

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

👫 * Sales Order	[.] Entry (111) 06/12	2/2006	
Order Number	Sec. 1		D 🖸 🗍
<u>1</u> . Header	<u>2</u> . Address	<u>3</u> . Lines	4. Totals
Order Date	· · · ·	Order Typ	e
Customer No.	다.	1	
Ship Data			nip To Addr

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**.

👫 IIG Master Developer En	hancement Re	gistration			? <u> </u>
Registered Customer IIG					
Registration Information Reseller Name					
Serial Number	1111111				
Customer Number	2222222222				
User Key	3333333333333	3333333			
Product Key	55555 555	555555555555555555555555555555555555555	55555 55555		
Enhancement	Level	Release Date	Serial Number	Unlocking Key	<u> </u>
IIG Enhancement Name	4.50		ممممممممممممم	BBBBBB	<u>U</u> ndo
Enhancement	Level	Release Date	Serial Number		Unlocking Key
IIG Enhancement Name	4.50		ممممممممممممم	1	BBBBBB
•)
Print Registration Form					
					IIG ABC 09/27/2011

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.

ODBC Security	
Enable ODBC Security within Hole Maintenance	

Role Maintenance

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

🚮 Role Main	itenance (ABC) 10/9/2013	3		
Role Description	Super Super role		Copy F	Role
<u>1</u> . Task	(s) <u>2</u> . Security Events	3. Module Options	4. ODBC Security	
	usiness Insights ommon Information ustom Office evelopment Studio Business Manager ked Assets eneral Ledger Card Processing Maintenance/Data Entry Miscellaneous Tasks Reports/Forms Setup Options Update/Period End			
		Accept Cance	el <u>D</u> elete 🚑	

6

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

🚮 Role Main	tenance (ABC) 10/9/2013
Role	Super
Description	Super role
<u>1</u> . Task	s <u>2</u> . Security Events <u>3</u> . Module Options <u>4</u> . ODBC Security
🕀 🗹 Co	ommon Information
🛨 🗹 De	evelopment Studio
	Business Manager
🕀 🗹 Fix	xed Assets
🛨 🗹 Ge	eneral Ledger
E 🗹 IIG	a Card Processing
	ACH Display Bank Account
	ACH Print Bank Account
	Allow Access to Private Batches
	Allow Editing of CP terms code in Sales Urder, S/U and A/R Invoice Data Ent
	Allow Supervisor Hights
	Allow Updating of Journals from Preview
•	
	Accept Cancel Delete 😝 🕢 🖽

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 cardprocessing 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.

👫 Credit Card Setup Wizard	? ×
	Welcome to the Credit Card Setup Wizard
	This wizard helps you configure your defaults for data entry, form printing options, and several miscellaneous options.
	Click the following link for help on how to set up your Credit Card module for a new company.
	Set Up Credit Card for a New Company
	To continue, click Next.
	< <u>B</u> ack <u>Next</u> > <u>Cancel</u>

9

攝 Credit Card Setup Wizard	<u>? ×</u>
Define Data Entry Options Define Credit Card Entry options.	
Select the current Credit Card fiscal year. Select the current Credit Card accounting period.	2013 ▼ 10 ▼
Next Credit Card Transaction No. Number of Days To Retain Transaction History	0000001
Update One Step Invoices and/or Orders/Invoiced Skip Approval Display?	Orders
Book/Ship Processing Preauthorization?	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel

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.

M	IIG Credit Ca	rd Options (AB) 10/9/2013				1	
	<u>1</u> . Main	2. Additional	<u>3</u> . ACH	<u>4</u> . Integrate	5. Printing	1		
						•		
	Require Divisio	on Processing						
	G/L Segment f	for Postings	Location	-				
	Post To The G	eneral Ledger In [)etail					
	Allow CC For A	II Terms Codes						
	Order Deposits	Account		201-00-00		Q		
				Customer Depo	isits			
	Current Credit (Card System Fisca	Period and Year	10 💌	2013 💌			
	Next Credit Ca	rd Transaction No		0000001				
	Number of Day	vs To Retain Trans	action History	365				
	Account Rece	ivable Terms Code	e for Credit Cards	09 🔍 CC	Terms			
-						(A	
							Accept <u>C</u> an	

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 %	
Multi Merchant Processing Multi-Merchant Processing for this Company Default Merchant Code Internet Merchant Code 0002 Tom Johns	
Update One Step Invoices and/or Orders/Invoiced Orders Set up Payment Types	
	ancel

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 preauthorization 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 preauthorization 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**.

👫 Sage	ERP MAS 90	×
(į)	Standard IIG CCP payment types are now set up.	
	<u>K</u>	

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

🖥 IIG Credit Card Options (Al	BC) 10/9/2013	? <u> </u>	
<u>1</u> . Main <u>2</u> . Additional	<u>3</u> . ACH <u>4</u> . Integrate <u>5</u> . Printing		
Enable ACH			
Pre-Notes Beguired			
Neut ACH Patels Number	0000001		
Deve Te Detein ACU See	000001		
Days To Retain ACH riles			
Bank Merchant Lode			
ACH NACHA file path \\Gohar\Gohar_D\MAS\MAS450\CCP_POS\MAS90\ACH_Path			
Next ACH Trace Number	0000001		
·			
	Accent	Cancel 🗛	
	Teech		

Enable ACH? – Select this checkbox to enable ACH processing (Refer to <u>ACH</u> <u>Processing</u> 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 is 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

👫 IIG Credit Card Options (ABC)	10/9/2013	? _ 🗆 🗙
<u>1</u> . Main <u>2</u> . Additional	3. ACH 4. Integrate 5. Printing	
Bank Reconciliation Summary per Day Post Bank Reconcilation by	None	
Integrate Credit Card with General Ledger Register Processing	None Payment Merchant Both Both Bank Reconciliation	
		<u>C</u> ancel

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	? _ 🗆 🗙
<u>1</u> . Main <u>2</u> . Additional <u>3</u> . ACH <u>4</u> . Integrate	5. Printing
Print Payments in ✓ Sales Orders ✓ Sales Invoices ✓ A/R Invoices Graphical Form ✓ Fast Sale Invoices	Customer Payment Entry Number of Copies
	Accept Cancel

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 Total Register ID Q Description Main Terminal POS/Register Terminal	
Credit Card Allowed in Sales Order Debit Pin Pad Installed Credit Card Allowed in Invoicing CC Swipe Reader Installed Default Merchant Code (Swiped) 0001 < Max Walker Default Merchant Code (Keyed) 0001 < Max Walker Merchant Code Gift Cards 0001 < Max Walker	
IIG POS/Fast Sale Setup Receipt Printer Only Receipt Printer Test Receipt Form Code Print Receipt Message Receipt Message File	Show Text
Accept Cancel Del	ete 🔒

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			? _ 🗆 X
Payment Type AMEX 🗐 🚺 🌒 🕨	Description	AMERICAN EXPR	ESS/OPTIMA	
Process type	Credit Card	·		
Preauthorization Term (Days)	6			
Use Mag Stripe For This Payment Type	🗸 🛛 Open Drawei	r For This Payment 1	Туре 🗌	
Include This Payment Type In Bank Dep.	📃 🛛 Default paym	ent Amount To Bala	ance 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 Pa	cific Checking		
Debit Payments To G/L Account	101-01-00	م 💫	ash in bank - Reg. checki	ng
- Fee Accruals				
Accruals G/L Account	220-00-00	م 🍳	Ither accrued expenses	
Discount Percentage for Charges	10.000%	P	er Tran Fee for Charges	2.00
	20.000%	P	er Tran Fee for Credits	1.00
Current Period 10	Period To Date	Y	'ear To Date	
Payments Received	850.00	Γ	.00	
Payments Refunded	250.00		.00	
			Accept Cancel	

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, <u>not</u> 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 <u>NOT</u> show in any journals.

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

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

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 Cont	trol Maintenance	(ABC) 10/9/2013		
Global Options Process Charges		Check Business State Code		05
Process Credits		Check Process Type Code	Automatic	-
Process Pre-Authorizations Process Forced Transactions Process Card Verifications Process Address Verifications Process Checks		CC Interface	PcCharge	
Pc Charge		Multiuser		
PCC IP Address		PCC Port Number		5
PcCharge Path				<u>e</u>
Elush Batch Flags			t <u>C</u> ancel	.

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.

Multiuser – 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: <u>\\maspcc\apps\pcc\active-charge\</u> 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 000 Name Ma	01 🖂 14 4 🕨 🕅 ax Walker				
Address	SIC/CAT Code Processor Country				
ZIP Code					
City Country	Glendale State USA 🔍 United States of America				
Telephone	539-0423 Ext 818 PcCharge Processor Code				
Merchant Number E-mail Address	1234567988 maxwalk@yahoo.com				
Voice Authorization T	Telephone Numbers	5			
Visa/MC	Visa/MC Merchant #				
Amex	Amex Merchant #				
Disc/Novus	Novus Merchant #				
Bank Phone	Bank Merchant #				
Accept Cancel Delete					

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.

👫 Sales Order Entry (ABC) 04/29/2011						
Order Number 00000176 1 I	Copy from Defaults Customer Credit s 4. Totals User useriig Image: Comparison of the series					
Order Date 04/29/2011 🛅 Order	r Type 🛛 Standard Order 💌 Master/Repeating No. 🔍 🔍					
Customer No. 01-ABF	🔍 🗋 👘 American Business Futures					
Ship Date 04/29/2011	Ship To Addr 2 American Business Futures Terms Code 09 Term CCP Ship Via UPS BLUE FOB Confirm To John Quinn Image: Comparison of the state of					
Print Order Print Pick Sheets Quick Print Without Displaying Printing Window						
Print <u>O</u> rder Print Pick 🚯 Recalc Pric	e <u>Accept Cancel</u> Delete 🔒 🕢					

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.

] <u>3</u> . Lines]	4 Totals User useriig	Uejaults	er Credit
Order Date 10/9/2013	Order Type	Standard Order		Ta <u>x</u> Detail
Customer No. 01-ABF	Ar	merican Business Futures	Salesp	erson 0100
Amount Subject to Discount Discount Rate Discount Amount	343.51 .000% .00	Deposit Amount	00	[]
Taxable Amount Non-Taxable Amount	.00 343.51	Commission Rate	10.000%	
Ship Zone Ship Weight	00004 Q	Order Total	343.51	
Freight Amount	.00			

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.

🚮 C/I	P Deposit/Prepayment	Entry			?	x
1 2 3 4	Payment Type	Amount .00 .00 .00	Approved ?	Order Total Previously Approved Currently Approved Entered Net Amount	343.51 .00 .00 .00 343.51	
D	ELSEL			Proceed	<u>E</u> xit	

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.

į.	C/P Custom	er Credit Ca	rds				<u>? ×</u>
(Customer No. 01-ABF American Business Futures						
C	Cards on file						
	Card Numbe	r	CC Pymt Type	Expiration Date	Expired	Default	
	4218 7777 80 4003 0101 23	388 9999 345 6780	AMEX AMEX	09/30/2010 06/30/2012	Y Y	Y	
					<u> </u>	<u>C</u> ano	zel

CCP Payment Detail Entry						
Payment Type AMEX 💭						
С	Credit Card Number 37173-39689-51019					
С	Cardholder Name American Business Futures					
A	ddress	2131 N. 14th S	31 N. 14th Street			
Z	ip/Postal code	53205-1204	CVV2			
E	Expiration Date 9/2015					
A	pproval	N				
A	mount	343.51				
<u> </u>						

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 🔍 14 4 🕨 🕅 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]
	Accept Cancel Delete	

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:

🚮 Deposit Detail Inqu	iry			<u>?</u> ×
Order Number 0	0000176			
Date Type	Account/Chk#	Approval Code	Amount	Term
10/9/2013 AMEX	1019	YDEMU APPRUVAL	-H 343.51	
		Total	343.51	
L			(
			l	<u>u</u> k .::

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.

CCP Payment Deta	ail Entry			
Payment Type CCP Payment	CASH			
Approval Amount	N	250.00]	
			<u>0</u> K	Cancel

For the Check type:

CCP Payment Deta	ail Entry
Payment Type — CCP Payment—	CHECK
Check Number	001234444
Approval	N
Amount	350.00
L	<u>O</u> K <u>C</u> ancel

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-		\equiv 1	
Booked Amount	809.10		
Booked Approval Co	de N		
Book Date	10/9/2013		
Book Expiration Date	e 10/15/2013		
SEL	<u>B</u> ook <u>V</u> oid <u>C</u> an	cel	

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



INFORMATION INTEGRATION GROUP 457 PALM DRIVE GLENDALE, CA 91202 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/Prea	authorization Entry	×	
Card Data		1	
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		
CVV2			
Expiration Date	9/2015		
Corporate ID/PO	Verbal		
Pre-Auth/Booking Booked Amount Booked Approval Co	809.10 OEMO APPROVAL-R Booked		
Book Date 10/9/2013			
Book Expiration Date 10/15/2013			
<u>S</u> EL	<u>B</u> ook <u>Void</u> 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.

🔚 S/O Invoice Data Entry (ABC) 10/9/2013					
Invoice No. 01	00061 [1], [1] 📢 🤘		Defaults Customer Credit		
<u>1</u> . Header	<u>2</u> . Address <u>3</u> .	Lines <u>4</u> . Totals			
Invoice Date	10/9/2013 🛅 li	nvoice Type Standard Invoice 💌	Sales Order Number 0000176		
Customer No.	01-ABF	[] 🔤 American Bus	iness Futures		
Cust PO					
Order Status Ship Date	New 10/9/2013	Apply to Inv #	Print Invoice 🗹		
Due Date	10/9/2013 🛅	Terms Code 09 🔍 CC Terms			
Discount Date	10/9/2013 🚞	Ship Via UPS BLUE	🔍 FOB 🛛 🔤 Tracking		
Warehouse	001 🔍	Confirm To John Quinn	٩		
EAST WAREH	IOUSE	E-mail artie@abf.com			
- Sales Tax		Fax No.	Batch Fax		
Schedule	wi 🔍	Comment	(and have		
Wisconsin		Split Comm			
]		-omm		
Quic <u>k</u> Print			Accept Cancel Delete 🔒 🕢		

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.

🔚 S/O Invoice Data Entry (Af	BC) 10/9/2013		<u>_0 ×</u>
Invoice No. 0100061	14 4 D DI 📰		Defaults Customer Credit
<u>1</u> . Header <u>2</u> . Address] <u>3</u> . Lines] <u>4</u>	. Totals	₽
Invoice Date 10/9/2013	Invoice Type	Standard Invoice	Ta <u>x</u> Detail
Customer No. 01-ABF	Arr	nerican Business Futures	Salesperson 0100
Amount Subject to Discount Discount Rate Discount Amount	343.51 .000% .00	Denesit Ausilable	24251
Taxable Amount	.00	Deposit Amount	343.51 Detail
Nontaxable Amount	343.51	L	
Ship Zone Ship Weight Freight Amount	00004	Commission Rate Sales Tax Amount Invoice Total Net Invoice	10.000% .00 343.51 .00
			and Council Dubbs (2)

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.

🚮 C/I	P Deposit/Prepayment	Entry			?	×
1 2 3 4	Payment Type	Amount .00 .00 .00	Approved ?	Invoice Total Previously Approved Currently Approved Entered Net Amount	343.51 343.51 .00 .00 .00	
	EL <u>S</u> EL			Proceed	<u>E</u> xit	

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.

🔚 A/R Invoice Data Entry (ABC) 7/2/2008			
Invoice Number 01000574N 😳, 门 🔞 🔇) 🕑 🕑 🗐	Batch 00003	Customer
<u>1. Header 2. Lines 3. Totals</u>			
Customer No. 01-HILLSB	Hillsboro Serv	vice Center	
Customer PO			
Invoice Date7/2/2008Due Date8/1/2008Discount Date7/12/2008Net Invoice Amt.00	<u>Terms Code</u> <u>Ship Method</u> <u>Salesperson</u> Comment	02 🔍 2% Ten Days, f UPS BLUE 0200 🔍 Shelly Wes	Net 30 Days
Sales Tax Schedule WI Q Wisconsin	Print Invoice Fax		Batch Fax
	E-mail		
Quic <u>k</u> Print		Accept Car	ncel Delete 😽 📀

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.

A/R Invoice Data Entry (ABC) 7	7/2/2008		
Invoice Number U100057-IN		Batch UUUU3	
<u>1</u> . Header <u>2</u> . Lines <u>3</u> . Tota	als		
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		
Deposit Detail	Ta <u>x</u> Detail		
Quic <u>k</u> Print		Accept Cance	l <u>D</u> elete 🔚 📀

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.

👫 Fast Sale Data En	tr y (ABC) 12/26	/2013				<u>- 🗆 ×</u>
Inv. No. 0100093 -	4, 📑 F5 🚺 🏼	D DI	Invoice Date 12	2/26/2013 🛅 🛛 🗛	tch 00014	1 8 🛢
S/O No.] ⁻¹ . <u>Custon</u>	ner No. 01-ABF		🔍 🖧 🔳 🌾	F9	
		American I	Business Futures			
Salesperson 01	DO 🔍 🍳 Jim Ke	ntley D	efault Salesperso	n IIG Invoice Type	Standard Invoice	• •
<u>1</u> . Lines <u>2</u> .	Totals (F8) <u>3</u> .	Header 📔 <u>4</u> . A	ddress			
					Ta <u>x</u> D	etail
Amount Subject to Discount Rate	Discount	120.00 .000% .00				
Taxabl	posit/Prepayme	nt Entry				×
Nonta) Pay	ment Type	Amount	Approved ?	Invoice Total	120.00	
Ship Z 2		.00		Previously Approve	d .00	
Ship Vi 3		.00		Entered	200.00	
Freight 4		.00		Net Amount	80.00-	
	EL			Procee	d <u>E</u> xit	
Quic <u>k</u> Print 🔗	Defaults	Cus <u>t</u> omer	C <u>r</u> edit	Accept Cancel	<u>D</u> elete	

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.

🚮 Sage	ERP MAS 90	×
i	Cash Change Due \$80.00	
	<u> </u>	

oosit Detail I Invoice No.	inquiry 010	0093		
Date 12/26/2013 12/26/2013	Type CASH CHNGE	Account/Chk#	Approval Code YDEMO APPROVAL-R YDEMO APPROVAL-R	Amount Term 200.00 T101 80.00- T101
			Total	120.00

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

w IIG Receipt Printing				
≝	1 / 1	100% 💌		BusinessObjects
		1		
ABC DISTIDUTION	and service corp.			
Mon - Fri 9 to 5	Sat 10 to 2			
Inv Nbr. 0100093-IN	12/26/2013	01-ABF		
	W/OLK Whse	• 001 EACH		
1001-HON-H252	1.00 1	20.000 120.00		
CASH Appv: YDEMO APP CHNGE Appv: YDEMO APP	ROVAL-R	- 200 .DC 80 .DC		
0100	Sub-	Total 120.00		
	Disc	ount 0.00		
	sales Fre	198: 0.00		
	Paym	ients 120.00		
	Bal	ance 0.00		
Receipt Test 1				
Receipt test 2				
Comment 1 Comment2				
			-	

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.

舙	🖫 Customer Payment Entry (ABC) 10/10/2013							
C	ustomer No.	01-AB	F	25				
N	lame	Ameri	can Business F	utures				😗 Payments
C	Sales Order B	ntry (non	-invoiced order	s only)			,	
	Order #	Туре	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance A	Partial
	0000115 0000153	S B	5/18/2010 5/11/2010	7856.10 52.97) 0.00 ' 0.00	0.00 0.00	7856.10	Salas Order Total
	0000171	S	5/1/2010	81.48	0.00	0.00	81.48	
	0000175 0000179	S S	10/9/2013	426.00 343.51	0.00	0.00	426.00 343.51 💌	07 0.00
	S/O Invoice	Entry —)
	Invoice #	Туре	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance	Partial
								Invoice Entry Total
C	Open A/R In	voices —	,					A/R Invoice Number
	Invoice #	Туре	Invoice Date	Invoice Amount	Today's C/R Pa	Current Payment	Balance 🔺	
	0000122	IN IN	1/31/2010 3/31/2010	850.00 1226.25		0.00	850.00	Partial
	0000190	ÎN -	4/30/2010	85.00	1	0.00	85.00	Open Invesion Total
	0100033	IN IN	5/15/2010	1113.05	i	0.00	613.05	
	Doumonto		3/13/2010	2407.01		0.00	2407.01	07 0.00
	Type	Commer	nt1 [C	Comment 2	Comment 3	Comment 4	Amount	Insert Delete
								Payment Total
								0.00
								Unapplied Payment
							Accept <u>C</u> ancel	0.00
						_		

Select **Customer Number** to display the Sales Orders, S/O and A/R Invoices. From the Customer Payment Entry the user can enter <u>Partial Payment</u>, 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 P	ayment	Entry (ABC) 12	2/26/2013				>
Customer No.	01-AE	3F					
Name	Ameri	can Business Futi	lies				😝 Payments
– Sales Order B	Entry (nor	n-invoiced orders of	only)				
Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance 🔺	Partial
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	Sales Order Total
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 🚽	07 0.00
0000186	S	11/26/2013	421.95	421.95	0.00	0.00 💌	
– S/O Invoice I	Entry —						
Invoice #	Туре	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance 🔺	Partial
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	Invoice Entry Total
0100085	IN	11/27/2013	561.00	561.00	0.00	0.00	Invoice Entry Fotal
0100092	IN	12/26/2013	200.00	200.00	0.00	0.00	07 0.00
0100093	ÎN	12/26/2013	120.00	120.00	0.00	0.00 🔽	
– Open A/R In	voices —						A/R Invoice Number
Invoice #	Туре	Invoice Date	Invoice Amount	Today's C/R Pa	Current Payment	Balance 🔺	Q
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	Partial
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	Upen Invoice Total
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20 💌	07 0.00
– Payments –							
Туре	Commen	nt1 Cor	mment 2 Co	omment 3	Comment 4	Amount	Insert Delete
CHNGE		Ame	erican Business			100.00-	
							Payment Total
							100.00-
							Unapplied Payment
						Accept Cancel	100.00-

Partial Payment

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

ustomer P	-		<u> </u>				
istomer No.	01-AB	F					
ame	Ameri	can Business Fi	utures	7			Bauments
				_			- dymonts
Sales Order B	Entry (non	-invoiced order:	; only)		, ,		Partial
Order #	Туре	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance 🔺	
0000115	S	5/18/2010	7856.10	0.00	0.00	7856.10	
0000153	В	5/11/2010	52.97	0.00	0.00	52.97	Sales Order Total
0000171	5	5/1/2010	81.48	0.00	0.00	81.48	0,2 0,00
0000175	5	10/9/2013	425.00	0.00	0.00	425.00	07 0.00
5000175	5	10/3/2013	343.31	0.00	0.00	343.31	J .
670 Invoice I	Entry —						
Invoice #	Туре	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance	Partial
					·		Invoice Entry Total
Dpen A/R In	voices —						Invoice Entry Total 0 / 0.00 A/R Invoice Numbe
Dpen A/R In Invoice #	voices — Type	Invoice Date	Invoice Amount	Today's C/R Pa	Current Payment	Balance	Invoice Entry Total 0 / 0.00 A/R Invoice Numbe
Dpen A/R In Invoice # 0000122	ivoices	Invoice Date 1/31/2010	Invoice Amount 850.00 1226.25	Today's C/R Pa	Current Payment	Balance A	A/R Invoice Numbe
Dpen A/R In Invoice # 0000122 0000141 0000190	ivoices — Type IN IN	Invoice Date 1/31/2010 3/31/2010 4/30/2010	Invoice Amount 850.00 1226.25 85.00	Today's C/R Pa	Current Payment 0.00 0.00	Balance 850.00 1178.63 850.00	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033	Ivoices	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010	Invoice Amount 850.00 1226.25 85.00 1113.05	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00	Balance 850.00 1178.53 85.00 613.05	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial Open Invoice Total
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034	voices Type IN IN IN IN IN	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.83 850.00 613.05 2467.61	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial Open Invoice Total 0 / 0.00
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034 Payments	IVOICES Type IN IN IN IN IN	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.83 85.00 613.05 2467.61 ▼	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial Open Invoice Total 0 / 0.00
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034 Payments — Type	voices Type IN IN IN IN IN IN Commer	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010 5/15/2010	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61 omment 2 C	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.63 85.00 613.05 2467.61 ▼ Amount	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial Open Invoice Total 0 / 0.00 Insert Delete
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034 Payments Type	Voices Type IN IN IN IN IN Commer	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010 5/15/2010	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61 omment 2 C	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.83 850.00 613.05 2467.61 ▼ Amount	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial 0 pen Invoice Total 0 / 0.00 Insert Delete
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034 Payments — Type	Voices Type IN IN IN IN IN Commer	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010 5/15/2010	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61 omment 2 C	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.83 850.00 613.05 2467.61 ▼ Amount	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial 0 pen Invoice Total 0 / 0.00 Insert Deleter Payment Total
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034 Payments	IVOICES	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010 1/1/2010 1/1/2010	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61 omment 2 C	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.89 85.00 613.05 2467.61 ▼ Amount	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial 0 / 0.00 Insert Payment Total 0 0 00
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034 Payments Type	voices Type IN IN IN IN IN Commer	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010 tt 1 C	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61 omment 2 C	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.63 85.00 613.05 2467.61 ▼ Amount	Invoice Entry Total 0 / 0.00 A/R Invoice Numbe Partial 0 / 0.00 Insert Payment Total 0 / 0.00 Unapplied Payment
Dpen A/R In Invoice # 0000122 0000141 0000190 0100033 0100034 Payments — Type	Voices Type IN IN IN IN Commer	Invoice Date 1/31/2010 3/31/2010 4/30/2010 5/15/2010 5/15/2010 *t 1 C	Invoice Amount 850.00 1226.25 85.00 1113.05 2467.61	Today's C/R Pa	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.63 85.00 613.05 2467.61 ▼ Amount	Invoice Entry Total 0 / 0.00 A/R Invoice Number Partial Open Invoice Total 0 / 0.00 Insert Payment Total 0 0.00 Unapplied Payment 0 000

Enter the amount to be applied to the selected document.

Ň	Partial Payment	×
	Open Invoice	0000141-IN
	Payment Amount	500,00
	<u></u> K	<u>C</u> ancel

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

👫 Payment Detail	×
Payment Type CHECK 🔍	CHECKS
CHECK NUMBER	001123333
APPROVAL CODE	
Amount	500.00
·	<u>O</u> K <u>C</u> ancel

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

👫 Payment Detail	×
Payment Type 🛛 AMEX 🔍 🔍	AMERICAN EXPRESS/OPTIMA
ACCOUNT NUMBER	37173-39689-51019
ACCOUNT NAME	John Q.Future
EXP. DATE	9/2015
APPROVAL CODE	
Amount	500.00
SEL	<u>OK</u> <u>C</u> ancel

Customer No		Entry (ABC) 1	0/10/2013				
enterseriner i tres	01-A8	3F					
Name	Ameri	ican Business Ful	ures]			Payments
- Salas Ordar i	Entru (nor		oplu)	ŕ			
			ony)	Descious Desceit	Commit Dama al	Palawara []	Partial
0000115	_ iype	5/19/2010	Staged Amount 7856 10	Previous Deposit	Current Deposit	7856 10	
0000153	В	5/11/2010	52.97	0.00	0.00	52.97	Salas Order Total
0000171	ŝ	5/1/2010	81.48	0.00	0.00	81.48	Sales Order Fotal
0000175	S	10/9/2013	426.00	0.00	0.00	426.00	07 0.00
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	Partial
Open A/R In	voices —)	A/B Invoice Number
Invoice #	Туре	Invoice Date	Invoice Amount	Today's C/R Pa	Current Payment	Balance 🔺	
0000122	IN	1/31/2010	850.00		0.00	850.00	
			1000 00		0.00		
0000141	IN	3/31/2010	1226.25		500.00	678.69	Partial
0000141 0000190	IN IN	3/31/2010 4/30/2010	1226.25 85.00		500.00 500.00	678.69 415.00-	Partial Open Invoice Total
0000141 0000190 0100033 0100034	IN IN IN	3/31/2010 4/30/2010 5/15/2010 5/15/2010	1226.25 85.00 1113.05 2467.61		500.00 500.00 0.00 0.00	678.69 415.00- 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00
0000141 0000190 0100033 0100034	IN IN IN IN	3/31/2010 4/30/2010 5/15/2010 5/15/2010	1226.25 85.00 11113.05 2467.61		500.00 500.00 0.00 0.00	678.69 415.00- 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00
0000141 0000190 0100033 0100034 Payments	IN IN IN Comme	3/31/2010 4/30/2010 5/15/2010 5/15/2010 nt 1 Co	1226.25 85.00 1113.05 2467.61 mment 2 Co	omment 3	500.00 500.00 0.00 0.00 Comment 4	678.69 415.00- 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00
0000141 0000190 0100033 0100034 Payments	IN IN IN Comme 0011233	3/31/2010 4/30/2010 5/15/2010 5/15/2010 nt 1 Co	1226.25 85.00 1113.05 2467.61 mment 2 Co	omment 3	50.00 500.00 0.00 0.00 Comment 4	678.69 415.00- 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00 Insert Delete
0000141 0000190 0100033 0100034 Payments	IN IN IN Comme 0011233 3717335	3/31/2010 4/30/2010 5/15/2010 5/15/2010 it 1 Co isa	1226.25 85.00 1113.05 2467.61 mment 2 Co m Q.Future 09	omment 3 /	50.00 500.00 0.00 0.00 Comment 4	678.69 415.00- 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00 Insert Delete Payment Total
0000141 0000190 0100033 0100034 Payments	IN IN IN Comme 001123 371733	3/3/2010 4/30/2010 5/15/2010 5/15/2010 nt 1 Co 383 368951019 Joh	1226.25 85.00 1113.05 2467.61 mment 2 Co m Q.Future 09	omment 3 /	50.00 500.00 0.00 0.00 Comment 4	678.69 415.00- 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00 Insert Delete Payment Total 1000.00
0000141 0000190 0100033 0100034 Payments Type CHECK AMEX	IN IN IN Comme 001123: 371733:	3/3/2010 4/30/2010 5/15/2010 5/15/2010 ht 1 Co 368951019 Joh	1226.25 85.00 1113.05 2467.61 mment 2 Co m Q.Future 09	omment 3	500.00 500.00 0.00 0.00 Comment 4	678.69 415.00 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00 Insert Delete Payment Total 1000.00 Unapplied Payment
0000141 0000190 0100033 0100034 Payments Type CHECK AMEX	IN IN IN Comme 001123 371733	3/3/2010 4/30/2010 5/15/2010 5/15/2010 ht 1 Co 333 368951019 Joh	1226.25 8500 1113.05 2467.61 mment 2 Co m Q.Future 09	omment 3	500.00 500.00 0.00 0.00 Comment 4	678.69 415.00 613.05 2467.61	Partial Open Invoice Total 2 / 1000.00 Insert Delete Payment Total 1000.00 Unapplied Payment

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

👫 CP Customer Pa	nyment Entry		? ×
	IIG CARD PROCESSING CF	CUSTOMER PAYMENT ENTRY	
Adobe PDF		<u>Print</u> Pre <u>v</u> iew <u>S</u> etup	

CP Custor	mer Payment E	ntry				
	_				ABC Distribution an	d Service Corp. (ABC)
Customer Nu Customer Na	i mber 01-ABF i me America	n Business Futures				
Document Type	Document Name	Document Number	Apply To			Amount
R	Open Invoice	0000141	IN			500.00
R	Open Invoice	0000190	IN			85.00
					Total	585.00
Payment Type	Payment Desc.		Payment Seq.No.	Comment		Amount
AMEX	AMERICAN EX	PRESS/0PTIMA	01	371733968951019		500.00
CHECK	CHECKS		02	001123333		500.00
					Total	1,000.00

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

🚮 Sage	MAS 90	X
(į)	WARNING: Invoice 0000190-IN has been changed. Only the outstanding balance of \$ 85.00 will be deposited.	
	<u>_</u> K	

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

unterner Deutstent Entra			ABC Distr	ibution and Service Corp.	J
ustomer Payment Entry					
ayment Summary					
urtomor Number		01 400			
ustomer Name:		American Business Futures			
171.0	Number			Amount	
ype	Ivanioei			Amount	
repayment	Z000000-PP			415.00	
pen Invoice	0000190-IN			85.00	
			Total	500.00	
ype	Comment			Amount	
HECK	000123333			500.00	
			Total	500.00	

M	Customer CP Tr	ansaction History				<u>?</u> ×
	Customer No.	1-ABF	American B	usiness Futures		
	Payment Type Reference Numbe	er				Load
	Payment Type	Reference Number		Payment Date	Invoice Number	Amount
	CASH	1019		10/10/2013	0100061-IN 0100076-IN	200.00
	CHECK	122223333		10/10/2013	0000190-IN	85.00
					Total	628.51
						<u>o</u> k:

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.

stomer No.	01-A8	3F					
me	Amer	ican Business Fu	ures				🔒 Payments
aleo Order I	Entru (nor	vipuoioed orders	ရာကြ				
Ales Older 1 Arder #	Tupe	Order Date	Staged Amount	Pravious Daposit	Current Deposit	Balanca	Partial
	S	5/18/2010	7856 10			7856 10	
000153	Ř	5/11/2010	52.97	0.00	0.00	52.97	Calco Order Tabel
1000171	š	5/1/2010	81.48	0.00	0.00	81.48	Sales Urder Total
1000175	š	10/9/2013	426.00	0.00	0.00	426.00	07 0.00
0000179	š	10/9/2013	343.51	0.00	0.00	343.51	
/O Invoice Invoice #	Entry	1	1 2 3 2 2		Current Depend	Balance	Partial
	Туре	Invoice Date	ERP MAS 90	Previous Deposit	ice for this customer?	X	Invoice Entry Total
)pen A/R In	voices -	Invoice Date	ERP MAS 90 Do you want to cre	Previous Deposit eate Prepayment Invo Yes <u>N</u> o	ice for this customer?	Balance	Invoice Entry Total
)pen A/R In Invoice # 1000122	voices –	Invoice Date	ERP MAS 90 Do you want to cr	Yes <u>No</u>	ce for this customer?	Balance	Invoice Entry Total
)pen A/R In Invoice # 1000122 1000141	voices - Type IN IN	Invoice Date	ERP MAS 90 Do you want to cre 850.00 1226.25	Previous Deposit	ce for this customer?	Balance 850.00 1178.69	A/R Invoice Numbe
)pen A/R In Invoice # 1000122 1000141 1100033	voices Type IN IN IN	Invoice Date	Do you want to cro 850.00 1226.25 1113.05	Yes <u>No</u>	ce for this customer?	Balance 850.00 1178.69 613.05	A/R Invoice Numbe
Ipen A/R In nvoice # 000122 000141 1100033 1100034	voices Type IN IN IN IN	Invoice Date	ERP MAS 90 Do you want to cr 850.00 1226.25 1113.05 2467.61	Yrevious Deposit	0.00 0.00 0.00	Balance 850.00 1178.69 613.05 2467.61	A/R Invoice Numbe Partial Open Invoice Total
Ipen A/R In nvoice # 000122 000141 1100033 1100034 1100034	voices – Type IN IN IN IN IN	Invoice Date	ERP MAS 90 Do you want to cr 850.00 1226.25 1113.05 2467.61 38.20	Yes <u>No</u>	0.00 0.00 0.00 0.00 0.00 0.00	Balance 850.00 1178.69 613.05 2467.61 38.20	A/R Invoice Numbe Partial 07 0.00
Ipen A/R In nvoice # 000122 000141 100033 100034 100034 100041	voices - Type IN IN IN IN IN IN	Invoice Date	ERP MAS 90 Do you want to cre 850.00 1226.25 1113.05 2467.61 38.20	Yrevious Deposit	0.00 0.00 0.00 0.00 0.00	Balance A 850.00 1178.69 613.05 2467.61 38.20 V	A/R Invoice Number
Ipen A/R In nvoice # 000122 000141 100033 100034 100041 'ayments Type	voices Type IN IN IN IN IN IN	Invoice Date	Invoice Amount ERP MAS 90 Do you want to cre 850.00 1226.25 1113.05 2467.61 38.20 mment 2 C	Yrevious Deposit sate Prepayment Invo Yes No omment 3 t	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Balance A 850.00 1178.69 613.05 2467.61 38.20 V	A/R Invoice Numbe Partial Open Invoice Total Dent Numbe
Ipen A/R In nvoice # 000122 000141 100033 100034 100041 'ayments Type HECK	voices - Type IN IN IN IN IN IN IN IN IN IN IN IN IN	Invoice Date	Invoice Amount ERP MAS 90 Do you want to cr 850.00 1226.25 1113.05 2467.61 38.20 mment 2 C	Previous Deposit eate Prepayment Invo Yes No omment 3 (Comment 4	Balance A 850.00 1178.69 613.05 2467.61 38.20 Amount 500.00	Invoice Entry Total 07 0.00 A/R Invoice Numbe Partial Open Invoice Total 07 0.00 Insert Delete
Ipen A/R In Invoice # 1000122 1000141 1100033 1100041 100041 100041 Yayments Type IHECK	voices - Type IN IN IN IN IN IN IN IN IN IN IN IN IN	Invoice Date	Invoice Amount ERP MAS 90 Do you want to cr 850.00 1226.25 1113.05 2467.61 38.20 mment 2 C	Yrevious Deposit eate Prepayment Invo Yes No omment 3	Culterit Depusit	Balance ▲ 850.00 1178.69 613.05 2467.61 38.20 ▼ Amount 500.00	Invoice Entry Total Invoice Entry Total 07 0.00 A/R Invoice Number Partial Open Invoice Total 07 0.00 Insert Deleter Payment Total
pen A/R In nvoice # 000122 000141 100033 100034 100041 ayments Fype HECK	voices - Type IN IN IN IN IN IN IN IN IN IN IN IN	Invoice Date	Invoice Amount ERP MAS 90 Do you want to cru 850.00 1226.25 1113.05 2467.61 38.20 mment 2 C	Yrevious Deposit eate Prepayment Invo Yes No omment 3 1	Culterit Depust ice for this customer?	Balance Balance 850.00 1178.69 613.05 2467.61 38.20 Amount 500.00	A/R Invoice Entry Total A/R Invoice Numbe Partial Open Invoice Total O7 0.00 Insert Payment Total 500.00
Ipen A/R In nvoice # 000122 000141 100033 100034 100041 100041 'ayments Type HECK	voices Type IN IN IN IN IN IN IN 1222222	Invoice Date	Throace Amount The ERP MAS 90 Do you want to cru 850.00 1226.25 1113.05 2467.61 38.20 mment 2 C	Yrevious Deposit sate Prepayment Invo Yes No omment 3 t	Culterit Depust ice for this customer?	Balance Balance 850.00 1178.69 613.05 2467.61 38.20	A/R Invoice Entry Total A/R Invoice Numbe Partial Open Invoice Total O7 0.00 Insert Payment Total 500.00 Unapplied Payment

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.

👫 Prepayment Entry		×
Prepayment Invoice No	1111122-PP	
	<u>O</u> K <u>C</u> ancel	

INFORMATION INTEGRATION GROUP 457 PALM DRIVE GLENDALE, CA 91202 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.

🚮 Customer N	1ainten	ance (AB	C) 05/05	5/2011	L						<u>- 0 ×</u>
Customer No.	01-ABF		<u> </u>			D DI 🗎	Cop	by From	Renum <u>b</u> er.	Mor	e 💌
Name	America	an Busines:	s Futures								
<u>1</u> . Main	<u>]</u> <u>2</u> . Ad	ditional	<u>3</u> . Stati:	stics	<u>4</u> . Summary	<u>5</u> . History] <u>6</u> . In	voices	7. Transaction	ns <u>8</u> .	S/Os
Invoice No.	Invo	ісе Туре	Inv Da	te 🗸	Inv Due Date	Disc Date	A	mount	Discount		1 66
1111122	PreF	'ayment	05/05/	2011	05/05/2011			120.00-	0.00		
0100068	Invo	ice	05/02/	2011	05/02/2011		•	168.00	0.00		
0100069	Invo	ice	05/02/	2011	05/02/2011		1,4	444.45	0.00		
0100071	Invo	ice	05/02/	2011	05/02/2011		9	944.90	0.00	I	
0100056	Invo	ice	04/30/	2011	04/30/2011		é	230.50	0.00		
0100063	Invo	ice	04/30/	2011	04/30/2011		3,1	145.50	0.00		
0100067	Invo	ice	04/30/	2011	04/30/2011		1,4	480.30	0.00		
0122222	PreF	'ayment	04/30/	2011	04/30/2011		2,9	990.00-	0.00		V 1
0133222	PreF	'ayment	04/30/	2011	04/30/2011		2,5	500.00-	0.00	-	
•											
Trans Date	🛆 Trar	ns Type	Trans	Amou	nt Pay Date	Check No.	Payme	ent Ref	Cr Card	BMA	4
05/05/2011	PreF	ayment		120.0	05/05/2011		CASH				- I
•											
	alanaa		Current		20 D aug	EO D au		90 D au	. 12	20 D aug	1 -
B	alarice		Cullent		JU D'ays	ou Days	s	JUDay	5 12	to Diays	- *
1,9	926.19-	1	,926.19-		0.00	0.00		0.00		0.00	
							Acc	ept <u>(</u>	Cancel D	elete	80

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 %	
Multi Merchant Processing Multi-Merchant Processing for this Company Default Merchant Code 0001 Max Walker Internet Merchant Code 0002 Tom Johns	
Update One Step Invoices and/or Orders/Invoiced Orders	
	ancel 😝

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.

M	IIG Custom	er Payn	nent Entry									
	Customer No.	01	-ABF		a. 14 4							
	Name	Am	erican Busines:	s Futures	Ĩ						🛋 Tra	ansfer
0	- Sales Order B	Entry (nor	n-invoiced order	s only) ———	Click to swite	ch to denosi	transfer mode or	click again (o switch back	to Pau	ment entr	
	Order #	Туре	Order Date	Staged Amo	mode. You	may do one	or the other, but r	ot both at th	ie same time.		mont ont	Trans
	0000171	S	05/01/2010	81	.48	0.00	0.1	00	81.48			
	0000178	S B	04/20/2011	34 346	1.95 101	U.UU 796.01	U. 0 1	טט חח	34.95 450.00-		Sales Ord	er Total
	0000179	S	04/30/2011	325	5.04	0.00	0.1	00	325.04	- [0/ 0	.00
l	0000181	S	04/30/2011	1255	i.50	1255.50	0.1	00	0.00	<u> </u>		
ſ	S/O Invoice I	Entry —										1
	Invoice #	Туре	Invoice Date	Invoice Amo	unt Previo	ous Deposit	Current Depo	sit	Balance		Partial	
												-t Ttl
											Invoice Er	nuy i otai
											0/ 0	.00
L	On an AVD In											
ſ	- Upen A/H in	voices —	L	1		cip p [C 15	. [. L		A/R Invoi	ce Number
	Invoice #	I ype	Invoice Date 01/31/2010	Invoice Amo	unt loday:	0.00	Uurrent Payme	nt	Balance	-		
	0000122	IN	03/31/2010	1226		0.00	0.1	DO	178.69		Partial	Trans
	0100033	IN	05/15/2010	1113	8.05	0.00	0.1	00	613.05		Open Invo	pice Total
	0100034	IN IN	05/15/2010	2467	(.61 8 20	0.00	U. 0 1	טט חח	1927.61 38.20	- [n/ n	00
	- Pauments		00/01/2010			0.00			00.20			
ſ	Tupe	Commo	wt1 [[Commont 2	Comment	2 1	Commont 4	1	Amount		Incort	Delete
	Турс	Comme		Johnmerik 2	Comment	<u> </u>	Sommerk 4		Anount		Tuser	
											Payment 1	l otal
										ſ		0.00
												0.00
											Unapplied	Payment
								Accept	Cancel			0.00
_												
										lig	ABC	04/30/2011

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.

IG Custom	er Payn	ient Entry					
Customer No.	. 01	-ABF	9				
lame	Am	erican Business F	utures				Transfer
Sales Order B	Entry (nor	i-invoiced orders o	only)				
Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance 🔺	Partial Trans
0000174	S	04/20/2011	34.95	0.00	0.00	34.95	
0000178	В	04/30/2011	346.01	696.01	0.00	350.00-	Colos Order Total
0000179	S	04/30/2011	325.04	0.00	0.00	325.04	Sales Ofder Fotal
0000181	S	04/30/2011	1255.50	255.50	0.00	1000.00 💳	0/ 0.00
0000182	S	04/30/2011	785.70	785.70	0.00	0.00 💌	1
0 Invoice	Entry —			Transfer	×		
Invoice #	Tune	Invoice Date	Inv		enosit	Balance	Partial
	1 - 21			[analy a			
				000018	2		Invoice Entry Total
			Transfer	Amount	0.00		
			- Tanolor				07 0.00
				~ · ·)
)pen A/R In	voices —				ancel		A/B Invoice Number
Invoice #	Туре	Invoice Date	Inv		yment	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	Partial Trans
0100033	IN	05/15/2010	1113.05	0.00	0.00	613.05	Ones Invesion Tabel
0100034	IN	05/15/2010	2467.61	0.00	0.00	927.61	Upen invoice i otai
0100041	IN	05/31/2010	38.20	0.00	0.00	38.20 💌	0/ 0.00
ayments —							
Type	Commer	nt 1 Cor	mment 2 C	omment 3 C	omment 4	Amount	Insert Delete
							Payment Total
							0.00
							Unanalized Developed
							Unapplied Payment
					Acce.	et Concol	0.00
					Acce	pt <u>L</u> ancei	0.00
					Acce		U, UU

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

🚮 Sage	👫 Sage MAS 90				
į)	You Must Enter Only Negative Amount.				
į	You Must Enter Only Negative Amount.				

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

🚮 Transfer De	posit
- Transfer To - Customer No:	01-ABF
Name	American Business Futures
Apply To Sales Order	Amount <u>D</u> K
SO Invoice	Q 0.00 Undo
AR Open Inv	piceQ
Order/Invoid	e/Open Invoice No Type Deposit
Total Amount	100.00 Balance 100.00
	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
Customer No: 01-ABF
Name American Business Futures
Apply To Sales Order 0000174 Amount <u>OK</u>
S0 Invoice 100.00
AR Open Invoice
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 I	eposit
- Transfer T Customer N	• 01-ABF
Name	American Business Futures
Apply To Sales Orde	0000174 🔍 Amount 🔟
SO Invoice	100.00 <u>U</u> ndo
AR Open I	voice
Order/Inv 0000174	oice/Open Invoice No Type Deposit Order 100.00
Total Amount	100.00 Balance 0.00
	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.

Customer No. D1-ABF Image: Customer No. D2-Customer No. D00001 Image: Customer No. D2-Customer No. <thd2< th=""><th>🚮 IIG Custom</th><th>er Pa</th><th>yment Entry</th><th></th><th></th><th></th><th></th><th></th></thd2<>	🚮 IIG Custom	er Pa	yment Entry					
Name American Business Futures Image: Transfer Sales Order Entry (non-invoiced orders only) Image: Transfer Partial Transfer Dotor174 \$ 04/20/2011 34.95 0.00 100.00 65.05 0000178 \$ 04/20/2011 34.61 696.01 0.00 350.00 200.00 0000178 \$ 04/20/2011 325.04 0.00 0.00 325.04 27 0.00 0000182 \$ 04/30/2011 1255.0 255.50 0.00 1000.00 27 0.00 S/O Invoice Entry Invoice Amount Previous Deposit Current Deposit Balance Partial Invoice # Type Invoice Amount Today's C/R Pa Current Payment Balance Partial Invoice I Type Invoice Amount Today's C/R Pa Current Payment Balance Partial 0000121 IN 01/31/2010 113.05 0.00 0.00 178.69 Payment 0000122 IN 01/31/2010 2467.61 0.00 0.00 38.20	Customer No.		01-ABF	Q				
Sales Order Entry (non-invoiced orders only) Partial Trans 0000174 S 04/20/2011 34.95 0.00 100.00 55.05- 0000178 B 04/30/2011 325.04 0.00 325.04 0.00 325.04 0000178 S 04/30/2011 325.05 0.00 100.00 325.04 27 0.00 325.04 0.00 325.04 0.00 325.04 0.00 325.04 0.00 325.04 0.00 325.04 0.00 325.04 0.00 325.04 0.00 325.04 0.00 100.00 90 <	Name		American Business	Futures				Transfer
Order # Type Order Date Staged Amount Previous Deposit Current Deposit Balance Partial Trans 0000174 S 04/20/2011 34.95 0.00 100.00 65.05 000 350.00 000 360.00 000 360.00 000 360.00 000 360.00 000 360.00 000 360.00 000 <t< td=""><td>– Sales Order B</td><td>Entry (r</td><td>non-invoiced orders</td><td>only) —</td><td></td><td></td><td></td><td></td></t<>	– Sales Order B	Entry (r	non-invoiced orders	only) —				
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- 0 360.00- 0 360.00- 0 000 350.00- 0 360.00- 0 000 350.00- 0 </td <td>Order #</td> <td>Tvc</td> <td>e Order Date</td> <td>Staged Amount</td> <td>Previous Deposit</td> <td>Current Deposit</td> <td>Balance 🔺</td> <td>Partial Trans</td>	Order #	Tvc	e Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance 🔺	Partial Trans
0000178 B 04/30/2011 346.01 696.01 0.00 350.00- 325.04 Sales Order Total 0000179 S 04/30/2011 325.04 0.00 0.00 325.04 27 0.00 0000182 S 04/30/2011 1255.50 255.50 0.00 100.00 ✓ 7 0.00 100.00 ✓ 27 0.00 0000182 S 04/30/2011 785.70 785.70 100.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 ✓ 7 0.00 100.00 100.01 ✓ 100.00 100.01 ✓ 100.01 ✓ 100.01 ✓ 100.01 100.01 100.	0000174	S	04/20/2011	34.95	0.00	100.00	65.05-	
0000173 5 04/30/2011 3/25.04 0.00 0.00 3/25.04 0 27 0.00 0000182 5 04/30/2011 1255.50 255.50 0.00 100.00 1 27 0.00 0000182 5 04/30/2011 1255.50 255.50 0.00 100.00 1 27 0.00 S/D Invoice Entry Invoice Amount Previous Deposit Current Deposit Balance Partial Invoice Entry Total 07 0.00 Dpen A/R Invoices Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number Invoice # Type Invoice Amount Today's C/R Pa Current Payment Balance Partial Trans 0000122 IN 01/31/2010 1226.25 0.00 0.00 178.69 Partial Trans Dpen Invoice Total 07 0.00 0100033 IN 05/15/2010 2467.61 0.00 0.00 38.20 0 0 0 0 0 0 0 0 0 0.00 0100041	0000178	В	04/30/2011	346.01	696.01	0.00	350.00-	Sales Order Total
00000132 S 04/30/2011 785.70 785.70 100.00 100.00 Invoice S/D Invoice Entry Invoice Date Invoice Amount Previous Deposit Current Deposit Balance Partial Invoice # Type Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Entry Invoice # Type Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number Invoice # Type Invoice Amount Today's C/R Pa Current Payment Balance Partial Invoice Number Invoice # Type Invoice Amount Today's C/R Pa Current Payment Balance Partial Trans 0000122 IN 01/31/2010 125.25 0.00 0.00 178.63 Open Invoice Total Open Invoice Date Opayment	0000179	5	04/30/2011	325.04 1255.50	0.00 255.50	0.00	325.04	27 0.00
S/0 Invoice Entry Invoice Date Invoice Amount Previous Deposit Current Deposit Balance Partial Invoice # Type Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance 0 / 0.00 Open A/R Invoices Invoice Amount Today's C/R Pa Current Payment Balance 0 / 0.00 O000122 IN 01/31/2010 1226.25 0.00 0.00 850.00 0.00 950.00 0000133 IN 05/15/2010 1113.05 0.00 0.00 927.61 0	0000182	Š	04/30/2011	785.70	785.70	100.00-	100.00	
Invoice # Type Invoice Date Invoice Amount Previous Deposit Current Deposit Balance Partial Invoice # Type Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number Invoice # Type Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number 0000122 IN 01/31/2010 850.00 0.00 0.00 178.69 0100033 IN 05/15/2010 1113.05 0.00 0.00 927.61 0 0100034 IN 05/15/2010 2467.61 0.00 0.00 38.20 0 Payments Trans Tope Comment 1 Comment 2 Comment 3 Comment 4 Amount 0/0.00 TRANS 100.00 100.00 100.00 100.00 0.00 0.00 Unapplied Payment	- S/O Invoice	Entry						
Open A/R Invoices A/R Invoice Entry Total Invoice # Type Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number 0000122 N 01/31/2010 850.00 0.00 0.00 850.00 0000141 IN 03/31/2010 1226.25 0.00 0.00 178.69 13.05 0100034 IN 05/15/2010 111.305 0.00 0.00 38.20 0	Invoice #	Тур	e Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance	Partial
Open A/R Invoices 0/ 0.00 Invoice # Type Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number 0000122 N 01/31/2010 850.00 0.00 850.00 0000141 IN 05/15/2010 1226.25 0.00 0.00 850.00 0100033 IN 05/15/2010 2467.61 0.00 0.00 927.61 0/ 0.00 0100041 IN 05/31/2010 38.20 0.00 0.00 38.20 0/ 0/ 0.00 Payments Trans 100.00 100.00 0/ 0.00 0/ 0.00 0/ 0/ 0.00 0/ 0.00 0/								
Open A/R Invoices A/R Invoice Date Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number 0000122 IN 01/31/2010 850.00 0.00 850.00 Partial Trans 0100033 IN 05/15/2010 1226.25 0.00 0.00 613.05 Open Invoice Total Open Invoice Total 0/ 0.00 927.61 0/ 0.00 0/ 0.00 0/ 0.00 0/ 0.00 0/ 0.00 0/ 0.00 0/ 0.00 0/ 0.00 0/ 0.00 0/ 0/ 0.00 0/								Invoice Entry Total
Open A/R Invoices A/R Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number 0000122 IN 01/31/2010 850.00 0.00 0.00 850.00 Partial Trans 0100033 IN 05/15/2010 1113.05 0.00 0.00 927.61 0/000 0/000 927.61 0/000 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 0/000 927.61 0/000 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>07 0.00</td>								07 0.00
Upen A/R Invoices A/R Invoice Number Invoice # Type Invoice Amount Today's C/R Pa Current Payment Balance A/R Invoice Number 0000122 IN 01/31/2010 850.00 0.00 850.00 178.69 0100033 IN 05/15/2010 1226.25 0.00 0.00 178.69 13.05 0pen Invoice Total 0pen Invoice Total 07 0.00 0100034 IN 05/15/2010 2467.61 0.00 0.00 38.20 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 07 0.00 0 0 0 0 0 0 0 0 0 0 0 0 0								J
Invoice # Type Invoice Date Invoice Amount Today's L/R Pa Current Payment Balance 0000122 IN 01/31/2010 850.00 0.00 850.00 1000 950.00 178.69 0100033 IN 05/15/2010 1113.05 0.00 0.00 927.61 0.00 927.61 0.00 927.61 0.00 0.00 38.20 0.00 38.20 0.00 38.20 0.00 38.20 0.00 38.20 0.00 0.00 38.20 0.00 0.00 38.20 0.00 0.00 38.20 0.0	Upen A/R In	voice:	· · · · ·			I		A/R Invoice Number
0000122 IN 01/31/2010 1226.25 0.00 0.00 178.69 Partial Trans 0100033 IN 05/15/2010 1113.05 0.00 0.00 613.05 0pen Invoice Total 0100041 IN 05/31/2010 2467.61 0.00 0.00 927.61 0	Invoice #		01/31/2010	Invoice Amount 850.00	Today's C/R Pa	Uurrent Payment	Balance	
0100033 IN 05/15/2010 1113.05 0.00 0.00 613.05 0pen Invoice Total 0100034 IN 05/15/2010 2467.61 0.00 0.00 927.61 0	0000122	IN	03/31/2010	1226.25	0.00	0.00	178.69	Partial Trans
0100034 IN 05/15/2010 245/.51 0.00 0.00 \$27.51 07 0.00 Payments	0100033	IN	05/15/2010	1113.05	0.00	0.00	613.05	Open Invoice Total
Payments Insert Delete TRANS 100.00 Payment Total TRANS 100.00 0.00 Unapplied Payment Accept Cancel 0.00	0100034	IN	05/15/2010	2467.61 38.20	0.00	0.00	927.61 38.20 ▼	07 0.00
Type Comment 1 Comment 2 Comment 3 Comment 4 Amount Insert Delete TRANS 100.00 100.00 100.00 0.00 0.00 Unapplied Payment Accept Cancel 0.00	- Payments					5.00		
TRANS 100.00 TRANS 100.00 Payment Total 0.00 Unapplied Payment Accept Cancel 0.00	Туре	Com	ment 1 C	omment 2 C	omment 3 (Comment 4	Amount	Insert Delete
TRANS 100.00- Payment Total 0.00 Unapplied Payment Accept Cancel 0.00	TRANS						100.00	
□ 0.00 Unapplied Payment Accept Cancel 0.00	TRANS						100.00-	Payment Total
Unapplied Payment								0.00
Accept Cancel 0.00								
Accept Cancel 0.00						_		Unapplied Payment
						Ac	cept <u>C</u> ancel	0.00

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

M	🖥 Customer Payment Entry	<u>?</u> ×
	IIG CARD PROCESSING CUSTOMER PAYMENT ENTRY	
	Adobe PDF Print Pre <u>v</u> iew Printer <u>S</u> etup	0

M	Customer Payment Entry					<u>_ ×</u>
	Payment Summary Customer Number: Customer Name:		01 –ABF American Business Futures			1
	Туре	Number			Amount	
	Prepayment Sales Order Sales Order	Z000001-PP 0000174 0000182		Tetal	65.05 34.95 100.00-	
	True	Comment		1 otai	0.00	
	TRANS TRANS	Conuncia			100.00 100.00-	
				Total	0.00	
	4					•
						80

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

Customer No. Name Sales Order Fr	01		-				
lame Sales Order Fr		-ABF	Q				
Salas Ordar Er	Am	erican Business F	utures				🚰 Transfer
	ntry (non	i-invoiced orders (only) ———				
Order #	Туре	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance 🔺	Partial Trans
0000115	S	05/18/2010	7856.10	0.00	0.00	7856.10	
)000153	В	05/11/2010	485.06	0.00	0.00	485.06	Sales Order Total
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	07 0.00
0000178	В	04/30/2011	346.01	596.01	0.00	250.00- 💌	
5/0 Invoice E	ntry —						
Invoice #	Туре	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance	Partial
							luveire Fata Tatal
							Invoice Entry Total
							07 0.00
]	
)pen A/R Invi	oices —						
	oices —						A/R Invoice Numbe
Invoice #	Туре	Invoice Date	Invoice Amount	Today's C/R Pa	Current Payment	Balance	A/R Invoice Numbe
Invoice # 0100056	Type IN	Invoice Date	Invoice Amount 230.50	Today's C/R Pa 0.00	Current Payment	Balance	A/R Invoice Numbe
Invoice # 0100056 0122222	Type IN PP	Invoice Date 04/30/2011 04/30/2011	Invoice Amount 230.50 2990.00-	Today's C/R Pa 0.00 0.00	Current Payment 0.00	Balance 230.50 2990.00-	A/R Invoice Number
Invoice # 0100056 0122222 0133222	Type IN PP PP	Invoice Date 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 230.50 2990.00- 2500.00-	Today's C/R Pa 0.00 0.00 0.00	Current Payment 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00-	A/R Invoice Number
Invoice # 0100056 0122222 0133222 1222222	Type IN PP PP PP	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 230,50 2990,00- 2500,00- 120,00-	Today's C/R Pa 0.00 0.00 0.00 0.00	Current Payment 0.00 0.00 0.00 0.00 0.00	Balance 230.50 2990.00- 2500.00- 120.00-	A/R Invoice Numbe Partial Trans Open Invoice Total
Invoice #)100056)122222)133222 222222 \PR0001	Type IN PP PP PP FC	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2010	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Number Partial Trans Open Invoice Total 0 / 0.00
Invoice # 1100056 1122222 1133222 222222 APR0001 Payments	Type IN PP PP PP FC	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2010	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00	Current Payment 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Numbe
Invoice # 0100056 0122222 133222 1222222 APR0001 ² ayments Type	Type IN PP PP FC Commer	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2010 nt 1 Co	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89 mment 2 C	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00 0.00	Current Payment 0 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Numbe
Invoice #	Type IN PP PP FC Commer	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2010	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89 mment 2 C	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00 0.00	Current Payment 0 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Numbe
Invoice # 100056 0122222 0133222 1222222 1222222 APR0001 Payments Type 1	Type IN PP PP FC Commer	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2010	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89 mment 2 C	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00 0.00	Current Payment 0 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Numbe Partial Trans Open Invoice Total 0 / 0.00
Invoice # 0100056 0122222 0133222 1222222 APR0001 ² ayments Type	Type IN PP PP FC Commer	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2011 04/30/2010	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89 mment 2 C	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00 0.00	Current Payment 0 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Number Partial Trans Open Invoice Total 0 / 0.00 Insert Delete Payment Total
Invoice # 0100056 0122222 0132222 1132222 APR0001 Payments	Type IN PP PP FC	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2010 nt 1 Co	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89 mment 2 C	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00 0.00	Current Payment 0 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Numbe Partial Trans Open Invoice Total 0 / 0.00 Insert Delete Payment Total 0.00
Invoice # 0100056 0122222 0132222 222222 APR0001 Payments	Type IN PP PP FC	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2010 nt 1 Co	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89 mment 2 C	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00 0.00	Current Payment 0 0.00 0.00 0.00 0.00 0.00 0.00	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼	A/R Invoice Number Partial Trans Open Invoice Total 0 / 0.00 Insert Delete Payment Total Unapplied Payment
Invoice # 0100056 0122222 0132222 1222222 1222222 1222222 1222222 1222222	Type IN PP PP FC	Invoice Date 04/30/2011 04/30/2011 04/30/2011 04/30/2010	Invoice Amount 230.50 2990.00- 2500.00- 120.00- 43.89 mment 2 C	Today's C/R Pa 0.00 0.00 0.00 0.00 0.00	Current Payment 0 0.00 0.00 0.00 0.00 0.00 Comment 4	Balance ▲ 230.50 2990.00- 2500.00- 120.00- 43.89 ▼ Amount ▲	A/R Invoice Number Partial Trans Open Invoice Total 07 0.00 Insert Delete Payment Total 0.00 Unapplied Payment

👫 Deposit Transfer	×
Transfer Amount	0133222
<u><u> </u></u>	Cancel

👫 Transfer Deposit	
Customer No: 01-ABF	L. C <u>h</u> ange
Name American Business I	Futures
Apply To Sales Order	Amount <u>D</u> K
SO Invoice	55.00 <u>U</u> ndo
AR Open Invoice 0100033 🔍	<u>D</u> el
Order/Invoice/Open Invoice No 0100033 0100034	Type Deposit Open Inv. 55.00 Open Inv. 45.00
Total Amount 100.00	Balance 0.00
	IIG ABC 04/30/2011

IG Customer	Payme	-					
Customer No.	01-4	\BF	Q				
lame	Ame	rican Business	Futures				✓ Transfer
Sales Order Enti	try (non-i	invoiced orders	only) ———				
Order #	Туре	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance	Partial Trans
0000115 9	S	05/18/2010	7856.10	0.00	0.00	7856.10	
DOOO153 E	В	05/11/2010	485.06	0.00	0.00	485.06	Sales Order Total
0000171 9	S	05/01/2010	81.48	0.00	0.00	81.48	
0000174 9	S	04/20/2011	34.95	34.95	0.00	0.00	07 0.00
0000178 E	В	04/30/2011	346.01	596.01	0.00	250.00-	• J
3/O Invoice En	ntry ——						
Invoice #	Туре	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance	Partial
Den 4/B Invoi	ices —						0 / 0.00
)pen A/R Invoi	ices —	Invoice Date		Todau's C/B Pa	Current Paument	Balance	0 / 0.00
Dpen A/R Invoi Invoice # 1	ices — Type	Invoice Date	Invoice Amount	Today's C/R Pa	Current Payment	Balance	A/R Invoice Numbe
0pen A/R Invoi Invoice # 1 0100055 0	ices — Type CM	Invoice Date 05/10/2010 04/20/2011	Invoice Amount 81.48 230.50	Today's C/R Pa - 0.00	Current Payment	Balance 81,48- 230 50	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 1100055 C 1100056 II 1122222 F	ices Type CM IN	Invoice Date 05/10/2010 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2990.00	Today's C/R Pa - 0.00 0.00	Current Payment 0.00 0.00	Balance 81.48- 230.50 2990.00	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 1100055 C 1100056 C 1100056 F 1122222 F	ices — Type CM IN PP	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2990.00 2500.00	Today's C/R Pa - 0.00 - 0.00 - 0.00	Current Payment 0.00 0.00 0.00	Balance 81.48- 230.50 2990.00- 2400.00-	A/R Invoice Numbe
Dpen A/R Invoi Invoice #	ices — Type CM IN PP PP PP	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2930.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00	Current Payment 0.00 0.00 0.00 100.00- 0.00	Balance 81.48- 230.50 2990.00- 2400.00- 120.00-	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 0100055 0 0100056 II 0122222 F 1222222 F 1222222 F 2ayments	ices	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00	Current Payment 0.00 0.00 0.00 100.00- 100.00- 0.00	Balance 81.48- 230.50 2990.00- 2400.00- 120.00-	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 1100055 C 1100056 II 1122222 F 1122222 F 1222222 F 2ayments Type C	ices Type CM IN PP PP PP PP	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 04/30/2011 1 Cr	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 - 0.00	Current Payment 0.00 0.00 0.00 100.00- 0.00 Comment 4	Balance 81.48- 230.50 2990.00- 2400.00- 120.00- Amount	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 100055 C 100056 II 102222 F 122222 F 122222 F 2ayments Type C DPXFR	ices	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00 mment 2 (Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 - 0.00	Current Payment 0.00 0.00 0.00 100.00- 0.00 Comment 4	Balance 81.48- 230.50 2930.00- 2400.00- 120.00- Amount 55.00	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 0100055 C 0100056 II 0122222 F 1222222 F 1222222 F 2ayments Type C DPXFR	ices — Type CM IN PP PP PP Comment	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 - 0.00	Current Payment 0.00 0.00 100.00- 0.00 Comment 4	Balance 81.48- 230.50 2990.00- 2400.00- 120.00- Amount 55.00 45.00	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 1000055 C 1100056 II 1122222 F 1133222 F 1333222 F Payments Type C DPXFR DPXFR DPXFR	ices — Type CM IN PP PP PP Comment	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 - 0.00	Current Payment 0.00 0.00 100.00- 0.00 Comment 4	Balance 81.48- 230.50 2990.00- 2400.00- 120.00- Amount 55.00 45.00 100.00-	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 0100055 C 0100056 II 0122222 F 0133222 F 0133222 F 0133222 F 0133222 F 0133222 F 0133222 F 0133222 F 0133222 F 013322 F 0133222 F 013322 F 01322 F 01325 F 0155 F 01	ices Type CM IN PP PP PP	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 04/30/2011	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 Comment 3	Current Payment 0.00 0.00 100.00- 0.00 Comment 4	Balance 81.48- 230.50 2990.00- 2400.00- 120.00- Amount 55.00 45.00 100.00-	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 0100055 C 0100056 II 0122222 F 1222222 F 1222222 F 1222222 F 2ayments DPXFR DPXFR DPXFR DPXFR	ices — Type CM IN PP PP PP	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 1.1 Cr	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 Comment 3	Current Payment 0.00 0.00 100.00- 0.00 Comment 4	Balance 81.48- 230.50 2990.00- 2400.00- 120.00- Amount 55.00 45.00 45.00 100.00-	A/R Invoice Number Partial Trans Open Invoice Total 3 / 0.00 Insert Delete Payment Total 0.00 Unapplied Payment
Dpen A/R Invoi Invoice # 1 0100055 C 0100056 II 0122222 F 1222222 F 1222222 F 1222222 F 2ayments Dyset C DPXFR DPXFR DPXFR	ices Type CM PP PP PP	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 1.1 Cr	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 Comment 3	Current Payment 0.00 0.00 100.00- 0.00 Comment 4	Balance 81.48- 230.50 2990.00- 2400.00- 120.00- Amount 55.00 45.00 100.00-	A/R Invoice Numbe
Dpen A/R Invoi Invoice # 1 100055 C 1100056 II 1122222 F 122222 F 1222222 F 1222222 F 2ayments Type C DPXFR DPXFR DPXFR	ices Type CM PP PP PP	Invoice Date 05/10/2010 04/30/2011 04/30/2011 04/30/2011 1.1 Ca	Invoice Amount 81.48 230.50 2990.00 2500.00 120.00	Today's C/R Pa - 0.00 - 0.00 - 0.00 - 0.00 - 0.00 Comment 3	Current Payment 0.00 0.00 100.00 0.00 Comment 4	Balance 81.48- 230.50 2990.00- 2400.00- 120.00- Amount <u>55.00</u> 45.00 100.00- ccept <u>C</u> ancel	A/R Invoice Numbe

🚮 Customer Payme	nt Entry	×
	IIG CARD PROCESSING CUSTOMER PAYMENT ENTRY	
Adobe PDF	<u>Print</u> Pre <u>v</u> iew Printer <u>S</u> etup (?))

Customer Payment Entry Customer Payment Entry					
Payment Summary Customer Number:		01 -ABF			
Customer Name:		American Business Futures			
Туре	Number			Amount	
Open Invoice Open Invoice Open Invoice	0100033-IN 0100034-IN 0133222-PP			55.00 45.00 100.00-	
			Total	0.00	-
Туре	Comment			Amount	
DPXFR DPXFR DPXFR				55.00 45.00 100.00-	
			Total	0.00	
-					
Page:1	M 🥄 🔁				80 .

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

👫 Custo	mer Mai	intenance (Al	BC) 04/30/2	011				[<u> </u>
Custome	er No. 01	I-ABF		<u></u>	D DI 🛅	Copy From	Renum <u>b</u> er	More	
Name	Ar	merican Busine:	ss Futures						
<u>1</u> . M	ain]	<u>2</u> . Additional	<u>3</u> . Statistic	s <u>4</u> . Summary	5. History	<u>6</u> . Invoices	<u>7</u> . Transactions	<u>8</u> . S	/0s]
Invoid	ce No.	Invoice Type	Inv Date	∇ Inv Due Date	Disc Date	Amount	Discount	_	8
01000)56	Invoice	04/30/201	1 04/30/2011		230.50	0.00		
01000)63	Invoice	04/30/201	1 04/30/2011		3,145.50	0.00		
01000)67	Invoice	04/30/201	1 04/30/2011		1,480.30	0.00		<u>5</u>
01222	222	PrePayment	04/30/201	1 04/30/2011		2,990.00-	0.00		
01332		PrePayment	04/30/201	1 04/30/2011					æ
12222	222	PrePayment	04/30/201	1 04/30/2011		120.00-	0.00		
Z0000	000	PrePayment	04/30/201	1 04/30/2011		415.00-	0.00		
Z0000	001	PrePayment	04/30/201	1 04/30/2011		65.05-	0.00		9
00001	91	Invoice	05/31/201	0 06/30/2010		2,416.25	0.00	-	
Trans	s Date $ riangle$	Trans Type	Trans Ar	nount Pay Date	Check No.	Payment Ref	Cr Card	RM/▲	
04/30)/2011	PrePayment	2,5	00.00- 04/30/2011		CASH			
04/30	1/2011	Payment	1	<u>00.00_04/30/2011</u>		DPXFR			
	Bala	nce	Current	30 Diays	60 Days	90 Day	s 120 [)ays	\$
	1,952	.19-	1,952.19-	0.00	0.00	0.00	(0.00	
						Accept (Cancel <u>D</u> ele	te 🗲	

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.

👫 Transfer Dep	osit	
- Transfer To Customer No:	01-ABF	Change
Name /	Click to change customer	the transfer will be to.
Apply To Sales Order	Α	smount <u>D</u> K
SO Invoice	٩ (0.00 <u>U</u> ndo
AR Open Invoi	ce 🔍	Del
Order/Invoice	/Open Invoice No	Deposit
Total Amount	50.00 Balan	ice 50.00
	lig	ABC 04/30/2011

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

See the <u>Transferring Deposits from Sales Orders/Prepayments to another Orders/AR</u> <u>Open Invoices/SO Invoices</u> 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, I Bank Cod Descriptio <u>1</u> . Chec	Deposit and Ad le D - M n Wells Fargo ks <u>2</u> . Dep/A	justment Checking djust	Entry (ABC) 11/	26/	/2013	Current Bank Ba	ilance		1,322.75	
	Document Date	Entry No.	Adjustment Typ	e	Reference	Amount	Cleared	Module	5	
1	11/26/2013	000000	Deposit	•	DEPOSIT	500.00		A/R	- 🛃	
2	11/26/2013	000001	Deposit	•	AMEX-0001	400.80		C/P		
3	11/26/2013	000002	Deposit	•	CHECK-0001	421.95		C/P	_	
4				•		.00				
<u>3</u> ank Rec	ap Report B	/R <u>I</u> rans Re	gister				cept	<u>C</u> ancel	[₽] (2)	

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.

窳	Custor	ner Ma	aintenance (ABC)	11/26/2013							
С	ustome	r No. 🛛	1-ABF			d di	Copy From	lenum <u>b</u> er	More 💌		
N	ame	A	American Business Fi	utures							
E	<u>1</u> . Ma	ain]	2. Additional	<u>3</u> . Statistics <u>4</u> .	Summary][<u>5</u> . History	<u>6</u> . Invoices <u>7</u> . T	ransactions	<u>8</u> . S/Os]		
	Period	iod Ending Sales Cost of Sales Profit % Profit \$ Cash Recvd No. Invcs									
	01	Jan 31	.00	.00	0.000%	.00	.00		R		
	02	Feb 28	.00	.00	0.000%	.00	.00		77		
	03	Mar 31	.00	.00	0.000%	.00	.00		7		
	04	Apr 30	.00	.00	0.000%	.00	.00				
	05	May 31	.00	.00	0.000%	.00	. (CI	P Payment Hist	cory		
	06	June 30	00. 0	.00	0.000%	.00	.óo-				
	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. 0	.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			
_											
	ً						Accept Canc	el <u>D</u> elete			

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.

C/P Customer I	Payment History						
Customer No.	01-ABF	A	American Business Futures				
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	0000183-50	482.25		
AMEX	01000000	11/26/2013	400.80	0000184-50	400.80		
LHELK	012333333	11/26/2013	421.95	0000186-50	421.95		

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

1	C/P Custome	r Payment H	listory Details			<u>? ×</u>
	Date 11/26/2013	Type AMEX	Account/Chk #	Approval Code YDEMO APPROVAL-R	Amount 482.25	Term
						<u> </u>

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

M	Custo	mer Mai	intenance (ABC)	11/26/2013					<u> </u>			
l	Custome	r No. 01	I-ABF	[] [Þ ÞI 📋	Copy From	lenum <u>b</u> er	More 💌			
_	Name	Ar	merican Business Fi	utures		,	,	,				
	<u>1</u> . Ма	ain <u>2</u> . Additional <u>3</u> . Statistics <u>4</u> . Summary <u>5</u> . History <u>6</u> . Invoices <u>7</u> . Transactions										
0												
	Period	Ending	Sales	Cost of Sales	Profit %	Profit \$	Cash Recvd	No. Inves	2013 💌			
	01	Jan 31	.00	.00	0.000%	.00	.00		27			
	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	CP T	ransaction His	tory			
	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				
5			•									
(Accept Canc	el <u>D</u> elete				

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.

🚮 Customer CP Tran	saction History				? ×
Customer No. 01-A	ABF	American Business Future	\$]	
Payment Type Reference Number	Q				Load
Payment Type F	Reference Number	Payment D	ate Invoice N	umber	Amount
				Total	0.00
					<u></u> K .::

👫 Customer CP T	ransaction History				? ×
Customer No.	01-ABF	American B	Business Futures		
Payment Type Reference Numb	AMEX Q				Load
Payment Type AMEX AMEX AMEX AMEX AMEX	Reference Number ************************************		Payment Date 10/09/2013 11/26/2013 11/26/2013 11/26/2013	Invoice Number 0100061-IN 0100034-IN 0000183-S0 0000184-S0	Amount 343.51 500.00 482.25 400.80
				Total	<u>1726.56</u>

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

🚮 Customer N	Mainte	nance (AB	C) 11/26/2	013						I	<u>- 🗆 ×</u>
Customer No.	01-ABI	F		-	A EM IN IN	🕨 🖌 🧰		Copy From	Renum <u>b</u> er	More	
Name	Americ	an Business:	: Futures								
<u>1</u> . Main	<u>]</u> <u>2</u> . A	\dditional	<u>3</u> . Statistic	s	<u>4</u> . Summary	<u>5</u> . Histor	y]	<u>6</u> . Invoices	7. Transactions	<u>8</u> . S	/0s
Invoice No.	. Inv	oice Type	Inv Date	√ 1	nv Due Date	Disc Date		Amount	Discount	_	8
0100062 0100063 0100074 0100076	Inv Inv Inv Inv	oice oice oice oice	10/10/20 10/10/20 10/10/20 10/10/20	13 1 13 1 13 1 13 1	1/9/2013 1/9/2013 1/9/2013 0/10/2013			426.00 547.69 87.00 135.00	0.00 0.00 0.00 0.00		
0100061 0100056 0100057 0000191	Inve Inve Inve Inve	oice oice oice oice	10/9/201 8/28/201 8/28/201 5/31/201	3 1 3 9 3 9 0 6	0/9/2013 1/27/2013 1/27/2013 5/30/2010			343.51 135.00 141.50 2.4 <u>16.25</u>	0.00 0.00 0.00 0.00		
0100041	Inv	oice	5/31/201) 6	/30/2010			Credit Car	d Activity for this	s Custom	er
Trans Date	Tra	ans Type	Trans A	nount	Pay Date	Check No	D.	Payment Ref	Cr Card	RMA N	
•										▶	
В	alance		Current		30 Days	60 D a	ays	90 Days	120 (Days	\$
5,9	919.55	1.	,060.69		65.00-	276.	50	0.00	4,647	7.36	
								Accept Ca	ancel <u>D</u> ele	ete 🛛 🧲	•

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

K	IIG Custom	er Accoun	t Credit (ard Activity	·				<u>? ×</u>
	Customer No	01-ABF			Name American Bus	iness Future	\$		
	Account Accti	ivity ———							
	Date	Time	Туре	Document	Card/Check #	Action	Approval Code/Decline Reason	Amount	a
	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	13:57:04	CASH	0-0000182		Cash/ot	DEMO APPROVAL-R	781.20	
	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	
	11/26/2013	17:02:40	CHECK	0-0000186	012333333	Check	DEMO APPROVAL-R	421.95	
	10/10/2013	18:20:14	CHECK	R-0000190	122223333	Sale	DEMO APPROVAL-R	85.00	
	10/10/2013	14:21:46	CASH	I-0100076		Cash/ot	DEMO APPROVAL-R	200.00	
	11/26/2013	13:57:54	CASH	1-0100080		Cash/ot	DEMO APPROVAL-R	279.95	
	L								
								ОК	

攝 IIG CCP T	ransaction Addresses				? ×
- Bill-To Address			Transaction Address		
Name	American Business Futures		Name	AMERICAN BUSINESS FUTUR	RES
Address	2131 N. 14th Street amex		Address	1600 BELGRAVE AVENUE	
	Suite 100				
	Accounting Department				
ZIP Code	53205-1204		ZIP Code		
City	Milwaukee State Y	ML.	City	MILWAUKEE	State WI
			L]
					<u>0</u> K

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	**************************************					
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 <u>U</u> sers					
	Credit Card Activity for this Card					
	Accept Cancel Delete 🖶 🕢					

The transactions of the current credit card are displayed in the **IIG Credit Card Detail Activity** screen.
🚮 IIG Credit (Card Detail	Activity						<u>? ×</u>
Card No.	******	**1019		Name John Q.Futu	re			
- Account Acct	ivity ———							
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	
<u> </u>								
								_ <u>₩</u> ::

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**.

🔚 C/P Period End Processing	
-Period End Option	
Full Period End Processing	
 Full Period and Year End Processing 	
 Only Clear Payment Information 	
 Purge Expired Credit Cards 	
Period End Processing will be performed for Period 05 ending 05/31/10	
Proceed	<u>C</u> ancel
Select period end option IIG ABC 0	05/02/2011

- 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:

- <u>Credit Card Detail Report</u>
- Detail Audit Report
- Monthly Recap by Division
- General Ledger Detail Report
- Open Deposit on Sales Orders
- Expiring Card Report
- <u>Duplicate Card on File Report</u>
- <u>IIG Payment Report</u>

Credit Card Detail Report

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

👫 Credit Card Deta	il Report (A	ABC) 11/20	5/2013			
Report Setting Description	STANDARD Credit Card [) Detail Repor	Q			S <u>a</u> ve •
- Setting Options Type Default Report	Public	v	Print Rep Three Ho	oort Settings ble Punch		Number of Copies 1
Sort Report By	Customer Nur	nber				
Select Field		Operand		Value		
Check/Card Numb	ber	All	-			
Customer Number		All	-			
Adobe PDF			Keep W Print [indow Open After	1 <u>Pri</u>	nt Pre <u>v</u> iew <u>S</u> etup (2)

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:

Lredit Lard	Detail R	eport	084	1						
	M		0% 💌						Busir	iess Objec
C/P Credi	t Card D	etail Report							on and Ga	www.co
Date	Time		Action	Document #	Method of Payment	Check/Card Number		ADC Distibution	Merchant	Requeste
0		A4 AD5								
10/10/2013	18:20:14	American Business Futures 2131 N. 14th Street amex Suite 100 Milwaukee, WI 53205-1204	Sale	R 0000190	CHECK	122223333	Y DEMO APPROVAL-R	American Business Futures 2131 N. 14th Street amex Milwaukee, WI 532051204	0001	85.0
Customer:		01-ABF								
10/10/2013	14:21:46	American Business Futures 2131 N. 14th Street amex Suite 100 Milwaukee, WI 53205-1204	Cash/o	I 0100076	CASH		Y DEMO APPROVAL-R	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET AMEX Milwaukee, WI 532051204	0001	200.0
Customer:		01-ABF								
11/26/2013	13:57:04	American Business Futures 2131 N. 14th Street amex Suite 100 Milwaukee, WI 53205-1204	Cash/o	0 0000182	CASH		Y DEMO APPROVAL-R	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET AMEX Milwaukee, WI 532051204	0001	781.2
Customer:		01-ABF								
11/26/2013	13:57:54	American Business Futures 2131 N. 14th Street amex Suite 100 Milwaukee, WI 53205-1204	Cash <i>i</i> o	1 0100080	CASH		Y DEMO APPROVAL-R	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET AMEX Milwaukee, WI 532051204	0001	279.5
Customer:		01-ABF								
10/9/2013	15:34:34	American Business Futures 2131 N. 14th Street amex Suite 100 Milwaukee, WI 53205-1204	Sale	0 0000176	AMEX	371733968951019	Y DEMO APPROVAL-R	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0001	343.5
Customer:		01-ABF								
10/9/2013	17:16:21	American Business Futures 2131 N. 14th Street amex Suite 100 Milwaukee, WI 53205-1204	Book	0 0000181	AMEX	371733968951019	Y DEMO APPROVAL-R B	oAMERICAN BUSINESS FUTURES 1600 BELGRAVE AVENUE Milwaukee, WI	0001	809.1
								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 Repo	ort (CCD) 3/	/17/2014				
Report Setting Description	STANDARD Detail Audit F	Report			ĺ	S <u>a</u> ve 🔻
Setting Options — Type Default Report	Public	Print Re Three H	eport Settings Iole Punch		Number of Copies Collated	
Sort Options	Payment Typ	e 🔽				
Module Source Sales Order	All S/O li	ined?	A/R Invoice 🗌			
- Selections						
Select Field		Operand	Value			
Transaction Date		All 🔹				
Payment Type		All 🔹				
Terminal ID		All 🔹				
Order/Invoice Nun	nber	All -				
Adobe PDF		▼ Keep W Print	/indow Open After:	<u>P</u> rint	Pre <u>v</u> iew <u>S</u> et	up 🕜 .:

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:

Crea	dit Card Tr	ansacti	on Au	dit R	eport							
3	н н н	• н [1 /	1+	🎢 100%	•					BusinessObje
w												
										CC Dem	io Compan	y (CCD)
	Poument T	uno: Ak		noric	on Fynro	~~				SORIED DI PAIMENI	I II PE AM	ID DATE
	Transa	ction Da	te: 10/	9,201	3							
	Trans	Trans	Tml	Mod	Pay	Card Number/	Order/	Billing Name	Aov?	Approval Number/	Amount	
	Date	Time	ID	ID	Түре	Check Number	in vē	Customer Name	•	Decline Reason	Approved	
	10/9/2013	15:34:3	4 1238	0	AMEX	*************1019 Еxpires:	0000176 9/30/2015	American Business Fu Cust: 01-ABF	Yes	DEMO APPROVAL-R		343.51
							т	ransaction Date 10/9/201	3 Tot	al:		343.51
	Transa	ction Da	te: 11/	26/20	013							
	Trans	Trans	Tml	Mod	Pay	Card Number/	Order/	Billing Name	Apv?	Approval Number/	Amount	
	Date	Time	ID - 1220	ID		Check Number	hv0	Customer Name		Decline Reason	Approved	400.05
	11/26/2015	16:18:3	3 1238	U	AMEX	Expires:	9/30/2015	Cust: 01-ABF	res	DEMU APPROVAL-R		482.23
	11/26/201:	16:55:2	8 1238	0	AMEX	**** **************1019	0000184	American Business Fu	Yes	DEMO APPROVAL-R		400.80
						Expires:	9/30/2015	Cust: 01-ABF				
							Tra	insaction Date 11/26/201	3 Tot	al:		883.05
	Transa	ction Da	te: 11/	27/20	013							
	Trans	Trans	Tml	Mod	Pay	Card Number/	Order/	Billing Name	Αρν?	Approval Number/	Amount	
	Date 11/27/2011:	17:39:4	и 8 Т239		AMEX	Lneck Number	0100085	American Business Fu	Yes	DEMO APPROVAL-R	Approved	561.00
			0.200		1 101223	Expires:	9/30/2015	Cust: 01-ABF				
							Tra	insaction Date 11/27/201	3 Tot	al:		561.00
	Transa	ction Da	te: 11/	28/20	013							
	Trans	Trans	Tml	Mod	Pay	Card Number/	Order/	Billing Name	Apv?	Approval Number/	Amount	
	Date 11/28/2011	1 me - 09:28:0	1D 2 T274	0	AMEY	Lneck Number	0000191	Customer Name	Yer	DECINE Reason	Approved	809.10
	11/20/2011	00.20.0	21274		OMEA	Expires:	9/30/2015	Cust: 01-ABF	165	DEMO ALL NO VALEN		003.10
							Tra	insaction Date 11/28/201	3 Tot	al:		809.10
	Transa	ction Da	te: 12/	10/20	013							
	Trans	Trans	Tmi	Mod	Pay	Card Number/	Order/	Billing Name	Apv?	Approval Number/	Amount	
	n .	Time	IN	IN	Tuna	Charle Number	lea al	Curtamar Homa	•	Dealine Peacon	Annraind	

Monthly Recap by Division

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

🚮 Monthly Recap f	3y Division ((ABC) 11/26/2	013	3		_ []]	×
Report Setting	STANDARD	0	Z			S <u>a</u> ve 💌	J
Description	Monthly Rec	ap By Division R	еро	rt			
— Setting Options —							
Туре	Public	Print	Re	port Settings 📃	Number of C	opies 1 📫	
Default Report		Thre	еH	ole Punch 📃	Collated		
- Selections							
Select Field		Operand		Value			
Customer Number		All	•				
Processed Date		All	•				
Terminal ID		Range	•	T101	T102	9	
		Keep	W	indow Open After:		Setup 🙆	
Adobe PDF		Print					,
							111

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

Here is an example of printout:

Image: Control of the second	👫 View Mo	onthly Recap by I	Division Report							_ 🗆 🗵
Devices ABC Distribution Report ABC Distribution and Service Corp. (ABC) Customer Rec.Type Payment Comment 1 Payment Payment Comment 1 Payment Payment Comment 1 Devices of Payment Payment Comment 1 Division Number: 01 EAST SALES OFFICE 0 - Porcessed Payment Payment Payment Comment 1 Devices of Payment Payment Payment Comment 1 10 10.82013 343.51 01 - ABF S0 Dep AMEX	1 🗗 🍜	N 4 P H	1 / 1	66	100% 🔻				Busines	
Monthly Recap by Division Report Monthly Recap by Division Report Customer Rec.Type Payment Comment 1 Payment Comment 1 Customer 10 Payment Comment 1 Payment Comment 1 Payment Comment 10 Payment Comment	Proviou			1 1					Dusines:	objects —
Monthy Recap by Division Report Disciple and second color of the second color of th	TIEVIEW									
Customer Res.Type Payment Payment Comment 1 Payment Comment 1 Payment Comment 4 Terminal Date Payment Division Number: 01 EAST SALES OFFICE 01 - ABF S0 Dep AMEX ************************************		Monthly Recap by	Division Report				ABC Distri	ibution and Servic	æ Corp. (ABC)	Ê
Division Number: 01 EAST SALES OFFICE 01 - ABF S0 Dep AMEX		Customer Number	Rec.Type (So/Inv/Pmnt/Ar)	Payment Type	Payment Comment 1 (Card Number)	Payment Comment 4 (Approval Code)	Terminal ID	l Date Processed	Paymeni Amount	
01 - ABF S0 Dep AMEX		Division Number: (D1 EAST SALES OFF	ICE						
01 - ABF S0 Dep CASH DEMO APPR0 VAL-R 101 11262013 78120 01 - ABF S0 Dep AMEX		01 - ABF	SO Dep	AMEX		DEMO APPROVAL-R	101	10/9/2013	343.51	
01 - ABF S0 Dep AMEX AMER AMEM AMEMOR AMER		01 - ABF	SO Dep	CASH		DEMO APPROVAL-R	101	11/26/2013	781.20	
01 - ABF S0 Dep AMEX MAILS Mails DEMO APPROVAL-R 101 11262013 400.80 01 - ABF S0 Dep CHECK 012333333 DEMO APPROVAL-R 101 11262013 421.95 01 - ABF CHECK 122223333 DEMO APPROVAL-R 101 11262013 421.95 01 - ABF CHECK 122223333 DEMO APPROVAL-R 101 10702013 85.00 01 - ABF hv CASH DEMO APPROVAL-R 101 10702013 200.00 01 - ABF hv CASH DEMO APPROVAL-R 101 10702013 250.00 01 - ADF hv CASH DEMO APPROVAL-R 101 11262013 857.95 01 - AVNET hv CASH DEMO APPROVAL-R 101 112662013 857.95 01 - AVNET hv CASH DEMO APPROVAL-R 101 112662013 157.87 01 - AVNET hv CASH DEMO APPROVAL-R 101 112662013 310.76 01 - AVNET hv CASH		01 - ABF	SO Dep	AMEX		DEMO APPROVAL-R	101	11/26/2013	482.25	
01-ABF S0 Dep CHECK 01233333 DEM0 APPR0 VAL-R 101 11262013 421.95 01-ABF CHECK 12222333 DEM0 APPR0 VAL-R 101 10/02013 200.00 01-ABF hv CASH DEM0 APPR0 VAL-R 101 10/02013 200.00 01-ABF hv CASH DEM0 APPR0 VAL-R 101 11262013 279.95 Customer ABF Total: 2,994.66 01-AVNET hv CASH DEM0 APPR0 VAL-R 101 11262013 857.16 01-AVNET hv CASH DEM0 APPR0 VAL-R 101 11262013 857.9 01-AVNET hv CASH DEM0 APPR0 VAL-R 101 11262013 857.9 01-AVNET hv CASH DEM0 APPR0 VAL-R 101 11262013 157.87 01-AVNET hv CASH DEM0 APPR0 VAL-R 101 11262013 157.87 01-AVNET hv CASH DEM0 APPR0 VAL-R 101 11262013 157.87 01-AVNET hv CASH DEM0 APPR0 VAL-R 101 11262013 310.76 Customer AVNET Total: 1.421.38 01-BRESLIN hv CASH DEM0 APPR0 VAL-R 101 10/02013 23.60 Customer BRESLIN Total: 23.60 Division 01 Total: 4.439.64 Report Total: 4.439.64		01 - ABF	SO Dep	AMEX		DEMO APPROVAL-R	101	11/26/2013	400.80	
01-ABF CHECK 12223333 DEMO APPROVAL-R TIO 10/10/2013 85.00 01-ABF hv CASH DEMO APPROVAL-R 101 10/10/2013 200.00 01-ABF hv CASH DEMO APPROVAL-R 101 11/26/2013 273.95 Customer ABF Total: 2,994.66 01-AVNET SO Dep CASH DEMO APPROVAL-R 101 11/26/2013 867.16 01-AVNET hv CASH DEMO APPROVAL-R 101 11/26/2013 85.59 01-AVNET hv CASH DEMO APPROVAL-R 101 11/26/2013 85.59 01-AVNET hv CASH DEMO APPROVAL-R 101 11/26/2013 310.76 Customer AVNET Total: 1,421.38 01-BRESLIN hv CASH DEMO APPROVAL-R 101 11/26/2013 310.76 Customer AVNET Total: 23.60 Division 01 Total: 4,439.64 Report Total: 4,439.64		01 - ABF	SO Dep	CHECK	012333333	DEMO APPROVAL-R	101	11/26/2013	421.95	
01 - ABF hv CASH DEMO APPROVAL-R 101 10/10/2013 2200.00 01 - ABF hv CASH DEMO APPROVAL-R 101 11/26/2013 2200.00 01 - ABF hv CASH DEMO APPROVAL-R 101 11/26/2013 279.35 Customer ABF Total: _2.994.66		01 - ABF		CHECK	122223333	DEMO APPROVAL-R	T 10	10/10/2013	85.00	
01 - ABF hv CASH DEMO APPROVAL-R 101 11262013 279.95 Customer ABF Total: 2,994.66 - 11262013 157.87 0 -		01 - ABF	lav.	CASH		DEMO APPROVAL-R	101	10/10/2013	200.00	
Customer ABF Total: 2,994.66 01 - AVNET S0 Dep CASH 01 - AVNET hv CASH 01 - BRESLIN hv CASH DEMO APPROVAL-R 101		01 - ABF	linv 🛛	CASH		DEMO APPROVAL-R	101	11/26/2013	279.95	
01 - AVNET S0 Dep CASH DEMO APPRO VAL-R 101 11/26/2013 867.16 01 - AVNET hv CASH DEMO APPRO VAL-R 101 10/0/2013 85.59 01 - AVNET hv CASH DEMO APPRO VAL-R 101 10/0/2013 85.59 01 - AVNET hv CASH DEMO APPRO VAL-R 101 11/26/2013 157.87 01 - AVNET hv CASH DEMO APPRO VAL-R 101 11/26/2013 310.76 01 - AVNET hv CASH DEMO APPRO VAL-R 101 11/26/2013 310.76 01 - AVNET hv CASH DEMO APPRO VAL-R 101 11/26/2013 23.60 01 - BRESLIN hv CASH DEMO APPRO VAL-R 101 10/10/2013 23.60 Division 01 Total:							Custo	mer ABF Total:	2,994.66	
01 - AVNET hv CASH DEMO APPROVAL-R 101 10/10/2013 85.59 01 - AVNET hv CASH DEMO APPROVAL-R 101 11/26/2013 157.87 01 - AVNET hv CASH DEMO APPROVAL-R 101 11/26/2013 310.76 Customer AVNET Total:		01 - AVNET	SO Dep	CASH		DEMO APPRO VAL-R	101	11/26/2013	867.16	
01 - AVNET Inv CASH DEMO APPROVAL-R 101 11262013 157.87 01 - AVNET Inv CASH DEMO APPROVAL-R 101 11262013 130.76 01 - AVNET Inv CASH DEMO APPROVAL-R 101 11262013 310.76 01 - BRESLIN Inv CASH DEMO APPROVAL-R 101 107/02013 23.60 01 - BRESLIN Inv CASH DEMO APPROVAL-R 101 107/02013 23.60 Division 01 Total: 4,439.64 4,439.64 4,439.64 4,439.64 4,439.64 4,439.64 V		01 - AVNET	inv.	CASH		DEMO APPROVAL-R	101	10/10/2013	85.59	
01 - AVNET Inv CASH DEMO APPROVAL-R 101 1126/2013 310.76 Customer AVNET Total:		01 - AVNET	lov.	CASH		DEMO APPROVAL-R	101	11/26/2013	157.87	
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		01 - AVNET	lov -	CASH		DEMO APPROVAL-R	101	11/26/2013	310.76	
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							Custome	r AVNET Total:	1,421.38	
Customer BRESLIN Total: 23.60 Division 01 Total: 4,439.64 Report Total: 4,439.64		01-BRESLIN	inv.	CASH		DEMO APPROVAL-R	101	10/10/2013	23.60	
Division 01 Total: 4,439.64 Report Total: 4,439.64							Customer I	BRESLIN Total:	23.60	
Report Total: 4,439.64							Di	ivision 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.

🚮 Open Deposits o	on Sales Ord	er (ABC) 1	1/26/2	013		
Report Setting	STANDARD		Q			S <u>a</u> ve 💌
Description	Open Depos	its on Sale:	s Order			
- Setting Options -						
Туре	Public	-	Print Rep	oort Settings		Number of Copies 1 📩
Default Report	Image: A start of the start		Three Ho	ole Punch		Collated 🗸
Exlude Invoiced O	rders? 🔽					
Select Field		Operand		Value		
Sales Order Numb	ber	All	-			
Adobe PDF		•	Keep Wi Print	ndow Open After: Preview	<u>P</u> rin	t Pre <u>v</u> iew <u>S</u> etup 🕜

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

	1 1	A 100% 💌				BusinessObject
Open Deposits o	on Sales Order Report					0 (480)
Order Date	Customer Type Card No	Approval Code	Used	ABC Distri	bubon and Service Running Balance	Corp. (ABC) Order Deposits
11/26/2013	CASH	Y DEMO APPROVAL-R		781.20	781.20	
0000183 11/26/2013	01 - ABF AMEX **************1019	American Business Futures Y DEMO APPROVAL-R		781.20 482.25	781.20 482.25 492.25	781.20
0000184 11/26/2013	01 - ABF AMEX ***********************1019	American Business Futures Y DEMO APPROVAL-R		400.80	400.80	400.00
0000185 11/26/2013	01 - AVNET CASH	Avnet Processing Corp Y DEMO APPROVAL-R		867.16	867.16	400.80
0000186	01-АВЕ СНЕСК 012333333	American Business Futures Y DEMO APPROVAL-R	0.00	867.16 421.95	867.16 421.95	867.16
			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.

👫 Expiring Card Re	port (ABC)	11/26/201	13				
Report Setting	STANDARD		Q			(S <u>a</u> ve 🔻
Description	Expiring Card	l Report					
— Setting Options —							
Туре	Public	-	Print Rep	oort Settings		Number of Copies	1
Default Report			Three Ho	ole Punch		Collated	
Options Page Break by Cus	stomer Numbe	r 🗌					
Select Field		Operand		Value			
Customer Number		All	-				
Expiration Date		All	-				
Payment Type		All	•				
			Keep Wi	ndow Open After:		Y Y	
Adobe PDF		▼	Print	Preview	<u>P</u> rint	Pre <u>v</u> iew <u>S</u> eti	up [🕜 🔡

Here is an example of printout:

w Expiring Car	rd Report									_
≝	► H	1 / 1	品 10	0% 💌					Busines	sObjects
Expiring (Card Report	t			Card		ABC Distribut Last	ion and Service Last	Corp. (ABC) Primary	
					Expires	Credit Card Number	Sale Date :	Payment Date:	Card No:	
Custome	er Nurnber	: 01-ABF			Name: 🥖	merican Business Fut	tures			
Tel. Nurr	n ber:	(414)555-4787								
E-Mail A	ddress:	artie@abf.com								
		Payment Type:	AMEX A	merican Expr	ess 9/30/201 9/30/201 6/30/201	0 ************************************	99 11/26/2013 19 11/26/2013 30 11/26/2013	11/26/2013	No No Yes	
			ā	Customer N	umber: 01-4	IBF	expiring cards	totals:	3	
Custome	er Nurnber	: 01-AVNET			Name: 4	wnet Processing Corp				
Tel. Num	n ber:	(414)555-2635								
E-Mail A	ddress:	tonys@avnet.com								
		Payment Type:	AMEX A	merican Expr	ess 6/30/201	1 **********************	29 10/10/2013		No	
					10/31/20	12 **** *****************111	11 10/10/2013		Yes	
			ā	Customer N	umber: 01-4	WNET	expiring cards	totals:	2	
Custome	er Number	: 01-BRESLIN			Name: E	reslin Parts Supply				
Tel. Num	n ber:	(414)555-9654								

INFORMATION INTEGRATION GROUP 457 PALM DRIVE GLENDALE, CA 91202

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 Ca	rd Report ((CD) 3/17	/2014				
Report Setting	STANDARD		Q			(S <u>a</u> ve 🔻
Description	Duplicate Ca	rd Report					
— Setting Options —					 		
Туре	Public	-	Print Rep	port Settings	Nu	mber of Copies	1
Default Report	Image: A start of the start		Three Ho	ole Punch	Col	llated	
Selections					 		\equiv
Select Field		Operand		Value			
Customer Number		All	-				
Adobe PDF		-	Keep W Print	Vindow Open After:	<u>Print</u> F	Pre <u>v</u> iew <u>S</u>	etup 🕜

Here is an example of printout:

👫 View I	IG Duplicate Card On	File Report				
Preview	i H ∢ ▶ H []	1 / 1 🎢 100% 💌			Busine	255Objects
Г	IIG Duplicate Card O	n File Report		CC Demo (Sorted on Credit	Company (CCD)	
	C ar d Number	Customer Number	Name	Expire Date	Primary Card No:	
	жжж жилин ж1019 жжи жилин ж1019	01-ABF 01-BRESLIN TOTAL DUPLICATES FOUND:	American Business Futures Breslin Parts Supply 2	09/30/2015 05/31/2015	Yes No	-

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 Re	port (CCD) (3/17/2014						<u>_ 🗆 ×</u>
Report Setting	STANDARD		0					S <u>a</u> ve 💌
Description	IIG Payment	Report						
- Setting Options -								
Туре	Public	Pri Pri	nt Re	port Settings		N	lumber of Co	opies 1 🕂
Default Report	Image: A start of the start	Tł	iree H	ole Punch		C	ollated	
Sort Options	Bank Code-L	Deposit Date	•					
Current Period	12 12/01/1	3 Thru 12/31/	13		Payment I Starting	Date g Date	12/01/13	
Print Detail					Ending	Date	12/31/13	
Selections								
Select Field		Operand		Value				
Bank Code		All	-					
Customer Number		All	•					
Payment Type		All	•					
Adobe PDF		Ke Pr	ep W nt [indow Open After: Preview	<u>P</u> rin	t 🚺	Pre <u>v</u> iew	Setup

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 Ca	rd Options (CCI	D) 3/17/2014					
	<u>1</u> . Main	<u>2</u> . Additional	<u>3</u> . ACH	<u>4</u> . Integrate	<u>5</u> . Printing			
	Require Divisio	n Processing						
	G/L Segment f	or Postings	Department	•				
	Post To The G	eneral Ledger In (Detail					
	Allow CC For A	II Terms Codes						
	Order Deposits	Account		201-00-00		Q	6	
				Customer Dep	posits			
	Current Credit (Card System Fisca	al Period and Year	12 💌	2013 💌			
	Next Credit Car	d Transaction No	Ι.	0000001				
	Number of Day	s To Retain Trans	saction History	365				
	Account Recei	ivable Terms Cod	e for Credit Cards	09 🔍 C	C Terms			
							Accept	
							Accept	

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

Customer CP Tr	ansaction History				?	×
Customer No.	01-ABF	American B	Business Futures			
Payment Type	Q					
Reference Numbe	er				Load	
Paument Tune	Reference Number		Paument Date	Invoice Number	Amount 🔺	ĺ
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	J
					<u>o</u> k) _;

🚮 IIG Payment Re	port (CCD) :	3/17/2014					<u>_ ×</u>
Report Setting	STANDARD		0				S <u>a</u> ve 💌
Description	IIG Payment	Report					
- Setting Options -							
Туре	Public	P P	rint Rej	port Settings		Number of Cop	pies 1 📩
Default Report		Т	hree H	ole Punch		Collated	
Sort Options	Payment Typ)e	•				
Current Period	12 12/01/1	3 Thru 12/31.	/13		Payment I Startin	Date g Date 12/01/13	
Print Detail	Z				Ending	Date 12/31/13	
Selections							
Select Field		Operand		Value			
Bank Code		All	-				
Customer Number		All	-				
Payment Type		All	-				
Adobe PDF		F P	eep W rint	indow Open After: Preview] <u>P</u> rin	t Pre <u>v</u> iew	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:

🚡 View IIG Pa	ayment Re	port							_ 🗆 ×
📄 🍏 🛛	K → →	H	1 / 1	150% 💌				BusinessObje	ects 🗵
Preview									
	Paymer	t Bank	<u>.</u>	Deposit	Customer Number	Customer Name		Cash Amount	
	турс	COUC	Date	Number	Number	Name		Applied	
	Payment	Туре: А	MEX AMERI	AN EXPRESS/OPTIM	A				
		Paymen	t Type: AME>	AMERICAN EXPRES	S / OPTIMA				
	AMEX	Ā	12/28/2013	*************1019	01-ABF	American Business Futures		39.90	
	AMEX	А	12/10/2013	*************1 01 9	01-ABF	American Business Futures		1,255.50	
	AMEX	А	12/11/2013	*************1019	01-ABF	American Business Futures		168.00	
							Payment Type AMEX Totals:	1,463.40	
	Payment	Туре: С	ASH CASHA	URRENCY					
		Paymen	t Type: CASH	I CASH/CURRENCY					
	CASH	С	12/11/2013	CASH PAYMENT	01-ABF	American Business Futures		781.20	
	CASH	С	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	U C	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures		250.00	
	CASH	L	12/26/2013	LASH 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:

🚮 View IIG P	ayment R	eport									- 🗆 🗵
🗗 🍜	н • →	H	1 / 1	150% 💌						BusinessObje	cts 🛛
Preview											
	Payme	nt Bank	<u>.</u>	Deposit	Customer Number	Customer Name	Invoice Number	Cash Amount	Discount	Balance	
	Baumoni	Tuno: A			*	Mano	riumboi	rippilou	rippilos		
	гаушен	турс. А		CAN EAFHE3370F IIM	A						
		Paymen	t Type: AME	AMERICAN EXPRES	S <i>I</i> OPTIMA						
	AMEX	A	12/28/2013	**************1019	01-ABF	American Business Futures	0000191 - SO	39.90	0.00	0.00	
	AMEX	A	12/10/2013	************1019	01-ABF	American Business Futures	0100087 - IN 0100099 - IN	1,255.50	0.00	0.00	
	AMEA	<u> </u>	12/11/2015	1015	01.401	All clical busiless Futures	D	1 462 40	0.00	0.00	
							Payment Type AMEX Totals:	1,403.40	0.00	0.00	
	Paymen	Туре: С	ASH CASH	CURRENCY							
	-										
		Paymen	t Type: CASI	I CASH/CURRENCY							
	CASH	C	12/11/2013	CASH PAYMENT	01-ABF	American Business Futures	0100089 - IN	781.20	0.00	0.00	
	CASH	C C	12/11/2013	CASH PAYMENT	01-ABF	American Business Futures	0100091 - IN 0100092 - IN	100.00	0.00	100.00	
	CASH	c	12/26/2013	CASH PAYMENT	01-ABF	American Business Futures	0100032 - IN	250.00	0.00	100.00	
	CASH	ċ	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	
							,				
	Paumen	Tupe: C		IGF							
	,										
		Paymen	t Type: CHN	GE 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**.

🔚 Template Selection	? ×
C Select a Form Template	
Preprinted Laser Plain Marbled Dot Matrix IIG CCP	

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 Description	9		Seject	<u>C</u> lear	Designer
Number of Copies	Collated 🔽	Multi-Part For	m Enabled		ılti Part)
Sort Orders By Order Num	nber 💌				
Order Type to Print A	JI I	•		Print Comment	s Partial 💌
Paperless Office Output F	rint All				
Line 1 Message					
Line 2 Message					
- Selections					
Select Field	Operand	Value			
Order Number	All 🔹				
Warehouse Code	All 🔹				
Adobe PDF	•	Alignment	<u>P</u> rint	Pre <u>v</u> iew	Setup

iew Sales Order Printing								_	-
1 🍜 H 🔸 🕨 [wiew	14 / 16	m 1003	< -					Business Object	ts'
ABC Distribution and Service	Corp.				Order Number:	0000184			
					Urder Date:	11/26/2013			
					Salesperson:	0100			
					Customer Number:	01-ABF			
Sold To:				s	hip To:				
American Business Futures 2131 N. 14th Street amex Suite 100 Accounting Department Milwaukee, WI 53205-1204				A R 5- R	merican Business Futures acine Warehouse 411 Kendrick Place acine, WI 53120				
Confirm To: John Quinn									
Customer P.O.	Ship VIA UPS BLUE		F.O.B.		Terms CC Terms				
tem Code	Unit	Ordered	Shipped		Back Order	Price	Am	ount	
1001-HON-H252LK	EACH	3.00		0.00	0.00	87.000		261.00	
HON 2 DRAWER LETTER 2480-8-50	FLE W/LCK EACH	4.00	Whse : 001	0.00	0.00	34.950		139.80	
DESK FILE 8" CAP 50			\hse : 001						
AMEX Apply:YDEMOAPP Card Name:John Q.Futury Card No:****************1019,	ROVAL-R e Exp.: **/**							400.80-	
									-

S/O Invoice Printing (ABC)	11/27/2013				
Form Code STANDARD Description IIG CCP	Q	Batch	00007 🗗	1	Designer
Number of Copies 1	Collated 🔽	Multi-Pa	rt Form Enabled		lti Part
Sort Invoices By Invoice Nun	nber 💌				
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	1			
Adobe PDF		Alignment	<u>Print</u>	Pre <u>v</u> iew	Setup

w Invoice Printing							
🗃 K 🔸 🕨 🛛	1 / 1	m 100%					Business Object
iew							
					Order Number	r:	
					Order Dab	e	
					Salesperson Customer Number	r: 01-ABF	
Sold To:					Ship To:		
American Business Futures 2131 N. 14th Street amex					American Business Futures Racine Warehouse		
Suite 100				:	5411 Kendrick Place		
vooonning pepartment dilwaukee, WI 53205-1204					Nacine, III 03120		
Confirm To:							
ionn Quinn							
Customer P.O.	Ship VIA		F.O.B.		Tems		
tem Code	Unit	Ordered	Shipped		Back Ordered	Price	Amount
001-HON-H252	EACH	2.00		2.00	0.00	84.000	168.00
HON 2 DRAWER LETTER F	LE W/O LK		Whse : 001				
001-HON-H254	EACH	3.00		3.00	0.00	131.000	393.00
HON 4 DRAWER LETTER F	LE W/O LK		\hse : 001				
AMEX ADDV: YDEM 0 AP	PROVAL-R						561.00-
Card Name: John Q.Futu	re						
Card No: ****************1019), Exp.: **/**						

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.