Credit Card Processing
For Sage 100 ERP 2014

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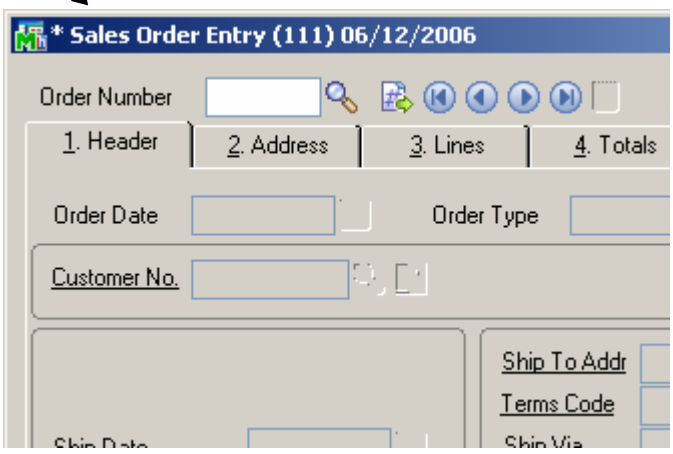
Installation Instructions and Cautions

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.

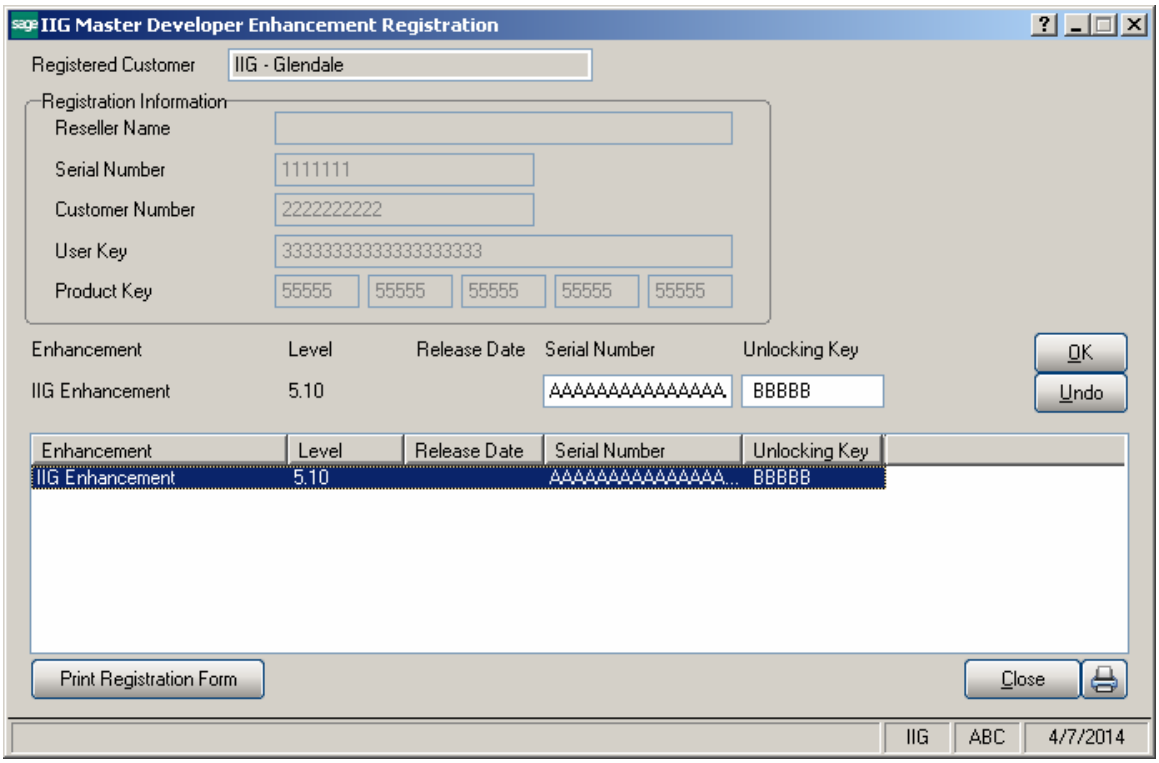
Follow all the instructions on this page before you run **Customize Update**!

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**.



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.

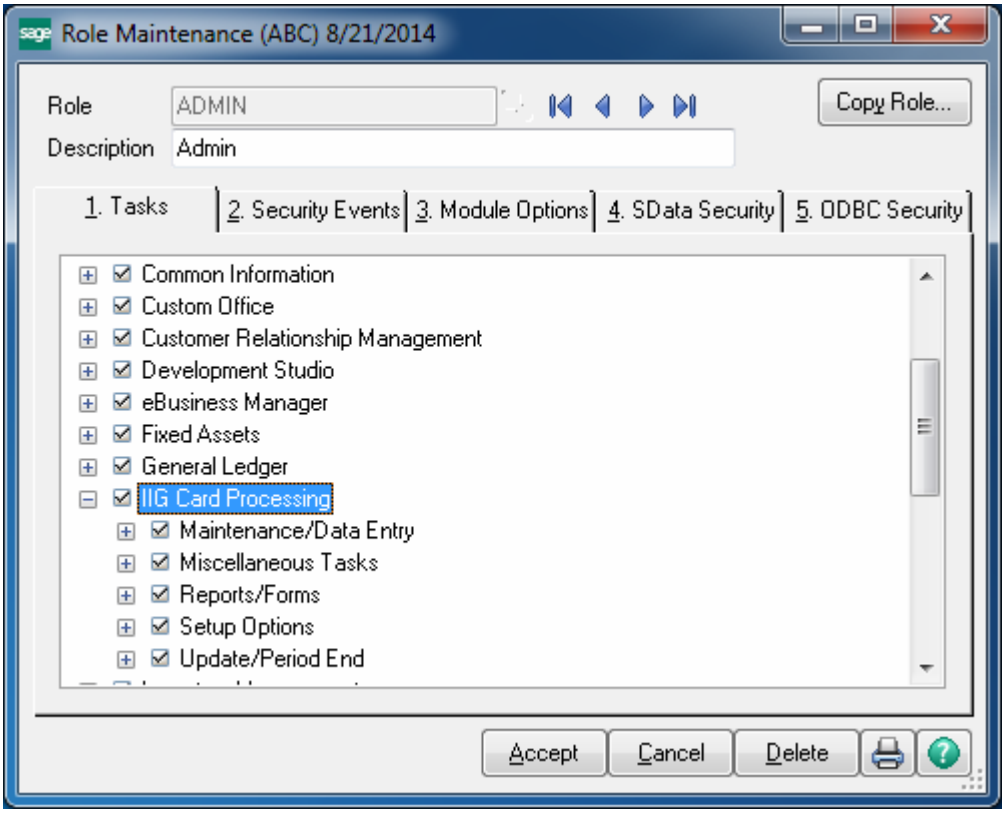
Use the **Print Registration Form** button to print IIG Registration Form.

ODBC Security

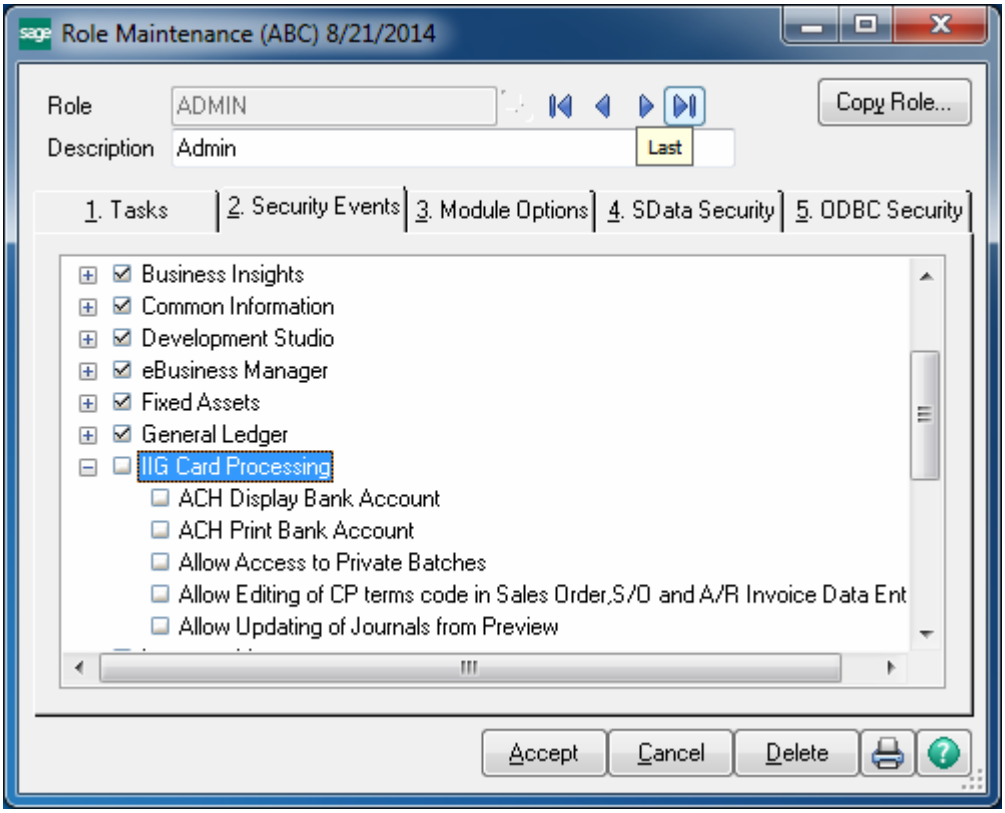
After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to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

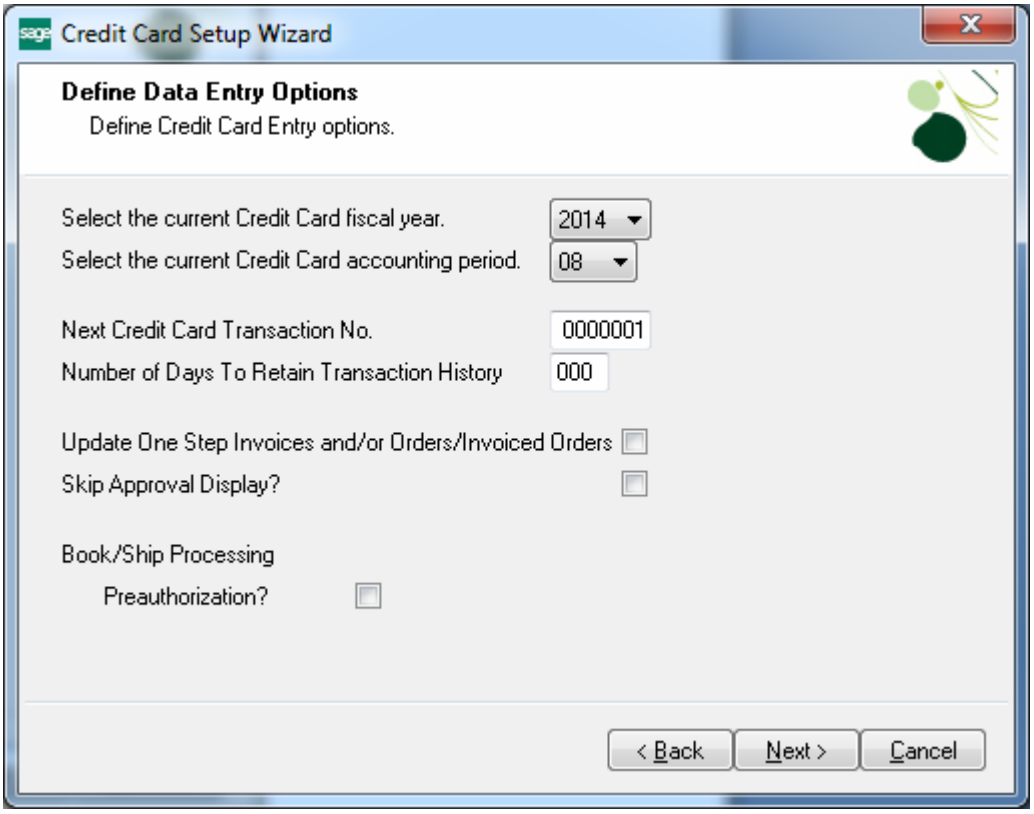
Credit card input and validation occurs at the Accounts Receivable Invoice, Sales Order, Invoice, or IIG Point of Sale **Totals** screen. Depending on the setting selected for the terminal, Credit Card entry may be enabled or disabled by terminal and module (A/R Invoice, Sales Order, Invoicing, or Point 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.



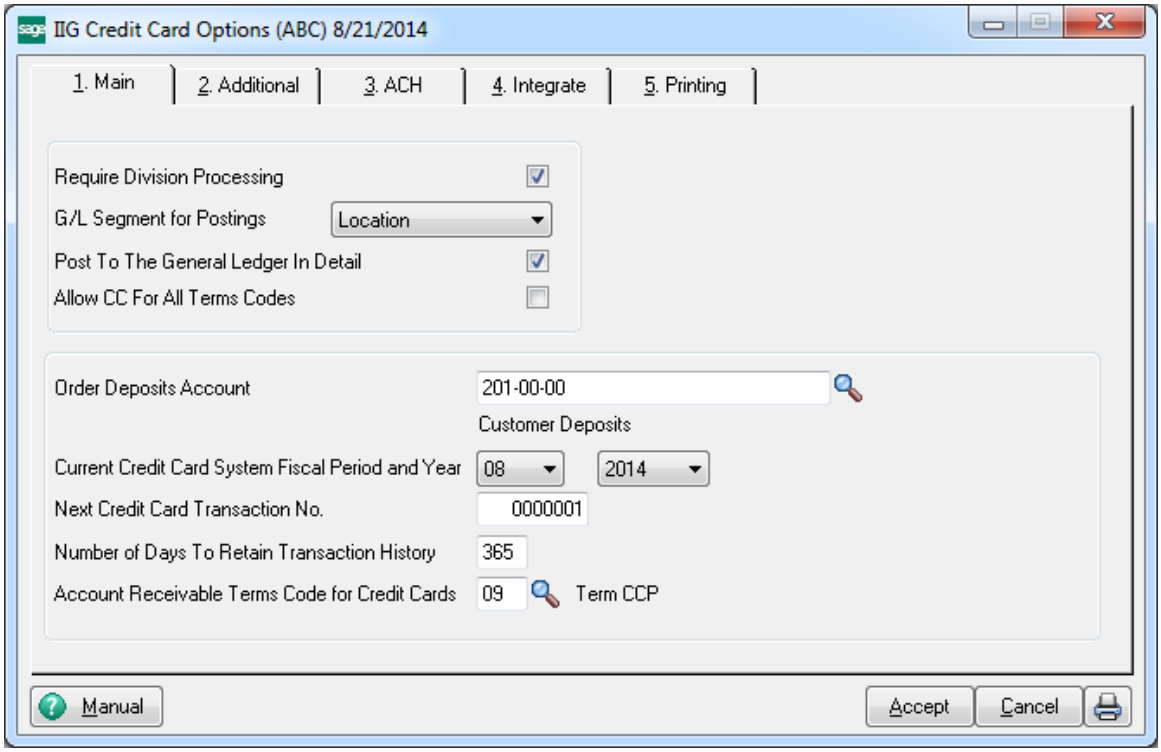
Credit Card System Options

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.

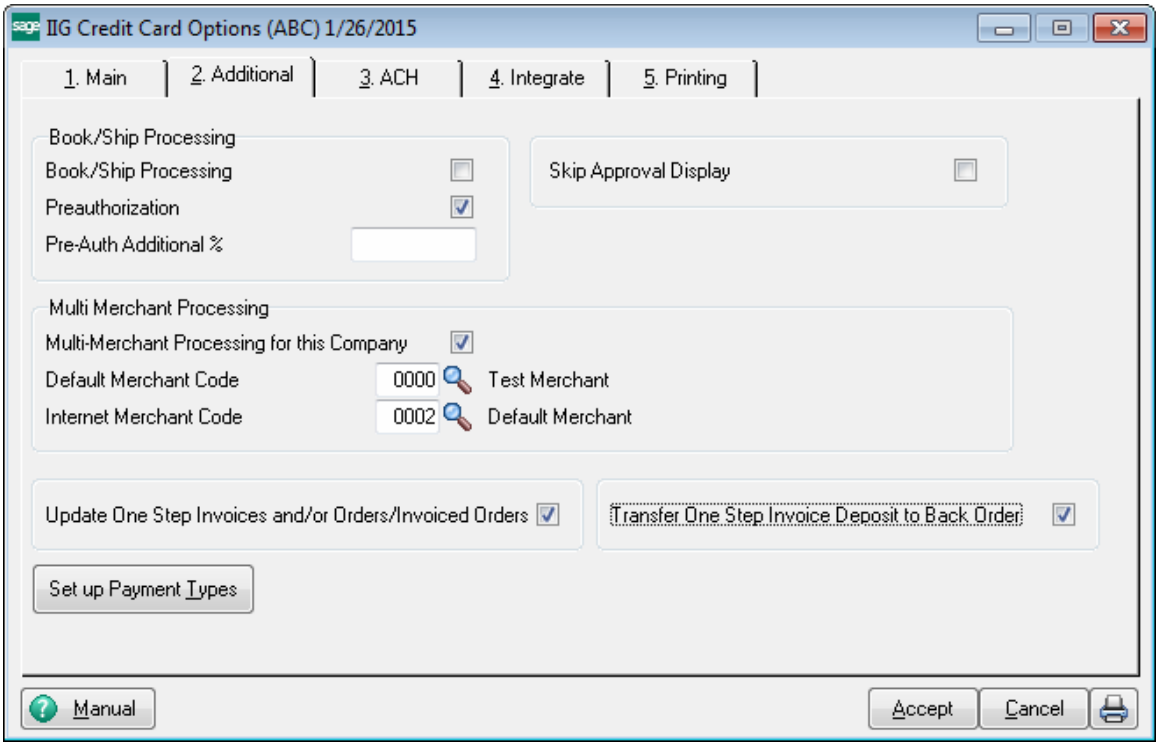
The **Next Credit Card Transaction Number** is used to generate a slip number for receipts when used in the restaurant environment. Used in IIG custom packages only.

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



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:

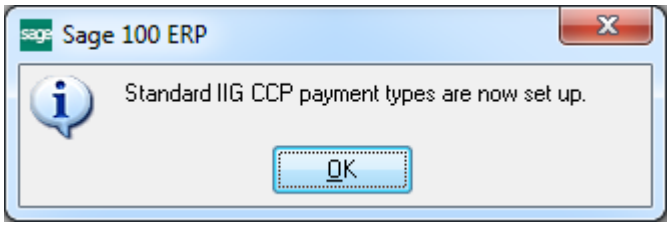
- **SO Invoice Payment Journal** will process one-step Invoices and the Sales Orders which are invoiced.
- **SO Order Deposit Journal** will process only the Orders not Invoiced.

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.

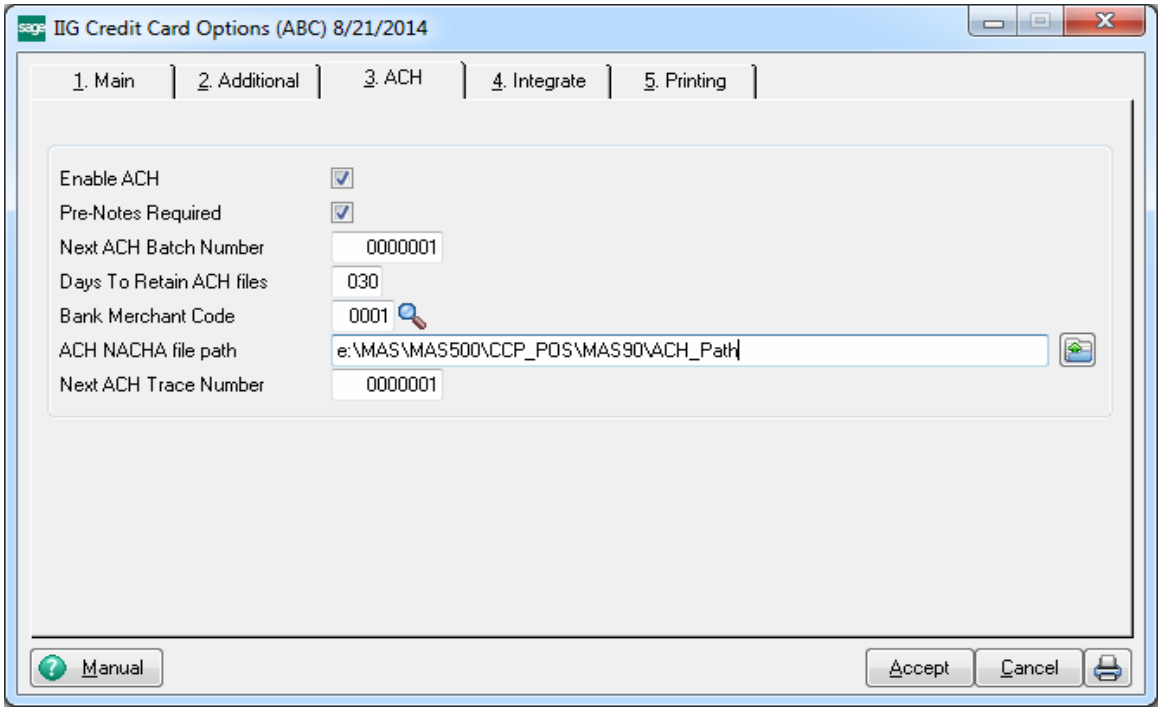
Transfer One Step Invoice Deposit to Back Order - if this checkbox is selected the remaining Deposit amount will be transferred to the backorder created for one step Invoice during Sales Journal update.

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.

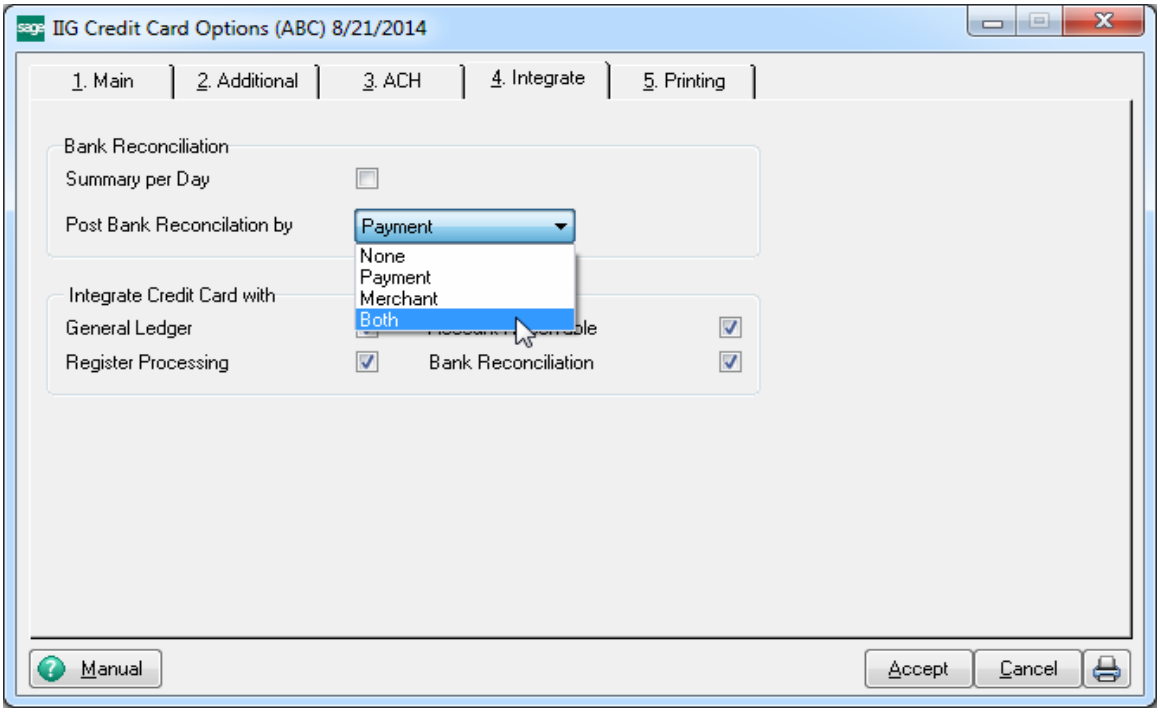
Number of Days to Retain ACH Transaction files – A period from 1 to 999. If zero the system will keep the files indefinitely. However, this will slow down the system if many batches and transmission files are retained. We recommend 90 days.

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.

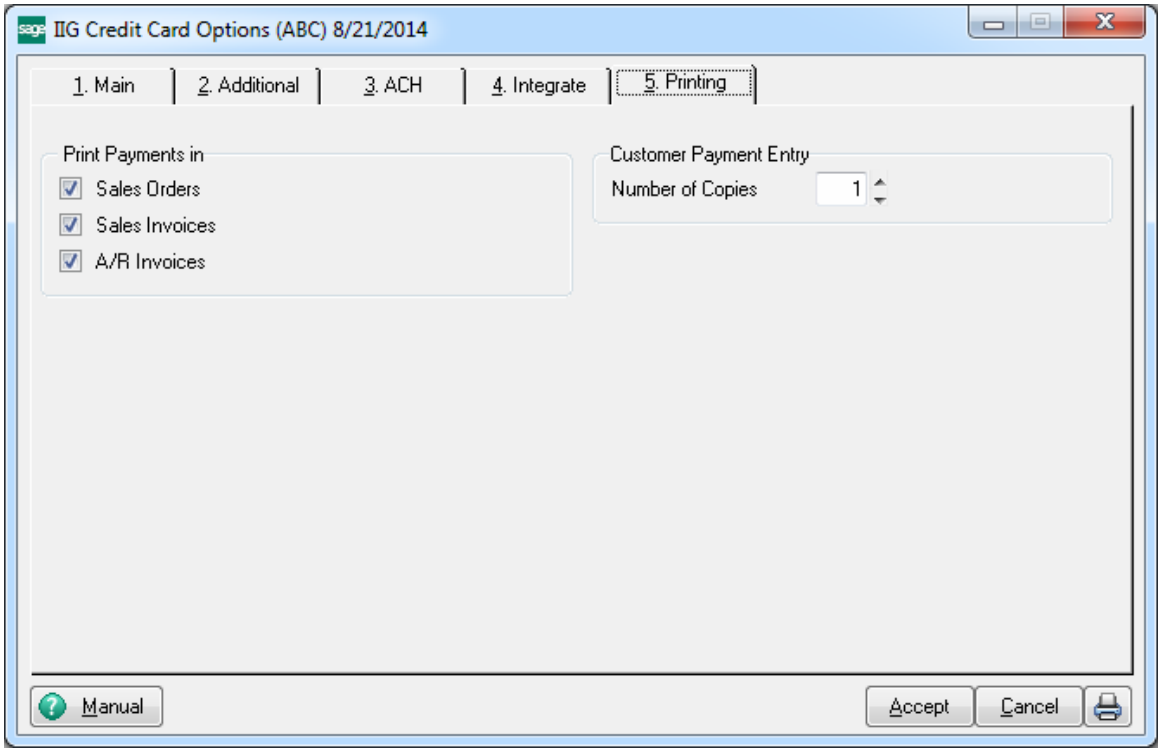
Check the **General Ledger** box to post the transactions to the General Ledger. Clear the box to post transactions to a Recap File.

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

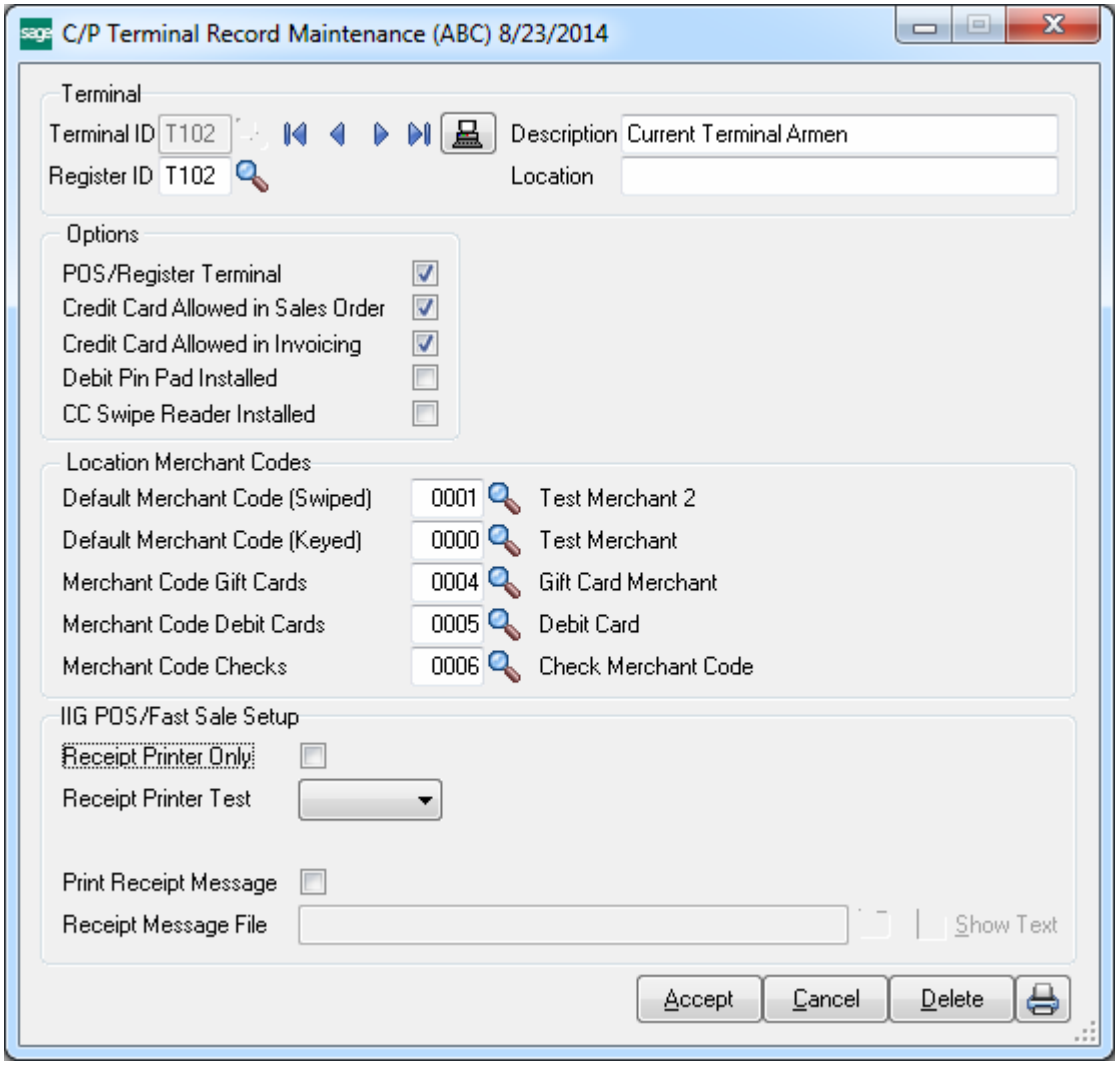


On this tab you can specify whether you want to print payments in **Sales Order, Sales Invoice** or/and **A/R Invoice** printings by selecting corresponding option.

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.



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.

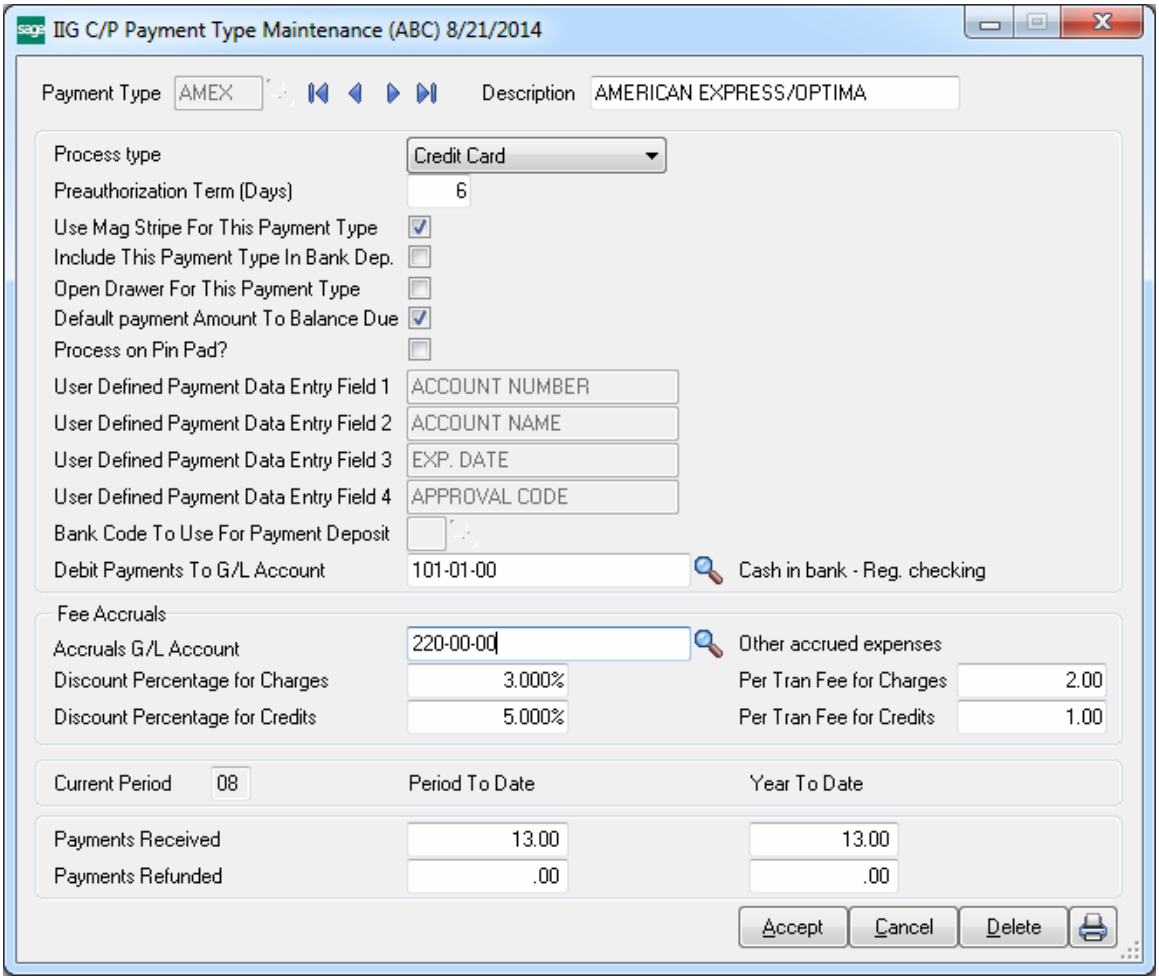
The **Default Merchant Code** is Merchant Account code for current company code, and will be used if the **Multi-Merchant Processing** option is selected in the **Credit Card Options**.
The first Code (Swiped) will be used, if specified. If no, the second (Keyed) will be used. If neither of the **Default 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.



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, tec) 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.

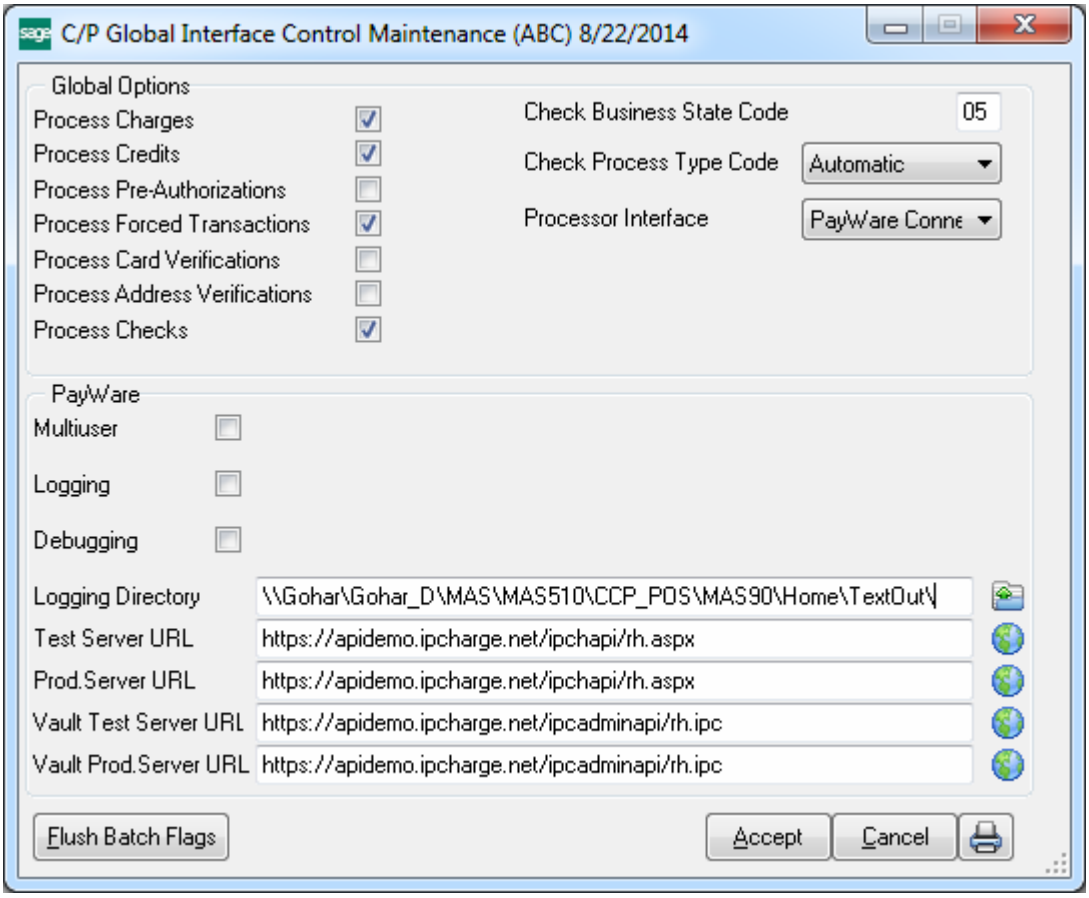
Enter the **Payments Refunded** for this payment type in the current period and year to date. Normally system maintained.

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.

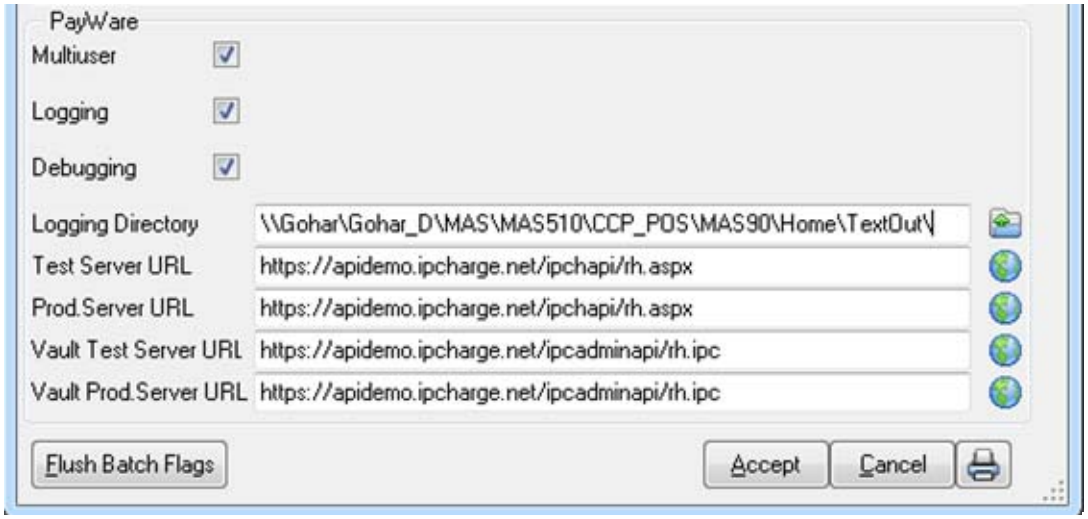
In the **Check Process Type Code** field, select **Automatic**, **Driver's License**, or **MICR Reader**. Automatic is to accept checks for payment without verifying. Driver's license and MICR (Magnetic Ink Code Recognition) records will be verified.

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.

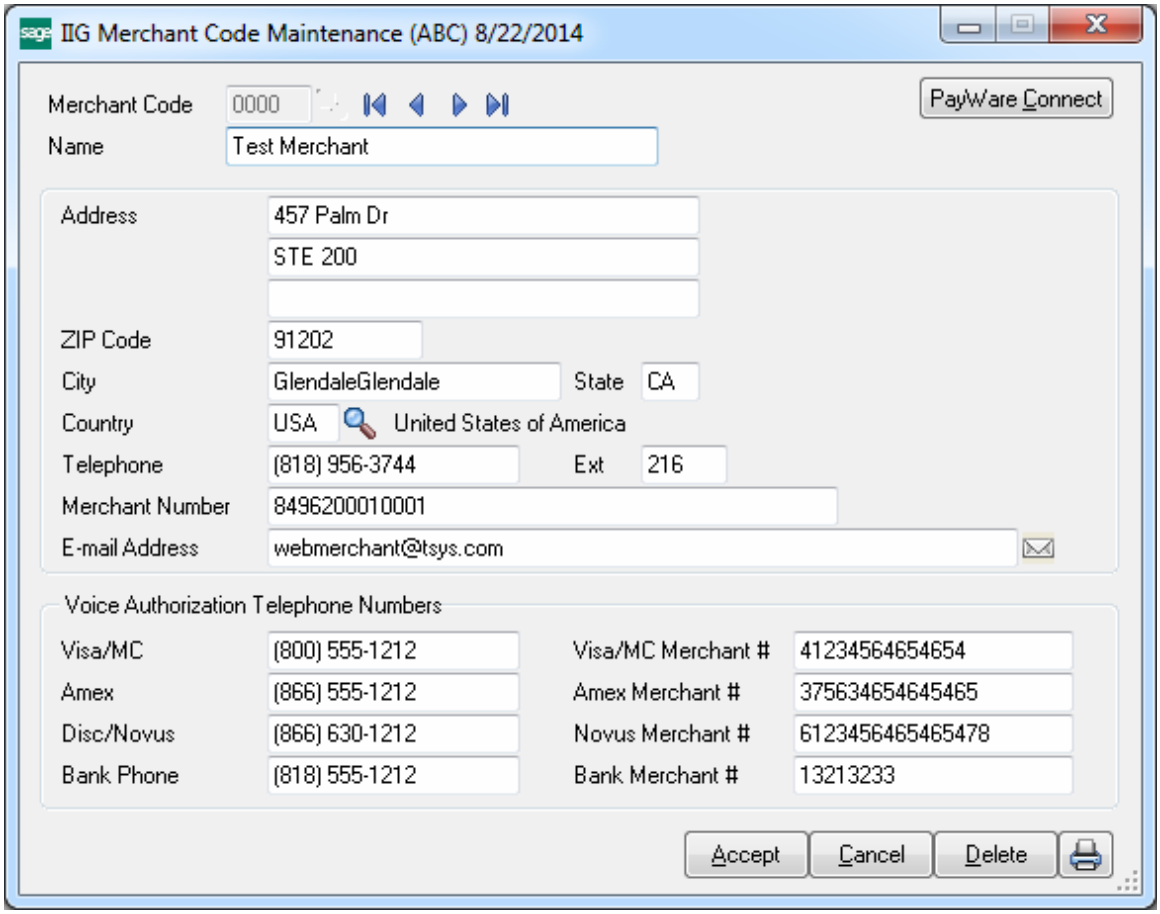
Logging - Select this check box to activate the CC transactions logging. The log is a text file that includes credit card transaction requests to and the response received from

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.

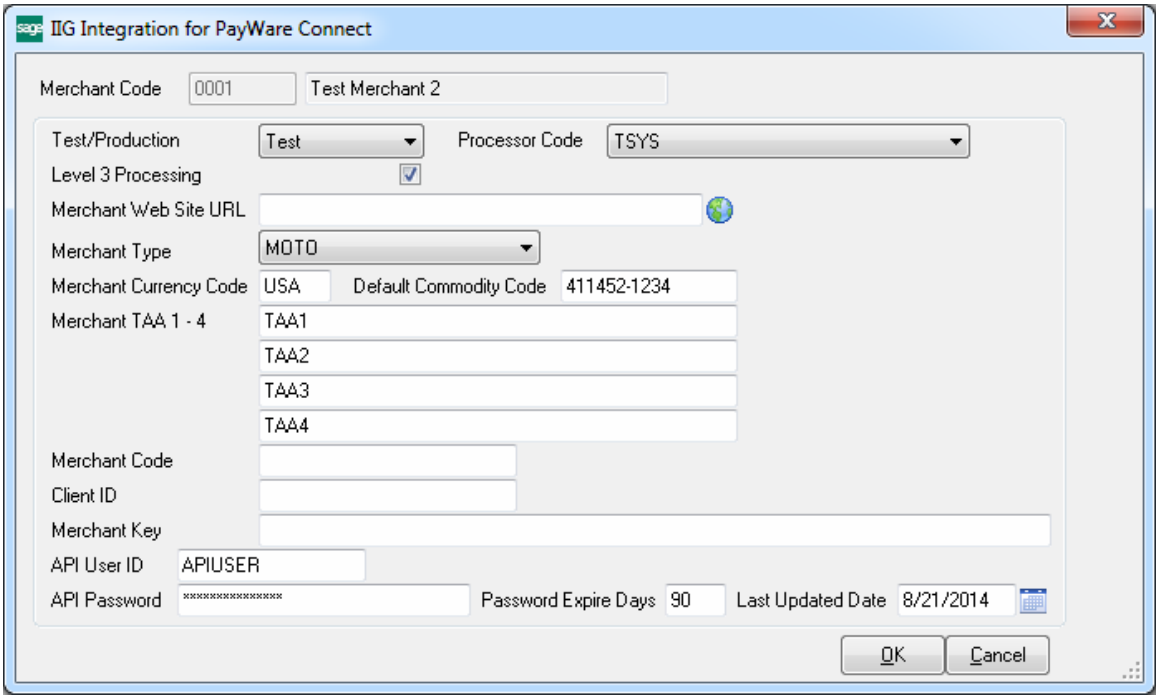


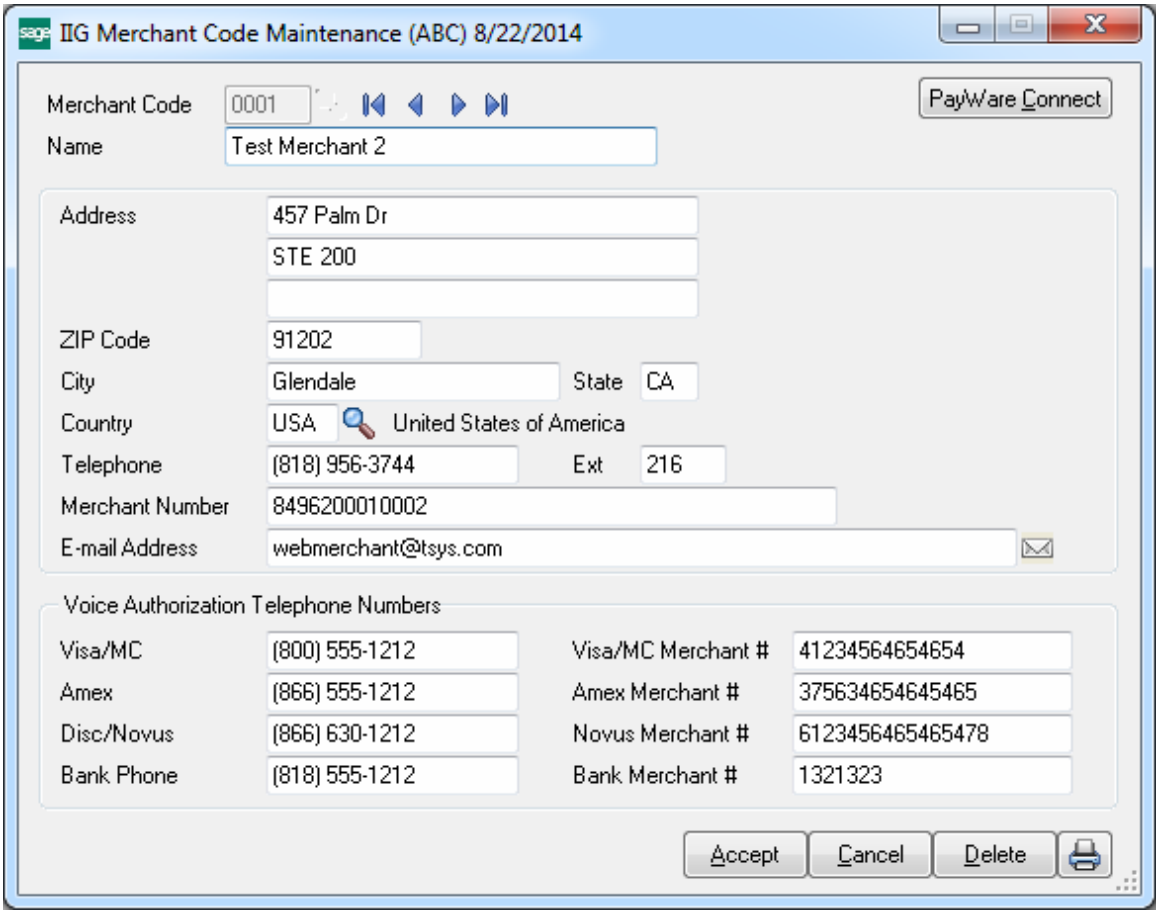
Enter the **Merchant Code** and **Name**.
Fill in the contact information.

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:**

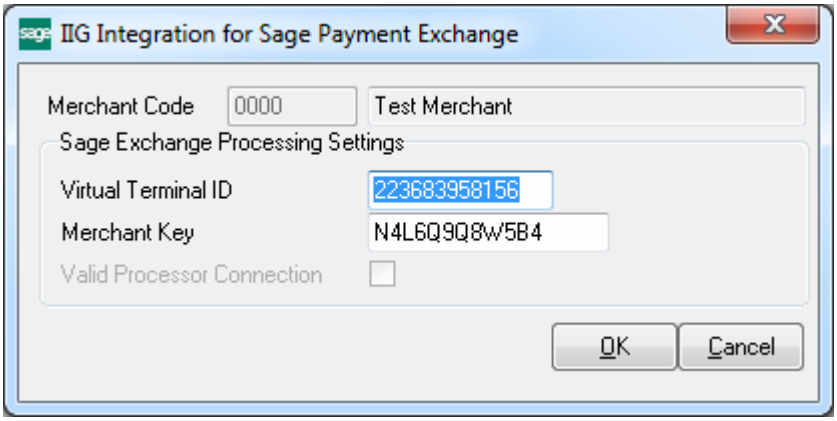
It is necessary to configure respective settings for a Merchant Code to be able to connect PayWare server:





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.

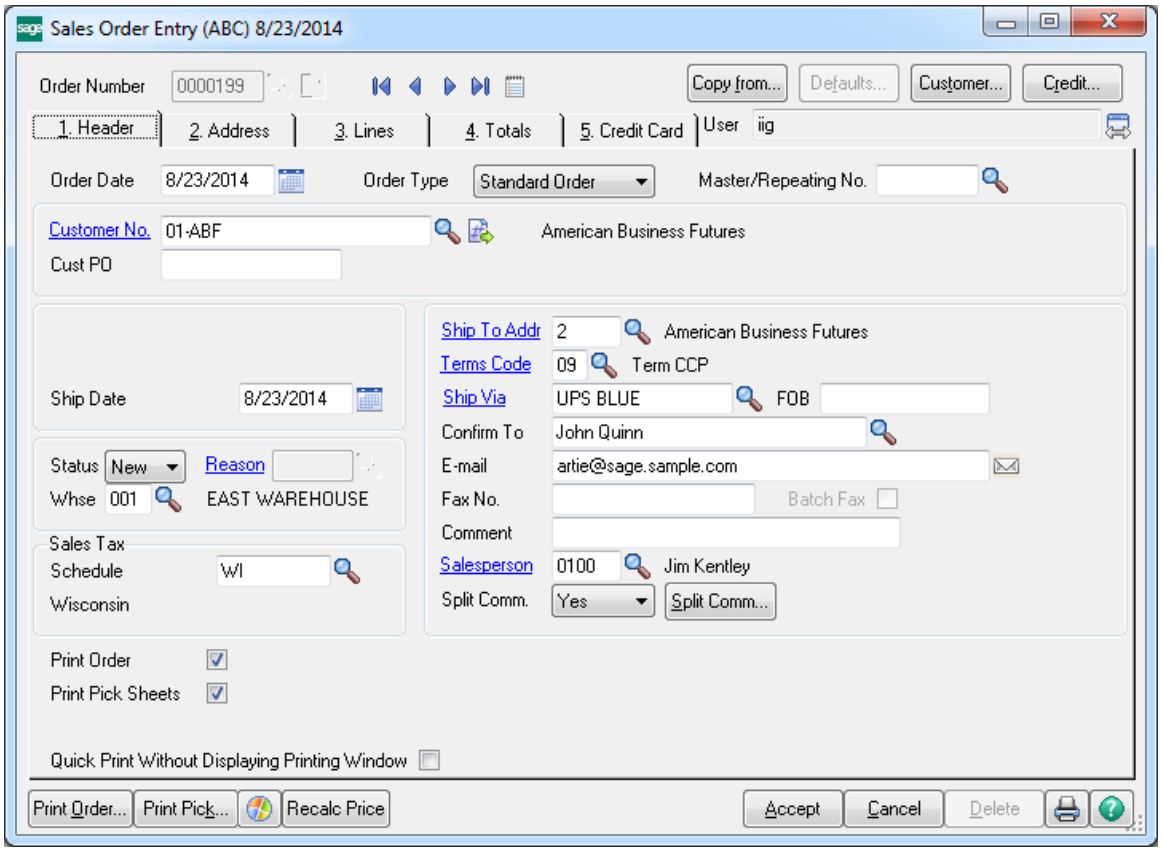


If valid information is entered here the Virtual Terminal ID and Merchant Key fields are updated for credit card Payment Type in the Payment Type Maintenance and Valid Processor Connection is automatically checked.

Credit Card Operations

Sales Order Entry

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

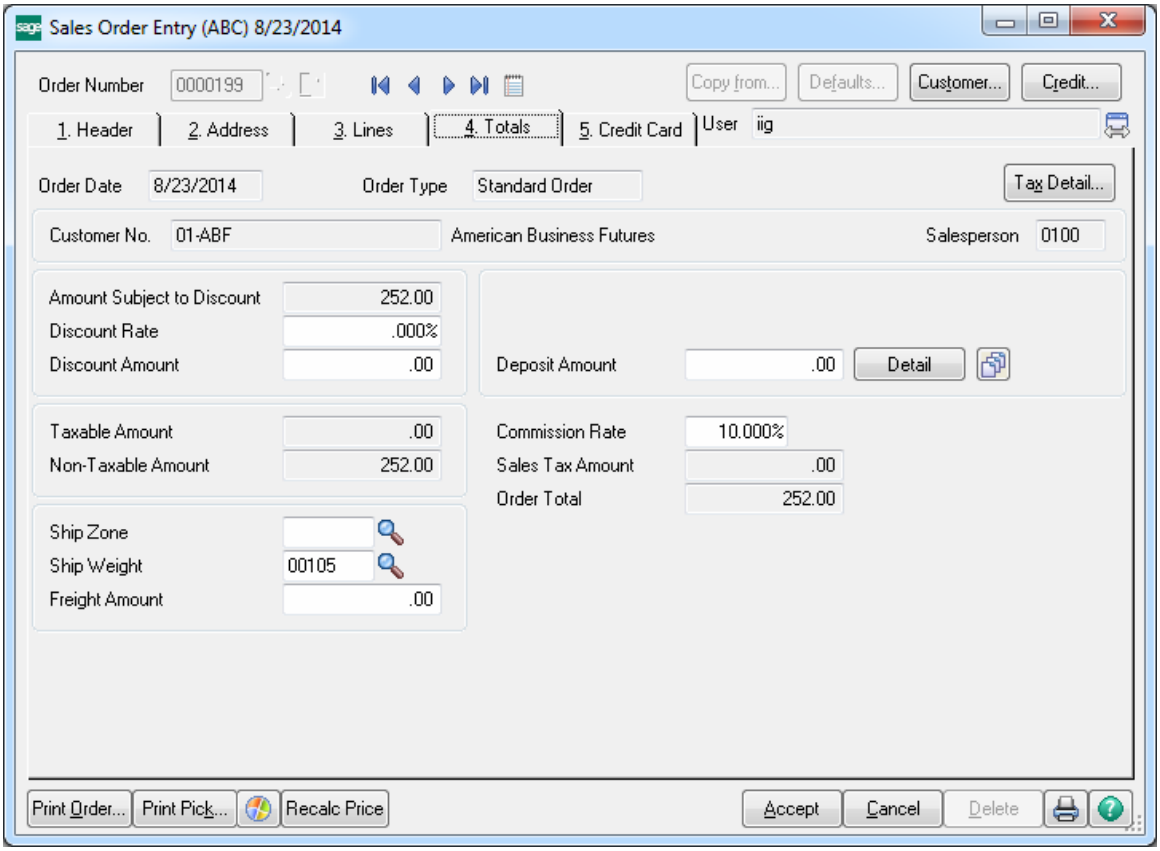


If the **Terms Code** of the Customer selected in Sales Order Entry matches the one of CP Options, then user cannot change the Terms Code if corresponding security event (**Allow editing of CP Terms in Sales Order, S/O and A/R invoice Data Entries**) is not enabled in the Roles. The field is disabled 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.

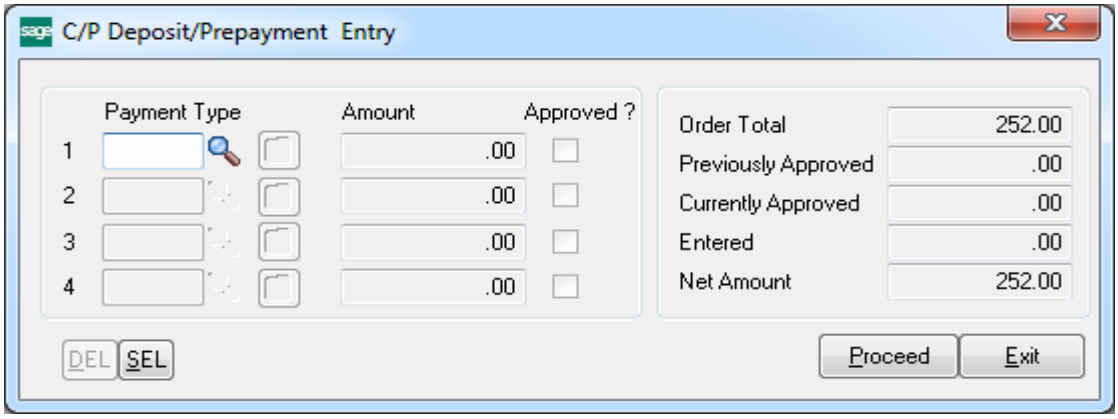
Click the **Totals** tab of the **Sales Order Entry** screen.



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

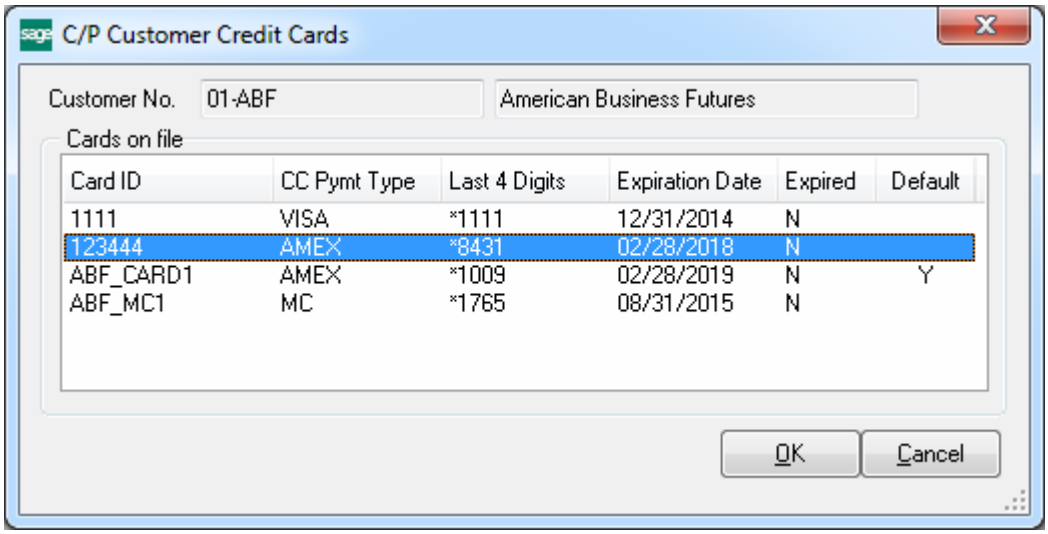
***Note**: Either a deposit amount can be entered OR pre-authorization can be done for the order. These options cannot be used simultaneously.*

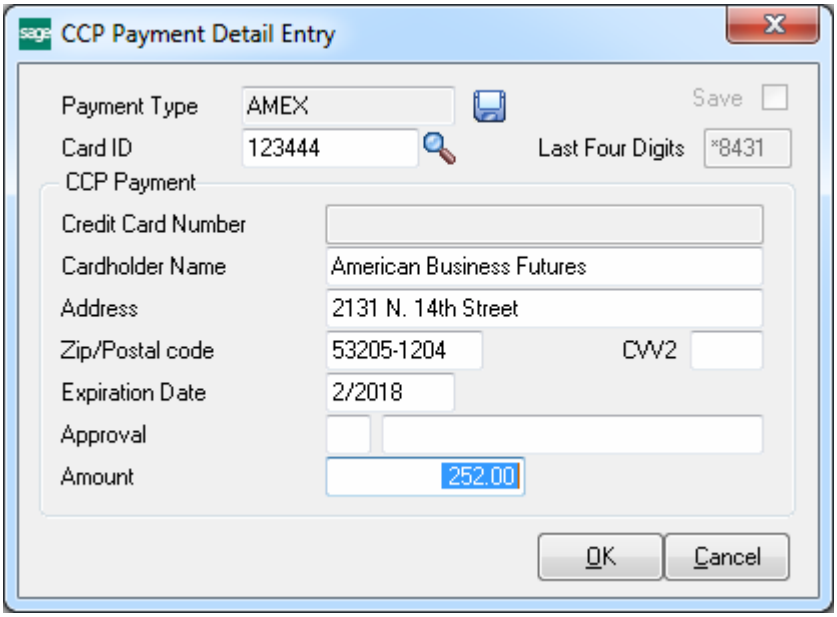
Clicking in the **Deposit Amount** field opens the **Deposit/Prepayment Entry** screen.



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

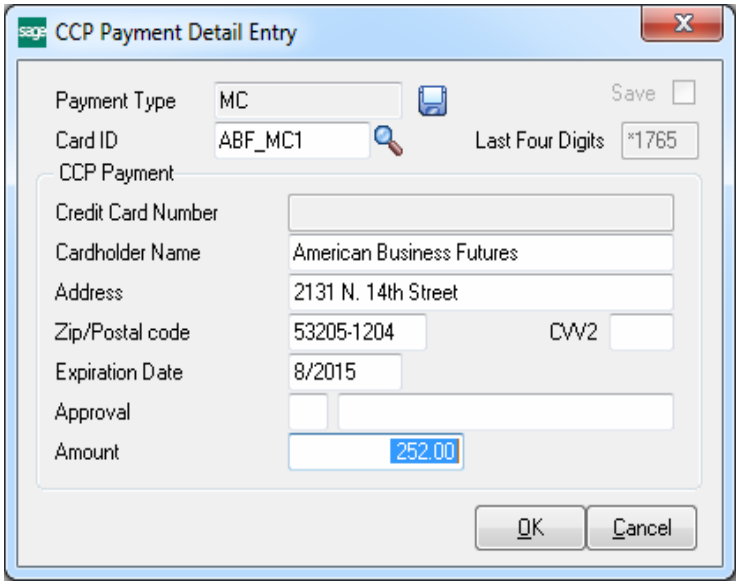
The **SEL** button is available if the customer has credit card information set up.
Clicking the **SEL** button displays a selection of all the Card IDs set up for the customer.





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.

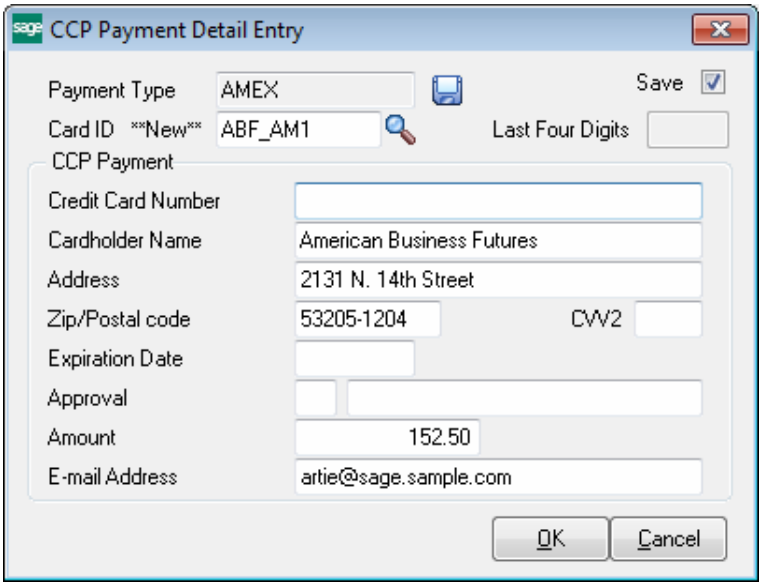


Last Four Digits field displays the last four digits of the credit card number and can only be viewed.

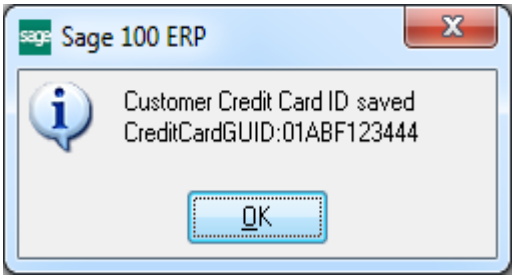
Save –this button next to the **Payment Type** field allows saving Credit Card information before processing.

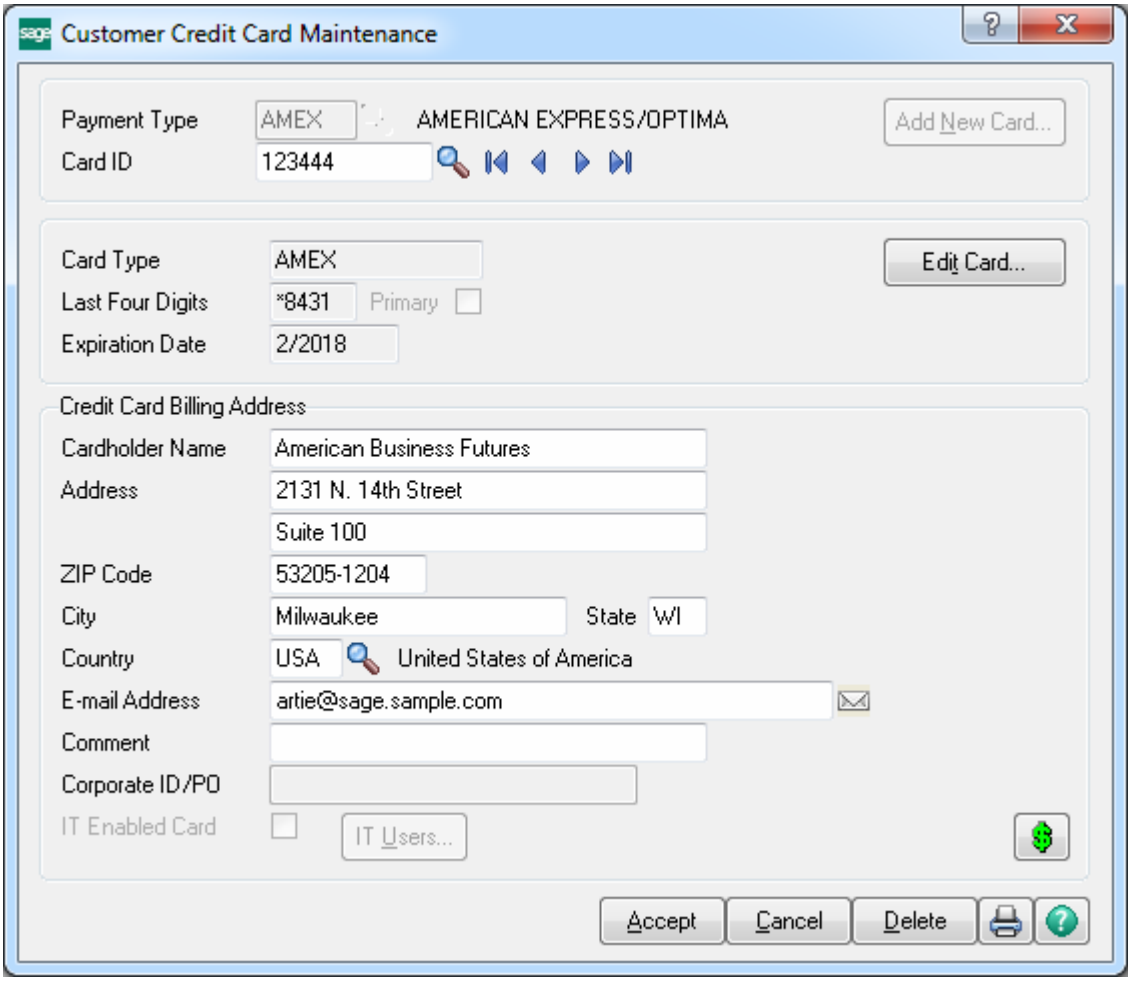
Select the **Save** checkbox if you want the Credit Card to be saved while processing transaction. It is enabled upon entering new Card ID.

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.

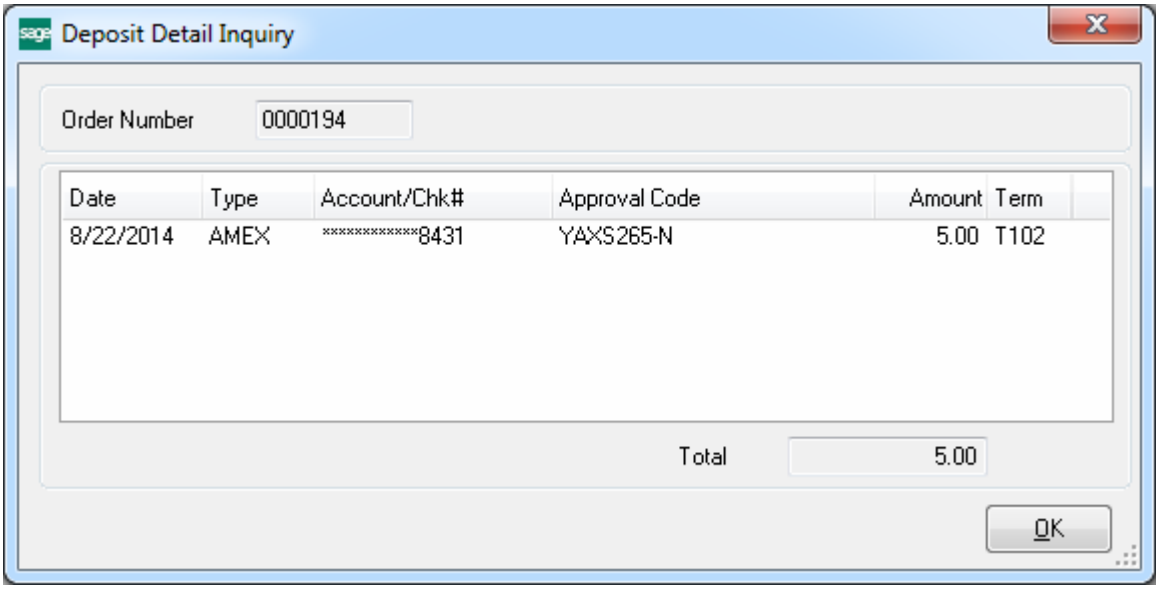




The **Address**, **Zip Code** and the **City/State** information is defaulted from the Sales Order's **Bill To Address.**
In case of saving the **Credit Card Information** from the **S/O Invoice Data Entry Payment Detail Entry** screen the **Address, Zip Code** and the **City/State** information is loaded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

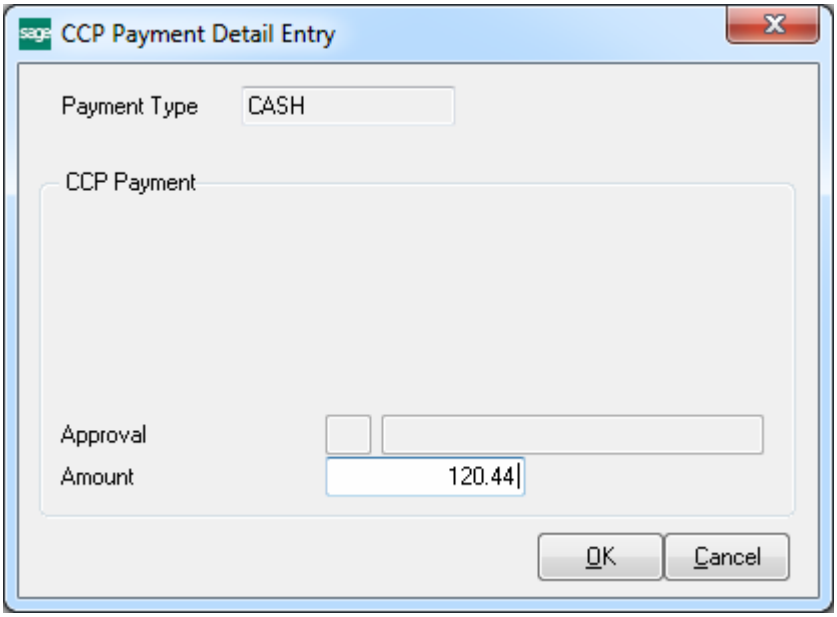
While saving the **Credit Card Information** from the **A/R Invoice Data Entry Payment Detail Entry** screen the **Address, Zip Code** and the **City/State** information is loaded from the **Main** tab of the **Customer Maintenance.**

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

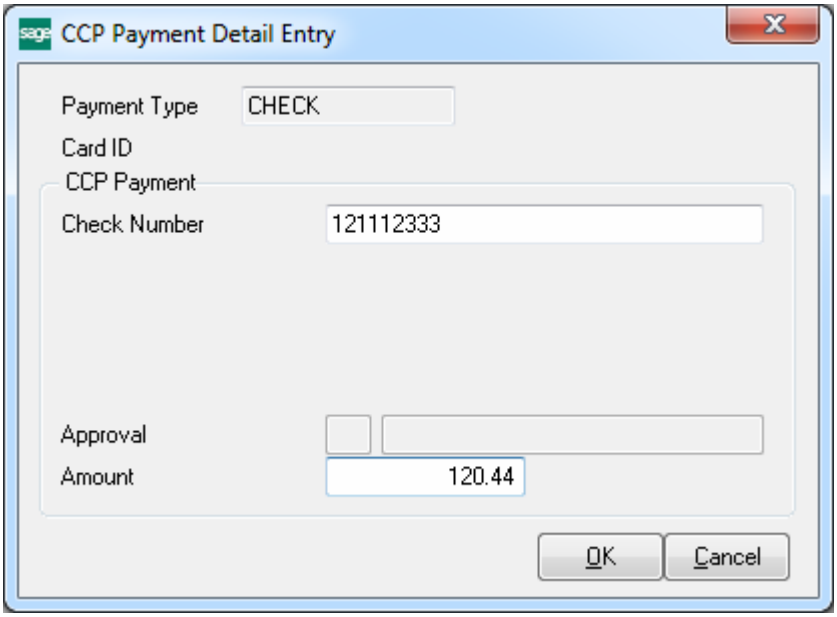


Note: If Sales Order Terms Code is not Credit Card Terms Code and the Allow CC for All Terms Code option is not selected in the IIG Credit Card Options, only CHECK and CASH are allowed.

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

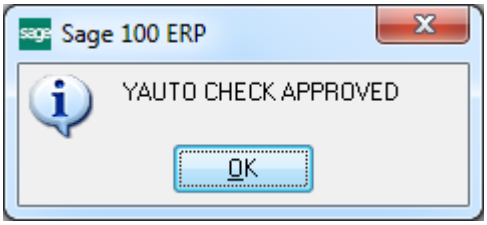


For the Check type:



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.



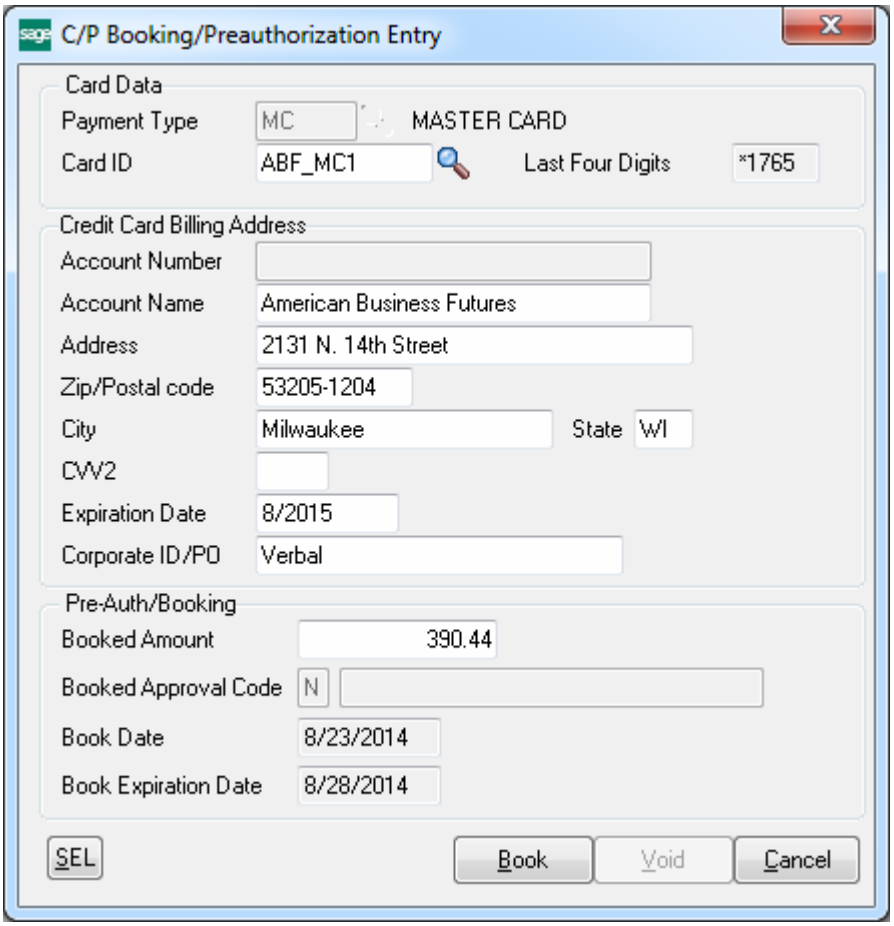
***Note**: To reverse a previously applied deposit, enter the deposit amount as a negative number.*

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.

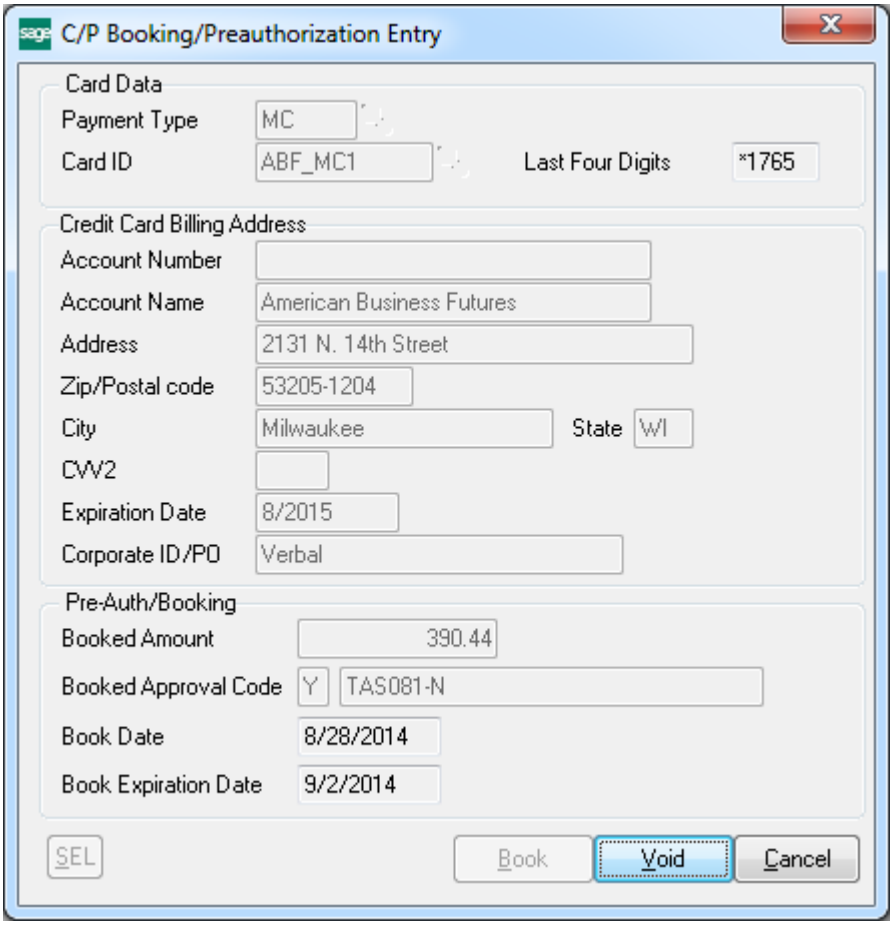
On the **Booking/Preauthorization Data Entry** screen, click the **SEL** button to select the default payment type information. This button is available only if there is credit card information for the customer.

If there is no credit card information for the customer, select **Payment Type** and the Card ID.



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.



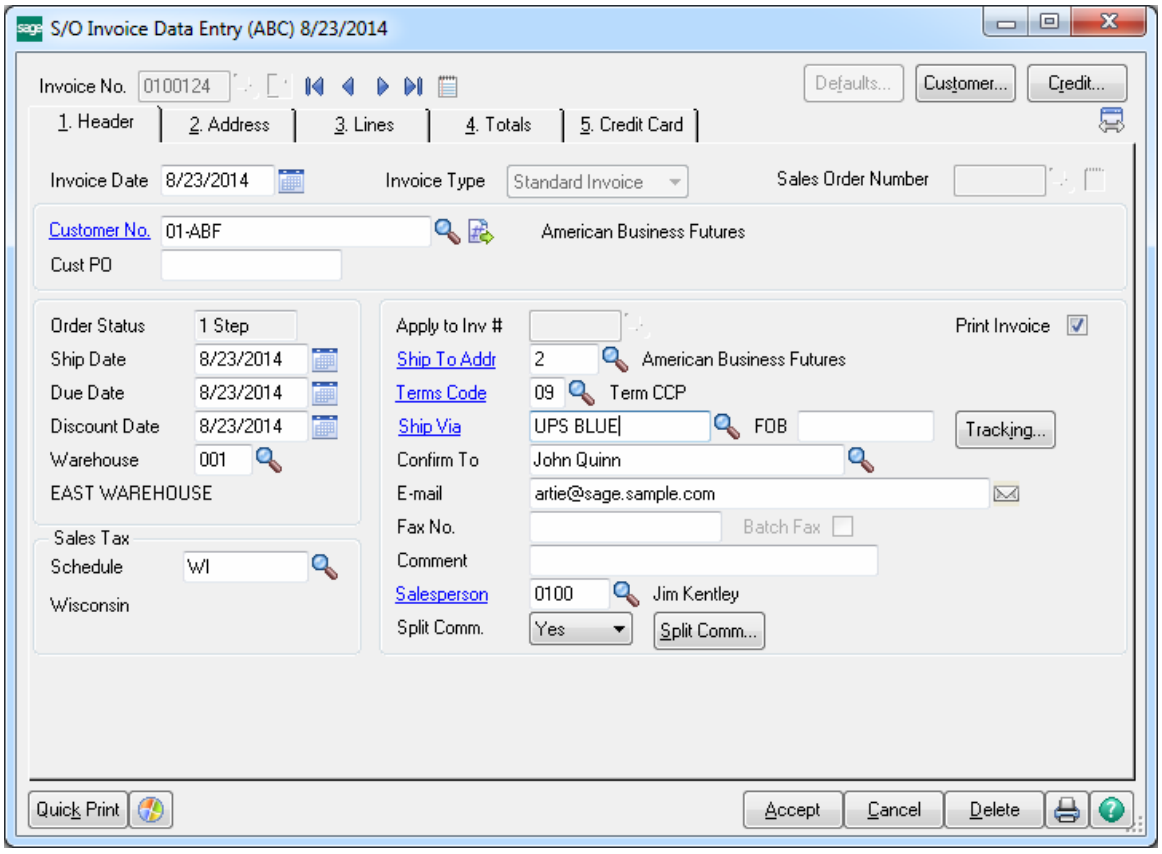
***Note**: **Pre-authorization** approves available credit for 3 to 7 days. **Book** reserves funds for a specified period of time (up to 30 days depending on the card processor).*

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

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

S/O Invoice Data Entry

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

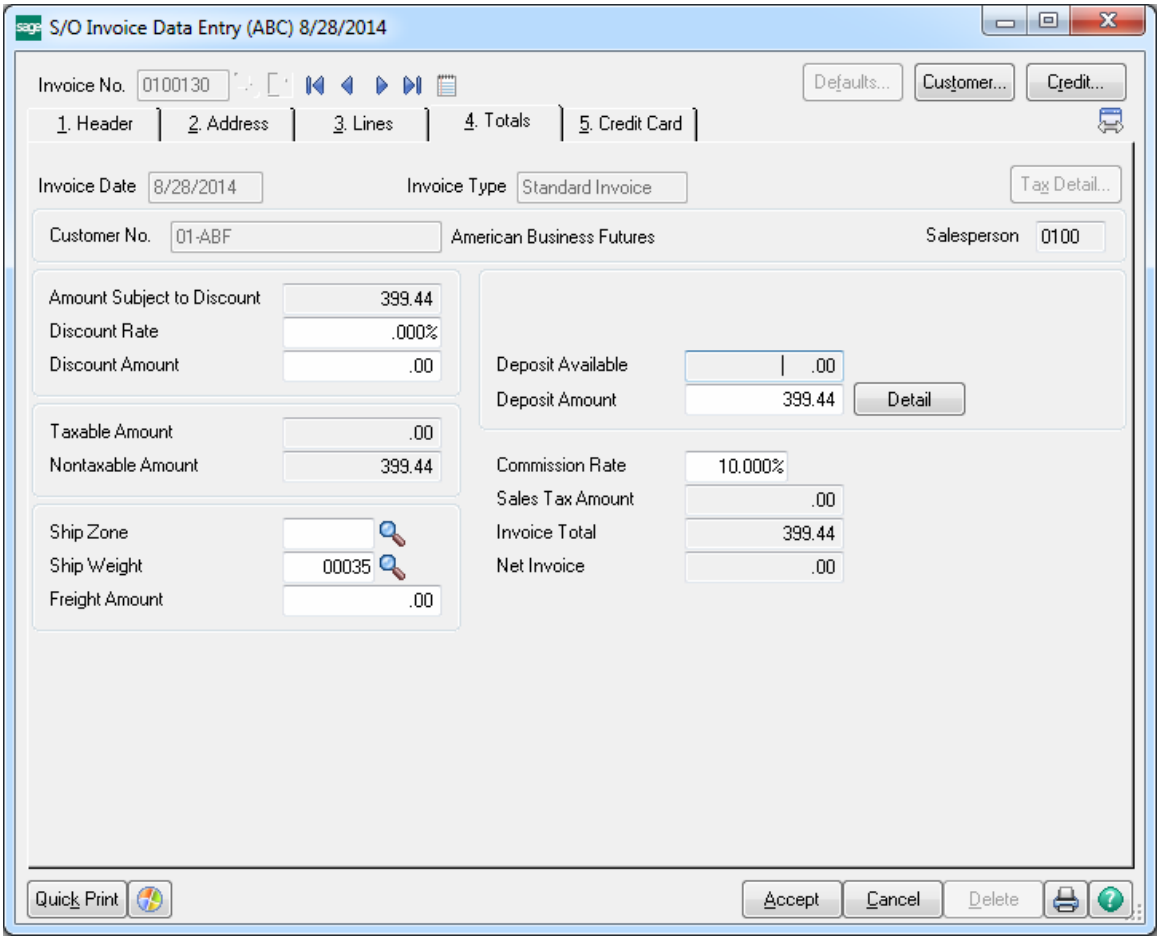


If the Terms Code of the Customer selected in Invoice Data Entry matches the one of CP Options, then user cannot change the Terms Code if corresponding security is not on in the Roles. The field is disabled if the customer is a credit card customer.

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

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

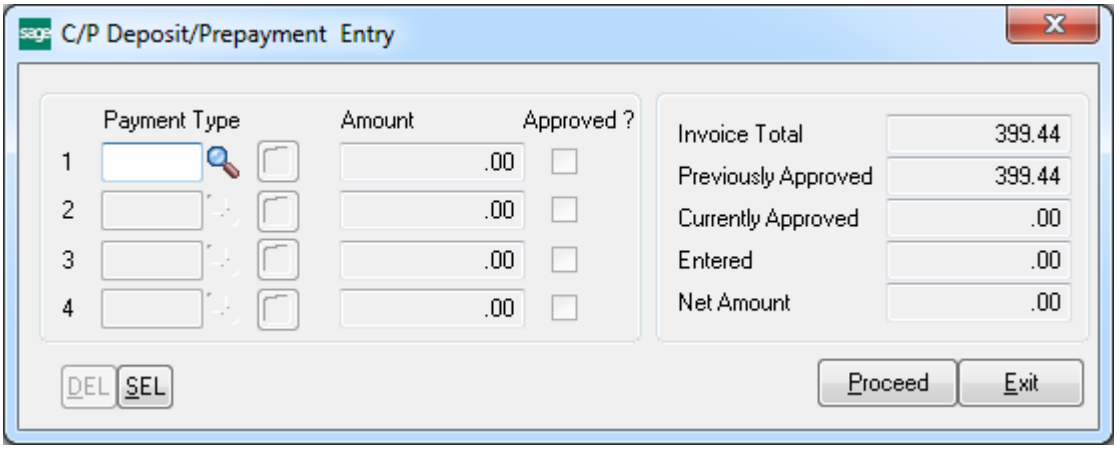
Click the **Totals** tab of the **Invoice Data Entry** screen.



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.

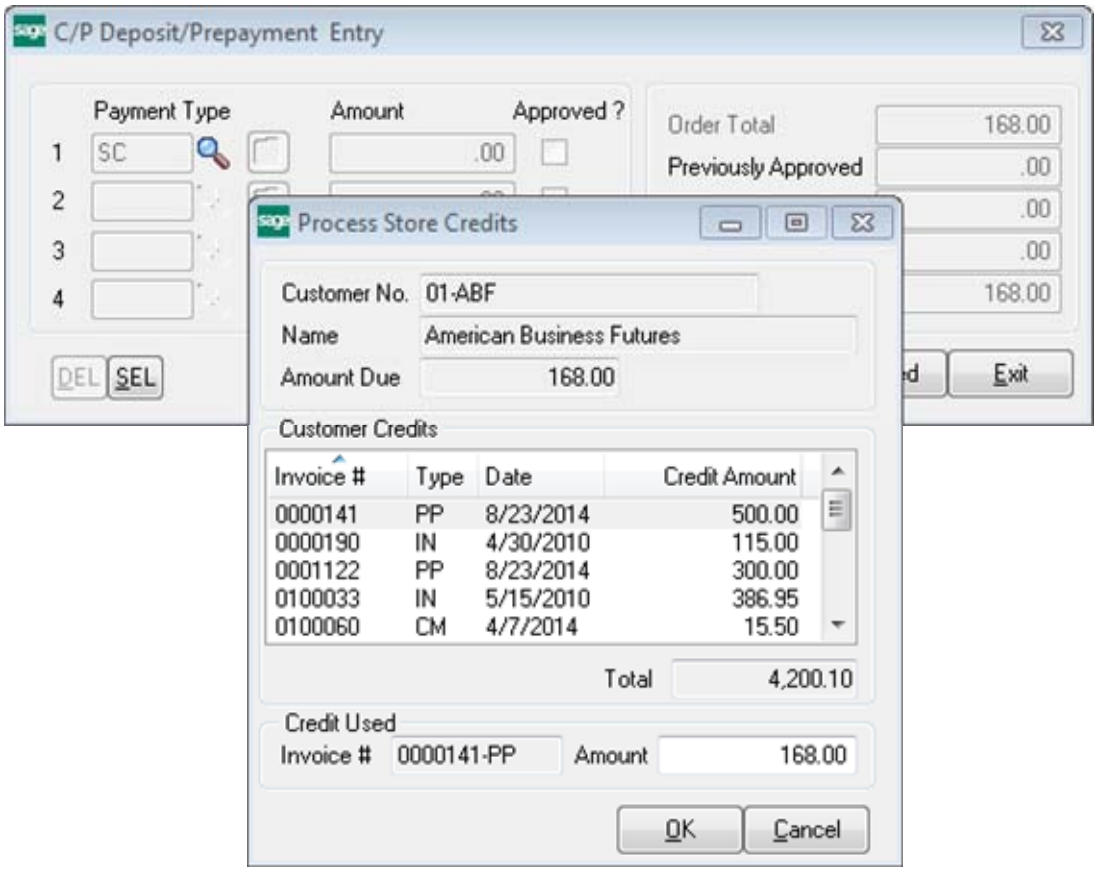


The **Add Deposit** button is not displayed for one-step invoices.

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

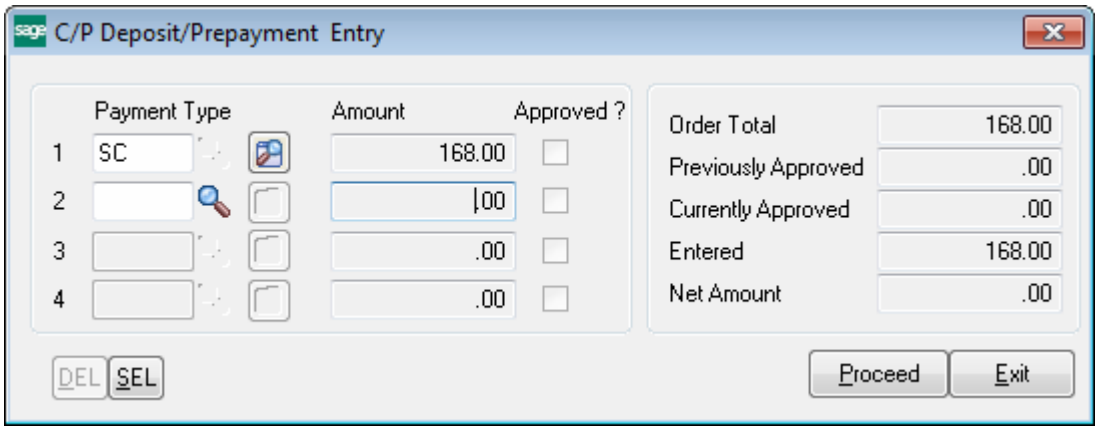
When the "SC" **Payment Type** is entered in the **Deposit/Prepayment Entry** screen, the **Process Store Credits** screen is opened with the list of all the invoices of the sales order's Customer that have credits (that is, negative balance).



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

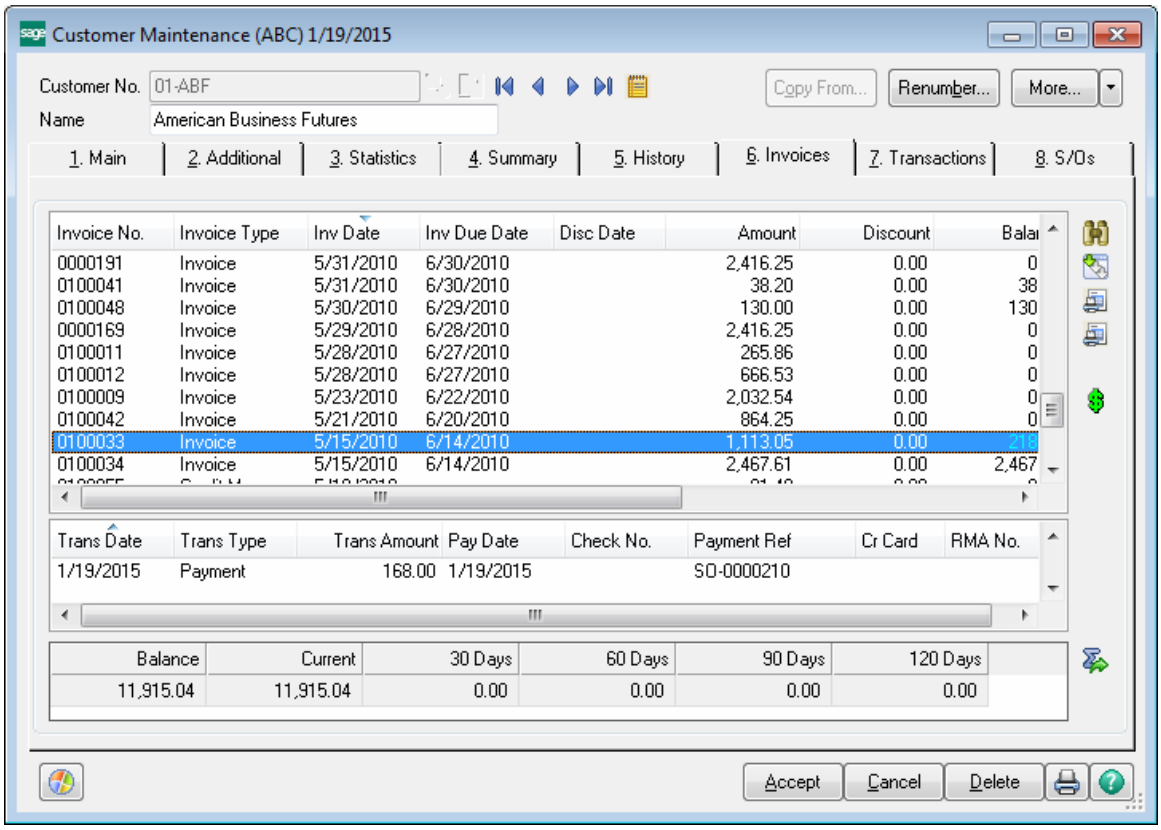
Select a line to apply a part of its **Credit Amount** as **Deposit** for the current order. When double-clicking or pressing Enter on the line, the **Amount** is suggested equal to the minimum of the current order balance and the selected invoice's Credit Amount. The **Amount** cannot exceed the **Credit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

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

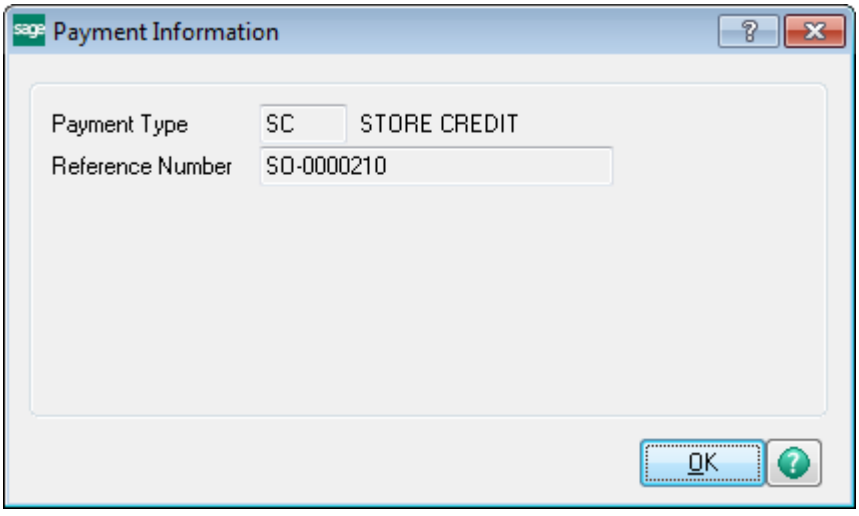


You can have more than one entry of the "SC" **Payment Type** for the same order.

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

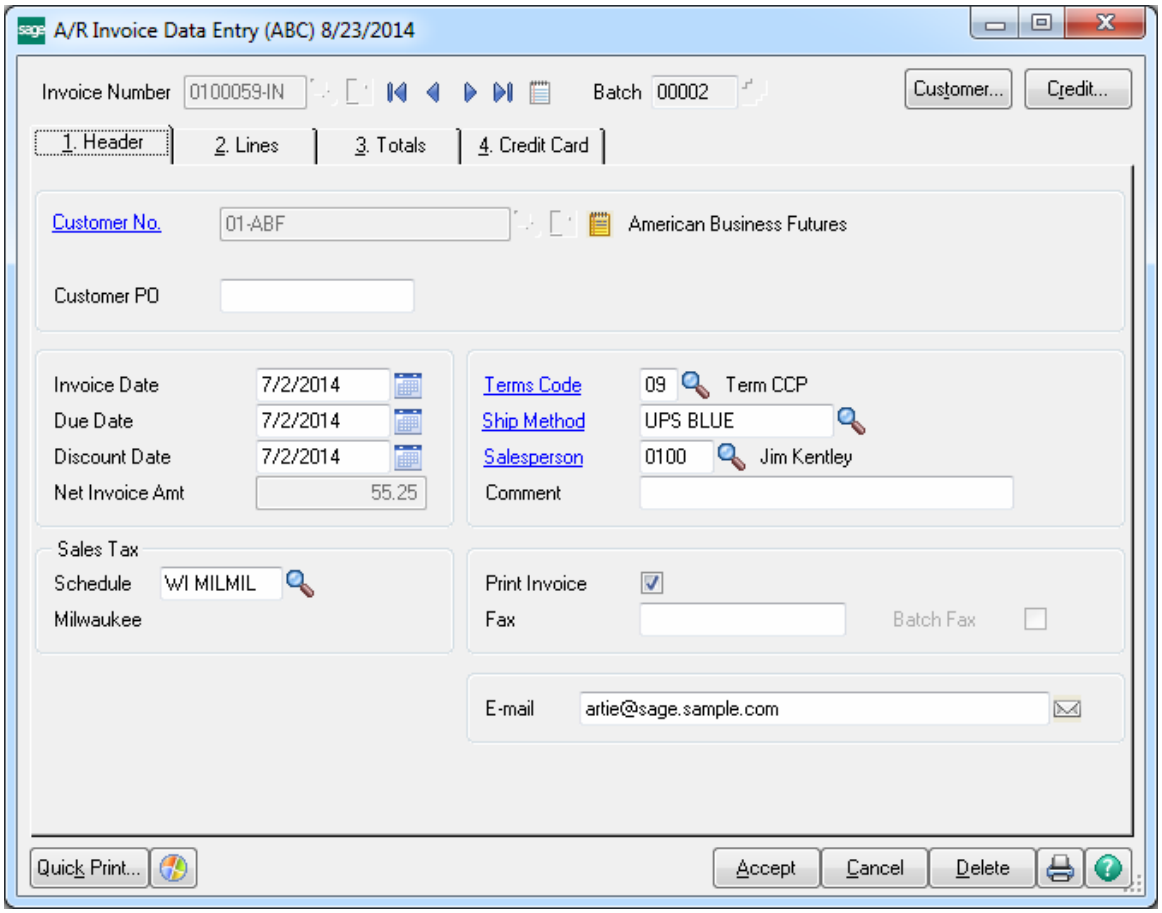


The number of the order the Credit has been applied is written as **Reference Number**.



A/R Invoice Data Entry

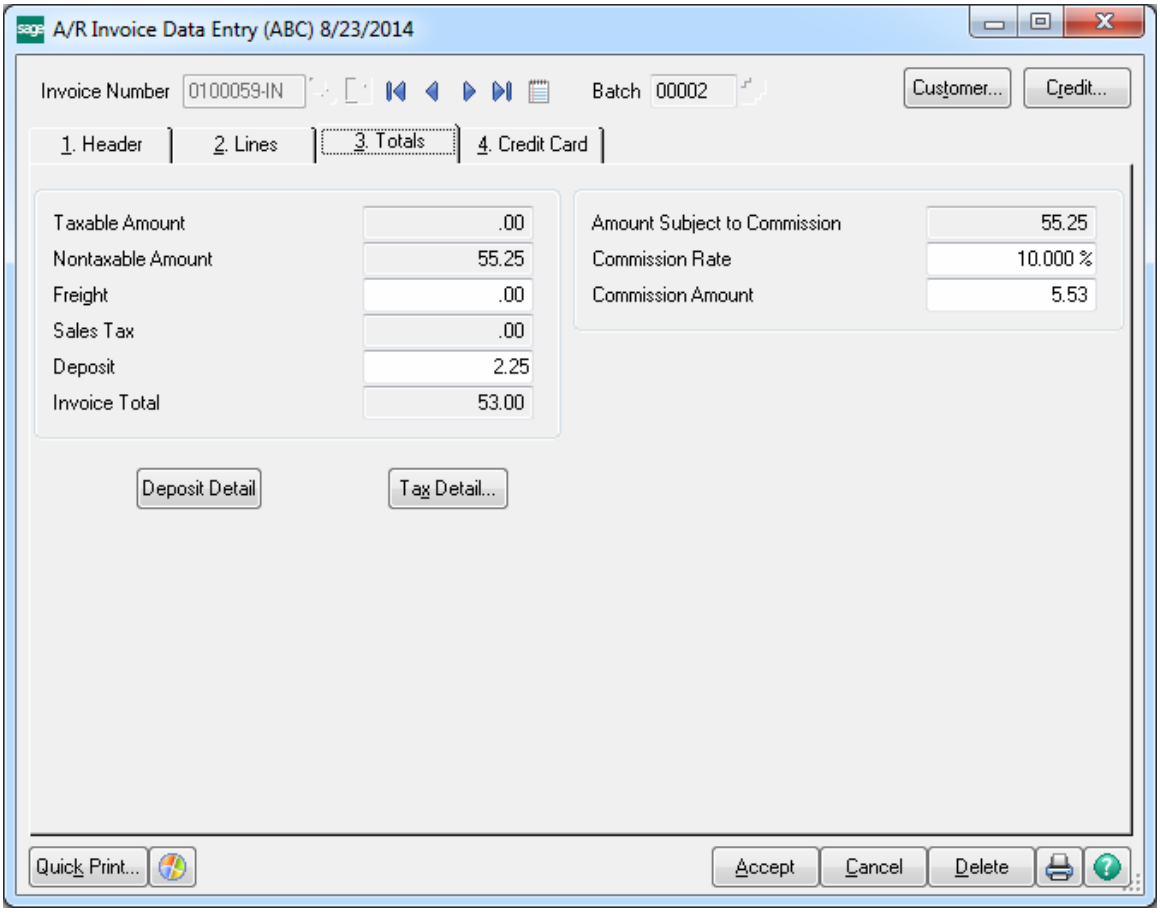
Select the **Invoice Data Entry** under the **Accounts Receivable Main** menu.



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.

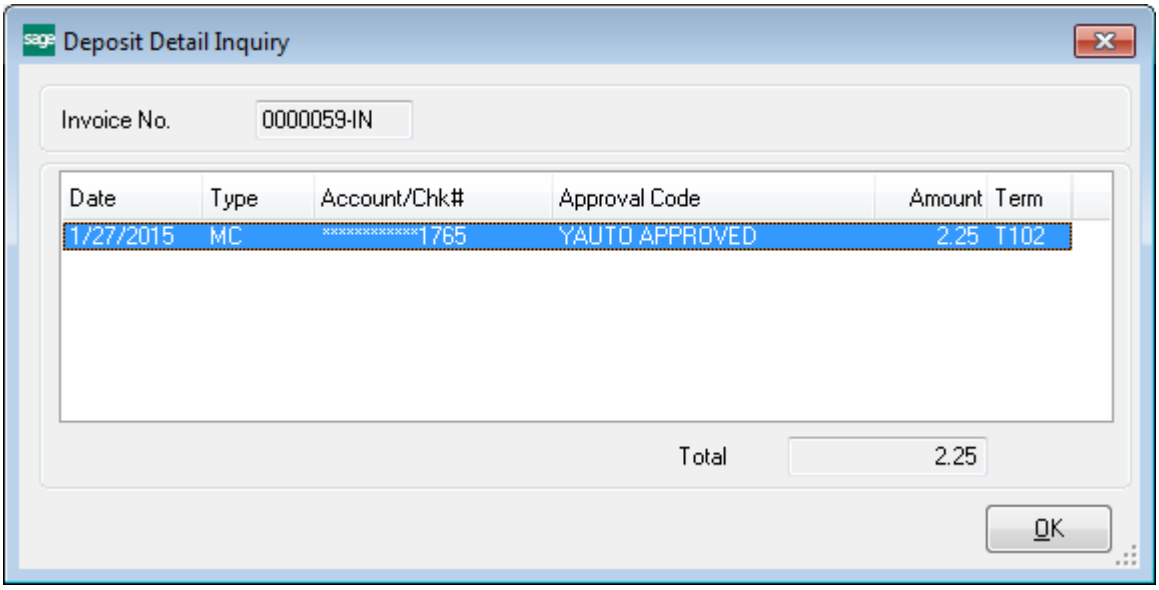
If the **Terms Code** is not the Credit Card Terms Code, only CHECK and CASH payment types are allowed for deposit entry.

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



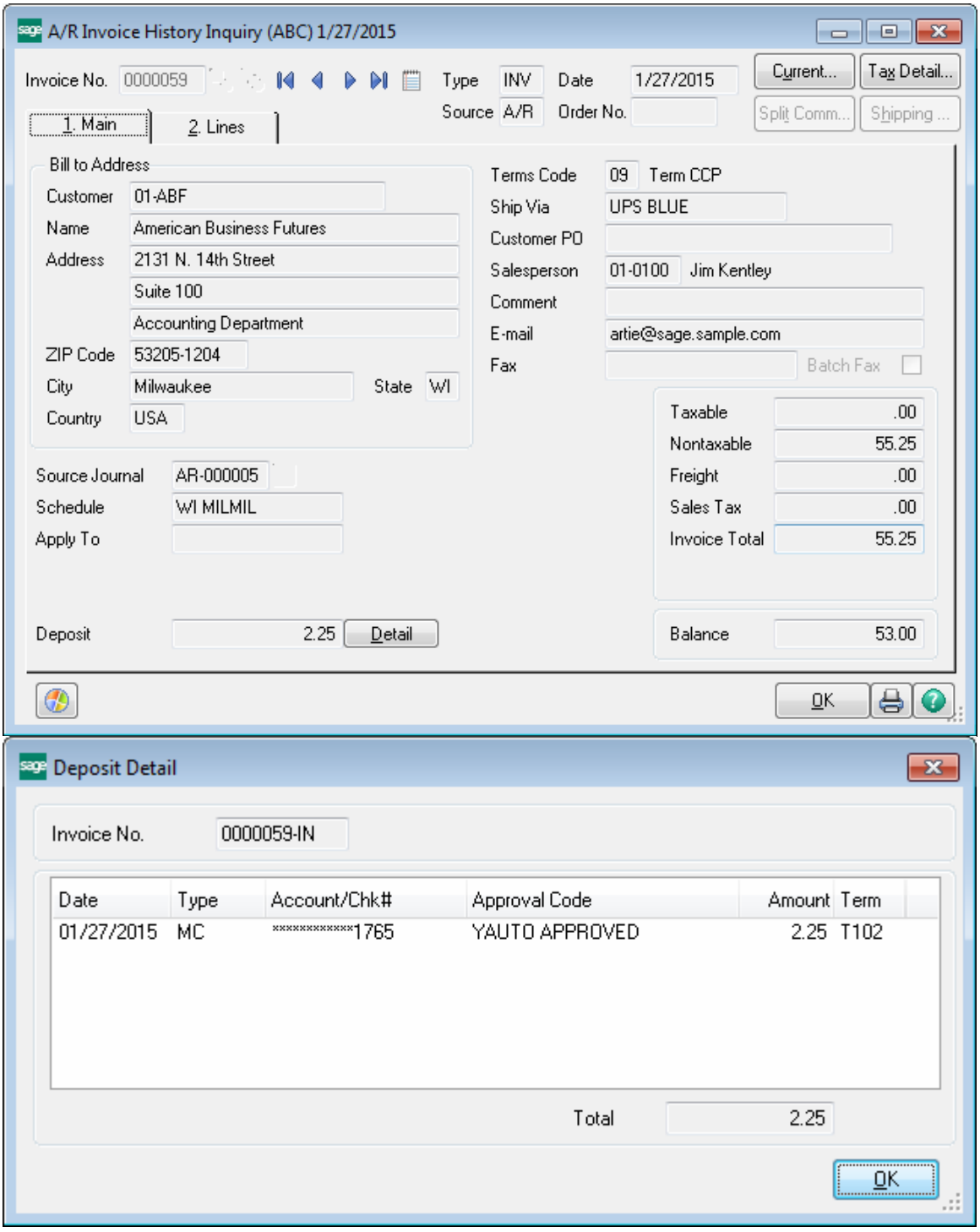
Clicking in the **Deposit** field opens the **Deposit/Prepayment Entry** screen.

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

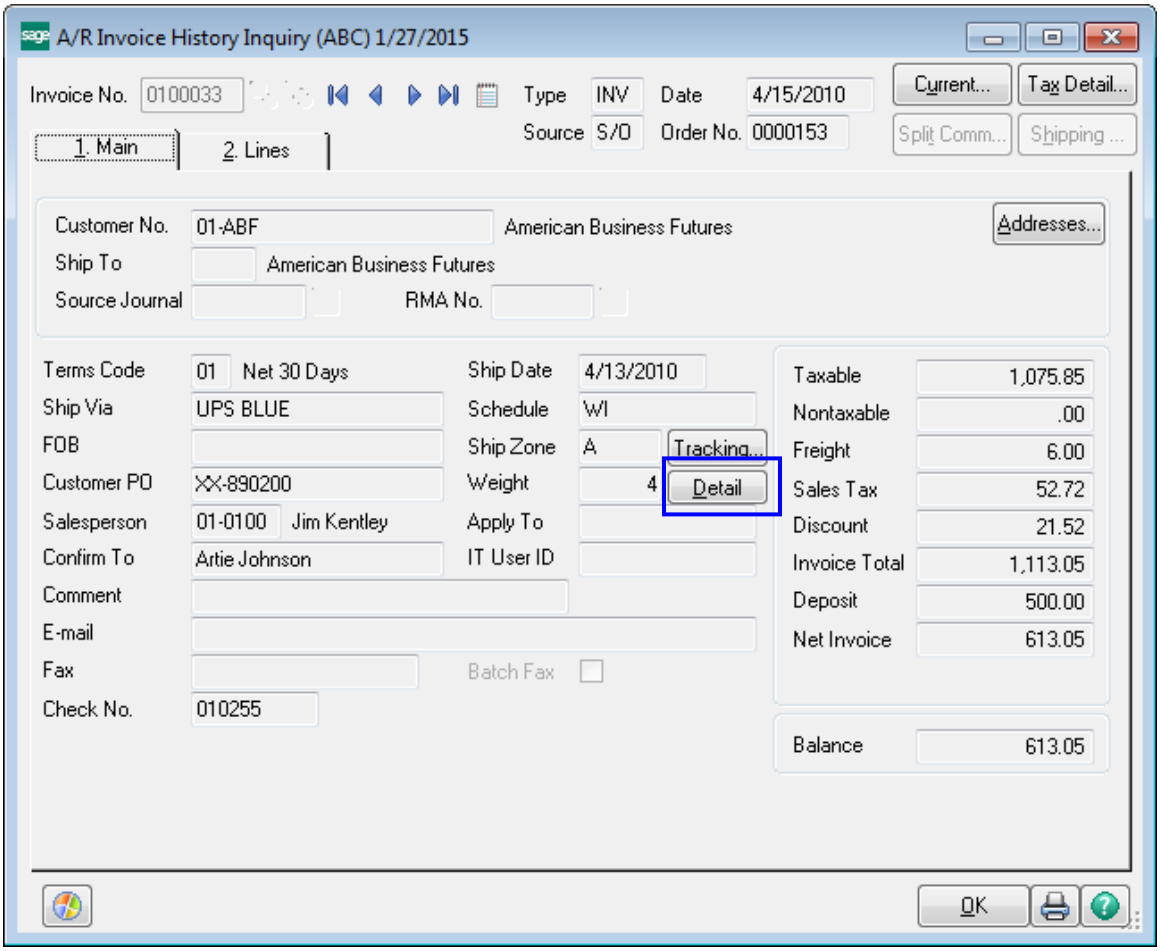


A/R Invoice History Inquiry

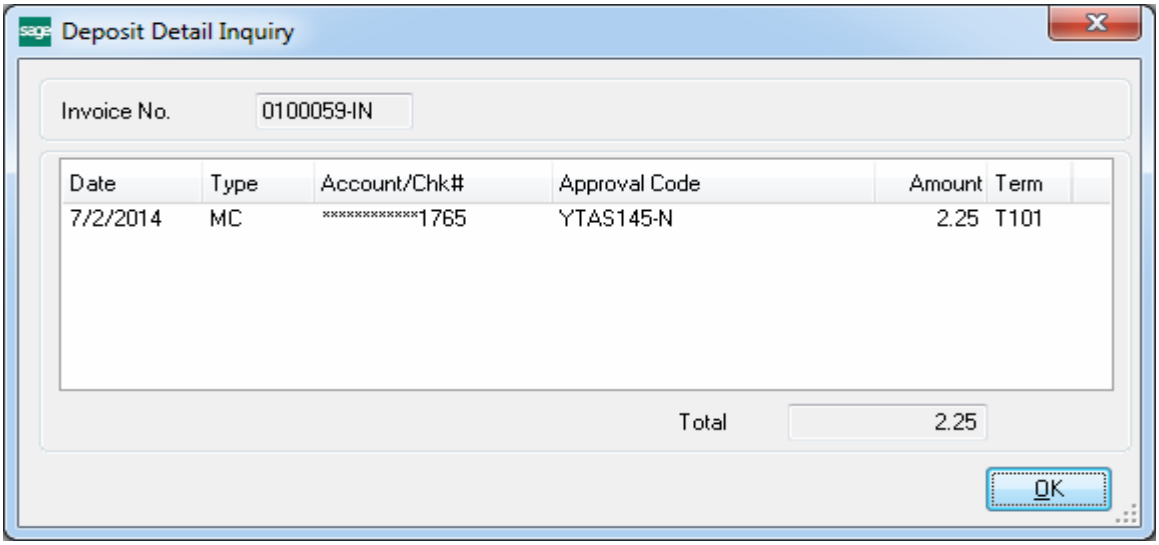
After **Sales Journal** update the Deposit Detail information is accessible from the A/R **Invoice History Inquiry**.



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

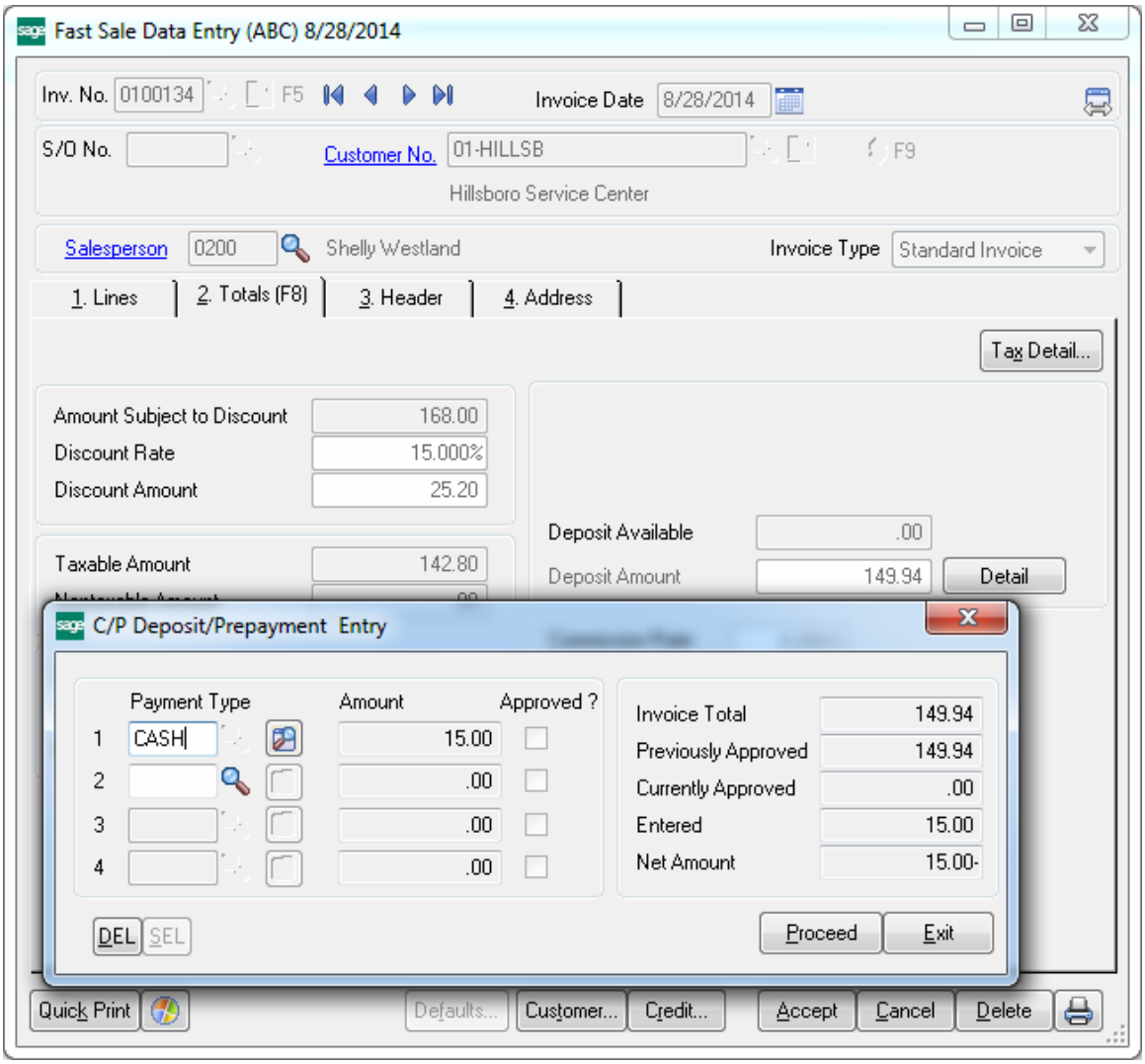


The **Detail** button opens the **Deposit Detail Inquiry** screen.

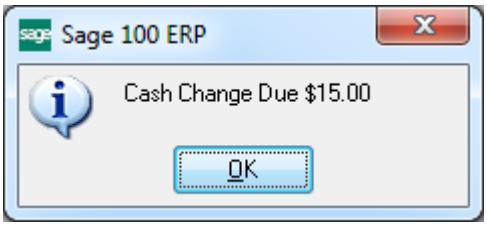


IIG Fast Sale Entry

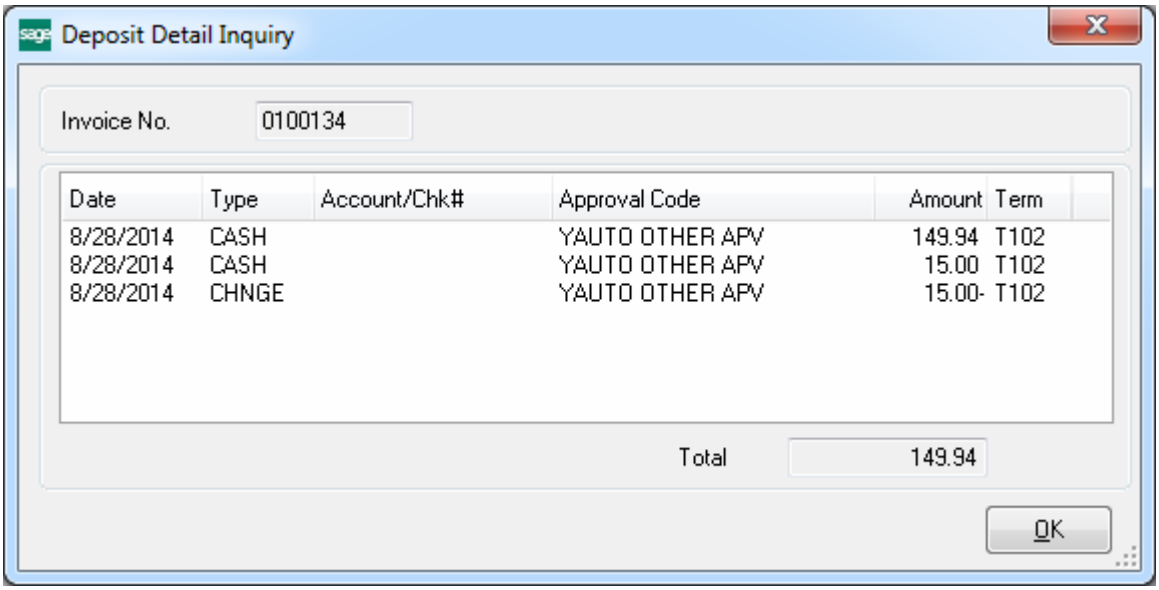
In the **Fast Sale Entry** program (in CCP_POS system) the change due display is popup when “CASH” Payment Type is applied for the Deposit Amount greater than the Invoice amount.



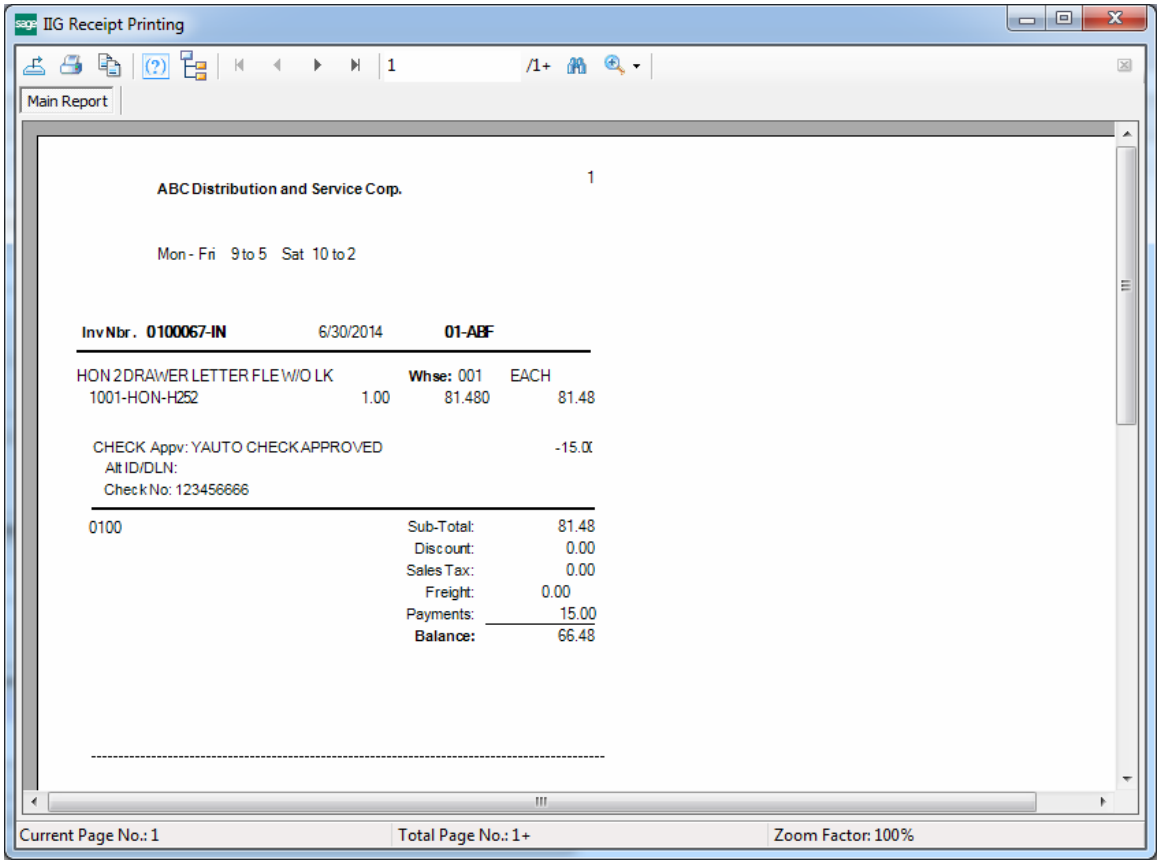
If the CASH Amount is greater than the Invoice Total amount the following message is popup upon pressing Proceed button and a "CHNGE" record is processed as a negative record instead of adjusting the amount entered when cash is entered.



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

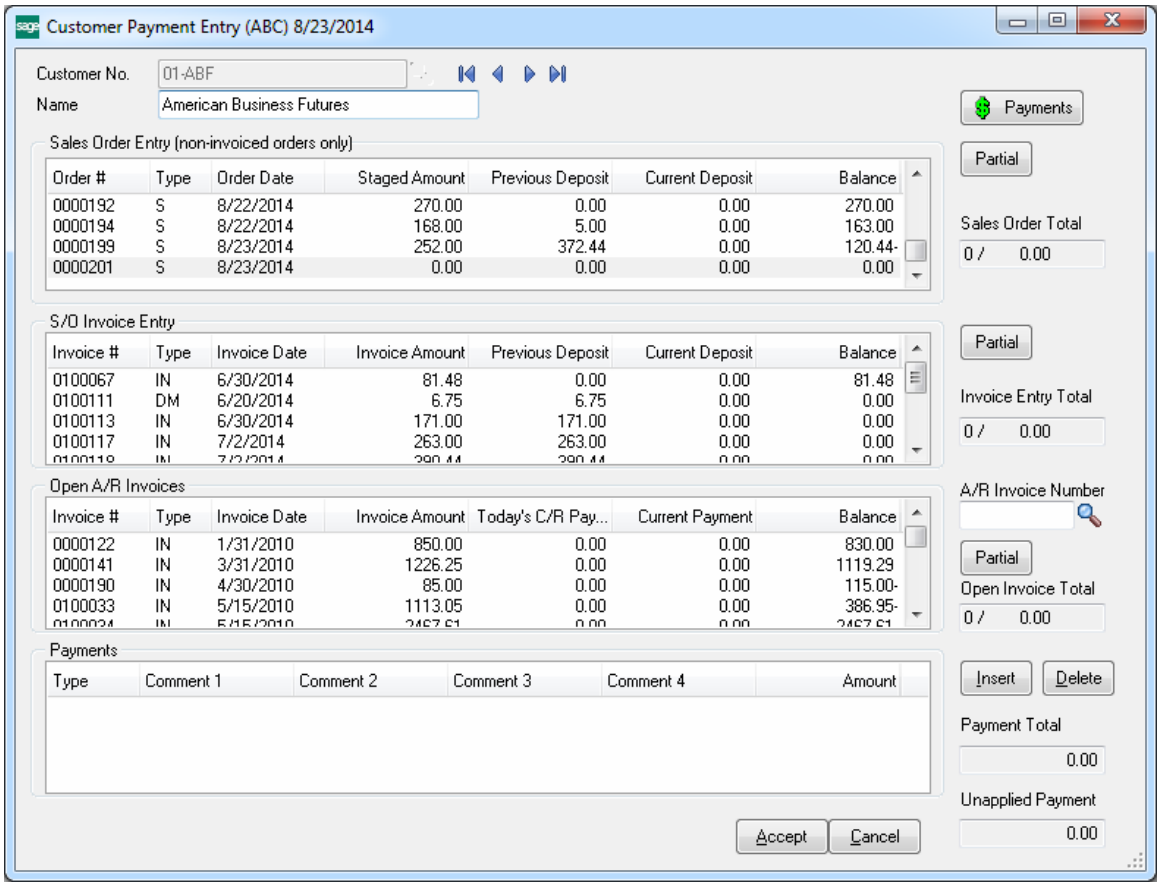


The CHNGE Payment Type with respective amount is printed also on the Receipt printing.


IIG Receipt Printing
Main Report
1
ABC Distribution and Service Corp.
Mon - Fri 9 to 5 Sat 10 to 2
Inv Nbr. 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 -15.0
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%

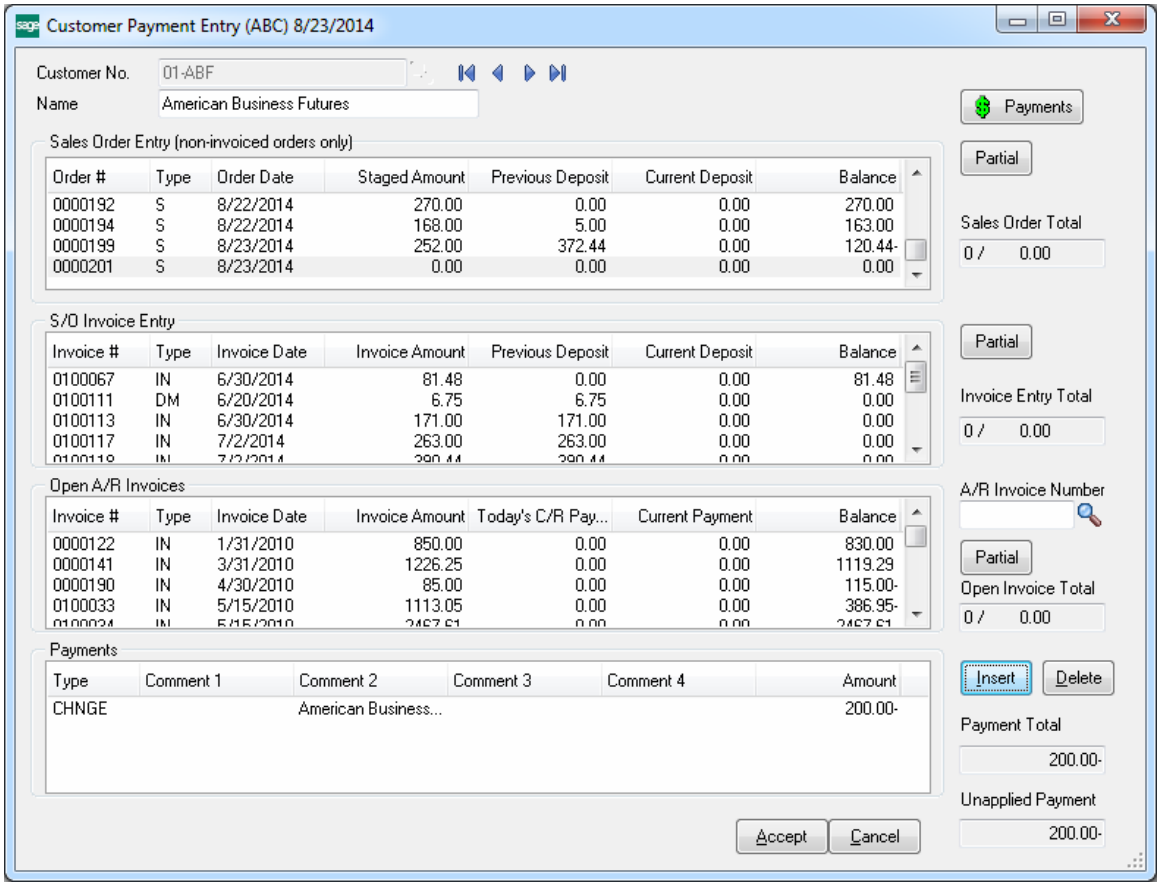
Customer Payment Entry

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.



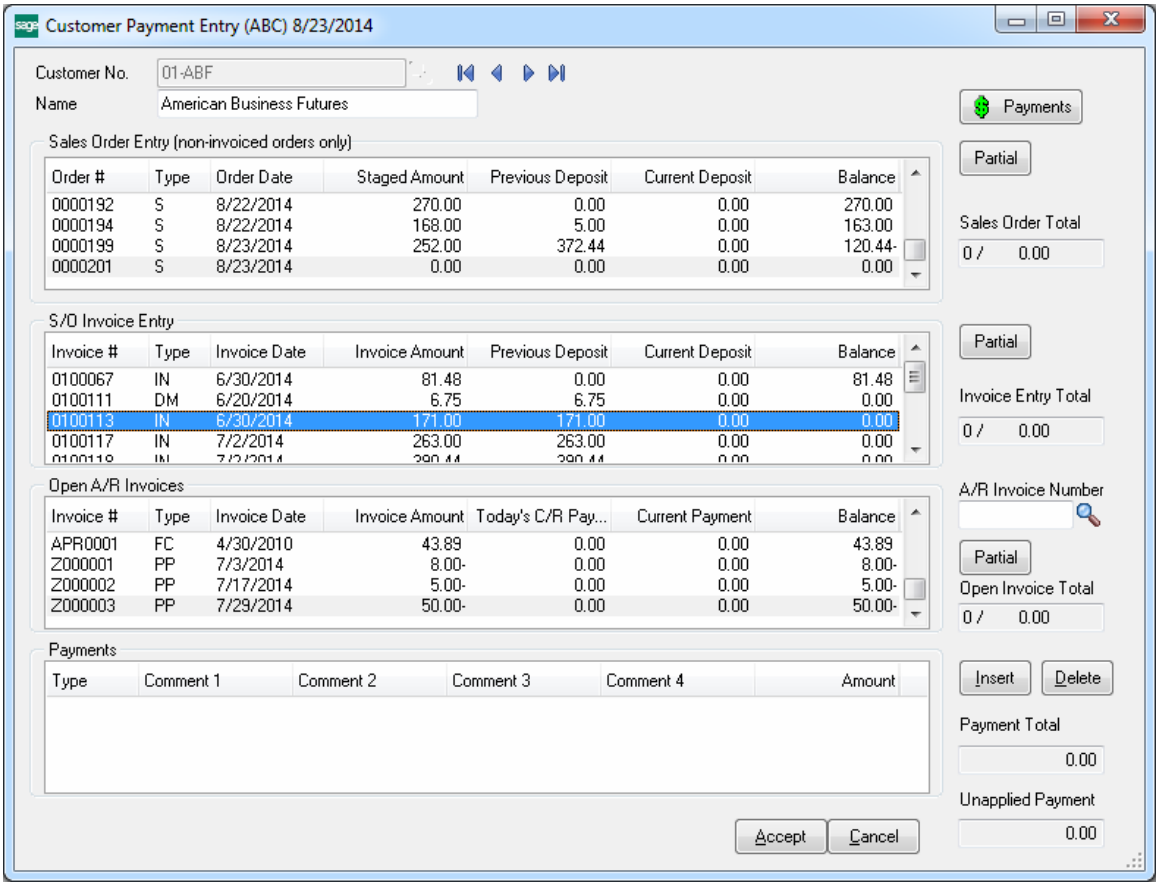
Select **Customer Number** to display the Sales Orders, S/O and A/R Invoices. From the Customer Payment Entry the user can enter Partial Payment, insert prepayment by creating a Prepayment Invoice number and transfer deposits as well.

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

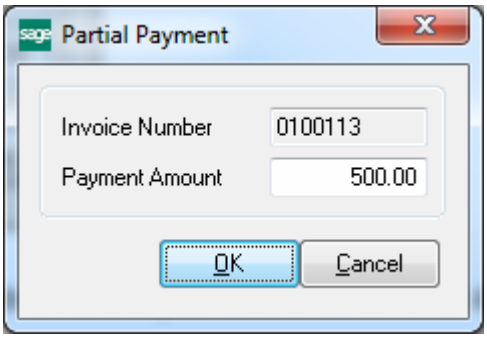


Partial Payment

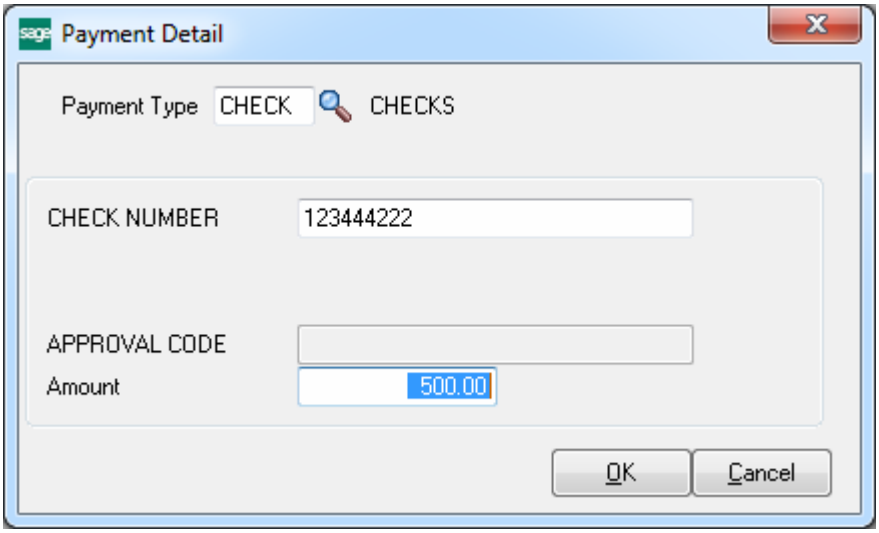
Select any **Sales Order**, **S/O** or **A/R Invoice** and click the **Partial** button.



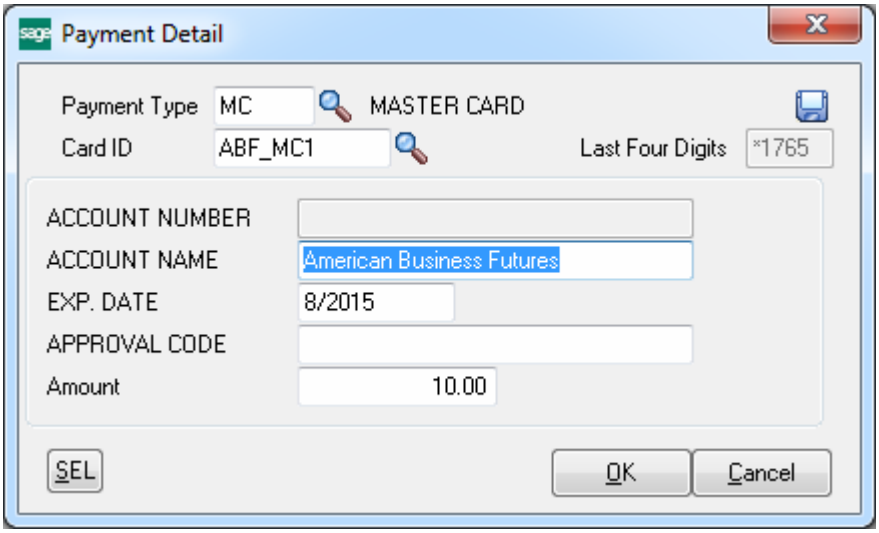
Enter the amount to be applied to the selected document.

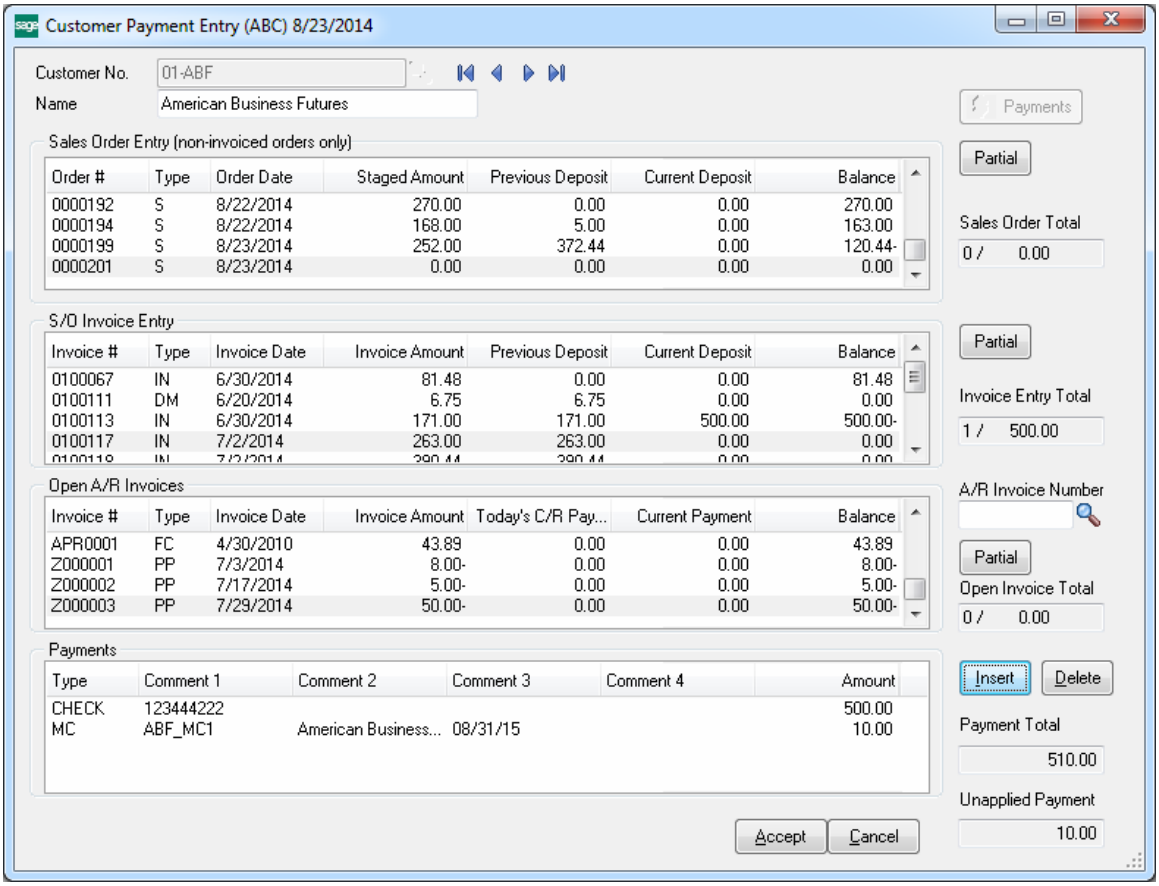


Click the **Insert** button to launch the Payment Detail screen and specify the Payment Type for current payment:

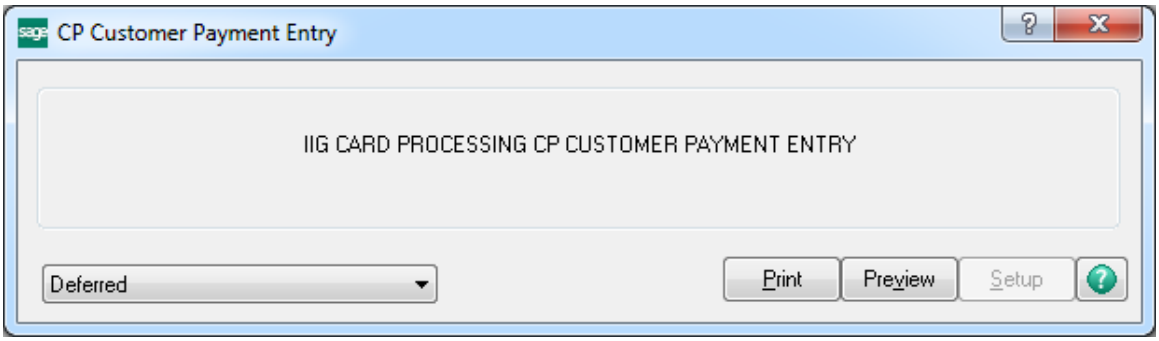


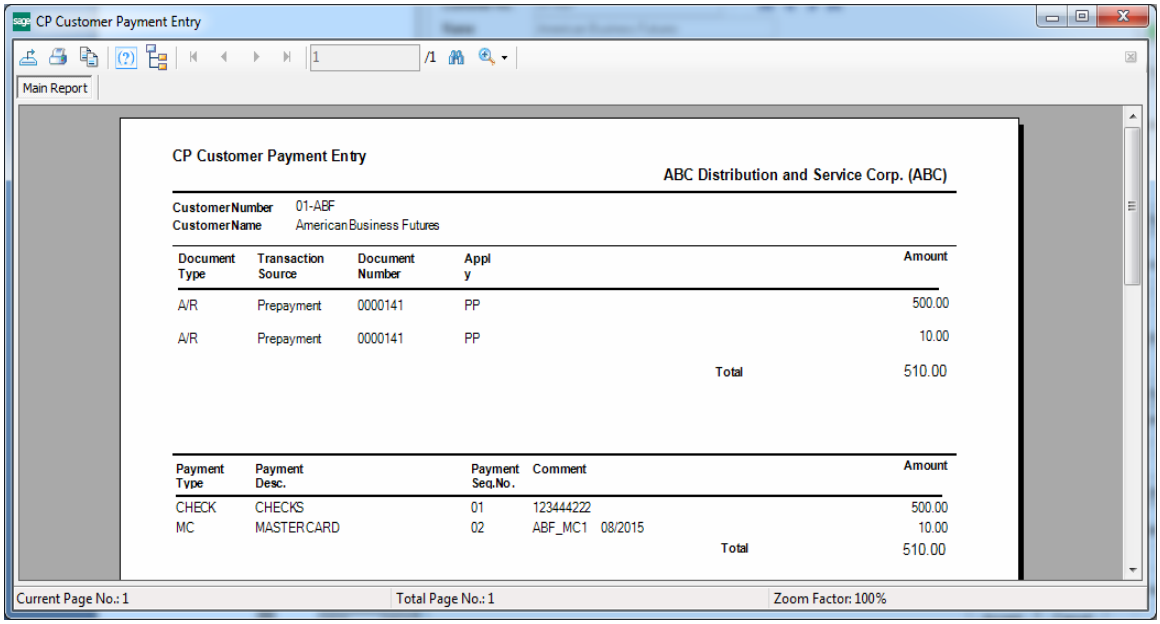
You may select MC, Amex, or other Credit Card Payment Type. Use the **SEL** button to select a Credit Card.



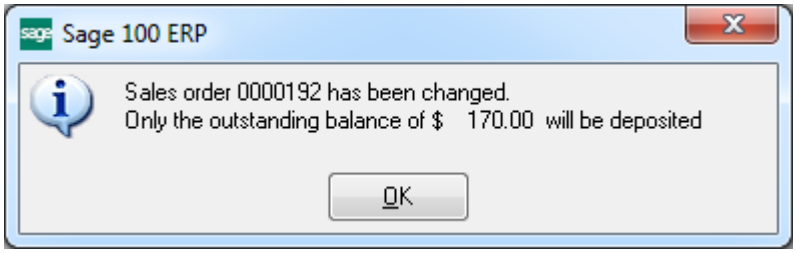


After the inserted payment is accepted the **Customer Payment Entry** report will be opened to allow printing/previewing the payment information:

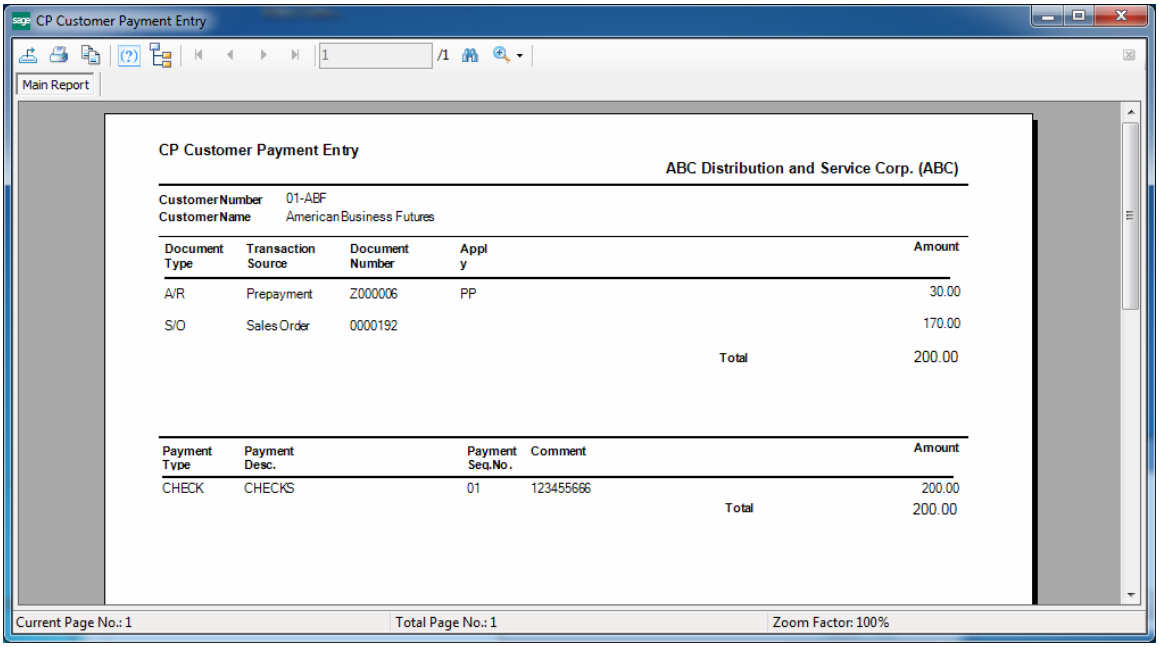


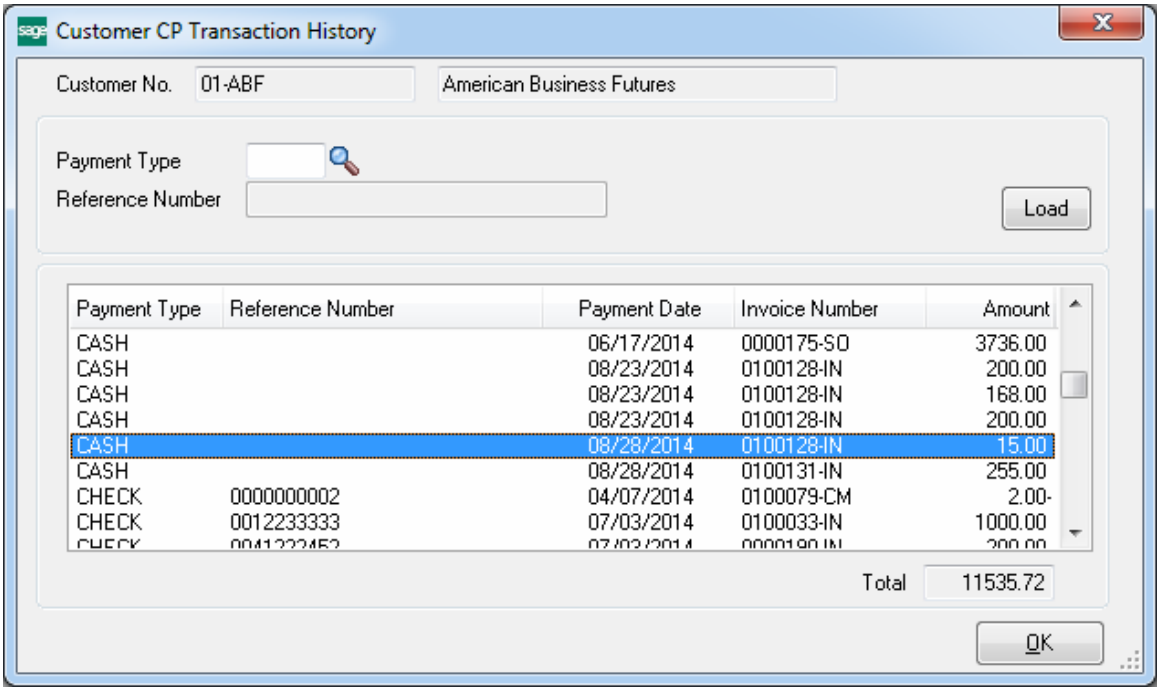


In case the amount paid partially exceeds the Invoice Balance the following message appears:



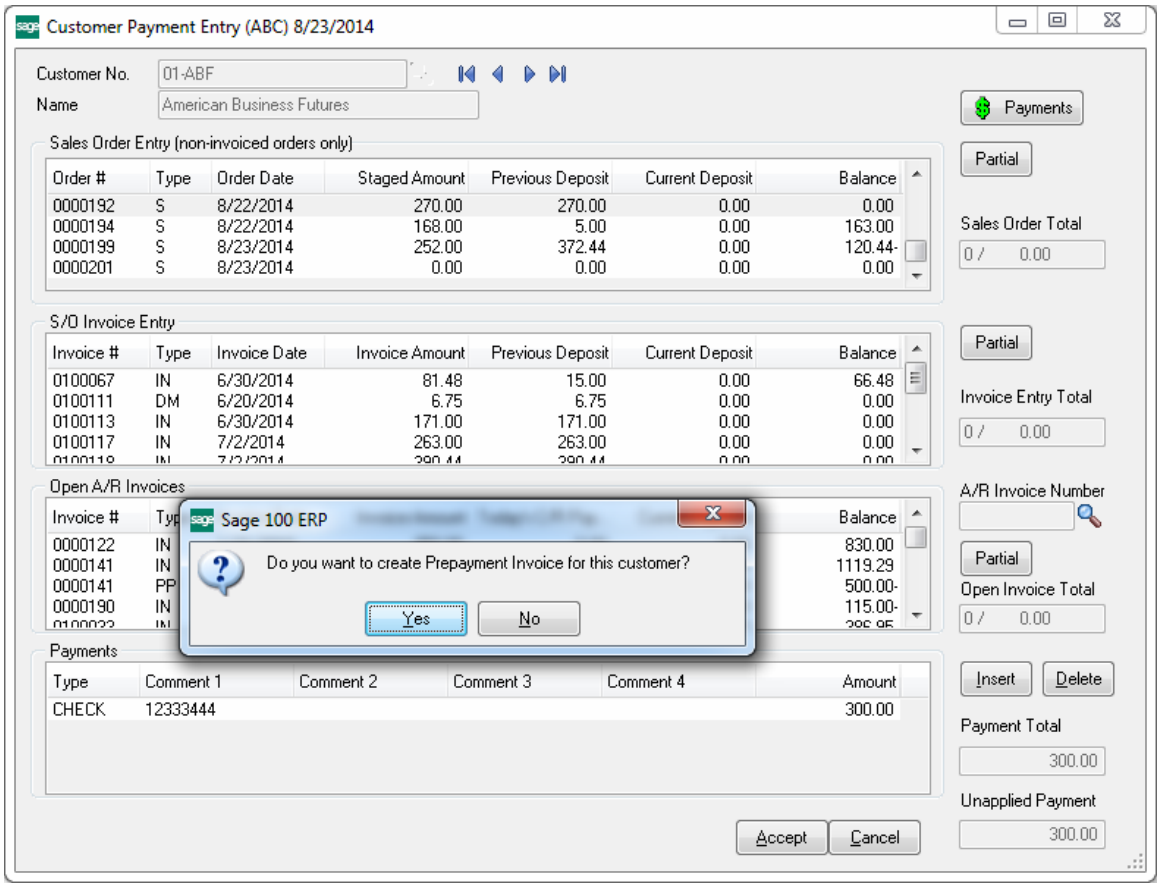
In this case a prepayment Invoice (with Invoice number starting with Z) will be generated to credit the remains to the customer account.


CP Customer Payment Entry
Main Report
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
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 | 123455666 | 200.00
Total 200.00
Current Page No.: 1
Total Page No.: 1
Zoom Factor: 100%

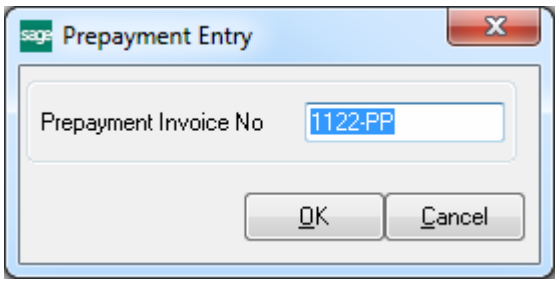

Customer CP Transaction History
Customer No. 01-ABF
American Business Futures
Payment Type
Reference Number
Load
Payment Type | Reference Number | Payment Date | Invoice Number | Amount
CASH | | 06/17/2014 | 0000175-SO | 3736.00
CASH | | 08/23/2014 | 0100128-IN | 200.00
CASH | | 08/23/2014 | 0100128-IN | 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
Total 11535.72
OK

Creating Prepayment Invoice Number

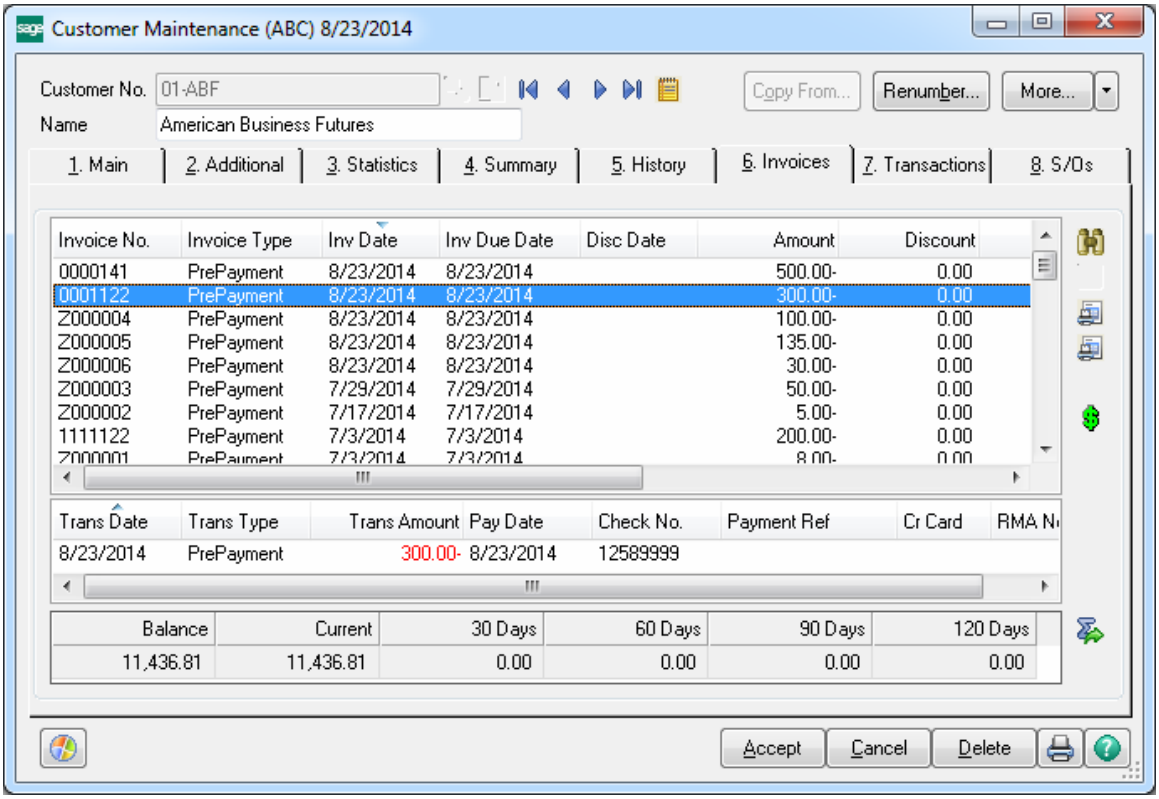
The **Customer Payment Entry** program allows the user to enter the Invoice number for the **Prepayment Invoice** being created when payment is inserted without selecting orders, S/O invoices, A/R invoices.



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



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

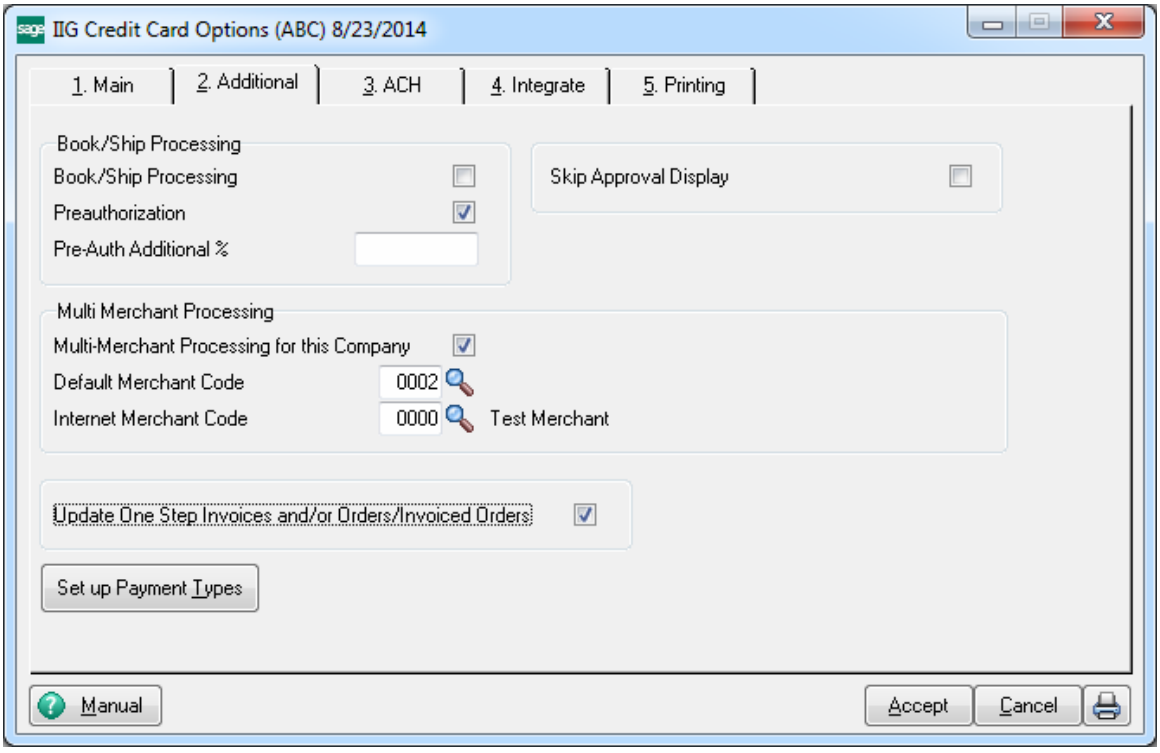


To register payments to **Sales Orders** and **S/O Invoices**, the **Daily S/O Payment Deposit Journal** should be updated.

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

Transferring deposits in Customer Payment Entry

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



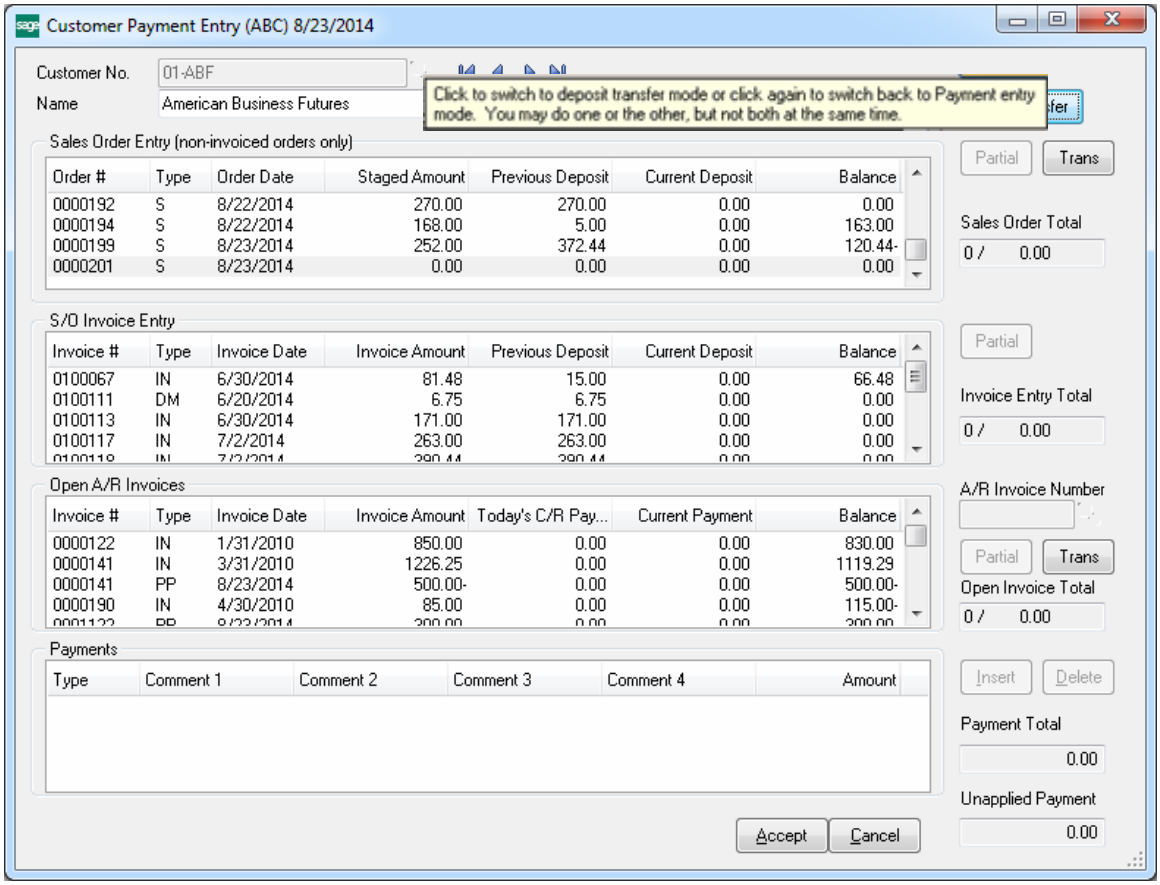
After pressing the button, **TRANS** and **DPXFR** payment types will be added.

- **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.

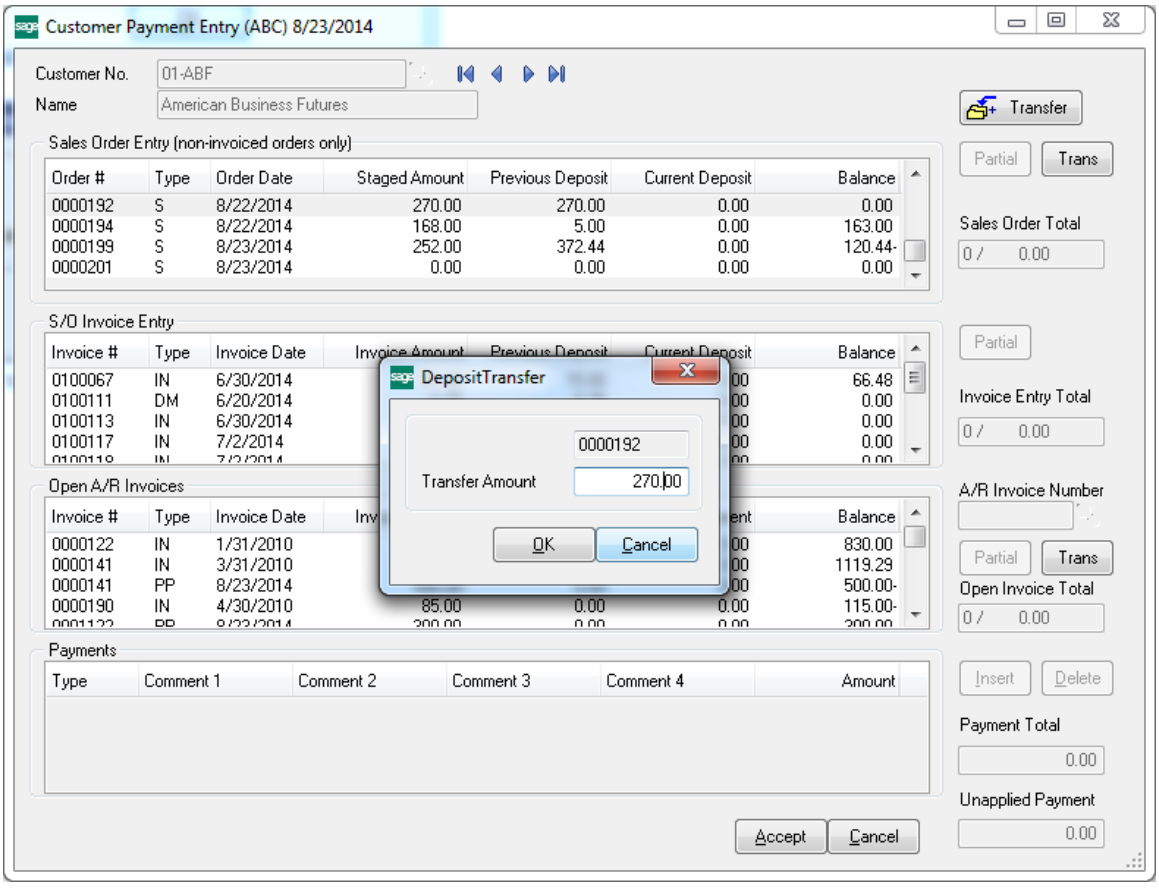
Notes:

- ***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.***

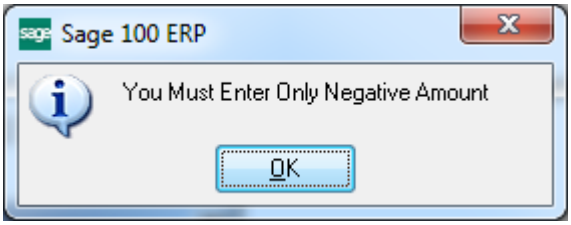
This allows entering a negative payment in Customer Payment Entry to return money to the customer's card (refund of deposit on the customer's account).

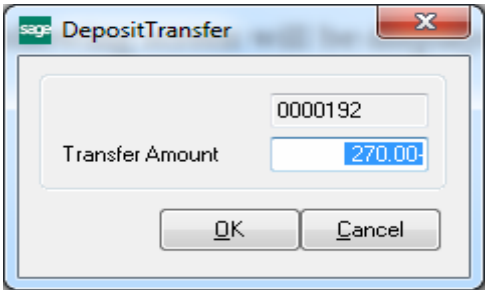
Click the **Transfer** button to switch to deposit transfer mode or click again to switch back to Payment entry mode. You may do one or the other, but not both at the same time.

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

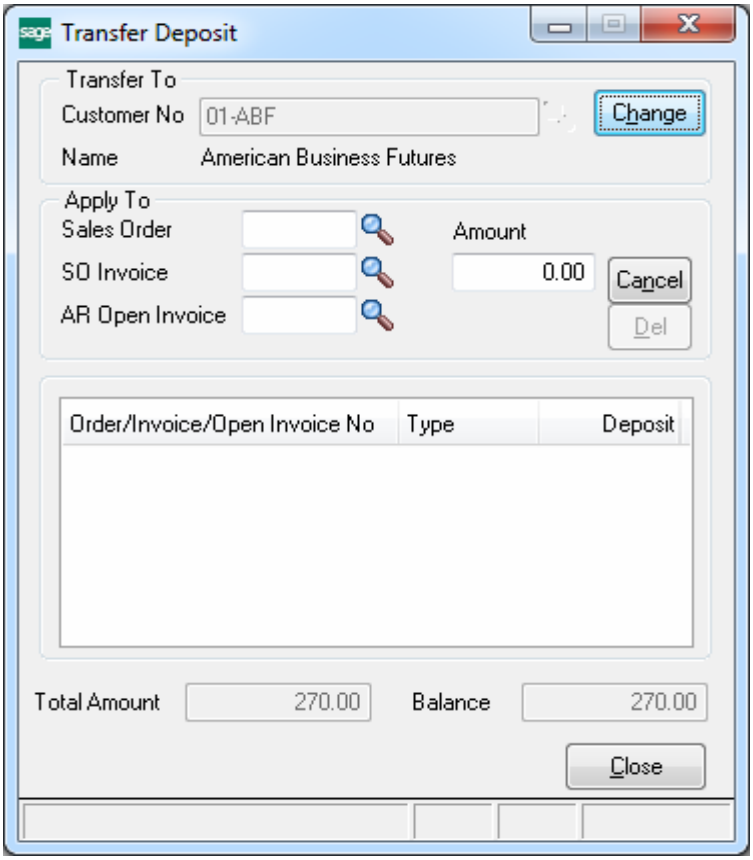


Only negative amount must be entered in the **Transfer Amount** field, otherwise the following message box will be displayed:

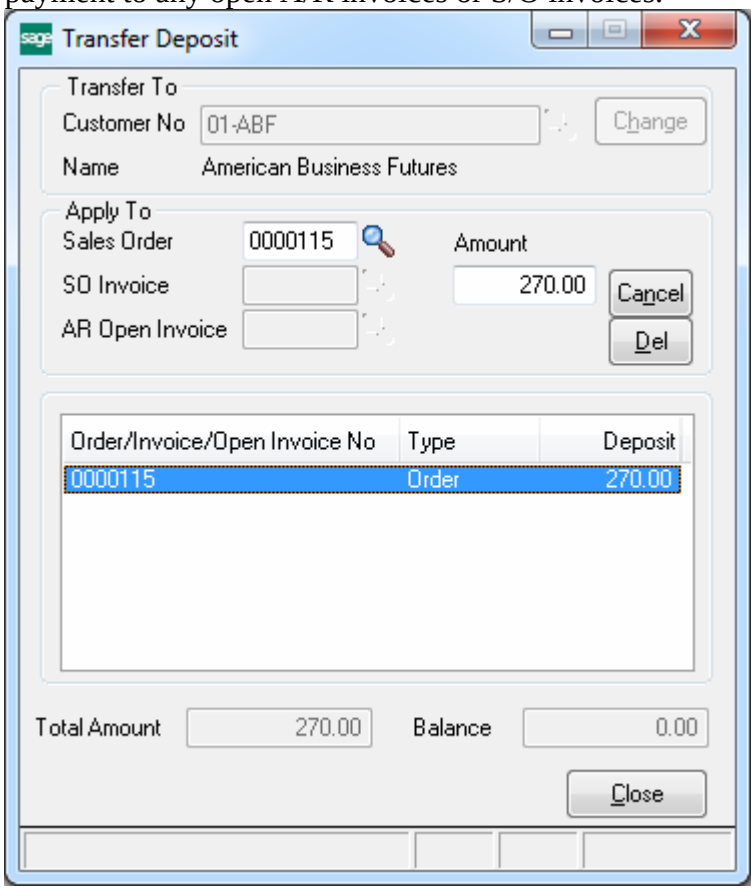




After negative amount is entered, the following screen will be displayed:



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.



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:

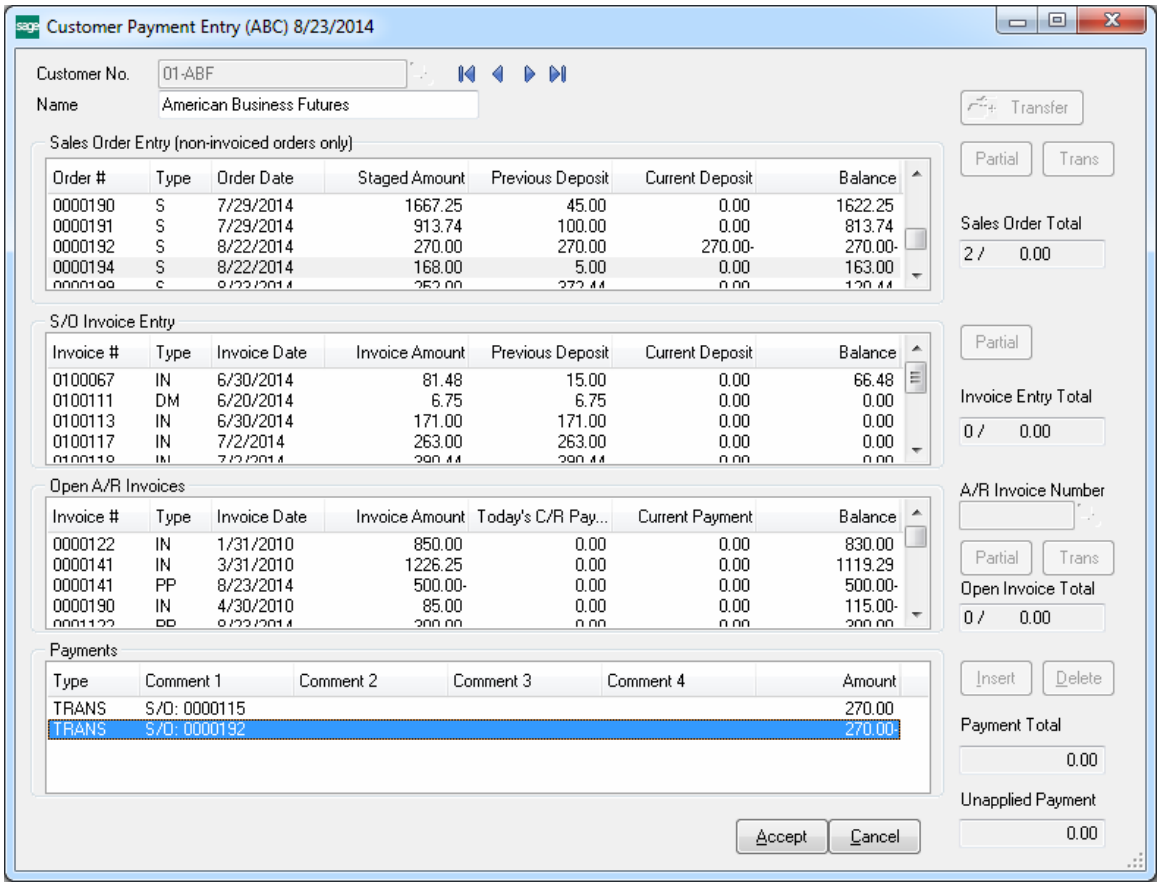
- Don’t have Negative/Zero Balance.
- Aren’t Invoiced or Booked.
- Are Standard or Back Orders.

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

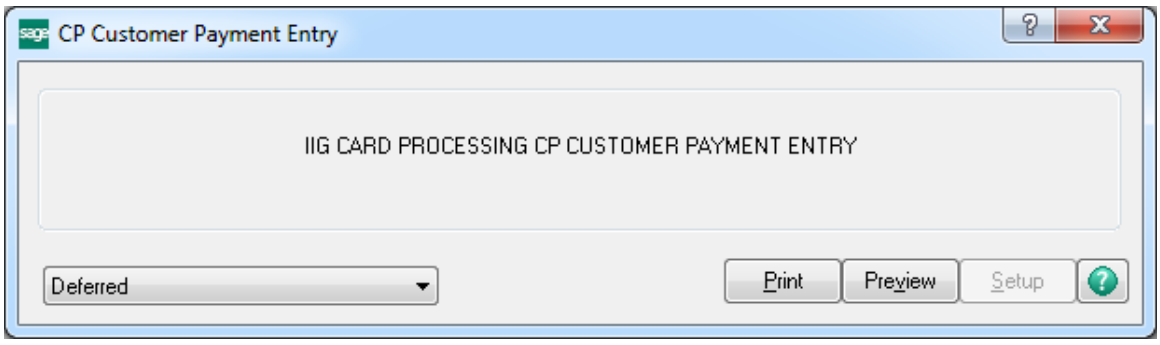
The entered amount should be Positive and not exceed Balance or Total Amount.

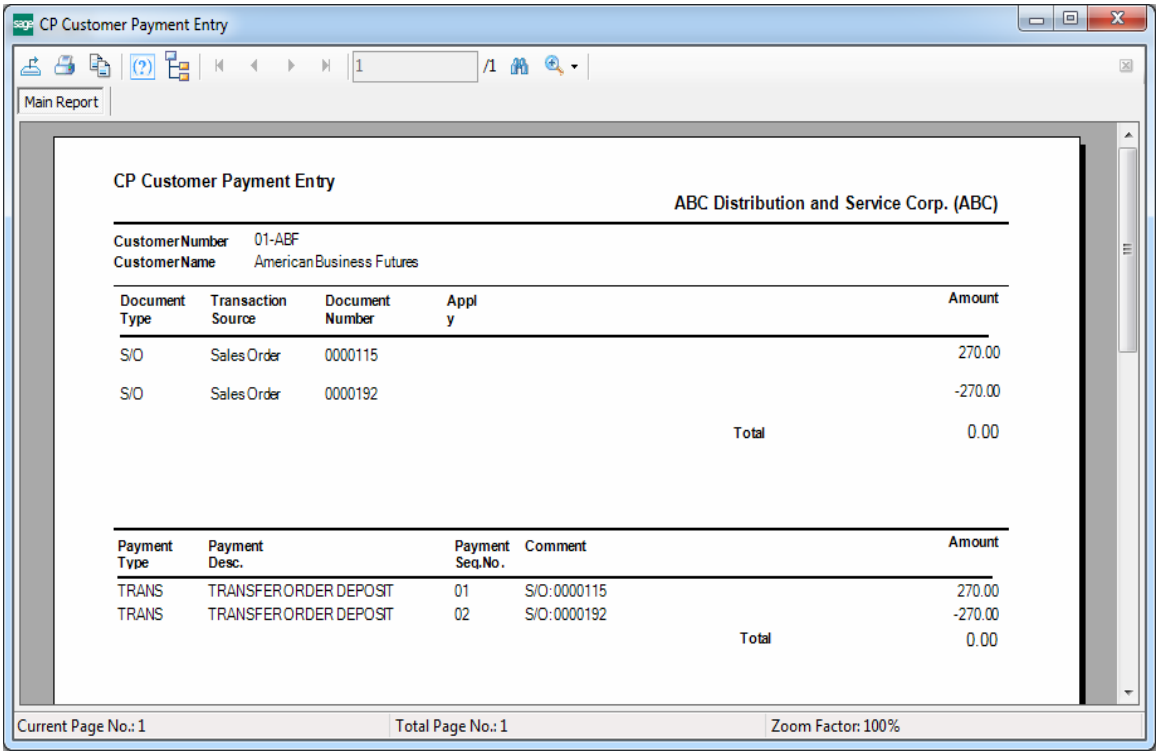
Here is an example with an AR Open Invoice to which the amount should be transferred:

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.

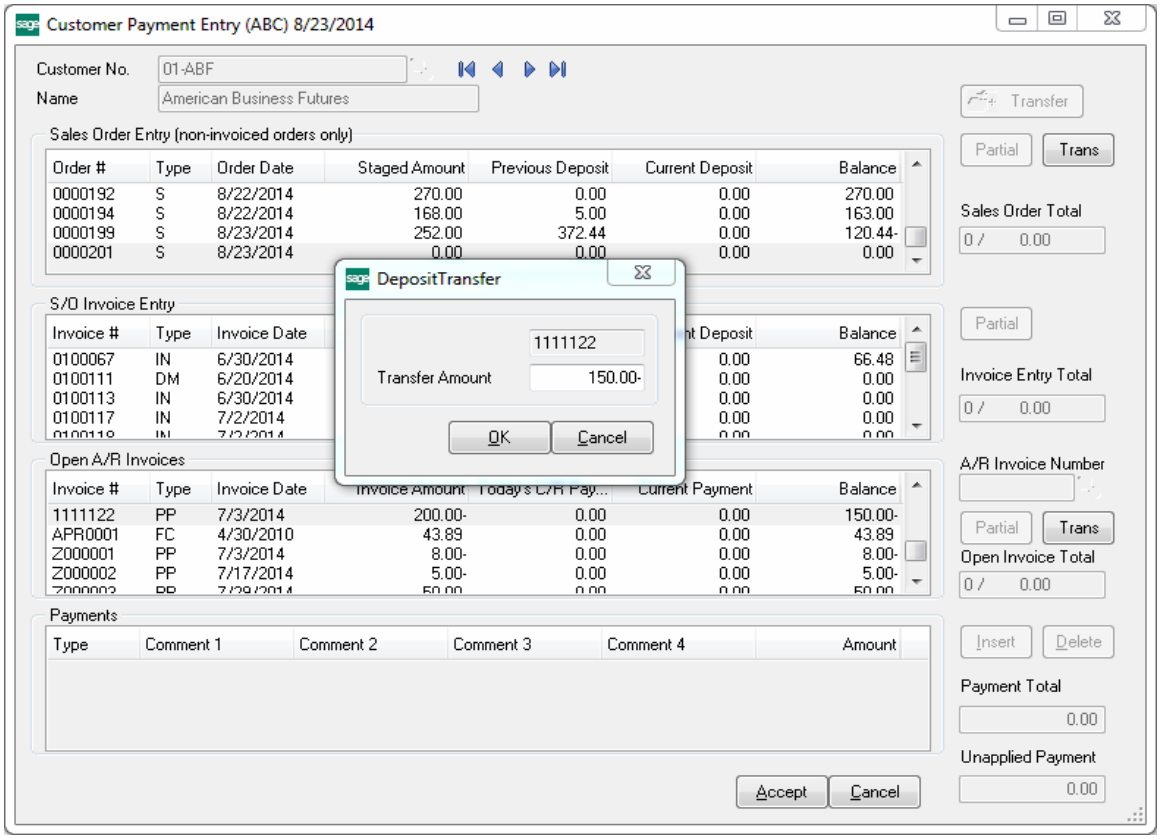


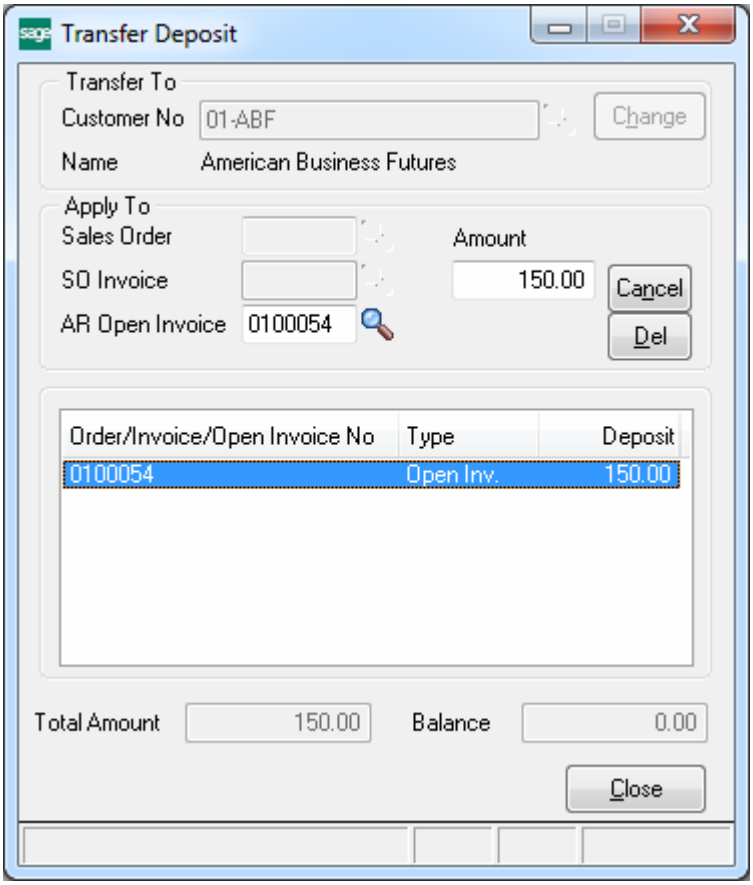
After pressing **Accept**, the following report will be displayed:

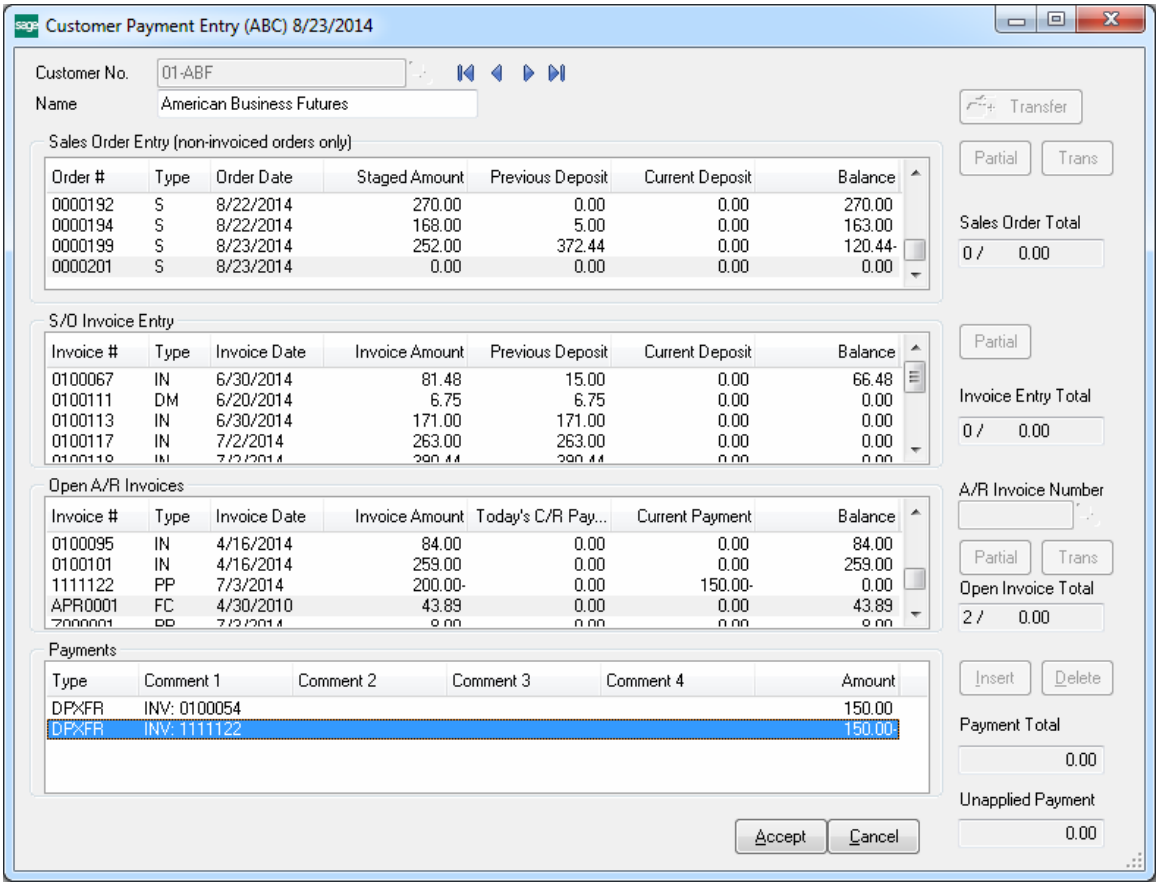


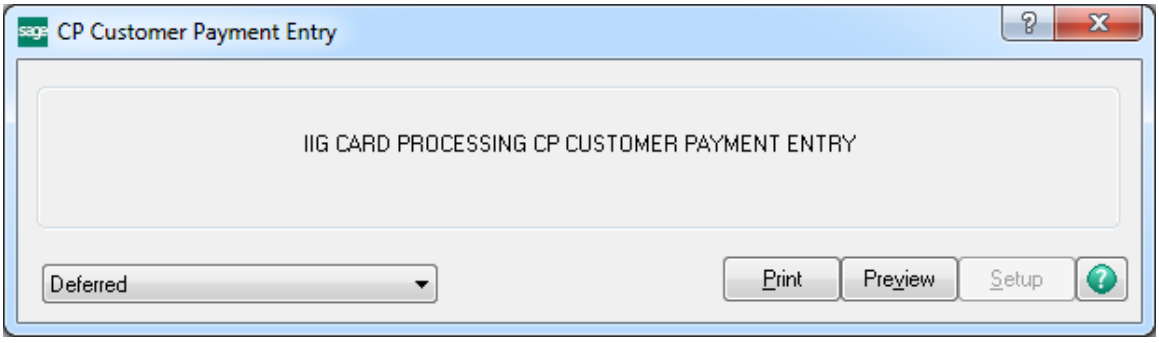


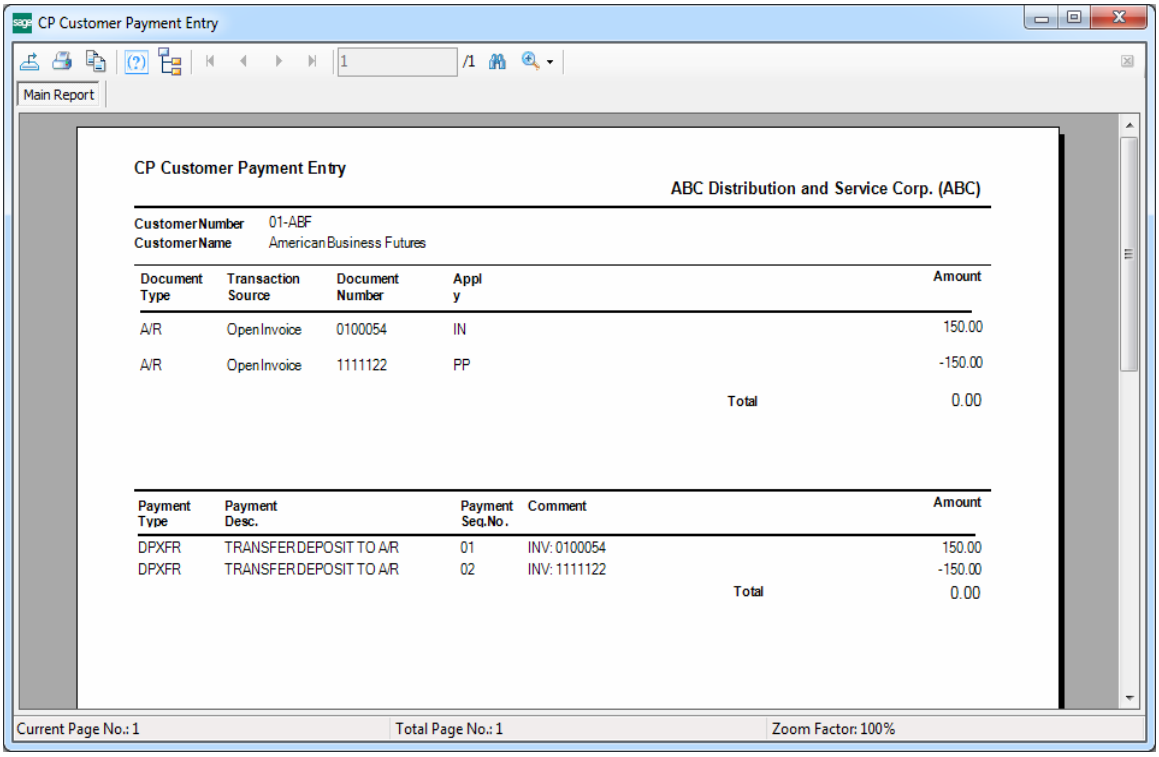
Here is an example of the amount transferred from prepayment:

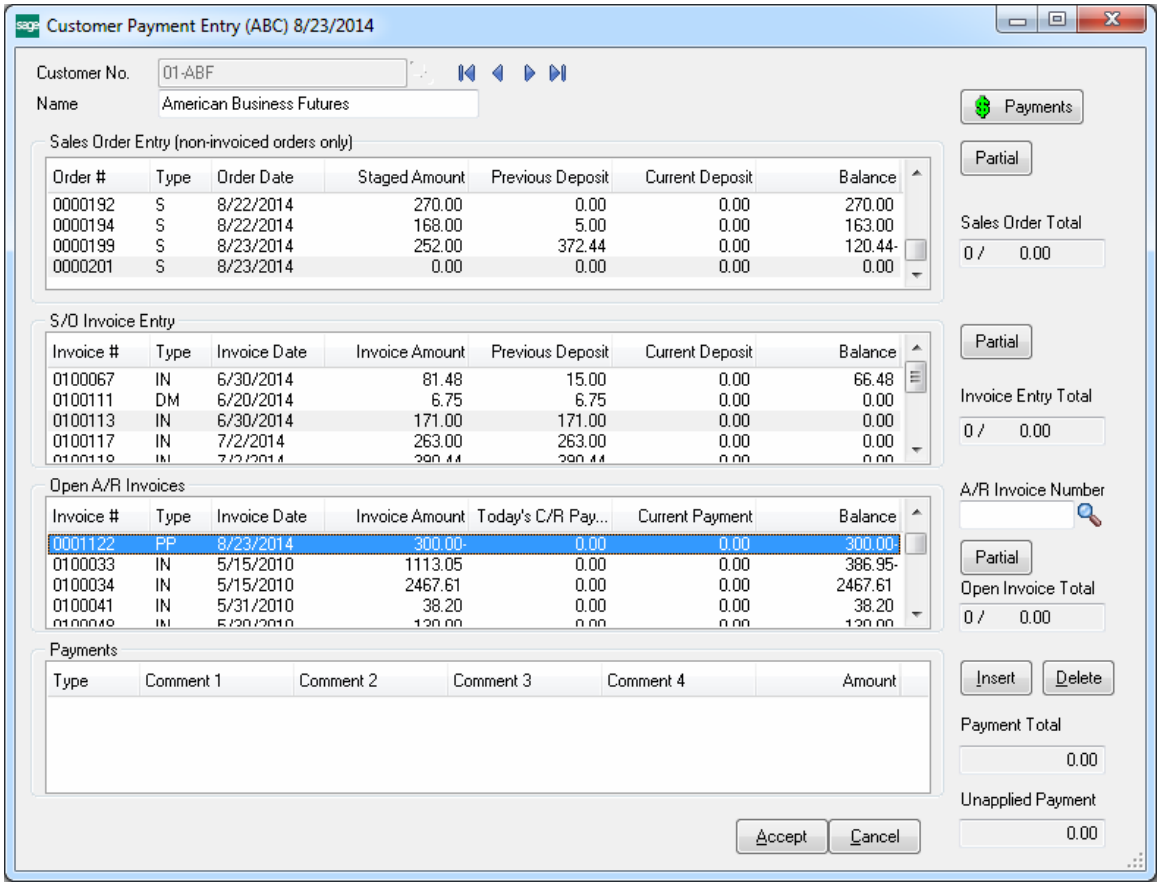

Customer Payment Entry (ABC) 8/23/2014
Customer No.
01-ABF
Name
American Business Futures
Transfer
Partial
Trans
Sales Order Entry (non-invoiced orders only)
Order # Type Order Date Staged Amount Previous Deposit Current Deposit Balance
0000192 S 8/22/2014 270.00 0.00 0.00 270.00
0000194 S 8/22/2014 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
DepositTransfer
1111122
Transfer Amount 150.00-
OK
Cancel
S/O Invoice Entry
Invoice # Type Invoice Date t Deposit Balance
0100067 IN 6/30/2014 0.00 66.48
0100111 DM 6/20/2014 0.00 0.00
0100113 IN 6/30/2014 0.00 0.00
0100117 IN 7/2/2014 0.00 0.00
Partial
Invoice Entry Total
0 / 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-
A/R Invoice Number
Partial
Trans
Open Invoice Total
0 / 0.00
Payments
Type Comment 1 Comment 2 Comment 3 Comment 4 Amount
Insert
Delete
Payment Total
0.00
Unapplied Payment
0.00
Accept
Cancel


Transfer Deposit
Transfer To
Customer No
01-ABF
Change
Name
American Business Futures
Apply To
Sales Order
Amount
SO Invoice
150.00
Cancel
AR Open Invoice
0100054
Del
Order/Invoice/Open Invoice No
Type
Deposit
0100054
Open Inv.
150.00
Total Amount
150.00
Balance
0.00
Close

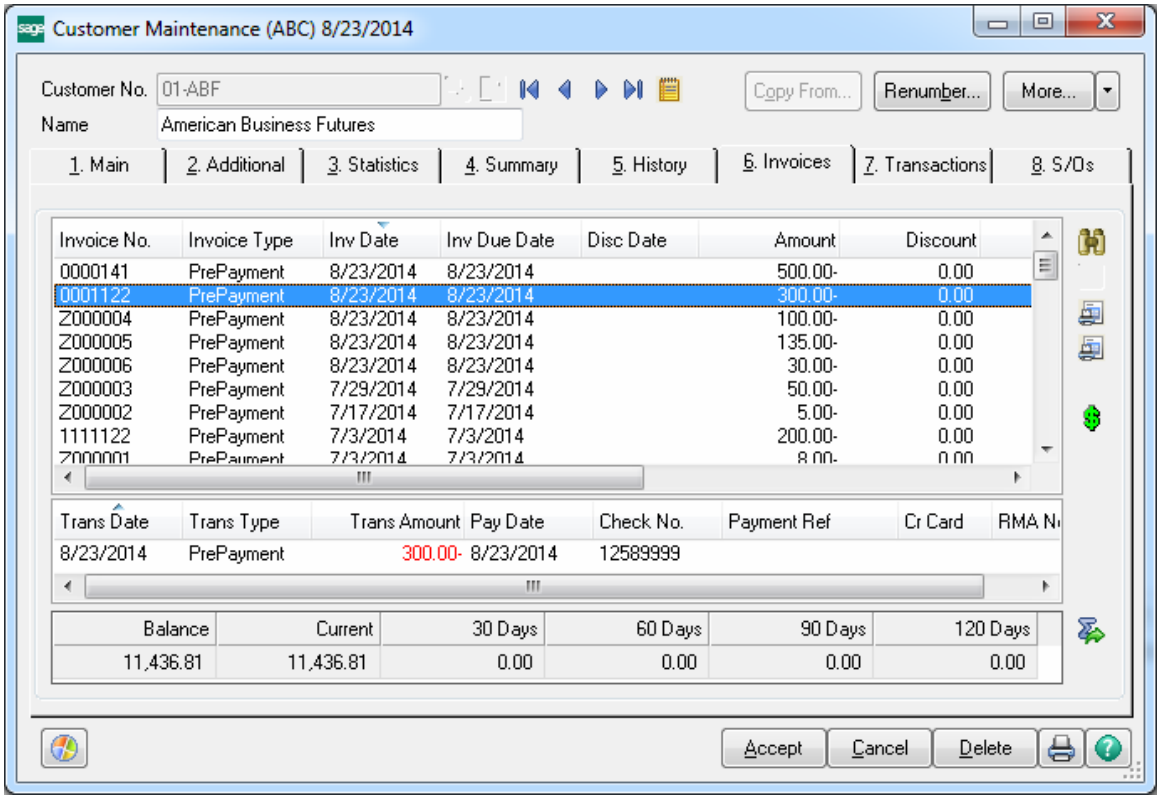

Customer Payment Entry (ABC) 8/23/2014
Customer No. 01-ABF
Name American Business Futures
Transfer
Sales Order Entry (non-invoiced orders only)
Order # Type Order Date Staged Amount Previous Deposit Current Deposit Balance
0000192 S 8/22/2014 270.00 0.00 0.00 270.00
0000194 S 8/22/2014 168.00 5.00 0.00 163.00
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
Partial
Trans
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 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
Partial
Invoice Entry Total
0 / 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
A/R Invoice Number
Partial
Trans
Open Invoice Total
2 / 0.00
Payments
Type Comment 1 Comment 2 Comment 3 Comment 4 Amount
DPXFR INV: 0100054 150.00
DPXFR INV: 1111122 150.00-
Insert
Delete
Payment Total
0.00
Unapplied Payment
0.00
Accept
Cancel


CP Customer Payment Entry
IIG CARD PROCESSING CP CUSTOMER PAYMENT ENTRY
Deferred
Print
Preview
Setup


CP Customer Payment Entry
Main Report
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
A/R Open Invoice 0100054 IN 150.00
A/R Open Invoice 1111122 PP -150.00
Total 0.00
Payment Type
Payment Desc.
Payment Seq.No.
Comment
Amount
DPXFR TRANSFER DEPOSIT TO A/R 01 INV: 0100054 150.00
DPXFR TRANSFER DEPOSIT TO A/R 02 INV: 1111122 -150.00
Total 0.00
Current Page No.: 1
Total Page No.: 1
Zoom Factor: 100%

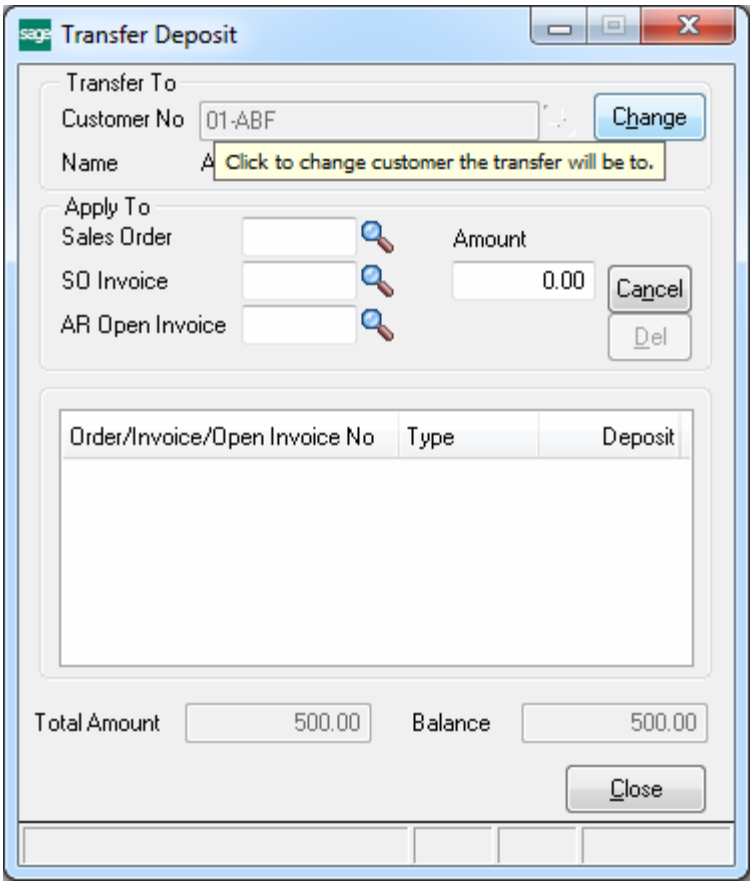


The following record will be written on the **Invoices** tab of **Customer Maintenance**.

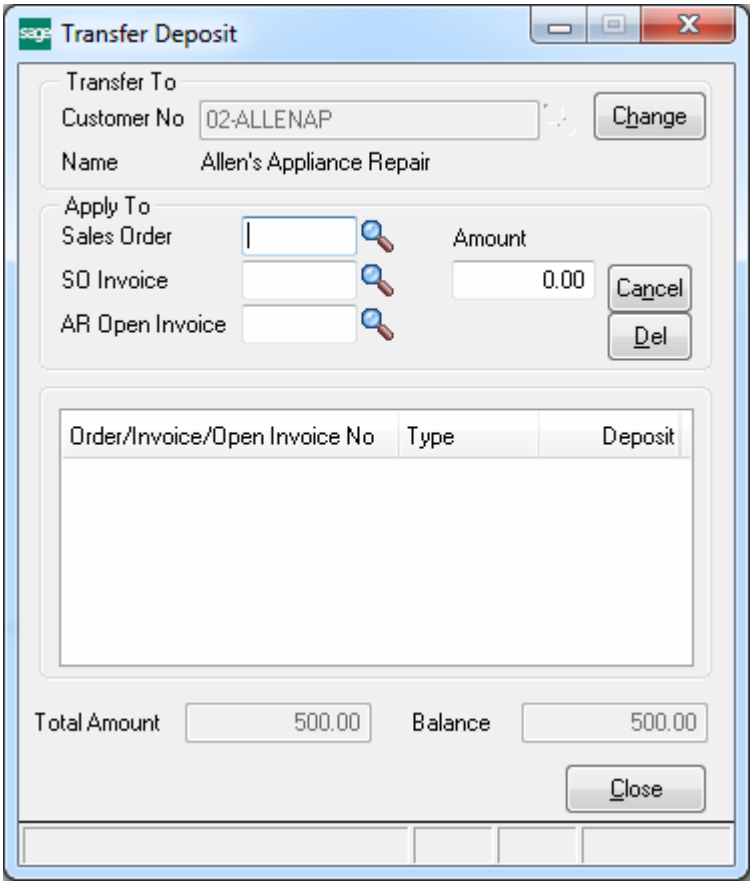

Customer Maintenance (ABC) 8/23/2014
Customer No. 01-ABF
Name American Business Futures
Copy From...
Renumber...
More...
1. Main
2. Additional
3. Statistics
4. Summary
5. History
6. Invoices
7. Transactions
8. S/Os
Invoice No. Invoice Type Inv Date Inv Due Date Disc Date Amount Discount
0000141 PrePayment 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
Trans Date Trans Type Trans Amount Pay Date Check No. Payment Ref Cr Card
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

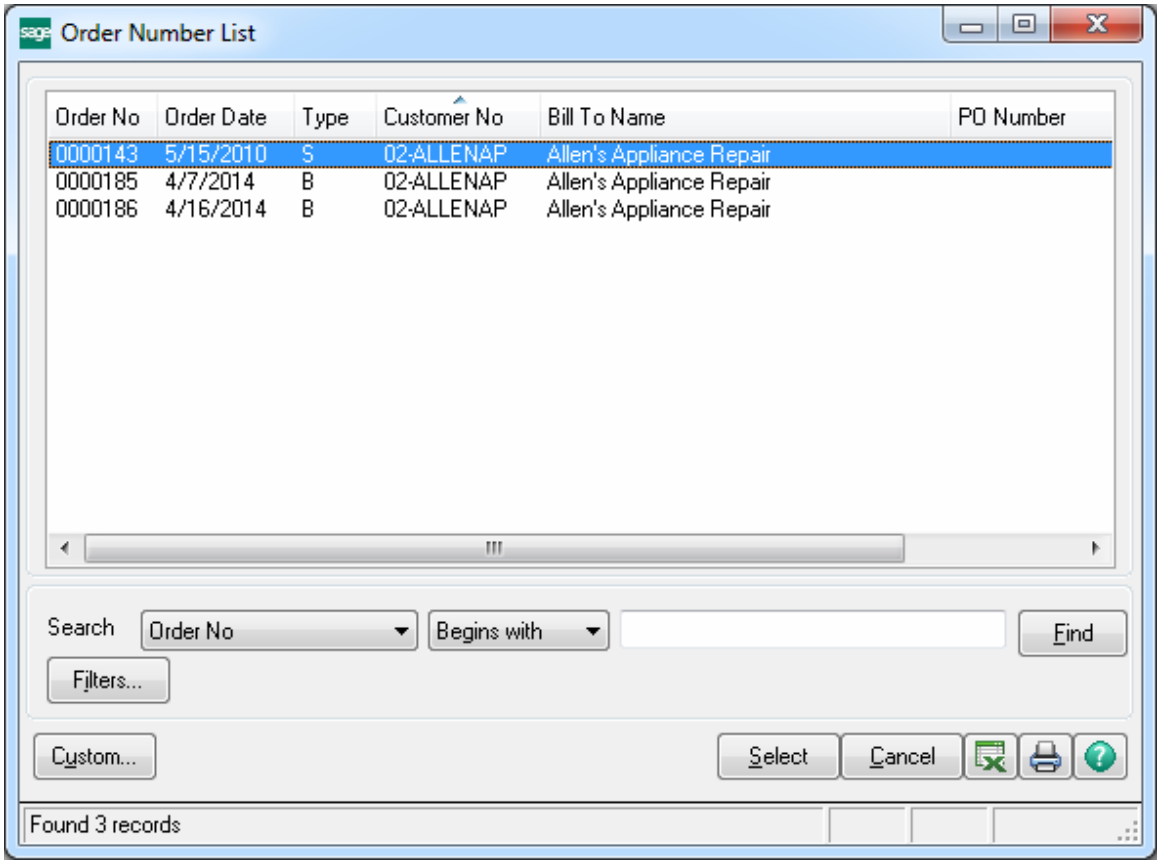
Transferring Deposits from One Customer to Another

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.



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
Change
Name
Allen's Appliance Repair
Apply To
Sales Order
SO Invoice
AR Open Invoice
Amount
0.00
Cancel
Del
Order/Invoice/Open Invoice No
Type
Deposit
Total Amount
500.00
Balance
500.00
Close



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.

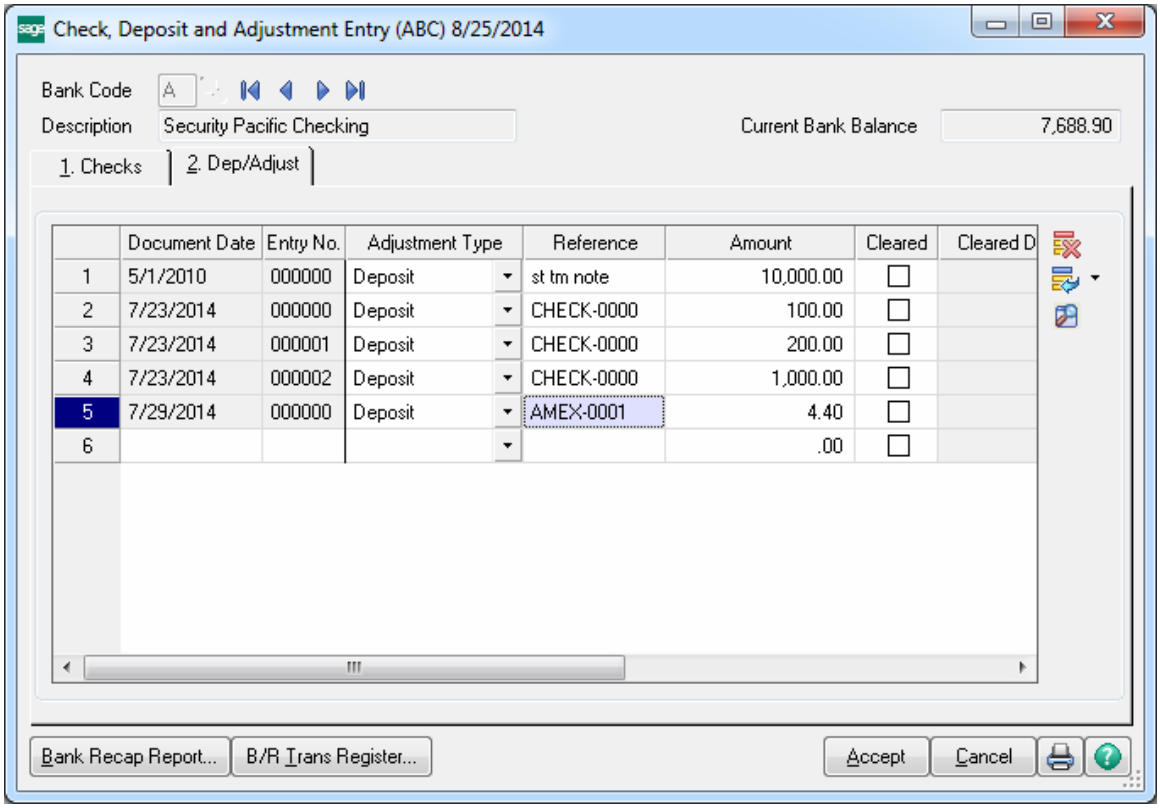
You will need to run the **Sales Journal** for Sales Order and/or Accounts Receivable, if you have any activity in that module.

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

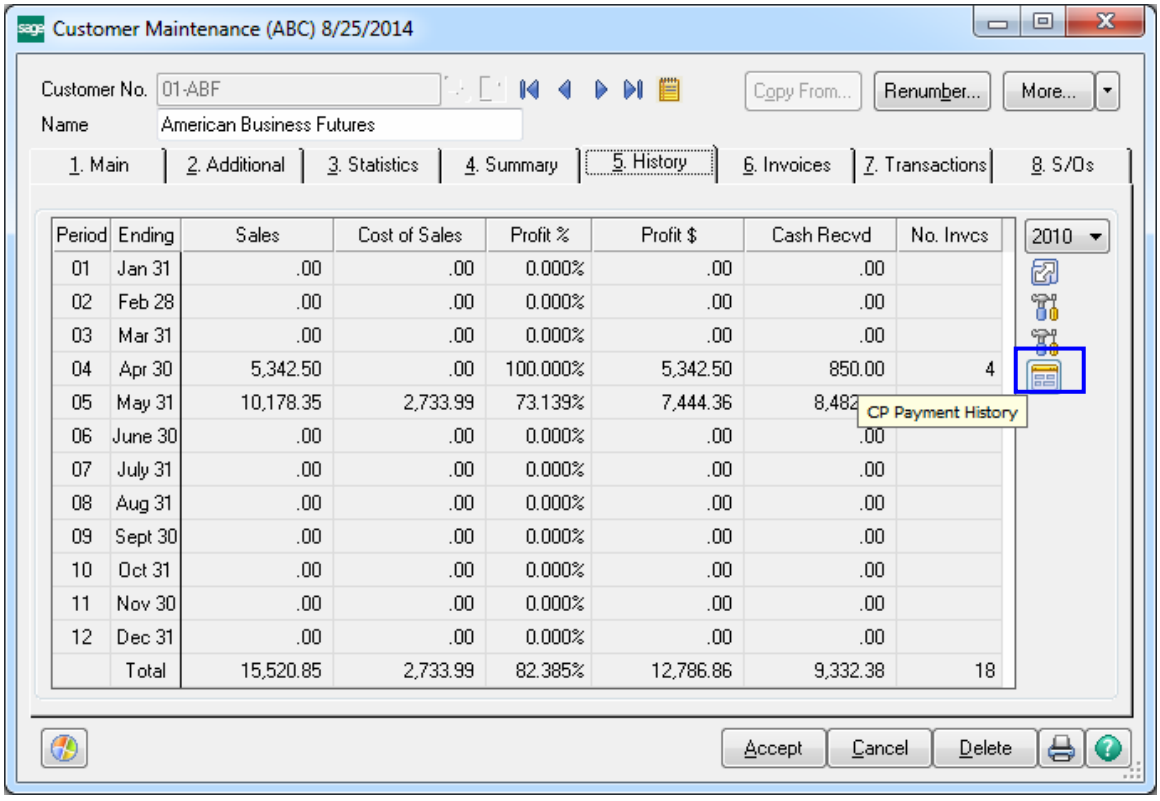
If the **Integrate Credit Card with Bank Reconciliation** box is checked in the **Credit Card Options**, the cash deposits will be posted to the **Bank Reconciliation** module.



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.

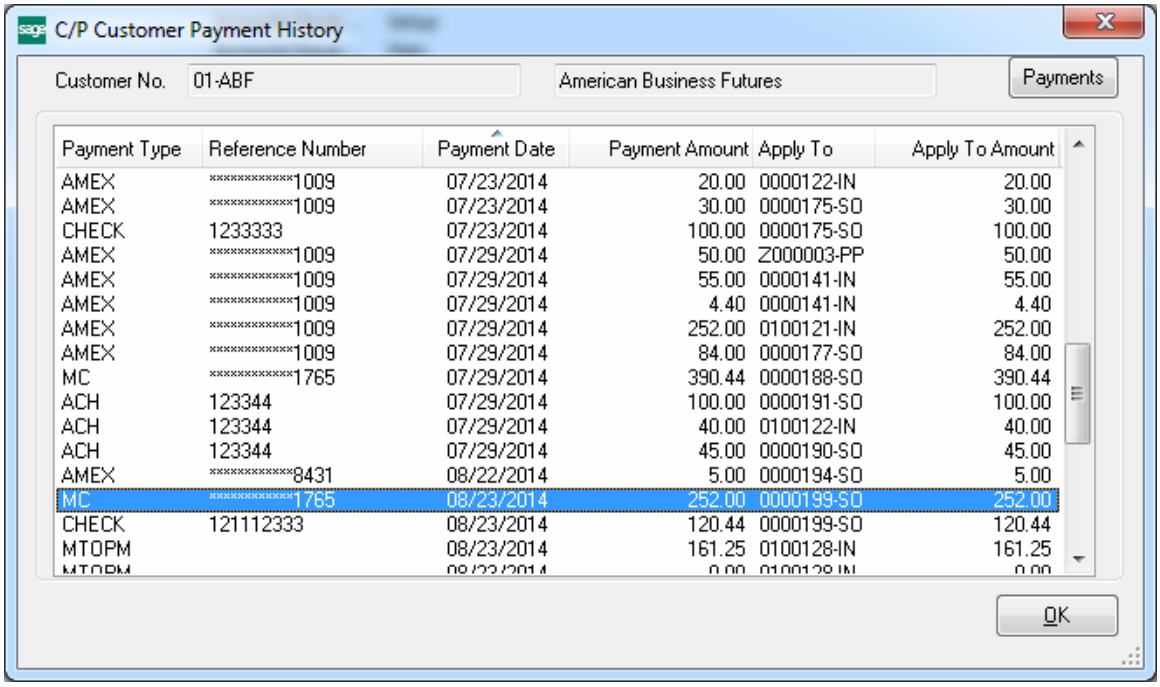
Customer Maintenance

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

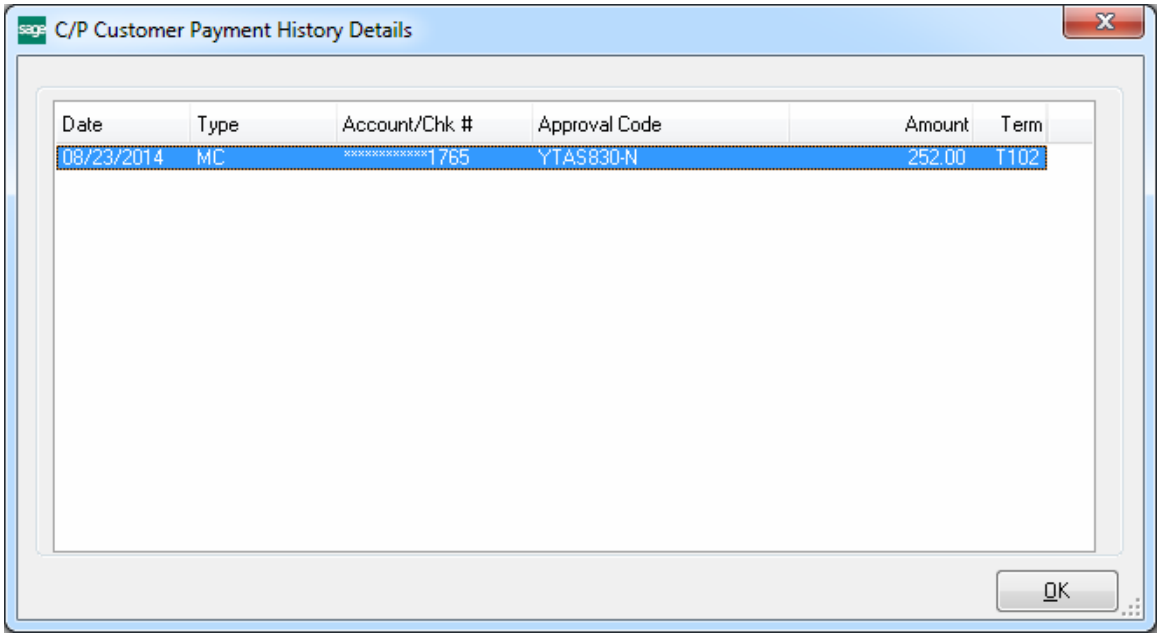


Period	Ending	Sales	Cost of Sales	Profit %	Profit $	Cash Recvd	No. Invcs
01	Jan 31	.00	.00	0.000%	.00	.00	
02	Feb 28	.00	.00	0.000%	.00	.00	
03	Mar 31	.00	.00	0.000%	.00	.00	
04	Apr 30	5,342.50	.00	100.000%	5,342.50	850.00	4
05	May 31	10,178.35	2,733.99	73.139%	7,444.36	8,482	
06	June 30	.00	.00	0.000%	.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

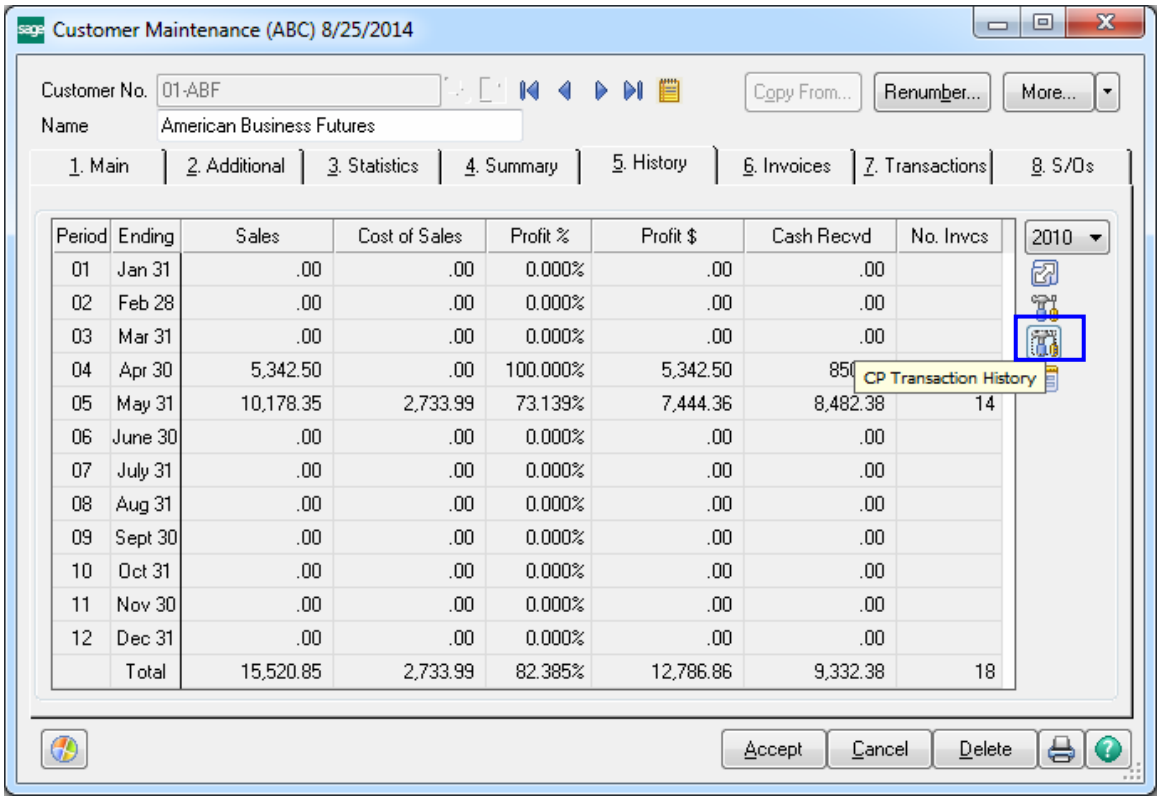
When clicking the **Payment History** button, the **Customer Payment History** screen is opened to display the history of the payments done by the selected Customer.



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

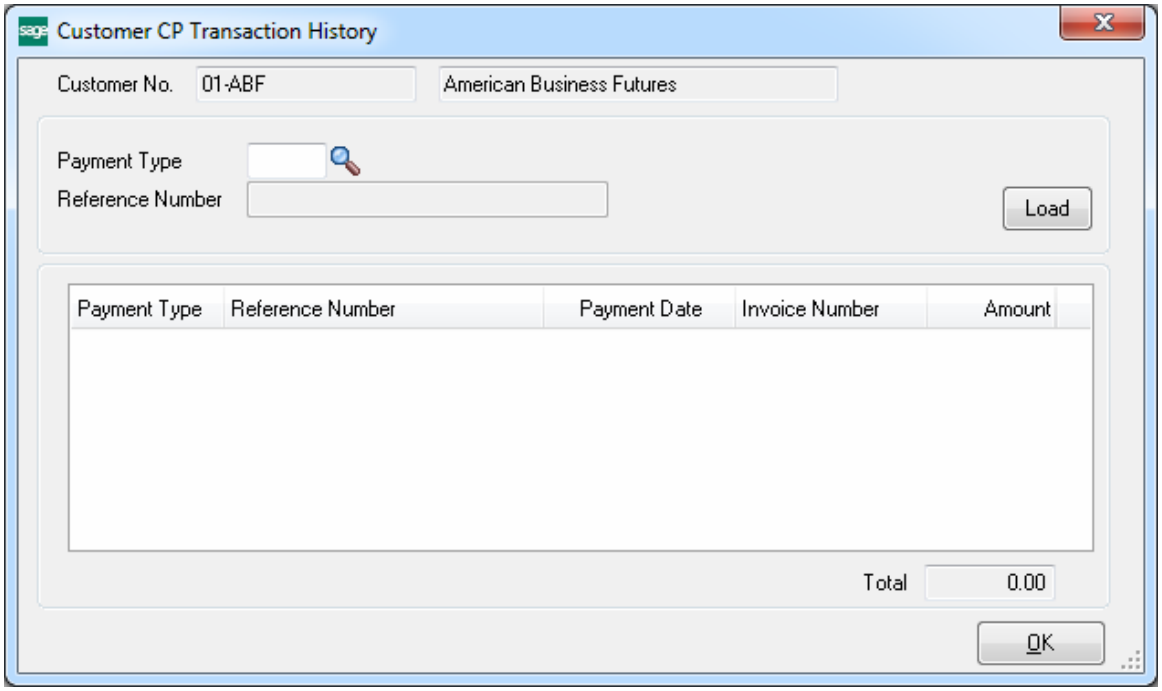


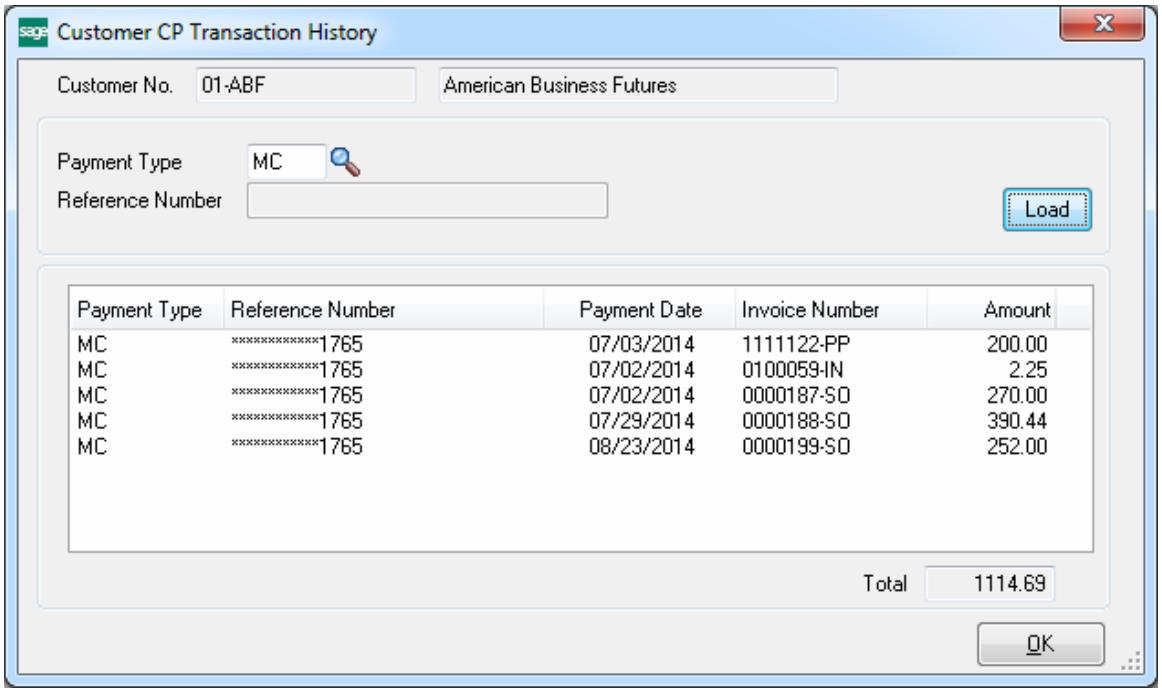
The **CP Trans. History** button added to the **Customer Maintenance** program allows for displaying the history of CP transactions processed by the selected customer.



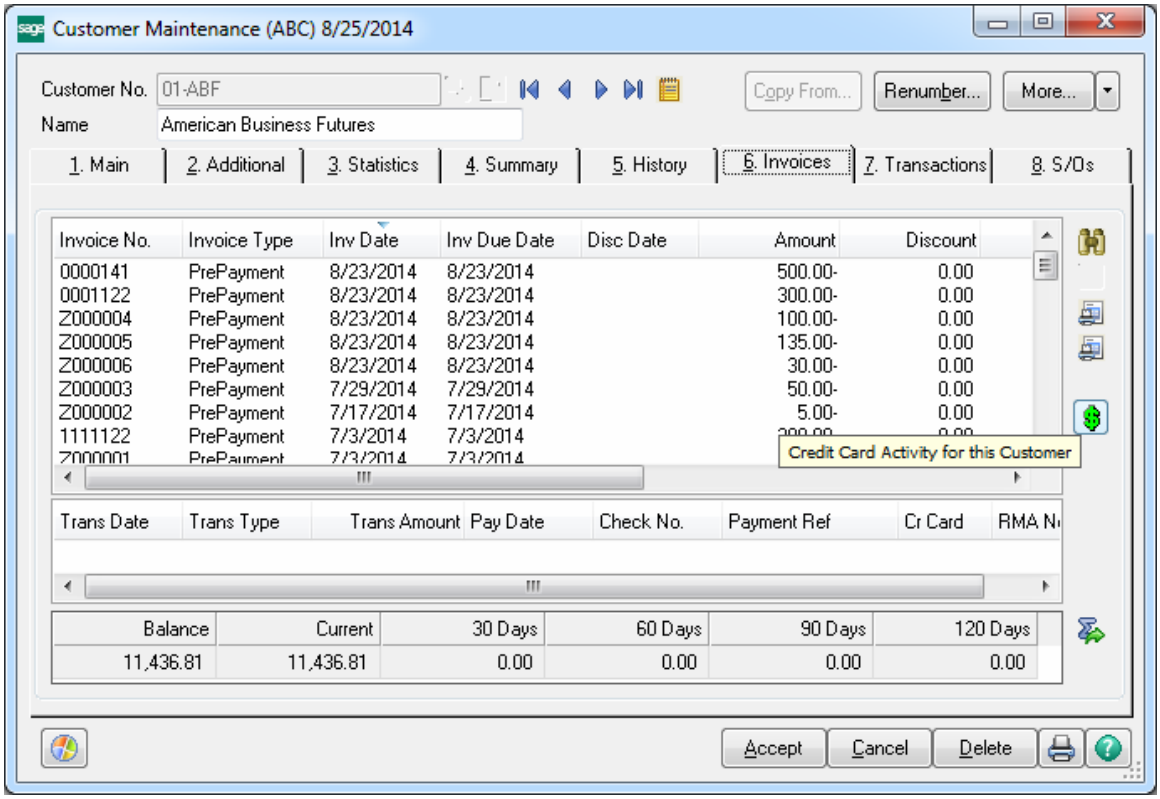
Period	Ending	Sales	Cost of Sales	Profit %	Profit $	Cash Recvd	No. Invcs
01	Jan 31	.00	.00	0.000%	.00	.00	
02	Feb 28	.00	.00	0.000%	.00	.00	
03	Mar 31	.00	.00	0.000%	.00	.00	
04	Apr 30	5,342.50	.00	100.000%	5,342.50	85(	
05	May 31	10,178.35	2,733.99	73.139%	7,444.36	8,482.38	14
06	June 30	.00	.00	0.000%	.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

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

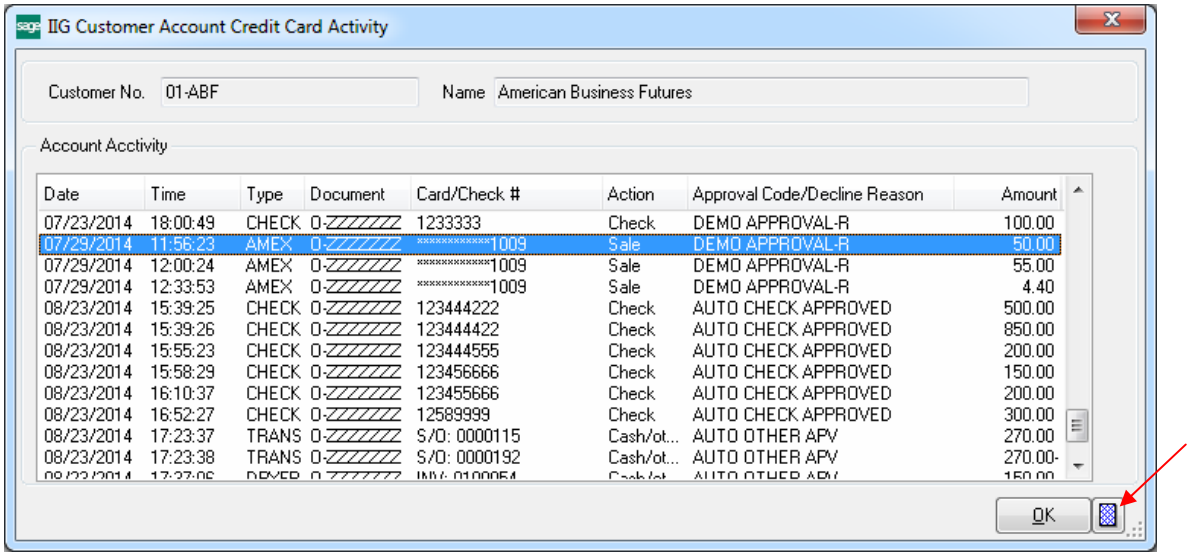


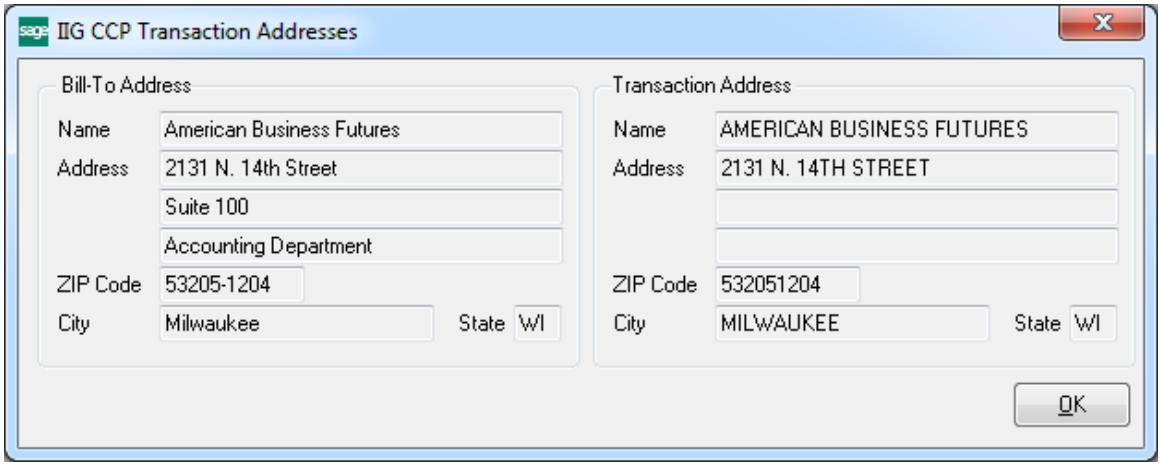


The **Credit Card Activity for this Customer** button added to the **Invoices** tab of **Customer Maintenance** allows for displaying CP activities for the customer.

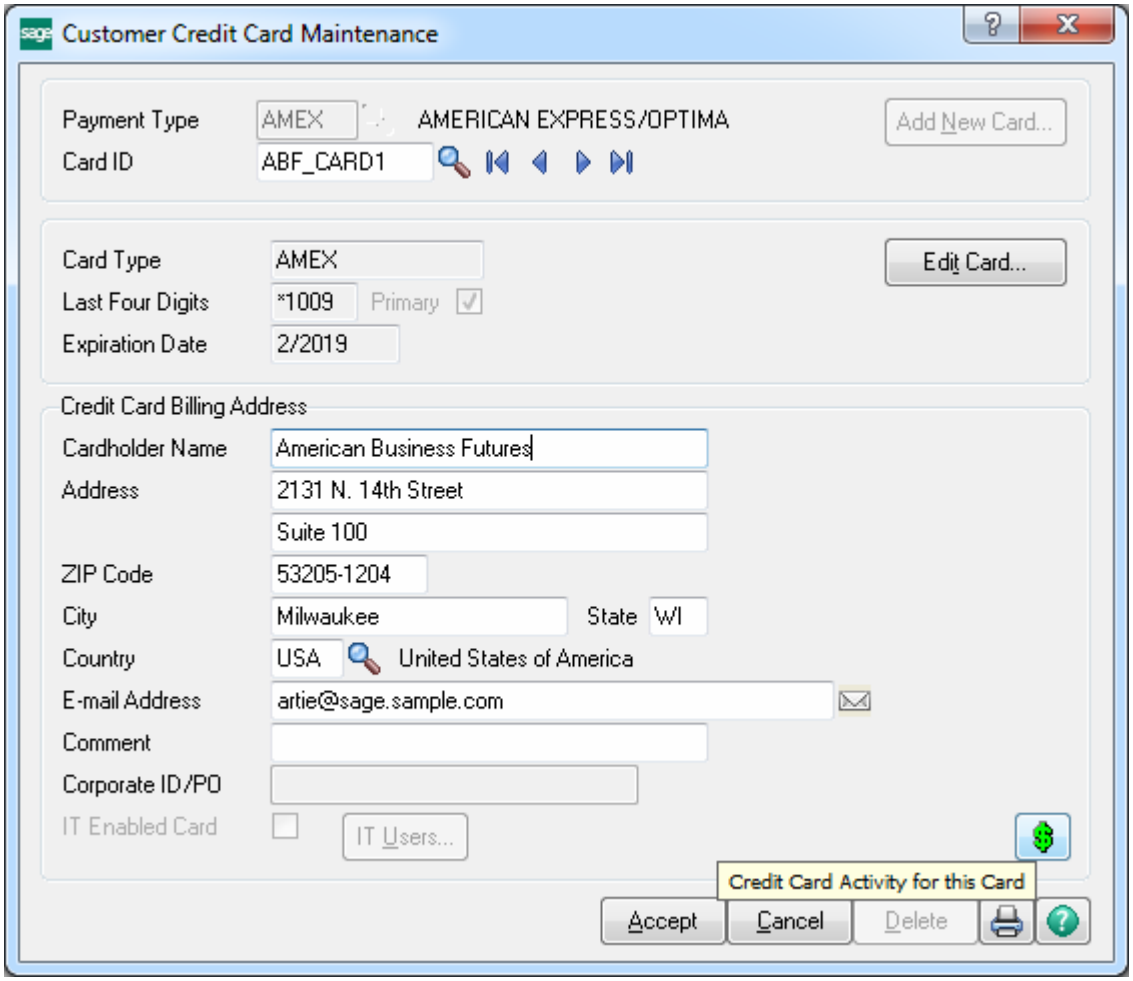


The transactions of current customer are displayed in the **IIG Customer Account Credit Activity** screen.

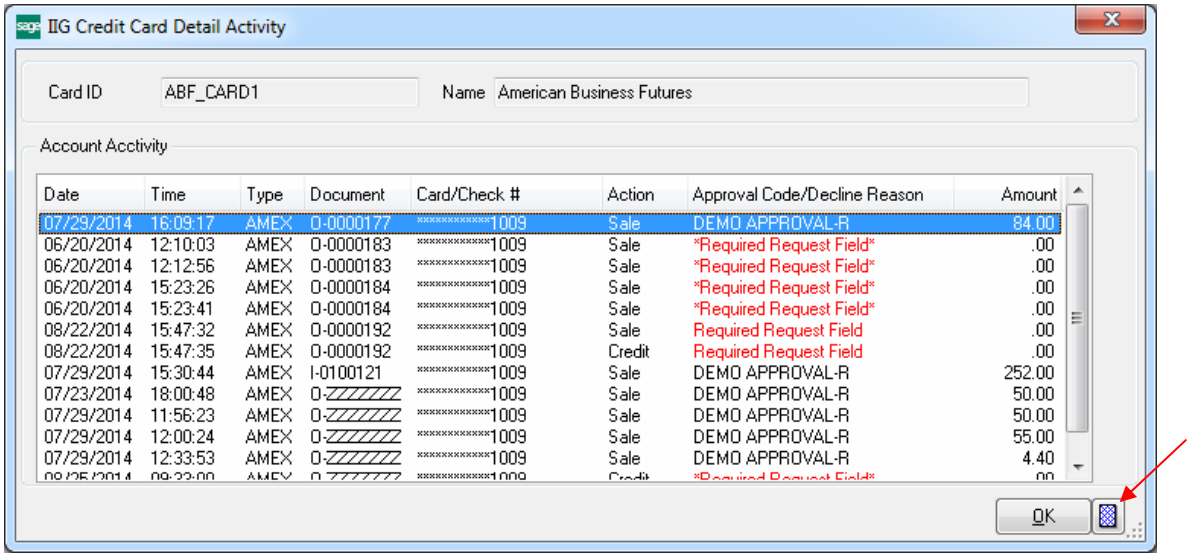




The **Credit Card Activity** button is available also on the **Customer Credit Card Maintenance** screen launched from the **Additional** tab of **Customer Maintenance.**



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



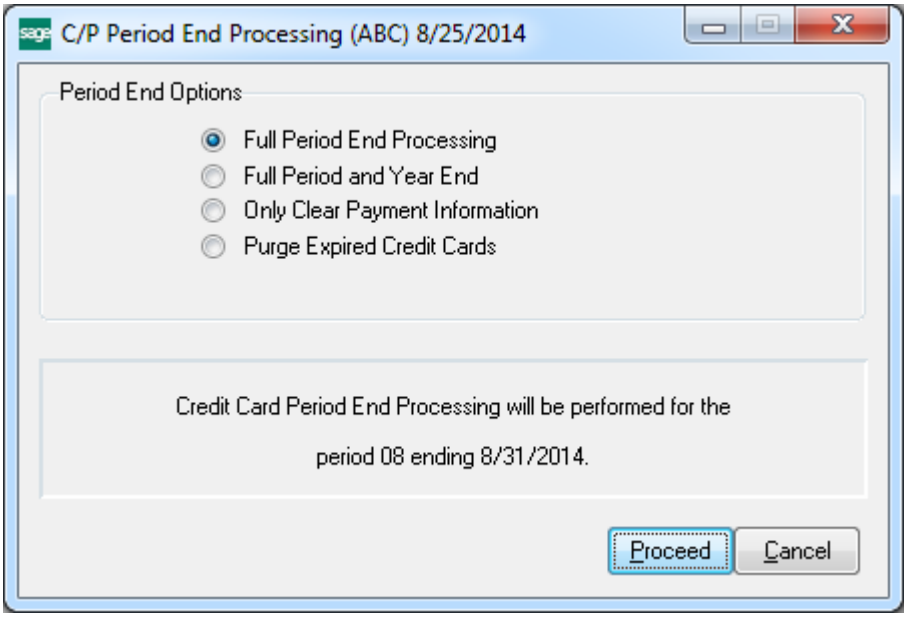
Period End

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.

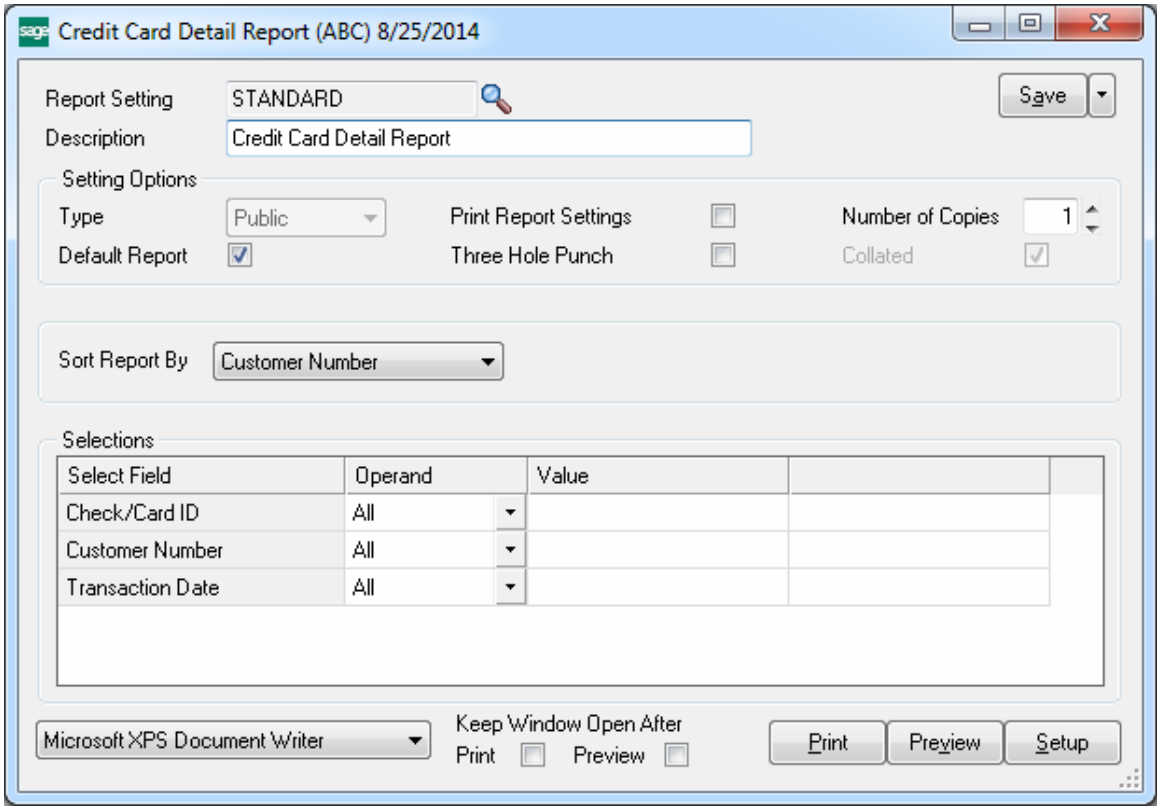
- **A/R Payments Journal:** This journal shows payments processed through the credit card system for the Accounts Receivable Module. If Bank Reconciliation option is selected, this journal will also print the CCP Bank Deposit Journal. By specifying credit card payment type, a report can be generating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

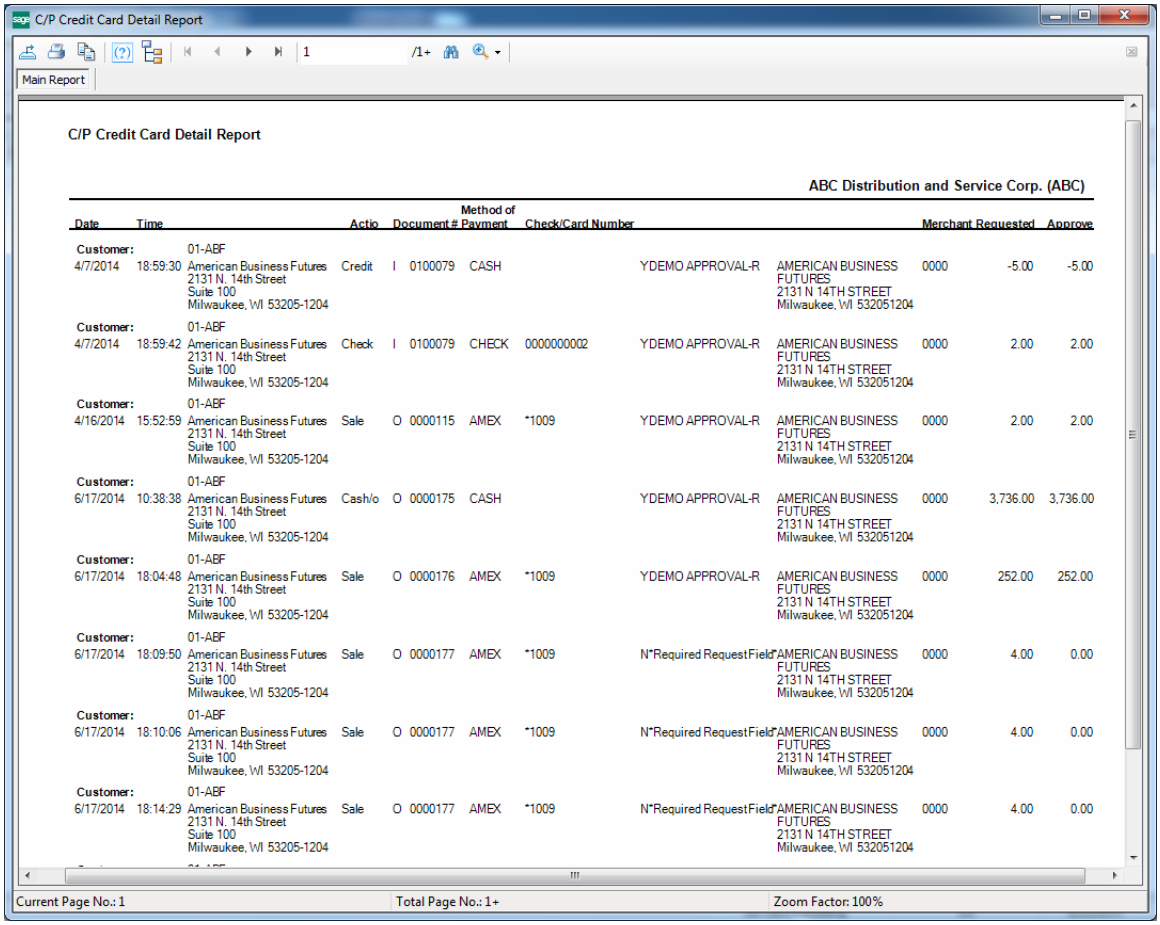
Credit Card Detail Report

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



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.

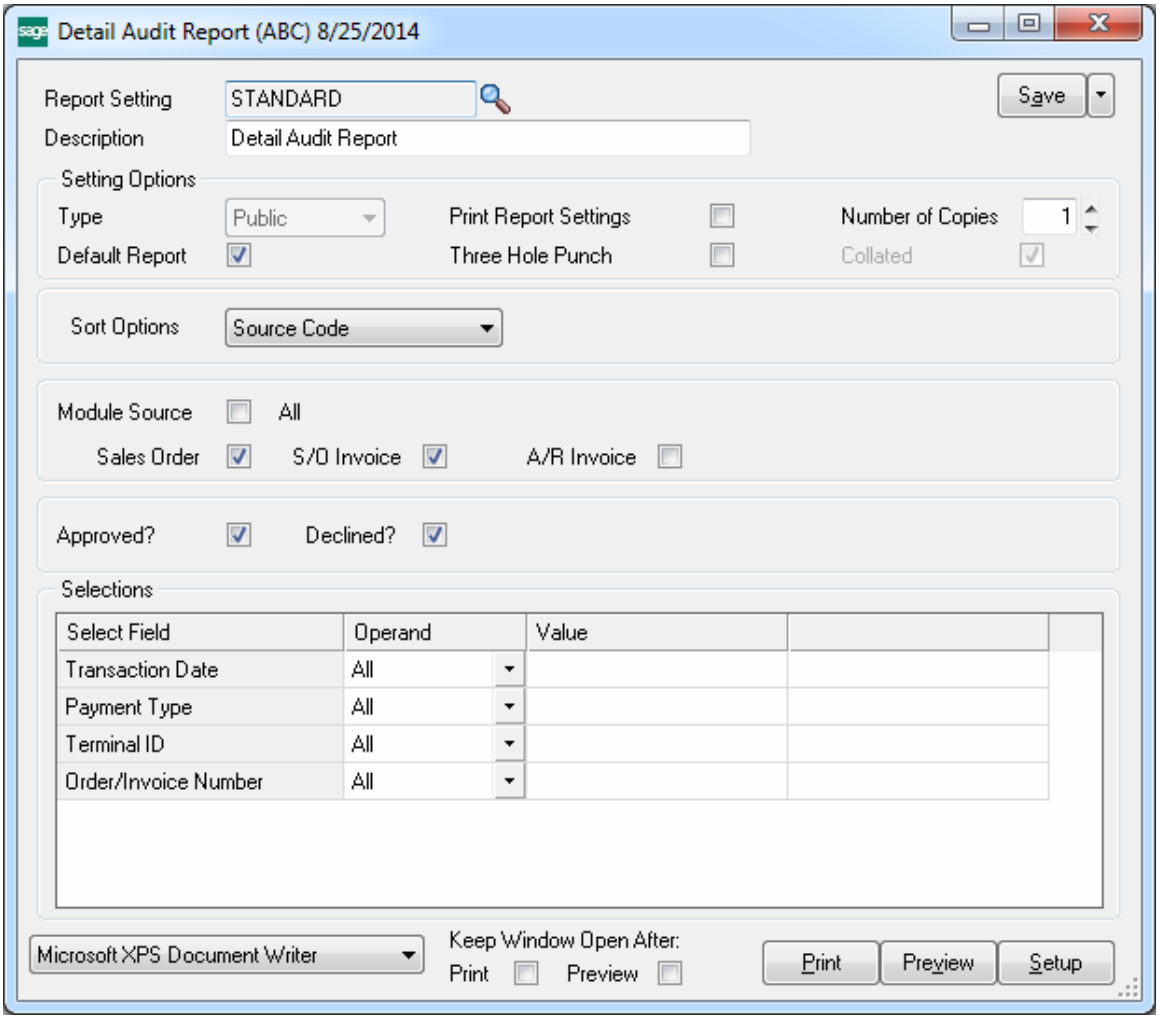
Here is an example of printout:



Date	Time		Actio	Document #	Method of Payment	Check/Card Number			Merchant Requested	Approve
Customer:		01-ABF								
4/7/2014	18:59:30	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
Customer:		01-ABF								
4/7/2014	18:59:42	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
Customer:		01-ABF								
4/16/2014	15:52:59	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
Customer:		01-ABF								
6/17/2014	10:38:38	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
Customer:		01-ABF								
6/17/2014	18:04:48	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
Customer:		01-ABF								
6/17/2014	18:09:50	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
Customer:		01-ABF								
6/17/2014	18:10:06	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
Customer:		01-ABF								
6/17/2014	18:14:29	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

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.

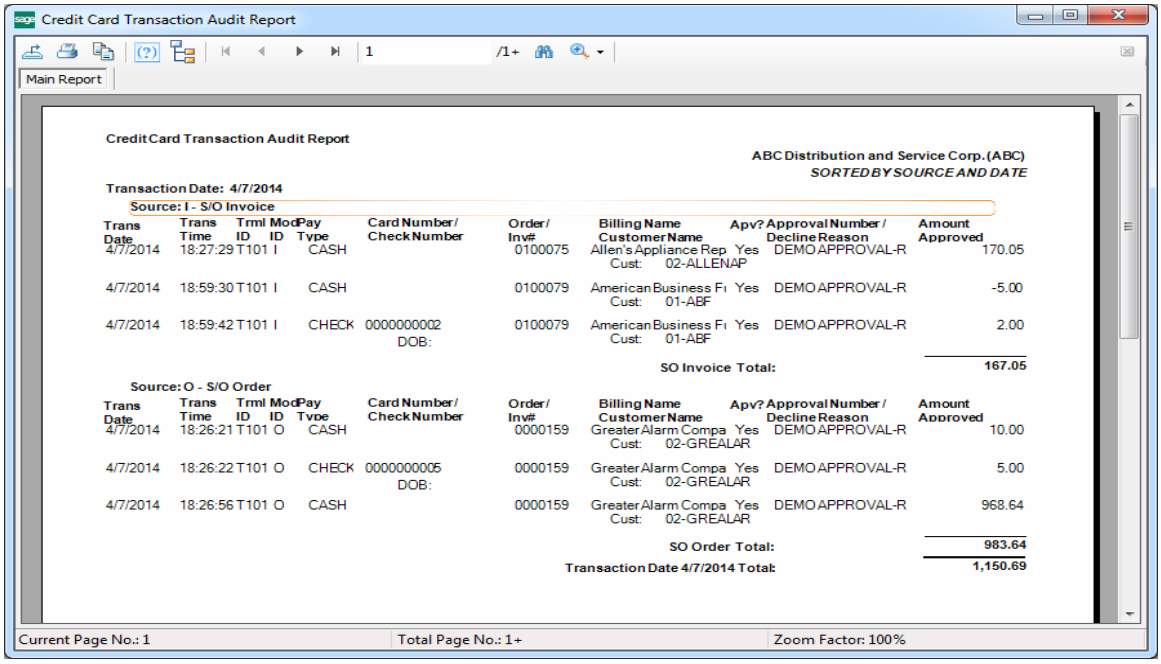


Select **Payment Type** from the **Sort Options** drop-down list.

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

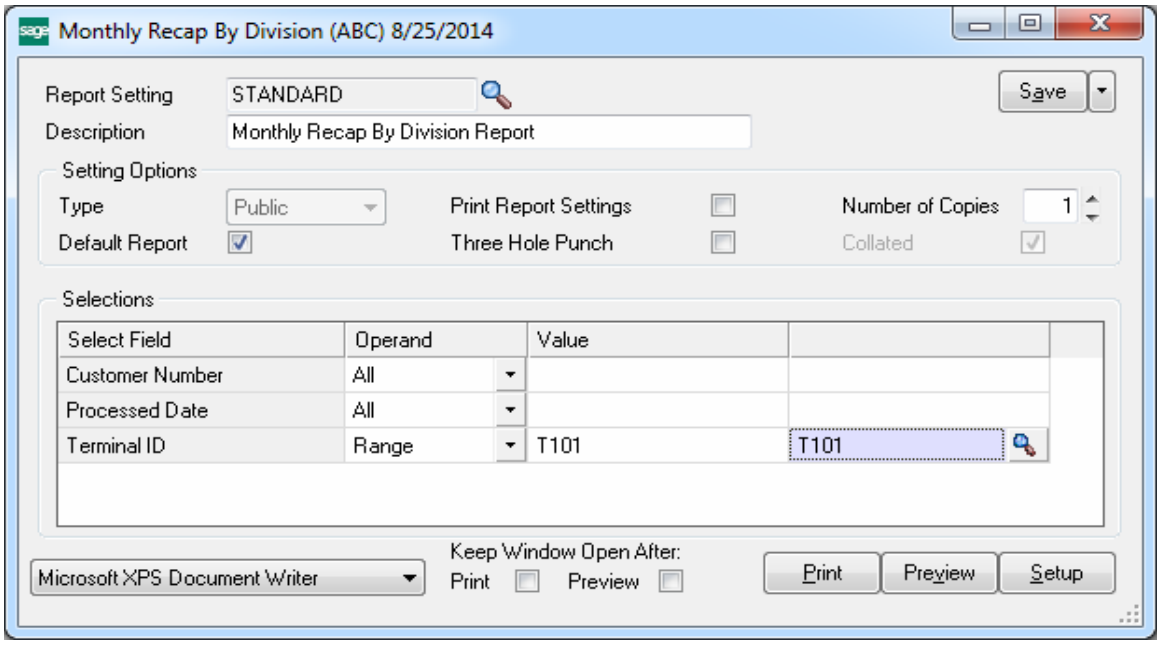
Records can be printed only from the selected modules – **Sales Order**, **S/O Invoice**, **A/R Invoice**, **Point of Sale**. To print from all the modules, check the **All** box.

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

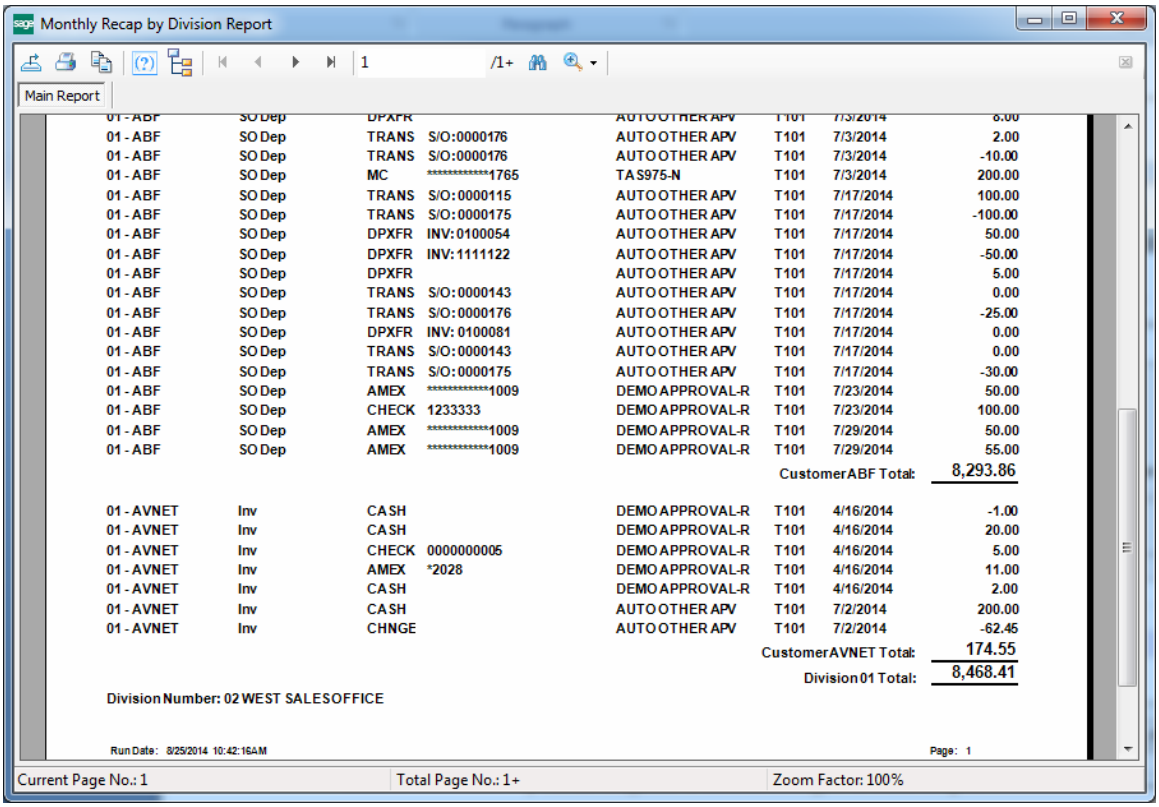


Monthly Recap by Division

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



Selection by **Customer Number,** transaction **Processed Date** and **Terminal** ID are available.
Here is an example of printout:

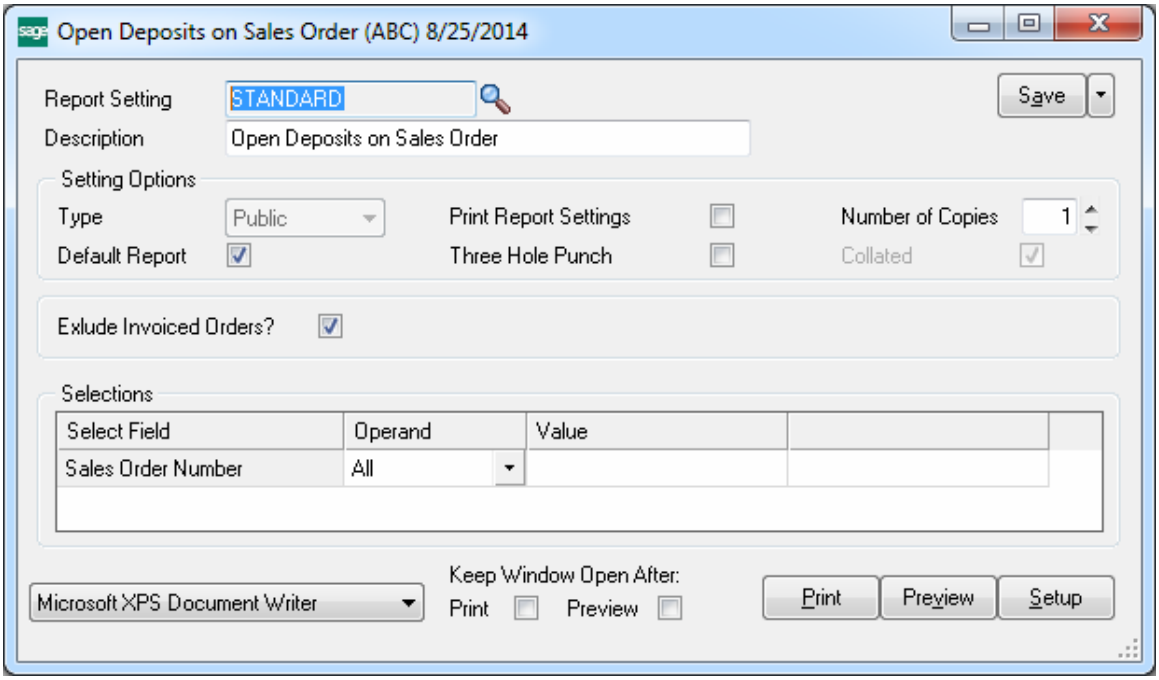


General Ledger Detail Report

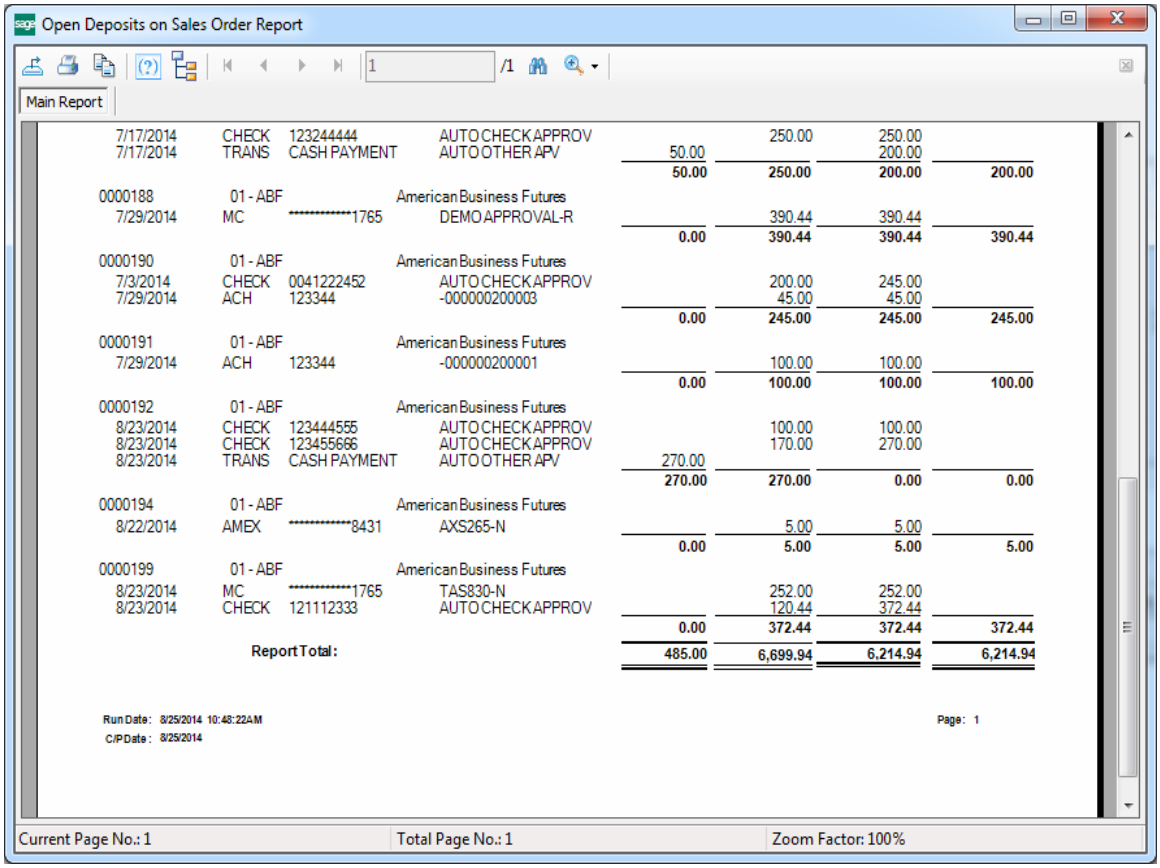
This is the same report as original **General Ledger Detail Report**.

Open Deposit on Sales Orders

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



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

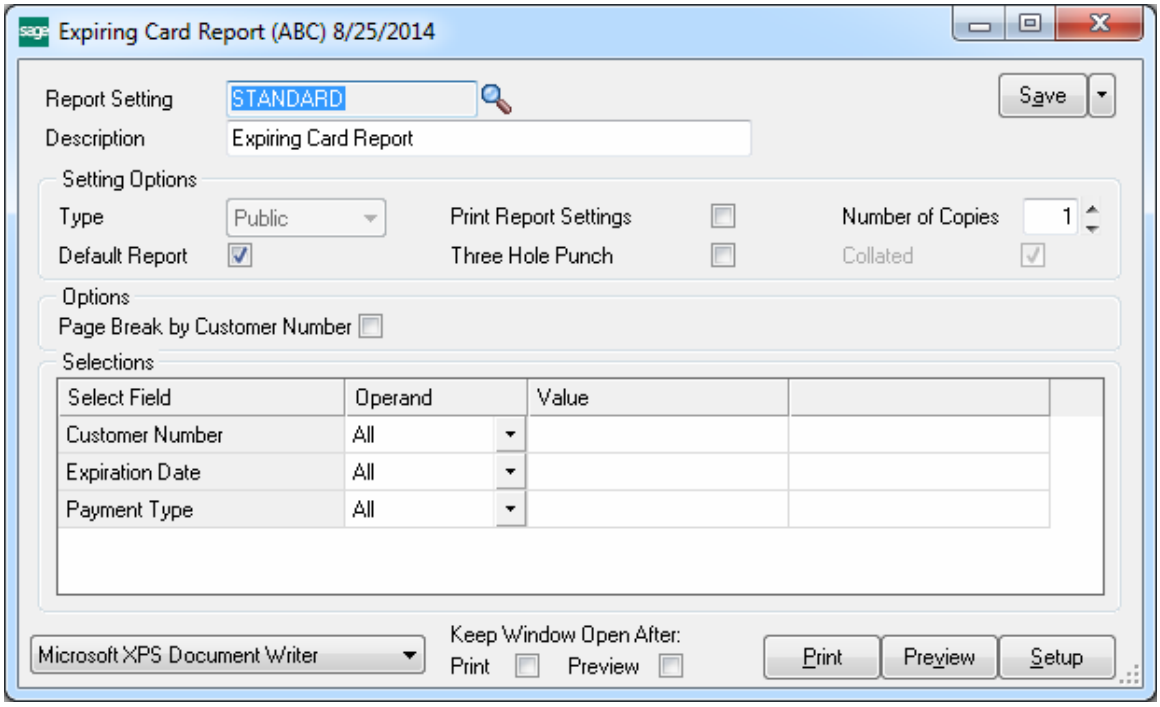


7/17/2014	CHECK	123244444	AUTO CHECK APPROV		250.00	250.00	
7/17/2014	TRANS	CASH PAYMENT	AUTO OTHER APV	50.00		200.00	
				50.00	250.00	200.00	200.00
0000188	01 - ABF		American Business Futures				
7/29/2014	MC	**********1765	DEMO APPROVAL-R		390.44	390.44	
				0.00	390.44	390.44	390.44
0000190	01 - ABF		American Business Futures				
7/3/2014	CHECK	0041222452	AUTO CHECK APPROV		200.00	245.00	
7/29/2014	ACH	123344	-000000200003		45.00	45.00	
				0.00	245.00	245.00	245.00
0000191	01 - ABF		American Business Futures				
7/29/2014	ACH	123344	-000000200001		100.00	100.00	
				0.00	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	270.00	
8/23/2014	TRANS	CASH PAYMENT	AUTO OTHER APV	270.00			
				270.00	270.00	0.00	0.00
0000194	01 - ABF		American Business Futures				
8/22/2014	AMEX	**********8431	AXS265-N		5.00	5.00	
				0.00	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

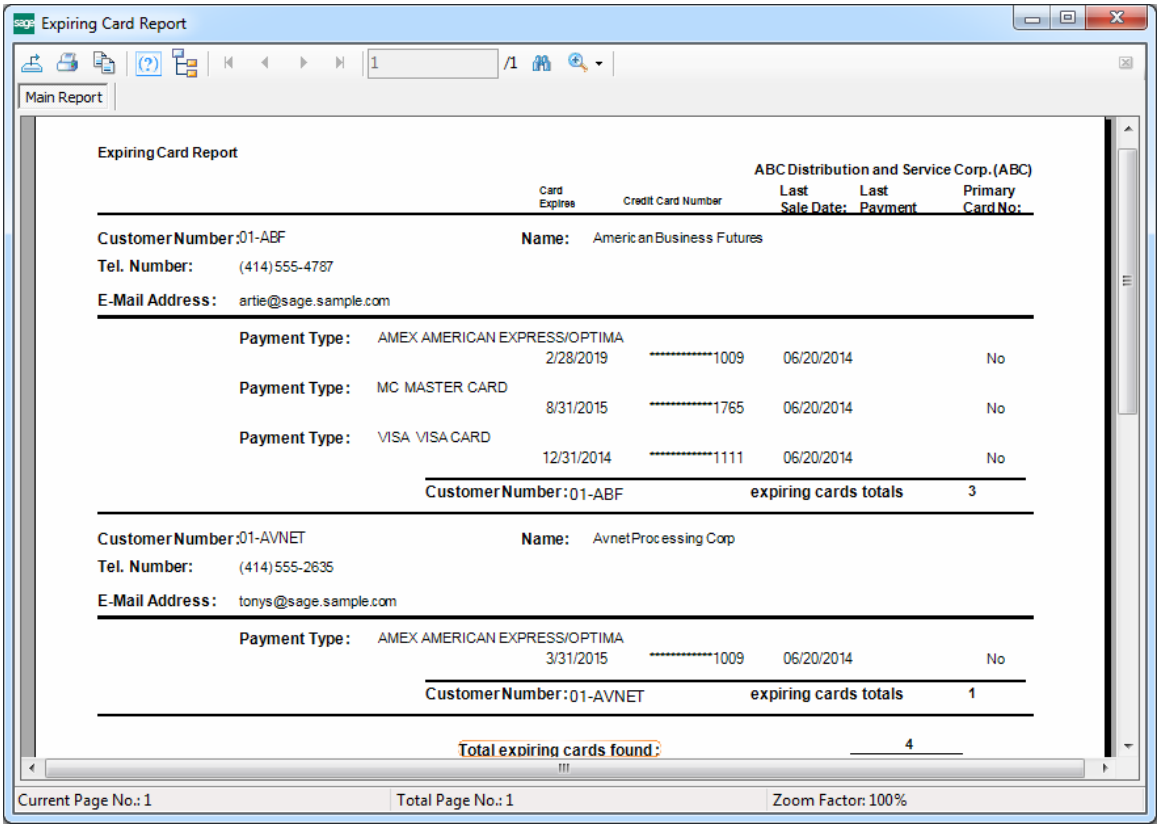
Run Date: 8/25/2014 10:48:22AM
C/P Date: 8/25/2014
Page: 1

Expiring Card Report

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

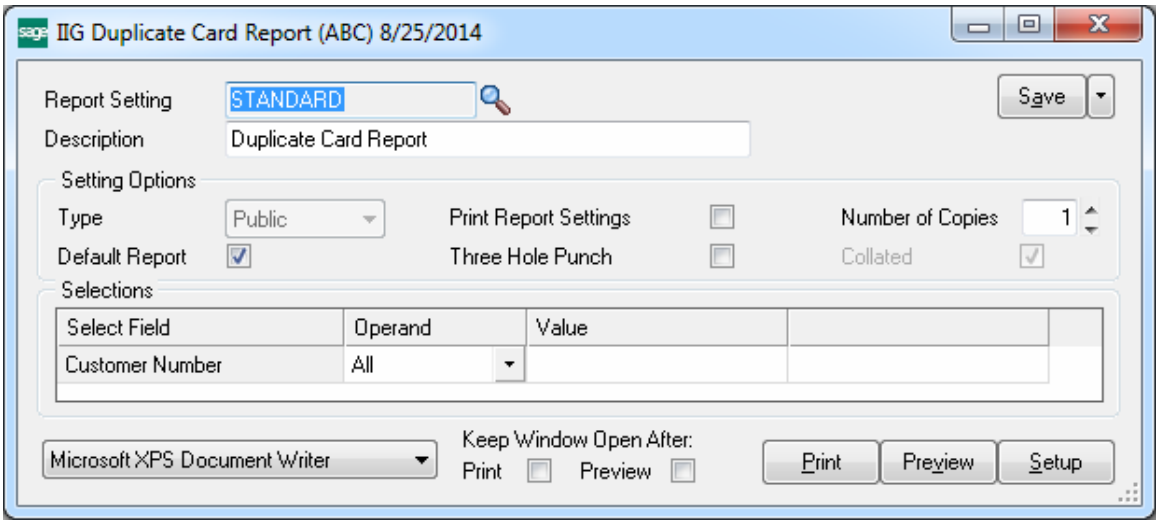


Here is an example of printout:

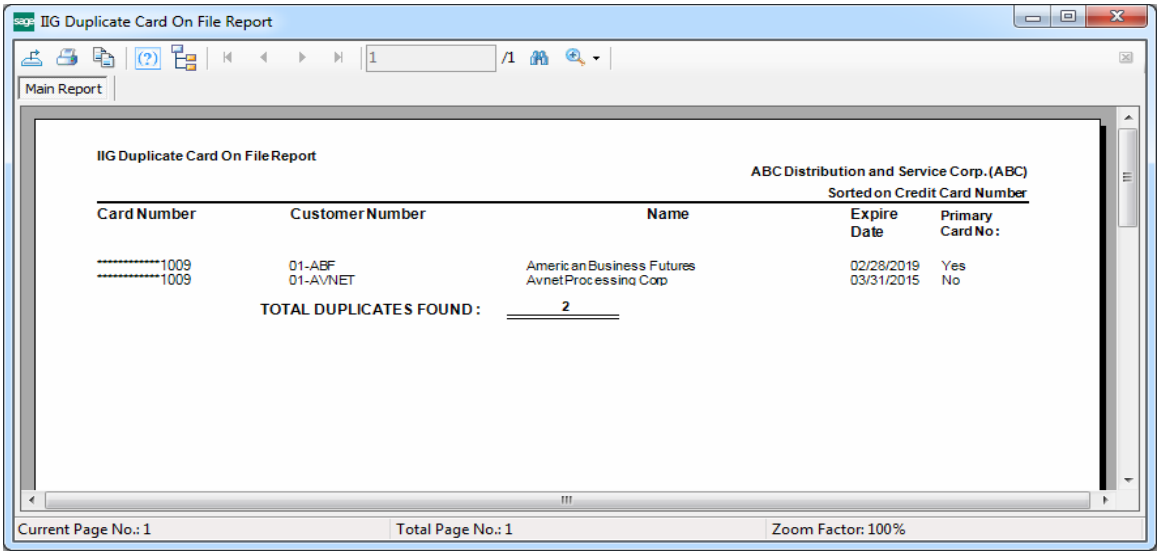

Expiring Card Report
Main Report
Expiring Card Report
ABC Distribution and Service Corp. (ABC)
Card Expires
Credit Card Number
Last Sale Date:
Last Payment
Primary Card No:
Customer Number: 01-ABF
Name: American Business Futures
Tel. Number: (414) 555-4787
E-Mail Address: artie@sage.sample.com
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA
2/28/2019 **********1009 06/20/2014 No
Payment Type: MC MASTER CARD
8/31/2015 **********1765 06/20/2014 No
Payment Type: VISA VISA CARD
12/31/2014 **********1111 06/20/2014 No
Customer Number: 01-ABF expiring cards totals 3
Customer Number: 01-AVNET
Name: Avnet Processing Corp
Tel. Number: (414) 555-2635
E-Mail Address: tonys@sage.sample.com
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA
3/31/2015 **********1009 06/20/2014 No
Customer Number: 01-AVNET expiring cards totals 1
Total expiring cards found: 4
Current Page No.: 1
Total Page No.: 1
Zoom Factor: 100%

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.

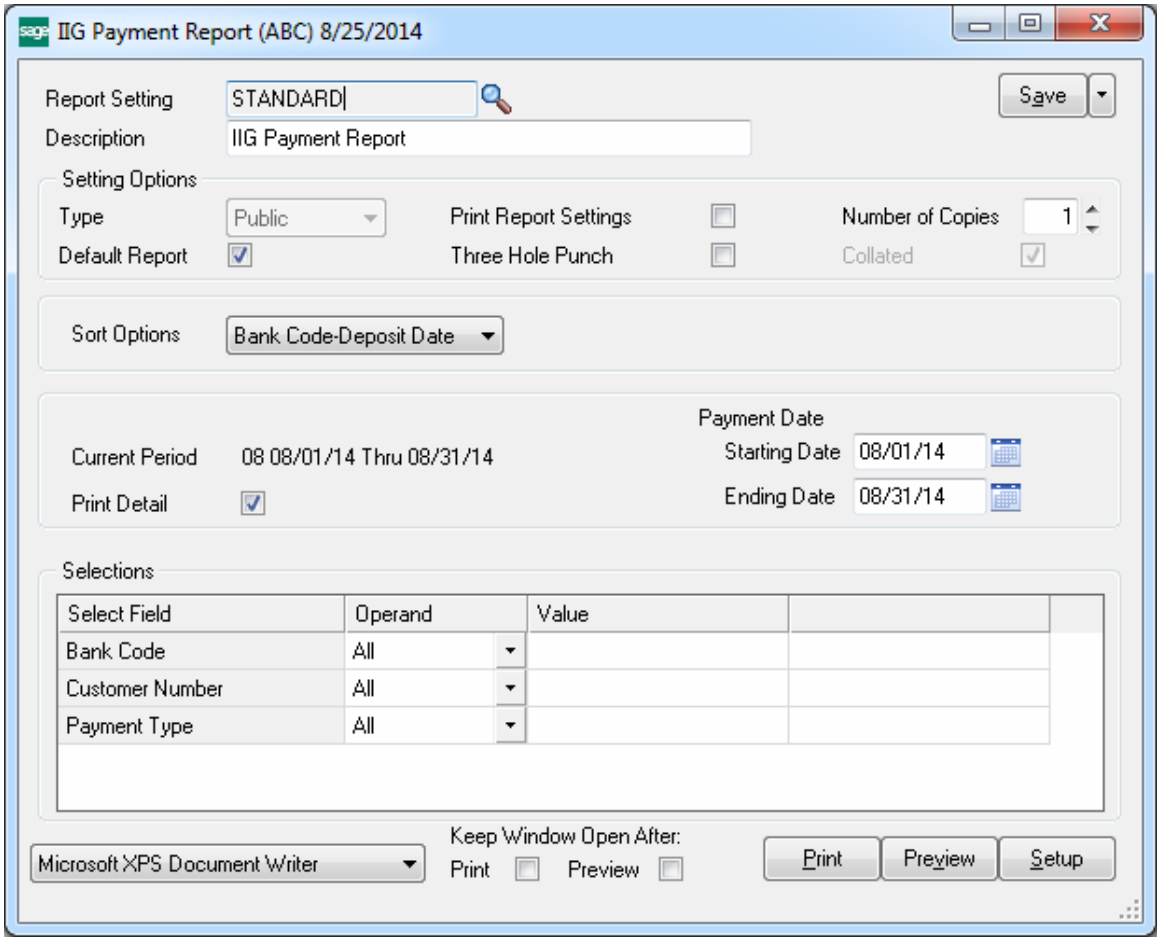


Here is an example of printout:



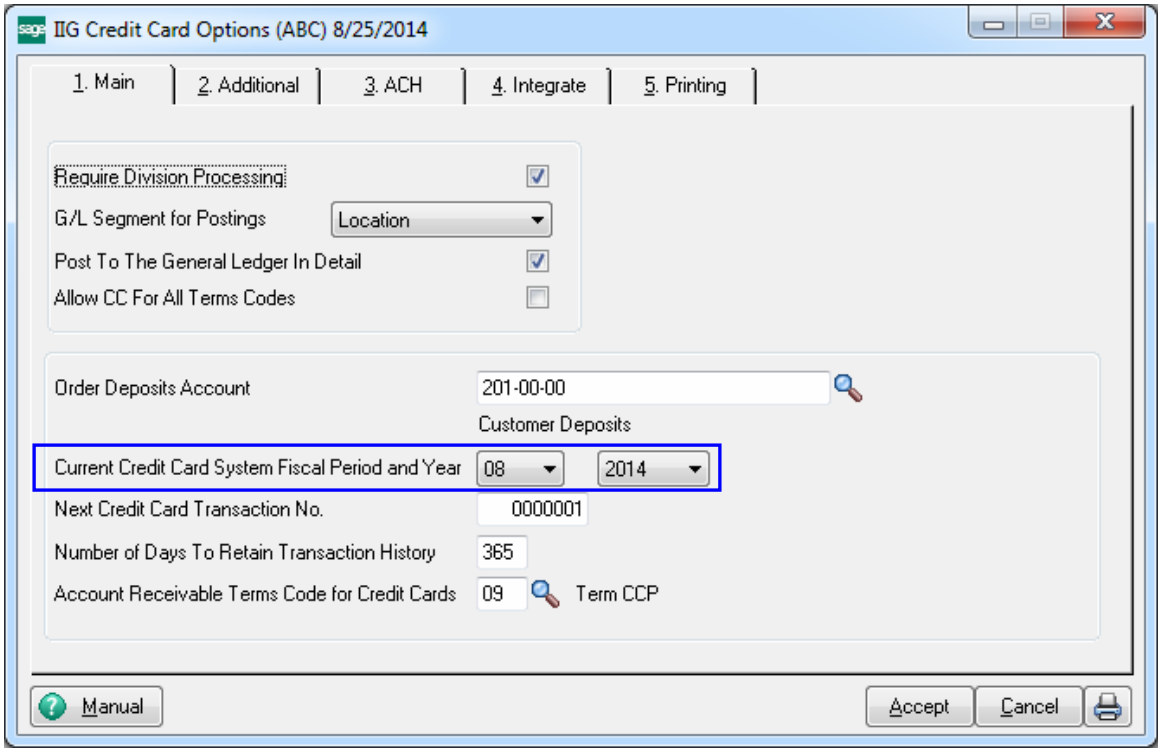
IIG Payment Report

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.

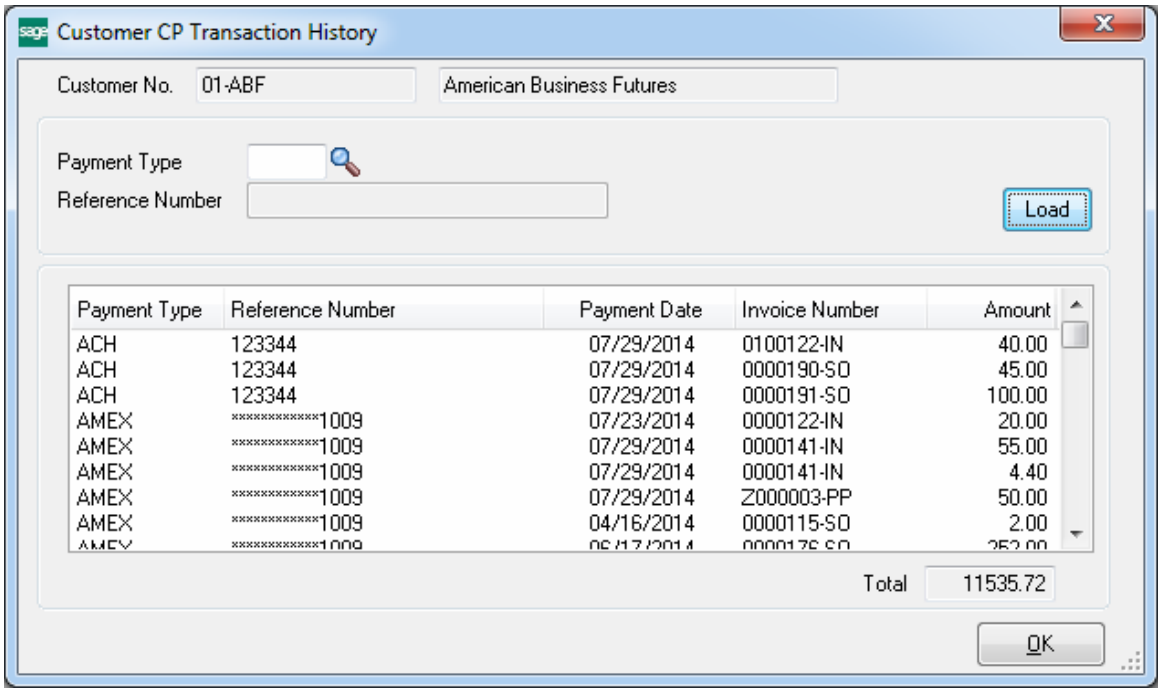


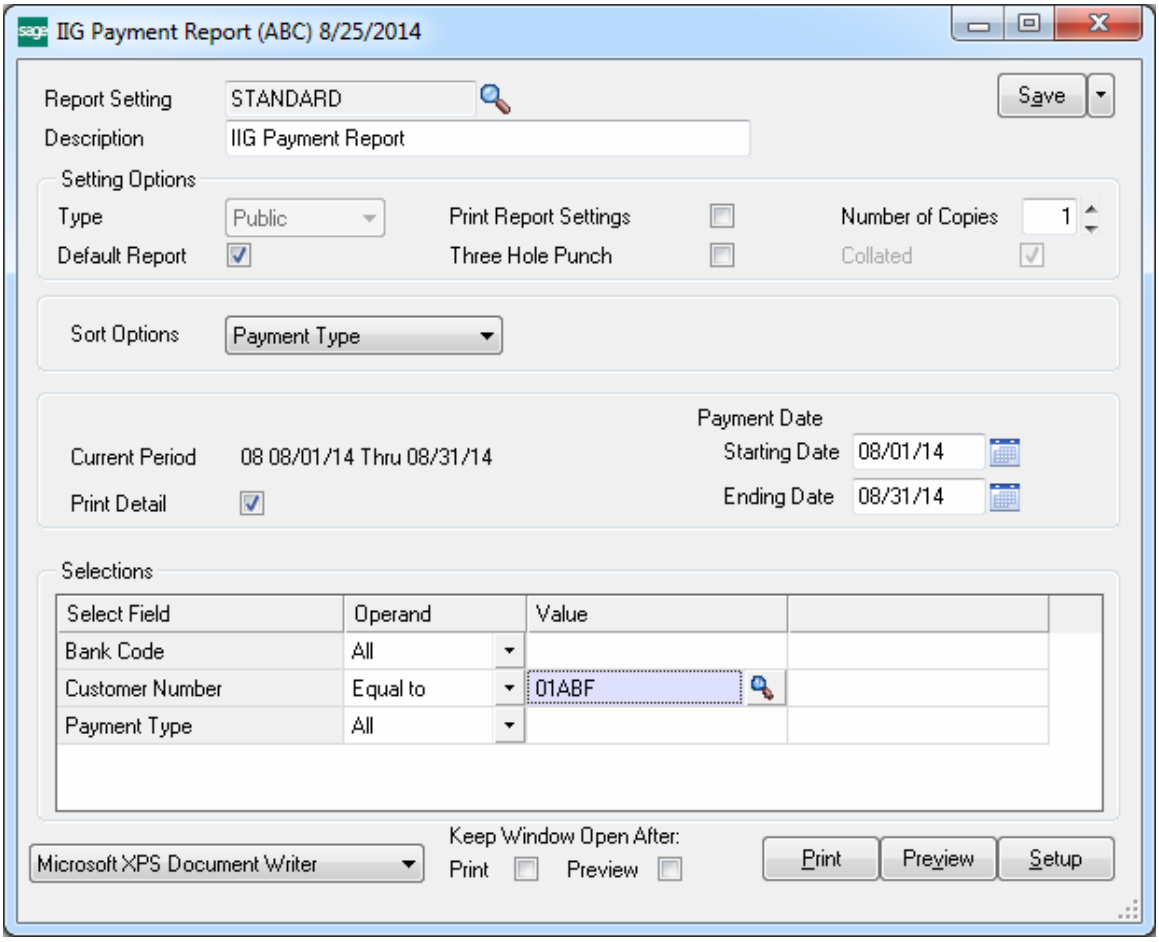
The **Current Period** date is defaulted to the **Current Credit Card System Fiscal Period and Year** field set in the **Credit Card Options**:

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**



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



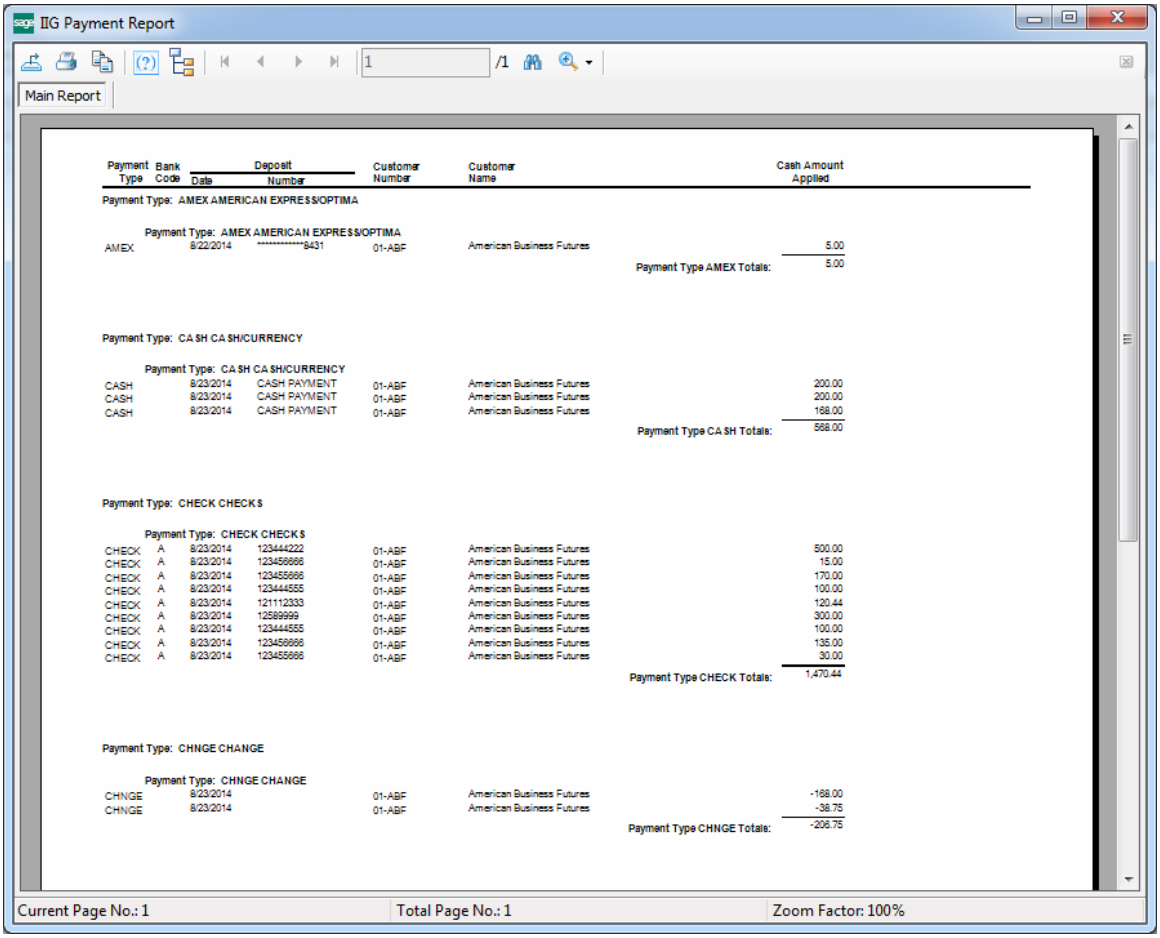


The following **Sort Options** are available for sorting the data being printed:

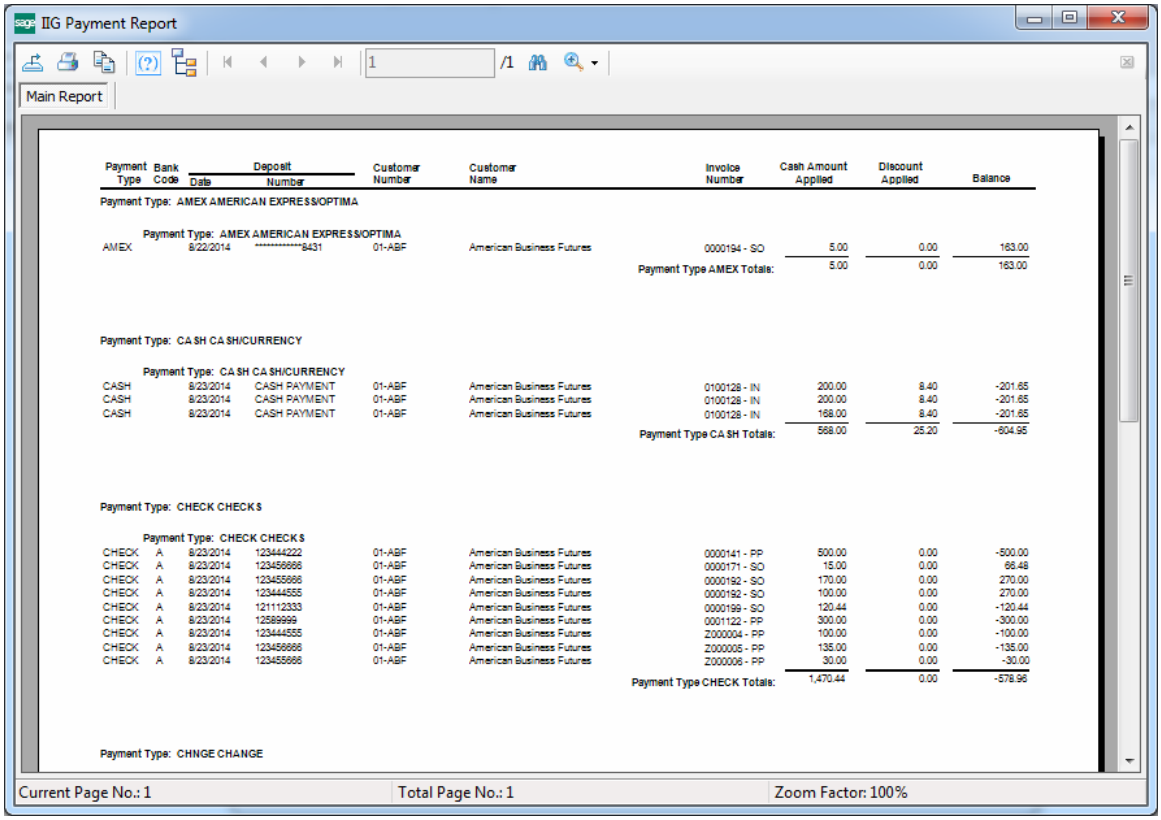
- Bank Code-Deposit Date
- Customer Number
- Payment Type

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

Here is an example of summary printout:



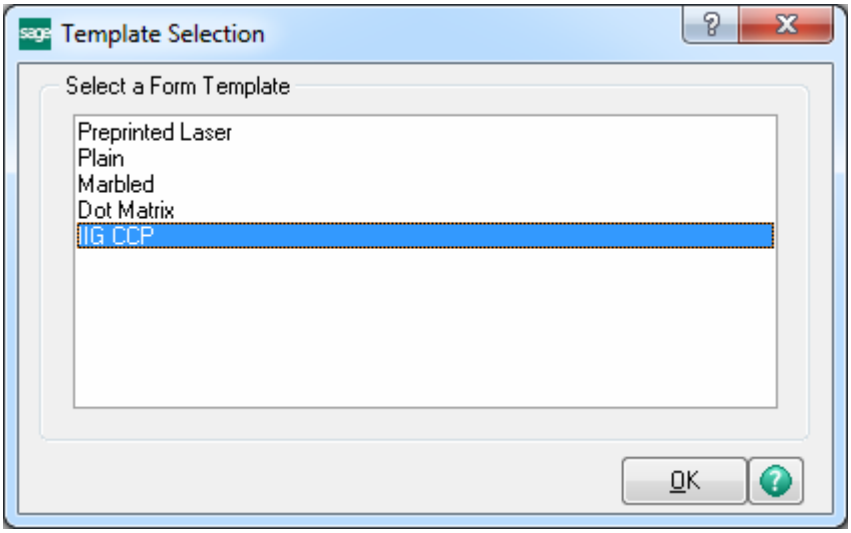
Here is the detail report; printed with the **Print Payment Detail** check box selected:



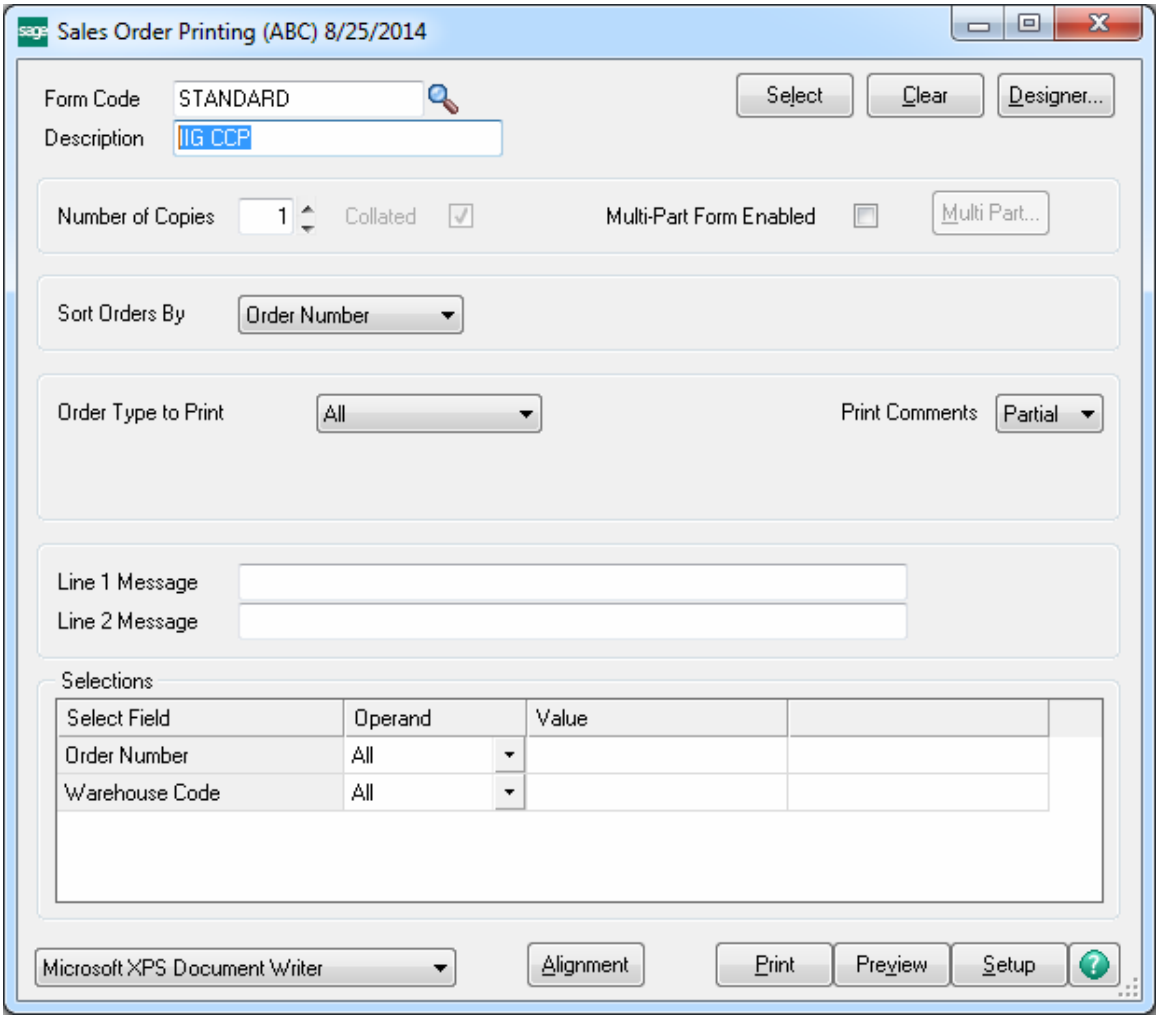
Payment Type	Bank Code	Deposit Date	Deposit Number	Customer Number	Customer Name	Invoice Number	Cash Amount Applied	Discount Applied	Balance
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA									
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA									
AMEX		8/22/2014	**********8431	01-ABF	American Business 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 CHECKS									
Payment Type: CHECK CHECKS									
CHECK	A	8/23/2014	123444222	01-ABF	American Business Futures	0000141 - PP	500.00	0.00	-500.00
CHECK	A	8/23/2014	123456666	01-ABF	American Business Futures	0000171 - SO	15.00	0.00	66.48
CHECK	A	8/23/2014	123455666	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	Z000004 - PP	100.00	0.00	-100.00
CHECK	A	8/23/2014	123456666	01-ABF	American Business Futures	Z000005 - PP	135.00	0.00	-135.00
CHECK	A	8/23/2014	123455666	01-ABF	American Business Futures	Z000006 - PP	30.00	0.00	-30.00
						Payment Type CHECK Totals:	1,470.44	0.00	-578.96
Payment Type: CHNGE CHANGE									

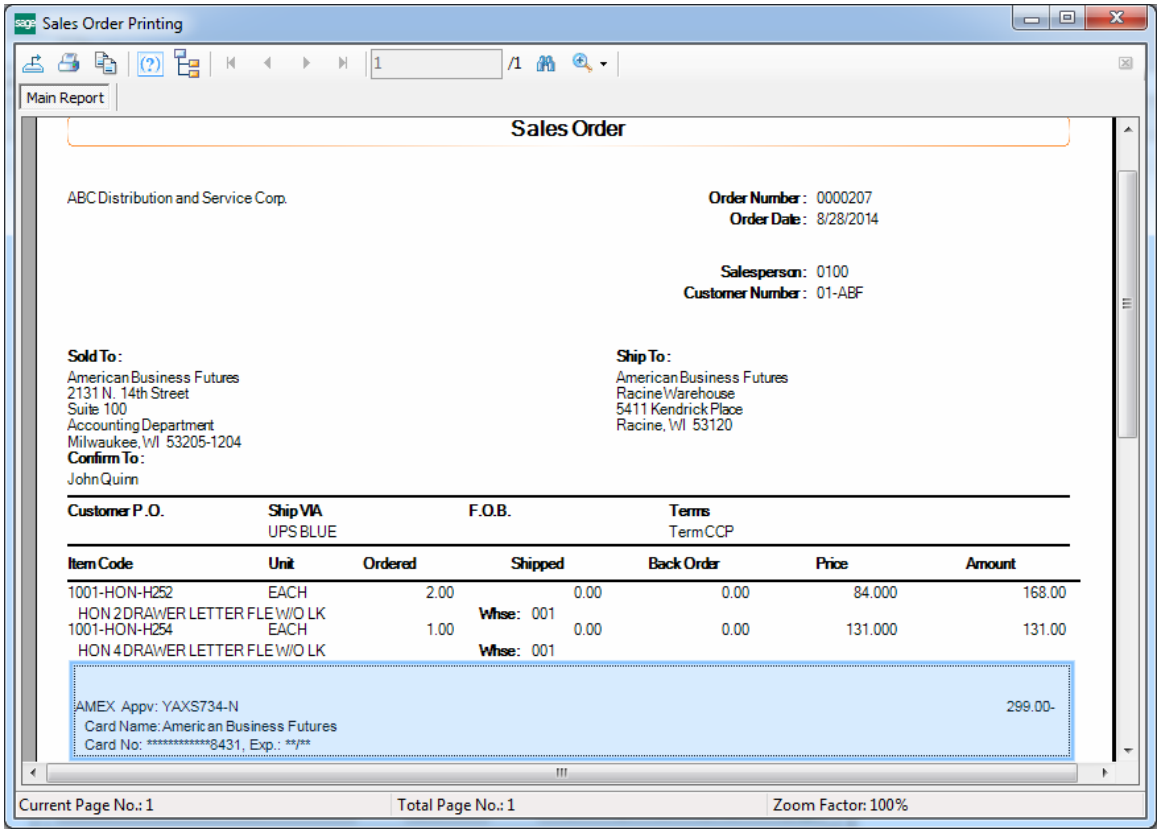
Sales Order/Invoice Printing

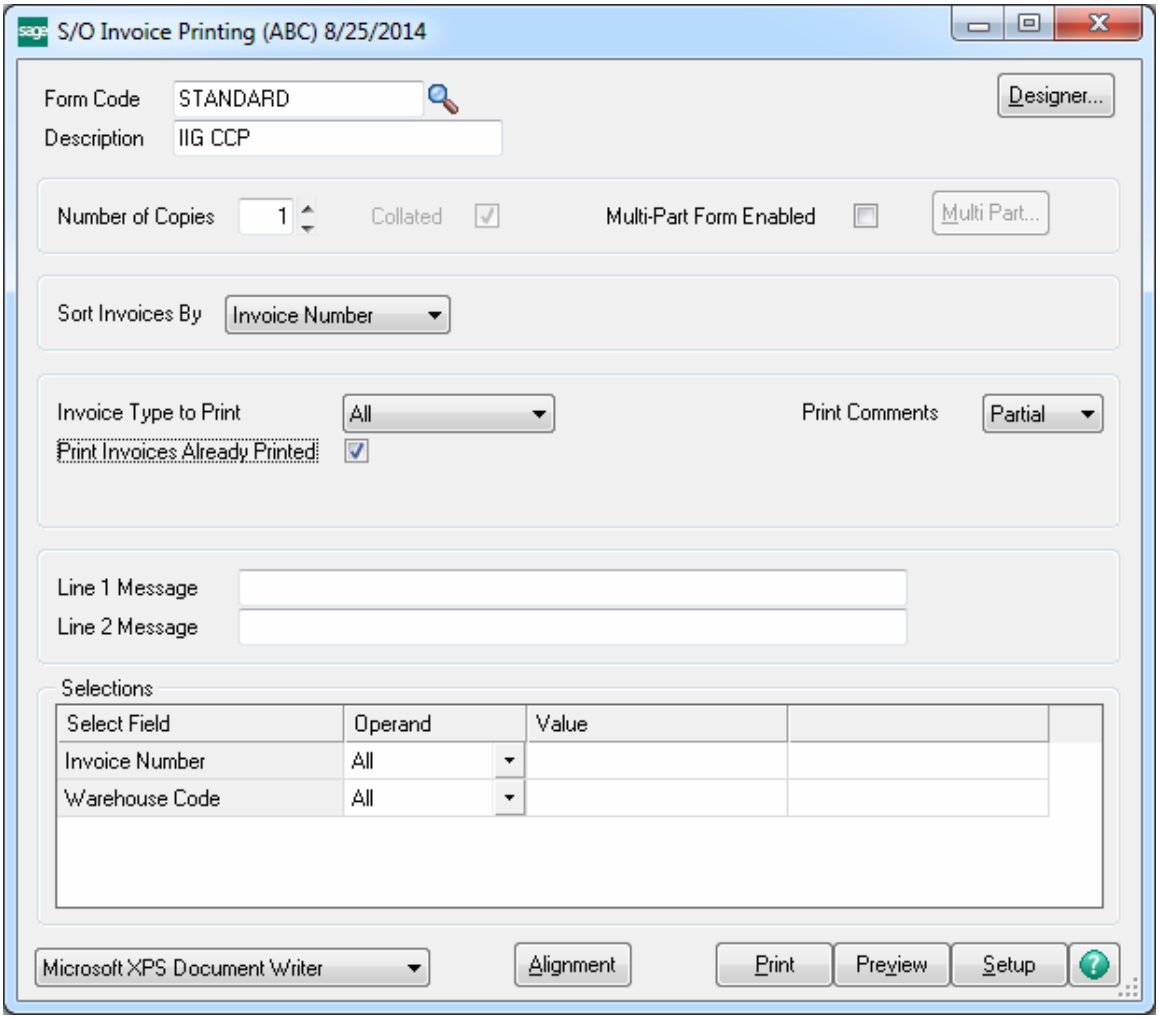
The IIG **CCP** form template has been added to the Sales Order and S/O Invoice Printing to be used for printing CC payments on the Sales Order or S/O Invoice reports if respective options are selected on the Printing tab of the **IIG Credit Card Options**.

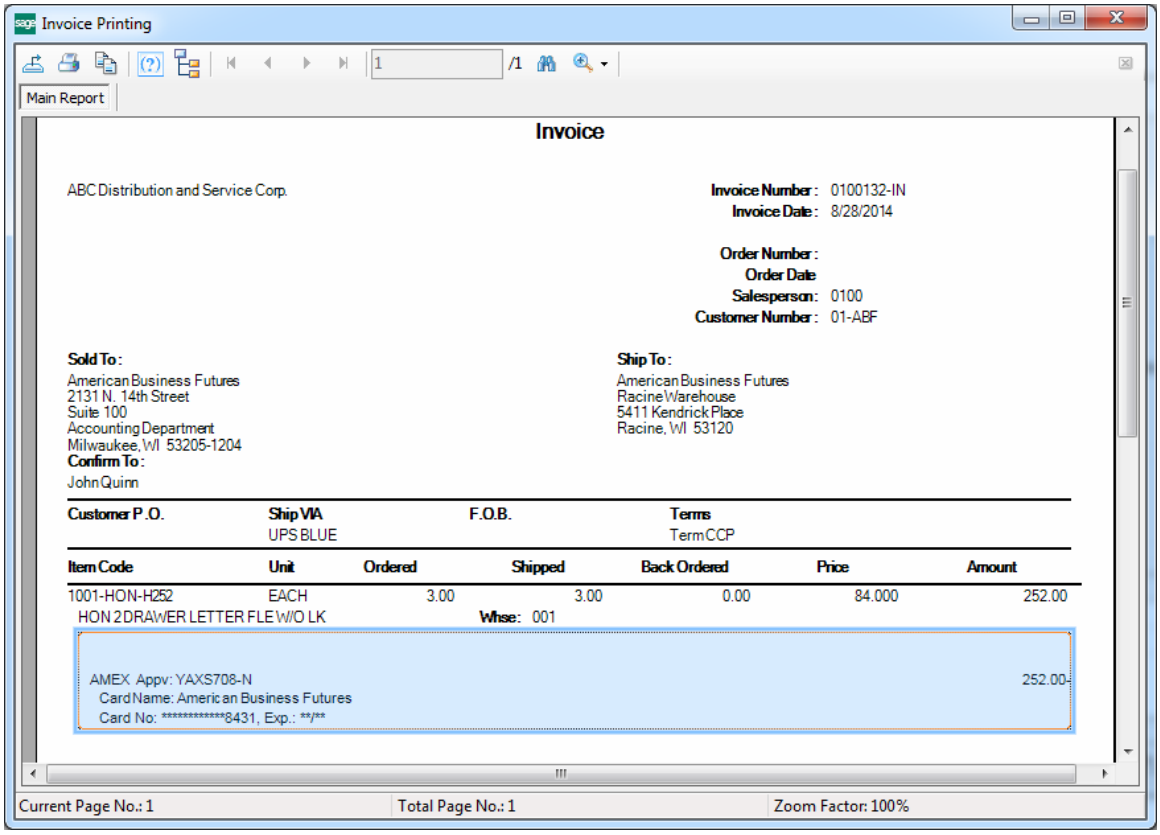


Below are examples of Sales Order and Invoice reports printed based on the IIG CCP form.


Sales Order Printing (ABC) 8/25/2014
Form Code
STANDARD
Description
IIG CCP
Select
Clear
Designer...
Number of Copies
1
Collated
Multi-Part Form Enabled
Multi Part...
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
Alignment
Print
Preview
Setup


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
UPS BLUE
F.O.B.
Terms
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 2 DRAWER LETTER FLE W/O LK
Whse: 001
1001-HON-H254
EACH
1.00
0.00
0.00
131.000
131.00
HON 4 DRAWER LETTER FLE W/O LK
Whse: 001
AMEX Appv: YAXS734-N
299.00-
Card Name: American Business Futures
Card No: **********8431, Exp.: **/**
Current Page No.: 1
Total Page No.: 1
Zoom Factor: 100%


S/O Invoice Printing (ABC) 8/25/2014
Form Code
STANDARD
Description
IIG CCP
Designer...
Number of Copies
1
Collated
Multi-Part Form Enabled
Multi Part...
Sort Invoices By
Invoice Number
Invoice Type to Print
All
Print Comments
Partial
Print Invoices Already Printed
Line 1 Message
Line 2 Message
Selections
Select Field
Operand
Value
Invoice Number
All
Warehouse Code
All
Microsoft XPS Document Writer
Alignment
Print
Preview
Setup



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

ACH Processing

Overview

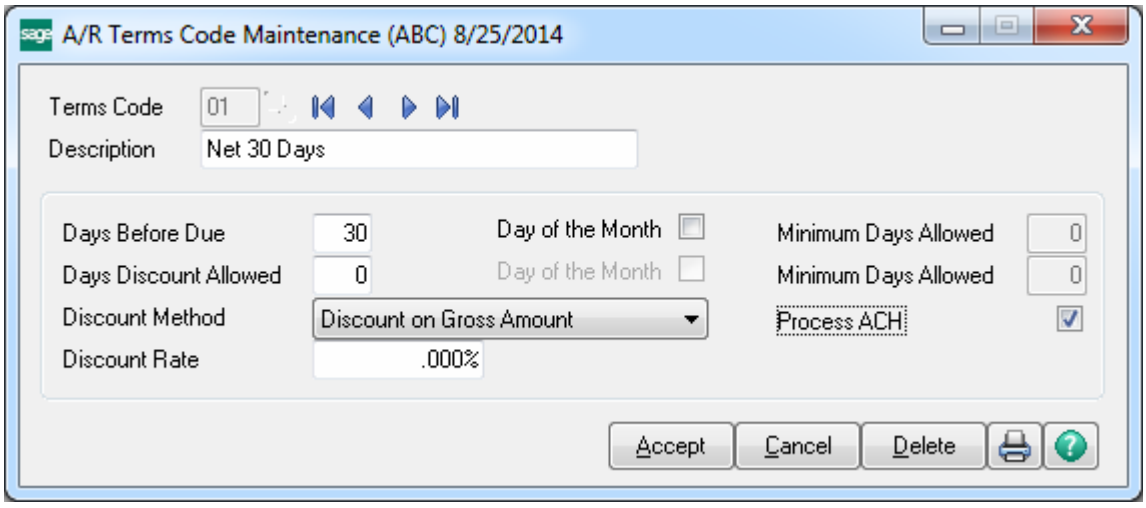
ACH (Automated Clearing House) processing is used as a low cost bank to bank transfer of funds for payment of services and for recurring billings, such as memberships, utility payments, and other payer approved vendor initiated payments.

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.

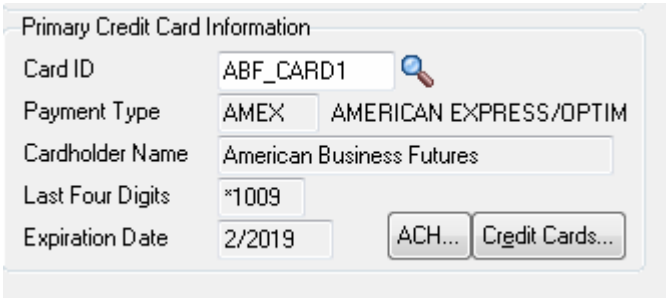
A/R Terms Code Maintenance

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.

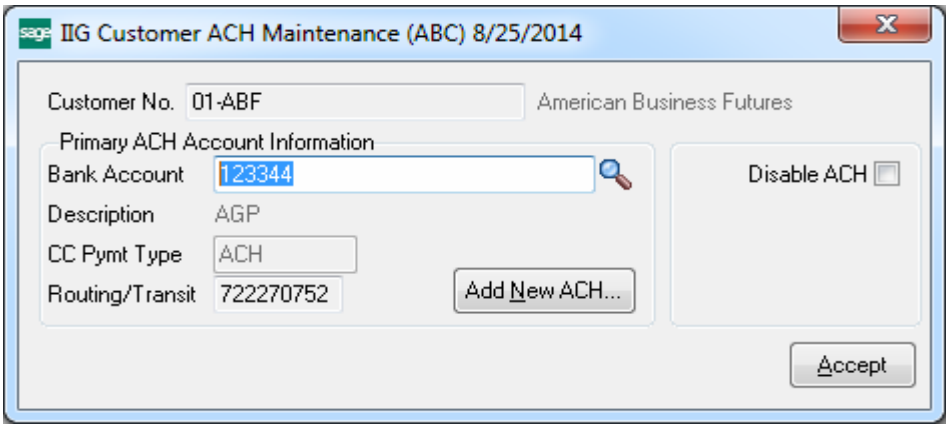


Bank Setup for the Payer (customer)

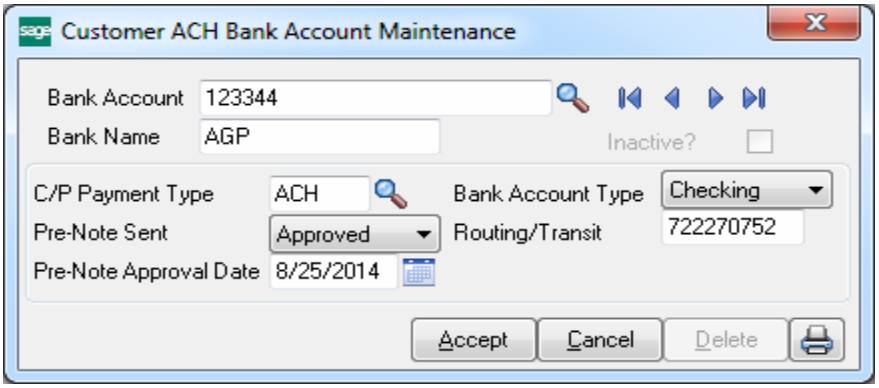
ACH Payer information is maintained through customer maintenance. Click the ACH button added to the **Primary Credit Card Information** section on the **Additional** tab of **Customer Maintenance.**



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



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

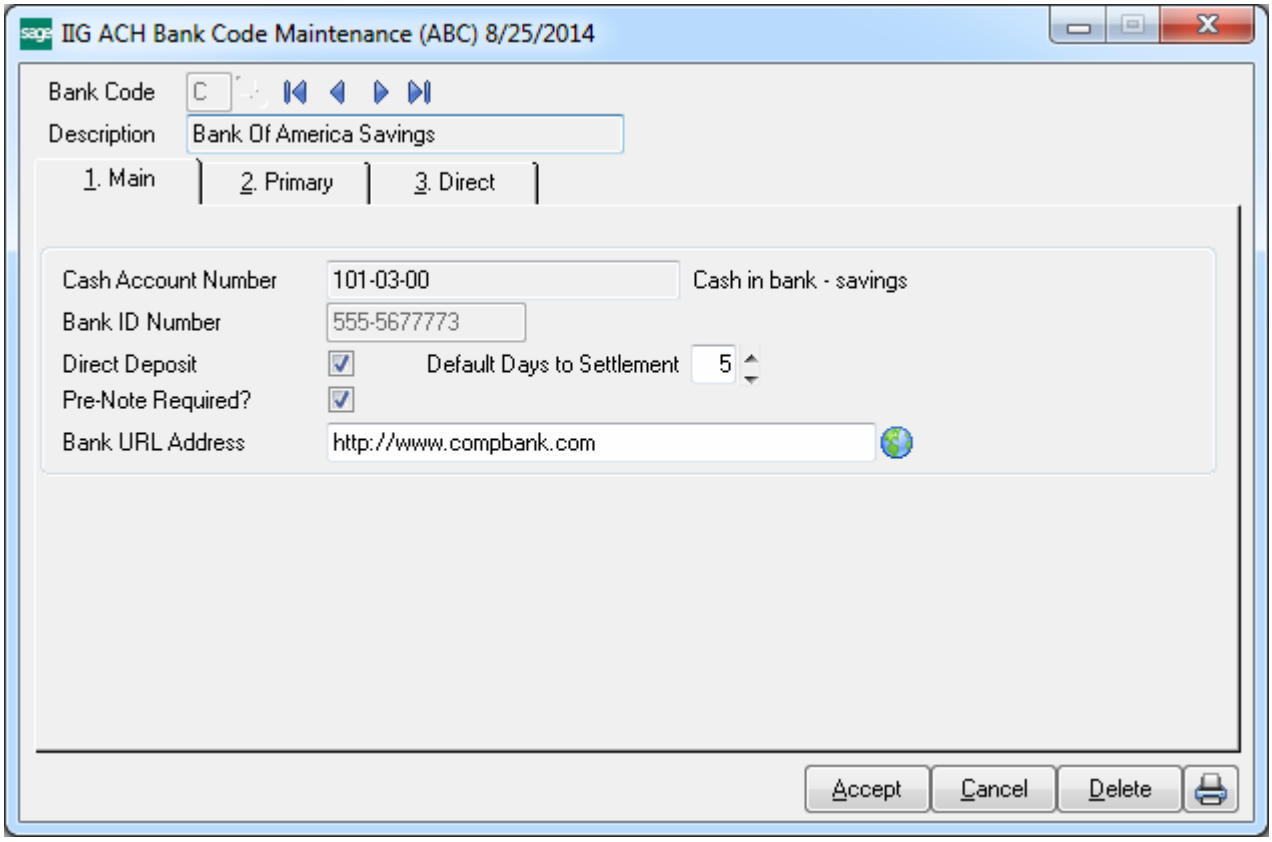


For this entry the **Bank Account, C/P Payment type** (for which process type should be set to "ACH" or "VC" in the C/P Payment Type Maintenance), **Bank Account Type** and **Routing/Transit Number** are required.
Accept the Bank Account entry to return to the Customer ACH Maintenance and setup the Customer's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



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.

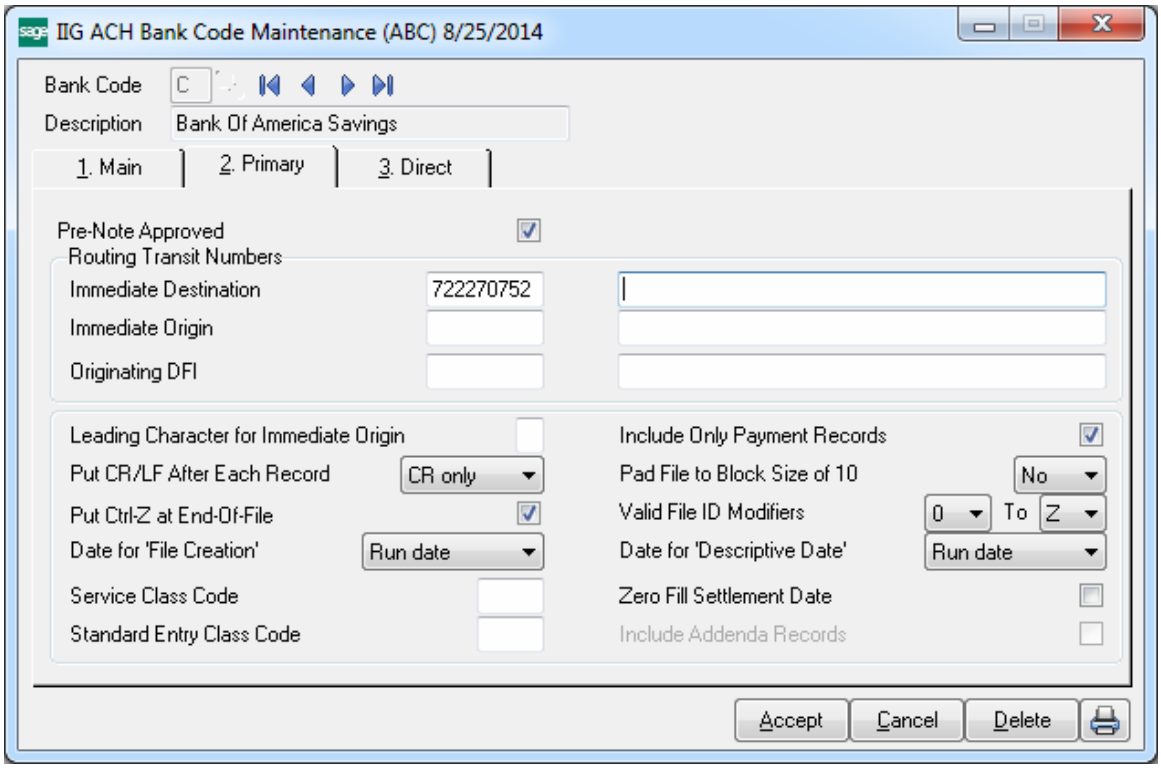
Cash Account Number – This is the G/L account number for deposits to this bank account.

Bank ID Number – Defaulted from the Back 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.'

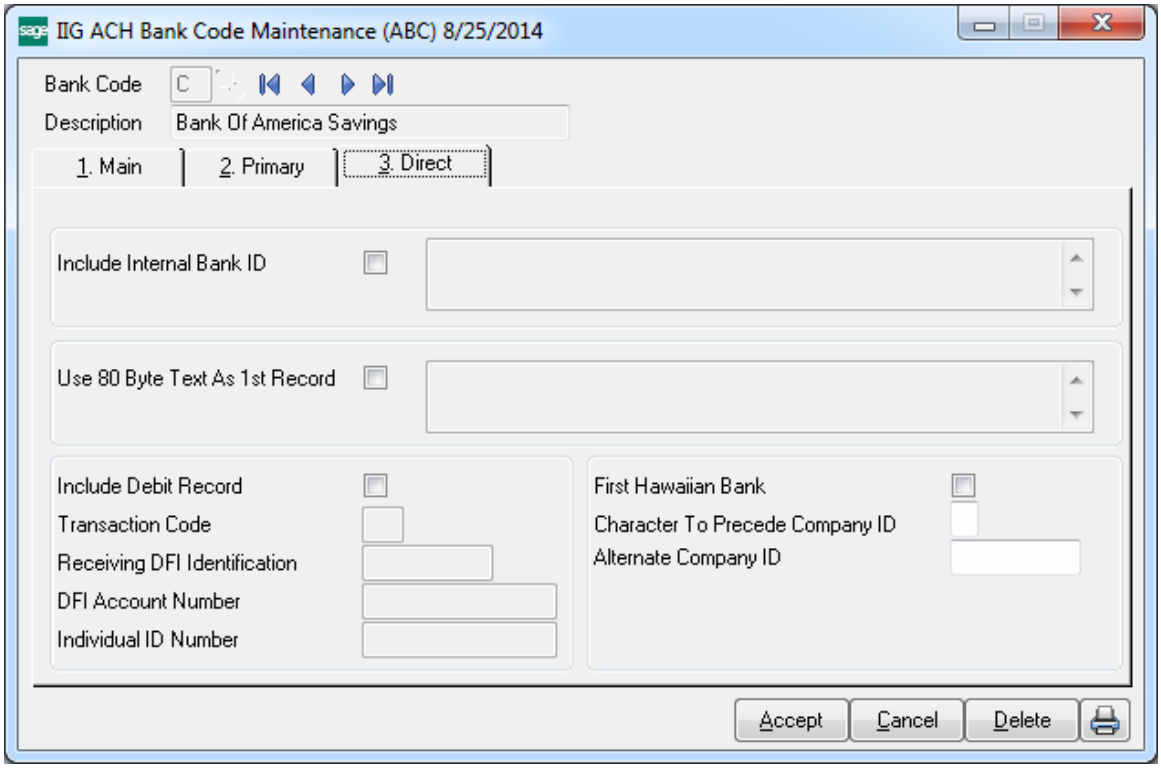
Service Class Code: This is the service class code for record types 5 and 8. The default value is 200. Leave at the default value unless your financial institution directs you differently.

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:



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.

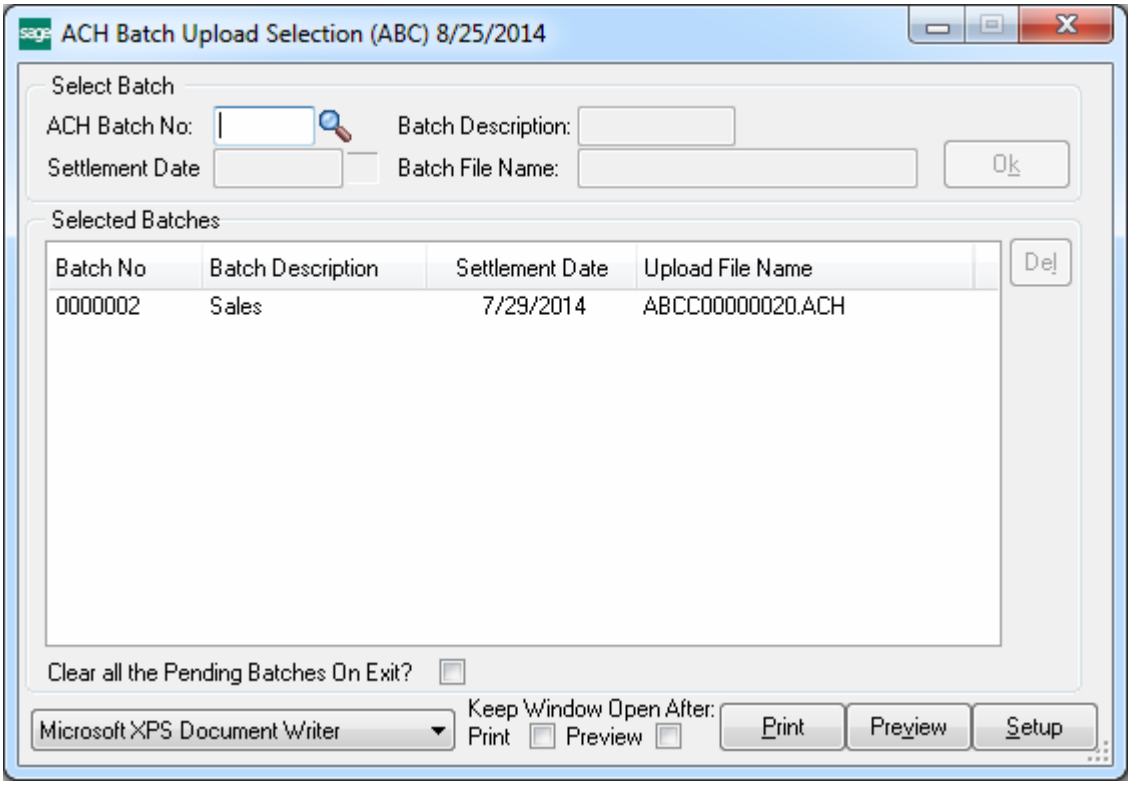
Character to Precede Company ID: The character entered here will become the first character in the Company ID field. If no value is filled in here, the NACHA standard value of '1' will be sent.

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.

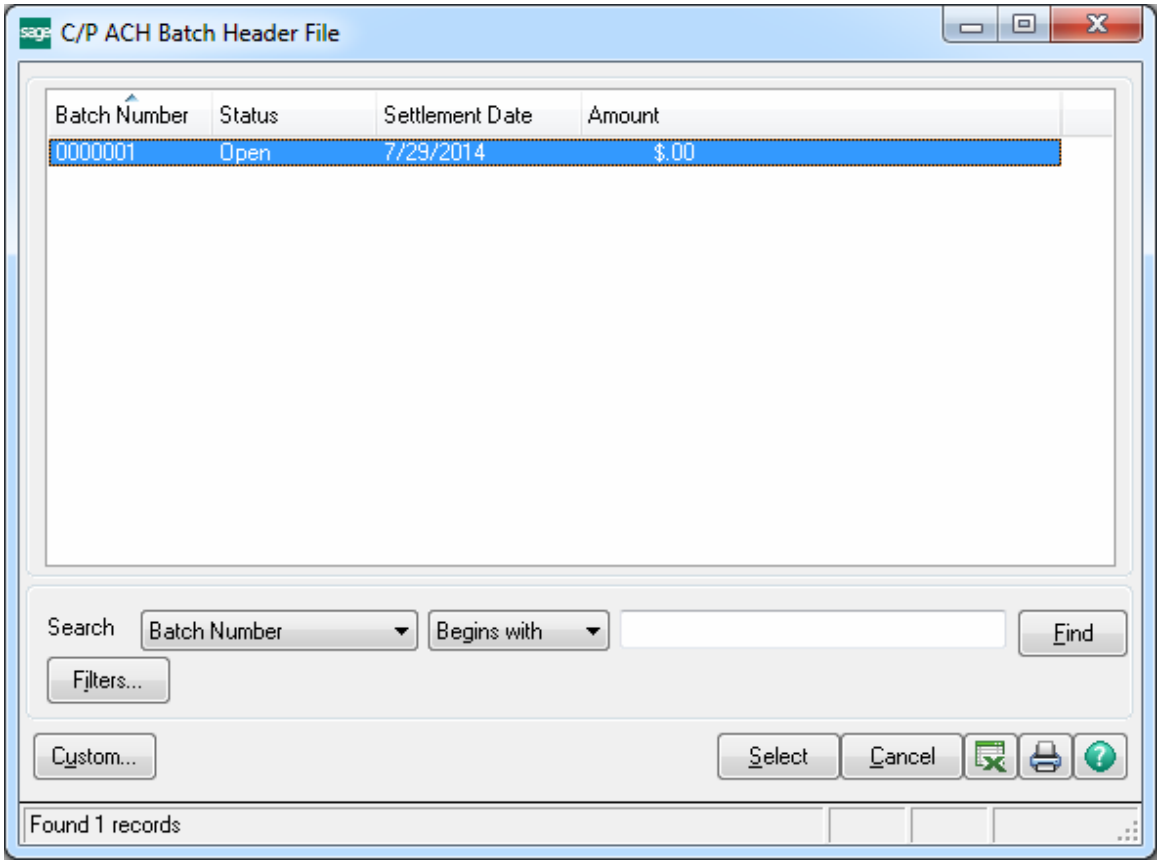
ACH Batch Upload

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.



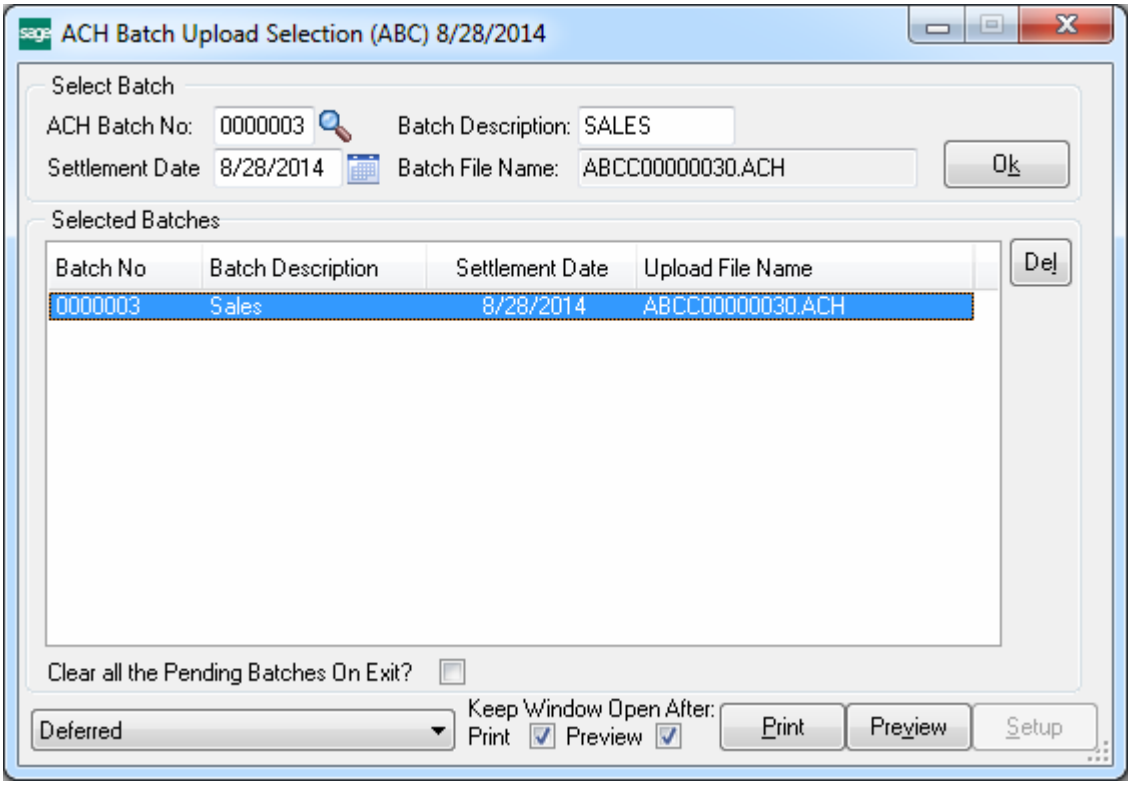
ACH Batch No – Allows selection of Open batches only, lookup will default to type "O" batches only.



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

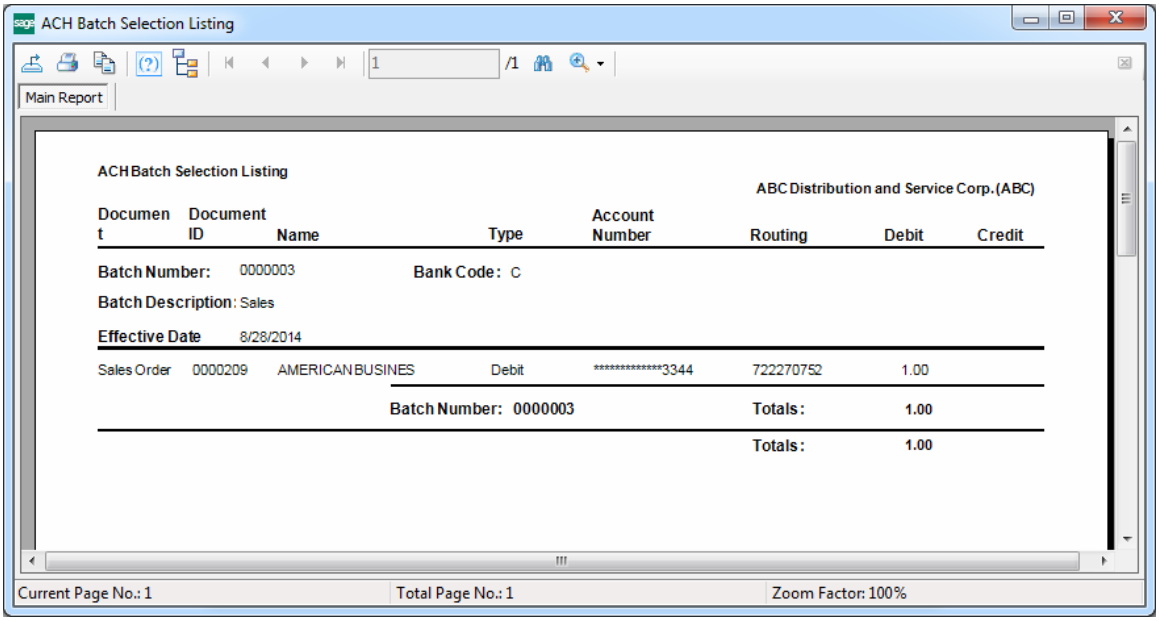
Settlement Date – This is the batch effective date by default, but the user may select another date. A calendar control is used to determine if the settlement date is for a weekend.

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.

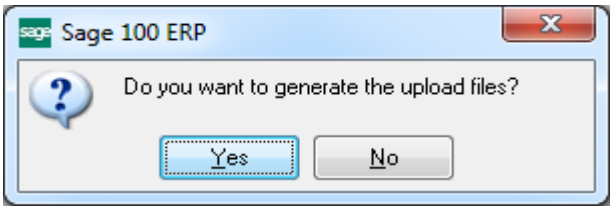


Selected Batches list box – This is the list of the selected batches that are to be uploaded. Columns are sortable.

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

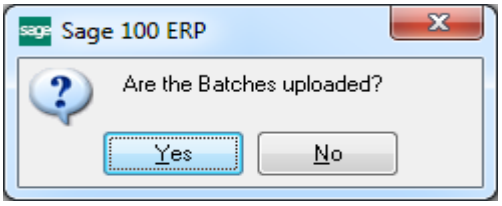


At the conclusion of the listing, the program asks the user it they want to generate the upload files. At this point once the user okays the program to generate the upload files. After the files are generated, the program will wait 2 seconds, and then open the user's web browser so they are able to upload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

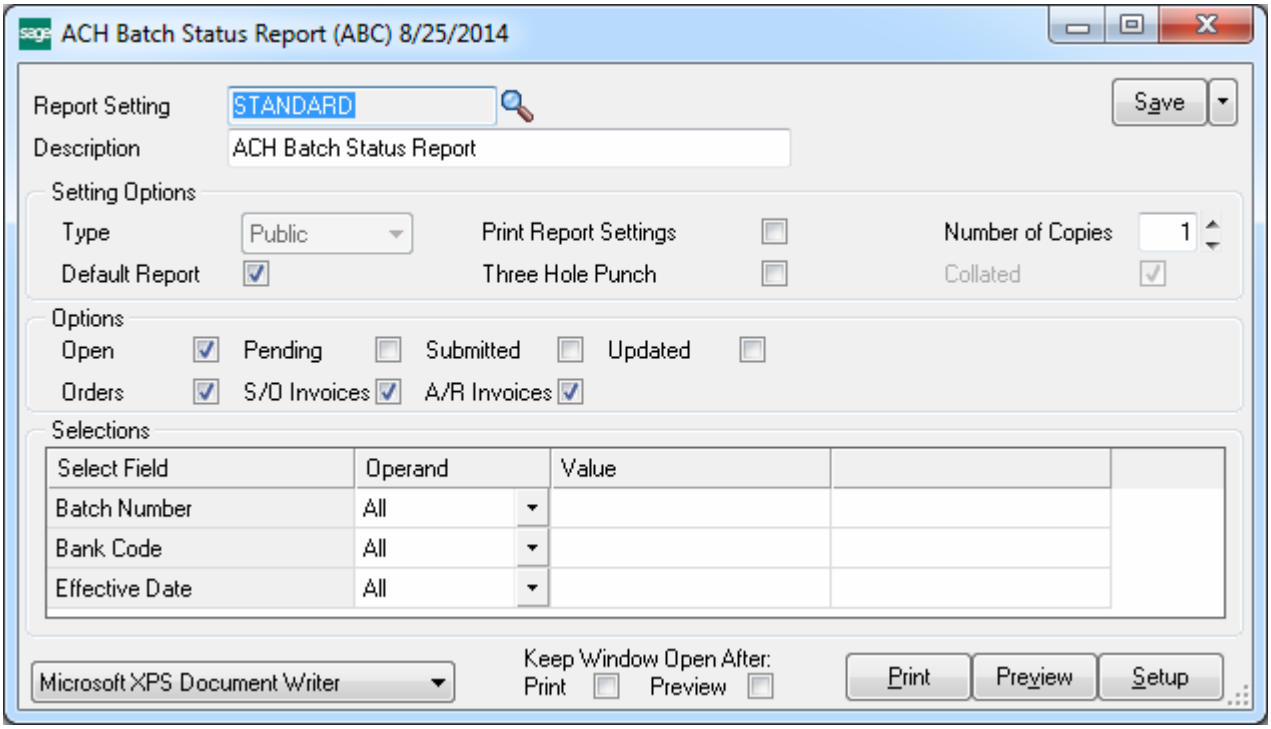
Once the browser section ends, the program is returned to this program. The program will then ask if the batches are uploaded. The user must answer that question to continue, answering Yes will mark the uploaded batches as submitted and sets the upload date.



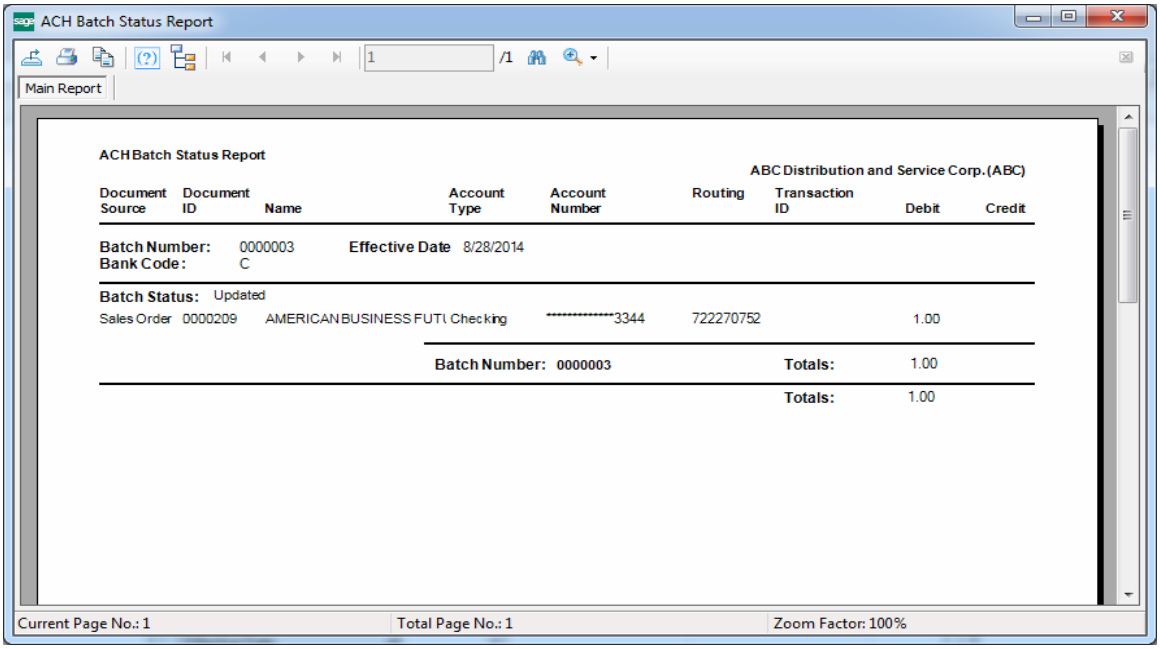
If Yes is selected the Batch is deleted.

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.

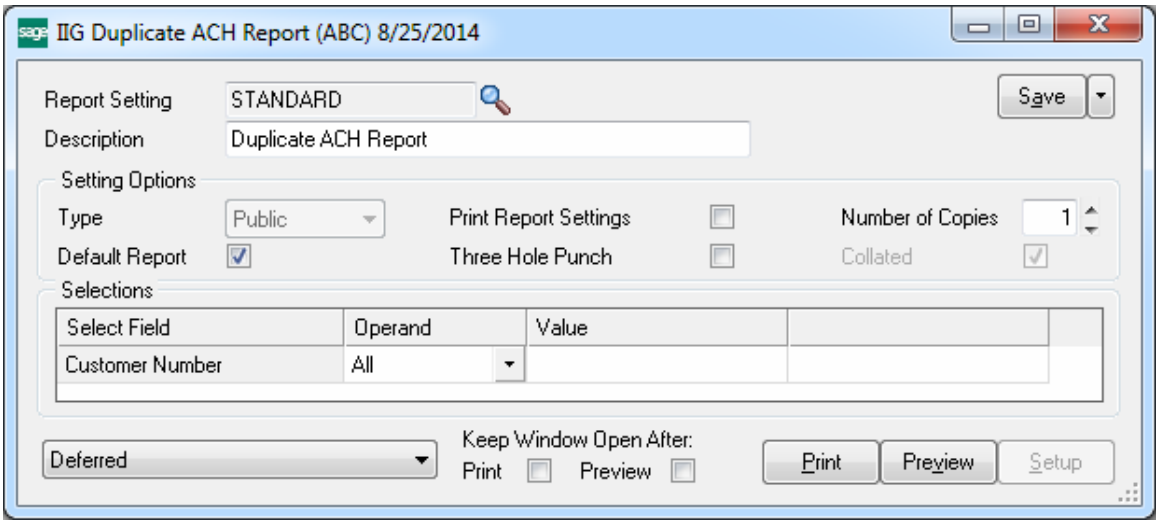


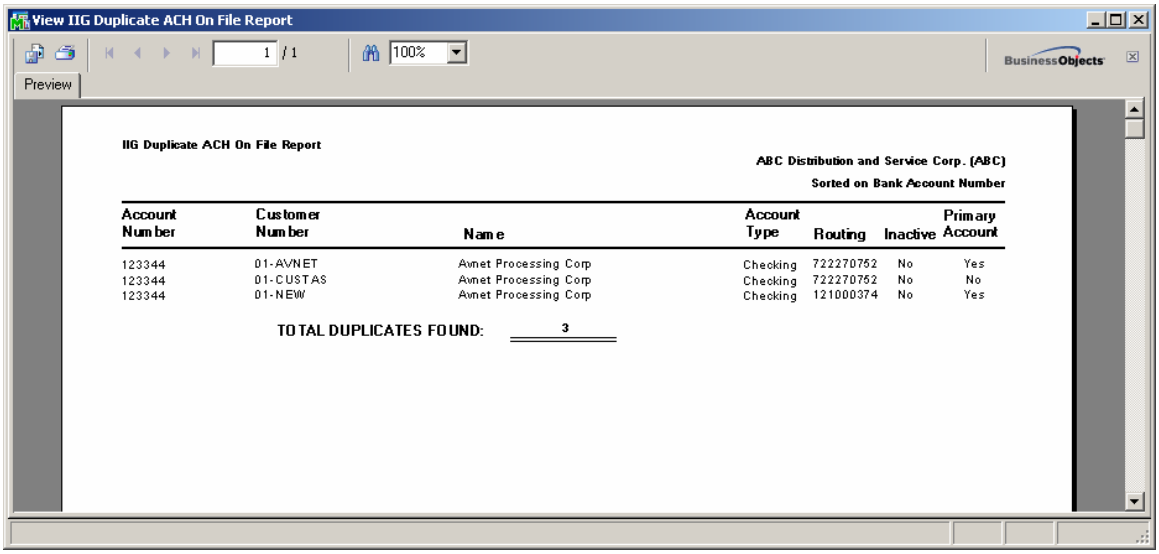
Here is an example of printout:



IIG Duplicate ACH Report

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



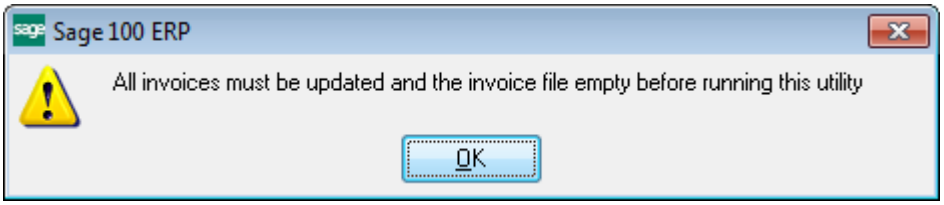


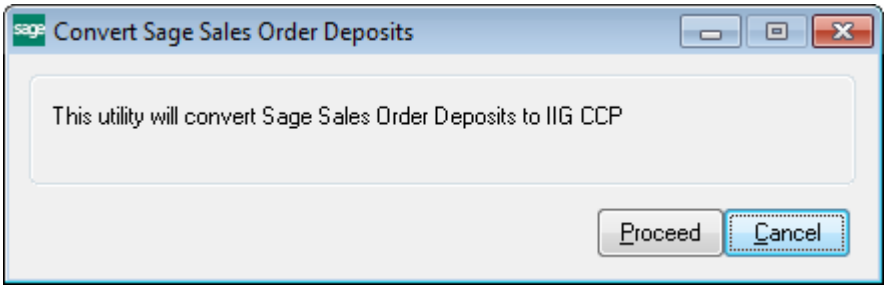
Utilities

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

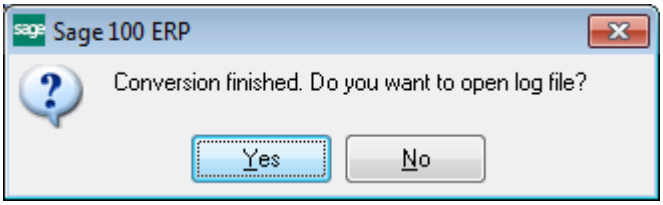
Convert Sage Sales Order Deposits to IIG

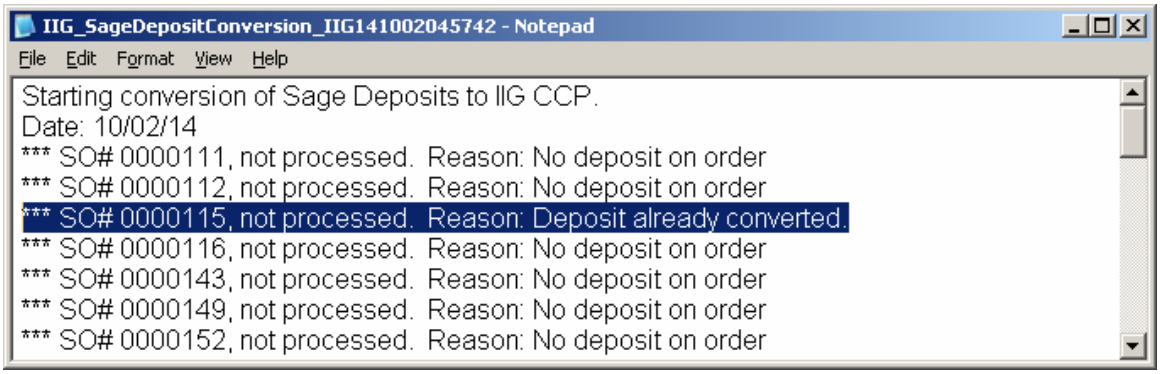
The **Convert Sage Sales Order Deposits to IIG** program has been added under the **IIG Card Processing Utilities** menu to allow converting Sage deposits to IIG CP files.





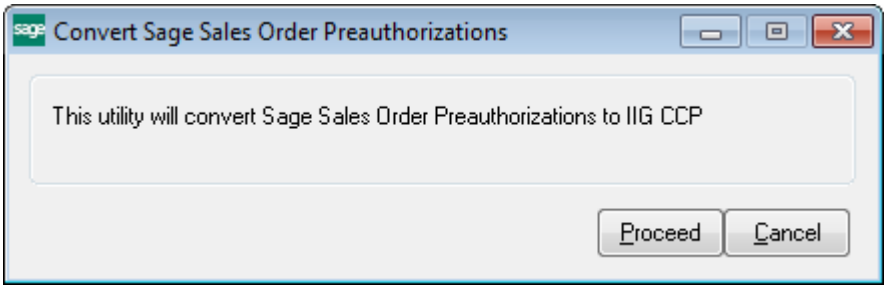
After conversion is completed a prompt appears allowing the user to open the log file with detail information for deposits conversion.





Convert Sage Sales Order Preauts to IIG

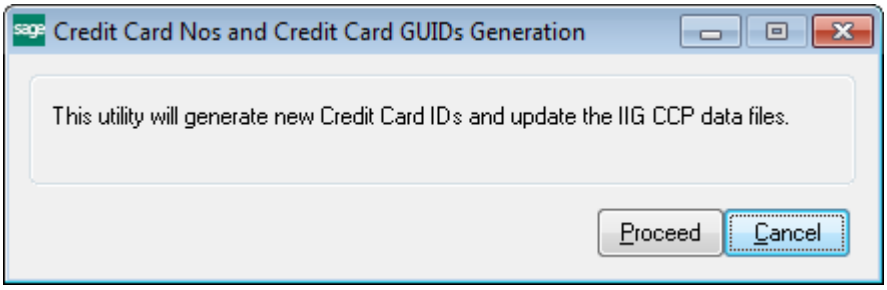
The **Convert Sage Sales Order Preauts to IIG** program has been added under the **IIG Card Processing Utilities** menu to allow converting Sage standard Pre-authorization data to IIG CP files.



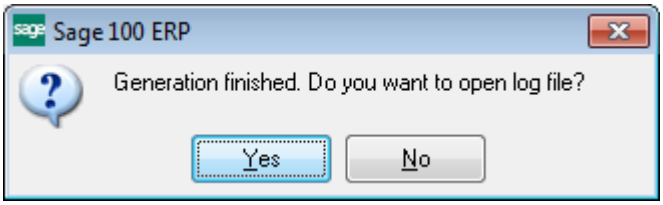
Credit CardNo/Credit CardGUID Generation

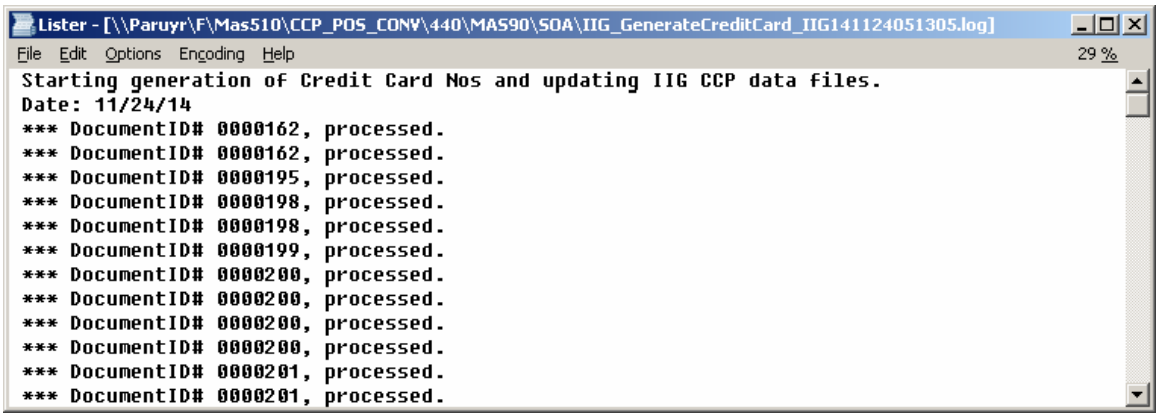
The **Credit CardNo/Credit CardGUID Generation** program is intended for updating the **CP_PaymentTransactionsDetail, CP_OrderDepositHistoryDetail, CP_CreditCardTransactionLog, CP_CustomerPaymentHistory and CP_MailOrderBookedPreAuths** files with the new Credit Card ID and Credit Card GUID being generated.

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



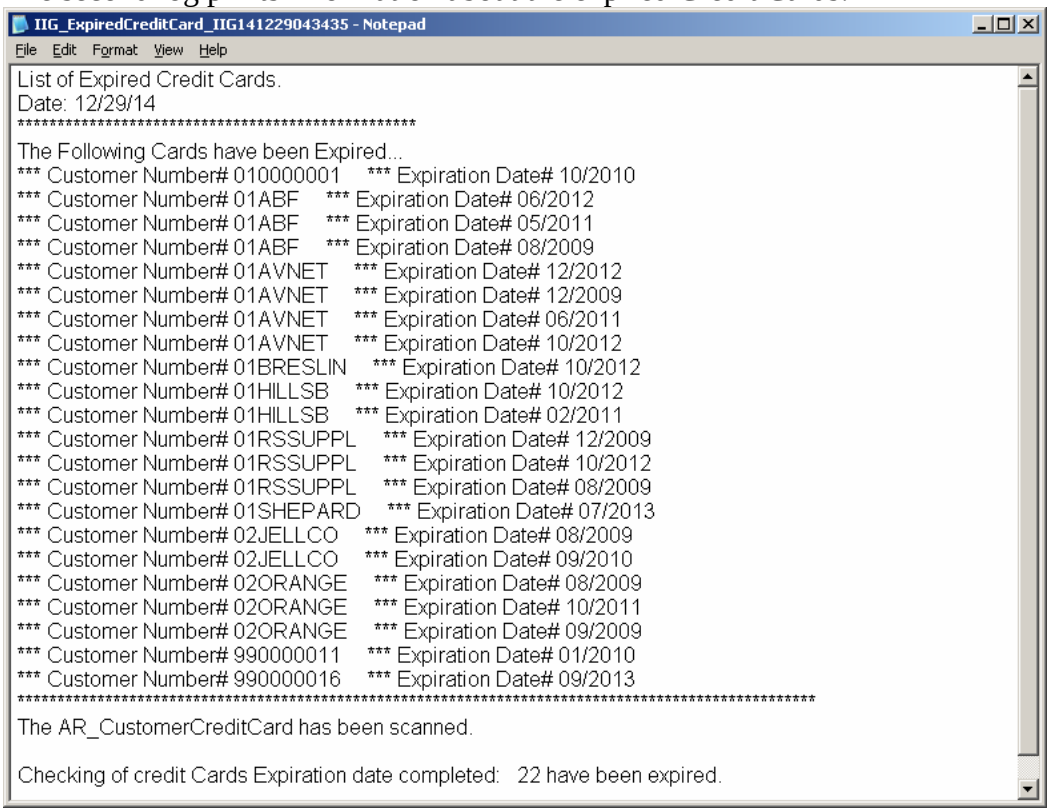
This utility scans the CP_CreditCardTransactionLog file and for each not expired credit card transaction sends information to respective payment processor which generates and returns the GUID and Card ID. The generated GUID and Card ID is synchronized with the Customer's existing Credit Card records. 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_CutsomerCreditCard 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.