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Credit Card Processing For Sage 100 ERP 2014

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The Sage logo features the word "sage" in a lowercase, teal-colored, sans-serif font.

Development Partner

GOLD

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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.

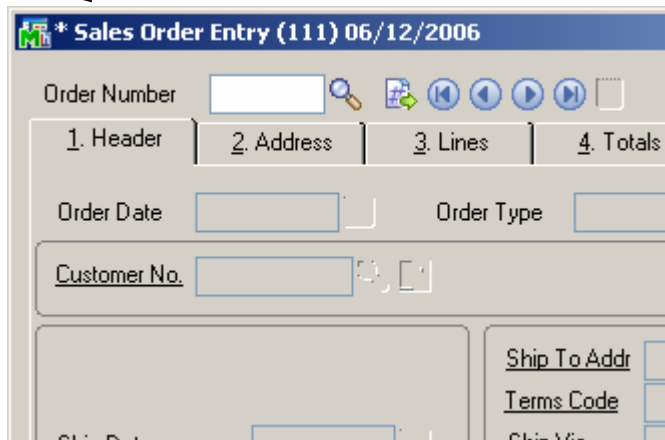
Wait! Before You Install – Do You Use CUSTOM OFFICE?

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 the title bar of some of the screens. The asterisk indicates that the screen has been changed.

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 **Customize 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**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' dialog box. The 'Registered Customer' field is filled with 'IIG - Glendale'. The 'Registration Information' section includes the following fields:

- Reseller Name: (empty)
- Serial Number: 1111111
- Customer Number: 222222222
- User Key: 33333333333333333333
- Product Key: 55555 55555 55555 55555 55555

Below the registration information is a table with the following data:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.10		AAAAAAAAAAAAAAAA	BBBBB

The dialog box also features 'OK' and 'Undo' buttons, a 'Print Registration Form' button, and a 'Close' button with a printer icon. The status bar at the bottom right displays 'IIG ABC 4/7/2014'.

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

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

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

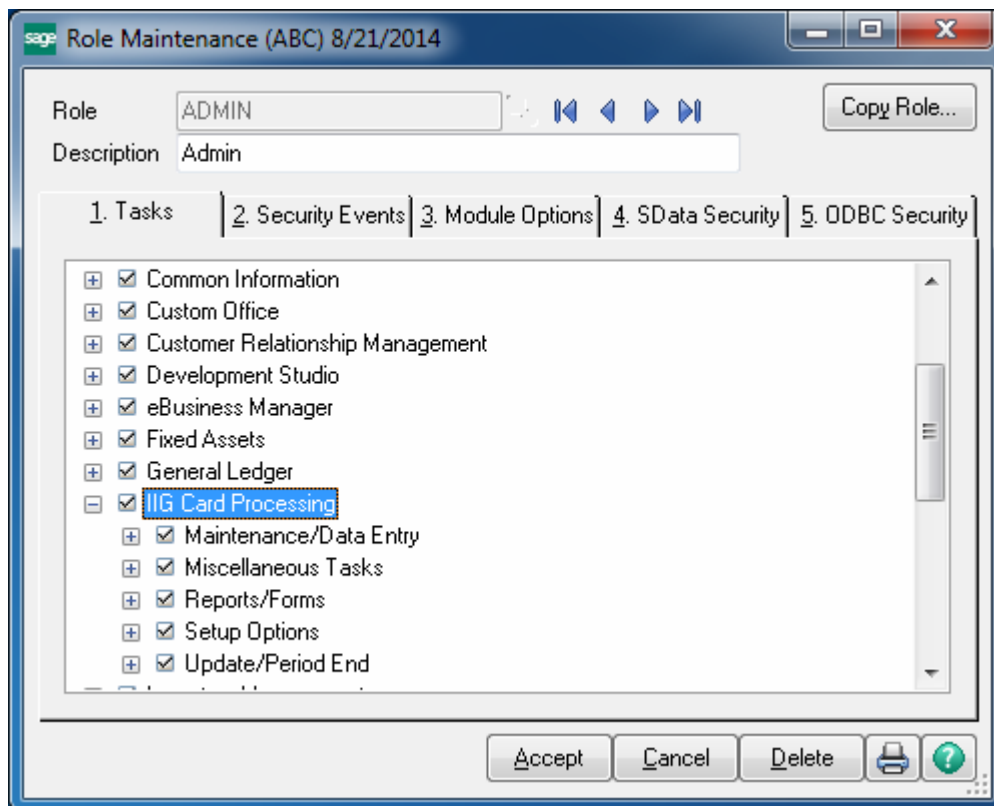
ODBC Security

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

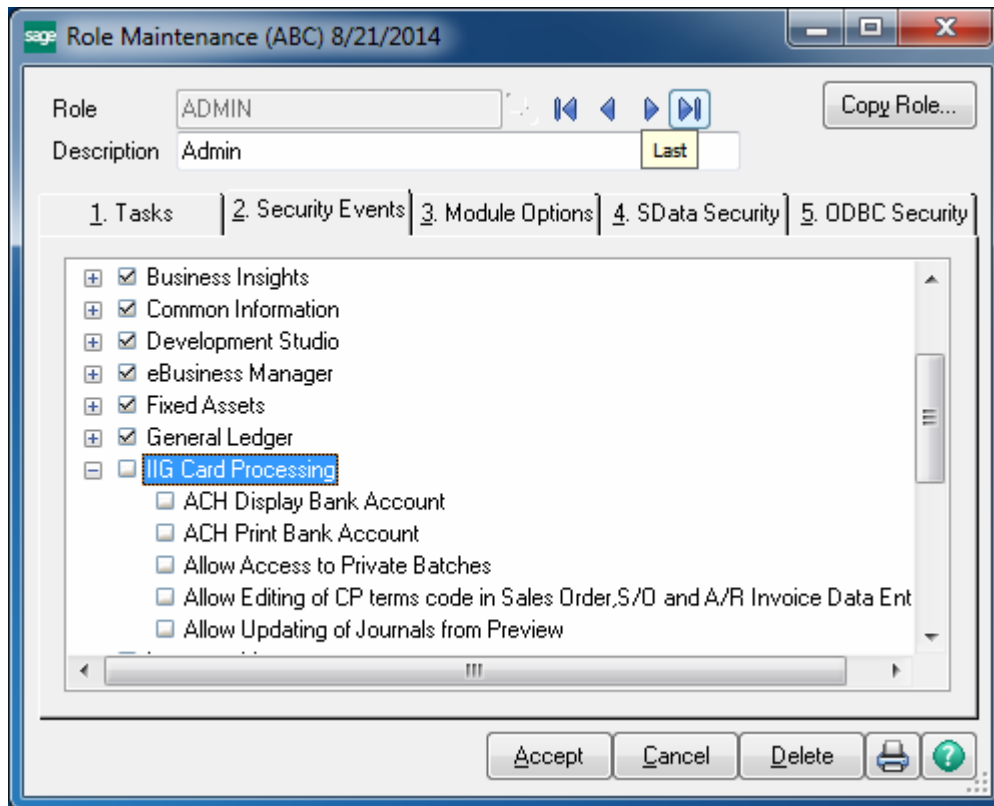


Role Maintenance

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



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



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

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

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

Introduction

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

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

Credit Card Setup

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



The screenshot shows a window titled "Credit Card Setup Wizard" with a sub-header "Define Data Entry Options" and the instruction "Define Credit Card Entry options." The window contains the following fields and options:

- Select the current Credit Card fiscal year: 2014 (dropdown)
- Select the current Credit Card accounting period: 08 (dropdown)
- Next Credit Card Transaction No.: 0000001 (text box)
- Number of Days To Retain Transaction History: 000 (text box)
- Update One Step Invoices and/or Orders/Invoiced Orders:
- Skip Approval Display?:
- Book/Ship Processing:
- Preauthorization?:

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

Credit Card System Options

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

Main tab

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

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

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 CCP will post 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

The screenshot shows the Sage IIG Credit Card Options (ABC) 1/26/2015 window. The 'Additional' tab is active. The 'Book/Ship Processing' section includes checkboxes for 'Book/Ship Processing' (unchecked), 'Preauthorization' (checked), and a text box for 'Pre-Auth Additional %'. The 'Skip Approval Display' checkbox is unchecked. The 'Multi Merchant Processing' section includes a checked checkbox for 'Multi-Merchant Processing for this Company', a 'Default Merchant Code' of 0000 (with a magnifying glass icon and 'Test Merchant' label), and an 'Internet Merchant Code' of 0002 (with a magnifying glass icon and 'Default Merchant' label). The 'Update One Step Invoices and/or Orders/Invoiced Orders' checkbox is checked. The 'Transfer One Step Invoice Deposit to Back Order' checkbox is checked. A 'Set up Payment Types' button is located below these sections. At the bottom of the window are buttons for 'Manual' (with a question mark icon), 'Accept', 'Cancel', and a printer icon.

Check the **Book/Ship Processing** box to indicate that this company is using the Book/Ship preauthorization system for Mail Order companies. This allows longer pre-

authorization times, up to 30 days, by payment type. The length of time per payment type is card processor dependent. Check with your credit card processor if this includes the day of transaction. You will set the number of days until preauthorization expiration in the payment type maintenance.

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

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

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

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

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

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

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

Update One Step Invoices and/or Orders/Invoiced Orders – if this checkbox is not selected:

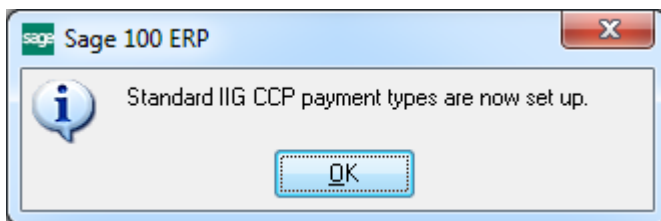
- **SO Invoice Payment Journal** will process one-step Invoices and the Sales Orders which are invoiced.
- **SO Order Deposit Journal** will process only the Orders not Invoiced.

If this checkbox is selected:

- **SO Invoice Payment Journal will** process only one step Invoices.
- **SO Order Deposit Journal** will process both invoiced and not invoiced orders.

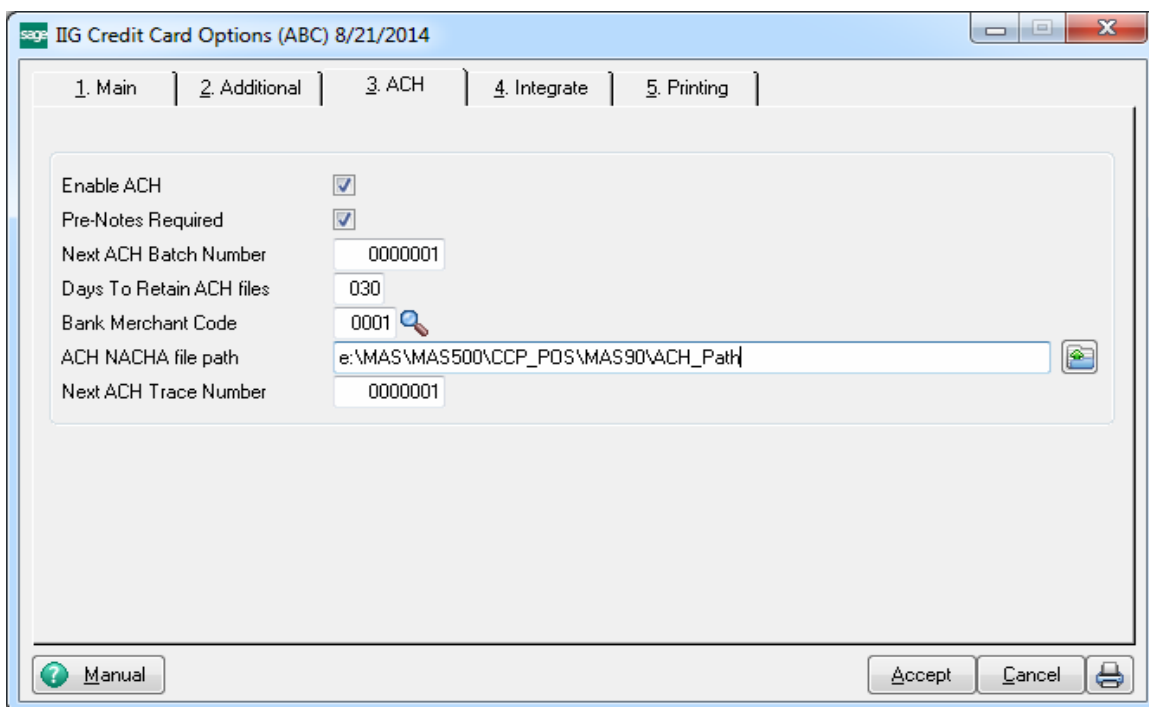
Transfer One Step Invoice Deposit to Back Order - if this checkbox is selected the remaining Deposit amount will be transferred to the backorder created for one step Invoice during Sales Journal update.

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



If POS is installed the "**CHNGE**" Payment Type record will be created in C/C Payment Type Maintenance and A/R Payment Type Maintenance. The "**CHNGE**" Payment Type should be setup same as CASH record and should use the same accounts.

ACH tab



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


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

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

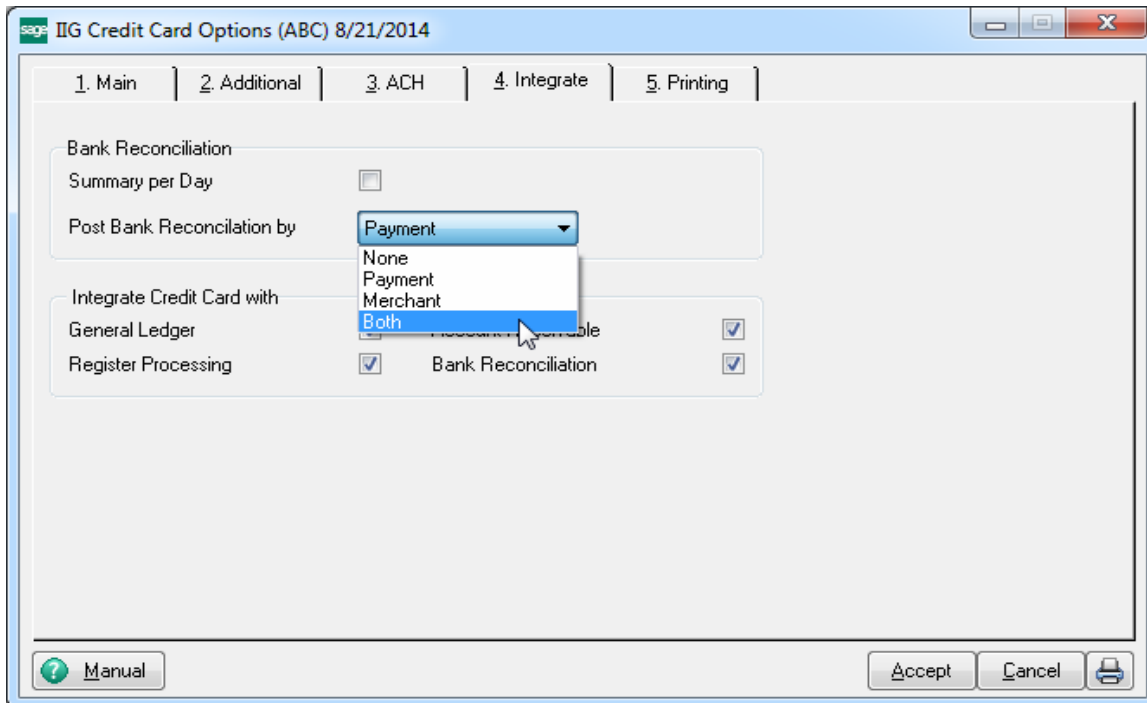
Number of Days to Retain ACH Transaction files – A period from 1 to 999. If zero the system will keep the files indefinitely. However, this will slow down the system if many batches and transmission files are retained. We recommend 90 days.

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

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

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

Integrate tab



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

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

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

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

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

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

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

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

Printing tab

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

Print Payments in

- Sales Orders
- Sales Invoices
- A/R Invoices

Customer Payment Entry

Number of Copies: 1

Manual Accept Cancel [Printer Icon]

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

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.

The screenshot shows the 'C/P Terminal Record Maintenance (ABC) 8/23/2014' window. It features a 'Terminal' section with 'Terminal ID' (T102), 'Register ID' (T102), 'Description' (Current Terminal Armen), and 'Location'. Below this is an 'Options' section with checkboxes for 'POS/Register Terminal', 'Credit Card Allowed in Sales Order', 'Credit Card Allowed in Invoicing', 'Debit Pin Pad Installed', and 'CC Swipe Reader Installed'. The 'Location Merchant Codes' section lists codes for 'Default Merchant Code (Swiped)', 'Default Merchant Code (Keyed)', 'Merchant Code Gift Cards', 'Merchant Code Debit Cards', and 'Merchant Code Checks'. The 'IIG POS/Fast Sale Setup' section includes 'Receipt Printer Only', 'Receipt Printer Test', 'Print Receipt Message', and 'Receipt Message File' with a 'Show Text' button. At the bottom are 'Accept', 'Cancel', 'Delete', and a printer icon.

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

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

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

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

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

The **Default Merchant Code** is Merchant Account code for current company code, and will be used if the **Multi-Merchant Processing** option is selected in the **Credit Card Options**.

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.

Payment Type: AMEX Description: AMERICAN EXPRESS/OPTIMA

Process type: Credit Card

Preauthorization Term (Days): 6

Use Mag Stripe For This Payment Type:

Include This Payment Type In Bank Dep.:

Open Drawer For This Payment Type:

Default payment Amount To Balance Due:

Process on Pin Pad?:

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:

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

Fee Accruals

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

Discount Percentage for Charges: 3.000% Per Tran Fee for Charges: 2.00

Discount Percentage for Credits: 5.000% Per Tran Fee for Credits: 1.00

Current Period: 08 Period To Date: Year To Date:

Payments Received: 13.00 13.00

Payments Refunded: .00 .00

Buttons: Accept, Cancel, Delete, Print

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

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

The **Process Type** is the payment method for current payment type. For Credit Cards (MC, VISA, AMEX, etc) it is Credit Card, for CHECK Payment type it is Check, etc.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Global Interface Control

Before setting up the **Processor Interface** it is necessary to go to the Company Maintenance-> Credit Card tab and Accept. If the **Processor Interface** is set to **Sage Exchange** in the **Global Interface Control Maintenance** a message will appear asking if you want to enter a valid virtual terminal ID and merchant key. Upon selecting Yes, the **Virtual Terminal ID** and **Merchant Key** fields become available for entering the virtual terminal ID and merchant key associated with your processing account.

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.

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.

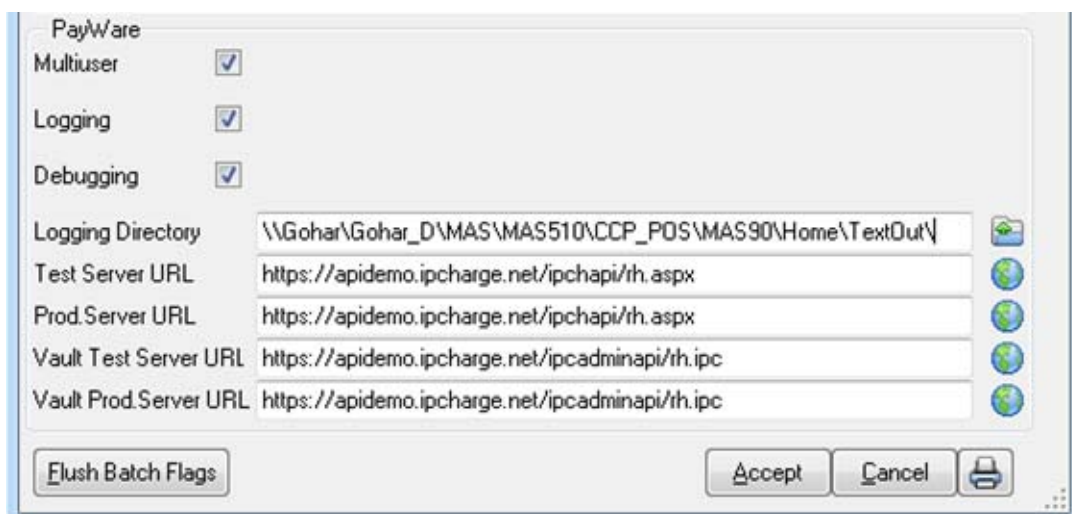
In the **Check Process Type Code** field, select **Automatic**, **Driver's License**, or **MICR Reader**. Automatic is to accept checks for payment without verifying. Driver's license and MICR (Magnetic Ink Code Recognition) records will be verified.

In the **Processor Interface** field, select the installed Card processor:

None – means no Card processor is installed.

Sage Exchange – enables credit card processing using Sage Exchange. For this option it is necessary to configure respective Sage Exchange settings in the **IIG Integration for Sage Payment Exchange** screen launched from the **Global Merchant Maintenance**.

PayWare Connect- upon selecting this interface the PayWare section is enabled for respective settings:



Multiuser – if checked, it will allow more than one transaction at a time to the PayWare Server.

Logging - Select this check box to activate the CC transactions logging. The log is a text file that includes credit card transaction requests to and the response received from

payment processor. The log file name is “iig_ccp_tran.log” and is located in the ...**MAS90\Home\Textout** folder. Clear this check box if you do not want to activate the logging.

Debugging - Select this check box to display the credit card transaction requests sent to and the response received from PayWare. Clear this check box if you do not want to display the credit card transaction requests and responses.

Global Merchant Maintenance

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

Voice Authorization Telephone Numbers			
Visa/MC	(800) 555-1212	Visa/MC Merchant #	41234564654654
Amex	(866) 555-1212	Amex Merchant #	375634654645465
Disc/Novus	(866) 630-1212	Novus Merchant #	6123456465465478
Bank Phone	(818) 555-1212	Bank Merchant #	13213233

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

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.

The **PayWare Connect** button is enabled if **PayWare Connect** is set as the **Processor Interface** in the **C/P Global Control Maintenance**:

It is necessary to configure respective settings for a Merchant Code to be able to connect PayWare server:

IIG Integration for PayWare Connect

Merchant Code: 0001 Test Merchant 2

Test/Production: Test Processor Code: TSYS

Level 3 Processing:

Merchant Web Site URL:

Merchant Type: MOTO

Merchant Currency Code: USA Default Commodity Code: 411452-1234

Merchant TAA 1 - 4: TAA1, TAA2, TAA3, TAA4

Merchant Code:

Client ID:

Merchant Key:

API User ID: APIUSER

API Password: Password Expire Days: 90 Last Updated Date: 8/21/2014

OK Cancel

IIG Merchant Code Maintenance (ABC) 8/22/2014

Merchant Code: 0001

Name: Test Merchant 2

Address: 457 Palm Dr
STE 200

ZIP Code: 91202

City: Glendale State: CA

Country: USA United States of America

Telephone: (818) 956-3744 Ext: 216

Merchant Number: 8496200010002

E-mail Address: webmerchant@tsys.com

Voice Authorization Telephone Numbers

Visa/MC	(800) 555-1212	Visa/MC Merchant #	41234564654654
Amex	(866) 555-1212	Amex Merchant #	375634654645465
Disc/Novus	(866) 630-1212	Novus Merchant #	6123456465465478
Bank Phone	(818) 555-1212	Bank Merchant #	1321323

Buttons: Accept, Cancel, Delete, Print

If **Sage Exchange** is set as the **Processor Interface** in the **C/P Global Control Maintenance** the **Sage Exchange** button becomes available on the Merchant Code Maintenance allowing to configure respective settings for Sage Exchange Processing:

Enter the Sage Exchange **Virtual Terminal ID** and merchant key for a valid processing account. This information is provided from Sage Payment Solutions.

IIG Integration for Sage Payment Exchange

Merchant Code: 0000 Test Merchant

Sage Exchange Processing Settings

Virtual Terminal ID: 223683958156

Merchant Key: N4L6Q9Q8w5B4

Valid Processor Connection:

Buttons: OK, Cancel

If valid information is entered here the Virtual Terminal ID and Merchant Key fields are updated for credit card Payment Type in the Payment Type Maintenance and Valid Processor Connection is automatically checked.

Credit Card Operations

Sales Order Entry

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

The screenshot shows the Sage Sales Order Entry (ABC) 8/23/2014 window. The interface includes a top navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The main area contains several sections: Order Number (0000199), Order Date (8/23/2014), Order Type (Standard Order), Customer No. (01-ABF), Ship Date (8/23/2014), Status (New), Whse (001), Sales Tax (WI), and Ship To Addr (2). The Terms Code (09) is highlighted in blue. The window also includes buttons for Print Order, Print Pick Sheets, Recalc Price, Accept, Cancel, and 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 event (**Allow editing of CP Terms in Sales Order, S/O and A/R invoice Data Entries**) is not enabled 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.

The screenshot shows the Sage Sales Order Entry (ABC) 8/23/2014 window. The '4. Totals' tab is selected. The window displays various fields for order details, including Order Number (0000199), Order Date (8/23/2014), Order Type (Standard Order), Customer No. (01-ABF), American Business Futures, Salesperson (0100), Amount Subject to Discount (252.00), Discount Rate (.000%), Discount Amount (.00), Taxable Amount (.00), Non-Taxable Amount (252.00), Ship Zone, Ship Weight (00105), Freight Amount (.00), Commission Rate (10.000%), Sales Tax Amount (.00), and Order Total (252.00). A 'Deposit Amount' field is set to .00 with a 'Detail' button next to it. Navigation buttons like 'Print Order...', 'Print Pick...', 'Recalc Price', 'Accept', 'Cancel', and 'Delete' are visible at the bottom.

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.

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

Order Total	252.00
Previously Approved	.00
Currently Approved	.00
Entered	.00
Net Amount	252.00

Buttons:

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. Clicking the **SEL** button displays a selection of all the Card IDs set up for the customer.

Customer No. 01-ABF American Business Futures

Cards on file

Card ID	CC Pymt Type	Last 4 Digits	Expiration Date	Expired	Default
1111	VISA	*1111	12/31/2014	N	
123444	AMEX	*8431	02/28/2018	N	
ABF_CARD1	AMEX	*1009	02/28/2019	N	Y
ABF_MC1	MC	*1765	08/31/2015	N	

Buttons:

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

- Payment Type: AMEX
- Card ID: 123444
- Last Four Digits: *8431
- Credit Card Number: (empty)
- Cardholder Name: American Business Futures
- Address: 2131 N. 14th Street
- Zip/Postal code: 53205-1204
- CVV2: (empty)
- Expiration Date: 2/2018
- Approval: (empty)
- Amount: 252.00

Buttons: Save (checkbox), OK, Cancel.

Upon entering a new Account Number it is necessary to enter the Card ID for the selected Payment Type to identify the credit card.

- If a customer has multiple credit cards on file, the card ID must be unique; however, two different customers can have credit card records that use the same card ID.
- This entry is required.

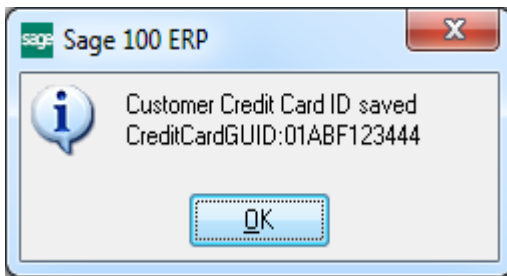
Last Four Digits field displays the last four digits of the credit card number and can only be viewed.

Save –this button next to the **Payment Type** field allows saving Credit Card information before processing.

Select the **Save** checkbox if you want the Credit Card to be saved while processing transaction. It is enabled upon entering new Card ID.

If the **Processor Interface** is set to **Sage Exchange** in the **Global Interface Control Maintenance** the Email Address field is enabled on the **CCP Payment Detail Entry**. The **Email Address** field is populated with **Email** s field value from **Sales Order Header**.

After the transaction is successfully processed the Credit Card Information will be saved in the Customer Credit Card Maintenance.

A screenshot of the "Customer Credit Card Maintenance" window in Sage 100 ERP. The window has a title bar with "Sage Customer Credit Card Maintenance" and a close button. The form contains several sections:

- Payment Type:** A dropdown menu set to "AMEX" with "AMERICAN EXPRESS/OPTIMA" displayed next to it. To the right is a button labeled "Add New Card...".
- Card ID:** A text field containing "123444" with a search icon and navigation arrows to its right.
- Card Type:** A dropdown menu set to "AMEX". To the right is a button labeled "Edit Card...".
- Last Four Digits:** A text field containing "*8431" and a "Primary" checkbox.
- Expiration Date:** A text field containing "2/2018".
- Credit Card Billing Address:** A section with multiple text fields:
 - Cardholder Name:** "American Business Futures"
 - Address:** "2131 N. 14th Street"
 - Suite:** "Suite 100"
 - ZIP Code:** "53205-1204"
 - City:** "Milwaukee" and **State:** "WI"
 - Country:** "USA" with "United States of America" displayed next to it.
 - E-mail Address:** "artie@sage.sample.com" with an envelope icon to its right.
 - Comment:** An empty text field.
 - Corporate ID/PO:** An empty text field.
- IT Enabled Card:** A checkbox that is currently unchecked, with an "IT Users..." button to its right.

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

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**.

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

Date	Type	Account/Chk#	Approval Code	Amount	Term
8/22/2014	AMEX	*****8431	YAXS265-N	5.00	T102

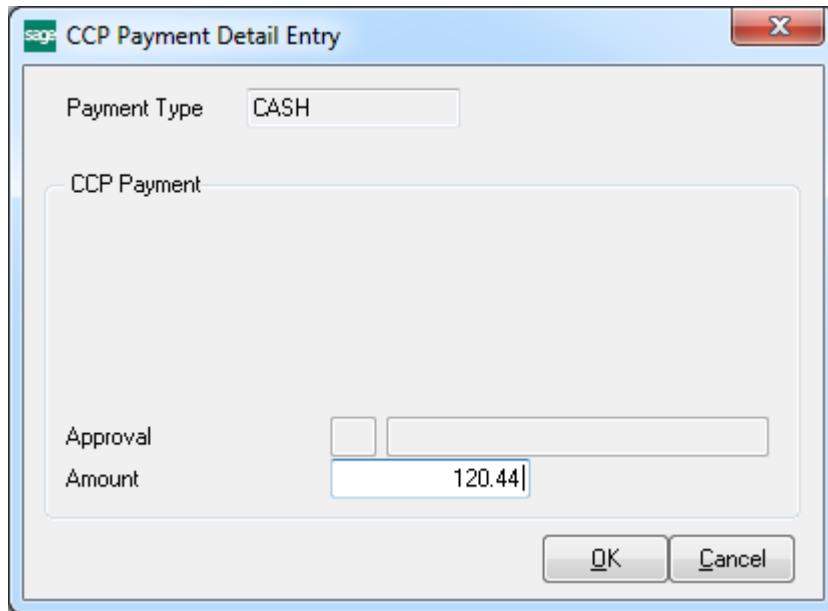
Total 5.00

OK

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

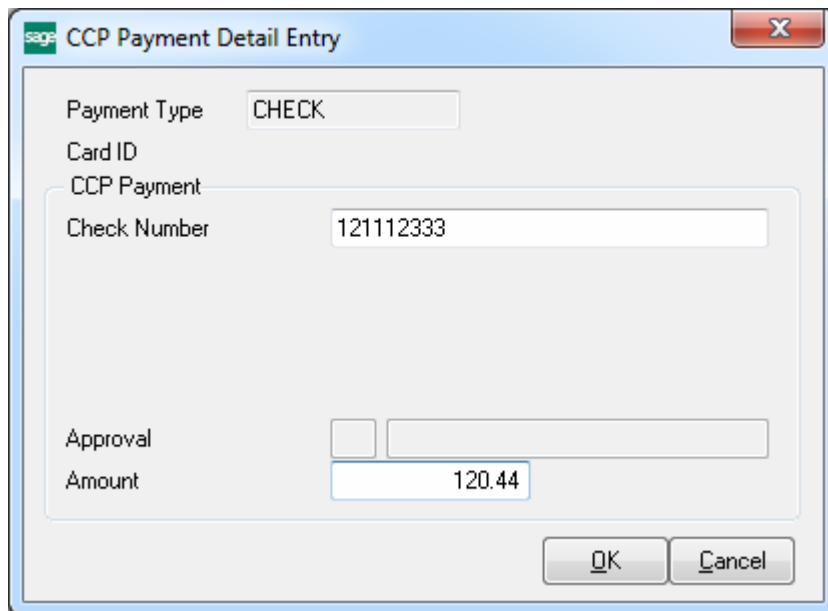
The **CCP Payment Detail Entry/Look Up** screen looks different for Check and Cash payment types.

For the Cash type:



The screenshot shows a dialog box titled "sage CCP Payment Detail Entry". The "Payment Type" is set to "CASH". Below this is a large empty text area labeled "CCP Payment". At the bottom, there is an "Approval" checkbox which is unchecked, followed by an empty text field. Below that is the "Amount" field, which contains the value "120.44". At the bottom right are "OK" and "Cancel" buttons.

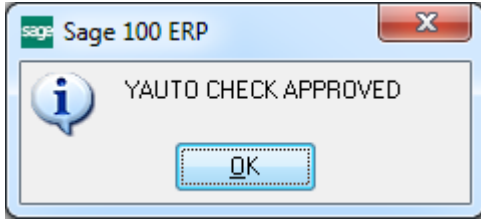
For the Check type:



The screenshot shows a dialog box titled "sage CCP Payment Detail Entry". The "Payment Type" is set to "CHECK". Below this are fields for "Card ID" (empty) and "CCP Payment" (empty). The "Check Number" field contains the value "121112333". At the bottom, there is an "Approval" checkbox which is unchecked, followed by an empty text field. Below that is the "Amount" field, which contains the value "120.44". At the bottom right are "OK" and "Cancel" buttons.

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** and the Card ID.

The screenshot shows a software window titled "C/P Booking/Preauthorization Entry". It is divided into three sections:

- Card Data:** Payment Type is set to "MC" (MASTER CARD). Card ID is "ABF_MC1" with a magnifying glass icon. Last Four Digits is "*1765".
- Credit Card Billing Address:** Account Number is empty. Account Name is "American Business Futures". Address is "2131 N. 14th Street". Zip/Postal code is "53205-1204". City is "Milwaukee" and State is "WI". CW2 is empty. Expiration Date is "8/2015". Corporate ID/PO is "Verbal".
- Pre-Auth/Booking:** Booked Amount is "390.44". Booked Approval Code is "N". Book Date is "8/23/2014". Book Expiration Date is "8/28/2014".

At the bottom of the window, there are four buttons: "SEL", "Book", "Void", and "Cancel".

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



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

A screenshot of the Sage C/P Booking/Preauthorization Entry form. The form is divided into three main sections: Card Data, Credit Card Billing Address, and Pre-Auth/Booking. The Card Data section includes fields for Payment Type (MC), Card ID (ABF_MC1), and Last Four Digits (*1765). The Credit Card Billing Address section includes fields for Account Number, Account Name (American Business Futures), Address (2131 N. 14th Street), Zip/Postal code (53205-1204), City (Milwaukee), State (WI), CVV2, Expiration Date (8/2015), and Corporate ID/PO (Verbal). The Pre-Auth/Booking section includes fields for Booked Amount (390.44), Booked Approval Code (Y TAS081-N), Book Date (8/28/2014), and Book Expiration Date (9/2/2014). At the bottom, there are buttons for SEL, Book, Void, and 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.

The screenshot displays the Sage S/O Invoice Data Entry (ABC) 8/23/2014 window. The interface includes a navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The 'Totals' tab is currently selected. The main form contains the following fields and values:

- Invoice No.: 0100124
- Invoice Date: 8/23/2014
- Invoice Type: Standard Invoice
- Sales Order Number: (empty)
- Customer No.: 01-ABF (American Business Futures)
- Cust PO: (empty)
- Order Status: 1 Step
- Ship Date: 8/23/2014
- Due Date: 8/23/2014
- Discount Date: 8/23/2014
- Warehouse: 001 (EAST WAREHOUSE)
- Sales Tax Schedule: WI (Wisconsin)
- Apply to Inv #: (empty)
- Ship To Addr: 2 (American Business Futures)
- Terms Code: 09 (Term CCP)
- Ship Via: UPS BLUE (FOB)
- Confirm To: John Quinn
- E-mail: artie@sage.sample.com
- Fax No.: (empty)
- Comment: (empty)
- Salesperson: 0100 (Jim Kentley)
- Split Comm.: Yes

Buttons at the bottom include Quick Print, Accept, Cancel, Delete, and a printer icon.

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.

Invoice No. 0100130 Defaults... Customer... Credit...

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Invoice Date 8/28/2014 Invoice Type Standard Invoice Tag Detail...

Customer No. 01-ABF American Business Futures Salesperson 0100

Amount Subject to Discount	399.44	Deposit Available	.00
Discount Rate	.000%	Deposit Amount	399.44 Detail
Discount Amount	.00	Commission Rate	10.000%
Taxable Amount	.00	Sales Tax Amount	.00
Nontaxable Amount	399.44	Invoice Total	399.44
Ship Zone		Net Invoice	.00
Ship Weight	00035		
Freight Amount	.00		

Quick Print Accept Cancel Delete

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 same way as in the **Sales Order Entry** screen.

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

Invoice Total	399.44
Previously Approved	399.44
Currently Approved	.00
Entered	.00
Net Amount	.00

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.*

Store Credit Processing

When the "SC" **Payment Type** is entered in the **Deposit/Prepayment Entry** screen, the **Process Store Credits** screen is opened with the list of all the invoices of the sales order's Customer that have credits (that is, negative balance).

The screenshot shows the 'C/P Deposit/Prepayment Entry' window with the 'Process Store Credits' dialog box open. The dialog box displays the following information:

Customer No. 01-ABF
 Name American Business Futures
 Amount Due 168.00

Invoice #	Type	Date	Credit Amount
0000141	PP	8/23/2014	500.00
0000190	IN	4/30/2010	115.00
0001122	PP	8/23/2014	300.00
0100033	IN	5/15/2010	386.95
0100060	CM	4/7/2014	15.50
Total			4,200.10

Credit Used
 Invoice # 0000141-PP Amount 168.00

Buttons: OK, Cancel

The amounts are displayed as Credits (positive, not negative as invoice balances).

Select a line to apply a part of its **Credit Amount** as **Deposit** for the current order. When double-clicking or pressing Enter on the line, the **Amount** is suggested equal to the minimum of the current order balance and the selected invoice's Credit Amount. The **Amount** cannot exceed the **Credit Amount** of the selected invoice.

Clicking **OK** accepts the entered **Amount**.

The screenshot shows the 'C/P Deposit/Prepayment Entry' window with the following data:

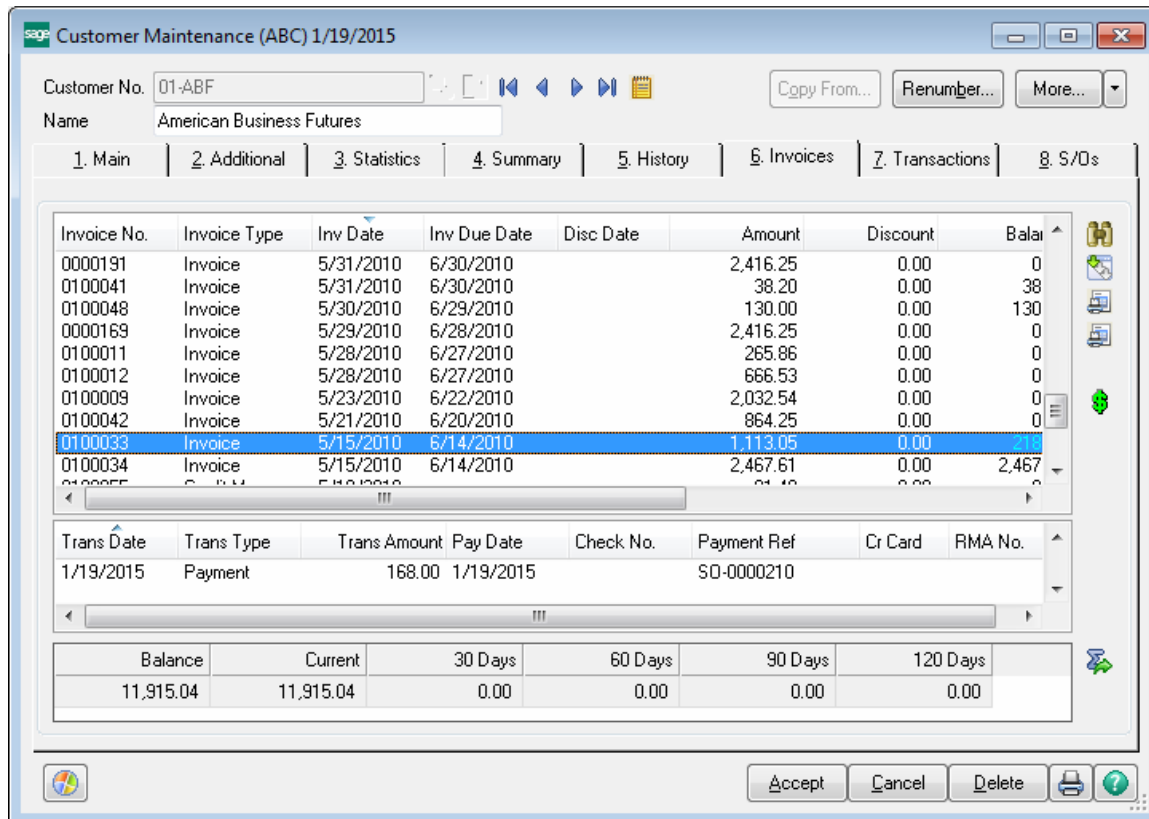
Payment Type	Amount	Approved ?
1 SC	168.00	<input type="checkbox"/>
2	.00	<input type="checkbox"/>
3	.00	<input type="checkbox"/>
4	.00	<input type="checkbox"/>

Order Total 168.00
 Previously Approved .00
 Currently Approved .00
 Entered 168.00
 Net Amount .00

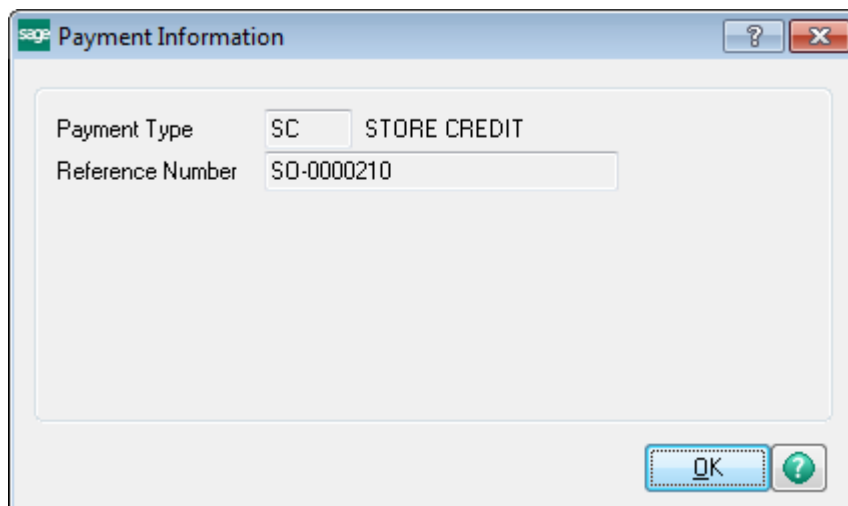
Buttons: DEL, SEL, Proceed, Exit

You can have more than one entry of the "SC" **Payment Type** for the same order.

After approving the deposit entry, the program will update respective records on the Customer Invoices tab:



The number of the order the Credit has been applied is written as **Reference Number**.



A/R Invoice Data Entry

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

The screenshot displays the Sage A/R Invoice Data Entry (ABC) 8/23/2014 window. The interface includes a title bar, a menu bar with options like 'Customer...' and 'Credit...', and a main content area with several tabs: '1. Header', '2. Lines', '3. Totals', and '4. Credit Card'. The '1. Header' tab is active, showing fields for 'Customer No.' (01-ABF), 'Customer PO', 'Invoice Date' (7/2/2014), 'Due Date' (7/2/2014), 'Discount Date' (7/2/2014), 'Net Invoice Amt' (55.25), 'Terms Code' (09), 'Ship Method' (UPS BLUE), 'Salesperson' (0100), 'Comment', 'Sales Tax Schedule' (WI MILMIL), 'Print Invoice' (checked), 'Fax', 'Batch Fax', and 'E-mail' (artie@sage.sample.com). The bottom of the window features a 'Quick Print...' button and 'Accept', 'Cancel', 'Delete', and a help icon.

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) 8/23/2014

Invoice Number 0100059-IN Batch 00002

Customer... Credit...

1. Header | 2. Lines | 3. Totals | 4. Credit Card

Taxable Amount	.00	Amount Subject to Commission	55.25
Nontaxable Amount	55.25	Commission Rate	10.000 %
Freight	.00	Commission Amount	5.53
Sales Tax	.00		
Deposit	2.25		
Invoice Total	53.00		

Deposit Detail Tax Detail...

Quick Print... Accept Cancel Delete

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

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

Date	Type	Account/Chk#	Approval Code	Amount	Term
1/27/2015	MC	[REDACTED]1765	YAUTO APPROVED	2.25	T102

Total 2.25

OK

A/R Invoice History Inquiry

After **Sales Journal** update the Deposit Detail information is accessible from the **A/R Invoice History Inquiry**.

A/R Invoice History Inquiry (ABC) 1/27/2015

Invoice No. 0000059 Type INV Date 1/27/2015
 Source A/R Order No.
 1. Main 2. Lines

Bill to Address
 Customer 01-ABF
 Name American Business Futures
 Address 2131 N. 14th Street
 Suite 100
 Accounting Department
 ZIP Code 53205-1204
 City Milwaukee State WI
 Country USA

Terms Code 09 Term CCP
 Ship Via UPS BLUE
 Customer PO
 Salesperson 01-0100 Jim Kentley
 Comment
 E-mail artie@sage.sample.com
 Fax Batch Fax

Source Journal AR-000005
 Schedule WI MILMIL
 Apply To

Taxable	.00
Nontaxable	55.25
Freight	.00
Sales Tax	.00
Invoice Total	55.25

Deposit 2.25 Balance 53.00

Deposit Detail

Invoice No. 0000059-IN

Date	Type	Account/Chk#	Approval Code	Amount	Term
01/27/2015	MC	*****1765	YAUTO APPROVED	2.25	T102
Total				2.25	

Here is how the A/R Invoice History Inquiry looks for SO Invoice:

Invoice No. 0100033 Type INV Date 4/15/2010
 Source S/D Order No. 0000153

Customer No. 01-ABF American Business Futures
 Ship To American Business Futures
 Source Journal RMA No.

Terms Code 01 Net 30 Days Ship Date 4/13/2010
 Ship Via UPS BLUE Schedule WI
 FOB Ship Zone A Weight 4
 Customer PO XX-890200
 Salesperson 01-0100 Jim Kentley
 Confirm To Artie Johnson IT User ID
 Comment
 E-mail
 Fax Batch Fax
 Check No. 010255

Taxable	1,075.85
Nontaxable	.00
Freight	6.00
Sales Tax	52.72
Discount	21.52
Invoice Total	1,113.05
Deposit	500.00
Net Invoice	613.05
Balance	613.05

The **Detail** button opens the **Deposit Detail Inquiry** screen.

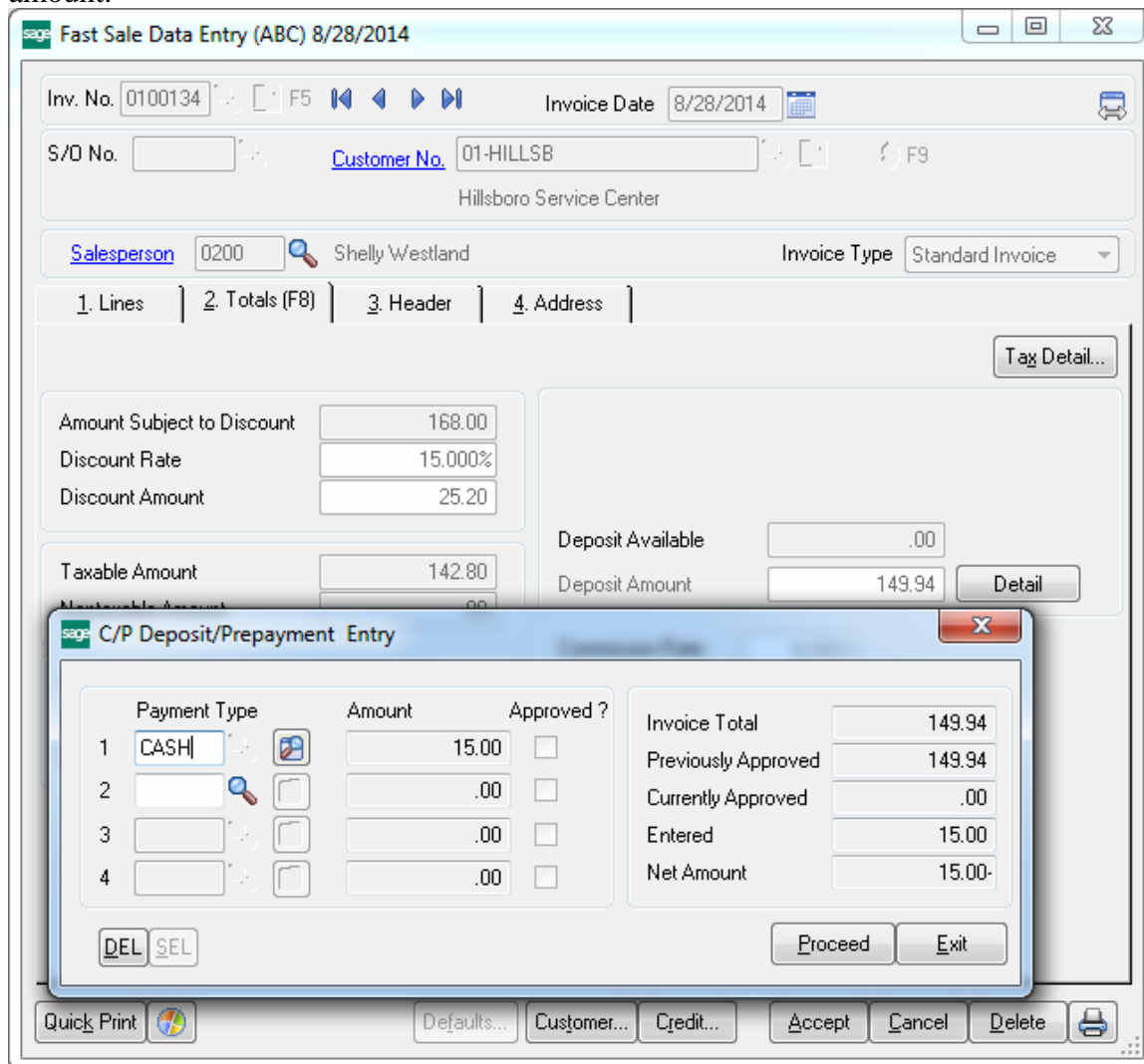
Invoice No. 0100059-IN

Date	Type	Account/Chk#	Approval Code	Amount	Term
7/2/2014	MC	*****1765	YTAS145-N	2.25	T101

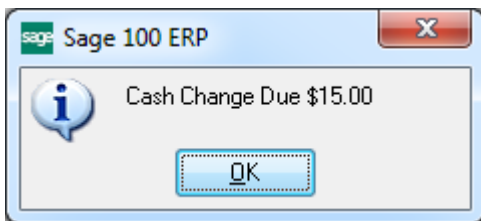
Total 2.25

IIG Fast Sale Entry

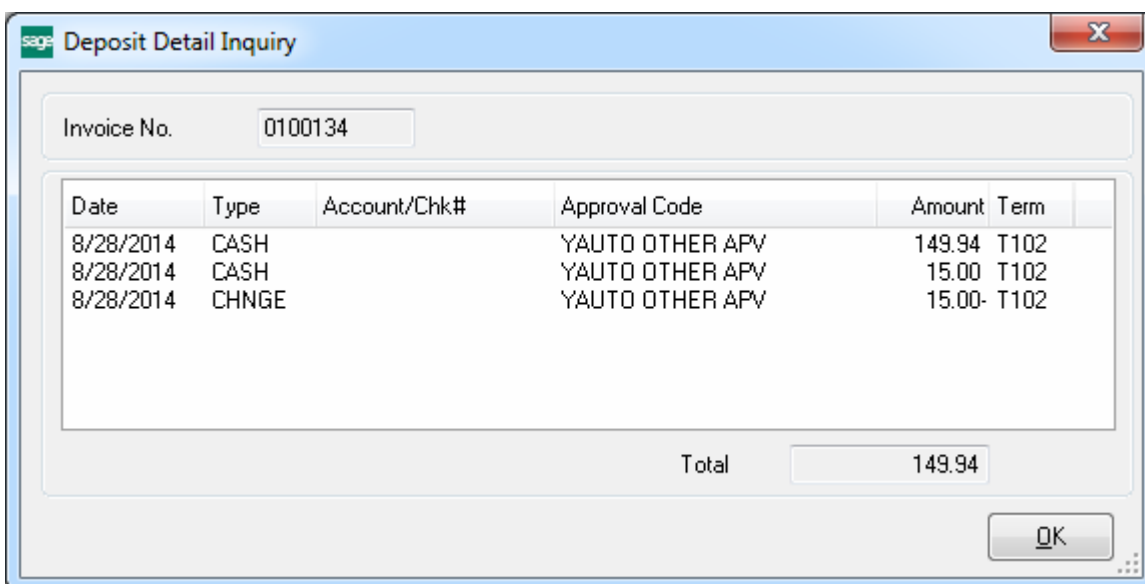
In the **Fast Sale Entry** program (in CCP_POS system) the change due display is popup when “CASH” Payment Type is applied for the Deposit Amount greater than the Invoice amount.



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



A record with negative amount and respective "CHNGE" Payment Type is shown in the Deposit Detail Inquiry:



The CHNGE Payment Type with respective amount is printed also on the Receipt printing.

ABC Distribution and Service Corp. 1

Mon - Fri 9 to 5 Sat 10 to 2

InvNbr. **0100067-IN** 6/30/2014 **01-ABF**

HON 2DRAWER LETTER FLE W/O LK	Whse: 001	EACH
1001-HON-H252 1.00	81.480	81.48

CHECK Appv: YAUTO CHECK APPROVED -15.00
Alt ID/DLN:
Check No: 123456666

0100	Sub-Total:	81.48
	Discount:	0.00
	Sales Tax:	0.00
	Freight:	0.00
	Payments:	15.00
	Balance:	66.48

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Customer Payment Entry

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

Customer No. 01-ABF
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	0.00	0.00	270.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	0.00	0.00	81.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	0.00	0.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100118	IN	7/2/2014	290.44	290.44	0.00	0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
0000122	IN	1/31/2010	850.00	0.00	0.00	830.00
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0000190	IN	4/30/2010	85.00	0.00	0.00	115.00
0100033	IN	5/15/2010	1113.05	0.00	0.00	386.95
0100024	IN	5/15/2010	2457.61	0.00	0.00	2457.61

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Summary Totals:
 Sales Order Total: 0 / 0.00
 Invoice Entry Total: 0 / 0.00
 A/R Invoice Number: [Search]
 Open Invoice Total: 0 / 0.00
 Payment Total: 0.00
 Unapplied Payment: 0.00

Buttons: Partial, Insert, Delete, Accept, Cancel

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

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

Customer Payment Entry (ABC) 8/23/2014

Customer No. 01-ABF
 Name American Business Futures

Payments

Partial

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	0.00	0.00	270.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

Sales Order Total: 0 / 0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	0.00	0.00	81.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	0.00	0.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100119	IN	7/2/2014	290.44	290.44	0.00	0.00

Invoice Entry Total: 0 / 0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
0000122	IN	1/31/2010	850.00	0.00	0.00	830.00
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0000190	IN	4/30/2010	85.00	0.00	0.00	115.00
0100033	IN	5/15/2010	1113.05	0.00	0.00	386.95
0100024	IN	5/15/2010	2457.61	0.00	0.00	2457.61

A/R Invoice Number:

Open Invoice Total: 0 / 0.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
CHNGE		American Business...			200.00

Payment Total: 200.00

Unapplied Payment: 200.00

Accept Cancel

Partial Payment

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

Customer No. 01-ABF
Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	0.00	0.00	270.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

S/D Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	0.00	0.00	81.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	0.00	0.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100119	IN	7/2/2014	299.44	299.44	0.00	0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
APR0001	FC	4/30/2010	43.89	0.00	0.00	43.89
Z000001	PP	7/3/2014	8.00-	0.00	0.00	8.00-
Z000002	PP	7/17/2014	5.00-	0.00	0.00	5.00-
Z000003	PP	7/29/2014	50.00-	0.00	0.00	50.00-

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Summary fields on the right:
 Payments: Partial
 Sales Order Total: 0 / 0.00
 Invoice Entry Total: 0 / 0.00
 A/R Invoice Number: [Search]
 Open Invoice Total: 0 / 0.00
 Payment Total: 0.00
 Unapplied Payment: 0.00

Buttons: Accept, Cancel

Enter the amount to be applied to the selected document.

Partial Payment

Invoice Number: 0100113
Payment Amount: 500.00

Buttons: OK, Cancel

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

The screenshot shows a 'Payment Detail' dialog box with the following fields and values:

- Payment Type: CHECK (selected), CHECKS (available)
- CHECK NUMBER: 123444222
- APPROVAL CODE: (empty)
- Amount: 500.00
- Buttons: OK, Cancel

You may select MC, Amex, or other Credit Card Payment Type. Use the **SEL** button to select a Credit Card.

The screenshot shows a 'Payment Detail' dialog box with the following fields and values:

- Payment Type: MC (selected), MASTER CARD (available)
- Card ID: ABF_MC1
- Last Four Digits: *1765
- ACCOUNT NUMBER: (empty)
- ACCOUNT NAME: American Business Futures
- EXP. DATE: 8/2015
- APPROVAL CODE: (empty)
- Amount: 10.00
- Buttons: SEL, OK, Cancel

Customer Payment Entry (ABC) 8/23/2014

Customer No. 01-ABF
Name American Business Futures

Payments

Partial

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	0.00	0.00	270.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

Sales Order Total 0 / 0.00

S/D Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	0.00	0.00	81.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	500.00	500.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100119	IN	7/2/2014	299.44	299.44	0.00	0.00

Invoice Entry Total 1 / 500.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
APR0001	FC	4/30/2010	43.89	0.00	0.00	43.89
Z000001	PP	7/3/2014	8.00	0.00	0.00	8.00
Z000002	PP	7/17/2014	5.00	0.00	0.00	5.00
Z000003	PP	7/29/2014	50.00	0.00	0.00	50.00

A/R Invoice Number

Partial

Open Invoice Total 0 / 0.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
CHECK	123444222				500.00
MC	ABF_MC1	American Business...	08/31/15		10.00

Insert Delete

Payment Total 510.00

Unapplied Payment 10.00

Accept Cancel

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

CP Customer Payment Entry

IIG CARD PROCESSING CP CUSTOMER PAYMENT ENTRY

Deferred

Print Preview Setup

CP Customer Payment Entry

ABC Distribution and Service Corp. (ABC)

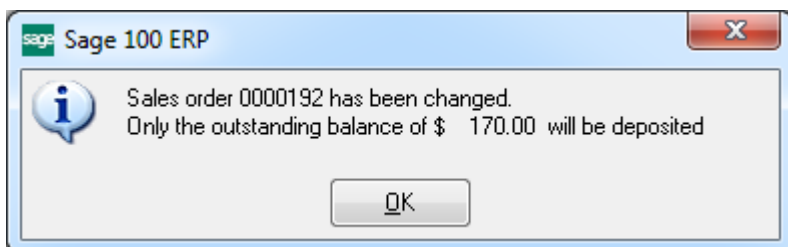
Customer Number 01-ABF
Customer Name American Business Futures

Document Type	Transaction Source	Document Number	Apply	Amount
A/R	Prepayment	0000141	PP	500.00
A/R	Prepayment	0000141	PP	10.00
Total				510.00

Payment Type	Payment Desc.	Payment Seq.No.	Comment	Amount
CHECK	CHECKS	01	123444222	500.00
MC	MASTER CARD	02	ABF_MC1 08/2015	10.00
Total				510.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

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



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

CP Customer Payment Entry

ABC Distribution and Service Corp. (ABC)

Customer Number 01-ABF
Customer Name American Business Futures

Document Type	Transaction Source	Document Number	Apply	Amount
A/R	Prepayment	Z000006	PP	30.00
S/O	Sales Order	0000192		170.00
Total				200.00

Payment Type	Payment Desc.	Payment Seq.No.	Comment	Amount
CHECK	CHECKS	01	12345666	200.00
Total				200.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Customer CP Transaction History

Customer No. 01-ABF American Business Futures

Payment Type

Reference Number

Payment Type	Reference Number	Payment Date	Invoice Number	Amount
CASH		06/17/2014	0000175-SO	3736.00
CASH		08/23/2014	0100128-IN	200.00
CASH		08/23/2014	0100128-IN	168.00
CASH		08/23/2014	0100128-IN	200.00
CASH		08/28/2014	0100128-IN	15.00
CASH		08/28/2014	0100131-IN	255.00
CHECK	0000000002	04/07/2014	0100079-CM	2.00
CHECK	0012233333	07/03/2014	0100033-IN	1000.00
CHECK	00412224E2	07/03/2014	0000190-IN	200.00
Total				11535.72

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.

Customer No. 01-ABF
Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	270.00	0.00	0.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	15.00	0.00	66.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	0.00	0.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100118	IN	7/2/2014	290.44	290.44	0.00	0.00

Open A/R Invoices

Invoice #	Type	Balance
0000122	IN	830.00
0000141	IN	1119.29
0000141	PP	500.00
0000190	IN	115.00
0100022	IN	202.05

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
CHECK	12333444				300.00

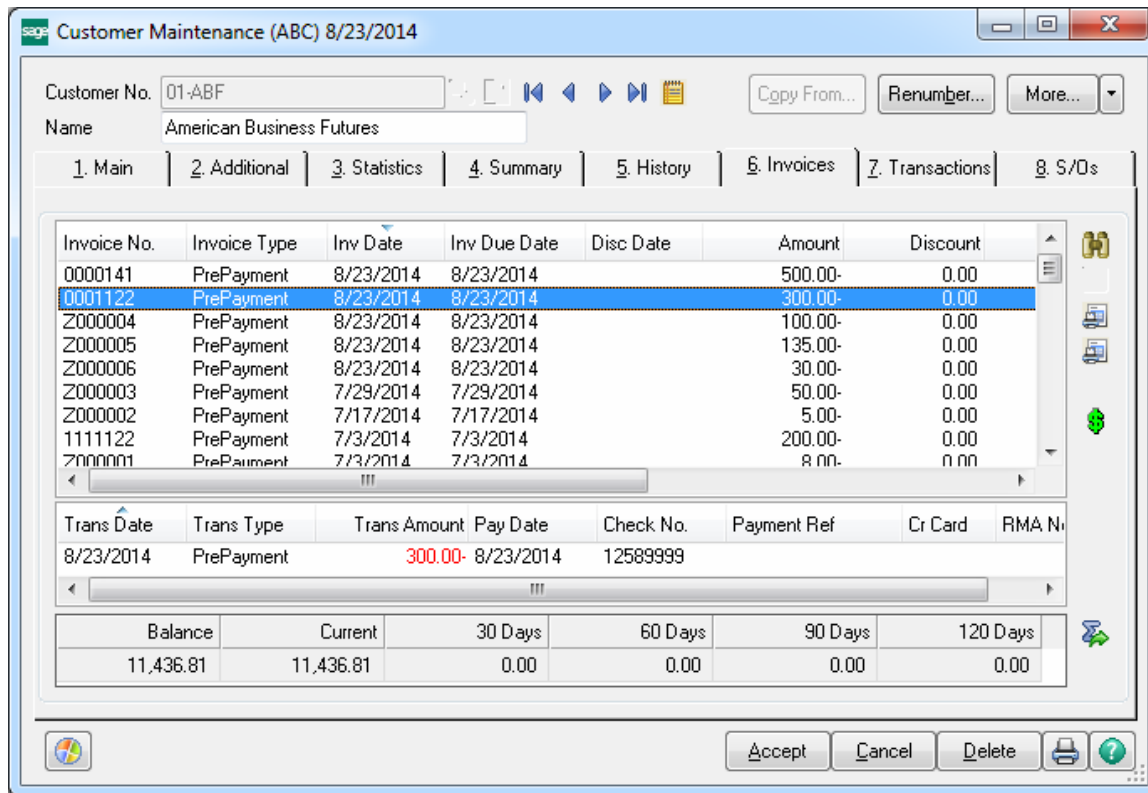
Modal Dialog: Sage 100 ERP - Do you want to create Prepayment Invoice for this customer? (Yes/No)

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 Invoice No 1122-PP

OK Cancel

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



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

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

Transferring deposits in Customer Payment Entry

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

The screenshot shows the Sage IIG Credit Card Options (ABC) 8/23/2014 window. The 'Additional' tab is selected. The window contains the following elements:

- 1. Main** | **2. Additional** | **3. ACH** | **4. Integrate** | **5. Printing**
- Book/Ship Processing**
 - Book/Ship Processing
 - Preauthorization
 - Pre-Auth Additional %
- Skip Approval Display**
- Multi Merchant Processing**
 - Multi-Merchant Processing for this Company
 - Default Merchant Code
 - Internet Merchant Code Test Merchant
- Update One Step Invoices and/or Orders/Invoiced Orders:**
- Set up Payment Types** button
- Bottom bar: **Manual** button, **Accept** button, **Cancel** button, and a printer icon.

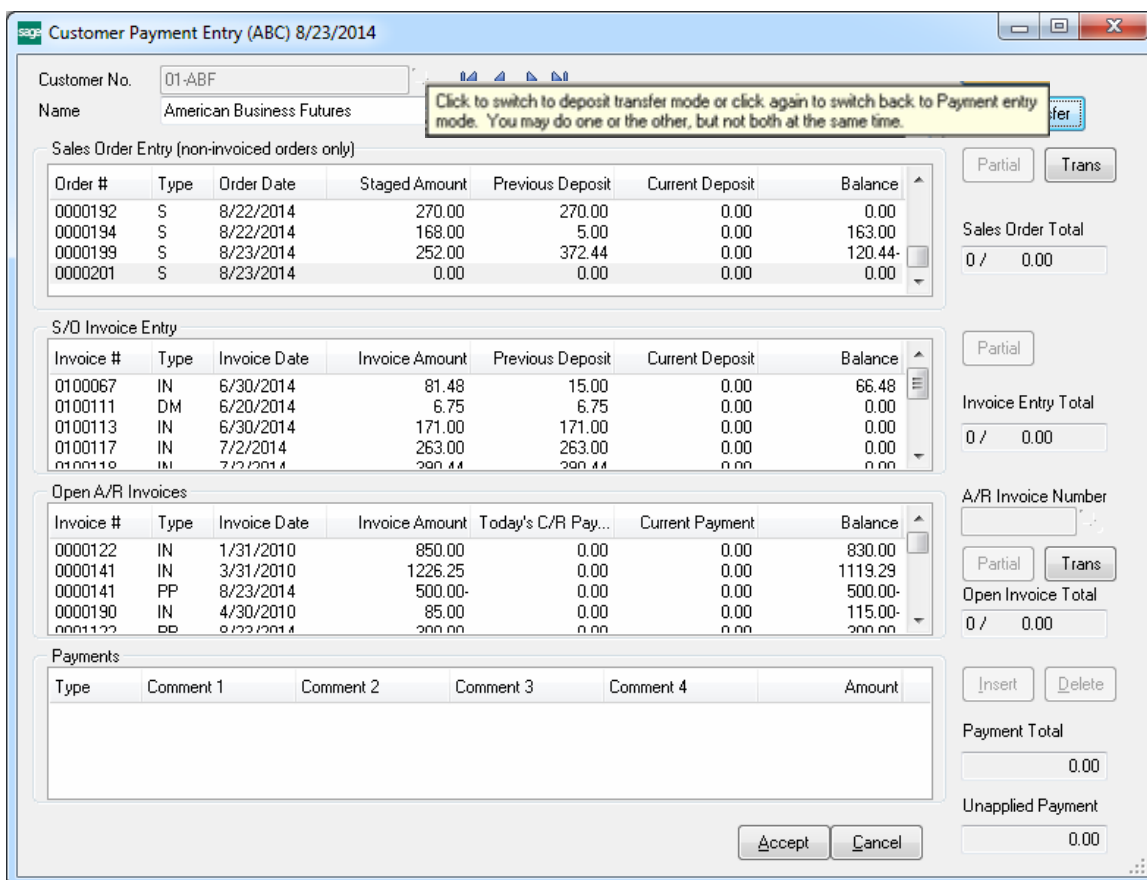
After pressing the button, **TRANS** and **DPXFR** payment types will be added.

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

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

The program provides the following abilities:

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



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

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

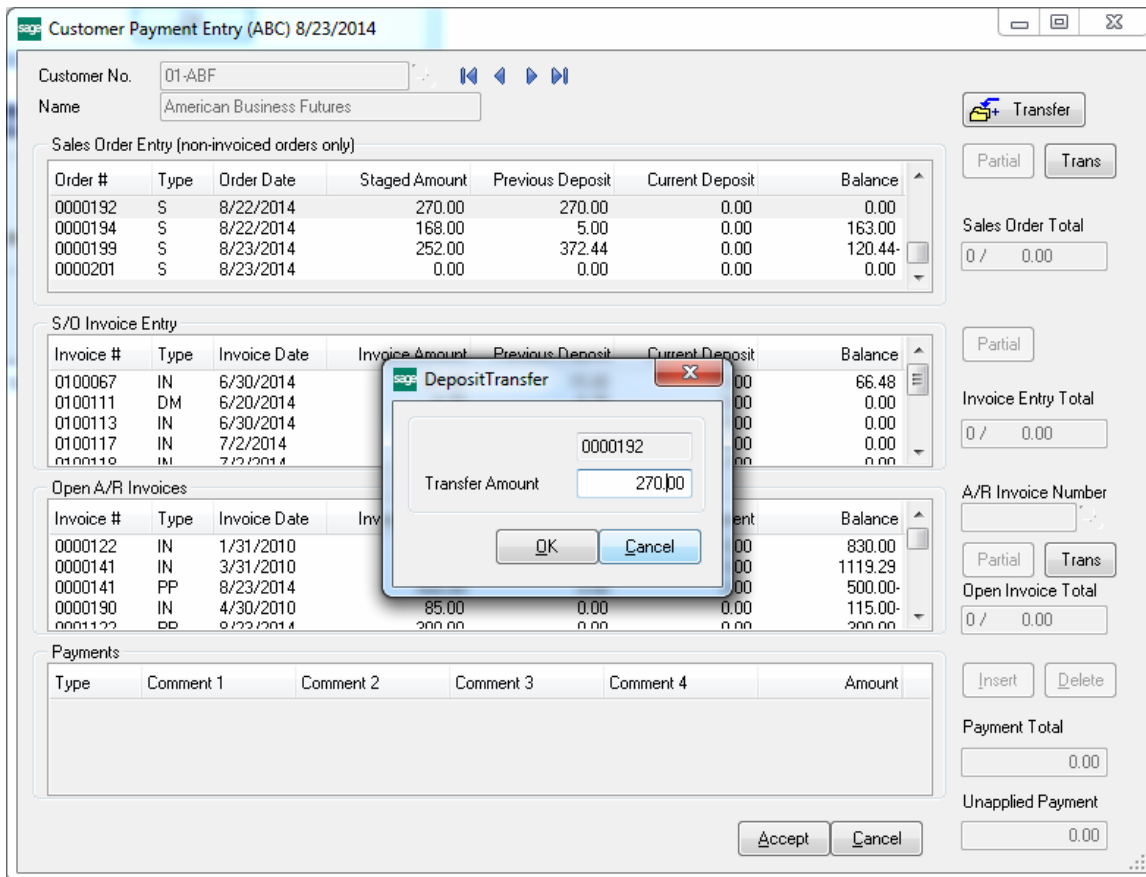
Notes:

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

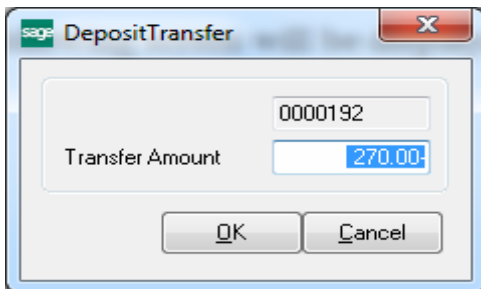
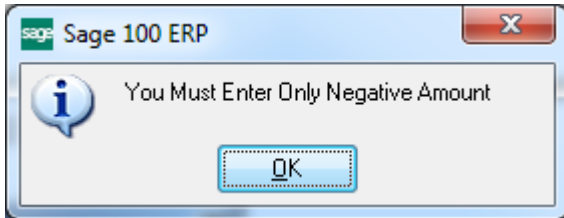
This allows entering a negative payment in Customer Payment Entry to return money to the customer's card (refund of deposit on the customer's account).

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

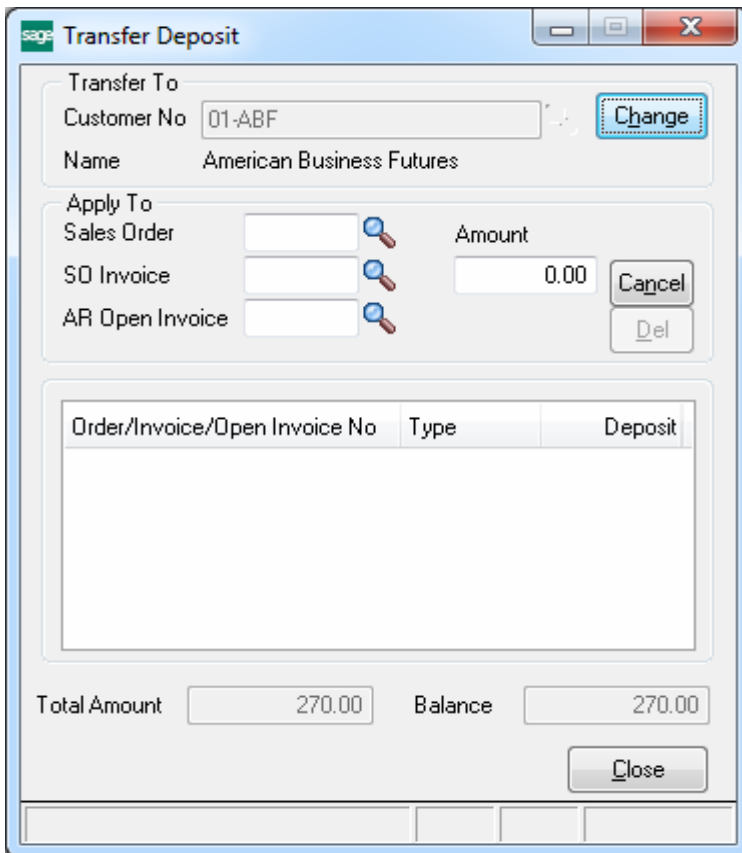
The user must select sales order or prepayment from which the amount should be transferred by pressing the **Trans** button.



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



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



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.

Order/Invoice/Open Invoice No	Type	Deposit
0000115	Order	270.00

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 it's possible to select only the Orders, which:

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

Only the SO Invoices, which Balance is not zero.

Only the AR Open Invoices, which Balance is not zero.

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

Here is an example with an AR Open Invoice to which the amount should be transferred:

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# 0000175 to SO# 0000115.

Customer No. 01-ABF
Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000190	S	7/29/2014	1667.25	45.00	0.00	1622.25
0000191	S	7/29/2014	913.74	100.00	0.00	813.74
0000192	S	8/22/2014	270.00	270.00	270.00-	270.00-
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	253.00	272.44	0.00	120.44

S/D Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	15.00	0.00	66.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	0.00	0.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100119	IN	7/2/2014	290.44	290.44	0.00	0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
0000122	IN	1/31/2010	850.00	0.00	0.00	830.00
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0000141	PP	8/23/2014	500.00-	0.00	0.00	500.00-
0000190	IN	4/30/2010	85.00	0.00	0.00	115.00-
0000122	PP	8/23/2014	290.00	0.00	0.00	290.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
TRANS	S/O: 0000115				270.00
TRANS	S/O: 0000192				270.00

Summary on the right:
 Sales Order Total: 2 / 0.00
 Invoice Entry Total: 0 / 0.00
 Open Invoice Total: 0 / 0.00
 Payment Total: 0.00
 Unapplied Payment: 0.00

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

CP Customer Payment Entry

IIG CARD PROCESSING CP CUSTOMER PAYMENT ENTRY

Deferred

Print Preview Setup ?

CP Customer Payment Entry

ABC Distribution and Service Corp. (ABC)

Customer Number 01-ABF
Customer Name American Business Futures

Document Type	Transaction Source	Document Number	Appl y	Amount
S/O	Sales Order	0000115		270.00
S/O	Sales Order	0000192		-270.00
Total				0.00

Payment Type	Payment Desc.	Payment Seq.No.	Comment	Amount
TRANS	TRANSFERORDER DEPOSIT	01	S/O:0000115	270.00
TRANS	TRANSFERORDER DEPOSIT	02	S/O:0000192	-270.00
Total				0.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Here is an example of the amount transferred from prepayment:

SAGE Customer Payment Entry (ABC) 8/23/2014

Customer No. 01-ABF
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	0.00	0.00	270.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

S/D Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
0100067	IN	6/30/2014	0.00	0.00	0.00	66.48
0100111	DM	6/20/2014	0.00	0.00	0.00	0.00
0100113	IN	6/30/2014	0.00	0.00	0.00	0.00
0100117	IN	7/2/2014	0.00	0.00	0.00	0.00
0100118	IN	7/2/2014	0.00	0.00	0.00	0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
1111122	PP	7/3/2014	200.00-	0.00	0.00	150.00-
APR0001	FC	4/30/2010	43.89	0.00	0.00	43.89
Z000001	PP	7/3/2014	8.00-	0.00	0.00	8.00-
Z000002	PP	7/17/2014	5.00-	0.00	0.00	5.00-
Z000002	PP	7/29/2014	50.00-	0.00	0.00	50.00-

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

DepositTransfer dialog box:

Transfer Amount: 150.00

Buttons: OK, Cancel

Summary:

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

Buttons: Accept, Cancel

Transfer Deposit

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

Apply To
Sales Order: Amount: 150.00
SO Invoice:
AR Open Invoice: 0100054

Order/Invoice/Open Invoice No	Type	Deposit
0100054	Open Inv.	150.00

Total Amount: 150.00 Balance: 0.00

Customer Payment Entry (ABC) 8/23/2014

Customer No. 01-ABF
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	0.00	0.00	270.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	15.00	0.00	66.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	0.00	0.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100119	IN	7/2/2014	299.44	299.44	0.00	0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
0100095	IN	4/16/2014	84.00	0.00	0.00	84.00
0100101	IN	4/16/2014	259.00	0.00	0.00	259.00
1111122	PP	7/3/2014	200.00-	0.00	150.00-	0.00
APR0001	FC	4/30/2010	43.89	0.00	0.00	43.89
2000001	PP	7/3/2014	0.00	0.00	0.00	0.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
DPXFR	INV: 0100054				150.00
DPXFR	INV: 1111122				150.00

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

CP Customer Payment Entry

IIG CARD PROCESSING CP CUSTOMER PAYMENT ENTRY

Deferred

Buttons: Print, Preview, Setup, ?

CP Customer Payment Entry

ABC Distribution and Service Corp. (ABC)

Customer Number 01-ABF
Customer Name American Business Futures

Document Type	Transaction Source	Document Number	Apply	Amount
A/R	OpenInvoice	0100054	IN	150.00
A/R	OpenInvoice	1111122	PP	-150.00
Total				0.00

Payment Type	Payment Desc.	Payment Seq.No.	Comment	Amount
DPXFR	TRANSFERDEPOSIT TO AR	01	INV: 0100054	150.00
DPXFR	TRANSFERDEPOSIT TO AR	02	INV: 1111122	-150.00
Total				0.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Customer Payment Entry (ABC) 8/23/2014

Customer No. 01-ABF
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000192	S	8/22/2014	270.00	0.00	0.00	270.00
0000194	S	8/22/2014	168.00	5.00	0.00	163.00
0000199	S	8/23/2014	252.00	372.44	0.00	120.44
0000201	S	8/23/2014	0.00	0.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100067	IN	6/30/2014	81.48	15.00	0.00	66.48
0100111	DM	6/20/2014	6.75	6.75	0.00	0.00
0100113	IN	6/30/2014	171.00	171.00	0.00	0.00
0100117	IN	7/2/2014	263.00	263.00	0.00	0.00
0100119	IN	7/2/2014	299.44	299.44	0.00	0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pay...	Current Payment	Balance
0001122	PP	8/23/2014	300.00	0.00	0.00	300.00
0100033	IN	5/15/2010	1113.05	0.00	0.00	386.95
0100034	IN	5/15/2010	2467.61	0.00	0.00	2467.61
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20
0100049	IN	5/30/2010	120.00	0.00	0.00	120.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Partial

Sales Order Total: 0 / 0.00

Invoice Entry Total: 0 / 0.00

A/R Invoice Number: [Search]

Partial

Open Invoice Total: 0 / 0.00

Insert Delete

Payment Total: 0.00

Unapplied Payment: 0.00

Accept Cancel

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

Customer Maintenance (ABC) 8/23/2014

Customer No. 01-ABF
 Name American Business Futures

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

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount
0000141	PrePayment	8/23/2014	8/23/2014		500.00-	0.00
0001122	PrePayment	8/23/2014	8/23/2014		300.00-	0.00
Z000004	PrePayment	8/23/2014	8/23/2014		100.00-	0.00
Z000005	PrePayment	8/23/2014	8/23/2014		135.00-	0.00
Z000006	PrePayment	8/23/2014	8/23/2014		30.00-	0.00
Z000003	PrePayment	7/29/2014	7/29/2014		50.00-	0.00
Z000002	PrePayment	7/17/2014	7/17/2014		5.00-	0.00
1111122	PrePayment	7/3/2014	7/3/2014		200.00-	0.00
Z000001	PrePayment	7/3/2014	7/3/2014		8.00-	0.00

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RMA N
8/23/2014	PrePayment	300.00-	8/23/2014	12589999			

Balance	Current	30 Days	60 Days	90 Days	120 Days
11,436.81	11,436.81	0.00	0.00	0.00	0.00

Accept Cancel Delete

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.

The screenshot shows the Sage Transfer Deposit window. The 'Transfer To' section has 'Customer No' set to '01-ABF' and a 'Change' button. The 'Name' field contains 'A' and a tooltip that says 'Click to change customer the transfer will be to.'. The 'Apply To' section has three fields: 'Sales Order', 'SO Invoice', and 'AR Open Invoice', each with a magnifying glass icon. The 'Amount' field is set to '0.00', with 'Cancel' and 'Del' buttons. A table with columns 'Order/Invoice/Open Invoice No', 'Type', and 'Deposit' is currently empty. At the bottom, 'Total Amount' and 'Balance' are both set to '500.00', with a 'Close' button.

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

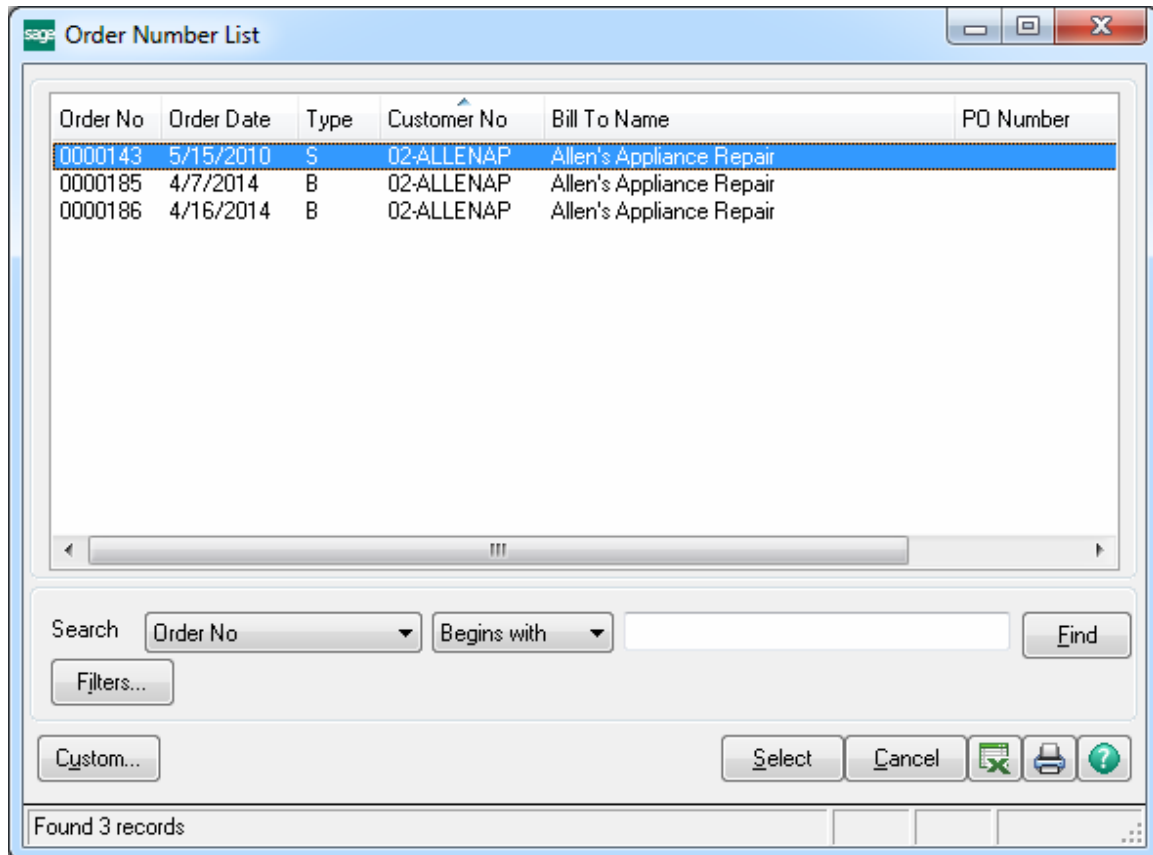
Transfer Deposit

Transfer To
Customer No: 02-ALLENAP
Name: Allen's Appliance Repair

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

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

Total Amount: Balance:



The screenshot shows a window titled "Order Number List" with a table of order data. The table has columns for Order No, Order Date, Type, Customer No, Bill To Name, and PO Number. Three records are listed, with the first one highlighted. Below the table is a search and filter section with a search dropdown set to "Order No", a "Begins with" dropdown, a search input field, and a "Find" button. There are also buttons for "Filters...", "Custom...", "Select", "Cancel", and a help icon. At the bottom, it says "Found 3 records".

Order No	Order Date	Type	Customer No	Bill To Name	PO Number
0000143	5/15/2010	S	02-ALLENAP	Allen's Appliance Repair	
0000185	4/7/2014	B	02-ALLENAP	Allen's Appliance Repair	
0000186	4/16/2014	B	02-ALLENAP	Allen's Appliance Repair	

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.

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.

Bank Code: A
 Description: Security Pacific Checking
 Current Bank Balance: 7,688.90

1. Checks | 2. Dep/Adjust

	Document Date	Entry No.	Adjustment Type	Reference	Amount	Cleared	Cleared D
1	5/1/2010	000000	Deposit	st tm note	10,000.00	<input type="checkbox"/>	
2	7/23/2014	000000	Deposit	CHECK-0000	100.00	<input type="checkbox"/>	
3	7/23/2014	000001	Deposit	CHECK-0000	200.00	<input type="checkbox"/>	
4	7/23/2014	000002	Deposit	CHECK-0000	1,000.00	<input type="checkbox"/>	
5	7/29/2014	000000	Deposit	AMEX-0001	4.40	<input type="checkbox"/>	
6					.00	<input type="checkbox"/>	

Buttons: Bank Recap Report..., B/R Trans Register..., Accept, Cancel, Print, Refresh

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.

The screenshot displays the Sage Customer Maintenance interface for customer '01-ABF American Business Futures'. The window title is 'Customer Maintenance (ABC) 8/25/2014'. The interface includes a navigation menu with options: 1. Main, 2. Additional, 3. Statistics, 4. Summary, 5. History (selected), 6. Invoices, 7. Transactions, and 8. S/Os. Below the menu is a table with the following data:

Period	Ending	Sales	Cost of Sales	Profit %	Profit \$	Cash Recvd	No. Invc
01	Jan 31	.00	.00	0.000%	.00	.00	
02	Feb 28	.00	.00	0.000%	.00	.00	
03	Mar 31	.00	.00	0.000%	.00	.00	
04	Apr 30	5,342.50	.00	100.000%	5,342.50	850.00	4
05	May 31	10,178.35	2,733.99	73.139%	7,444.36	8,482.00	
06	June 30	.00	.00	0.000%	.00	.00	
07	July 31	.00	.00	0.000%	.00	.00	
08	Aug 31	.00	.00	0.000%	.00	.00	
09	Sept 30	.00	.00	0.000%	.00	.00	
10	Oct 31	.00	.00	0.000%	.00	.00	
11	Nov 30	.00	.00	0.000%	.00	.00	
12	Dec 31	.00	.00	0.000%	.00	.00	
Total		15,520.85	2,733.99	82.385%	12,786.86	9,332.38	18

The right-hand toolbar contains a dropdown menu set to '2010' and several icons. A blue box highlights the 'CP Payment History' button, which is a document icon with a blue border. A tooltip labeled 'CP Payment History' is visible over this button. At the bottom of the window are buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

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.

Customer No. 01-ABF American Business Futures Payments

Payment Type	Reference Number	Payment Date	Payment Amount	Apply To	Apply To Amount
AMEX	*****1009	07/23/2014	20.00	0000122-IN	20.00
AMEX	*****1009	07/23/2014	30.00	0000175-SO	30.00
CHECK	1233333	07/23/2014	100.00	0000175-SO	100.00
AMEX	*****1009	07/29/2014	50.00	Z000003-PP	50.00
AMEX	*****1009	07/29/2014	55.00	0000141-IN	55.00
AMEX	*****1009	07/29/2014	4.40	0000141-IN	4.40
AMEX	*****1009	07/29/2014	252.00	0100121-IN	252.00
AMEX	*****1009	07/29/2014	84.00	0000177-SO	84.00
MC	*****1765	07/29/2014	390.44	0000188-SO	390.44
ACH	123344	07/29/2014	100.00	0000191-SO	100.00
ACH	123344	07/29/2014	40.00	0100122-IN	40.00
ACH	123344	07/29/2014	45.00	0000190-SO	45.00
AMEX	*****8431	08/22/2014	5.00	0000194-SO	5.00
MC	*****1765	08/23/2014	252.00	0000199-SO	252.00
CHECK	121112333	08/23/2014	120.44	0000199-SO	120.44
MTOPM		08/23/2014	161.25	0100128-IN	161.25
MTOPM		08/23/2014	0.00	0100128-IN	0.00

OK

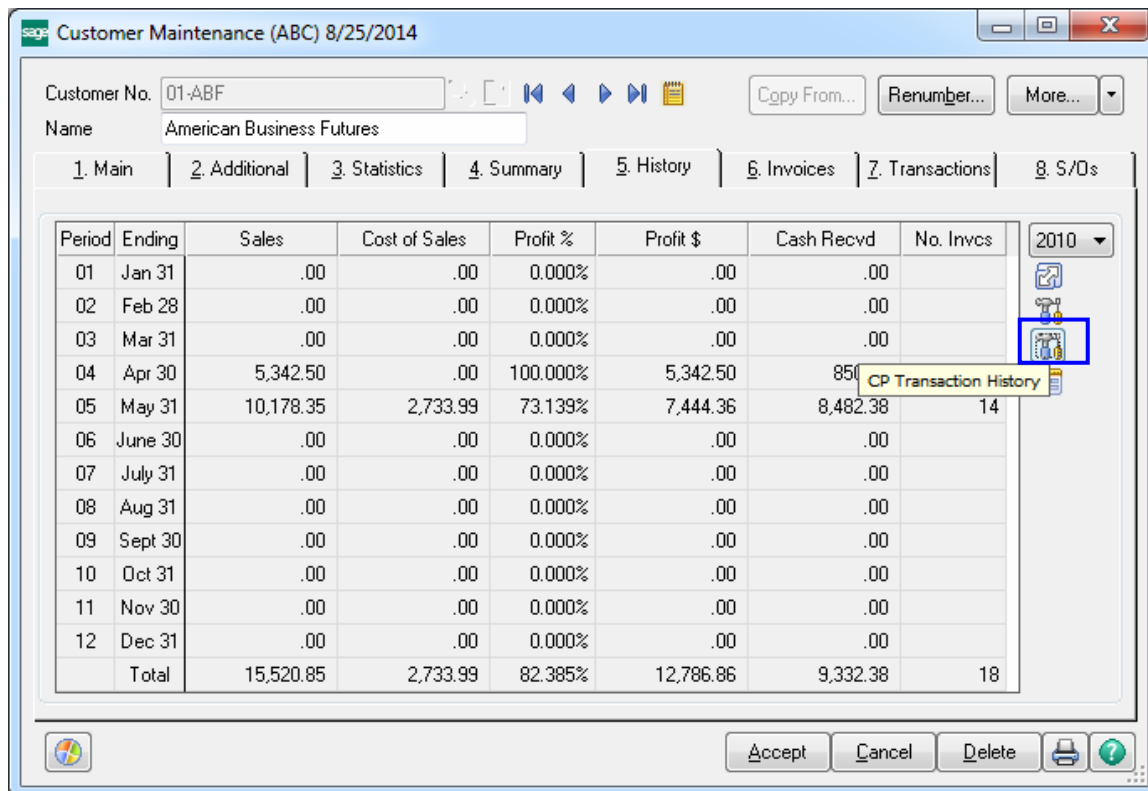
Click the **Payments** button for the selected line to see its details.

C/P Customer Payment History Details

Date	Type	Account/Chk #	Approval Code	Amount	Term
08/23/2014	MC	*****1765	YTAS830-N	252.00	T102

OK

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



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 Transaction History

Customer No. 01-ABF American Business Futures

Payment Type

Reference Number

Load

Payment Type	Reference Number	Payment Date	Invoice Number	Amount

Total 0.00

OK

Customer CP Transaction History

Customer No. 01-ABF American Business Futures

Payment Type MC

Reference Number

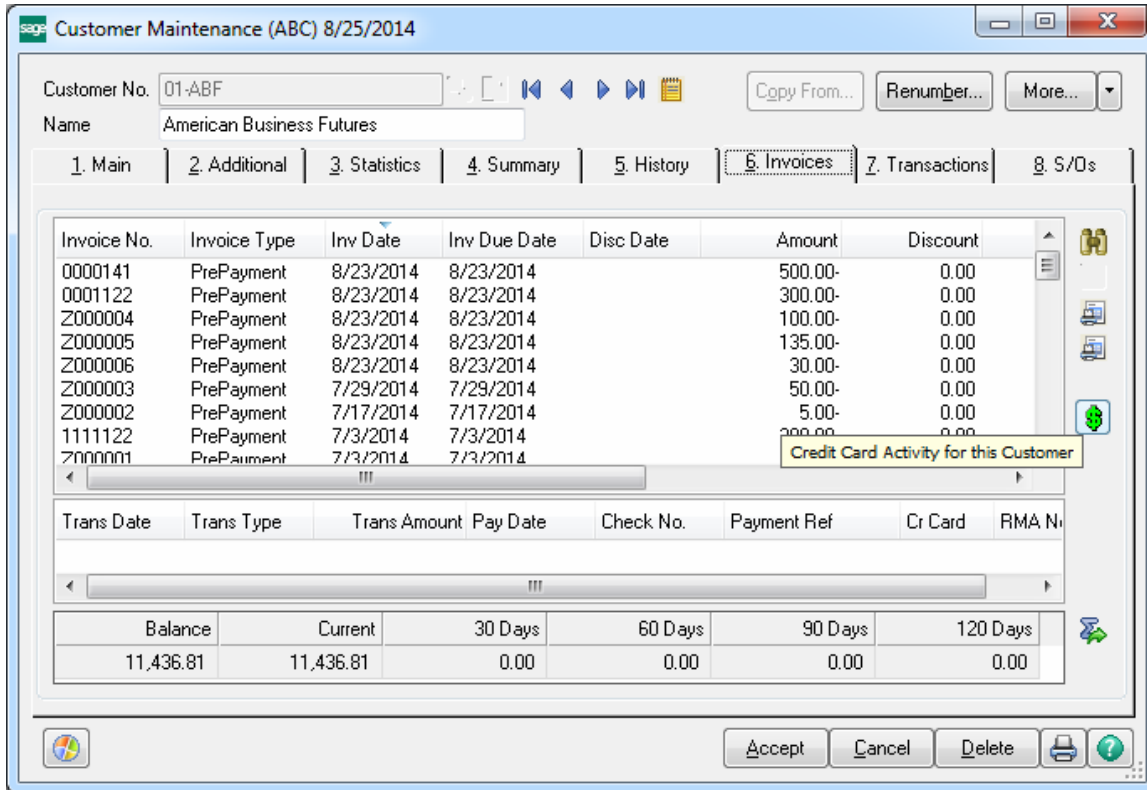
Load

Payment Type	Reference Number	Payment Date	Invoice Number	Amount
MC	*****1765	07/03/2014	111122-PP	200.00
MC	*****1765	07/02/2014	0100059-IN	2.25
MC	*****1765	07/02/2014	0000187-SO	270.00
MC	*****1765	07/29/2014	0000188-SO	390.44
MC	*****1765	08/23/2014	0000199-SO	252.00

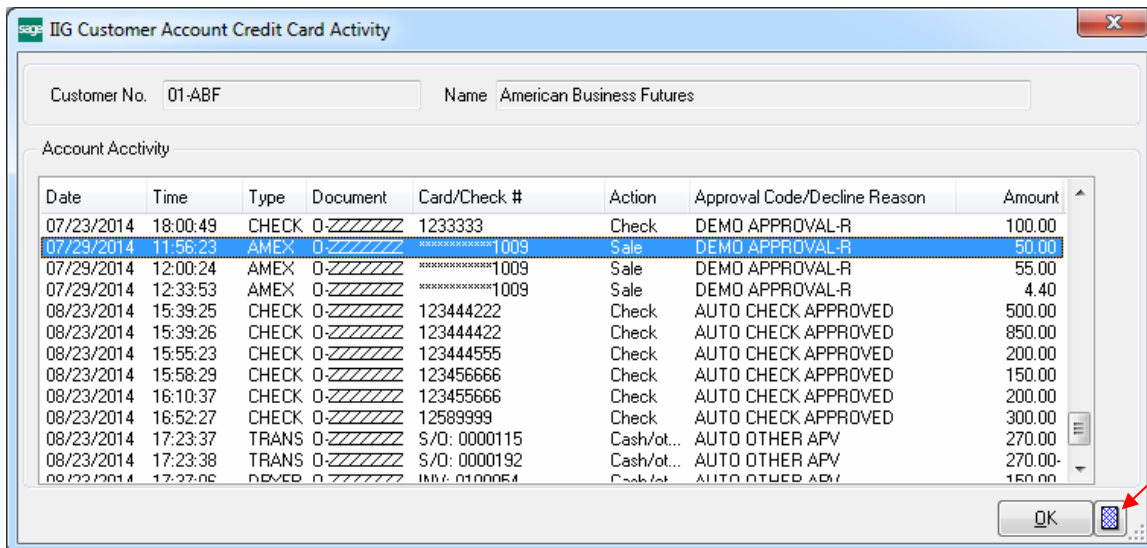
Total 1114.69

OK

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



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



IIG CCP Transaction Addresses

Bill-To Address

Name: American Business Futures
 Address: 2131 N. 14th Street
 Suite 100
 Accounting Department
 ZIP Code: 53205-1204
 City: Milwaukee State: WI

Transaction Address

Name: AMERICAN BUSINESS FUTURES
 Address: 2131 N. 14TH STREET
 ZIP Code: 532051204
 City: MILWAUKEE State: WI

OK

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

Customer Credit Card Maintenance

Payment Type: AMEX AMERICAN EXPRESS/OPTIMA Add New Card...

Card ID: ABF_CARD1

Card Type: AMEX Edit Card...

Last Four Digits: *1009 Primary

Expiration Date: 2/2019

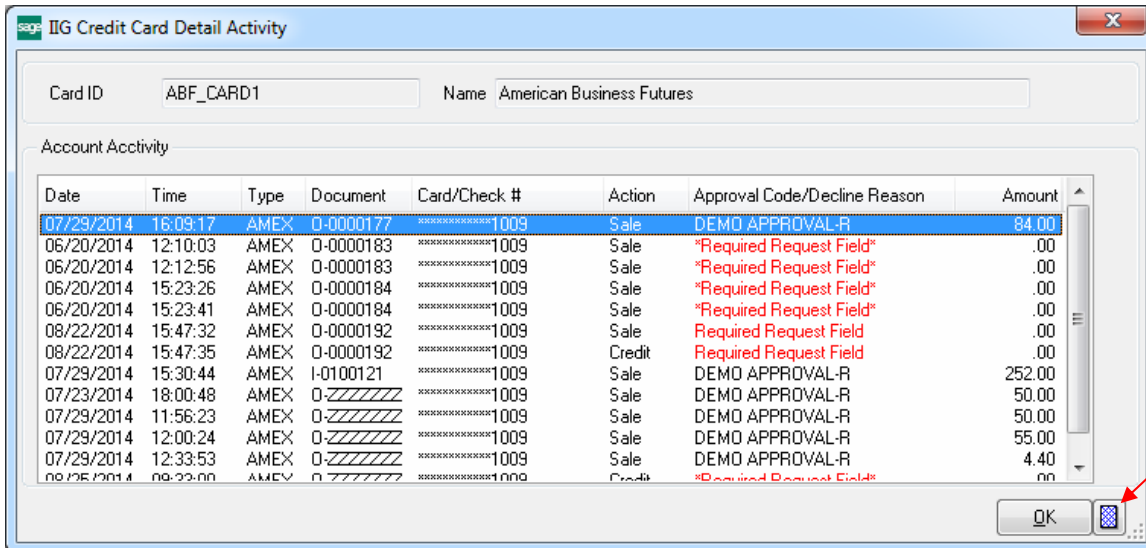
Credit Card Billing Address

Cardholder Name: American Business Futures
 Address: 2131 N. 14th Street
 Suite 100
 ZIP Code: 53205-1204
 City: Milwaukee State: WI
 Country: USA United States of America
 E-mail Address: artie@sage.sample.com
 Comment:
 Corporate ID/PO:
 IT Enabled Card: IT Users...

Credit Card Activity for this Card

Accept Cancel Delete Print Help

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



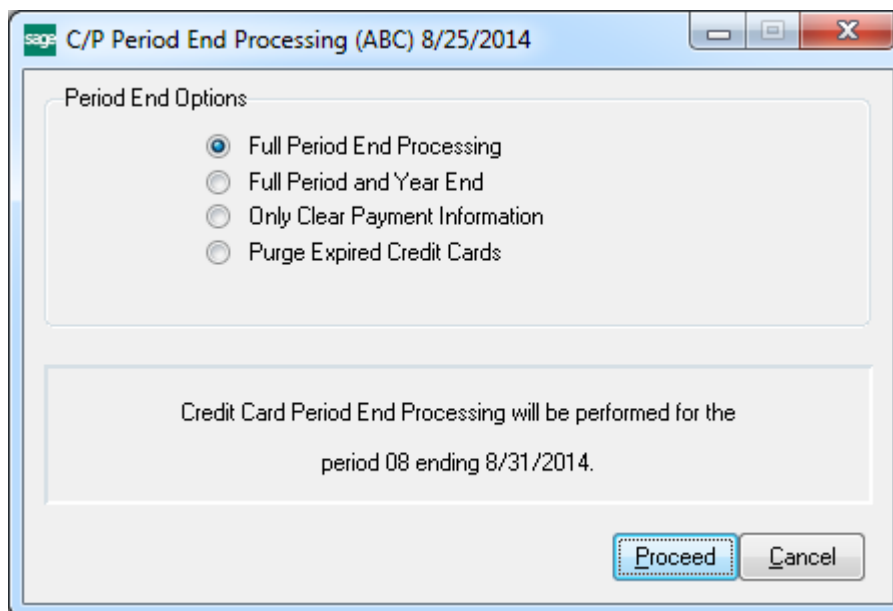
Period End

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

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

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

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



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

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

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

Reports

IIG has added the following new reports.

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

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

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

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

Credit Card Detail Report

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

Report Setting: STANDARD

Description: Credit Card Detail Report

Setting Options:

Type: Public

Print Report Settings:

Number of Copies: 1

Default Report:

Three Hole Punch:

Collated:

Sort Report By: Customer Number

Selections:

Select Field	Operand	Value
Check/Card ID	All	
Customer Number	All	
Transaction Date	All	

Microsoft XPS Document Writer

Keep Window Open After

Print: Preview:

Print Preview Setup

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

Here is an example of printout:

C/P Credit Card Detail Report										
ABC Distribution and Service Corp. (ABC)										
Date	Time	Customer	Method of Payment	Document #	Check/Card Number	Merchant	Requested	Approve		
4/7/2014	18:59:30	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Credit	I 0100079	CASH	YDEMO APPROVAL-R AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	-5.00	-5.00	
4/7/2014	18:59:42	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Check	I 0100079	CHECK 0000000002	YDEMO APPROVAL-R AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	2.00	2.00	
4/16/2014	15:52:59	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Sale	O 0000115	AMEX *1009	YDEMO APPROVAL-R AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	2.00	2.00	
6/17/2014	10:38:38	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Cash/o	O 0000175	CASH	YDEMO APPROVAL-R AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	3,736.00	3,736.00	
6/17/2014	18:04:48	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Sale	O 0000176	AMEX *1009	YDEMO APPROVAL-R AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	252.00	252.00	
6/17/2014	18:09:50	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Sale	O 0000177	AMEX *1009	N*Required RequestField*AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	4.00	0.00	
6/17/2014	18:10:06	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Sale	O 0000177	AMEX *1009	N*Required RequestField*AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	4.00	0.00	
6/17/2014	18:14:29	01-ABF American Business Futures 2131 N. 14th Street Suite 100 Milwaukee, WI 53205-1204	Sale	O 0000177	AMEX *1009	N*Required RequestField*AMERICAN BUSINESS FUTURES 2131 N 14TH STREET Milwaukee, WI 532051204	0000	4.00	0.00	

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

Detail Audit Report

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

Detail Audit Report (ABC) 8/25/2014

Report Setting: STANDARD

Description: Detail Audit Report

Setting Options:

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

Sort Options: Source Code

Module Source:

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

Approved?: Declined?:

Selections:

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

Microsoft XPS Document Writer

Keep Window Open After:

- Print:
- Preview:

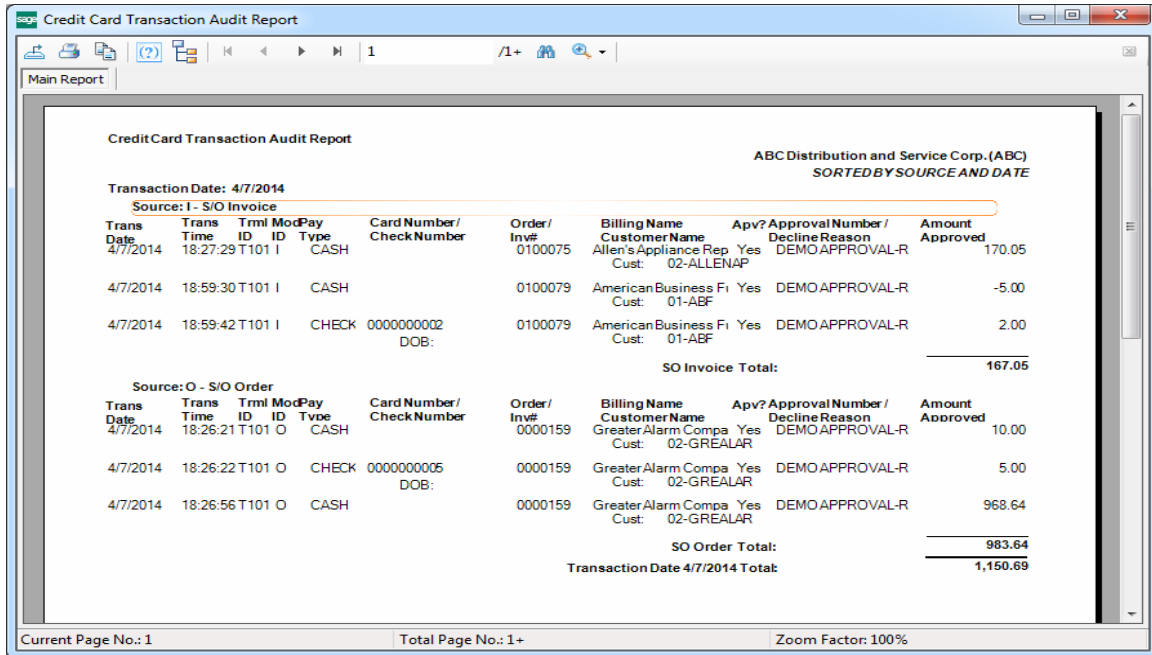
Print Preview Setup

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:



Credit Card Transaction Audit Report
 ABC Distribution and Service Corp. (ABC)
 SORTED BY SOURCE AND DATE

Transaction Date: 4/7/2014

Source: I - S/O Invoice

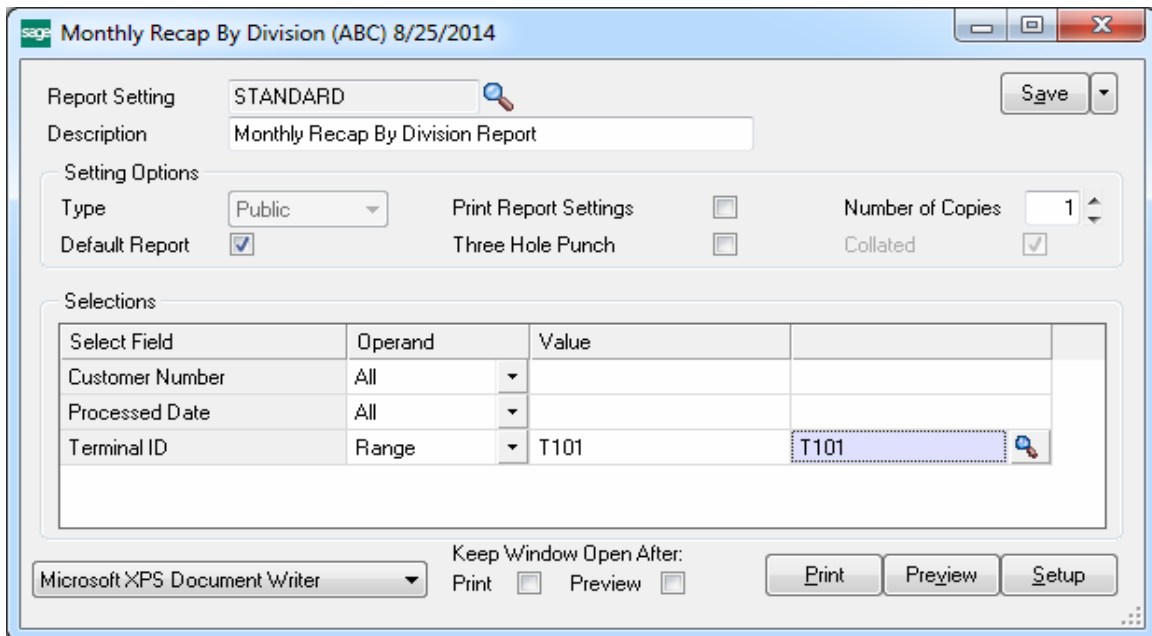
Trans Date	Trans Time	Trmi ID	Mod ID	Pay Type	Card Number / Check Number	Order / Invt	Billing Name / Customer Name	Apv? / Decline Reason	Approval Number / Decline Reason	Amount Approved
4/7/2014	18:27:29	T101	I	CASH		0100075	Allen's Appliance Rep Cust: 02-ALLENAP	Yes	DEMO APPROVAL-R	170.05
4/7/2014	18:59:30	T101	I	CASH		0100079	American Business Fi Cust: 01-ABF	Yes	DEMO APPROVAL-R	-5.00
4/7/2014	18:59:42	T101	I	CHECK	000000002 DOB:	0100079	American Business Fi Cust: 01-ABF	Yes	DEMO APPROVAL-R	2.00
SO Invoice Total:										167.05

Source: O - S/O Order

Trans Date	Trans Time	Trmi ID	Mod ID	Pay Type	Card Number / Check Number	Order / Invt	Billing Name / Customer Name	Apv? / Decline Reason	Approval Number / Decline Reason	Amount Approved
4/7/2014	18:26:21	T101	O	CASH		0000159	Greater Alarm Compa Cust: 02-GREALAR	Yes	DEMO APPROVAL-R	10.00
4/7/2014	18:26:22	T101	O	CHECK	000000005 DOB:	0000159	Greater Alarm Compa Cust: 02-GREALAR	Yes	DEMO APPROVAL-R	5.00
4/7/2014	18:26:56	T101	O	CASH		0000159	Greater Alarm Compa Cust: 02-GREALAR	Yes	DEMO APPROVAL-R	968.64
SO Order Total:										983.64
Transaction Date 4/7/2014 Total:										1,150.69

Monthly Recap by Division

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



Monthly Recap By Division (ABC) 8/25/2014

Report Setting: STANDARD

Description: Monthly Recap By Division Report

Setting Options:

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

Selections:

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

Keep Window Open After: Print Preview

Microsoft XPS Document Writer

Buttons: Print, Preview, Setup

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

Here is an example of printout:

Monthly Recap by Division Report

Division	Account	Description	Amount	Date
01 - ABF	SO Dep	DPXFR	6.00	7/3/2014
01 - ABF	SO Dep	TRANS S/O:0000176	2.00	7/3/2014
01 - ABF	SO Dep	TRANS S/O:0000176	-10.00	7/3/2014
01 - ABF	SO Dep	MC *****1765	200.00	7/3/2014
01 - ABF	SO Dep	TRANS S/O:0000115	100.00	7/17/2014
01 - ABF	SO Dep	TRANS S/O:0000175	-100.00	7/17/2014
01 - ABF	SO Dep	DPXFR INV:0100054	50.00	7/17/2014
01 - ABF	SO Dep	DPXFR INV:1111122	-50.00	7/17/2014
01 - ABF	SO Dep	DPXFR	5.00	7/17/2014
01 - ABF	SO Dep	TRANS S/O:0000143	0.00	7/17/2014
01 - ABF	SO Dep	TRANS S/O:0000176	-25.00	7/17/2014
01 - ABF	SO Dep	DPXFR INV:0100081	0.00	7/17/2014
01 - ABF	SO Dep	TRANS S/O:0000143	0.00	7/17/2014
01 - ABF	SO Dep	TRANS S/O:0000175	-30.00	7/17/2014
01 - ABF	SO Dep	AMEX *****1009	50.00	7/23/2014
01 - ABF	SO Dep	CHECK 1233333	100.00	7/23/2014
01 - ABF	SO Dep	AMEX *****1009	50.00	7/29/2014
01 - ABF	SO Dep	AMEX *****1009	55.00	7/29/2014
CustomerABF Total:				8,293.86
01 - AVNET	Inv	CASH	-1.00	4/16/2014
01 - AVNET	Inv	CASH	20.00	4/16/2014
01 - AVNET	Inv	CHECK 0000000005	5.00	4/16/2014
01 - AVNET	Inv	AMEX *2028	11.00	4/16/2014
01 - AVNET	Inv	CASH	2.00	4/16/2014
01 - AVNET	Inv	CASH	200.00	7/2/2014
01 - AVNET	Inv	CHNGE	-62.45	7/2/2014
CustomerAVNET Total:				174.55
Division01 Total:				8,468.41

Division Number: 02 WEST SALES OFFICE

Run Date: 8/25/2014 10:42:16AM

Page: 1

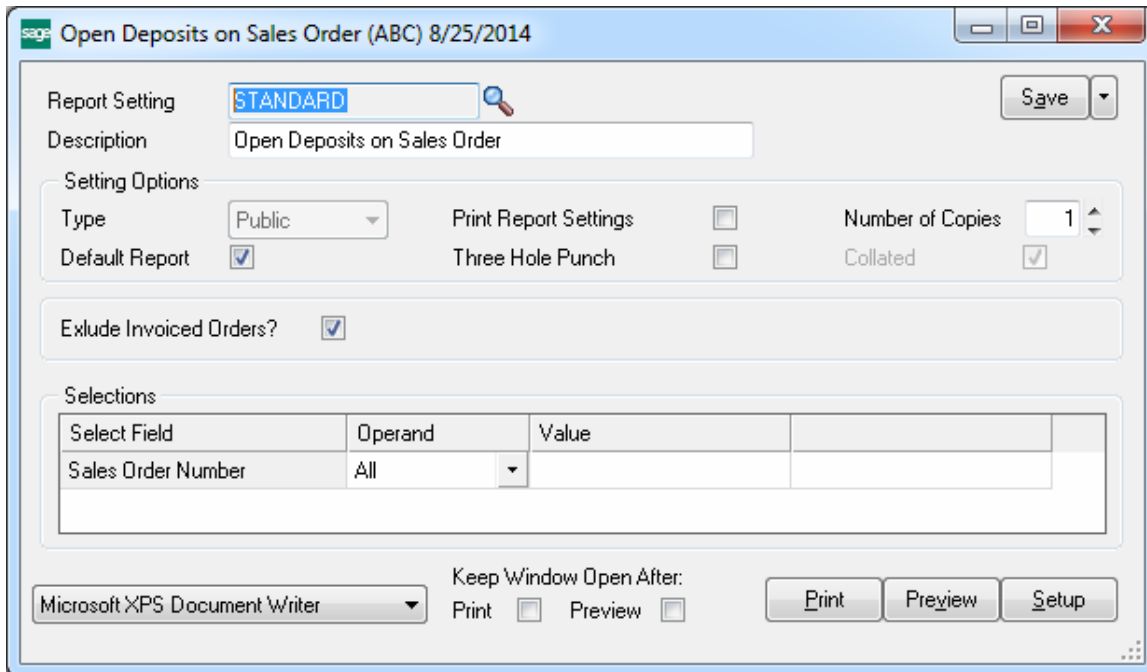
Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

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.



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

Open Deposits on Sales Order Report

Main Report

7/17/2014	CHECK	123244444	AUTO CHECK APPROV	50.00	250.00	250.00	
7/17/2014	TRANS	CASH PAYMENT	AUTO OTHER APV	50.00	250.00	200.00	200.00
0000188	01 - ABF		American Business Futures				
7/29/2014	MC	*****1765	DEMO APPROVAL-R	0.00	390.44	390.44	390.44
0000190	01 - ABF		American Business Futures				
7/3/2014	CHECK	0041222452	AUTO CHECK APPROV		200.00	245.00	
7/29/2014	ACH	123344	-000000200003	0.00	45.00	45.00	
					245.00	245.00	245.00
0000191	01 - ABF		American Business Futures				
7/29/2014	ACH	123344	-000000200001	0.00	100.00	100.00	
					100.00	100.00	100.00
0000192	01 - ABF		American Business Futures				
8/23/2014	CHECK	123444555	AUTO CHECK APPROV		100.00	100.00	
8/23/2014	CHECK	123455666	AUTO CHECK APPROV		170.00	170.00	
8/23/2014	TRANS	CASH PAYMENT	AUTO OTHER APV	270.00		270.00	
				270.00	270.00	0.00	0.00
0000194	01 - ABF		American Business Futures				
8/22/2014	AMEX	*****8431	AXS265-N	0.00	5.00	5.00	
					5.00	5.00	5.00
0000199	01 - ABF		American Business Futures				
8/23/2014	MC	*****1765	TAS830-N		252.00	252.00	
8/23/2014	CHECK	121112333	AUTO CHECK APPROV		120.44	372.44	
				0.00	372.44	372.44	372.44
Report Total:				485.00	6,699.94	6,214.94	6,214.94

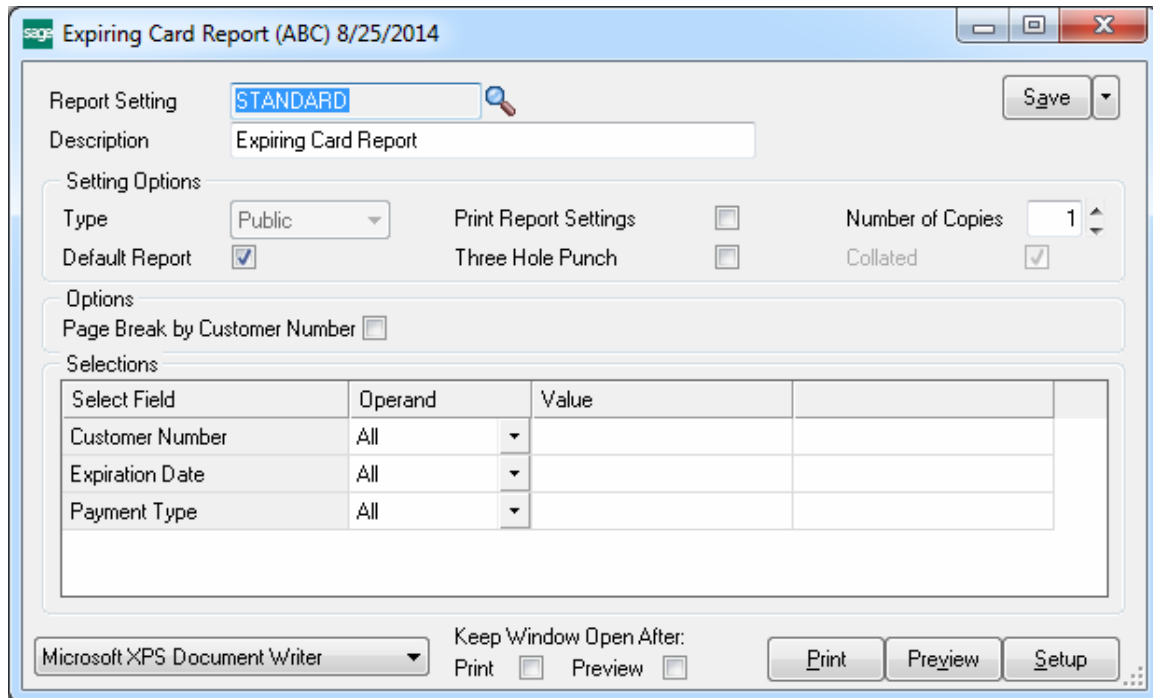
Run Date: 8/25/2014 10:48:22AM
C/P Date: 8/25/2014

Page: 1

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Expiring Card Report

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



The screenshot shows the 'Expiring Card Report (ABC) 8/25/2014' configuration window. The window title bar includes the Sage logo and standard window controls. The main area is divided into several sections:

- Report Setting:** A dropdown menu is set to 'STANDARD'. A 'Save' button is located to the right.
- Description:** A text field contains 'Expiring Card Report'.
- Setting Options:**
 - Type:** A dropdown menu is set to 'Public'.
 - Print Report Settings:** An unchecked checkbox.
 - Number of Copies:** A spinner box set to '1'.
 - Default Report:** A checked checkbox.
 - Three Hole Punch:** An unchecked checkbox.
 - Collated:** A checked checkbox.
- Options:**
 - Page Break by Customer Number:** An unchecked checkbox.
- Selections:** A table with three columns: 'Select Field', 'Operand', and 'Value'.

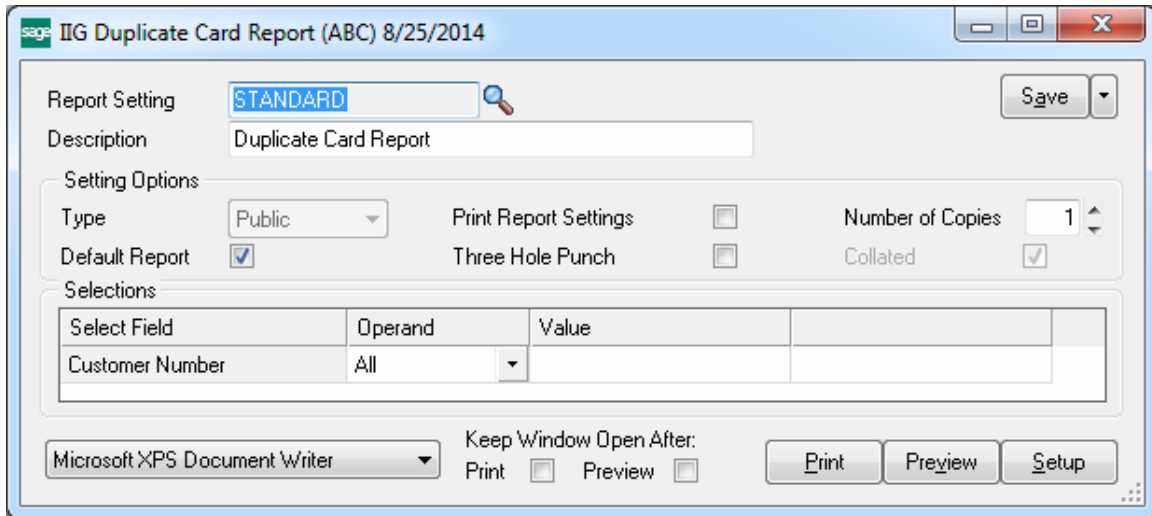
Select Field	Operand	Value
Customer Number	All	
Expiration Date	All	
Payment Type	All	

At the bottom of the window, there is a printer selection dropdown set to 'Microsoft XPS Document Writer', a 'Keep Window Open After:' section with unchecked checkboxes for 'Print' and 'Preview', and three buttons: 'Print', 'Preview', and 'Setup'.

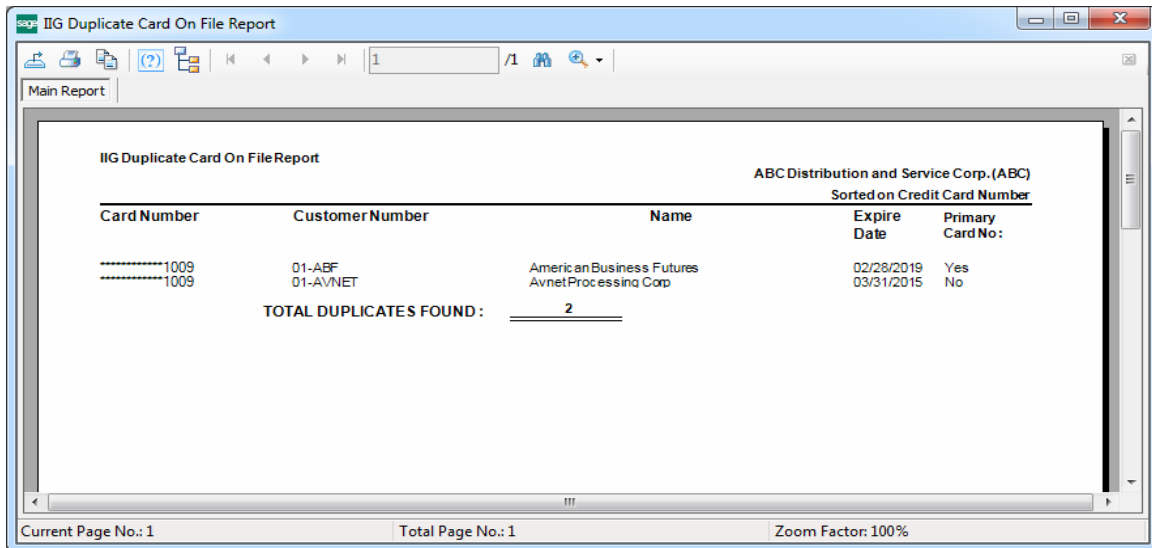
Here is an example of printout:

Duplicate Card on File Report

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



Here is an example of printout:



IIG Payment Report

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

IIG Payment Report (ABC) 8/25/2014

Report Setting: STANDARD | Save

Description: IIG Payment Report

Setting Options:

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

Sort Options: Bank Code-Deposit Date

Current Period: 08 08/01/14 Thru 08/31/14

Payment Date:

- Starting Date: 08/01/14
- Ending Date: 08/31/14

Print Detail:

Selections:

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

Microsoft XPS Document Writer | Keep Window Open After: Print Preview | Print | Preview | 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 Card Options (ABC) 8/25/2014

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

Require Division Processing:

G/L Segment for Postings: Location

Post To The General Ledger In Detail:

Allow CC For All Terms Codes:

Order Deposits Account: 201-00-00

Customer Deposits

Current Credit Card System Fiscal Period and Year: 08 2014

Next Credit Card Transaction No.: 0000001

Number of Days To Retain Transaction History: 365

Account Receivable Terms Code for Credit Cards: 09 Term CCP

Manual Accept Cancel

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

Customer CP Transaction History

Customer No. 01-ABF American Business Futures

Payment Type

Reference Number Load

Payment Type	Reference Number	Payment Date	Invoice Number	Amount
ACH	123344	07/29/2014	0100122-IN	40.00
ACH	123344	07/29/2014	0000190-SO	45.00
ACH	123344	07/29/2014	0000191-SO	100.00
AMEX	*****1009	07/23/2014	0000122-IN	20.00
AMEX	*****1009	07/29/2014	0000141-IN	55.00
AMEX	*****1009	07/29/2014	0000141-IN	4.40
AMEX	*****1009	07/29/2014	Z000003-PP	50.00
AMEX	*****1009	04/16/2014	0000115-SO	2.00
AMEX	*****1009	06/17/2014	0000176-SO	252.00
Total				11535.72

OK

The screenshot shows the 'IIG Payment Report (ABC) 8/25/2014' window. It contains the following sections:

- Report Setting:** STANDARD (with a search icon) and a Save button.
- Description:** IIG Payment Report
- Setting Options:**
 - Type: Public (dropdown)
 - Print Report Settings:
 - Number of Copies: 1 (spinner)
 - Default Report:
 - Three Hole Punch:
 - Collated:
- Sort Options:** Payment Type (dropdown)
- Payment Date:**
 - Current Period: 08/01/14 Thru 08/31/14
 - Starting Date: 08/01/14 (calendar icon)
 - Ending Date: 08/31/14 (calendar icon)
 - Print Detail:
- Selections Table:**

Select Field	Operand	Value
Bank Code	All	
Customer Number	Equal to	01ABF
Payment Type	All	
- Bottom Section:**
 - Microsoft XPS Document Writer (dropdown)
 - Keep Window Open After: Print Preview
 - Buttons: Print, Preview, Setup

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

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

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

Here is an example of summary printout:

Payment Type	Bank Code	Deposit Date	Deposit Number	Customer Number	Customer Name	Cash Amount Applied
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA						
AMEX		8/22/2014	*****8431	01-ABF	American Business Futures	5.00
Payment Type AMEX Totals:						5.00
Payment Type: CASH CA SHCURRENCY						
Payment Type: CASH CA SHCURRENCY						
CASH		8/23/2014	CASH PAYMENT	01-ABF	American Business Futures	200.00
CASH		8/23/2014	CASH PAYMENT	01-ABF	American Business Futures	168.00
CASH		8/23/2014	CASH PAYMENT	01-ABF	American Business Futures	168.00
Payment Type CASH Totals:						568.00
Payment Type: CHECK CHECK \$						
Payment Type: CHECK CHECK \$						
CHECK	A	8/23/2014	123444222	01-ABF	American Business Futures	500.00
CHECK	A	8/23/2014	123456666	01-ABF	American Business Futures	15.00
CHECK	A	8/23/2014	123456666	01-ABF	American Business Futures	170.00
CHECK	A	8/23/2014	123444555	01-ABF	American Business Futures	100.00
CHECK	A	8/23/2014	121112333	01-ABF	American Business Futures	120.44
CHECK	A	8/23/2014	12589999	01-ABF	American Business Futures	300.00
CHECK	A	8/23/2014	123444555	01-ABF	American Business Futures	100.00
CHECK	A	8/23/2014	123456666	01-ABF	American Business Futures	135.00
CHECK	A	8/23/2014	123456666	01-ABF	American Business Futures	30.00
Payment Type CHECK Totals:						1,470.44
Payment Type: CHNGE CHANGE						
Payment Type: CHNGE CHANGE						
CHNGE		8/23/2014		01-ABF	American Business Futures	-168.00
CHNGE		8/23/2014		01-ABF	American Business Futures	-38.75
Payment Type CHNGE Totals:						-206.75

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

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

IIIG Payment Report

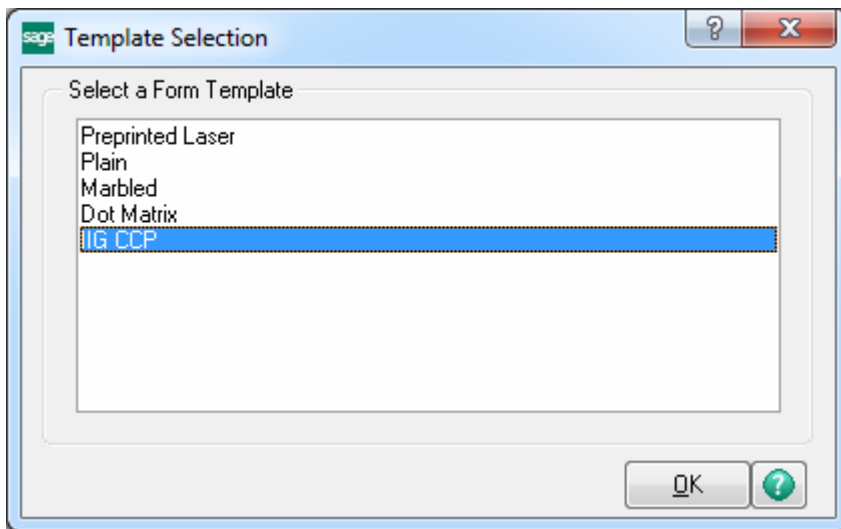
Main Report

Payment Type	Bank Code	Deposit Date	Deposit Number	Customer Number	Customer Name	Invoice Number	Cash Amount Applied	Discount Applied	Balance
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA									
AMEX		8/22/2014	*****9431	01-ABF	American Business Futures	0000194 - SO	5.00	0.00	163.00
Payment Type AMEX Totals:							5.00	0.00	163.00
Payment Type: CASH CASH/CURRENCY									
Payment Type: CASH CASH/CURRENCY									
CASH		8/23/2014	CASH PAYMENT	01-ABF	American Business Futures	0100128 - IN	200.00	8.40	-201.65
CASH		8/23/2014	CASH PAYMENT	01-ABF	American Business Futures	0100128 - IN	200.00	8.40	-201.65
CASH		8/23/2014	CASH PAYMENT	01-ABF	American Business Futures	0100128 - IN	188.00	8.40	-201.65
Payment Type CASH Totals:							588.00	25.20	-604.95
Payment Type: CHECK CHECK \$									
Payment Type: CHECK CHECK \$									
CHECK	A	8/23/2014	12344222	01-ABF	American Business Futures	0000141 - PP	500.00	0.00	-500.00
CHECK	A	8/23/2014	12345666	01-ABF	American Business Futures	0000171 - SO	15.00	0.00	66.48
CHECK	A	8/23/2014	12345666	01-ABF	American Business Futures	0000192 - SO	170.00	0.00	270.00
CHECK	A	8/23/2014	123444555	01-ABF	American Business Futures	0000192 - SO	100.00	0.00	270.00
CHECK	A	8/23/2014	121112333	01-ABF	American Business Futures	0000199 - SO	120.44	0.00	-120.44
CHECK	A	8/23/2014	12589999	01-ABF	American Business Futures	0001122 - PP	300.00	0.00	-300.00
CHECK	A	8/23/2014	123444555	01-ABF	American Business Futures	2000004 - PP	100.00	0.00	-100.00
CHECK	A	8/23/2014	12345666	01-ABF	American Business Futures	2000005 - PP	135.00	0.00	-135.00
CHECK	A	8/23/2014	12345666	01-ABF	American Business Futures	2000006 - PP	30.00	0.00	-30.00
Payment Type CHECK Totals:							1,470.44	0.00	-578.96
Payment Type: CHNG CHANGE									

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Sales Order/Invoice Printing

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



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

Sage Sales Order Printing (ABC) 8/25/2014

Form Code: STANDARD

Description: IIG CCP

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

Sort Orders By: Order Number

Order Type to Print: All Print Comments: Partial

Line 1 Message:
Line 2 Message:

Selections

Select Field	Operand	Value	
Order Number	All		
Warehouse Code	All		

Microsoft XPS Document Writer

Sales Order Printing

Main Report

Sales Order

ABC Distribution and Service Corp.

Order Number: 0000207
Order Date: 8/28/2014

Salesperson: 0100
Customer Number: 01-ABF

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

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

Customer P.O.	Ship VIA	F.O.B.	Terms
	UPS BLUE		Term CCP

Item Code	Unit	Ordered	Shipped	Back Order	Price	Amount
1001-HON-H252	EACH	2.00	0.00	0.00	84.000	168.00
HON 2DRAWER LETTER FLEW/O LK			Whse: 001			
1001-HON-H254	EACH	1.00	0.00	0.00	131.000	131.00
HON 4DRAWER LETTER FLEW/O LK			Whse: 001			
AMEX Appv: YAXS734-N Card Name: American Business Futures Card No: *****8431, Exp: **/**						299.00-

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Sage S/O Invoice Printing (ABC) 8/25/2014

Form Code: STANDARD

Description: IIG CCP

Number of Copies: 1 Collated Multi-Part Form Enabled

Sort Invoices By: Invoice Number

Invoice Type to Print: All Print Comments: Partial

Print Invoices Already Printed:

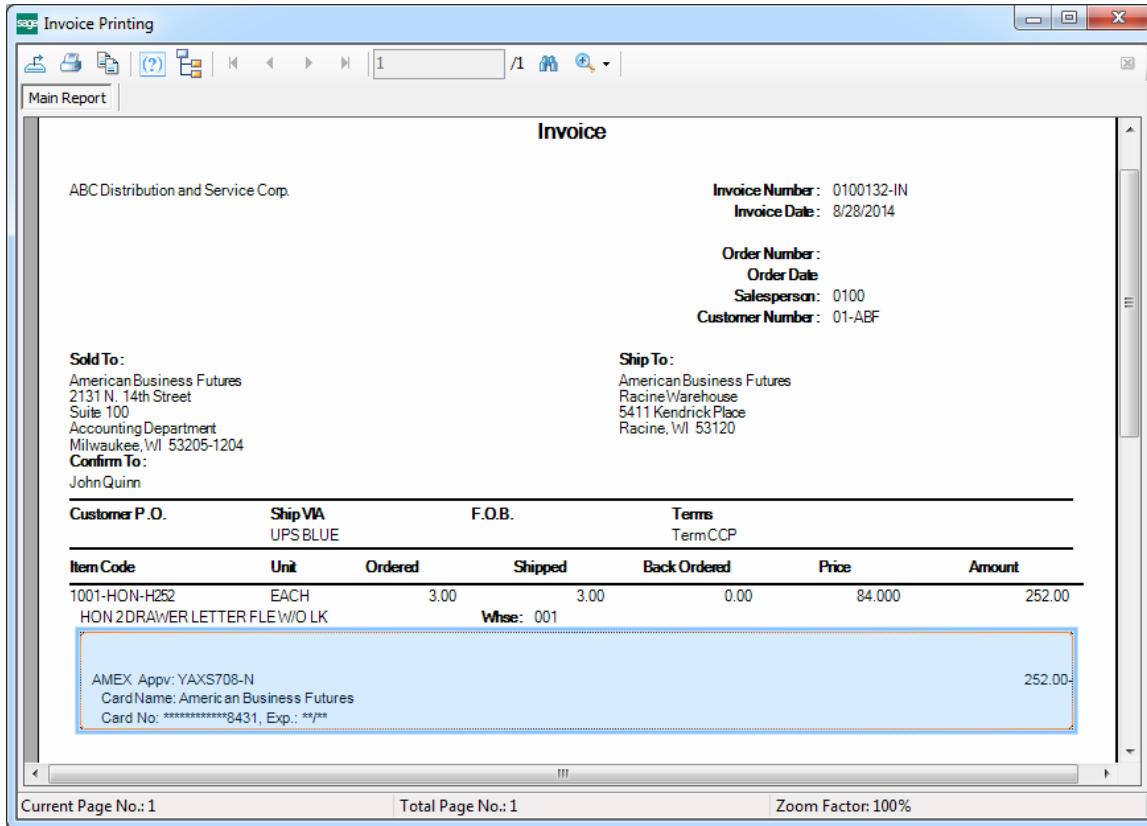
Line 1 Message:

Line 2 Message:

Selections

Select Field	Operand	Value	
Invoice Number	All <input type="text"/>		
Warehouse Code	All <input type="text"/>		

Microsoft XPS Document Writer



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

ACH Processing

Overview

ACH (Automated Clearing House) processing is used as a low cost bank to bank transfer of funds for payment of services and for recurring billings, such as memberships, utility payments, and other payer approved vendor initiated payments.

There are two processing methods used for ACH:

- Web based single transaction processing which uses fee based third party processors. Examples: Sage Payment Solutions, ACH Direct, Secure Payment Systems through PayWare. This method allows high speed automated processing of individual transactions.
- NACHA (National Automated Clearing House Association) based batch file processing, which typically is uploaded through the bank's web portal or through proprietary software certified by the bank. This method is typically a batch style processing that probably will require several manual steps to process the NACHA file. Some third party processors such as ACH Direct do have automated secure FTP portals for NACHA files, but banks generally do not allow automated processing of NACHA files.

A/R Terms Code Maintenance

In order to be able to process ACH payments it is necessary to have a Term Code with **Process ACH** flag turned on in the A/R Term Code Maintenance.

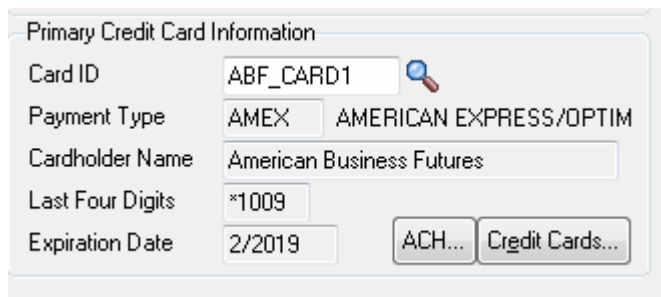
The screenshot shows the Sage A/R Terms Code Maintenance window. The title bar reads "sage A/R Terms Code Maintenance (ABC) 8/25/2014". The main area contains the following fields and controls:

- Terms Code:** 01
- Description:** Net 30 Days
- Days Before Due:** 30
- Days Discount Allowed:** 0
- Discount Rate:** .000%
- Discount Method:** Discount on Gross Amount (dropdown menu)
- Day of the Month:** (checkbox) [unchecked]
- Minimum Days Allowed:** 0 (checkbox) [unchecked]
- Process ACH:** (checkbox) [checked]


At the bottom of the window, there are five buttons: "Accept", "Cancel", "Delete", a printer icon, and a help icon.

Bank Setup for the Payer (customer)

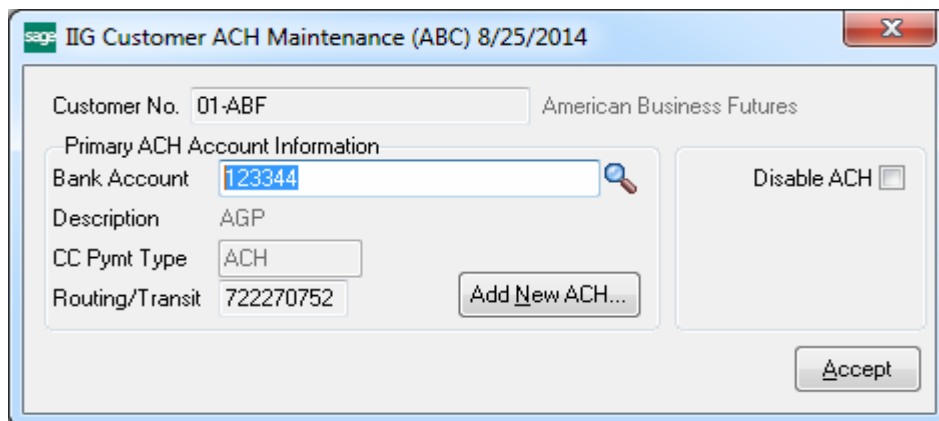
ACH Payer information is maintained through customer maintenance. Click the ACH button added to the **Primary Credit Card Information** section on the **Additional** tab of **Customer Maintenance**.




Primary Credit Card Information

Card ID	ABF_CARD1	
Payment Type	AMEX	AMERICAN EXPRESS/OPTIM
Cardholder Name	American Business Futures	
Last Four Digits	*1009	
Expiration Date	2/2019	<input type="button" value="ACH..."/> <input type="button" value="Credit Cards..."/>

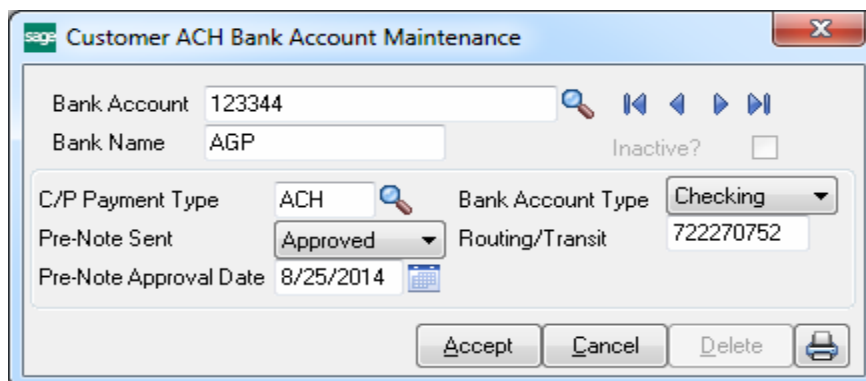
Click the **ACH** button to launch the **IIG Customer ACH Maintenance** and setup the bank account for the Customer.







sage IIG Customer ACH Maintenance (ABC) 8/25/2014

Customer No.	01-ABF	American Business Futures
Primary ACH Account Information		
Bank Account	123344	
Description	AGP	
CC Pymt Type	ACH	
Routing/Transit	722270752	<input type="button" value="Add New ACH..."/>
<input type="checkbox"/> Disable ACH		
<input type="button" value="Accept"/>		

Click the **ACH** button to setup the customer ACH Bank Account.



sage Customer ACH Bank Account Maintenance

Bank Account	123344		
Bank Name	AGP	Inactive?	<input type="checkbox"/>
C/P Payment Type	ACH	Bank Account Type	Checking
Pre-Note Sent	Approved	Routing/Transit	722270752
Pre-Note Approval Date	8/25/2014		
<input type="button" value="Accept"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> 			

For this entry the **Bank Account, C/P Payment type** (for which process type should be set to "ACH" or "VC" in the C/P Payment Type Maintenance), **Bank Account Type** and **Routing/Transit Number** are required.

Accept the Bank Account entry to return to the Customer ACH Maintenance and setup the Customer's Primary ACH Account Information.

Note: For foreign banks such as Royal Bank of Canada, you will need to contact the bank and obtain the US routing number for that institution. We advise that you also verify the account with the bank at that time.

Bank Setup for the payee (merchant)

Select the **ACH Bank Code Maintenance** program from the IIG Card Processing->**ACH Processing** menu.

Each bank code in MAS should be linked via the CP Bank Code Maintenance for the ACH processing.

sage IIG ACH Bank Code Maintenance (ABC) 8/25/2014

Bank Code

Description

1. Main | 2. Primary | 3. Direct

Cash Account Number Cash in bank - savings

Bank ID Number

Direct Deposit Default Days to Settlement

Pre-Note Required?

Bank URL Address

Bank account/routing information necessary for NACHA/ACH transactions for the merchant's bank account is linked by bank code. If there are several accounts the merchant uses they will be treated as separate bank codes.

Bank Code – Lookup only to select an existing bank account. The description field will display the bank description.

Cash Account Number – This is the G/L account number for deposits to this bank account.

Bank ID Number – Defaulted from the Bank Code Maintenance.

Direct Deposit – check this checkbox to enable ACH for this bank.

Pre-Note Required? – If Pre-Notes were enabled in CCP ACH options, then this option is enabled. The lowest enabled bank code will be used for pre-notes.

The answers to the following questions under the ‘Primary’ tab may not be apparent to you. They relate to NACHA operating rules. You may wish to consult your financial institution for the correct values.

Pre –Note Approved: Check this box if your financial institution has approved this bank code for direct deposit.

Immediate Destination: This is the Transit/Routing Number of the ACH operator or receiving point to which the file is being sent. The 9-character field typically begins with

the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAAC).

Immediate Destination Descriptive Name: The name of the ACH or receiving point for which the file is destined.

Immediate Origin: This is either the Transit/Routing Number or it is the Tax ID of the ACH operator or sending point that is sending the file. If a transit/routing number it is a 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAAC).

Immediate Origin Descriptive Name: The name of the ACH operator or sending point that is sending the file.

Originating DFI: This is the Transit/Routing Number of the Originating DFI. The 8-character field typically begins with the four digit transit number followed by the four-digit ABA number. Your financial institution may direct you to enter a different value here.

Leading Character for Immediate Origin: Some financial institutions require a leading character before the Immediate Origin Transit Routing number other than a blank. If this is true of your institution, enter that character here.

Include only Payment Records: Leave this blank for normal operation. Checking this box will produce an ACH file with no File and Batch Header or Control records.

Put CR/LF After Each Record: Choose 'Yes' to add a carriage return/line feed combination after each record in the ACH file. This will produce 96 byte records. Answer 'Line Feed' to include just a line feed, 'Carriage Return' to include just a carriage return, 'Both' to add a line feed/carriage return, or 'No' to add nothing (i.e., produce exact 94 byte records).

Pad File to Block Size of 10: Some institutions require that the file be submitted in complete physical blocks of 10 records each. If you answer 'Yes,' the file will be padded as necessary with '9' to fill the block. If you answer '9' here, the file will be padded the same with option 'Yes' and will additionally fill positions 56 through 94 in the File Control Record with nines. Only use this option when directed by your institution to do so.

Put a Ctrl-Z at the End of File - Some institutions require that the file include a Control Z at the end. Check this box if so.

Valid file ID Modifiers: This range will default to '0 - Z' and need only be changed if your institution directs you to. While your cursor is in the beginning value field, the

prompt will display the next File ID Modifier to be used. Each time the Batch register is printed and the export file is created, this value will increment within the range specified.

Date for file Creation: Select the 'Run Date,' 'System Date,' or 'Effective Date' you entered when generating batches.

Date for 'Descriptive Date': Select 'Run Date,' 'System Date,' or 'Effective Date.'

Service Class Code: This is the service class code for record types 5 and 8. The default value is 200. Leave at the default value unless your financial institution directs you differently.

Zero filled Settlement Date: This controls whether the three character settlement date field for record type 5 is 000 or blank. Check this box to make the settlement date field 000. Leave it blank to leave the settlement date field blank. The default is Yes. Leave at the default value unless your financial institution directs you differently.

Standard Entry Class Code: This is the standard entry class code for record type 5. The default value is 'PPD.' Leave at the default value unless your financial institution directs you differently.

Include Addenda Records: This option will be available only when the SEC code is PPD, CCD, or CTX.

The following prompts are under the 'Direct' tab:

The screenshot shows a software window titled "IIG ACH Bank Code Maintenance (ABC) 8/25/2014". The window contains a form with the following fields and options:

- Bank Code: C
- Description: Bank Of America Savings
- Tabs: 1. Main, 2. Primary, 3. Direct (selected)
- Include Internal Bank ID: [Empty text box]
- Use 80 Byte Text As 1st Record: [Empty text box]
- Include Debit Record:
- Transaction Code: [Empty text box]
- Receiving DFI Identification: [Empty text box]
- DFI Account Number: [Empty text box]
- Individual ID Number: [Empty text box]
- First Hawaiian Bank:
- Character To Precede Company ID: [Empty text box]
- Alternate Company ID: [Empty text box]

Buttons at the bottom: Accept, Cancel, Delete, and a printer icon.

Include Internal Bank ID: If you check this box, you will be prompted to enter a string of up to 94 characters. These characters will be written as the first record in the ACH file and should contain something which is meaningful to your financial institution. Use this option only if your financial institution directs you to do so.

Use 80 Byte Text as 1st Record: Check this box if you wish to use 80 bytes of text as the first record in the ACH file. The program will add 14 spaces at the end of the record to expand the length to 94 bytes. Use this option only if your financial institution directs you to do so.

Include Debit Record: If your financial institution requires you to include a debit record for your company (usually when you are submitting the file to a third party institution for processing), then check this box. An entry detail record will be created in the file after all the Customer records have been processed. The record will be constructed from the following four Setup values; the total amount of the Accounts Receivable will be put in the 'amount' field and the Customer name will be used as the 'individual name.'

Transaction Code: Enter the transaction code to be used for the debit record (usually 27 for checking accounts and 37 for savings accounts). This prompt will not appear if you did not check the 'Include Debit Record' box.

Receiving DFI Identification: Enter the transit/routing number to be used for the debit record (refer to the section titled 'Immediate Destination' above for more details). This prompt will not appear if you did not check the 'Include Debit Record' box.

DFI Account Number: Enter the account number to be used for the debit record. This prompt will not appear if you did not check the 'Include Debit Record' box.

Individual Number: Enter the individual ID number to be used for the debit record. This is usually an optional field. This prompt will not appear if you did not check the 'Include Debit Record' box.

First Hawaiian Bank: Check this box if you are using this enhancement with First Hawaiian Bank. If you do check this box, an additional record is appended to the ACH file created by this Extended Solution that meets First Hawaiian Bank standards. If you use this option, the only file name possible will be 'EFF230.' If multiple files are generated, only the last one will be retained – the file named EFF230 is overwritten each time. There is no provision for multiple file names. Please refer to the 'First Hawaiian Bank Record Layout' at the end of this manual for a layout of the appended record.

Character to Precede Company ID: The character entered here will become the first character in the Company ID field. If no value is filled in here, the NACHA standard value of '1' will be sent.

Alternate Company ID: Specify an alternate Company ID. During the generation of the ACH file, if there is a value in this field, it will be used in place of the Federal ID No from Company Maintenance. If this field is blank, the Federal ID No from Company Maintenance will be used.

ACH Batch Upload

ACH uses a batch methodology where the transaction is tracked and is not posted until payment due date, even though the transaction is submitted several days in advance. The purpose of submitting the transaction in advance is to retrieve any exceptions such as (but not limited to) incorrect bank/routing codes, invalid account, account closed, account on hold, etc.

Select the **ACH Batch Upload** program from the IIG Card Processing Batch menu.

ACH Batch Upload Selection (ABC) 8/25/2014

Select Batch

ACH Batch No: Batch Description:

Settlement Date Batch File Name: Ok

Selected Batches

Batch No	Batch Description	Settlement Date	Upload File Name	Del
0000002	Sales	7/29/2014	ABCC00000020.ACH	

Clear all the Pending Batches On Exit?

Microsoft XPS Document Writer Keep Window Open After: Print Preview Print Preview Setup

ACH Batch No – Allows selection of Open batches only, lookup will default to type “O” batches only.

Batch Number	Status	Settlement Date	Amount
0000001	Open	7/29/2014	\$.00

Search: Batch Number, Begins with, Find

Filters..., Custom...

Select, Cancel, Help

Found 1 records

Batch Description – Short description of the batch, which should be defaulted from the original start of the batch.

Settlement Date – This is the batch effective date by default, but the user may select another date. A calendar control is used to determine if the settlement date is for a weekend.

Batch File Name – This is a calculated value the operator may override but normally will not. The name of the file will be <company code>+<Date (CCYYMMDD)>+<File Modifier code>.ACH (ex: ABC20110502A.ACH).

Ok – Click Ok to write the selected batch to the list.

ACH Batch Upload Selection (ABC) 8/28/2014

Select Batch

ACH Batch No: 0000003 Batch Description: SALES

Settlement Date: 8/28/2014 Batch File Name: ABCC00000030.ACH

Selected Batches

Batch No	Batch Description	Settlement Date	Upload File Name
0000003	Sales	8/28/2014	ABCC00000030.ACH

Clear all the Pending Batches On Exit?

Keep Window Open After: Print Preview

Deferred

Selected Batches list box – This is the list of the selected batches that are to be uploaded. Columns are sortable.

Print – Will generate the list of the batches selected for upload, including the transaction detail.

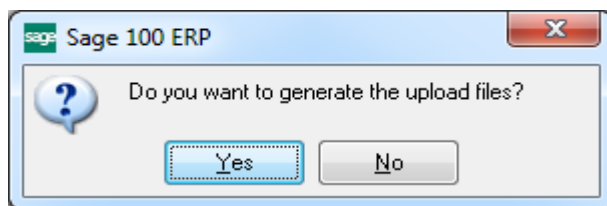
ACHBatch Selection Listing

ABC Distribution and Service Corp.(ABC)

Document ID	Document Name	Type	Account Number	Routing	Debit	Credit
Batch Number: 0000003		Bank Code: C				
Batch Description: Sales						
Effective Date 8/28/2014						
Sales Order	0000209	AMERICANBUSINES	Debit	*****3344	722270752	1.00
Batch Number: 0000003					Totals:	1.00
					Totals:	1.00

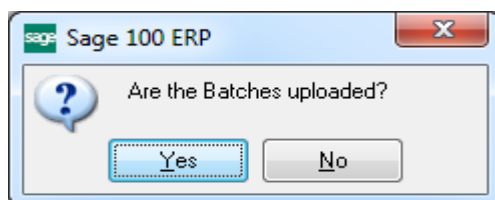
Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

At the conclusion of the listing, the program asks the user if they want to generate the upload files. At this point once the user okays the program to generate the upload files. After the files are generated, the program will wait 2 seconds, and then open the user's web browser so they are able to upload the ACH files to the bank.



The program will generate the upload files in the directory selected during the ACH options setup. After generating the batch files, the program will trigger the user's web browser begin the upload.

Once the browser section ends, the program is returned to this program. The program will then ask if the batches are uploaded. The user must answer that question to continue, answering Yes will mark the uploaded batches as submitted and sets the upload date.



If Yes is selected the Batch is deleted.

ACH Batch Status Report

The **ACH Batch Status** report allows the user to get information about the current statuses of the ACH Batches generated in the system.

Report Setting: STANDARD

Description: ACH Batch Status Report

Setting Options

Type: Public

Print Report Settings:

Number of Copies: 1

Default Report:

Three Hole Punch:

Collated:

Options

Open: Pending: Submitted: Updated:

Orders: S/O Invoices: A/R Invoices:

Selections

Select Field	Operand	Value
Batch Number	All	
Bank Code	All	
Effective Date	All	

Microsoft XPS Document Writer

Keep Window Open After:
Print: Preview:

Print Preview Setup

Here is an example of printout:

ACH Batch Status Report

ABC Distribution and Service Corp. (ABC)

Document Source	Document ID	Name	Account Type	Account Number	Routing	Transaction ID	Debit	Credit	
Batch Number:		0000003	Effective Date		8/28/2014				
Bank Code:		C							
Batch Status: Updated									
Sales Order	0000209	AMERICANBUSINESS FUTU	Checking	*****3344	722270752		1.00		
Batch Number: 0000003							Totals:	1.00	
							Totals:	1.00	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

IIG Duplicate ACH Report

The IIG Duplicate ACH report allows for tracking the duplicate ACH Bank accounts setup for the Payer (customer).

IIG Duplicate ACH Report (ABC) 8/25/2014

Report Setting: STANDARD [Save]

Description: Duplicate ACH Report

Setting Options:

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

Selections:

Select Field	Operand	Value
Customer Number	All	

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

IIG Duplicate ACH On File Report

ABC Distribution and Service Corp. (ABC)
Sorted on Bank Account Number

Account Number	Customer Number	Name	Account Type	Routing	Inactive	Primary Account
123344	01-AVNET	Avnet Processing Corp	Checking	722270752	No	Yes
123344	01-CUSTAS	Avnet Processing Corp	Checking	722270752	No	No
123344	01-NEW	Avnet Processing Corp	Checking	121000374	No	Yes

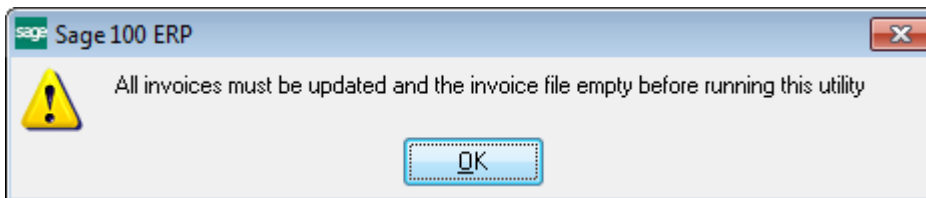
TOTAL DUPLICATES FOUND: 3

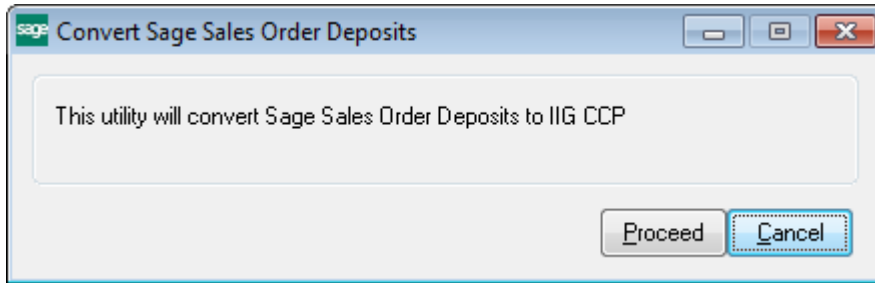
Utilities

The **Convert Sage Sales Order Deposits to IIG** and **Convert Sage Sales Order Preauths to IIG** utilities must be run in the system when upgrading from a version using Sage Credit Card.

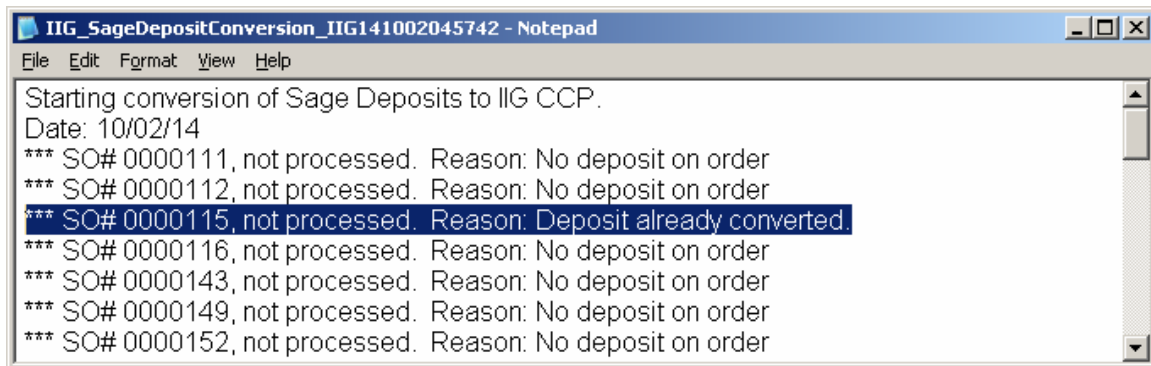
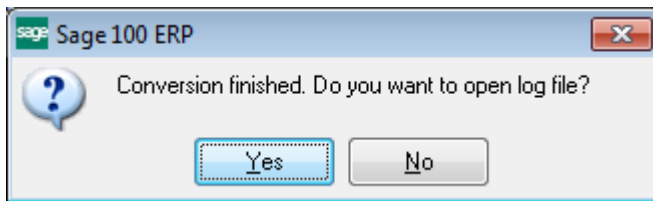
Convert Sage Sales Order Deposits to IIG

The **Convert Sage Sales Order Deposits to IIG** program has been added under the **IIG Card Processing Utilities** menu to allow converting Sage deposits to IIG CP files.



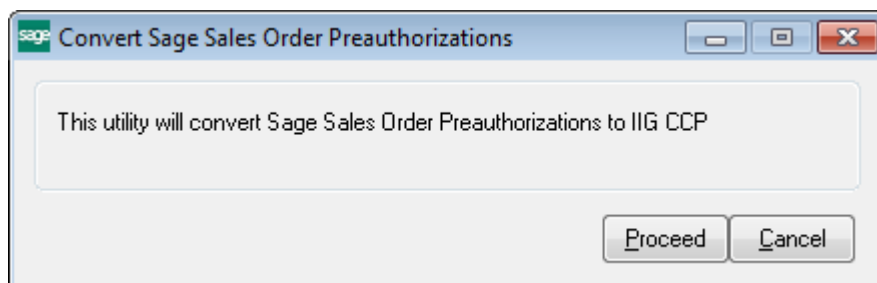


After conversion is completed a prompt appears allowing the user to open the log file with detail information for deposits conversion.



Convert Sage Sales Order Preauths to IIG

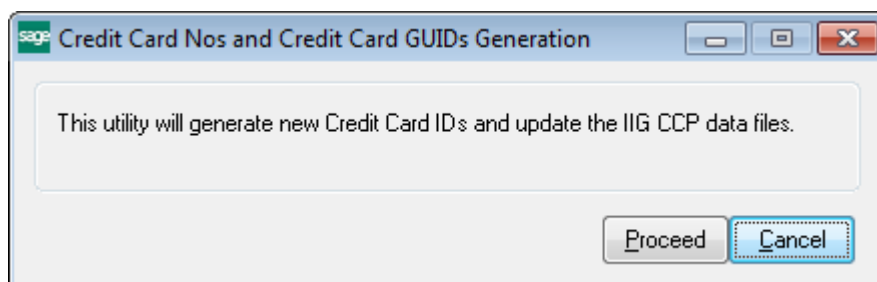
The **Convert Sage Sales Order Preauths to IIG** program has been added under the **IIG Card Processing Utilities** menu to allow converting Sage standard Pre-authorization data to IIG CP files.



Credit CardNo/Credit CardGUID Generation

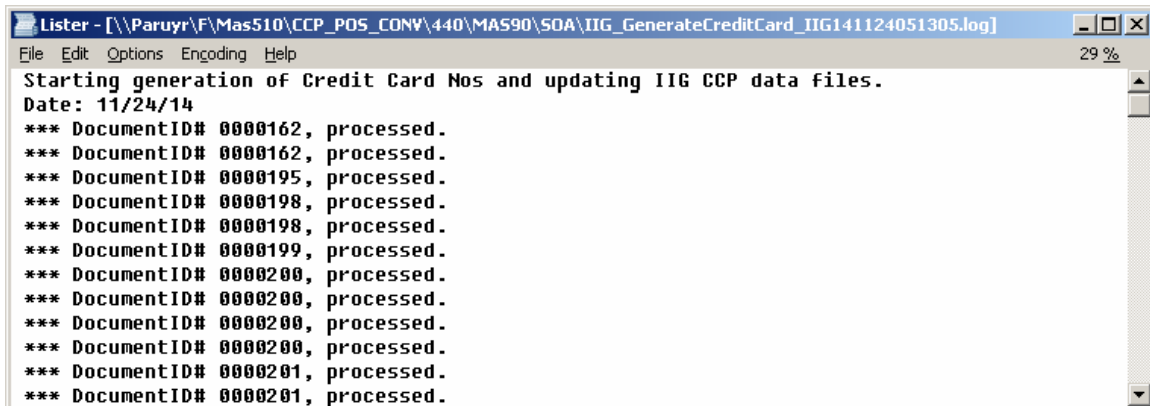
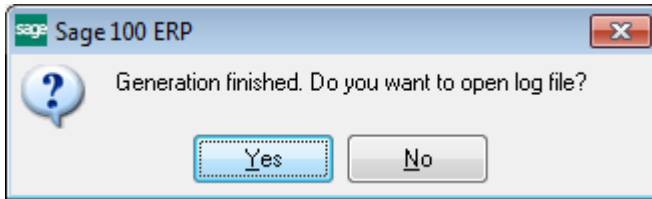
The **Credit CardNo/Credit CardGUID Generation** program is intended for updating the **CP_PaymentTransactionsDetail**, **CP_OrderDepositHistoryDetail**, **CP_CreditCardTransactionLog**, **CP_CustomerPaymentHistory** and **CP_MailOrderBookedPreAuths** files with the new Credit Card ID and Credit Card GUID being generated.

Note: Running this utility is required when upgrading from lower versions (up to v. 4.50) of CCP.



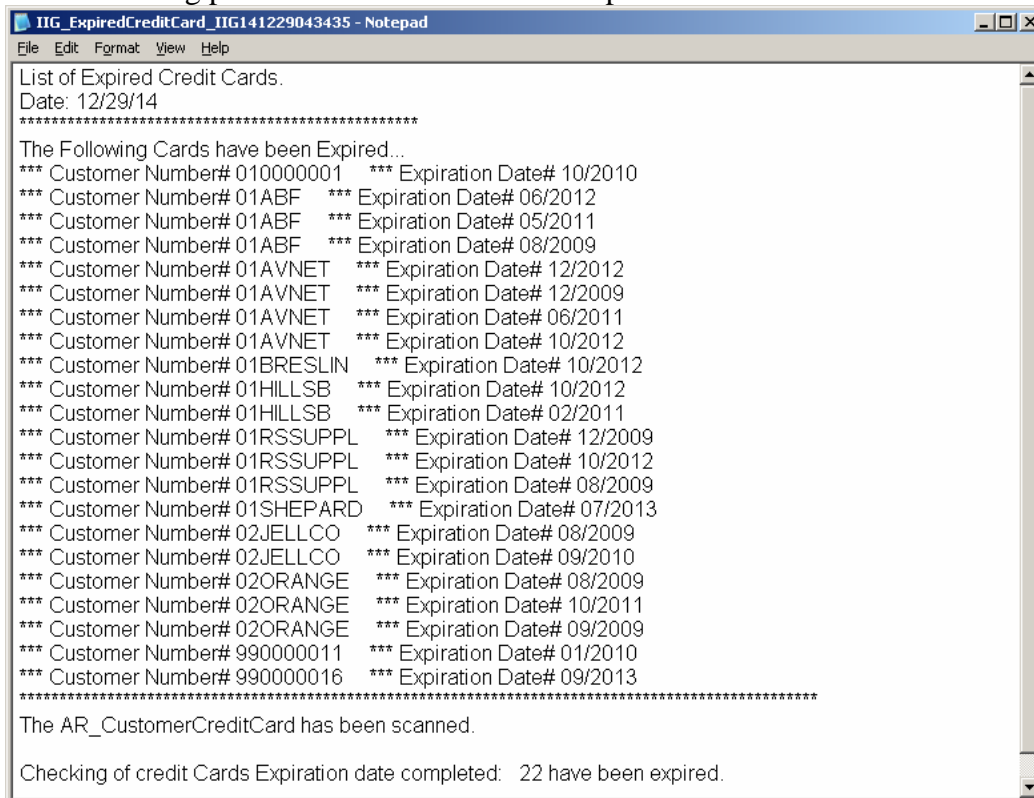
This utility scans the **CP_CreditCardTransactionLog** file and for each not expired credit card transaction sends information to respective payment processor which generates and returns the GUID and Card ID. The generated GUID and Card ID is synchronized with the Customer's existing Credit Card records. That is, for transactions processed with Credit Card record existing in the **AR_CustomerCreditCard** file the newly generated GUID and Card ID is saved in the **AR_CustomerCreditCard** file, otherwise the GUID and Card ID are not saved.

Two log files are printed after completion. The first one prints information about the records for which GUID and Card ID have been generated.



For Expired Credit Card Transactions found in CP_CreditCardTransactionLog file the GUID and Card ID are taken from original AR_CustomerCreditCard file to have the records synchronized in the Customer Maintenance.

The second log prints information about the expired Credit Cards:



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.