the journal posting for each bank code and post only the net totals for the journal. The CP journal number is the bank reconciliation reference note. This is the default configuration.
- **Payment** – select this option to summarize the bank reconciliation entries for the journal by the payment type.
- **Merchant** – select this option to summarize the bank reconciliation by bank code and merchant code. The bank reconciliation reference will show the CP journal number and the merchant code.
- **Both** – select this option to summarize the bank reconciliation by merchant code and payment type. In this case the program will post to bank reconciliation grouped by merchant code and payment type.

In the **Integrate Credit Card** with section, check the boxes to integrate the Credit Card with corresponding modules.

Check the **General Ledger** box to post the transactions to the General Ledger. Clear the box to post transactions to a Recap File.

Check the **Accounts Receivable** box to access the CCP module from Accounts Receivable and Sales Order Processing.

Check the **Register Processing** box to use processing register. This is available only if the Point of Sale module is installed.

Check the **Bank Reconciliation** box to post cash deposits to the Bank Reconciliation module.

Printing tab

IIG Credit Card Options (ABC) 10/9/2013

1. Main | 2. Additional | 3. ACH | 4. Integrate | 5. Printing

Print Payments in

- Sales Orders
- Sales Invoices
- A/R Invoices

Graphical Form

- Fast Sale Invoices

Customer Payment Entry

Number of Copies: 1

Accept Cancel [Printer Icon]

On this tab you can specify whether you want to print payments in **Sales Order**, **Sales Invoice** or/and **A/R Invoice** printings by selecting corresponding option.

The **Fast Sale Invoices** option allows the user to select Graphical/Character format for **IIG Fast Sale Receipt** printing. Select the checkbox to print the Fast Sale Receipts in a graphical format using Crystal Reports. Clear this checkbox to print in a non-graphical (character) format

Customer Payment Entry –in this section the user can select the number of copies for Customer Payment report to print. This allows printing multiple copies of the report just when the Customer Payment Entry is accepted.

Terminal Control Maintenance

Select the **Terminal Control Maintenance** program under the **IIG Card Processing Setup** menu.

C/P Terminal Record Maintenance (ABC) 10/9/2013

Terminal

Terminal ID: T101 [Current Terminal ID]

Register ID: [] [Search]

Description: Main Terminal

Location: []

Credit Card Allowed in Sales Order **Debit Pin Pad Installed**

Credit Card Allowed in Invoicing **CC Swipe Reader Installed**

Default Merchant Code (Swiped): 0001 [Search] Max Walker

Default Merchant Code (Keyed): 0001 [Search] Max Walker

Merchant Code Gift Cards: 0001 [Search] Max Walker

IIG POS/Fast Sale Setup

Receipt Printer Only *No Receipt Printer Configured!*

Receipt Printer Test: []

Receipt Form Code: []

Print Receipt Message

Receipt Message File: [] [Show Text]

Buttons: Accept, Cancel, Delete, [Printer Icon]

Enter the **Terminal ID** or click the **Current Terminal ID** button to select the current terminal.

Enter the **Description** and **Location**, if needed.

Check the **Credit Card Allowed in Sales Order** box to allow IIG Card Processing in Sales Order Entry.

Check the **Credit Card Allowed in Invoicing** box to allow IIG Card Processing in S/O Invoice Data Entry.

Check the **CC Swipe Reader Installed** box, if the program is installed in your system.

The **Default Merchant Code** is the PC Charge Merchant Account code for this MAS 90 company code, and will be used if the **Multi-Merchant Processing** option is selected in the **Credit Card Options**. It must be exactly the same as the one set up in the PC Charge setup.

The first Code (Swiped) will be used, if specified. If no, the second (Keyed) will be used. If neither of the **Default Merchant Codes** is specified for the current Terminal here, the **Default** from the **Credit Card Options** will be used.

The **Merchant Code Gift Cards** is used for Gift Card processing.

The **IIG POS/Fast Sale Setup** section is available only if **IIG POS** enhancement is installed.

C/P Payment Type Maintenance

Select the **C/P Payment Type Maintenance** program under the **IIG Card Processing Setup** menu.

Payment Types are the Credit Cards and Checks that CCP system supports. The program will load the most common types that it supports automatically. You may wish to delete those cards that you do not wish to accept. However, you may not delete a payment type with activity, or the default payment types of MC, VISA, AMEX, DISC, CASH, or CHECK.

IIG C/P Payment Type Maintenance (ABC) 10/9/2013

Payment Type: **AMEX** Description: **AMERICAN EXPRESS/OPTIMA**

Process type: **Credit Card**

Preauthorization Term (Days): **6**

Use Mag Stripe For This Payment Type: Open Drawer For This Payment Type:

Include This Payment Type In Bank Dep.: Default payment Amount To Balance Due:

User Defined Payment Data Entry Field 1: **ACCOUNT NUMBER**

User Defined Payment Data Entry Field 2: **ACCOUNT NAME**

User Defined Payment Data Entry Field 3: **EXP. DATE**

User Defined Payment Data Entry Field 4: **APPROVAL CODE**

Bank Code To Use For Payment Deposit: **A Security Pacific Checking**

Debit Payments To G/L Account: **101-01-00** Cash in bank - Reg. checking

Fee Accruals:

Accruals G/L Account: **220-00-00** Other accrued expenses

Discount Percentage for Charges: **10.000%** Per Tran Fee for Charges: **2.00**

20.000% Per Tran Fee for Credits: **1.00**

Current Period: **10** Period To Date: Year To Date:

Payments Received: **850.00** **.00**

Payments Refunded: **250.00** **.00**

Buttons: **Accept** **Cancel** **Delete** **Print**

For a new type, enter the **Payment Type** and **Description**.

Supported payment types are: ACH, ACHCR, MC (Master Card); DISC (Discover/Novus); VISA (VISA Card); AMEX (American Express/Optima); JCB (Japanese Carte Blanc); DC (Diner’s Club); CB (Carte Blanc-American); JAC (Japanese Bank Card-Bank of Japan); CHECK (Checks); CASH (Cash); and CCDPV (Used internally by the credit card system to indicate partial deposit used from Sales Orders).

The **Open Drawer For This Payment Type** option only applies if using Register Processing.

Check the **Use Mag Stripe Reader For This Payment Type** box to set up the default descriptions for the user defined fields. This will also allow the swipe reader to activate if one is configured in Terminal Control Maintenance.

Check the **Default Payment Amount To Balance Due** box to select the invoice amount due as the payment amount. Default is checked.

Check the **Include This Payment Type In Bank Deposit** box for the Deposit Journal to include this payment type to update to the Bank Code in the next field.

The next four fields are set up automatically by the system if the **Use Mag Stripe For This Payment Type** box is checked above. These fields are required for the CCP system and should not be changed.

User Defined Payment Data Entry Field 1: If this field is blank it will be skipped during entry of Credit Card data. For Credit Card types this will be **ACCOUNT NUMBER**.

User Defined Payment Data Entry Field 2: If this field is blank it will be skipped during entry of Credit Card data. For Credit Card types this will be **ACCOUNT NAME**.

User Defined Payment Data Entry Field 3: If this field is blank it will be skipped during entry of Credit Card data. For Credit Card types this will be **EXP. DATE**; for the CHECKS type, it will be **DATE OF BIRTH**.

User Defined Payment Data Entry Field 4: If this field is blank it will be skipped during entry of Credit Card data. For Credit Card types this will be **APPROVAL CODE**.

The **Bank Code To Use For Payment Deposit** field is available if Bank Reconciliation is installed and selected in the Credit Card Options. This code is needed for the Bank Deposit Journal. This will be the account that cash will be credited to.

The **Debit Payments To The G/L Account** field contains the Bank G/L number to deposit the cash to. This must be the bank account G/L, not the deposit G/L account. You may override to specify a sub-account for easier auditing.

The **Preauthorization Expiration Period (Days)** field will appear if Preauthorization or Book/Ship is selected. Enter the number of days to allow pre-authorization. Check with your credit card processor to determine if this includes the day of transaction.

The next four fields are normally maintained by the system. Any changes made here will NOT show in any journals.

Enter the **Payments Received** for this payment type in the current period and year to date. Normally system maintained.

Enter the **Payments Refunded** for this payment type in the current period and year to date. Normally system maintained.

Global Interface Control

Select the **Global Interface Control** program under the **IIG Card Processing Setup** menu.

The settings of this program will be sent to the program processing Credit Card. Credit Card interface control options affect all the companies, system-wide.

C/P Global Interface Control Maintenance (ABC) 10/9/2013

Global Options

Process Charges	<input checked="" type="checkbox"/>	Check Business State Code	05
Process Credits	<input checked="" type="checkbox"/>	Check Process Type Code	Automatic
Process Pre-Authorizations	<input type="checkbox"/>	CC Interface	PcCharge
Process Forced Transactions	<input type="checkbox"/>		
Process Card Verifications	<input type="checkbox"/>		
Process Address Verifications	<input type="checkbox"/>		
Process Checks	<input checked="" type="checkbox"/>		

Pc Charge

PCC Use Sockets	<input type="checkbox"/>	Multiuser	<input checked="" type="checkbox"/>
PCC IP Address	<input type="text"/>	PCC Port Number	<input type="text"/>
PcCharge Path	<input type="text"/>		

Buttons: Flush Batch Flags, Accept, Cancel, Print

The **Process Charges** is checked by default. This is for Charge Sales.

The **Process Credits** is checked by default. This is for refunds.

The **Process Pre-Authorizations** is cleared by default. Pre-authorizations are used for the Hotel and Mail Order industry. Pre-Authorizations expire in 5-7 days. Process Forced Transactions must be selected if this is activated.

The **Process Forced Transactions** is cleared by default. This is used for Verbal authorizations (such as American Express).

The **Process Card Verifications** is cleared by default. If selected, the program checks cards, but does not reserve credit. Used in the Mail Order industry. Only some card processors support this function. This feature allows the system to send the zip code and

address of the purchaser to the card processor for verification. This reduces fraud in mail order (and qualifies for a lower discount rate). You must notify your card processor to activate this feature.

The **Process Address Verifications** takes the first 20 characters of the billing address and the ZIP Code and uses this information for verification. Important for internet and mail orders.

The **Checks Business State Code** is cleared by default. Enter your business state abbreviation.

In the **Check Process Type Code** field, select **Automatic**, **Driver's License**, or **MICR Reader**. Automatic is to accept checks for payment without verifying. Driver's license and MICR (Magnetic Ink Code Recognition) records will be verified.

In the **CC Interface** field, select the installed Card processor.

PCC Use Sockets – Check this to use the TCP/IP interface of PC Charge Payment Server, which is the normal mode. If unchecked, you must enter the full PcCharge path.

Multuser – Normally check this, it will allow more than one transaction at a time to the PC Charge Payment Server.

PCC IP Address – IP address of the PC Charge Server when using TCP/IP. Note this is the resolved IP address, not the DNS name. For local host, use 127.0.0.1.

PCC Port Number – Port number used by PC Charge to listen for charge requests. Default is 31419, but use the port assigned in the PC Charge under Setup>Configure System>Advanced>Configure IP Settings>Standard TCP/IP configuration (as of PC Charge Payment Server 5.8.1).

PcCharge Path – UNC path to the Active-Charge directory. Ex: <\\maspcc\apps\pcc\active-charge> Note the trailing “\” as it is required. You can use the Open Directory button to the right of the field, but only from the MAS200 server if using MAS200. We do not recommend using the file method for MAS90.

For the **PcCharge CC Interface**, the **Convert Best Pre-Auths to IIG CCP** program added under the **IIG Card Processing Utilities** menu can be used. This program converts Best pre-authorizations to IIG pre-authorizations, and works only when **Pre-Authorizations** are checked in **Options**.

Global Merchant Maintenance

Select the **Global Merchant Maintenance** program under the **IIG Card Processing Setup** menu.

IIG Merchant Code Maintenance (ABC) 10/9/2013

Merchant Code: 0001

Name: Max Walker

Address: [Empty]

SIC/CAT Code: [Empty]

Processor Country: [Empty]

DPI Number: [Empty]

ZIP Code: [Empty]

City: Glendale State: [Empty]

Country: USA United States of America

Telephone: 539-0423 Ext: 818 PcCharge Processor Code: [Empty]

Merchant Number: 1234567988

E-mail Address: maxwalk@yahoo.com

Voice Authorization Telephone Numbers

Visa/MC	[Empty]	Visa/MC Merchant #	[Empty]
Amex	[Empty]	Amex Merchant #	[Empty]
Disc/Novus	[Empty]	Novus Merchant #	[Empty]
Bank Phone	[Empty]	Bank Merchant #	[Empty]

Buttons: Accept, Cancel, Delete, Print

Enter the **Merchant Code** and **Name**.
Fill in the contact information.

Enter the actual bank **Merchant Number**. For PC Charge this is your PC Charge merchant number. If the **PcCharge** is selected as **CC Interface**, enter the **Processor Code**, which is the PcCharge Processor Code that is used.

Enter the **Voice Authorization Data**. The left column is the phone number to call and the right column (Merchant #) is your company's merchant number for that card processor or bank.

Credit Card Operations

Sales Order Entry

Select the **Sales Order Entry** program under the **Sales Order Main** menu.

If the Terms Code of the Customer selected in Sales Order Entry matches the one of CP Options, then user cannot change the Terms Code if corresponding security is not on in the Roles. The field is disabled if the customer is a credit card customer.

If the **Allow CC For All Terms** check box is not selected in the **Credit Card Options** the **Terms Code** checking is performed while applying **Deposit**. If the specified Terms Code is not a Credit Card Terms Code, only CHECK and CASH payment types are allowed for deposit entry.

Click the **Totals** tab of the **Sales Order Entry** screen.

Sales Order Entry (ABC) 10/9/2013

Order Number 0000176

Order Date 10/9/2013 Order Type Standard Order

Customer No. 01-ABF American Business Futures Salesperson 0100

Amount Subject to Discount 343.51
Discount Rate .000%
Discount Amount .00

Taxable Amount .00
Non-Taxable Amount 343.51

Ship Zone
Ship Weight 00004
Freight Amount .00

Deposit Amount .00

Commission Rate 10.000%
Sales Tax Amount .00
Order Total 343.51

Print Order... Print Pick... Recalc Price Accept Cancel Delete

Click the **Booking/Preauthorize** button to perform preauthorization for this order, or enter deposit in the **Deposit Amount** field.

Note: Either a deposit amount can be entered OR pre-authorization can be done for the order. These options cannot be used simultaneously.

Clicking in the **Deposit Amount** field opens the **Deposit/Prepayment Entry** screen.

The screenshot shows a window titled "C/P Deposit/Prepayment Entry". It contains a table with four rows for payment types. Each row has a "Payment Type" field with a "Lookup" button (magnifying glass icon) and a "Delete" button (trash icon). The "Amount" and "Approved?" columns are also present. To the right, there is a summary section with fields for "Order Total", "Previously Approved", "Currently Approved", "Entered", and "Net Amount". At the bottom, there are "DEL" and "SEL" buttons on the left, and "Proceed" and "Exit" buttons on the right.

Payment Type	Amount	Approved ?
1	.00	<input type="checkbox"/>
2	.00	<input type="checkbox"/>
3	.00	<input type="checkbox"/>
4	.00	<input type="checkbox"/>

Order Total	343.51
Previously Approved	.00
Currently Approved	.00
Entered	.00
Net Amount	343.51

Use the **Lookup** button to select the Payment Type from the list.

The **SEL** button is available if the customer has credit card information set up. If the default Credit Card is expired, clicking the **SEL** button displays a selection of all the cards set up for the customer.

The screenshot shows a window titled "C/P Customer Credit Cards". It has two text boxes at the top: "Customer No." with the value "01-ABF" and a name field with the value "American Business Futures". Below this is a section titled "Cards on file" containing a table with columns: "Card Number", "CC Pymt Type", "Expiration Date", "Expired", and "Default". There are two rows of data. At the bottom right, there are "OK" and "Cancel" buttons.

Card Number	CC Pymt Type	Expiration Date	Expired	Default
4218 7777 8888 9999	AMEX	09/30/2010	Y	
4003 0101 2345 6780	AMEX	06/30/2012	Y	Y

CCP Payment Detail Entry

Payment Type: AMEX

CCP Pa: Save Credit Card Information, Alt-S

Credit Card Number: 37173-39689-51019

Cardholder Name: American Business Futures

Address: 2131 N. 14th Street


Zip/Postal code: 53205-1204 CW2

Expiration Date: 9/2015

Approval: N

Amount: 343.51

Buttons: OK, Cancel

Upon entering a new Account Number and the Exp. Date the Save button  is enabled to allow saving the Credit Card Information.

The Credit Card Information will be saved in the Customer Credit Card Maintenance.

Customer Credit Card Maintenance

Card Number: *****1019 Primary

CC Pymt Type: AMEX American Express

Cardholder Name: John Q. Future

Expiration Date: 9/2015


Address: 2131 N. 14th Street

ZIP Code: 53205-1204

City: Milwaukee State: WI

Comment:

Corporate ID/PO:

EBM Enabled Card IT Users... 

Buttons: Accept, Cancel, Delete, Print, Help

The **Address, Zip Code** and the **City/State** information is defaulted from the Sales Order's **Bill To Address**.

In case of saving the **Credit Card Information** from the **S/O Invoice Data Entry Payment Detail Entry** screen the **Address, Zip Code** and the **City/State** information is loaded from the **Bill To Address** fields of the **S/O Invoice Data Entry**.

While saving the **Credit Card Information** from the **A/R Invoice Data Entry Payment Detail Entry** screen the **Address, Zip Code** and the **City/State** information is loaded from the **Main** tab of the **Customer Maintenance**.

Click **OK** to accept the Payment Type.

The **Detail** button next to the Deposit Amount field will open the **Deposit** detail Inquiry screen:

Date	Type	Account/Chk#	Approval Code	Amount	Term
10/9/2013	AMEX	****1019	YDEMO APPROVAL-R	343.51	T101

Total: 343.51

Note: If Sales Order Terms Code is not Credit Card Terms Code and the Allow CC for All Terms Code option is not selected in the IIG Credit Card Options , only CHECK and CASH are allowed.

The **CCP Payment Detail Entry/Look Up** screen looks different for Check and Cash payment types.

For the Cash type:

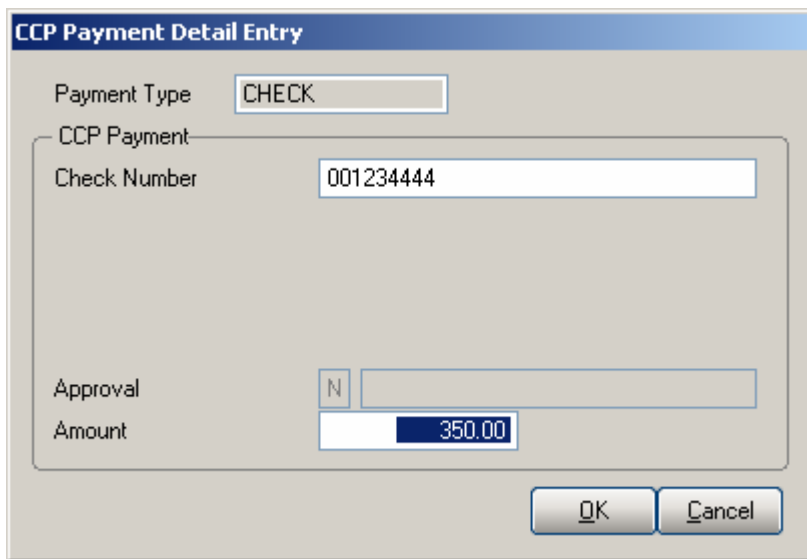
Payment Type: CASH

CCP Payment

Approval: N

Amount: 250.00

For the Check type:



The screenshot shows a dialog box titled "CCP Payment Detail Entry". It contains the following fields and values:

- Payment Type: CHECK
- CCP Payment: (empty)
- Check Number: 001234444
- Approval: N
- Amount: 350.00

At the bottom right, there are two buttons: "OK" and "Cancel".

After selecting Payment Types, click **Proceed** on the **Deposit/Prepayment Entry** screen to process the deposit amount.

If the **Skip Approval Display** option is not selected in the **Credit Card Options**, a screen will display the approval status, which is followed by the message of the transactions approved. Decline message will be displayed independent of the **Skip Approval Display** option.

Note: To reverse a previously applied deposit, enter the deposit amount as a negative number.

Pre-Authorization Entry

If no Deposit/Prepayment is entered (**Deposit Amount** displays zero), click the **Booking/Preauthorize** button on the **Totals** tab of the **Sales Order Entry** screen.

On the **Booking/Preauthorization Data Entry** screen, click the **SEL** button to select the default payment type information. This button is available only if there is credit card information for the customer.

If there is no credit card information for the customer, select **Payment Type** from the list using the **Lookup** button. Enter other necessary information.

C/P Booking/Preauthorization Entry

Card Data

Payment Type: AMEX AMERICAN EXPRESS/OPTIMA

Account Number: 37173-39689-51019

Account Name: American Business Futures

Address: 1600 Belgrave Avenue

Zip/Postal code:

City: Milwaukee State: WI

CW2:

Expiration Date: 9/2015

Corporate ID/PO: Verbal

Pre-Auth/Booking

Booked Amount: 809.10

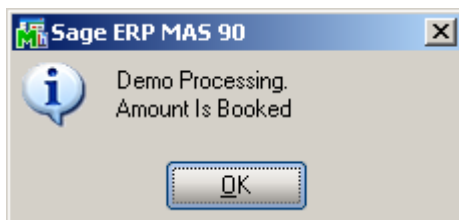
Booked Approval Code: N

Book Date: 10/9/2013

Book Expiration Date: 10/15/2013

SEL Book Void Cancel

Click **Book**. The program will pre-authorize the data and display a message that the amount is booked.



If there is amount already booked, clicking the **Booking/Preauthorize** button displays the screen with display-only information, which is for informational purposes only.

C/P Booking/Preauthorization Entry

Card Data

Payment Type: AMEX AMERICAN EXPRESS/OPTIMA

Account Number: 37173-39689-51019

Account Name: American Business Futures

Address: 1600 Belgrave Avenue

City: Milwaukee State: WI

Expiration Date: 9/2015

Corporate ID/PO: Verbal

Pre-Auth/Booking

Booked Amount: 809.10

Booked Approval Code: Y DEMO APPROVAL-R Booked

Book Date: 10/9/2013

Book Expiration Date: 10/15/2013

Buttons: SEL, Book, Void, Cancel

***Note:** Pre-authorization approves available credit for 3 to 7 days. Book reserves funds for a specified period of time (up to 30 days depending on the card processor).*

Click the **Void** button to delete the previously booked amount. By performing a Void, the card does not reserve funds.

***Note:** Be aware that some card processors may levy a charge for voided transactions.*

S/O Invoice Data Entry

Select the **Invoice Data Entry** program under the **Sales Order Main** menu.

If the Terms Code of the Customer selected in Invoice Data Entry matches the one of CP Options, then user cannot change the Terms Code if corresponding security is not on in the Roles. The field is disabled if the customer is a credit card customer.

If credit card is to be used for deposit, the **Terms Code** should be the same as the **Terms Code for Credit Cards** set in the **Credit Card Options** program.

If the **Terms Code** is not the Credit Card Terms Code, only CHECK and CASH payment types will be allowed to be used for deposit entry.

Click the **Totals** tab of the **Invoice Data Entry** screen.

The screenshot shows a software window titled "S/O Invoice Data Entry (ABC) 10/9/2013". The window contains several sections for data entry:

- Header Section:** Invoice No. 0100061, Invoice Date 10/9/2013, Invoice Type Standard Invoice, Customer No. 01-ABF, American Business Futures, Salesperson 0100.
- Discount Section:** Amount Subject to Discount 343.51, Discount Rate .000%, Discount Amount .00.
- Taxable Section:** Taxable Amount .00, Nontaxable Amount 343.51.
- Shipping Section:** Ship Zone, Ship Weight 00004, Freight Amount .00.
- Deposit Section:** Deposit Available 343.51, Deposit Amount 343.51. Includes buttons for "Add. Deposit" and "Detail".
- Commission Section:** Commission Rate 10.000%, Sales Tax Amount .00.
- Totals Section:** Invoice Total 343.51, Net Invoice .00.

At the bottom of the window are buttons for "Quick Print", "Accept", "Cancel", "Delete", and a help icon.

If a deposit was previously made to the Sales Order, the amount will appear in the **Deposit Amount** field.

If no deposit was applied, amount can be entered in this field.

Click the **Add. Deposit** button to add new or additional deposit for the Sales Order. The **C/P Deposit/Prepayment Entry** screen is displayed. It works exactly as in the **Sales Order Entry** screen.

	Payment Type	Amount	Approved ?
1	<input type="text"/>	.00	<input type="checkbox"/>
2	<input type="text"/>	.00	<input type="checkbox"/>
3	<input type="text"/>	.00	<input type="checkbox"/>
4	<input type="text"/>	.00	<input type="checkbox"/>

Invoice Total	343.51
Previously Approved	343.51
Currently Approved	.00
Entered	.00
Net Amount	.00

DEL SEL Proceed Exit

The **Add Deposit** button is not displayed for one-step invoices.

***Note:** One-step invoices do not use pre-authorizations. All charges are immediate as a charge credit or charge sale (in the case of Credit Memos). Credits given in Credit Memos are immediately applied to the customer's credit card.*

A/R Invoice Data Entry

Select the **Invoice Data Entry** under the **Accounts Receivable Main** menu.

If credit card is to be used for deposit, the **Terms Code** should be the same as the **Terms Code for Credit Cards** set in the **Credit Card Options** (if the **Allow CC For All Terms** check box is not selected) program.

If the **Terms Code** is not the Credit Card Terms Code, only CHECK and CASH payment types are allowed for deposit entry.

Click the **Totals** tab of the **Invoice Data Entry** screen.

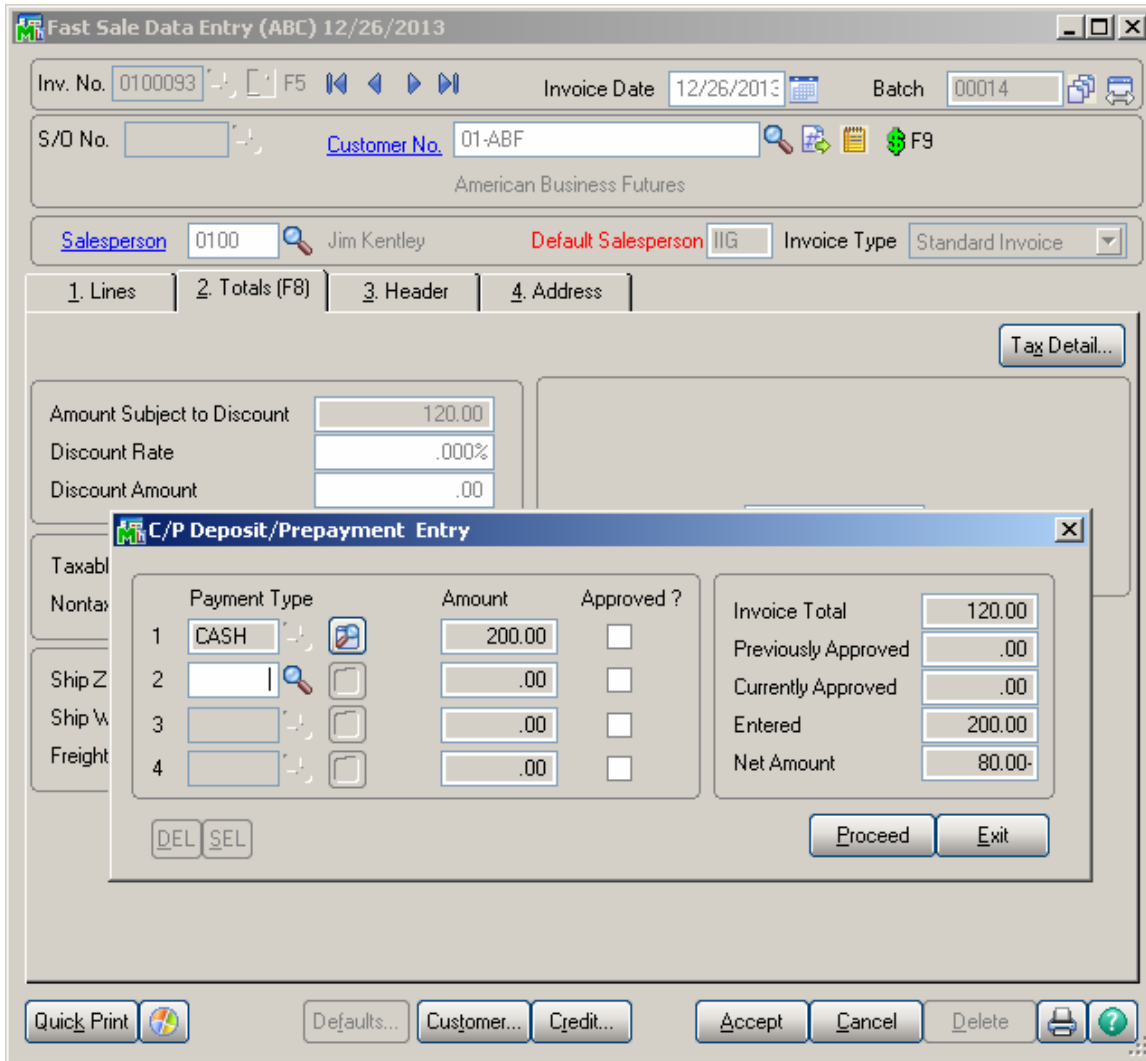
1. Header		2. Lines		3. Totals	
Taxable Amount	145.00	Amount Subject to Commission	145.00		
Nontaxable Amount	.00	Commission Rate	8.000 %		
Freight	.00	Commission Amount	11.60		
Sales Tax	7.25				
Deposit	.00				
Invoice Total	152.25				

Clicking in the **Deposit** field opens the **Deposit/Prepayment Entry** screen.

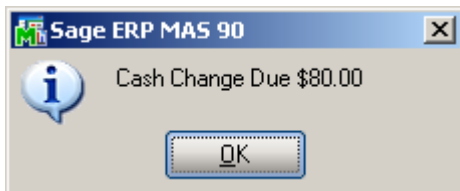
It works exactly the same way as in the **Sales Order Entry** program.

IIG Fast Sale Entry

In the Fast Sale Entry program the change due display is popup when “CASH” Payment Type is applied for the Deposit Amount greater than the Invoice amount.



If the CASH Amount is greater than the Invoice Total amount the following message is popup upon pressing Proceed button and a "CHNGE" record is processed as a negative record instead of adjusting the amount entered when cash is entered.



Deposit Detail Inquiry

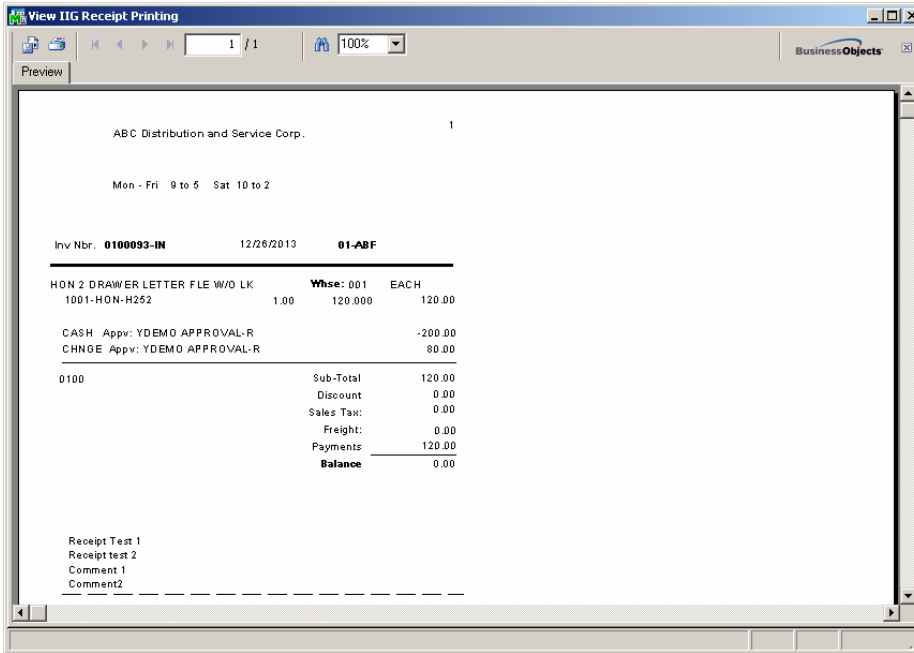
Invoice No. 0100093

Date	Type	Account/Chk#	Approval Code	Amount	Term
12/26/2013	CASH		YDEMO APPROVAL-R	200.00	T101
12/26/2013	CHNGE		YDEMO APPROVAL-R	80.00	T101

Total 120.00

OK

The negative record with respective “CHNGE” Payment Type is printed on the IIG Receipt Printing:



Customer Payment Entry

The **Customer Payment Entry** program enables entry of customer payments and applying them to Sales Orders, S/O and A/R Invoices, as well as credit customer's account.

Customer Payment Entry (ABC) 10/10/2013

Customer No. 01-ABF
Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000115	S	5/18/2010	7856.10	0.00	0.00	7856.10
0000153	B	5/11/2010	52.97	0.00	0.00	52.97
0000171	S	5/1/2010	81.48	0.00	0.00	81.48
0000175	S	10/9/2013	426.00	0.00	0.00	426.00
0000179	S	10/9/2013	343.51	0.00	0.00	343.51

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000122	IN	1/31/2010	850.00		0.00	850.00
0000141	IN	3/31/2010	1226.25		0.00	1178.69
0000190	IN	4/30/2010	85.00		0.00	85.00
0100033	IN	5/15/2010	1113.05		0.00	613.05
0100034	IN	5/15/2010	2467.61		0.00	2467.61

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Buttons: Payments, Partial, Sales Order Total (0 / 0.00), Invoice Entry Total (0 / 0.00), A/R Invoice Number, Partial, Open Invoice Total (0 / 0.00), Insert, Delete, Payment Total (0.00), Unapplied Payment (0.00), Accept, Cancel.

Select **Customer Number** to display the Sales Orders, S/O and A/R Invoices. From the Customer Payment Entry the user can enter [Partial Payment](#), insert prepayment by creating a Prepayment Invoice number and transfer deposits as well.

The "CHNGE" Payment Type with negative amount may be applied in the Customer Payment Data Entry only on POS terminal with an open register.

Customer Payment Entry (ABC) 12/26/2013

Customer No. 01-ABF
 Name American Business Futures

Payments

Partial

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000181	S	10/9/2013	809.10	809.10	0.00	0.00
0000182	S	11/26/2013	781.20	781.20	0.00	0.00
0000183	S	11/26/2013	482.25	482.25	0.00	0.00
0000184	S	11/26/2013	400.80	400.80	0.00	0.00
0000186	S	11/26/2013	421.95	421.95	0.00	0.00

Sales Order Total 0 / 0.00

Partial

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100080	IN	11/26/2013	279.95	279.95	0.00	0.00
0100084	IN	11/26/2013	510.00	0.00	0.00	510.00
0100085	IN	11/27/2013	561.00	561.00	0.00	0.00
0100092	IN	12/26/2013	200.00	200.00	0.00	0.00
0100093	IN	12/26/2013	120.00	120.00	0.00	0.00

Invoice Entry Total 0 / 0.00

Partial

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000122	IN	1/31/2010	850.00	0.00	0.00	850.00
0000141	IN	3/31/2010	1226.25	0.00	0.00	1178.69
0100033	IN	5/15/2010	1113.05	0.00	0.00	613.05
0100034	IN	5/15/2010	2467.61	0.00	0.00	1467.61
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20

A/R Invoice Number

Partial

Open Invoice Total 0 / 0.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
CHNGE		American Business...			100.00

Insert Delete

Payment Total 100.00

Unapplied Payment 100.00

Accept Cancel

Partial Payment

Select any **Sales Order**, **S/O** or **A/R Invoice** and click the **Partial** button.

Customer Payment Entry (ABC) 10/10/2013

Customer No. 01-ABF
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000115	S	5/18/2010	7856.10	0.00	0.00	7856.10
0000153	B	5/11/2010	52.97	0.00	0.00	52.97
0000171	S	5/1/2010	81.48	0.00	0.00	81.48
0000175	S	10/9/2013	426.00	0.00	0.00	426.00
0000179	S	10/9/2013	343.51	0.00	0.00	343.51

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000122	IN	1/31/2010	850.00		0.00	850.00
0000141	IN	3/31/2010	1226.25		0.00	1178.69
0000190	IN	4/30/2010	85.00		0.00	85.00
0100033	IN	5/15/2010	1113.05		0.00	613.05
0100034	IN	5/15/2010	2467.61		0.00	2467.61

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Buttons: Payments, Partial, Sales Order Total (0 / 0.00), Invoice Entry Total (0 / 0.00), A/R Invoice Number, Partial, Open Invoice Total (0 / 0.00), Insert, Delete, Payment Total (0.00), Unapplied Payment (0.00), Accept, Cancel

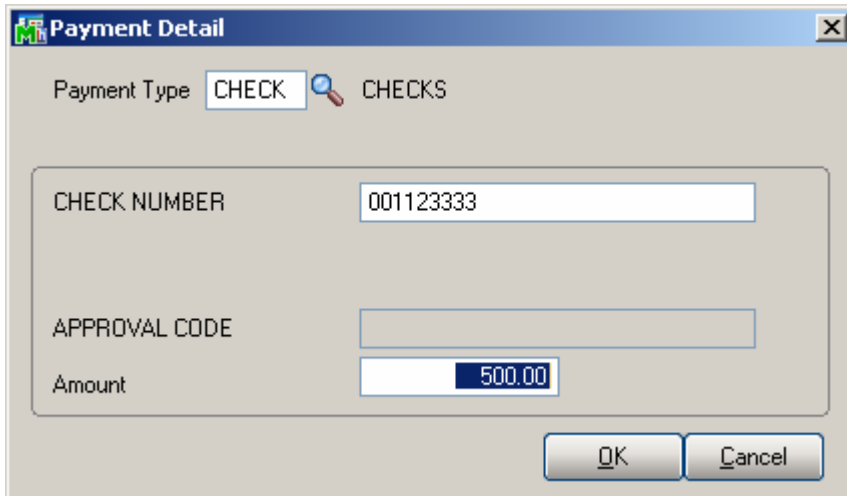
Enter the amount to be applied to the selected document.

Partial Payment

Open Invoice 0000141-IN
 Payment Amount 500.00

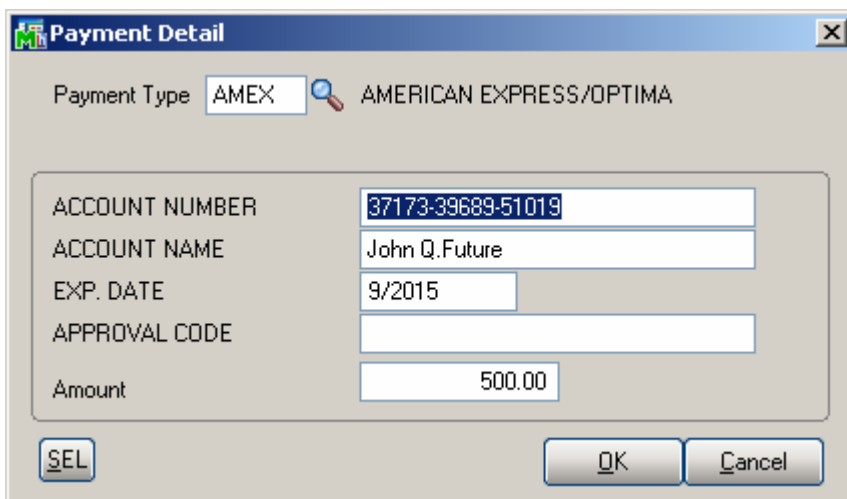
Buttons: OK, Cancel

Click the **Insert** button to launch the Payment Detail screen and specify the Payment Type for current payment:



The dialog box is titled "Payment Detail" and has a close button (X) in the top right corner. At the top, "Payment Type" is set to "CHECK" with a magnifying glass icon and the text "CHECKS" next to it. Below this, there are three input fields: "CHECK NUMBER" with the value "001123333", "APPROVAL CODE" which is empty, and "Amount" with the value "500.00". At the bottom right, there are two buttons: "OK" and "Cancel".

You can use the **SEL** button to select a Credit Card.



The dialog box is titled "Payment Detail" and has a close button (X) in the top right corner. At the top, "Payment Type" is set to "AMEX" with a magnifying glass icon and the text "AMERICAN EXPRESS/OPTIMA" next to it. Below this, there are five input fields: "ACCOUNT NUMBER" with the value "37173-39689-51019", "ACCOUNT NAME" with the value "John Q.Future", "EXP. DATE" with the value "9/2015", "APPROVAL CODE" which is empty, and "Amount" with the value "500.00". At the bottom left, there is a button labeled "SEL". At the bottom right, there are two buttons: "OK" and "Cancel".

Customer Payment Entry (ABC) 10/10/2013

Customer No. 01-ABF
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000115	S	5/18/2010	7856.10	0.00	0.00	7856.10
0000153	B	5/11/2010	52.97	0.00	0.00	52.97
0000171	S	5/1/2010	81.48	0.00	0.00	81.48
0000175	S	10/9/2013	426.00	0.00	0.00	426.00
0000179	S	10/9/2013	343.51	0.00	0.00	343.51

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000122	IN	1/31/2010	850.00		0.00	850.00
0000141	IN	3/31/2010	1226.25		500.00	678.69
0000190	IN	4/30/2010	85.00		500.00	415.00
0100033	IN	5/15/2010	1113.05		0.00	613.05
0100034	IN	5/15/2010	2467.61		0.00	2467.61

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
CHECK	001123333				500.00
AMEX	371733968951019	John Q.Future	09/30/15		500.00

Summary:

- Sales Order Total: 0 / 0.00
- Invoice Entry Total: 0 / 0.00
- A/R Invoice Number: []
- Open Invoice Total: 2 / 1000.00
- Payment Total: 1000.00
- Unapplied Payment: 0.00

Buttons: Accept, Cancel, Partial, Insert, Delete

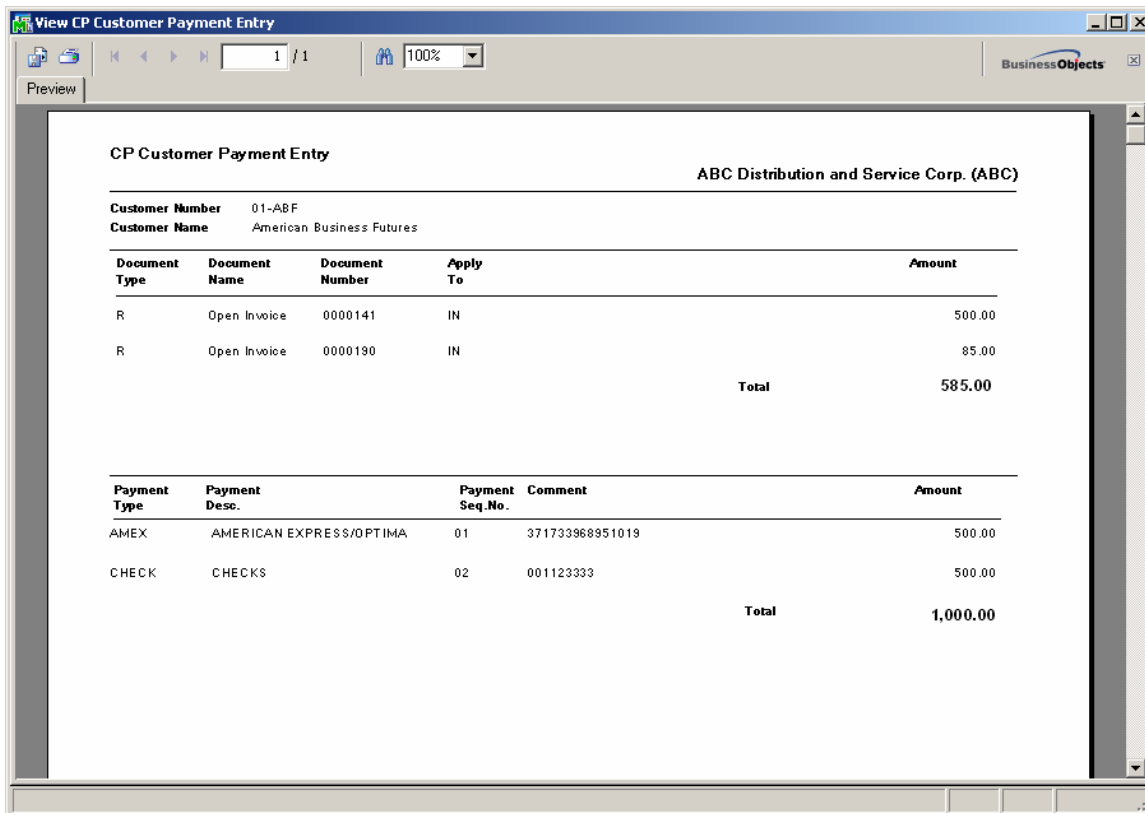
After the inserted payment is accepted the **Customer Payment Entry** report will be opened to allow printing/previewing the payment information:

CP Customer Payment Entry

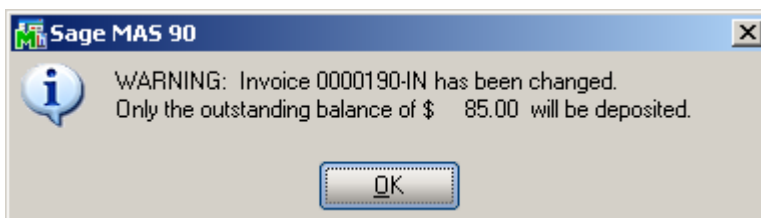
IIG CARD PROCESSING CP CUSTOMER PAYMENT ENTRY

Adobe PDF [v]

Buttons: Print, Preview, Setup, ?



In case the amount paid partially exceeds the Invoice Balance the following message appears:



In this case a prepayment Invoice (with Invoice number starting with Z) will be generated to credit the remains to the customer account.

Customer Payment Entry

ABC Distribution and Service Corp.

Customer Payment Entry

Payment Summary

Customer Number: 01 -ABF
 Customer Name: American Business Futures

Type	Number	Amount
Prepayment	Z000000-PP	415.00
Open Invoice	0000190-IN	85.00
Total		500.00

Type	Comment	Amount
CHECK	000123333	500.00
Total		500.00

Page: 1

Customer CP Transaction History

Customer No. 01-ABF American Business Futures

Payment Type

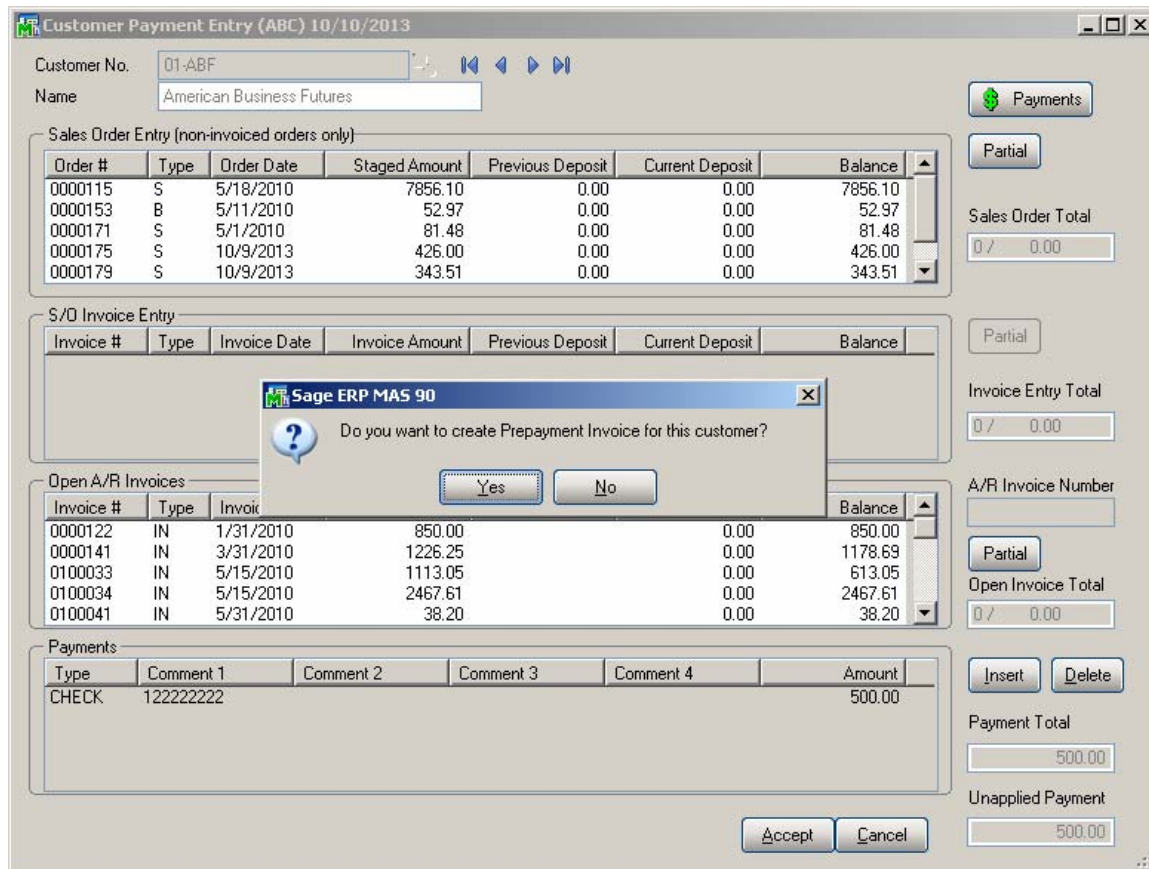
Reference Number

Payment Type	Reference Number	Payment Date	Invoice Number	Amount
AMEX	*****1019	10/09/2013	0100061-IN	343.51
CASH		10/10/2013	0100076-IN	200.00
CHECK	12223333	10/10/2013	0000190-IN	85.00

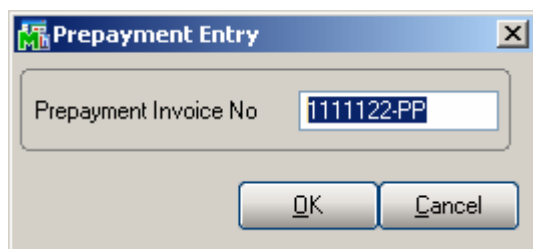
Total

Creating Prepayment Invoice Number

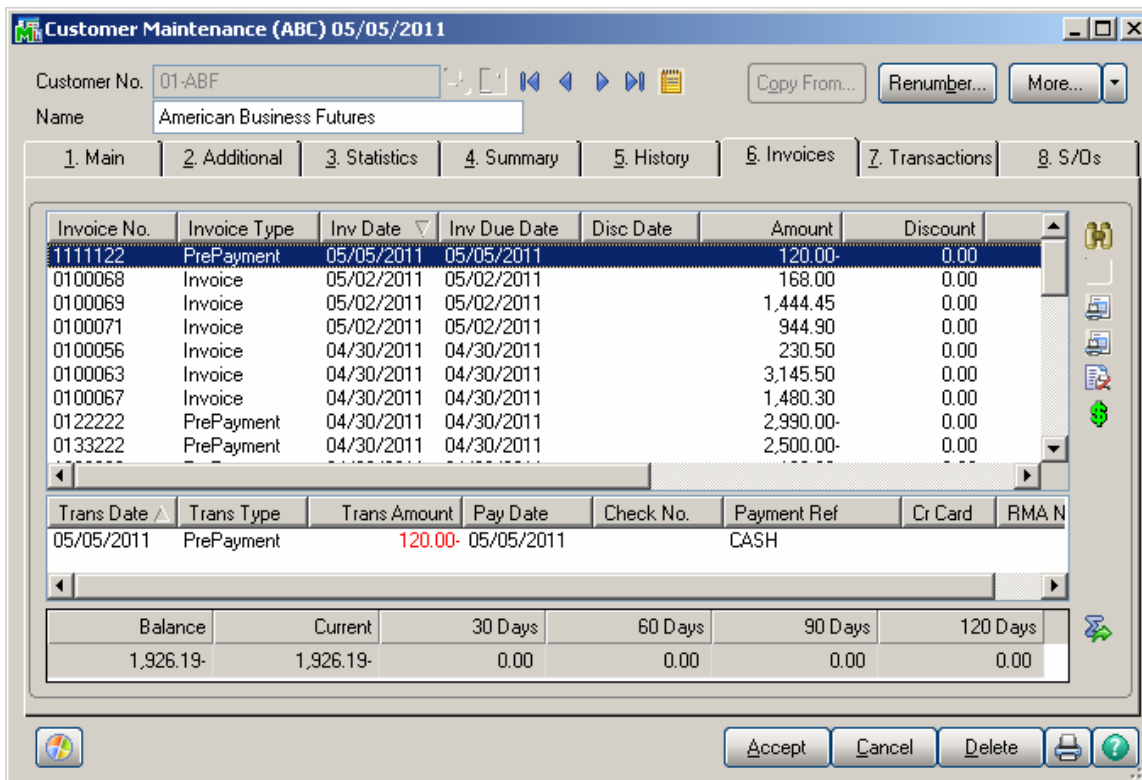
The **Customer Payment Entry** program allows the user to enter the Invoice number for the **Prepayment Invoice** being created when payment is inserted without selecting orders, S/O invoices, A/R invoices.



If **Yes** is selected in the message to confirm creation of **Prepayment Invoice** the **Prepayment Entry** screen is opened where the user can enter the prepayment Invoice number and process the request.



Upon processing the request checking is performed and if the entered Invoice number is found in the Customer's A/R history the original invoice Amount is increased by the amount of current payment.



To register payments to **Sales Orders** and **S/O Invoices**, the **Daily S/O Payment Deposit Journal** should be updated.

To register payments to **Open A/R Invoices** and **credit customers**, the **Open A/R Payment Journal** should be updated.

Transferring deposits in Customer Payment Entry

To be able to transfer deposits in the Customer Payment Entry it is necessary to have corresponding payment types setup in the system. It is done through the **Set up Payments Type** button located on the **Additional** tab of the **Credit Card Options**.

IIG Credit Card Options (ABC) 11/26/2013

1. Main | 2. Additional | 3. ACH | 4. Integrate | 5. Printing

Book/Ship Processing

Book/Ship Processing

Preauthorization

Pre-Auth Additional %

Skip Approval Display

Multi Merchant Processing

Multi-Merchant Processing for this Company

Default Merchant Code Max Walker

Internet Merchant Code Tom Johns

Update One Step Invoices and/or Orders/Invoiced Orders

Set up Payment Types

Accept Cancel

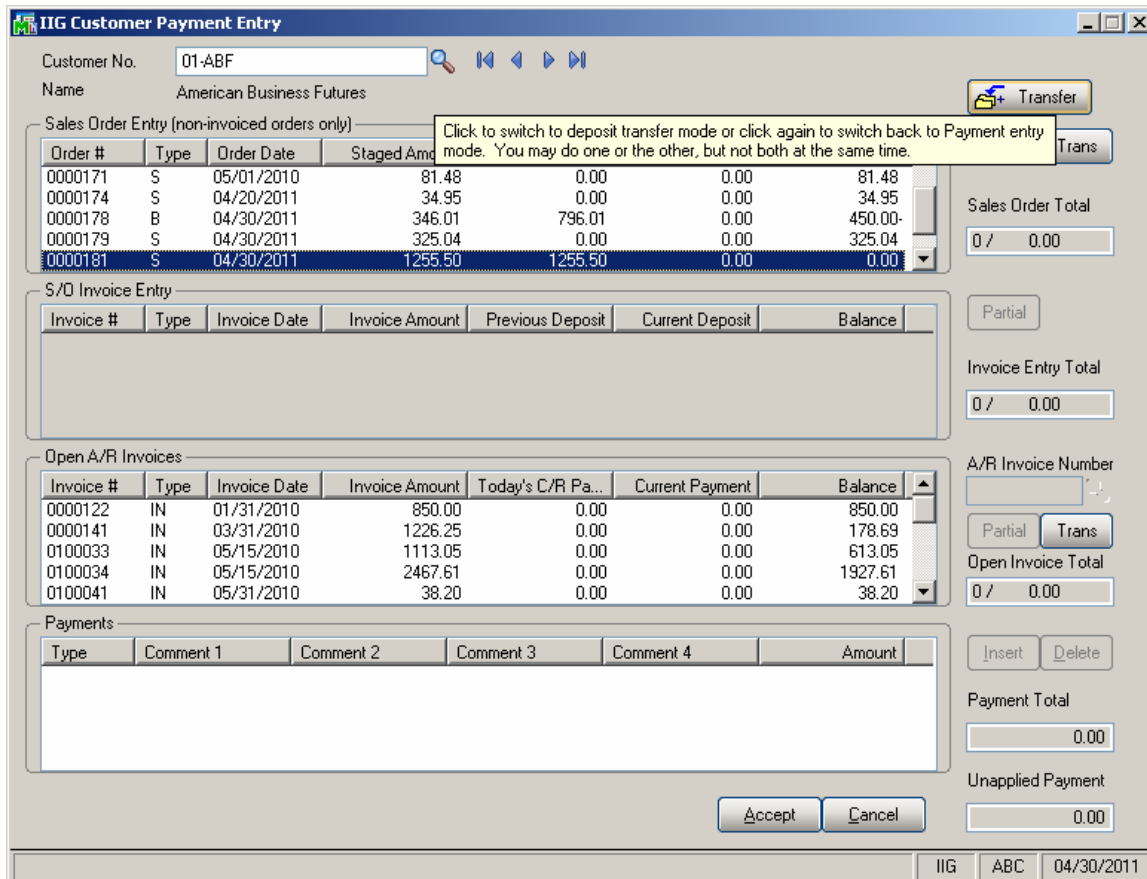
After pressing the button, **TRANS** and **DPXFR** payment types will be added.

- **TRANS** is used for transferring from an order to the order deposit.
- **DPXFR** is used for transferring from order deposit to A/R.

Transferring Deposits from Sales Orders/Prepayments to another Orders/AR Open Invoices/SO Invoices

The program provides the following abilities:

- Allow user to enter negative partial payment amount to an order with deposit, and put this amount into the Unapplied Payment amount.
- The "TRANS" payment type is written to the order deposit history as a transaction record.
- Applying unapplied deposit to A/R invoices will generate a transaction that must update the G/L.
- Unapplied deposit can be added to deposits on account. Also G/L must be updated.
- If no deposits on account, and there is unapplied deposit, system asks user to put unapplied amount on account and update the G/L.



The **Transfer** button has been added which disables the **Insert**, **Partial** and **Delete** buttons.

So the user can either transfer amounts or set them with partial buttons. Enabled will be only one of two functions mentioned.

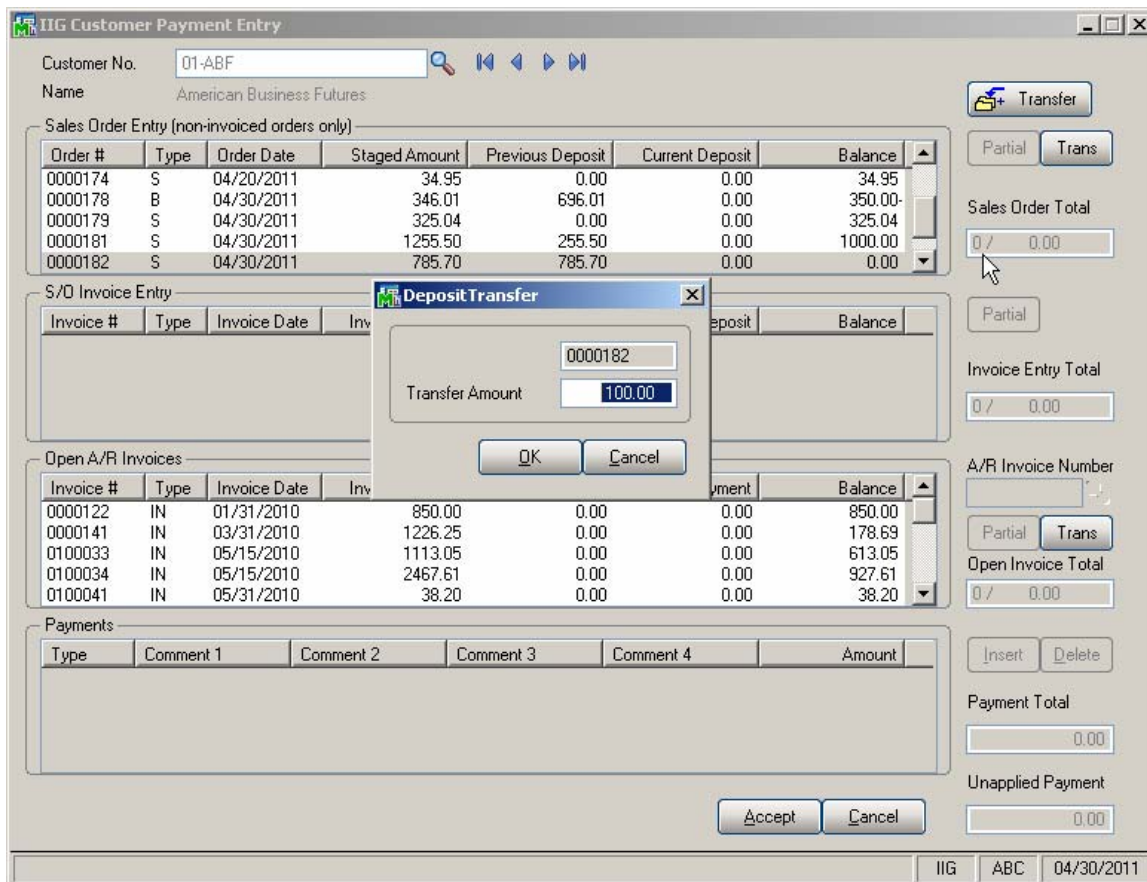
Notes:

- **Transfer is performed from only Sales Orders and Prepayments.**
- **Once a Deposit Transfer is started, the user can't do payments until this is cancelled or accepted. So he/she can transfer funds or he/she can take payments, but not both at the same time.**

This allows entering a negative payment in Customer Payment Entry to return money to the customer's card (refund of deposit on the customer's account).

Click the **Transfer** button to switch to deposit transfer mode or click again to switch back to Payment entry mode. You may do one or the other, but not both at the same time.

The user must select sales order or prepayment from which the amount should be transferred by pressing the **Trans** button.



Only negative amount must be entered in the **Transfer Amount** field, otherwise the following message box will be displayed:



After negative amount is entered, the following screen will be displayed:

A screenshot of the Sage MAS 90 "Transfer Deposit" screen. The title bar reads "Transfer Deposit". The screen is divided into several sections:

- Transfer To:** Customer No: 01-ABF (with a "Change" button), Name: American Business Futures.
- Apply To:** Three rows for "Sales Order", "SO Invoice", and "AR Open Invoice". Each row has a search icon and an "Amount" field. The "Amount" field for "SO Invoice" contains "0.00". Buttons for "OK", "Undo", and "Del" are on the right.
- Table:** A table with columns "Order/Invoice/Open Invoice No", "Type", and "Deposit". The table is currently empty.
- Summary:** "Total Amount" field contains "100.00", "Balance" field contains "100.00". A "Close" button is at the bottom right.
- Footer:** IIG | ABC | 04/30/2011

Specify an amount to take off from an order, then specify into which Sales Order/SO Invoice/AR Open Invoice put the deposit. The program allows applying the unapplied payment to any open A/R invoices or S/O invoices.

Transfer Deposit

Transfer To
 Customer No: 01-ABF
 Name: American Business Futures

Apply To
 Sales Order: 0000174
 SO Invoice:
 AR Open Invoice:
 Amount: 100.00

Order/Invoice/Open Invoice No	Type	Deposit
0000174	Order	100.00

Total Amount: 100.00 Balance: 0.00

IIG ABC 04/30/2011

So during an order to order transfer, the program will post a negative TRANS record to the order the deposit was pulled from and will post a positive TRANS record for each of the orders the deposit was positive to. If applying the deposit to the A/R invoices, the program will write a negative TRANS record for the order from which it is pulled.

In this screen only the Orders can be selected which:

- Don't have Negative/Zero Balance.
- Aren't Invoiced or Booked.
- Are Standard or Back Orders.

Only the SO Invoices can be selected which don't have Negative/Zero Balance.

Only the AR Open Invoices can be selected which don't have Zero Balance.

The entered amount should be Positive and not exceed Balance or Total Amount.

Here is an example with a selected Order to which the amount should be transferred:

Transfer Deposit

Transfer To
Customer No: 01-ABF Change
Name American Business Futures

Apply To
Sales Order: 0000174 Amount: 100.00
SO Invoice
AR Open Invoice
OK
Undo
Del

Order/Invoice/Open Invoice No	Type	Deposit
0000174	Order	100.00

Total Amount: 100.00 Balance: 0.00
Close

IIG ABC 04/30/2011

After specifying the Sales Order/SO Invoice/AR Open Invoice, press the **Close** button. The program returns to the **Customer Payment** screen where the result of transferring is displayed.

In the following example it will be:

The Amount of 100\$ is transferred from Sales Order# 0000182 to SO# 0000174.

IIG Customer Payment Entry

Customer No. 01-ABF
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000174	S	04/20/2011	34.95	0.00	100.00	65.05-
0000178	B	04/30/2011	346.01	696.01	0.00	350.00-
0000179	S	04/30/2011	325.04	0.00	0.00	325.04
0000181	S	04/30/2011	1255.50	255.50	0.00	1000.00
0000182	S	04/30/2011	785.70	785.70	100.00-	100.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000122	IN	01/31/2010	850.00	0.00	0.00	850.00
0000141	IN	03/31/2010	1226.25	0.00	0.00	178.69
0100033	IN	05/15/2010	1113.05	0.00	0.00	613.05
0100034	IN	05/15/2010	2467.61	0.00	0.00	927.61
0100041	IN	05/31/2010	38.20	0.00	0.00	38.20

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
TRANS					100.00
TRANS					100.00-

Buttons: Transfer, Partial, Trans, Sales Order Total (2 / 0.00), Invoice Entry Total (0 / 0.00), A/R Invoice Number, Partial, Trans, Open Invoice Total (0 / 0.00), Insert, Delete, Payment Total (0.00), Unapplied Payment (0.00), Accept, Cancel

IIG ABC 04/30/2011

After pressing **Accept**, the following report will be displayed:

Customer Payment Entry

IIG CARD PROCESSING CUSTOMER PAYMENT ENTRY

Adobe PDF Print Preview Printer Setup...

Customer Payment Entry

Payment Summary

Customer Number: 01 -ABF
 Customer Name: American Business Futures

Type	Number	Amount
Prepayment	Z000001-PP	65.05
Sales Order	0000174	34.95
Sales Order	0000182	100.00-
Total		0.00

Type	Comment	Amount
TRANS		100.00
TRANS		100.00-
Total		0.00

Page: 1

Here is an example in case the amount is transferred from prepayment:

IIG Customer Payment Entry

Customer No. Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000115	S	05/18/2010	7856.10	0.00	0.00	7856.10
0000153	B	05/11/2010	485.06	0.00	0.00	485.06
0000171	S	05/01/2010	81.48	0.00	0.00	81.48
0000174	S	04/20/2011	34.95	34.95	0.00	0.00
0000178	B	04/30/2011	346.01	596.01	0.00	250.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0100056	IN	04/30/2011	230.50	0.00	0.00	230.50
0122222	PP	04/30/2011	2990.00	0.00	0.00	2990.00
0133222	PP	04/30/2011	2500.00	0.00	0.00	2500.00
1222222	PP	04/30/2011	120.00	0.00	0.00	120.00
APR0001	FC	04/30/2010	43.89	0.00	0.00	43.89

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Buttons: Transfer, Partial, Trans, Sales Order Total (0 / 0.00), Invoice Entry Total (0 / 0.00), A/R Invoice Number, Partial, Trans, Open Invoice Total (0 / 0.00), Insert, Delete, Payment Total (0.00), Unapplied Payment (0.00), Accept, Cancel

Status: IIG ABC 04/30/2011

Deposit Transfer

Transfer Amount

Buttons: OK, Cancel

Transfer Deposit

Transfer To
Customer No: 01-ABF
Name American Business Futures

Apply To
Sales Order Amount
SO Invoice 55.00
AR Open Invoice 0100033

Order/Invoice/Open Invoice No	Type	Deposit
0100033	Open Inv.	55.00
0100034	Open Inv.	45.00

Total Amount Balance

IIG ABC 04/30/2011

IIG Customer Payment Entry

Customer No.

Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000115	S	05/18/2010	7856.10	0.00	0.00	7856.10
0000153	B	05/11/2010	485.06	0.00	0.00	485.06
0000171	S	05/01/2010	81.48	0.00	0.00	81.48
0000174	S	04/20/2011	34.95	34.95	0.00	0.00
0000178	B	04/30/2011	346.01	596.01	0.00	250.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0100055	CM	05/10/2010	81.48	0.00	0.00	81.48
0100056	IN	04/30/2011	230.50	0.00	0.00	230.50
0122222	PP	04/30/2011	2990.00	0.00	0.00	2990.00
0133222	PP	04/30/2011	2500.00	0.00	100.00	2400.00
1222222	PP	04/30/2011	120.00	0.00	0.00	120.00

Payments

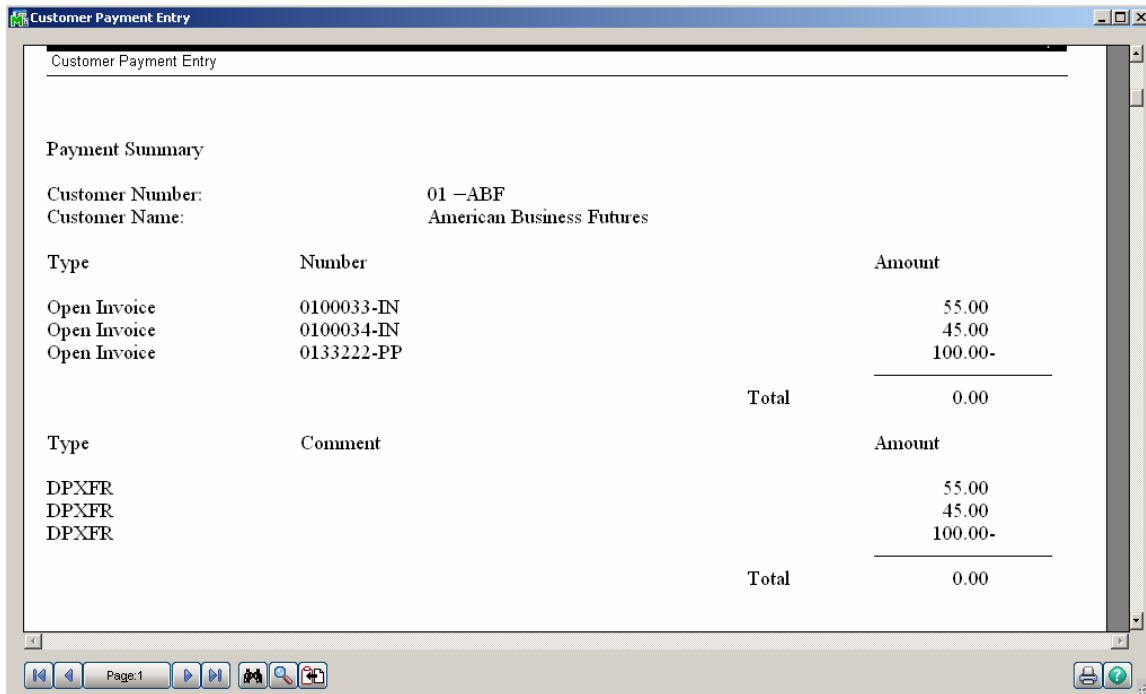
Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
DPXFR					55.00
DPXFR					45.00
DPXFR					100.00

Buttons:

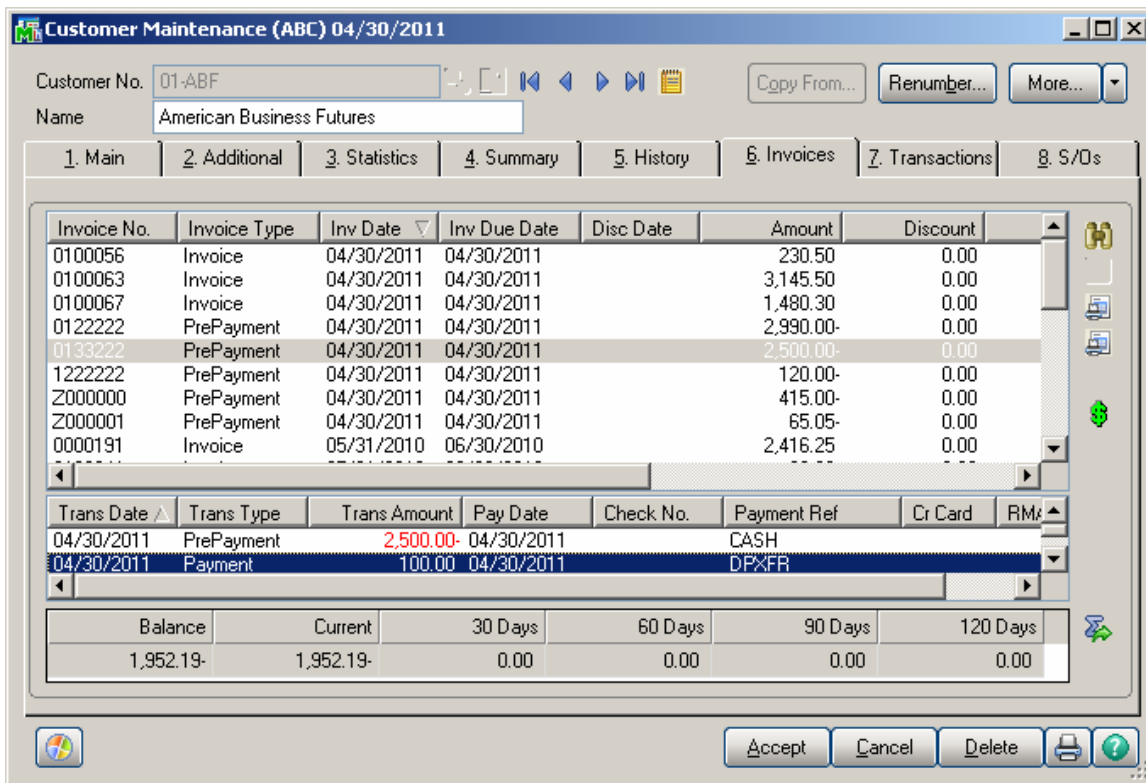
IIG ABC 04/30/2011

Customer Payment Entry

IIG CARD PROCESSING CUSTOMER PAYMENT ENTRY



The following record will be written on the **Invoices** tab of **Customer Maintenance**.



Transferring Deposits from One Customer to Another

Ability has been added in the **Transfer Deposit** screen to replace the Customer by pressing the **Change** button. The amount will be put to transfer to another selected customer on file as a payment on account.

Order/Invoice/Open Invoice No	Type	Deposit
-------------------------------	------	---------

Total Amount: 50.00 Balance: 50.00

IIG ABC 04/30/2011

After changing the Customer, the **Apply To** group information will be updated according to the last selected Customer.

See the [Transferring Deposits from Sales Orders/Prepayments to another Orders/AR Open Invoices/SO Invoices](#) section for more details.

The Customer Payment report shows the Customer Number the funds are transferred to.

Batch Processing

The following four batch processing programs are available:

1. **A/R Invoice Batch Charging:** this will process all invoices in the A/R invoice file.
2. **Sales Order Batch Charging:** this will process all orders in the Sales Order file.
3. **S/O Invoice Batch Charging:** this will process all invoices in the S/O invoice file.
4. **Sales Order Batch Pre-Authorizing:** this will reserve funds on all orders in the Sales Order file.

IMPORTANT: The Credit Card Scanning Process uses the following criteria to select orders or invoices to process:

- The sales order or invoice must be assigned the **Credit Card Terms Code** as defined in the **Credit Card Options** program.
- No deposit is allowed on the order *and* the order total must be greater than zero. For invoices, the total must not be equal to zero. This allows the processing of credit memos.
- No prior CC activity flags (CCAPRV) in the check field.
- For order pre-authorization, a valid credit card and expiration date must be on file. The expiration date must be a future date later than the accounting date.
- For invoice charging, either a valid pre-authorization or a valid card with expiration date must be on file. The charge programs will use the pre-authorization first, then the card. If neither is valid, the invoice is skipped and then displays a message indicating the charge was not approved.
- Pre-authorization comes in the following two forms:
 - Book/Ship – This pre-authorization's expiration is dependent on the payment type and card processor. The number of days the authorization lasts is maintained in the CC Payment Type Maintenance window.
 - Pre-Auth/Force - This pre-authorization type lasts only five (5) days.

As an example, consider this processing scenario, common in the mail order business.

An order is taken by phone or keyed in. At the totals, pre-authorizations are done. This guarantees that funds are available. The order is then released for shipment, and after shipment, **Credit Card Batch Invoice Charging** is used to settle the funds. This is the most common mail order scenario.

*A second mail order scenario involves **high volume**.*

Orders are entered, and the orders are accepted. Then, periodically, **Batch Booking for Sales Order** is run to gather pre-authorizations. This requires someone to review the approval logs and retrieve any non-approved orders for manual processing.

*A third scenario involves orders that are entered (or imported) and **put on hold**.*

Credit Card Batch Charging for Sales Order is used. **Process Orders On Hold** is selected, as is **Release Orders On Hold for Printing**. This charges the card, and only those orders that are approved are printed and released to the warehouse for shipping. This is used where freight amounts are calculated and orders are shipped complete, most commonly in the fulfillment market.

The program will print an error log to assist the operator with declined transactions (not meeting the requirements above).

Deposits processed in Batch are updated through the Payments Journals. Nothing is updated to the system unless it is included in a journal update.

Credit Card Journal

In order to post transactions from Credit Card Module, the Payments Journal must be run and updated. Select the **Daily Payment/Deposit Journal** program under the **IIG Card Processing Main** menu. Posted transactions will be printed.

S/O Invoice Payment Journal

The **S/O Invoice Payment Journal** program has been added to the **Main** menu of the **IIG Card Processing** module to update CP journal for S/O Invoices separately.

S/O Order Deposit Journal

The **S/O Order Deposit Journal** program has been added to the **Main** menu of the **IIG Card Processing** module to update CP journal for Sales Orders separately.

End Of Day Processing

At the end of the business day, you will want to run the **Daily S/O Payment/Deposit Journal** for each of the companies in which you are running **CCP**. The total of all of those companies should equal your settlement, unless you are running **Multi-Merchant**. In that case, each company's total should match that merchant's total.

While that's printing, run your card interface settlement, i.e. PC Charge.

You will need to run the **Sales Journal** for Sales Order and/or Accounts Receivable, if you have any activity in that module.

Note that the sales journals in both the Accounts Receivable and Sales Order modules will not let you update until you have closed your Daily S/O Payment/Deposit Journal.

Should the journals be out of balance with the card interface settlement, you must *promptly* investigate the difference.

Bank Reconciliation

If the **Integrate Credit Card with Bank Reconciliation** box is checked in the **Credit Card Options**, the cash deposits will be posted to the **Bank Reconciliation** module.

Check, Deposit and Adjustment Entry (ABC) 11/26/2013

Bank Code: D
Description: Wells Fargo Checking
Current Bank Balance: 1,322.75

1. Checks | 2. Dep/Adjust

	Document Date	Entry No.	Adjustment Type	Reference	Amount	Cleared	Module
1	11/26/2013	000000	Deposit	DEPOSIT	500.00	<input type="checkbox"/>	A/R
2	11/26/2013	000001	Deposit	AMEX-0001	400.80	<input type="checkbox"/>	C/P
3	11/26/2013	000002	Deposit	CHECK-0001	421.95	<input type="checkbox"/>	C/P
4					.00	<input type="checkbox"/>	

Bank Recap Report... B/R Trans Register... Accept Cancel

When the **Post Bank Rec by Payment Type** box is checked in the **Credit Card Options**, the bank reconciliation deposit entries will be posted by payment type for each journal updated, if the payment type is to post to Bank Reconciliation. When the check box is cleared, the summary of all deposits for that bank code for the journal will be posted.

Division posting will only occur if payment type does not post to a bank code in Bank Reconciliation.

In the example below, the first line of the two C/P postings was with post by payment type, and the second line was with the normal post by bank code only.

Customer Maintenance

The **CP Payment History** button has been added to the **Customer Maintenance** program.

Customer Maintenance (ABC) 11/26/2013

Customer No. 01-ABF
Name American Business Futures

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/Os

Period	Ending	Sales	Cost of Sales	Profit %	Profit \$	Cash Recvd	No. Invc	2013
01	Jan 31	.00	.00	0.000%	.00	.00		
02	Feb 28	.00	.00	0.000%	.00	.00		
03	Mar 31	.00	.00	0.000%	.00	.00		
04	Apr 30	.00	.00	0.000%	.00	.00		
05	May 31	.00	.00	0.000%	.00	.00		
06	June 30	.00	.00	0.000%	.00	.00		
07	July 31	.00	.00	0.000%	.00	.00		
08	Aug 31	276.50	174.16	37.013%	102.34	.00	2	
09	Sept 30	.00	.00	0.000%	.00	.00		
10	Oct 31	1,539.20	736.76	52.134%	802.44	.00	5	
11	Nov 30	.00	.00	0.000%	.00	1,000.00		
12	Dec 31	.00	.00	0.000%	.00	.00		
Total		1,815.70	910.92	49.831%	904.78	1,000.00	7	

CP Payment History

Accept Cancel Delete

When clicking the **Payment History** button, the **Customer Payment History** screen is opened to display the history of the payments done by the selected Customer.

Payment Type	Reference Number	Payment Date	Payment Amount	Apply To	Apply To Amount
AMEX	*****1019	10/09/2013	343.51	0000176-SO	343.51
CASH		10/10/2013	200.00	0100076-IN	200.00
CHECK	122223333	10/10/2013	85.00	0000190-IN	85.00
CASH		11/26/2013	781.20	0000182-SO	781.20
CASH		11/26/2013	279.95	0100080-IN	279.95
AMEX	*****1019	11/26/2013	482.25	0000183-SO	482.25
AMEX	*****1019	11/26/2013	400.80	0000184-SO	400.80
CHECK	012333333	11/26/2013	421.95	0000186-SO	421.95

Click the **Payments** button for the selected line to see its details.

Date	Type	Account/Chk #	Approval Code	Amount	Term
11/26/2013	AMEX	*****1019	YDEMO APPROVAL-R	482.25	T101

The **CP Trans. History** button added to the **Customer Maintenance** program allows for displaying the history of CP transactions processed by the selected customer.

Customer Maintenance (ABC) 11/26/2013

Customer No. 01-ABF
Name American Business Futures

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. S/Os

Period	Ending	Sales	Cost of Sales	Profit %	Profit \$	Cash Recvd	No. Invc's
01	Jan 31	.00	.00	0.000%	.00	.00	
02	Feb 28	.00	.00	0.000%	.00	.00	
03	Mar 31	.00	.00	0.000%	.00	.00	
04	Apr 30	.00	.00	0.000%	.00	.00	
05	May 31	.00	.00	0.000%	.00	.00	
06	June 30	.00	.00	0.000%	.00	.00	
07	July 31	.00	.00	0.000%	.00	.00	
08	Aug 31	276.50	174.16	37.013%	102.34	.00	2
09	Sept 30	.00	.00	0.000%	.00	.00	
10	Oct 31	1,539.20	736.76	52.134%	802.44	.00	5
11	Nov 30	.00	.00	0.000%	.00	1,000.00	
12	Dec 31	.00	.00	0.000%	.00	.00	
Total		1,815.70	910.92	49.831%	904.78	1,000.00	7

2013

CP Transaction History

Accept Cancel Delete

When clicking the **Trans. History** button, the **Customer Transaction History** screen is opened. Upon clicking the **Load** button the CP transactions are loaded in the grid. The **Payment Type** and **Reference Number** fields allow applying filters to the records being loaded in the grid.

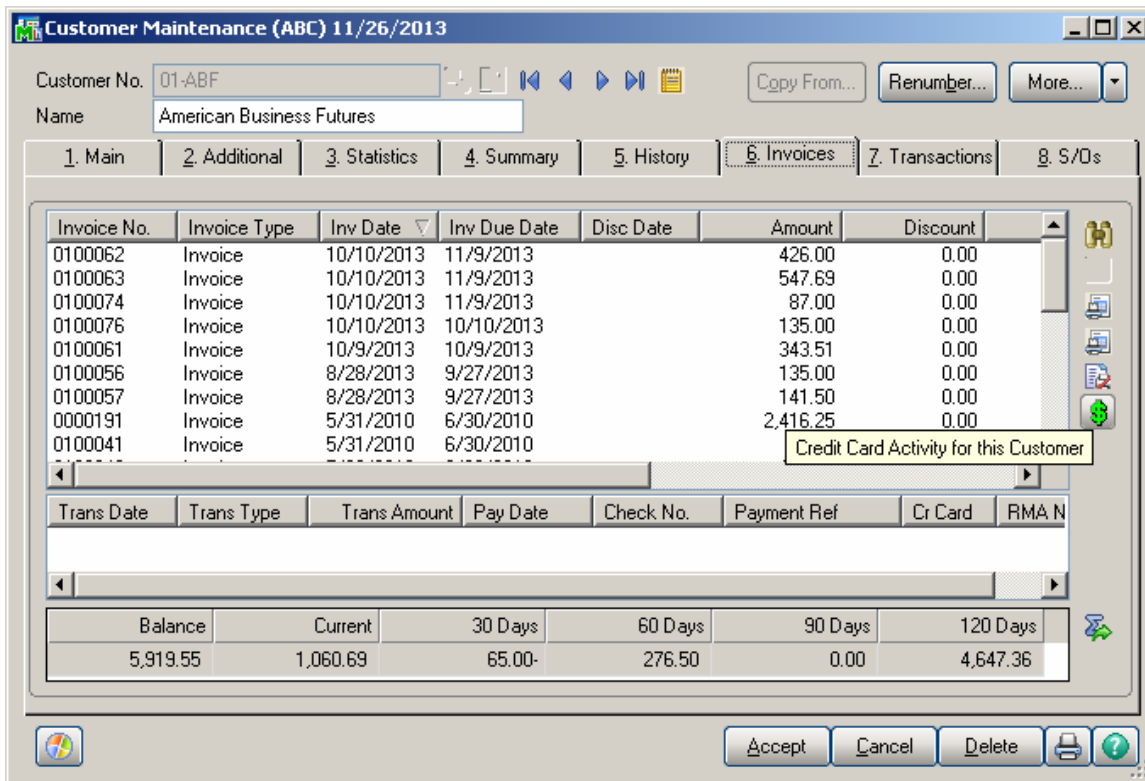
The screenshot shows the 'Customer CP Transaction History' window. At the top, the title bar reads 'Customer CP Transaction History'. Below the title bar, there are two input fields: 'Customer No.' with the value '01-ABF' and a dropdown menu showing 'American Business Futures'. Below these are two more input fields: 'Payment Type' (empty) and 'Reference Number' (empty). A magnifying glass icon is next to the 'Payment Type' field. A 'Load' button is located to the right of the 'Reference Number' field. Below the input fields is a table with the following headers: 'Payment Type', 'Reference Number', 'Payment Date', 'Invoice Number', and 'Amount'. The table is currently empty. At the bottom right of the table area, there is a 'Total' label and a text box containing '0.00'. An 'OK' button is located at the bottom right of the window.

The screenshot shows the 'Customer CP Transaction History' window with filters applied. The 'Customer No.' field is '01-ABF' and the dropdown is 'American Business Futures'. The 'Payment Type' field is now filled with 'AMEX' and has a magnifying glass icon. The 'Reference Number' field is empty. The 'Load' button is now highlighted. The table below contains the following data:

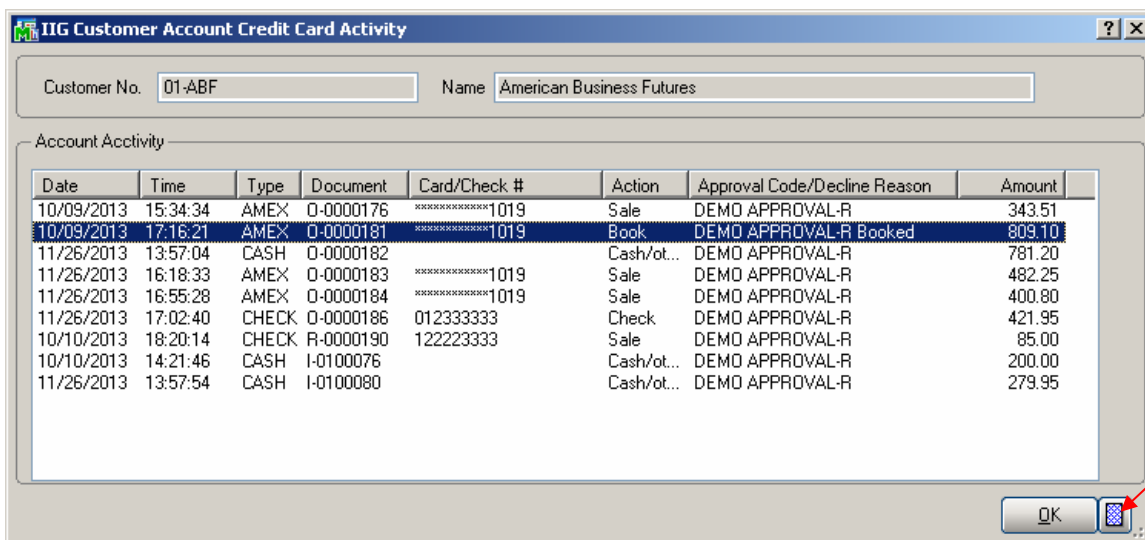
Payment Type	Reference Number	Payment Date	Invoice Number	Amount
AMEX	*****1019	10/09/2013	0100061-IN	343.51
AMEX	*****6780	11/26/2013	0100034-IN	500.00
AMEX	*****1019	11/26/2013	0000183-SO	482.25
AMEX	*****1019	11/26/2013	0000184-SO	400.80

At the bottom right of the table area, the 'Total' label is now '1726.56'. An 'OK' button is located at the bottom right of the window.

The **Credit Card Activity for this Customer** button added to the **Invoices** tab of **Customer Maintenance** allows for displaying CP activities for the customer.



The transactions of current customer are displayed in the **IIG Customer Account Credit Activity** screen.



IIG CCP Transaction Addresses

Bill-To Address

Name: American Business Futures

Address: 2131 N. 14th Street amex
Suite 100
Accounting Department

ZIP Code: 53205-1204

City: Milwaukee State: WI

Transaction Address

Name: AMERICAN BUSINESS FUTURES

Address: 1600 BELGRAVE AVENUE

ZIP Code:

City: MILWAUKEE State: WI

OK

The **Credit Card Activity** button is available also on the **Customer Credit Card Maintenance** screen launched from the **Additional** tab of **Customer Maintenance**.

Customer Credit Card Maintenance

Card Number: *****1019 Primary:

CC Pymt Type: AMEX American Express

Cardholder Name: John Q.Future

Expiration Date: 9/2015

Address: 2131 N. 14th Street

ZIP Code: 53205-1204

City: Milwaukee State: WI

Comment:

Corporate ID/PO:

EBM Enabled Card: IT Users...

Credit Card Activity for this Card

Accept Cancel Delete Print Help

The transactions of the current credit card are displayed in the **IIG Credit Card Detail Activity** screen.

IIG Credit Card Detail Activity

Card No. [*****1019] Name [John Q.Future]

Account Activity

Date	Time	Type	Document	Card/Check #	Action	Approval Code/Decline Reason	Amount
10/09/2013	15:34:34	AMEX	0-0000176	*****1019	Sale	DEMO APPROVAL-R	343.51
10/09/2013	17:16:21	AMEX	0-0000181	*****1019	Book	DEMO APPROVAL-R Booked	809.10
11/26/2013	16:18:33	AMEX	0-0000183	*****1019	Sale	DEMO APPROVAL-R	482.25
11/26/2013	16:55:28	AMEX	0-0000184	*****1019	Sale	DEMO APPROVAL-R	400.80

OK []

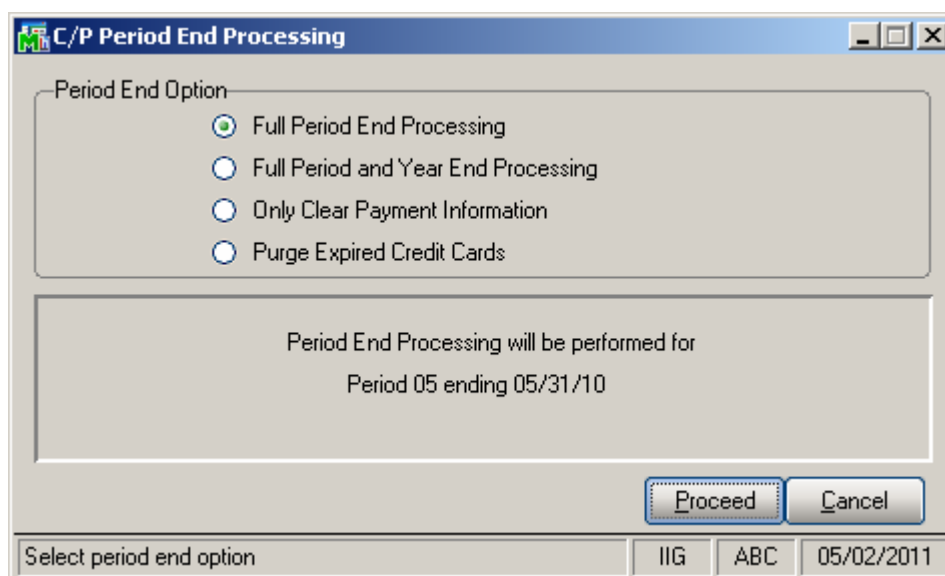
Period End

The **Period End** processing is available from the **IIG Card Processing** menu. Period End Processing is normally performed at the end of each accounting period (usually the last business day of each month) to close the current period and cycle the accounting period forward to the next period.

From the Period End Processing screen, you can select specific options of period end processing. For IIG Card processing menu the following options are available:

- Full Period End Processing
- Full Period and Year End Processing
- Only Clear Payment Information
- Purge Expired Credit Cards

After selecting an option, click **Proceed**.



1. By selecting the **Full Period End Processing** option, the Period End processing will be performed for the period which is specified in the **Current Credit Card System Fiscal Period** field of **Credit Card Options**, and the ending date will be the last date of that period.
2. By selecting the **Full Period and Year End Processing** option, the Period End and Year End processing will be performed for the period which is specified in

the **Current Credit Card System Fiscal Period** field of **Credit Card Options**, and the ending date will be the last date of that period.

3. The payment information is purged if done on or before the date which is 30 days before system date.
4. The original AR Customer Credit Card information that has been expired on or before 30 days of the system date is purged.

Reports

IIG has added the following new reports.

On the **IIG Card Processing Main** menu:

- **S/O Payment Deposit Journal:** This journal shows payments processed through the credit card system for the Sales Order Module. If Bank Reconciliation option is selected, this journal will also print the CCP Bank Deposit Journal. By specifying credit card payment type, a report can be generating showing bank account deposit detail.
- **A/R Payments Journal:** This journal shows payments processed through the credit card system for the Accounts Receivable Module. If Bank Reconciliation option is selected, this journal will also print the CCP Bank Deposit Journal. By specifying credit card payment type, a report can be generating showing bank account deposit detail.

On the **IIG Card Processing Report** menu:

- [Credit Card Detail Report](#)
- [Detail Audit Report](#)
- [Monthly Recap by Division](#)
- [General Ledger Detail Report](#)
- [Open Deposit on Sales Orders](#)
- [Expiring Card Report](#)
- [Duplicate Card on File Report](#)
- [IIG Payment Report](#)

Credit Card Detail Report

Select the **Credit Card Detail Report** program under the **IIG Card Processing Reports** menu.

Credit Card Detail Report (ABC) 11/26/2013

Report Setting: STANDARD [Save]

Description: Credit Card Detail Report

Setting Options:

Type: Public [v] Print Report Settings: Number of Copies: 1 [v]

Default Report: Three Hole Punch: Collated:

Sort Report By: Customer Number [v]

Selections:

Select Field	Operand	Value		
Check/Card Number	All [v]			
Customer Number	All [v]			

Adobe PDF [v] Keep Window Open After Print Preview [Print] [Preview] [Setup] [?]

You can select to print the report sorted by **Card Number** or **Customer Number**. You can **Print** the transactions information or **Preview** it.

Here is an example of printout:

View C/P Credit Card Detail Report

BusinessObjects

Preview

1 / 1 100%

C/P Credit Card Detail Report

ABC Distribution and Service Corp. (

Date	Time	Action	Document #	Method of Payment	Check/Card Number	Merchant	Requested	Ap
Customer: 01-A8F								
10/10/2013	18:20:14	Sale	R 0000190	CHECK	122223333	American Business Futures 2131 N. 14th Street amex Suite 100 Milwaukee, WI 53205-1204	0001	85.00
Customer: 01-A8F								
10/10/2013	14:21:46	Cash/o	I 0100076	CASH		AMERICAN BUSINESS FUTURES 2131 N 14TH STREET AMEX Milwaukee, WI 532051204	0001	200.00
Customer: 01-A8F								
11/26/2013	13:57:04	Cash/o	O 0000182	CASH		AMERICAN BUSINESS FUTURES 2131 N 14TH STREET AMEX Milwaukee, WI 532051204	0001	781.20
Customer: 01-A8F								
11/26/2013	13:57:54	Cash/o	I 0100080	CASH		AMERICAN BUSINESS FUTURES 2131 N 14TH STREET AMEX Milwaukee, WI 532051204	0001	279.95
Customer: 01-A8F								
10/9/2013	15:34:34	Sale	O 0000176	AMEX	371733968951019	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0001	343.51
Customer: 01-A8F								
10/9/2013	17:16:21	Book	O 0000181	AMEX	371733968951019	AMERICAN BUSINESS FUTURES 1600 BELGRAVE AVENUE Milwaukee, WI	0001	809.10
Report Totals:							2,498.76	

Detail Audit Report

Select the **Detail Audit Report** program under the **IIG Card Processing Reports** menu to print an audit report for all credit card transactions.

Detail Audit Report (CCD) 3/17/2014

Report Setting: STANDARD

Description: Detail Audit Report

Setting Options:

Type: Public Print Report Settings: Number of Copies: 1

Default Report: Three Hole Punch: Collated:

Sort Options: Payment Type

Module Source: All

Sales Order: S/O Invoice: A/R Invoice:

Approved?: Declined?:

Selections:

Select Field	Operand	Value
Transaction Date	All	
Payment Type	All	
Terminal ID	All	
Order/Invoice Number	All	

Adobe PDF

Keep Window Open After: Print Preview

Select **Payment Type** from the **Sort Options** drop-down list.

Select records to be printed by **Transaction Dates**, **Terminals**, **Payment Type**, and **Order/Invoices**.

Records can be printed only from the selected modules – **Sales Order**, **S/O Invoice**, **A/R Invoice**, **Point of Sale**. To print from all the modules, check the **All** box.

You can set to print **Approved** as well as **Declined** transactions. Here is an example of printout:

View Credit Card Transaction Audit Report

CC Demo Company (CCD)
SORTED BY PAYMENT TYPE AND DATE

Payment Type: AMEX American Express
Transaction Date: 10/9/2013

Trans Date	Trans Time	Tm1 ID	ModPay ID	Card Number/Check Number	Order/Inv#	Billing Name Customer Name	Apv? Approval Number/Decline Reason	Amount Approved
10/9/2013	15:34:34	1238	0	AMEX *****1019	0000176	American Business Fu Cust: 01-ABF	Yes DEMO APPROVAL-R	343.51
Expires: 9/30/2015								
Transaction Date 10/9/2013 Total:								343.51
Transaction Date: 11/26/2013								
11/26/2013	16:18:33	1238	0	AMEX *****1019	0000183	American Business Fu Cust: 01-ABF	Yes DEMO APPROVAL-R	482.25
Expires: 9/30/2015								
11/26/2013	16:55:28	1238	0	AMEX *****1019	0000184	American Business Fu Cust: 01-ABF	Yes DEMO APPROVAL-R	400.80
Expires: 9/30/2015								
Transaction Date 11/26/2013 Total:								883.05
Transaction Date: 11/27/2013								
11/27/2013	17:39:48	T239	1	AMEX *****1019	0100085	American Business Fu Cust: 01-ABF	Yes DEMO APPROVAL-R	561.00
Expires: 9/30/2015								
Transaction Date 11/27/2013 Total:								561.00
Transaction Date: 11/28/2013								
11/28/2013	09:26:02	T274	0	AMEX *****1019	0000181	American Business Fu Cust: 01-ABF	Yes DEMO APPROVAL-R	809.10
Expires: 9/30/2015								
Transaction Date 11/28/2013 Total:								809.10
Transaction Date: 12/10/2013								
12/10/2013								

Monthly Recap by Division

This report allows printing transactions by customers, summarized by divisions.

Monthly Recap By Division (ABC) 11/26/2013

Report Setting: STANDARD [Save]

Description: Monthly Recap By Division Report

Setting Options:

Type: Public [v] Print Report Settings: [] Number of Copies: 1 [v]

Default Report: [x] Three Hole Punch: [] Collated: [x]

Selections:

Select Field	Operand	Value
Customer Number	All	
Processed Date	All	
Terminal ID	Range	T101 T102

Keep Window Open After: [] Print [] Preview [] [Print] [Preview] [Setup]

Selection by **Customer Number**, transaction **Processed Date** and **Terminal ID** are available.

Here is an example of printout:

Customer Number	Rec.Type (So/Inv/Pmnt/Av)	Payment Type	Payment Comment 1 (Card Number)	Payment Comment 4 (Approval Code)	Terminal ID	Date Processed	Payment Amount
Division Number: 01 EAST SALES OFFICE							
01 - ABF	SO Dep	AMEX	*****1019	DEMO APPROVAL-R	101	10/9/2013	343.51
01 - ABF	SO Dep	CASH		DEMO APPROVAL-R	101	11/26/2013	781.20
01 - ABF	SO Dep	AMEX	*****1019	DEMO APPROVAL-R	101	11/26/2013	482.25
01 - ABF	SO Dep	AMEX	*****1019	DEMO APPROVAL-R	101	11/26/2013	400.80
01 - ABF	SO Dep	CHECK	012333333	DEMO APPROVAL-R	101	11/26/2013	421.95
01 - ABF		CHECK	122223333	DEMO APPROVAL-R	T10	10/10/2013	85.00
01 - ABF	Inv	CASH		DEMO APPROVAL-R	101	10/10/2013	200.00
01 - ABF	Inv	CASH		DEMO APPROVAL-R	101	11/26/2013	279.95
Customer ABF Total:							2,994.66
01 - AVNET	SO Dep	CASH		DEMO APPROVAL-R	101	11/26/2013	867.16
01 - AVNET	Inv	CASH		DEMO APPROVAL-R	101	10/10/2013	85.59
01 - AVNET	Inv	CASH		DEMO APPROVAL-R	101	11/26/2013	157.87
01 - AVNET	Inv	CASH		DEMO APPROVAL-R	101	11/26/2013	310.76
Customer AVNET Total:							1,421.38
01 - BRESLIN	Inv	CASH		DEMO APPROVAL-R	101	10/10/2013	23.60
Customer BRESLIN Total:							23.60
Division 01 Total:							4,439.64
Report Total:							4,439.64

General Ledger Detail Report

This is the same report as original **General Ledger Detail Report**.

Open Deposit on Sales Orders

This report shows the deposits that are currently present on Orders.

Report Setting: **STANDARD** Save

Description: Open Deposits on Sales Order

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Exclude Invoiced Orders?

Selections:

Select Field	Operand	Value
Sales Order Number	All	

Keep Window Open After: Print Preview **Print** **Preview** **Setup**

If the **Exclude Invoices Orders?** check box is selected; the Invoiced Orders are not displayed in the report:

Open Deposits on Sales Order Report

ABC Distribution and Service Corp. (ABC)

Order Date	Customer Type	Card No	Approval Code	Used	Deposits	Running Balance	Order Deposits
0000182 11/26/2013	01 - ABF CASH		American Business Futures Y DEMO APPROVAL-R	0.00	781.20	781.20	781.20
0000183 11/26/2013	01 - ABF AMEX *****1019		American Business Futures Y DEMO APPROVAL-R	0.00	482.25	482.25	482.25
0000184 11/26/2013	01 - ABF AMEX *****1019		American Business Futures Y DEMO APPROVAL-R	0.00	400.80	400.80	400.80
0000185 11/26/2013	01 - AVNET CASH		Avnet Processing Corp Y DEMO APPROVAL-R	0.00	867.16	867.16	867.16
0000186 11/26/2013	01 - ABF CHECK 012333333		American Business Futures Y DEMO APPROVAL-R	0.00	421.95	421.95	421.95
Report Total:				0.00	2,953.36	2,953.36	2,953.31

Expiring Card Report

This report shows credit cards on file that will be expiring during the specified time period.

Here is an example of printout:

Expiring Card Report

ABC Distribution and Service Corp. (ABC)

Card Expires	Credit Card Number	Last Sale Date	Last Payment Date	Primary Card No.
Customer Number: 01-ABF Name: American Business Futures				
Tel. Number: (414) 555-4787				
E-Mail Address: artie@abf.com				
Payment Type: AMEX American Express				
9/30/2010	*****9999	11/26/2013		No
9/30/2015	*****1019	11/26/2013	11/26/2013	No
6/30/2012	*****6780	11/26/2013		Yes
Customer Number: 01-ABF expiring cards totals:				3
Customer Number: 01-AVNET Name: Avnet Processing Corp				
Tel. Number: (414) 555-2636				
E-Mail Address: tonys@avnet.com				
Payment Type: AMEX American Express				
6/30/2011	*****0329	10/10/2013		No
10/31/2012	*****1111	10/10/2013		Yes
Customer Number: 01-AVNET expiring cards totals:				2
Customer Number: 01-BRESLIN Name: Breslin Parts Supply				
Tel. Number: (414) 555-9654				

Duplicate Card on File Report

This report scans customer accounts, listing any duplicate credit card numbers and the associated customer number, name and expirations date.

IIG Duplicate Card Report (CCD) 3/17/2014

Report Setting: STANDARD [Save]

Description: Duplicate Card Report

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Selections:

Select Field	Operand	Value
Customer Number	All	

Adobe PDF [Keep Window Open After: Print Preview] [Print] [Preview] [Setup]

Here is an example of printout:

View IIG Duplicate Card On File Report

CC Demo Company (CCD)
Sorted on Credit Card Number

Card Number	Customer Number	Name	Expire Date	Primary Card No:
XXXX XXXXXX XX1019	01-ABF	American Business Futures	09/30/2016	Yes
XXXX XXXXXX XX1019	01-BRESLIN	Breslin Parts Supply	05/31/2016	No

TOTAL DUPLICATES FOUND: 2

IIG Payment Report

The **IIG Payment Report** has been added under the **IIG Card Processing -> Report** to allow printing payment information from the **Customer CP Transaction History** file.

IIG Payment Report (CCD) 3/17/2014

Report Setting: STANDARD [Save]

Description: IIG Payment Report

Setting Options

Type: Public [v] Print Report Settings: Number of Copies: 1 [v]

Default Report: Three Hole Punch: Collated:

Sort Options: Bank Code-Deposit Date [v]

Current Period: 12/01/13 Thru 12/31/13 Payment Date Starting Date: 12/01/13 [calendar]

Print Detail: Ending Date: 12/31/13 [calendar]

Selections

Select Field	Operand	Value
Bank Code	All [v]	
Customer Number	All [v]	
Payment Type	All [v]	

Keep Window Open After: Print Preview [Print] [Preview] [Setup] [?]

Adobe PDF [v]

The **Current Period** date is defaulted to the **Current Credit Card System Fiscal Period and Year** field set in the **Credit Card Options**:

Payment Date range is determined by the following way:

Starting Day: the first day of **Current Credit Card System Fiscal Period and Year**

Ending Day: the last day of **Current Credit Card System Fiscal Period and Year**

IIG Credit Card Options (CCD) 3/17/2014

1. Main | 2. Additional | 3. ACH | 4. Integrate | 5. Printing

Require Division Processing

G/L Segment for Postings Department

Post To The General Ledger In Detail

Allow CC For All Terms Codes

Order Deposits Account 201-00-00

Customer Deposits

Current Credit Card System Fiscal Period and Year 12 2013

Next Credit Card Transaction No. 0000001

Number of Days To Retain Transaction History 365

Account Receivable Terms Code for Credit Cards 09 CC Terms

Accept Cancel Print

The information displayed in the **Customer CP Transaction History** screen will be printed on the report.

Customer CP Transaction History

Customer No. 01-ABF American Business Futures

Payment Type

Reference Number

Load

Payment Type	Reference Number	Payment Date	Invoice Number	Amount
AMEX	*****1019	10/09/2013	0100061-IN	343.51
AMEX	*****1019	12/10/2013	0100087-IN	1255.50
AMEX	*****1019	12/11/2013	0100088-IN	168.00
AMEX	*****6780	11/26/2013	0100034-IN	500.00
AMEX	*****1019	11/26/2013	0000183-SO	482.25
AMEX	*****1019	11/26/2013	0000184-SO	400.80
AMEX	*****1019	11/27/2013	0100085-IN	561.00
AMEX	*****1019	11/28/2013	0000181-SO	809.10
AMEX	*****1019	12/28/2013	0000191-SO	39.90
Total				8798.46

OK

IIG Payment Report (CCD) 3/17/2014

Report Setting: STANDARD Save

Description: IIG Payment Report

Setting Options

Type: Public Print Report Settings Number of Copies: 1

Default Report: Three Hole Punch: Collated:

Sort Options: Payment Type

Current Period: 12/01/13 Thru 12/31/13 Payment Date

Print Detail: Starting Date: 12/01/13 Ending Date: 12/31/13

Selections

Select Field	Operand	Value
Bank Code	All	
Customer Number	All	
Payment Type	All	

Adobe PDF Keep Window Open After: Print Preview Print Preview Setup ?

The following **Sort Options** are available for sorting the data being printed:

- Bank Code-Deposit Date
- Customer Number
- Payment Type

The report enables printing as the summary Payment information as well as payment detail information.

Here is an example of summary printout:

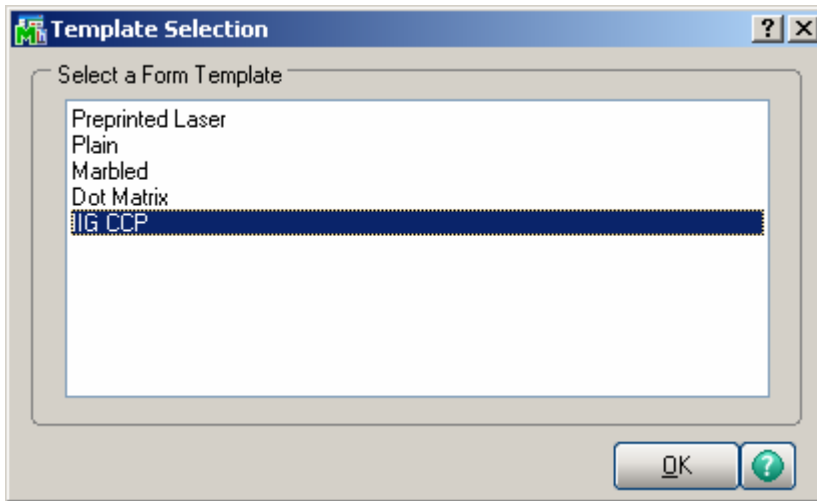
Payment Bank Type	Code	Date	Deposit Number	Customer Number	Customer Name	Cash Amount Applied
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA						
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA						
AMEX	A	12/28/2013	*****019	01-ABF	American Business Futures	39.90
AMEX	A	12/10/2013	*****019	01-ABF	American Business Futures	1,255.50
AMEX	A	12/11/2013	*****019	01-ABF	American Business Futures	168.00
Payment Type AMEX Totals:						1,463.40
Payment Type: CASH CASH/CURRENCY						
Payment Type: CASH CASH/CURRENCY						
CASH	C	12/11/2013	CASH PAYMENT	01-ABF	American Business Futures	781.20
CASH	C	12/11/2013	CASH PAYMENT	01-ABF	American Business Futures	809.10
CASH	C	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures	100.00
CASH	C	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures	250.00
CASH	C	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures	200.00
Payment Type CASH Totals:						2,140.30

Here is the detail report; printed with the **Print Payment Detail** check box selected:

Payment Bank Type	Code	Date	Deposit Number	Customer Number	Customer Name	Invoice Number	Cash Amount Applied	Discount Applied	Balance
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA									
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA									
AMEX	A	12/28/2013	*****019	01-ABF	American Business Futures	0000191 - S0	39.90	0.00	0.00
AMEX	A	12/10/2013	*****019	01-ABF	American Business Futures	0100087 - IN	1,255.50	0.00	0.00
AMEX	A	12/11/2013	*****019	01-ABF	American Business Futures	0100088 - IN	168.00	0.00	0.00
Payment Type AMEX Totals:							1,463.40	0.00	0.00
Payment Type: CASH CASH/CURRENCY									
Payment Type: CASH CASH/CURRENCY									
CASH	C	12/11/2013	CASH PAYMENT	01-ABF	American Business Futures	0100089 - IN	781.20	0.00	0.00
CASH	C	12/11/2013	CASH PAYMENT	01-ABF	American Business Futures	0100091 - IN	809.10	0.00	0.00
CASH	C	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures	0100092 - IN	100.00	0.00	100.00
CASH	C	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures	0100092 - IN	250.00	0.00	100.00
CASH	C	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures	0100093 - IN	200.00	0.00	0.00
Payment Type CASH Totals:							2,140.30	0.00	200.00
Payment Type: CHNGE CHANGE									
Payment Type: CHNGE CHANGE									
CHNGE		12/26/2013		01-ABF	American Business Futures	0100092 - IN	-100.00	0.00	100.00

Sales Order/Invoice Printing

The IIG CCP form template has been added to the Sales Order and S/O Invoice Printing to be used for printing CC payments on the Sales Order or S/O Invoice reports if respective options are selected on the Printing tab of the **IIG Credit Card Options**.



Below are examples of Sales Order and Invoice reports printed based on the IIG CCP form.

Sales Order Printing (ABC) 11/27/2013

Form Code: STANDARD Select Clear Designer...

Description: IIG CCP

Number of Copies: 1 Collated Multi-Part Form Enabled Multi Part...

Sort Orders By: Order Number

Order Type to Print: All Print Comments Partial

Paperless Office Output: Print All

Line 1 Message:

Line 2 Message:

Selections

Select Field	Operand	Value
Order Number	All	
Warehouse Code	All	

Adobe PDF Alignment Print Preview Setup ?

View Sales Order Printing

14 / 16 100%

BusinessObjects

ABC Distribution and Service Corp.

Order Number: 0000184
Order Date: 11/26/2013

Salesperson: 0100
Customer Number: 01-ABF

Sold To:
 American Business Futures
 2131 N. 14th Street amex
 Suite 100
 Accounting Department
 Milwaukee, WI 53205-1204
Confirm To:
 John Quinn

Ship To:
 American Business Futures
 Racine Warehouse
 5411 Kendrick Place
 Racine, WI 53120

Customer P.O.	Ship VIA	F.O.B.	Terms			
	UPS BLUE		CC Terms			
Item Code	Unit	Ordered	Shipped	Back Order	Price	Amount
1001-HON-H252LK	EACH	3.00	0.00	0.00	87.000	261.00
HON 2 DRAWER LETTER FLE W/ LCK			Whse: 001			
2480-8-50	EACH	4.00	0.00	0.00	34.950	139.80
DESK FILE 8" CAP 50			Whse: 001			
AMEX Apprv: YDEMO APPROVAL-R						400.80-
Card Name: John Q.Future						
Card No: **** *1019, Exp.: **/**						

S/O Invoice Printing (ABC) 11/27/2013

Form Code: STANDARD Batch: 00007 Designer...

Description: IIG CCP

Number of Copies: 1 Collated: Multi-Part Form Enabled: Multi Part...

Sort Invoices By: Invoice Number

Invoice Type to Print: All Print Comments: Partial

Print Invoices Already Printed:

Paperless Office Output: Print All

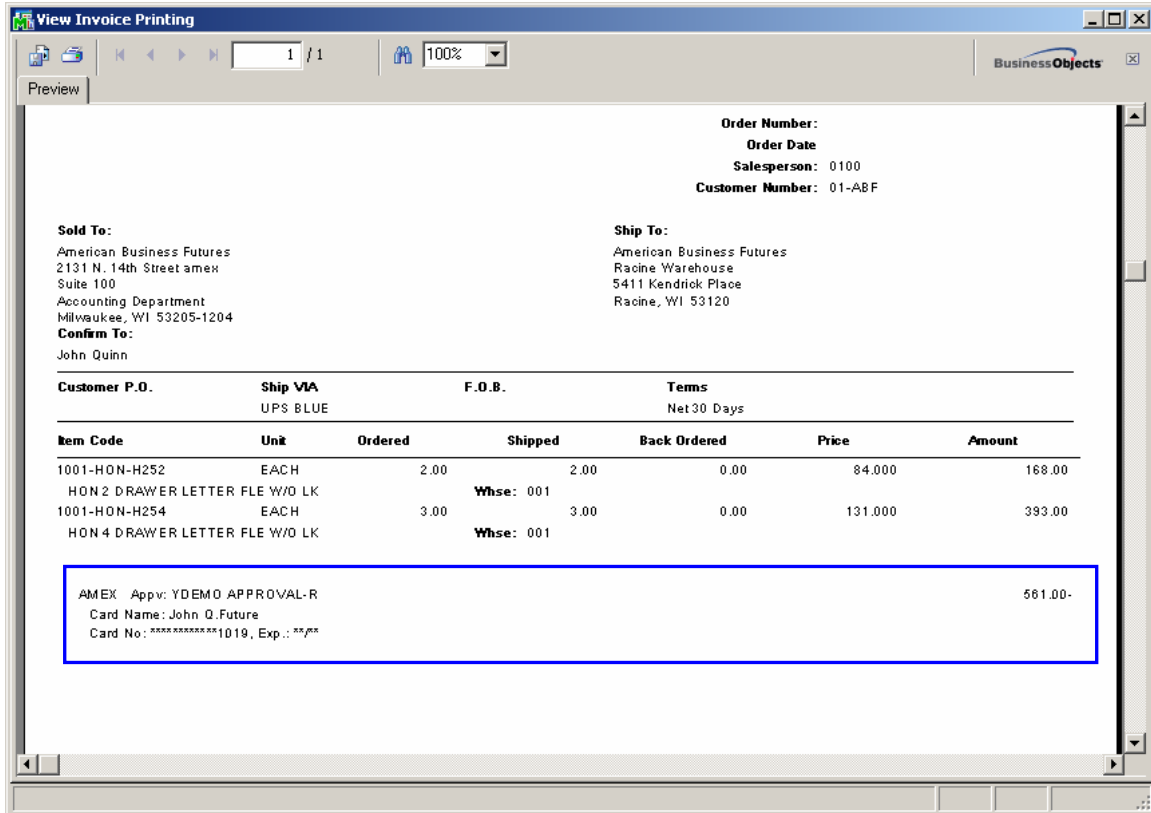
Line 1 Message:

Line 2 Message:

Selections

Select Field	Operand	Value
Invoice Number	All	
Warehouse Code	All	

Adobe PDF Alignment Print Preview Setup ?



The same changes are done also in the AR Invoice and AR Invoice History Printings.

Appendix

Gift Certificate Processing in IIG Credit Card and IIG POS

Processing Gift Certificates requires tracking the liability the store has generated by accepting payments in advance, which is really what a gift certificate is. There are several methods, with pros and cons for each.

One issue that we must stress is that Gift Certificates have a fairly long life. There are both Federal and State statues that cover how long these must honored, and what the merchant may do to limit the liability. We suggest that you consult an experienced business attorney for your store (or stores) area on what requirements you must meet for gift certificates.

Preprinted Gift Certificates:

These are generally in fixed denominations in logical steps (5, 10, 20, 25, 50, etc.) with a certificate number that is sequential. These are loaded into the system as a serial number item (ex: GIFTC05, serial number A000152). This allows you to see all non-issued certificates.

When sold at the register, the operator selects the correct certificate denomination and the serial number on the sheet. She would sell as many as the customer needed.

When the certificate was redeemed, it would be treated as a miscellaneous payment type of GIFTC. To redeem:

Set up a GIFTC payment type, and use the Gift Certificate number as the check/account number.

Use a different Bank or G/L code to reconcile at the end of the week or month.

Any balance remaining on the certificate would be paid out in cash.

Some issues to consider:

With today's printers and scanners, it is easy for criminals to forge US currency, let alone something simple like a gift certificate. You will need to keep tight control over the number of gift certificates you have in circulation.

The same holds true internally. Gift Certificates are just like checks, and just like checks, you must keep track of what was issued and what is remaining.

Gift certificates cost money to print, process, and redeem, in the form of labor and the certificates themselves. We suggest that you keep a close eye on these costs, because in most retail markets, there isn't a whole lot of room in the margin.

On Demand Gift Certificates:

These are generated using the Sales Order Invoice function, and using a custom form to print the certificate. We recommend printing on check stock, where the lower third is

the gift certificate, and the upper two sections (stubs) would print a duplicate receipt of the monies received. Unlike the pre-printed gift certificates, you must process these individually, because the invoice is the certificate.

Because these are generated “on demand” you won’t be able to track them as serialized inventory. So you would use either a generic item number (GIFT CERT) or a miscellaneous item or charge.

Redeeming them is the same as with pre-printed gift certificates.

Some issues to consider:

We strongly suggest that you turn on the Retain Detailed Invoice/Shipping History, Retain Deleted Invoices, and Retain Comment Lines in History as a precaution.

Periodically review the value of sold gift certificates versus redeemed gift certificates.

This is your Open Gift Certificate Liability.

Special Gift Certificate Programming

IIG can assist you with programming to meet your specific industry and business needs, and we are also happy to assist you or your reseller in setting up Gift Certificate Processing.

Gift Card Processing:

Gift card processing is quite different from Gift Certificates. Gift Cards fall into two categories:

Rewritable, which requires special equipment to write the value of the amount and the amount remaining on the card.

Gift processor that treat the gift card like a credit card through the credit card software.

Both of the above require special setup. Contact IIG for more information.