



## Credit Card Processing For Sage 100 2015

457 Palm Drive  
Glendale, CA 91202  
818-956-3744  
818-956-3746  
sales@iigservices.com

[www.iigservices.com](http://www.iigservices.com)



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## Installation Instructions and Cautions

**PLEASE NOTE: SAGE 100** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

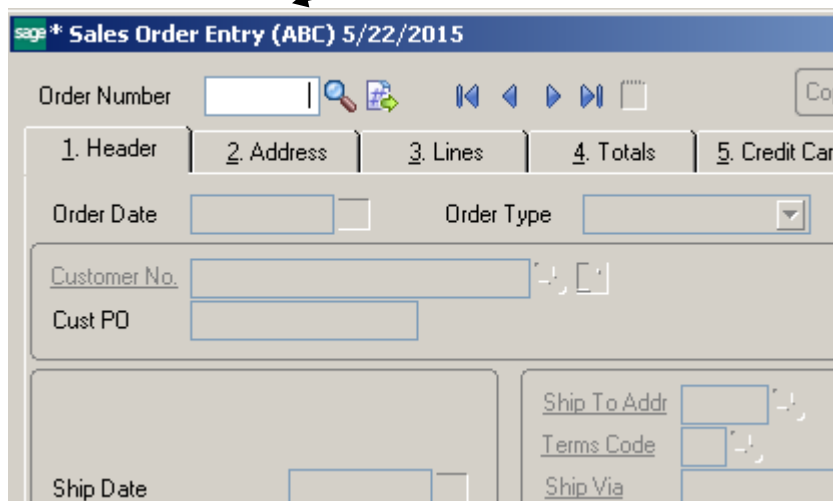
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**THIS IS AN IMPORTANT CAUTION:** If you have Custom Office installed, **and** if you have modified any SAGE 100 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 **Customizer Update!**



## Registering IIG products

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

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

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

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.10		AAAAAAAAAAAAAAAA	BBBBB
IIG Enhancement	5.20		AAAAAAAAAAAAAAAA	BBBBB

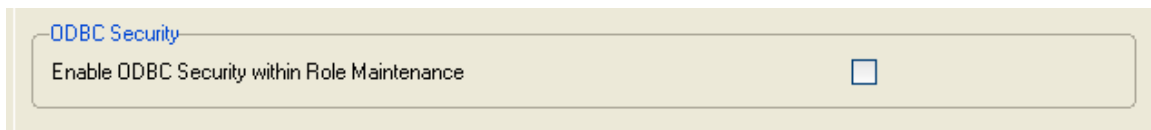
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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

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

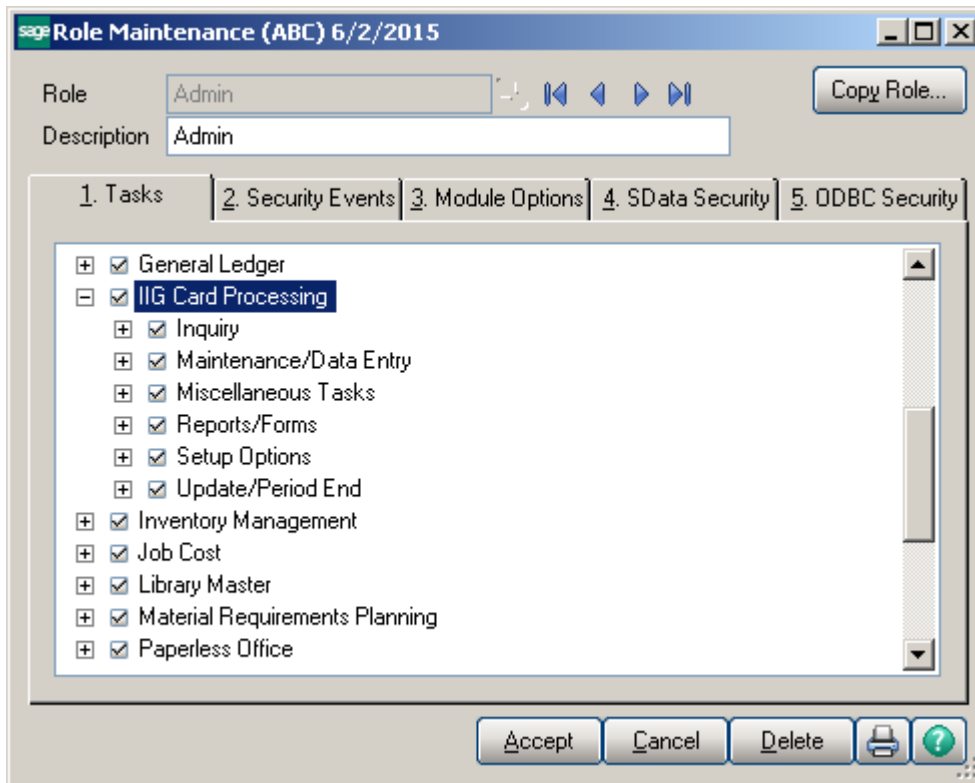
## ODBC Security

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

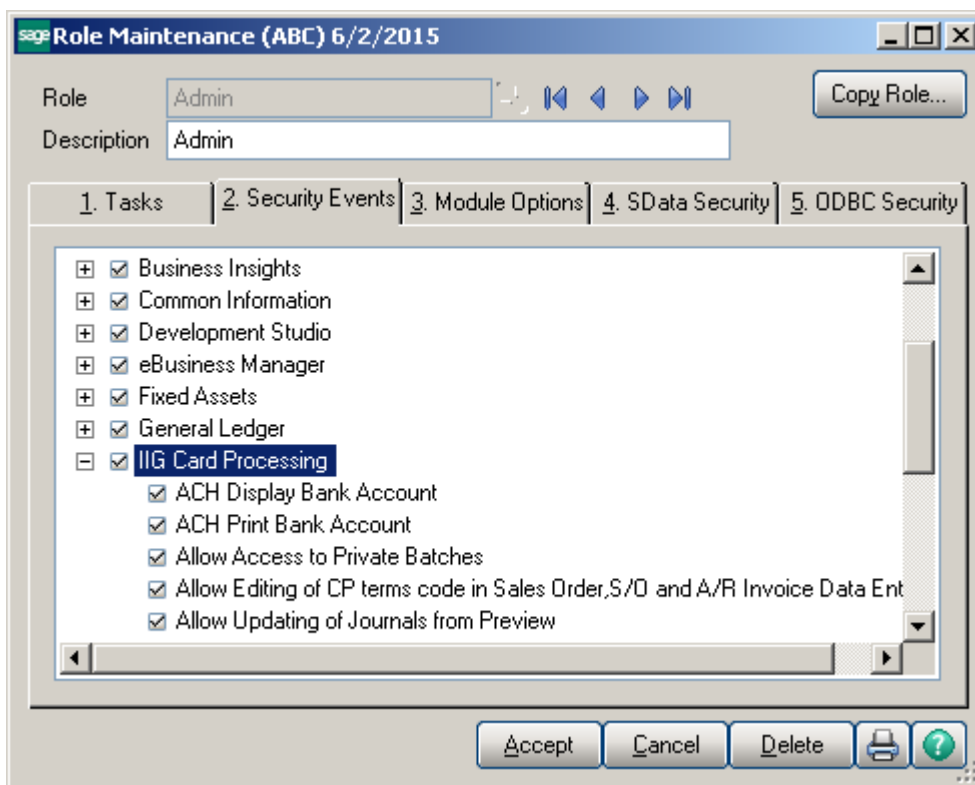


## Role Maintenance

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



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



**ACH Display Bank Account** – if this security event is enabled for a user’s role the unencrypted ACH Bank Account of the Customer is displayed on the IIG Customer ACH Maintenance, otherwise the user may see only the last 4 digits of the Customer’s ACH Bank Account.

**ACH Print Bank Account** - if this security event is enabled for a user’s role the unencrypted ACH Bank Account of the Customer is printed on the **Customer ACH Bank Account Listing**, otherwise only the last 4 digits of ACH Bank Account are printed.

**Allow Access to Private Batches**- if this security event is enabled for a user’s role, any batch marked Private is accessible for that user.

**Allow Editing of CP Terms code in Sales Order, S/O and A/R Invoice Data Entries** – if this security event is enabled for a user’s role, the user can edit the CP Terms Code in the Sales Order, S/O and Invoice Data Entries.

**Allow Updating of Journals from Preview**- if this security event is enabled for a user’s role, the user can 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 (**Sage Exchange**, **PayWare** and **Pay Trace**). 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.*



**sage Credit Card Setup Wizard** [X]

**Define Data Entry Options**  
Define Credit Card Entry options.

Select the current Credit Card fiscal year.

Select the current Credit Card accounting period.

Next Credit Card Transaction No.

Number of Days To Retain Transaction History

Update One Step Invoices and/or Orders/Invoiced Orders

Skip Approval Display?

Book/Ship Processing  
Preauthorization?

< Back   Next >   Cancel

**sage Credit Card Setup Wizard** [X]

**Define Additional Entry Options**  
Define additional Credit Card Entry and Invoice Data Entry options.

Integrate Credit Card with

General Ledger	<input checked="" type="checkbox"/>	Bank Reconciliation	
Register Processing	<input checked="" type="checkbox"/>	Summary per Day?	<input type="checkbox"/>
Account Receivable	<input checked="" type="checkbox"/>	Post Bank Reconciliation by	<input type="text" value="None"/>
Bank Reconciliation	<input checked="" type="checkbox"/>		

ACH Processing

Enable ACH

Pre-Note Required

Next ACH Batch Number

Days To Retain ACH files

Bank Merchant Code

Next ACH Trace Number

< Back   Next >   Cancel

## Credit Card System Options

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

### *Main tab*

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

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

sage IIG Credit Card Options (ABC) 6/2/2015

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

Require Division Processing

G/L Segment for Postings Location

Post To The General Ledger In Detail

Allow CC For All Terms Codes

Order Deposits Account 201-00-00

Customer Deposits

Current Credit Card System Fiscal Period and Year 06 2015

Next Credit Card Transaction No. 0000001

Number of Days To Retain Transaction History 365

Account Receivable Terms Code for Credit Cards 09 Term CCP

Manual Accept Cancel

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 Sage 100 system will post the net invoice amount from Sales Order Invoice to the Accounts Receivable detail, showing the Check Number received. The CCP module will post individual payments in detail to the A/R history.*

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

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

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

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

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

## ***Additional tab***

The screenshot shows the 'IIG Credit Card Options (ABC) 6/3/2015' window. The '1. Main' tab is active. Under 'Book/Ship Processing', 'Book/Ship Processing' and 'Preauthorization' are checked, and 'Pre-Auth Additional %' is an empty text box. Under 'Multi Merchant Processing', 'Multi-Merchant Processing for this Company' is checked, and both 'Default Merchant Code' and 'Internet Merchant Code' are set to '0000'. At the bottom, 'Update One Step Invoices and/or Orders/Invoiced Orders' is checked, and 'Transfer One Step Invoice Deposit to Back Order' is unchecked. Buttons for 'Manual', 'Accept', 'Cancel', and a printer icon are visible at the bottom.

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 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 regardless of this option.

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

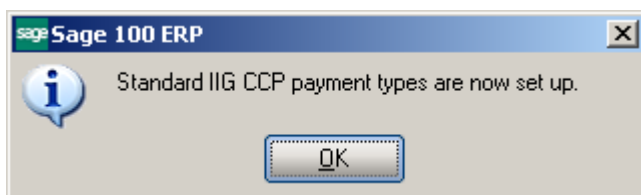
- **SO Invoice Payment Journal** will process one-step Invoices and the Sales Orders which are invoiced.
- **SO Order Deposit Journal** will process only the Orders not Invoiced.

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 will be setup same as CASH record and will 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** – This 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*

The screenshot shows the 'Integrate' tab of the 'Sage IIG Credit Card Options (ABC) 6/2/2015' dialog. The 'Bank Reconciliation' section has 'Summary per Day' unchecked and 'Post Bank Reconciliation by' set to 'Both'. The 'Integrate Credit Card with' section has 'General Ledger' unchecked and 'Register Processing' checked. The 'Integrate Credit Card with Bank Reconciliation' checkbox is checked. The bottom buttons are 'Manual', 'Accept', 'Cancel', and a printer icon.

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.

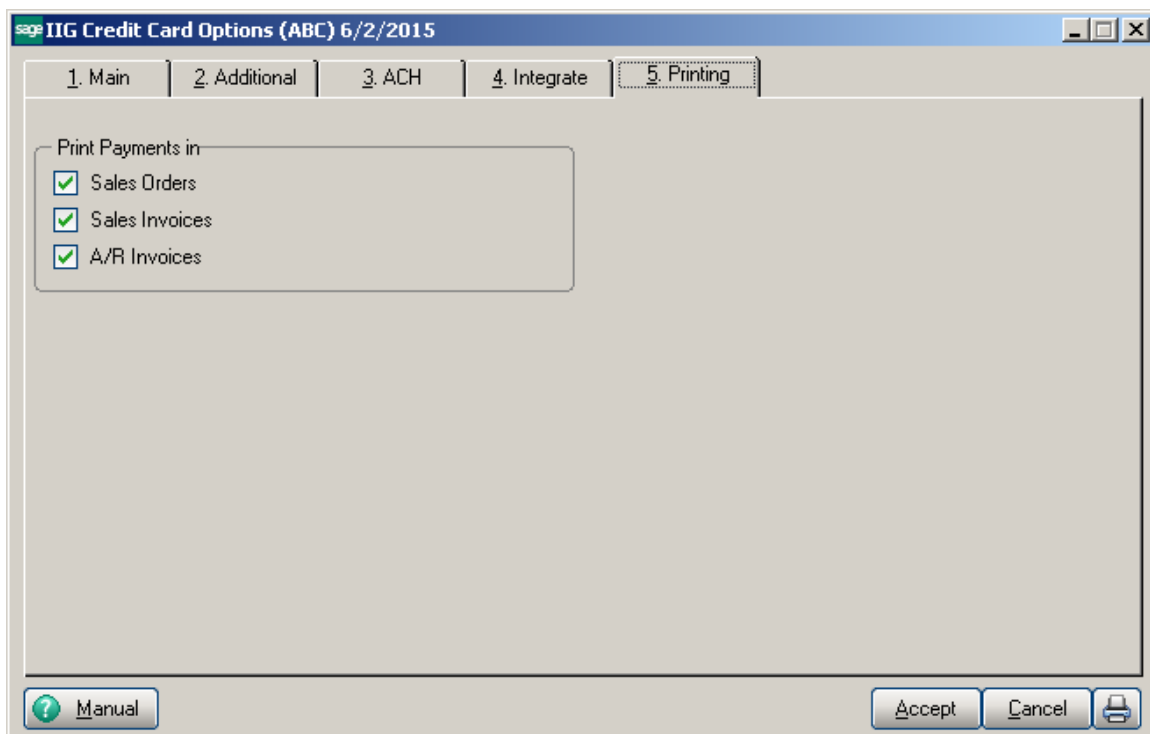
Check the **General Ledger** box to post the transactions to the General Ledger. Clear the box to post transactions to a Recap File.

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.


## Terminal Control Maintenance

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

**sage C/P Terminal Record Maintenance (ABC) 6/2/2015**

Terminal

Terminal ID     Description

Register ID   Location

Options

POS/Register Terminal






Credit Card Allowed in Sales Order

Credit Card Allowed in Invoicing

Debit Pin Pad Installed

CC Swipe Reader Installed

Location Merchant Codes



Default Merchant Code (Swiped)	<input type="text" value="0000"/> 	Test Merchant
Default Merchant Code (Keyed)	<input type="text" value="0001"/> 	Test Merchant1
Merchant Code Gift Cards	<input type="text" value="0004"/> 	Gift Card Merchant
Merchant Code Debit Cards	<input type="text" value="0005"/> 	Debit Card
Merchant Code Checks	<input type="text" value="0006"/> 	Check Merchant Code


IIG POS/Fast Sale Setup

Receipt Printer Only  *No Receipt Printer Configured!*

Receipt Printer Test

Print Receipt Message

Receipt Message File    Show Text



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 want 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.

**Sage IIG C/P Payment Type Maintenance (ABC) 6/2/2015**

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

Process type: **Credit Card**

Preauthorization Term (Days): **6**

Use Mag Stripe For This Payment Type:

Include This Payment Type In Bank Dep.:

Open Drawer For This Payment Type:

Default payment Amount To Balance Due:

Process on Pin Pad?:

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

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

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

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

Bank Code To Use For Payment Deposit: **101-01-00**

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

Fee Accruals:

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

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

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

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

Payments Received: **5,077.20** **5,077.20**

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

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

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

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

The **Process Type** is the payment method for current payment type. For Credit Cards (MC, VISA, AMEX, 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.

sage C/P Global Interface Control Maintenance (ABC) 6/2/2015

**Global Options**

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

**PayWare**

Multiuser	<input checked="" type="checkbox"/>		
Logging	<input checked="" type="checkbox"/>		
Debugging	<input checked="" type="checkbox"/>		
Logging Directory	\\Gohar\Gohar_D\MAS\MAS520\CCP\MAS90\Home\TextOut		
Test Server URL	https://apidemo.ipcharge.net/ipchapi/th.aspx		
Prod. Server URL	https://apidemo.ipcharge.net/ipchapi/th.aspx		
Vault Test Server URL	https://apidemo.ipcharge.net/ipcadminapi/th.ipc		
Vault Prod. Server URL	https://apidemo.ipcharge.net/ipcadminapi/th.ipc		

Flush Batch Flags      Accept      Cancel      [Printer Icon]

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

The **Process Credits** flag is set 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).

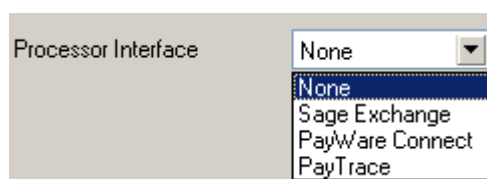
The **Process Card Verifications** is cleared by default. If selected, the program checks cards, but does not reserve credit. Used in the Mail Order industry. Only some card processors support this function. This feature allows the system to send the zip code and address of the purchaser to the card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



**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**.

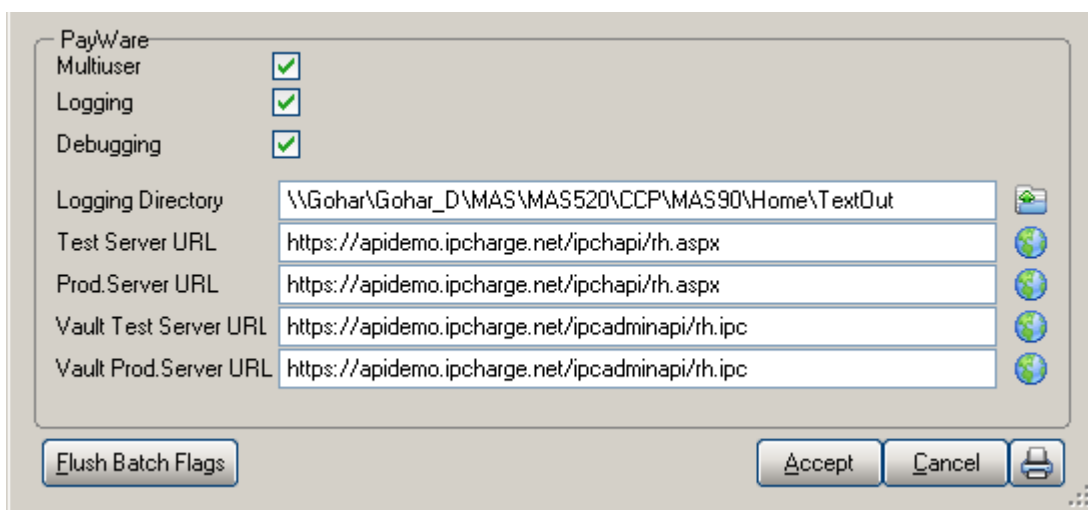


**PayWare Connect** – allows processing credit card transactions via PayWare Connect payment system.

**Pay Trace** – enables processing Credit Card transactions via PayTrace Payment Gateway.

### *PayWare Connect*

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



PayWare Multiuser	<input checked="" type="checkbox"/>
Logging	<input checked="" type="checkbox"/>
Debugging	<input checked="" type="checkbox"/>
Logging Directory	\\Gohar\Gohar_D\MAS\MAS520\CCP\MAS90\Home\TextOut
Test Server URL	https://apidemo.ipcharge.net/ipchapi/rh.aspx
Prod. Server URL	https://apidemo.ipcharge.net/ipchapi/rh.aspx
Vault Test Server URL	https://apidemo.ipcharge.net/ipcadminapi/rh.ipc
Vault Prod. Server URL	https://apidemo.ipcharge.net/ipcadminapi/rh.ipc

Buttons: Flush Batch Flags, Accept, Cancel, Print

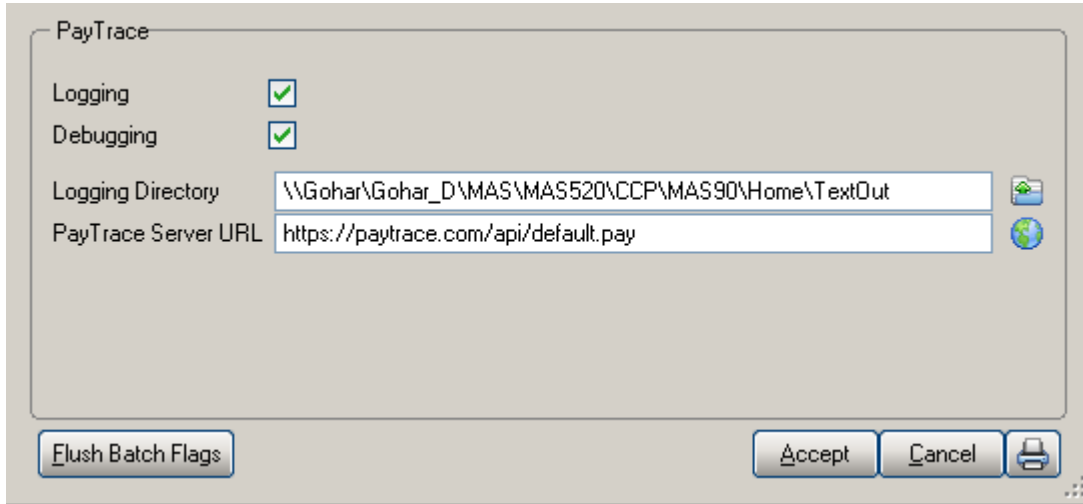
**Multiuser** – if checked, allows for more than one transaction at a time to the PayWare Server.

**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.

### ***Pay Trace***

Upon selecting PayTrace Processor Interface the PayTrace section is enabled for respective settings:



The screenshot shows a configuration window titled "PayTrace". It contains the following fields and controls:

- Logging**: A checkbox that is checked.
- Debugging**: A checkbox that is checked.
- Logging Directory**: A text box containing the path "\\Gohar\Gohar\_D\MAS\MAS520\CCP\MAS90\Home\TextOut" with a folder icon to its right.
- PayTrace Server URL**: A text box containing "https://paytrace.com/api/default.pay" with a globe icon to its right.
- Buttons**: "Flush Batch Flags", "Accept", "Cancel", and a printer icon.

**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 PayTrace. Clear this check box if you do not want to display the credit card transaction requests and responses.

**Pay Trace Server URL** – is used for communicating with the PayTrace system to process real-time transactions, securely store customer payment data, and much more.

Global Merchant Maintenance**PayWare Connect Interface**

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

**sage IIG Merchant Code Maintenance (ABC) 6/2/2015**

Merchant Code: 0000 PayWare Connect

Name: Test Merchant

Address: 457 Palm Dr  
STE 200  
ZIP Code: 91202  
City: Glendale State: CA  
Country: USA United States

Telephone: (818) 956-3744 Ext: 216

Merchant Number: 8496200010001

E-mail Address: webmerchant@tsys.com

Voice Authorization Telephone Numbers:

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

Accept Cancel Delete Print

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:

The screenshot shows a dialog box titled "IIG Integration for PayWare Connect". It contains the following fields and controls:

- Merchant Code: 0000 (with a "Test Merchant" button next to it)
- Test/Production: Test (dropdown)
- Processor Code: TSYS (dropdown)
- Level 3 Processing:
- Merchant Web Site URL: www.iigservices.com (with a globe icon)
- Merchant Type: MOTO (dropdown)
- Merchant Currency Code: USA
- Default Commodity Code: 411452-1234
- Merchant TAA 1 - 4: TAA1, TAA2, TAA3, TAA4 (text boxes)
- Merchant Code: 8496200010001
- Client ID: 8496200010001
- Merchant Key: 5262534B-5D58-41F4-AB11-79CE916080218ED1EFC6-3B96-4AA1-913B-392
- API User ID: APIUSER
- API Password: \*\*\*\*\*
- Password Expire Days: 60
- Last Updated Date: 5/20/2014 (with a calendar icon)
- Buttons: OK, Cancel

### *Sage ExchangeInterface*

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:

Press the **Sage Exchange** button to 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

### *PayTrace Interface*

If **PayTrace** is set as the **Processor Interface** in the **C/P Global Control Maintenance** the **PayTrace** button becomes available on the Merchant Code Maintenance allowing the user to configure respective settings for PayTrace processing.

**Sage IIG Merchant Code Maintenance (ABC) 6/2/2015**

Merchant Code: 0001    **PayTrace**

Name: Test Merchant1

Address: 457 Palm Dr  
STE 200

ZIP Code: 91202

City: Glendale    State: CA

Country: USA    United States

Telephone: (818) 956-3744    Ext: 216

Merchant Number: 8496200010002

E-mail Address: webmerchant@tsys.com

**Voice Authorization Telephone Numbers**

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

Buttons: Accept, Cancel, Delete, Print

**Sage IIG Integration for PayTrace**

Merchant Code: 0001    Name: Test Merchant1

**PayTrace Processing Settings**

Level 3 Processing:

User ID: DEMO123

Password: demo123

Default Commodity Code:

Buttons: OK, Cancel

**Level 3 Processing** – select this checkbox to enable Level 3 data processing, which includes information about the transaction, such as tax, discount, and product details.

**User ID** – is the User name for PayTrace Sign in.

**Password** - is the password for PayTrace Sign in.

**Default Commodity Code** – is used for Level 3 Processing. The commodity code may be up to 12 characters of free text. The value entered into this field should be the international description code of the overall goods or services being supplied. Your merchant acquiring institution should provide you an updated list of currently defined codes

## Credit Card Operations

### Sales Order Entry

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

The screenshot displays the SAP Sales Order Entry (ABC) 6/2/2015 window. The interface includes a top navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The current tab is 1. Header. The window contains several input fields and buttons for order management. Key fields include Order Number (0000218), Order Date (6/2/2015), Order Type (Standard Order), Customer No. (01-ABF), Ship Date (6/2/2015), Status (New), Whse (001), Sales Tax (WI), Ship To Addr (2), Terms Code (09), Ship Via (UPS BLUE), Confirm To (John Quinn), E-mail (artie@sage.sample.com), Salesperson (0100), and Split Comm. (Yes). There are also checkboxes for Print Order and Print Pick Sheets, and a button for Recalc Price.

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.



SAP Sales Order Entry (ABC) 6/2/2015

Order Number: 0000218

Order Date: 6/2/2015

Order Type: Standard Order

Customer No.: 01-ABF American Business Futures

Amount Subject to Discount: 168.00

Discount Rate: .000%

Discount Amount: .00

Taxable Amount: .00

Non-Taxable Amount: 168.00

Ship Zone: [ ]

Ship Weight: 00070

Freight Amount: .00

Deposit Amount: .00

Commission Rate: 10.000%

Sales Tax Amount: .00

Order Total: 168.00

IIG Booking/Preauthorization

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.

SAP C/P Deposit/Prepayment Entry

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

Order Total: 168.00

Previously Approved: .00

Currently Approved: .00

Entered: .00

Net Amount: 168.00

DEL SEL Proceed Exit

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.

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

Payment Type: MC

Card ID: ABF\_MC1

Last Four Digits: \*1765

CCP Payment

Credit Card Number: [Empty]

Cardholder Name: American Business Futures

Address: 2131 N. 14th Street

Zip/Postal code: 53205-1204 CW2 [Empty]

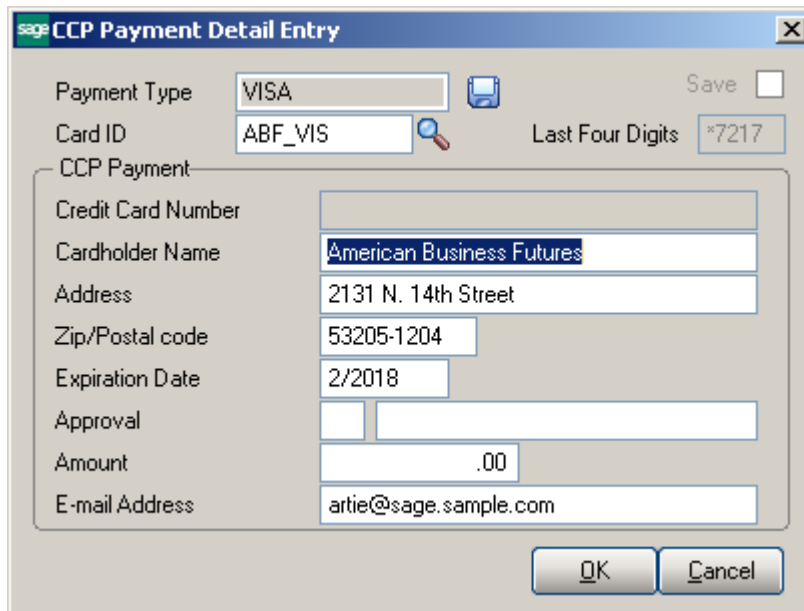
Expiration Date: 8/2015

Approval: [Empty]

Amount: 168.00

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.
- The entry of Card ID is required if you need to save the Credit Card information, otherwise only entry of Credit Card Number is enough.



The screenshot shows the 'Sage CCP Payment Detail Entry' dialog box. It contains the following fields and controls:

- Payment Type:** A dropdown menu set to 'VISA'. To its right is a 'Save' checkbox, which is currently unchecked.
- Card ID:** A text box containing 'ABF\_VIS' with a magnifying glass icon to its right.
- Last Four Digits:** A text box containing '\*7217'.
- CCP Payment:** A group box containing several fields:
  - Credit Card Number:** An empty text box.
  - Cardholder Name:** A text box containing 'American Business Futures'.
  - Address:** A text box containing '2131 N. 14th Street'.
  - Zip/Postal code:** A text box containing '53205-1204'.
  - Expiration Date:** A text box containing '2/2018'.
  - Approval:** A text box with a small icon to its left.
  - Amount:** A text box containing '.00'.
  - E-mail Address:** A text box containing 'artie@sage.sample.com'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

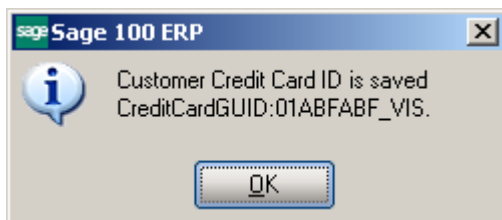
**Last Four Digits** field displays the last four digits of the credit card number and can only be viewed.

**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** 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 screenshot shows the Sage Customer Credit Card Maintenance window. It contains the following fields and controls:

- Payment Type:** VISA (dropdown), VISA CARD (text), Add New Card... (button)
- Card ID:** ABF\_VIS (text), search icon, navigation arrows
- Card Type:** VISA (text), Edit Card... (button)
- Last Four Digits:** \*7217 (text), Primary checkbox
- Expiration Date:** 2/2018 (text)
- Credit Card Billing Address:**
  - Cardholder Name: American Business Futures
  - Address: 2131 N. 14th Street, Suite 100
  - ZIP Code: 53205-1204
  - City: Milwaukee, State: WI
  - Country: (empty), search icon
  - E-mail Address: artie@sage.sample.com (text), envelope icon
  - Comment: (empty text area)
  - Corporate ID/PO: (empty text area)
  - IT Enabled Card: checkbox, IT Users... (button)
- Bottom Controls:** Accept, Cancel, Delete, Print, Help (question mark), Credit Card Activity for this Card (button with dollar sign icon)

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

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

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

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

The screenshot shows a portion of a form with the following elements:

- Deposit Amount:** 168.00 (text)
- Detail:** (button)
- Refresh:** (refresh icon)

The screenshot shows a window titled "sage Deposit Detail Inquiry". At the top, there is a field for "Order Number" with the value "0000218". Below this is a table with the following data:

Date	Type	Account/Chk#	Approval Code	Amount	Term
6/2/2015	VISA	*****7217	YDEMO APPROVAL-R	10.00	T101
6/2/2015	MC	*****1765	YDEMO APPROVAL-R	158.00	T101

At the bottom right of the table area, there is a "Total" label and a field containing "168.00". An "OK" button is located at the bottom right of the window.

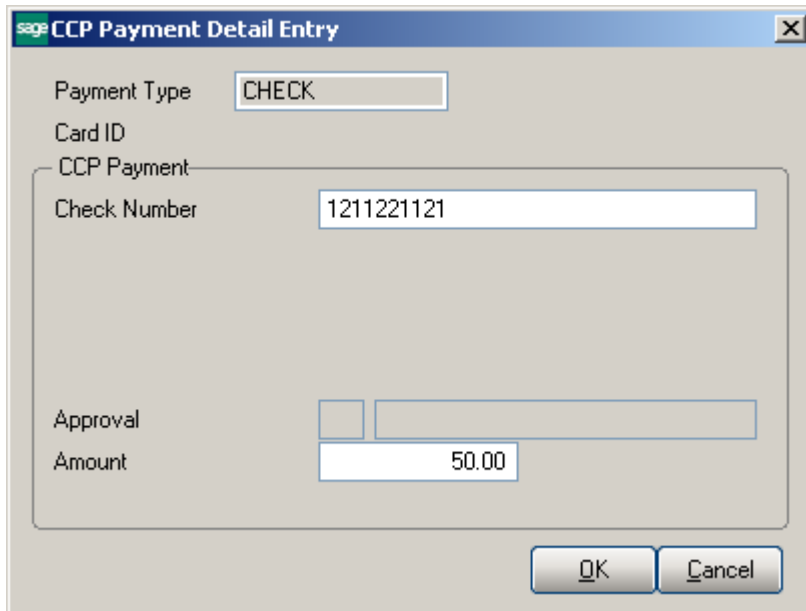
*Note: If Sales Order Terms Code is not Credit Card Terms Code and the Allow CC for All Terms Code option is not selected in the IIG Credit Card Options, only CHECK and CASH are allowed.*

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

For the Cash type:

The screenshot shows a window titled "sage CCP Payment Detail Entry". The "Payment Type" field is set to "CASH". Below this is a large empty box labeled "CCP Payment". At the bottom of this box, there are two fields: "Approval" with an empty input field, and "Amount" with a field containing "20.00". "OK" and "Cancel" buttons are at the bottom of the window.

For the Check type:

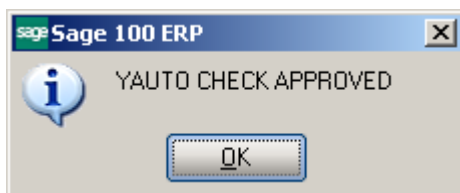


The screenshot shows a dialog box titled "sage CCP Payment Detail Entry". It contains the following fields and controls:

- Payment Type: CHECK
- Card ID: (empty)
- CCP Payment: (empty)
- Check Number: 1211221121
- Approval: (checkbox) (empty)
- Amount: 50.00
- Buttons: OK, Cancel

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

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



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

### Pre-Authorization Entry

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

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

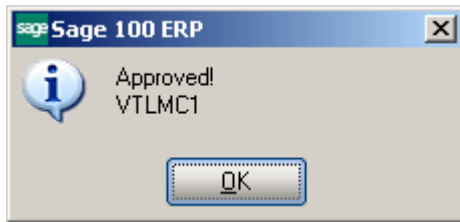
If there is no credit card information for the customer, select **Payment Type** and the Card ID.

The screenshot shows the 'sage C/P Booking/Preauthorization Entry' dialog box. It contains the following fields and values:

- Card Data:**
  - Payment Type: MC (MASTER CARD)
  - Card ID: MC\_ABF
  - Last Four Digits: \*0057
- Credit Card Billing Address:**
  - Account Number: 5499-7400-0000-0057 (\*\*New\*\*)
  - Account Name: American Business Futures
  - Address: 2131 N. 14th Street
  - Zip/Postal code: 53205-1204
  - City: Milwaukee, State: WI
  - Expiration Date: 5/2016
  - Corporate ID/PO: Verbal
- Pre-Auth/Booking:**
  - Booked Amount: 84.00
  - Book Date: 6/3/2015
  - Book Expiration Date: 6/8/2015

Buttons at the bottom: SEL, Book, Void, Cancel.

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



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

A screenshot of the Sage C/P Booking/Preauthorization Entry form. The form is divided into three main sections: "Card Data", "Credit Card Billing Address", and "Pre-Auth/Booking".  
- **Card Data:** Payment Type is "MC", Card ID is "MC\_ABF", and Last Four Digits is "\*0057". There is a "Save" checkbox.  
- **Credit Card Billing Address:** Account Number is blank, Account Name is "American Business Futures", Address is "2131 N. 14th Street", Zip/Postal code is "53205-1204", City is "Milwaukee", State is "WI", CV2 is blank, Expiration Date is "5/2016", and Corporate ID/PO is "Verbal".  
- **Pre-Auth/Booking:** Booked Amount is "84.00", Booked Approval Code is "Y VTLMC1", Book Date is "6/3/2015", and Book Expiration Date is "6/8/2015".  
At the bottom of the form are buttons for "SEL", "Book", "Void", and "Cancel".

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

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

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



S/O Invoice Data Entry

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

The screenshot displays the SAP S/O Invoice Data Entry (ABC) 6/2/2015 window. The interface includes a header with navigation buttons and tabs (1. Header, 2. Address, 3. Lines, 4. Totals, 5. Credit Card). Key fields include Invoice No. (0100153), Batch (00010), Invoice Date (6/2/2015), Invoice Type (Standard Invoice), Sales Order Number (0000218), Customer No. (01-ABF), and Order Status (New). The window also features fields for Ship Date, Due Date, Discount Date, Warehouse, Sales Tax, Schedule, and Wisconsin. The bottom of the window has buttons for Quick Print, Accept, Cancel, Delete, and a help icon.

If the Terms Code of the Customer selected in the Invoice Data Entry matches the one of CP Options, then user cannot change the Terms Code if corresponding security is not enabled 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.

**SAGE S/O Invoice Data Entry (ABC) 6/3/2015**

Invoice No. 0100153 Batch 00010

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

Invoice Date: 6/2/2015 Invoice Type: Standard Invoice

Customer No. 01-ABF American Business Futures Salesperson 0100

Amount Subject to Discount	268.00	Deposit Available	168.00	<b>Add. Deposit</b>
Discount Rate	.000%	Deposit Amount	168.00	Detail
Discount Amount	.00	Commission Rate	10.000%	
Taxable Amount	.00	Sales Tax Amount	.00	
Nontaxable Amount	268.00	Invoice Total	268.00	
Ship Zone		Net Invoice	100.00	
Ship Weight	00070			
Freight Amount	.00			

Buttons: Quick Print, Accept, Cancel, Delete, ?

If a deposit was applied 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.

**SAGE C/P Deposit/Prepayment Entry**

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

Invoice Total	268.00
Previously Approved	168.00
Currently Approved	.00
Entered	.00
Net Amount	100.00

Buttons: DEL, SEL, Proceed, Exit

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

*Note: One-step invoices do not use pre-authorizations. All charges are immediate as a charge credit or charge sale (in 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 Customer that have credits (that is, negative balance).

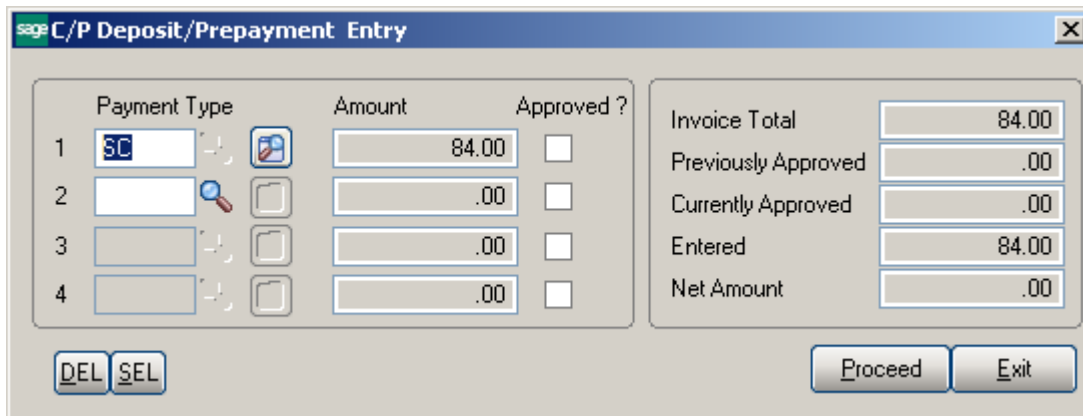
The screenshot shows the Sage C/P Deposit/Prepayment Entry window. The Payment Type is set to 'SC'. The Amount field is empty, and the Approved checkbox is unchecked. The Invoice Total is 84.00, and Previously Approved is .00. The Process Store Credits dialog box is open, showing Customer No. 01-ABF, Name American Business Futures, and Amount Due 84.00. The Customer Credits table lists several invoices, with PP12345-PP selected. The Total credit amount is 4,448.60. The Credit Used section shows Invoice # PP12345-PP and Amount 84.00.

Invoice #	Ty...	Date	Credit Amount
0100128	IN	8/23/2014	163.65
0100033	IN	5/15/2010	218.95
0001122	PP	8/23/2014	300.00
Z000007	PP	4/1/2015	500.00
PP12345	PP	4/1/2015	600.00
0100079	CM	4/17/2014	2,239.00
Total			4,448.60

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

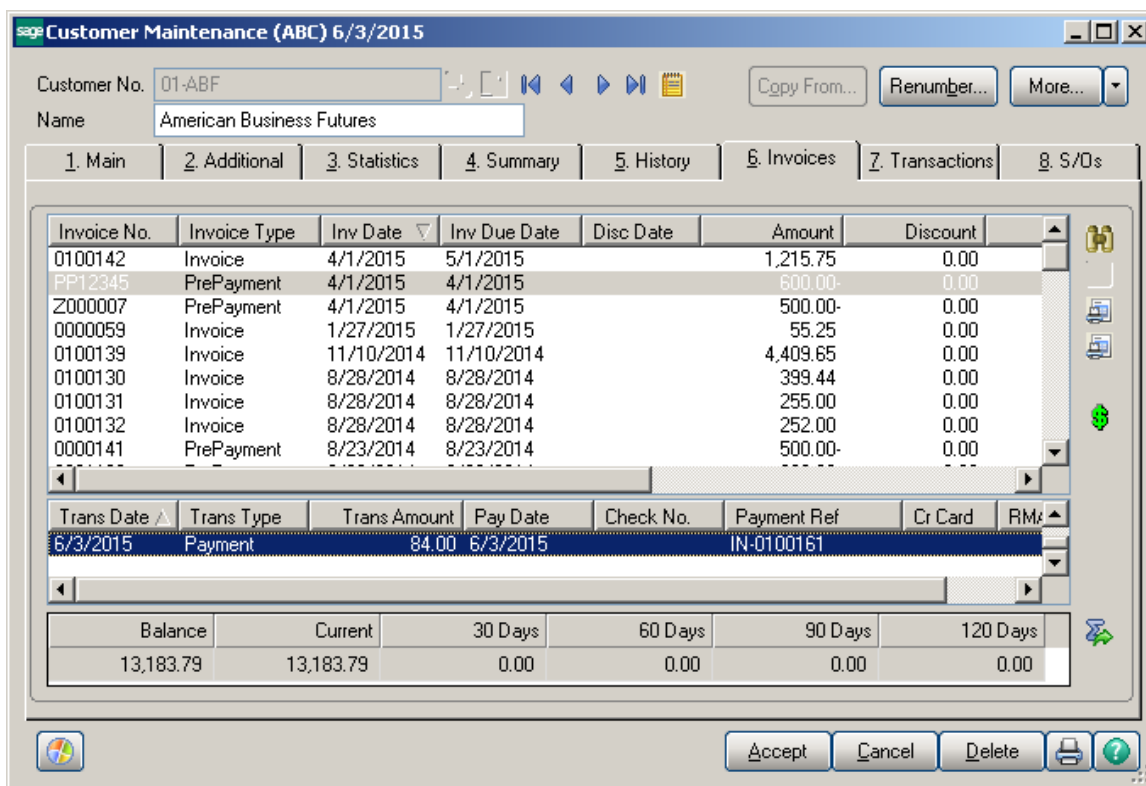
Select a line to apply a part of its **Credit Amount** as **Deposit** for the current order. When double-clicking or pressing Enter on the line, the **Amount** is suggested equal to the minimum of the current order balance and the selected invoice's Credit Amount. The **Amount** cannot exceed the **Credit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

The image shows a software dialog box titled "Payment Information" with the Sage logo in the top left corner. The dialog contains two input fields. The first is labeled "Payment Type" and has a dropdown menu showing "SC" selected, with the text "STORE CREDIT" to its right. The second is labeled "Reference Number" and has a text box containing "IN-0100161". At the bottom right of the dialog, there are two buttons: "OK" and a help button with a question mark icon.

## A/R Invoice Data Entry

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

The screenshot displays the Sage A/R Invoice Data Entry (ABC) 6/3/2015 window. The window title bar shows the Sage logo and the window name. The main area is divided into several sections:

- Header:** Invoice Number (0100078-IN), Batch (00009), Customer... (Customer...), Credit... (Credit...)
- Navigation:** 1. Header, 2. Lines, 3. Totals, 4. Credit Card
- Customer Information:** Customer No. (01-ABF), Customer PO (1111), American Business Futures
- Invoice Details:** Invoice Date (6/3/2015), Due Date (6/3/2015), Discount Date (6/3/2015), Net Invoice Amt (.00)
- Terms and Shipping:** Terms Code (09), Ship Method (UPS BLUE), Salesperson (0100), Comment
- Sales Tax:** Schedule (WI MILMIL), Milwaukee
- Print and Fax:** Print Invoice (checked), Fax, Batch Fax
- E-mail:** E-mail (artie@sage.sample.com)

The Terms Code field (09) is highlighted with a blue border. The window also includes a Quick Print... button and Accept, Cancel, Delete, and Help buttons at the bottom.

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.

Invoice Number: 0100078-IN      Batch: 00009

Customer...      Credit...

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

Taxable Amount	.00	Amount Subject to Commission	55.25
Nontaxable Amount	55.25	Commission Rate	10.000 %
Freight	.00	Commission Amount	5.53
Sales Tax	.00		
Deposit	5.00		
Invoice Total	50.25		

Deposit Detail      Tag Detail...

Quick Print...      Accept      Cancel      Delete      ?

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

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

Invoice No. 0100078-IN

Date	Type	Account/Chk#	Approval Code	Amount	Term
6/3/2015	MC	*****0057	YVTLMC1	5.00	T101

Total 5.00

OK

A/R Invoice History Inquiry

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

The screenshot shows the SAP A/R Invoice History Inquiry window for invoice 0100078, dated 6/3/2015. The window is titled "SAP A/R Invoice History Inquiry (ABC) 6/3/2015". It features a navigation bar with "1. Main" and "2. Lines" tabs. The main area is divided into several sections:

- Header:** Invoice No. 0100078, Type INV, Date 6/3/2015, Source A/R, Order No. [empty]. Buttons: Current..., Tag Detail..., Split Comm..., Shipping...
- Bill to Address:** Customer 01-ABF, Name American Business Futures, Address 2131 N. 14th Street, Suite 100, Accounting Department, ZIP Code 53205-1204, City Milwaukee, State WI, Country USA.
- Terms and Conditions:** Terms Code 09, Term CCP, Ship Via UPS BLUE, Customer PO 1111, Salesperson 01-0100 Jim Kentley, Comment [empty], E-mail artie@sage.sample.com, Fax [empty], Batch Fax .
- Source Journal:** AR-000006, Schedule WI MILMIL, Apply To [empty].
- Summary:** Taxable .00, Nontaxable 55.25, Freight .00, Sales Tax .00, Invoice Total 55.25.
- Deposit:** Deposit 5.00, Detail [empty].
- Balance:** Balance 50.25.

At the bottom, there are buttons for OK, Print, and Help.



**sage Deposit Detail**

Invoice No.

Date	Type	Account/Chk#	Approval Code	Amount	Term
06/03/2015	MC	XXXXXXXXXXXX0057	YVTLMC1	5.00	T101

Total

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

**sage A/R Invoice History Inquiry (ABC) 6/3/2015**

Invoice No.  Type  Date

Source  Order No.

1. Main | 2. Lines

Customer No.  American Business Futures

Ship To  American Business Futures

Source Journal  RMA No.

Terms Code  Term  Ship Date

Ship Via  Schedule

FOB  Ship Zone

Customer PO  Weight

Salesperson  Jim Kentley Apply To

Confirm To  IT User ID

Comment

E-mail

Fax  Batch Fax

Taxable	<input type="text" value=".00"/>
Nontaxable	<input type="text" value="168.00"/>
Freight	<input type="text" value=".00"/>
Sales Tax	<input type="text" value=".00"/>
Discount	<input type="text" value=".00"/>
Invoice Total	<input type="text" value="168.00"/>
Deposit	<input type="text" value="168.00"/>
Net Invoice	<input type="text" value=".00"/>

Balance

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

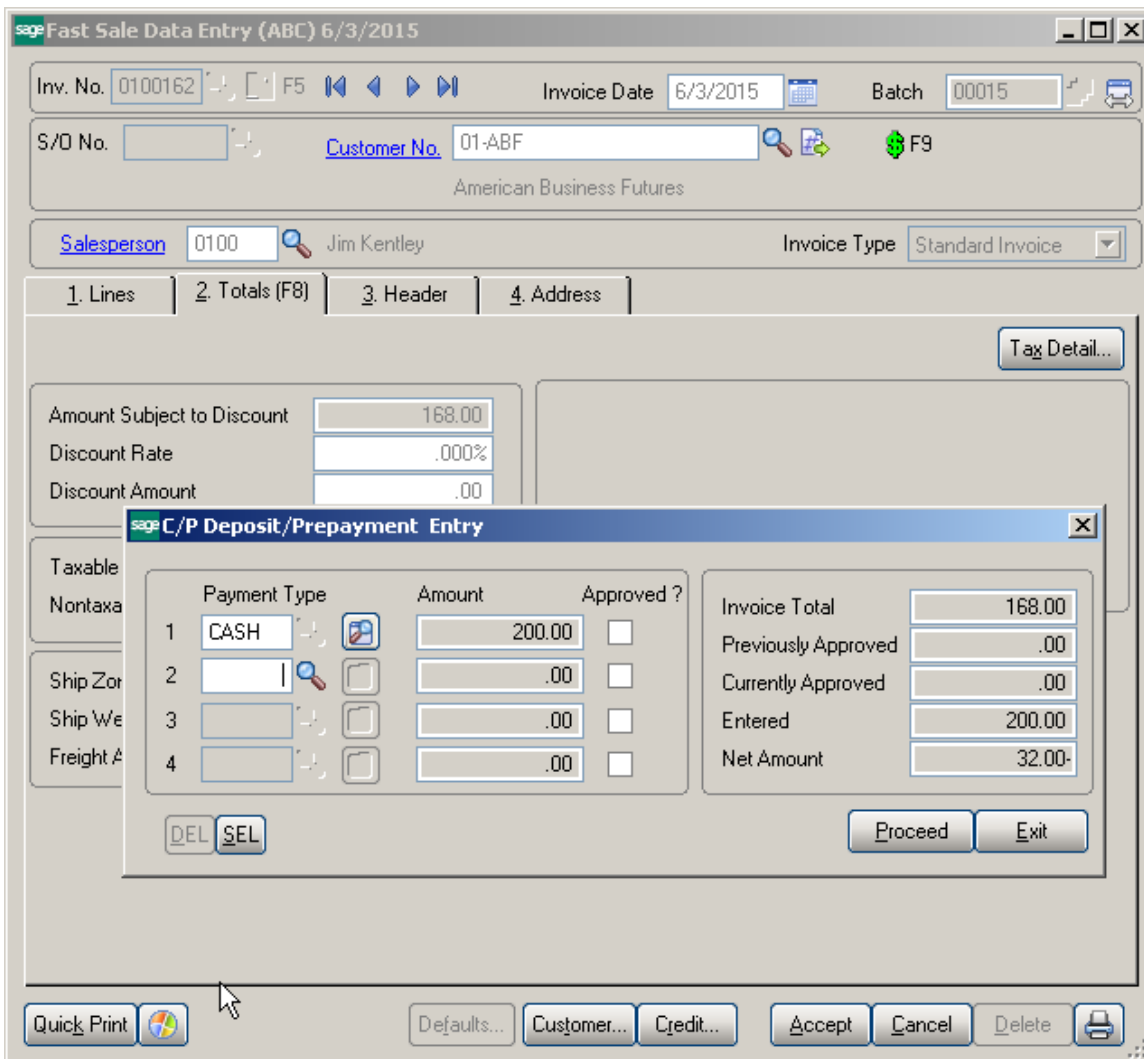
Date	Type	Account/Chk#	Approval Code	Amount	Term
06/03/2015	MC	*****0057	YVTLMC1	60.00	T101
06/03/2015	CHECK	1233333	YAUTO CHECK APPR	108.00	T101

Total: 168.00

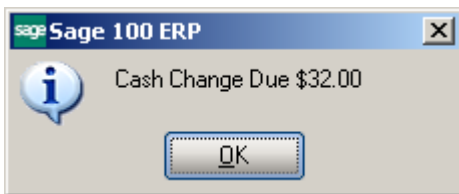
OK

IIG Fast Sale Entry

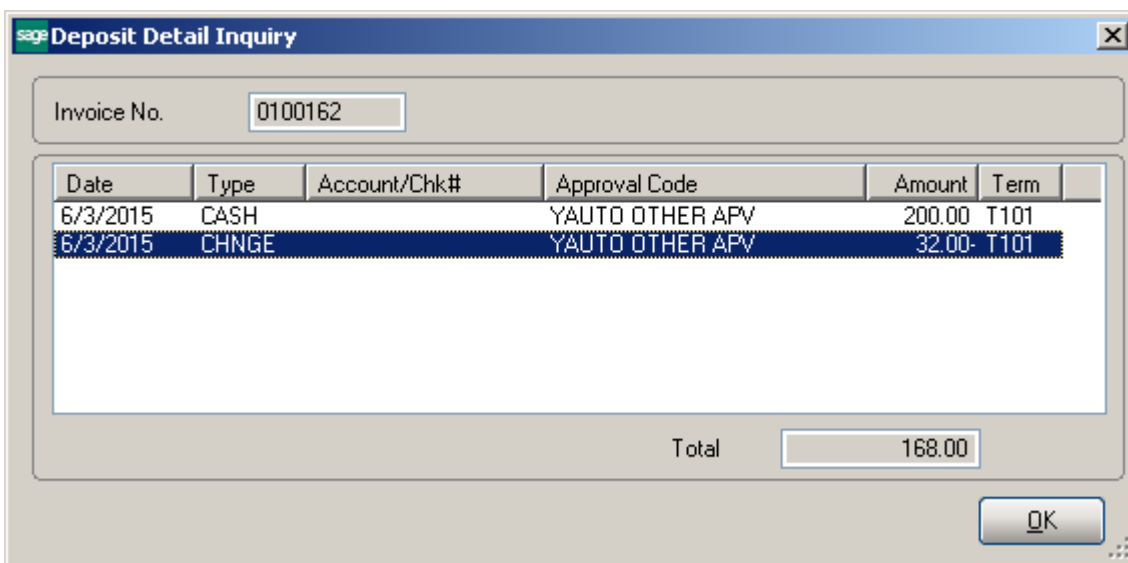
In the **Fast Sale Entry** program (in CCP\_POS system) the change due display is popup when “CASH” Payment Type is applied for the Deposit Amount greater than the Invoice amount.



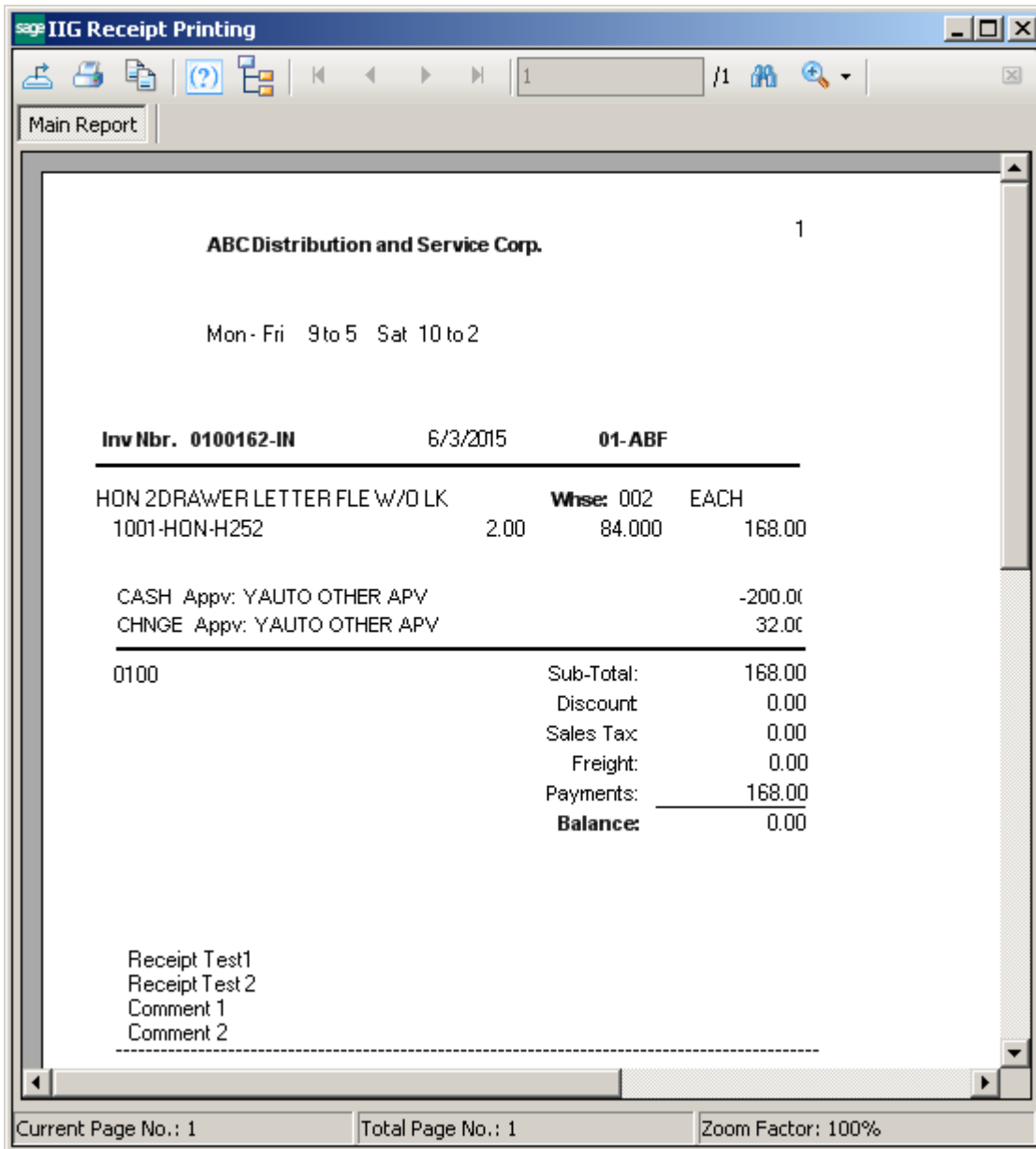
If the CASH Amount is greater than the Invoice Total amount the following message is popup upon pressing Proceed button and a "CHNGE" record is processed as a negative record instead of adjusting the amount entered when cash is entered.



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.



The Register Reconciliation will calculate the net adjustment amount for CASH-CHNGE and post to G/L as single CASH record.

## Customer Payment Entry

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

Customer No. 01-ABF  
Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000209	S	8/28/2014	168.00	1.00	0.00	167.00
0000210	S	1/19/2015	168.00	168.00	0.00	0.00
0000212	S	1/19/2015	168.00	168.00	0.00	0.00
0000213	S	1/19/2015	168.00	15.50	0.00	152.50
0000216	S	5/8/2015	168.00	168.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100141	IN	4/1/2015	252.95	252.95	0.00	0.00
0100144	IN	5/8/2015	235.00	235.00	0.00	0.00
0100153	IN	6/2/2015	268.00	168.00	0.00	100.00
0100154	IN	6/3/2015	168.00	168.00	0.00	0.00
0100161	IN	6/3/2015	84.00	84.00	0.00	0.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000059	IN	1/27/2015	55.25	0.00	0.00	53.00
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0001122	PP	8/23/2014	300.00-	0.00	0.00	300.00-
0100033	IN	5/15/2010	1113.05	0.00	0.00	218.95-
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Summary Statistics:

- Sales Order Total: 0 / 0.00
- Invoice Entry Total: 0 / 0.00
- Open Invoice Total: 0 / 0.00
- Payment Total: 0.00
- Unapplied Payment: 0.00

Buttons: Accept, Cancel, Partial, Payments, Insert, Delete

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.

### Partial Payment

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

Customer No. 01-ABF  
Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000209	S	8/28/2014	168.00	1.00	0.00	167.00
0000210	S	1/19/2015	168.00	168.00	0.00	0.00
0000212	S	1/19/2015	168.00	168.00	0.00	0.00
0000213	S	1/19/2015	168.00	15.50	0.00	152.50
0000216	S	5/8/2015	168.00	168.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100153	IN	6/2/2015	268.00	268.00	0.00	0.00
0100154	IN	6/3/2015	168.00	168.00	0.00	0.00
0100161	IN	6/3/2015	489.00	84.00	0.00	405.00
0100162	IN	6/3/2015	438.00	168.00	0.00	270.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0001122	PP	8/23/2014	300.00	0.00	0.00	300.00
0100033	IN	5/15/2010	1113.05	0.00	0.00	218.95
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20
0100048	IN	5/30/2010	130.00	0.00	0.00	130.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

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

Enter the amount to be applied to the selected document.

Invoice Number: 0100161  
 Payment Amount: 200.00  
 OK Cancel

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

The screenshot shows a 'Sage Payment Detail' dialog box. At the top, 'Payment Type' is set to 'CHECK' with a magnifying glass icon and the word 'CHECKS' next to it. Below this, there are three input fields: 'CHECK NUMBER' containing '124235421', 'APPROVAL CODE' which is empty, and 'Amount' containing '200.00'. At the bottom right, there are 'OK' and 'Cancel' buttons.

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

The screenshot shows a 'Sage Payment Detail' dialog box for a credit card payment. 'Payment Type' is set to 'MC' with a magnifying glass icon and 'MASTER CARD' next to it. 'Card ID' is 'MC\_ABF' with a magnifying glass icon, and 'Last Four Digits' is '\*0057'. The main form area contains: 'ACCOUNT NUMBER' (empty), 'ACCOUNT NAME' 'American Business Futures', 'Address' '2131 N. 14th Street', 'Zip/Postal code' '53205-1204', 'CVV2' (empty), 'EXP. DATE' '5/2016', 'APPROVAL CODE' (empty), and 'Amount' '100.00'. At the bottom left is a 'SEL' button, and at the bottom right are 'OK' and 'Cancel' buttons.



**sage Customer Payment Entry (ABC) 6/3/2015**

Customer No. 01-ABF  
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000209	S	8/28/2014	168.00	1.00	0.00	167.00
0000210	S	1/19/2015	168.00	168.00	0.00	0.00
0000212	S	1/19/2015	168.00	168.00	0.00	0.00
0000213	S	1/19/2015	168.00	15.50	0.00	152.50
0000216	S	5/8/2015	168.00	168.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100144	IN	5/8/2015	235.00	235.00	0.00	0.00
0100153	IN	6/2/2015	268.00	268.00	0.00	0.00
0100154	IN	6/3/2015	168.00	168.00	0.00	0.00
0100161	IN	6/3/2015	489.00	84.00	300.00	105.00
0100162	IN	6/3/2015	438.00	168.00	0.00	270.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0001122	PP	8/23/2014	300.00	0.00	0.00	300.00
0100033	IN	5/15/2010	1113.05	0.00	0.00	218.95
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20
0100048	IN	5/30/2010	130.00	0.00	0.00	130.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
CHECK	122222				200.00
MC	MC_ABF	American Business...	05/31/16		100.00

Summary:

- Sales Order Total: 0 / 0.00
- Invoice Entry Total: 1 / 300.00
- Open Invoice Total: 0 / 0.00
- Payment Total: 300.00
- Unapplied Payment: 0.00

Buttons: Accept, Cancel, Partial, Insert, Delete

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

**sage CP Customer Payment Entry**

IIG CARD PROCESSING CP CUSTOMER PAYMENT ENTRY

Adobe PDF

Buttons: Print, Preview, Setup

**CP Customer Payment Entry** ABC Distribution and Service Corp. (ABC)

Customer Number: 01-ABF  
Customer Name:

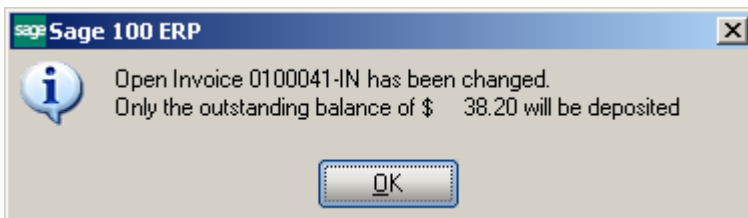
Document Type	Transaction Source	Document Number	Apply To	Amount
INV	Invoice	0100161		200.00
INV	Invoice	0100161		100.00
<b>Total</b>				<b>300.00</b>

Payment Type	Payment Description	Payment SeqNo.	Comment	Amount
CHECK	CHECKS	01		200.00
MC	MASTER CARD	02	MC_ABF 05/2016	100.00
<b>Total</b>				<b>300.00</b>

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

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



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

**CP Customer Payment Entry** ABC Distribution and Service Corp. (ABC)

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

Document Type	Transaction Source	Document Number	Apply To	Amount
A/R	Prepayment	Z000011	PP	11.80
A/R	OpenInvoice	0100041	IN	38.20
<b>Total</b>				50.00

Payment Type	Payment Description	Payment SeqNo.	Comment	Amount
CASH	CASH/CURRENCY	01		50.00
<b>Total</b>				50.00

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

**Customer CP Transaction History**

Customer No.  American Business Futures

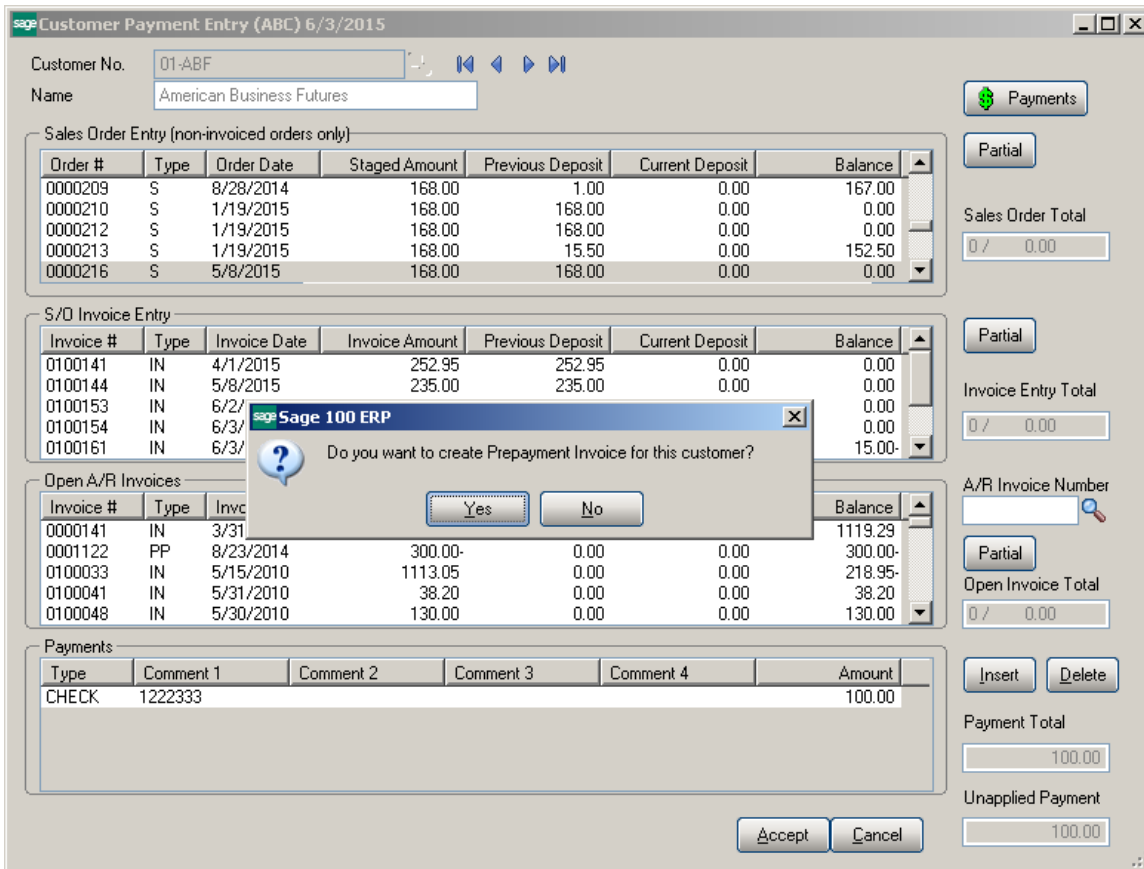
Payment Type

Reference Number

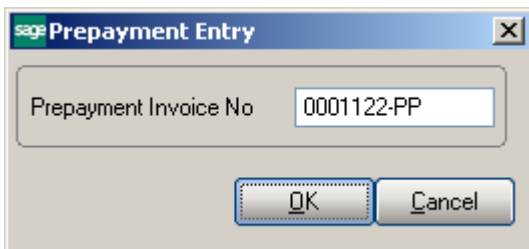
Payment Type	Reference Number	Payment Date	Invoice Number	Amount
CASH	CASH PAYMENT	06/04/2015	0100041-IN	38.20
CASH	CASH PAYMENT	06/04/2015	Z000011-PP	11.80
CHECK	12223333	06/04/2015	0100048-IN	80.00
CHECK	12223333	06/04/2015	Z000010-PP	20.00
CASH	CASH PAYMENT	06/03/2015	0000059-IN	6.00
CASH	CASH PAYMENT	06/03/2015	0000059-IN	17.00
CASH	CASH PAYMENT	06/03/2015	Z000008-PP	47.00
CASH	CASH PAYMENT	06/03/2015	Z000009-PP	3.00
CASH	CASH PAYMENT	06/03/2015	0100162-IN	200.00
<b>Total</b>				26505.43

### 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.



**CP Customer Payment Entry** ABC Distribution and Service Corp. (ABC)

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

Document Type	Transaction Source	Document Number	Apply To	Amount
A/R	Prepayment	0001122	PP	100.00
<b>Total</b>				100.00

Payment Type	Payment Description	Payment SeqNo.	Comment	Amount
CHECK	CHECKS	01		100.00
<b>Total</b>				100.00

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

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

**Customer Maintenance (ABC) 6/3/2015**

Customer No. 01-ABF      Name American Business Futures

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

Invoice No.	Invoice Type	Inv Date	Inv Due Date	Disc Date	Amount	Discount
0000141	Invoice	3/31/2010	4/30/2010		1,226.25	0.00
0000169	Invoice	5/29/2010	6/28/2010		2,416.25	0.00
0000190	Invoice	4/30/2010	5/30/2010		85.00	0.00
0000191	Invoice	5/31/2010	6/30/2010		2,416.25	0.00
0001122	PrePayment	8/23/2014	8/23/2014		400.00	0.00
0100009	Invoice	5/23/2010	6/22/2010		2,032.54	0.00
0100011	Invoice	5/28/2010	6/27/2010		265.86	0.00
0100012	Invoice	5/28/2010	6/27/2010		666.53	0.00
0100033	Invoice	5/15/2010	6/14/2010		1,113.05	0.00

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RM
6/3/2015	PrePayment	100.00	6/3/2015	1222333			

Balance	Current	30 Days	60 Days	90 Days	120 Days
13,234.04	13,234.04	0.00	0.00	0.00	0.00

Accept   Cancel   Delete

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

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

### Transferring deposits in Customer Payment Entry

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

The screenshot shows the SAP IIG Credit Card Options (ABC) 6/3/2015 window. The 'Additional' tab is selected. The window contains the following fields and controls:

- Book/Ship Processing:**
  - Book/Ship Processing:
  - Preauthorization:
  - Pre-Auth Additional %:
- Multi Merchant Processing:**
  - Multi-Merchant Processing for this Company:
  - Default Merchant Code:  Test Merchant 1
  - Internet Merchant Code:  Test Merchant 1
- Update One Step Invoices and/or Orders/Invoiced Orders:**
- Transfer One Step Invoice Deposit to Back Order:**

Buttons: **Set up Payment Types**, **Manual**, **Accept**, **Cancel**, and a printer icon.

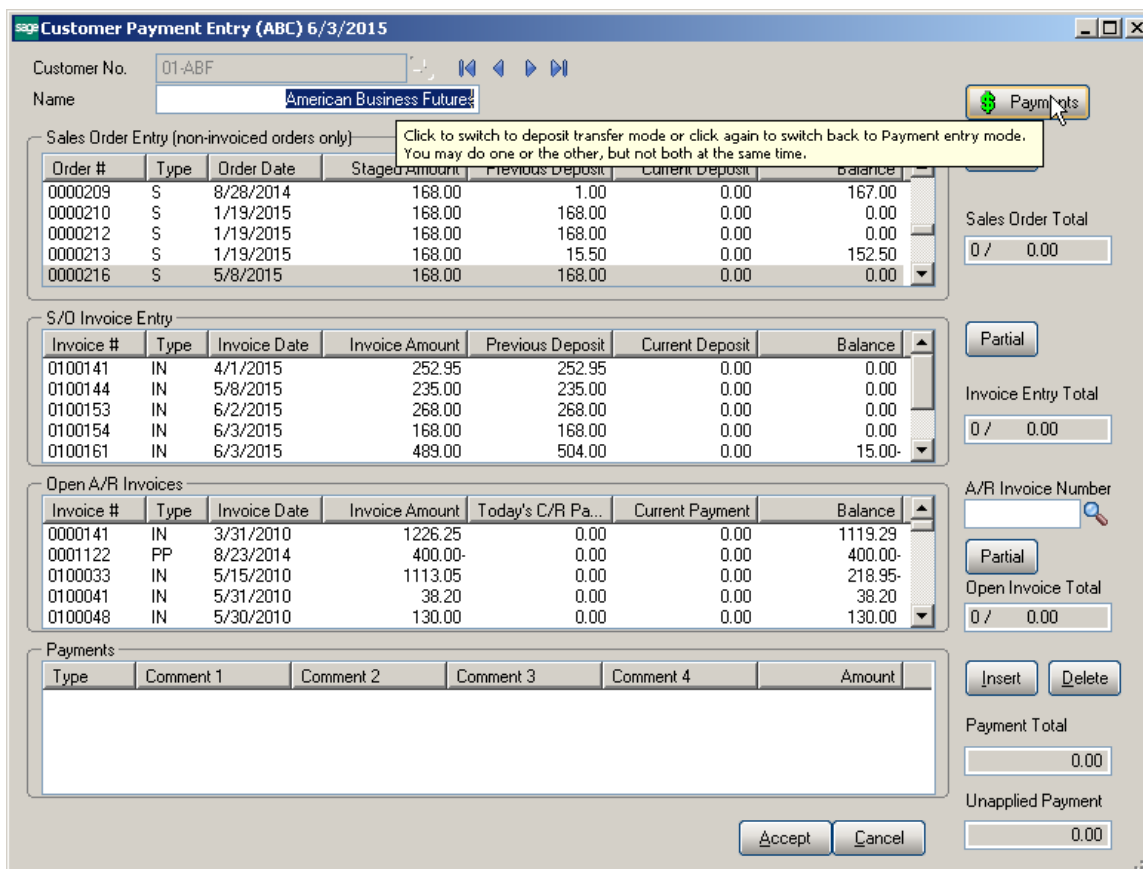
After pressing the button, **TRANS** and **DPXFR** payment types will be added.

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

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

The program provides the following abilities:

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



The **Transfer** button disables the **Insert**, **Partial** and **Delete** buttons. So the user can either transfer amounts or apply payments. Only one of two functions may be enabled at a time.

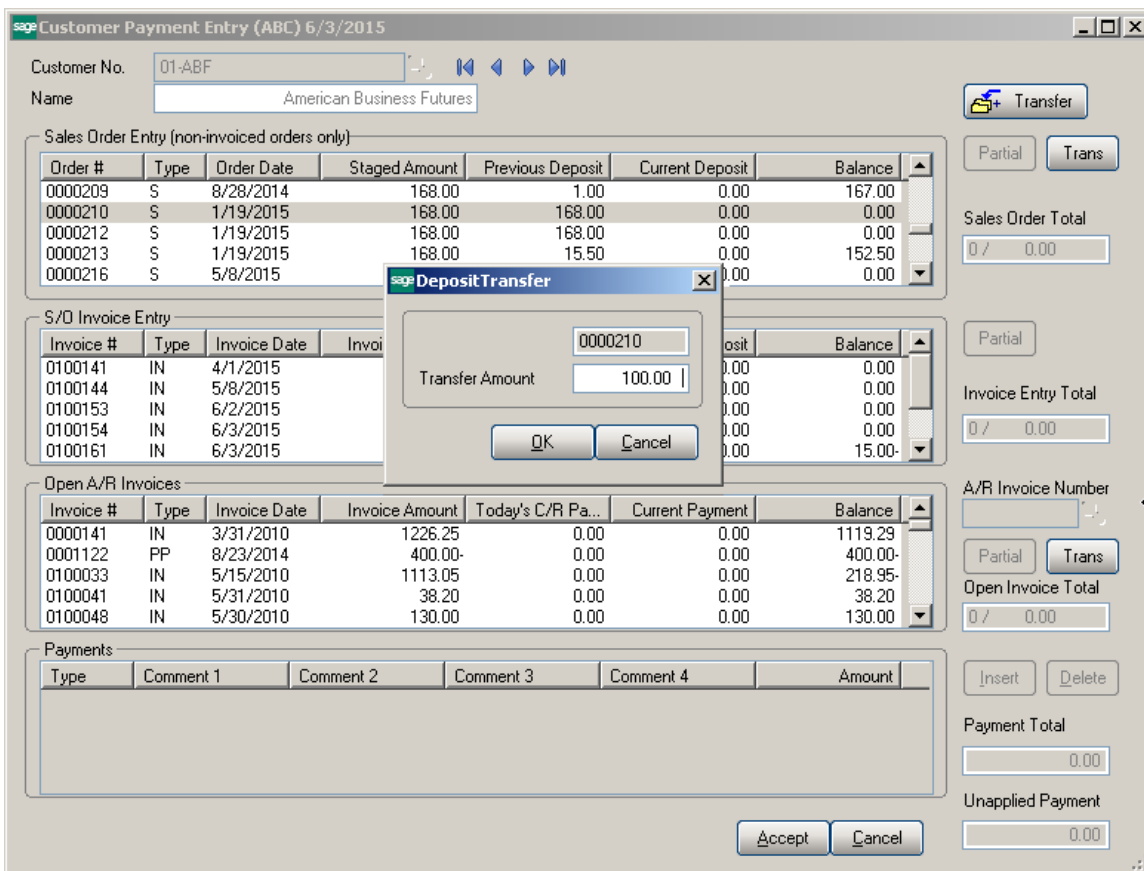
**Notes:**

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

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

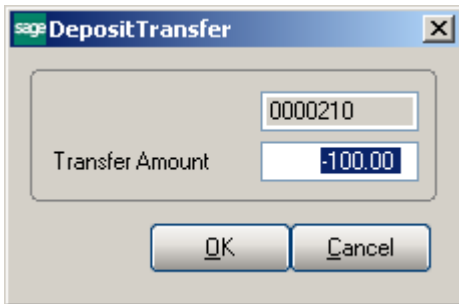
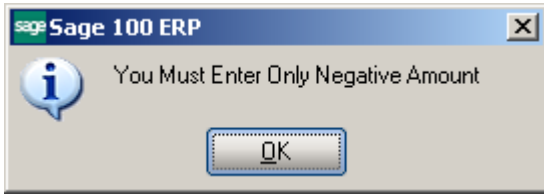
Click the **Transfer** button to switch to deposit transfer mode or click again to switch back to Payment entry mode. You may do one or the other, but not both at the same time.

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

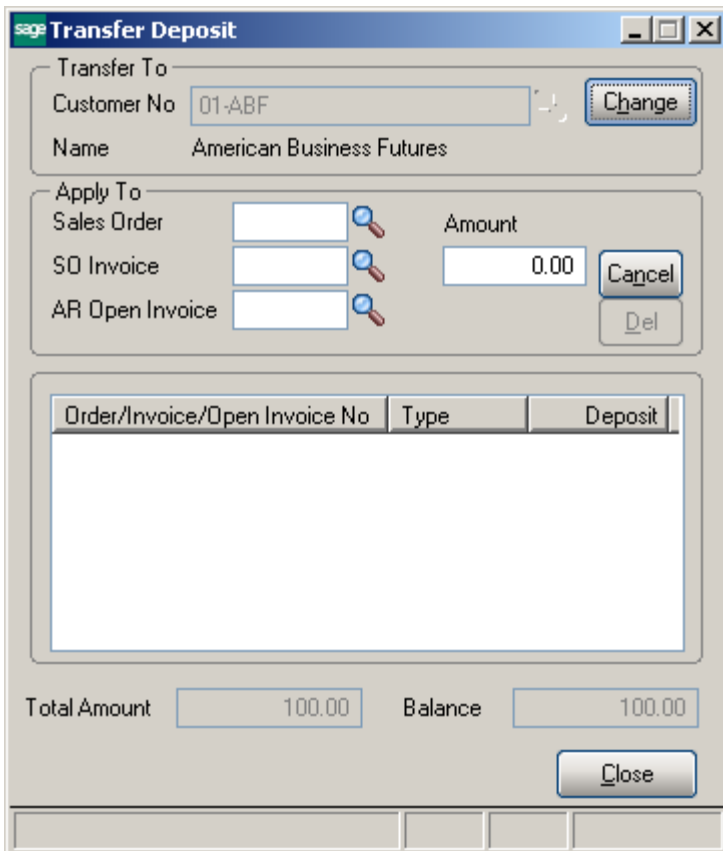




Only negative amount must be entered in the **Transfer Amount** field, otherwise the following message box will be displayed:



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



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

Order/Invoice/Open Invoice No	Type	Deposit
0000222	Order	50.00
0100048	Open Inv.	50.00

Total Amount: 100.00      Balance: 0.00

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

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

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

Only the SO Invoices, which Balance is not zero.

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

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

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

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

In the following example it will be:

The Amount of 100\$ is transferred from Sales Order# 0000215 to SO# 0000222 and to A/R Invoice# 0100048

**Customer Payment Entry (ABC) 6/3/2015**

Customer No. 01-ABF  
Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000219	S	6/2/2015	174.00	70.00	0.00	104.00
0000220	S	6/2/2015	84.00	50.00	0.00	34.00
0000221	S	6/2/2015	174.00	0.00	0.00	174.00
0000222	S	6/2/2015	168.00	5.00	50.00	113.00
0000224	S	6/2/2015	50.00	0.00	0.00	50.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100141	IN	4/1/2015	252.95	252.95	0.00	0.00
0100144	IN	5/8/2015	235.00	235.00	0.00	0.00
0100153	IN	6/2/2015	268.00	268.00	0.00	0.00
0100154	IN	6/3/2015	168.00	168.00	0.00	0.00
0100161	IN	6/3/2015	489.00	504.00	0.00	15.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0001122	PP	8/23/2014	400.00	0.00	0.00	400.00
0100033	IN	5/15/2010	1113.05	0.00	0.00	218.95
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20
0100048	IN	5/30/2010	130.00	0.00	50.00	80.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
TRANS	S/O: 0000210				100.00
TRANS	S/O: 0000222				50.00
DPXFR	INV: 0100048				50.00

Summary Statistics:

- Sales Order Total: 2 / 50.00
- Invoice Entry Total: 0 / 0.00
- Open Invoice Total: 1 / 50.00
- Payment Total: 0.00
- Unapplied Payment: 0.00

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

**CP Customer Payment Entry** ABC Distribution and Service Corp. (ABC)

Customer Number: 01-ABF  
Customer Name:

Document Type	Transaction Source	Document Number	Apply To	Amount
A/R	OpenInvoice	0100048	IN	50.00
S/O	Sales Order	0000210		-100.00
S/O	Sales Order	0000222		50.00
<b>Total</b>				0.00

Payment Type	Payment Description	Payment SeqNo.	Comment	Amount
DPXFR	TRANSFER DEPOSIT TO A/R	01		50.00
TRANS	TRANSFER ORDER DEPOSIT	02		-100.00
TRANS	TRANSFER ORDER DEPOSIT	03		50.00
<b>Total</b>				0.00

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

Here is an example of the amount transferred from prepayment:

sage Customer Payment Entry (ABC) 6/3/2015

Customer No. 01-ABF  
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000209	S	8/28/2014	168.00	1.00	0.00	167.00
0000210	S	1/19/2015	168.00	68.00	0.00	100.00
0000212	S	1/19/2015	168.00	168.00	0.00	0.00
0000213	S	1/19/2015	168.00	15.50	0.00	152.50
0000216	S	5/8/2015	168.00	168.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Current Deposit	Balance
0100141	IN	4/1/2015	0.00	0.00
0100144	IN	5/8/2015	0.00	0.00
0100153	IN	6/2/2015	0.00	0.00
0100154	IN	6/3/2015	0.00	0.00
0100161	IN	6/3/2015	0.00	15.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Current Payment	Balance
0000141	IN	3/31/2010	1226.25	1119.29
0001122	PP	8/23/2014	400.00	400.00
0100033	IN	5/15/2010	1113.05	218.95
0100041	IN	5/31/2010	38.20	38.20
0100048	IN	5/30/2010	130.00	80.00

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

Deposit Transfer Dialog:

Transfer Amount: -120.00

Buttons: OK, Cancel

Summary:

Sales Order Total: 0 / 0.00

Invoice Entry Total: 0 / 0.00

Open Invoice Total: 0 / 0.00

Payment Total: 0.00

Unapplied Payment: 0.00

Buttons: Accept, Cancel

**sage Transfer Deposit**

Transfer To  
Customer No 01-ABF   
Name American Business Futures

Apply To  
Sales Order  Amount  
SD Invoice  120.00   
AR Open Invoice 0100101

Order/Invoice/Open Invoice No	Type	Deposit
0100101	Open Inv.	120.00

Total Amount 120.00 Balance 0.00

**Sage Customer Payment Entry (ABC) 6/3/2015**

Customer No. 01-ABF  
 Name American Business Futures

Sales Order Entry (non-invoiced orders only)

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000209	S	8/28/2014	168.00	1.00	0.00	167.00
0000210	S	1/19/2015	168.00	68.00	0.00	100.00
0000212	S	1/19/2015	168.00	168.00	0.00	0.00
0000213	S	1/19/2015	168.00	15.50	0.00	152.50
0000216	S	5/8/2015	168.00	168.00	0.00	0.00

S/O Invoice Entry

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100141	IN	4/1/2015	252.95	252.95	0.00	0.00
0100144	IN	5/8/2015	235.00	235.00	0.00	0.00
0100153	IN	6/2/2015	268.00	268.00	0.00	0.00
0100154	IN	6/3/2015	168.00	168.00	0.00	0.00
0100161	IN	6/3/2015	489.00	504.00	0.00	15.00

Open A/R Invoices

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0100080	IN	4/16/2014	3775.90	0.00	0.00	3775.90
0100086	IN	4/16/2014	109.90	0.00	0.00	109.90
0100095	IN	4/16/2014	84.00	0.00	0.00	84.00
0100101	IN	4/16/2014	259.00	0.00	120.00	139.00
0100122	IN	7/29/2014	407.40	0.00	0.00	367.40

Payments

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount
DPXFR	INV: 0001122				120.00
DPXFR	INV: 0100101				120.00

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

CP Customer Payment Entry

ABC Distribution and Service Corp. (ABC)

Customer Number: 01-ABF  
Customer Name:

Document Type	Transaction Source	Document Number	Apply To	Amount
A/R	OpenInvoice	0001122	PP	-120.00
A/R	OpenInvoice	0100101	IN	120.00
<b>Total</b>				0.00

Payment Type	Payment Description	Payment SeqNo.	Comment	Amount
DPXFR	TRANSFER DEPOSIT TO A/R	01		-120.00
DPXFR	TRANSFER DEPOSIT TO A/R	02		120.00
<b>Total</b>				0.00

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



**sage Customer Payment Entry (ABC) 6/3/2015**

Customer No. 01-ABF  
 Name American Business Futures

**Sales Order Entry (non-invoiced orders only)**

Order #	Type	Order Date	Staged Amount	Previous Deposit	Current Deposit	Balance
0000209	S	8/28/2014	168.00	1.00	0.00	167.00
0000210	S	1/19/2015	168.00	68.00	0.00	100.00
0000212	S	1/19/2015	168.00	168.00	0.00	0.00
0000213	S	1/19/2015	168.00	15.50	0.00	152.50
0000216	S	5/8/2015	168.00	168.00	0.00	0.00

**S/O Invoice Entry**

Invoice #	Type	Invoice Date	Invoice Amount	Previous Deposit	Current Deposit	Balance
0100141	IN	4/1/2015	252.95	252.95	0.00	0.00
0100144	IN	5/8/2015	235.00	235.00	0.00	0.00
0100153	IN	6/2/2015	268.00	268.00	0.00	0.00
0100154	IN	6/3/2015	168.00	168.00	0.00	0.00
0100161	IN	6/3/2015	489.00	504.00	0.00	15.00

**Open A/R Invoices**

Invoice #	Type	Invoice Date	Invoice Amount	Today's C/R Pa...	Current Payment	Balance
0000141	IN	3/31/2010	1226.25	0.00	0.00	1119.29
0001122	PP	8/23/2014	400.00	0.00	0.00	280.00
0100033	IN	5/15/2010	1113.05	0.00	0.00	218.95
0100041	IN	5/31/2010	38.20	0.00	0.00	38.20
0100048	IN	5/30/2010	130.00	0.00	0.00	80.00

**Payments**

Type	Comment 1	Comment 2	Comment 3	Comment 4	Amount

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

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

**SAGE Customer Maintenance (ABC) 6/3/2015**

Customer No.

Name

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

Invoice No.	Invoi...	Inv Date	Inv Due D...	Amount	Discount	Balance	Customer F
0000059	Invoice	1/27/2015	1/27/2015	55.25	0.00	0.00	
0000101	Invoice	1/31/2010	3/2/2010	850.00	0.00	0.00	
0000122	Invoice	1/31/2010	3/30/2010	850.00	0.00	0.00	
0000141	PrePa...	8/23/2014	8/23/2014	500.00-	0.00	0.00	
0000141	Invoice	3/31/2010	4/30/2010	1,226.25	0.00	1,119.29	
0000169	Invoice	5/29/2010	6/28/2010	2,416.25	0.00	0.00	
0000190	Invoice	4/30/2010	5/30/2010	85.00	0.00	0.00	
0000191	Invoice	5/31/2010	6/30/2010	2,416.25	0.00	0.00	
0000122	PrePa...	8/23/2014	8/23/2014	400.00-	0.00	280.00-	

Trans Date	Trans Type	Trans Amount	Pay Date	Check No.	Payment Ref	Cr Card	RM
6/3/2015	Payment	120.00	6/3/2015		DPXFR		

Balance	Current	30 Days	60 Days	90 Days	120 Days
13,234.04	13,234.04	0.00	0.00	0.00	0.00

Accept Cancel Delete

## Transferring Deposits from One Customer to Another

The **Transfer Deposit** entry allows the user to replace the Customer by pressing the **Change** button. The amount will be put to transfer to another selected customer on file as a payment on account.

The screenshot shows the Sage Transfer Deposit dialog box. It has a title bar with the Sage logo and the text "Transfer Deposit". The dialog is divided into several sections:

- Transfer To:** A section containing a "Customer No" field with the value "01-ABF", a "Name" field with the text "Click to change customer the transfer will be to.", and a "Change" button.
- Apply To:** A section with three rows: "Sales Order", "SO Invoice", and "AR Open Invoice". Each row has a search icon and a text input field. To the right of these fields is an "Amount" field with the value "0.00", a "Cancel" button, and a "Del" button.
- Table:** A table with three columns: "Order/Invoice/Open Invoice No", "Type", and "Deposit". The table is currently empty.
- Summary:** At the bottom, there are two fields: "Total Amount" with the value "100.00" and "Balance" with the value "100.00".
- Buttons:** A "Close" button is located at the bottom right of the dialog.

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

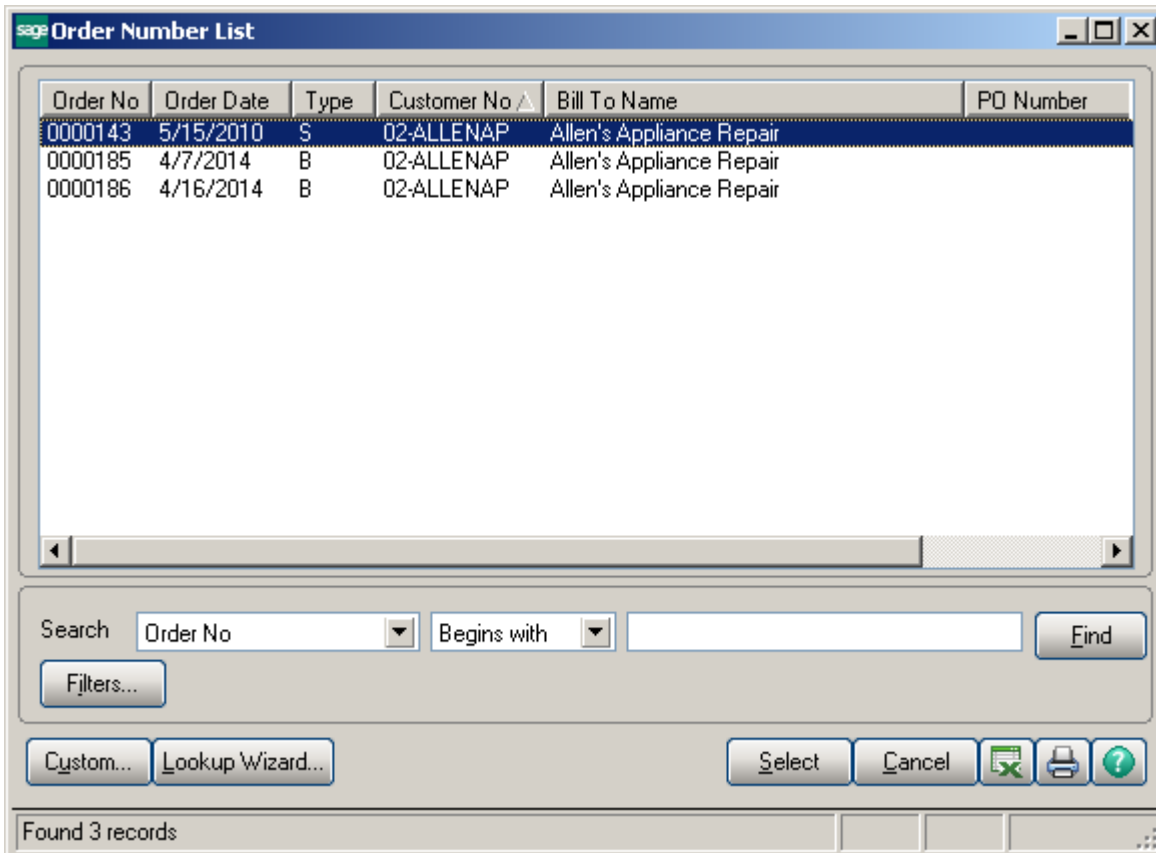
**sage Transfer Deposit**

Transfer To  
Customer No    
Name Allen's Appliance Repair

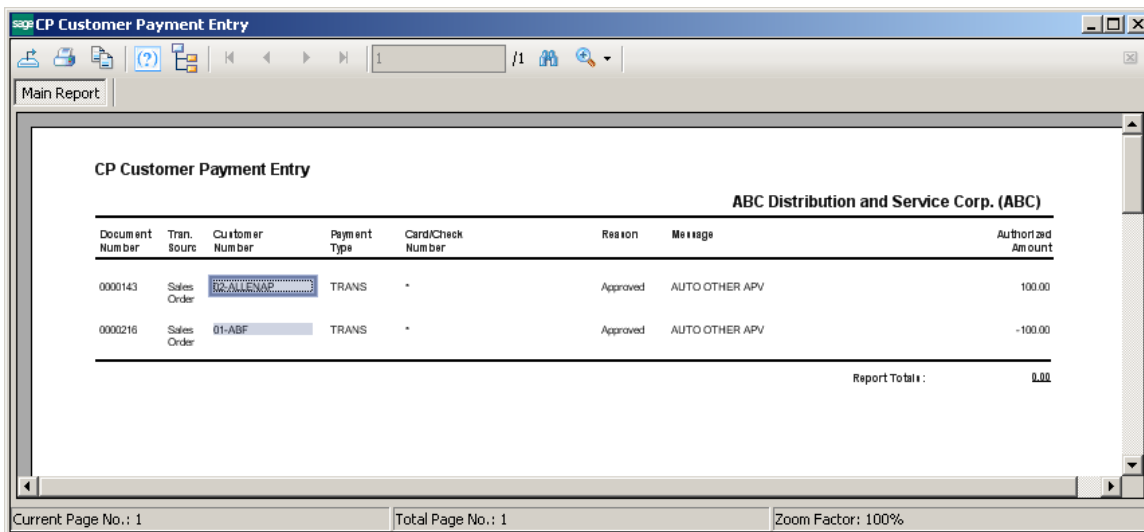
Apply To  
Sales Order   Amount   
SD Invoice     
AR Open Invoice

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

Total Amount  Balance



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 S/O 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.

The screenshot shows the Sage software interface for 'Check, Deposit and Adjustment Entry (ABC) 6/4/2015'. The window title is 'sage Check, Deposit and Adjustment Entry (ABC) 6/4/2015'. The interface includes a 'Bank Code' field with 'A', a 'Description' field with 'Security Pacific Checking', and a 'Current Bank Balance' field with '11,992.03'. There are two tabs: '1. Checks' and '2. Dep/Adjust'. Below the tabs is a table with the following data:

	Document Date	Entry No.	Adjustment Type	Reference	Amount	Cleared	Clear
8	10/2/2014	000002	Deposit	CHECK-0000	170.00	<input type="checkbox"/>	
9	10/2/2014	000003	Deposit	CHECK-0000	120.44	<input type="checkbox"/>	
10	6/3/2015	000000	Deposit	AMEX-0000	243.36	<input type="checkbox"/>	
11	6/3/2015	000001	Deposit	AMEX-0001	17.34	<input type="checkbox"/>	
12	6/3/2015	000002	Deposit	CHECK-0001	381.00	<input type="checkbox"/>	
13	6/4/2015	000000	Deposit	AMEX-0000	2,965.58	<input type="checkbox"/>	
14	6/4/2015	000001	Deposit	AMEX-0001	46.50	<input type="checkbox"/>	
15	6/4/2015	000002	Deposit	AMEX	56.20	<input type="checkbox"/>	
16	6/4/2015	000003	Deposit	MC-0001	84.95	<input type="checkbox"/>	
17	6/4/2015	000004	Deposit	AMEX-0001	102.76	<input type="checkbox"/>	
18					.00	<input type="checkbox"/>	

At the bottom of the window, there are buttons for 'Bank Recap Report...', 'B/R Trans Register...', 'Accept', 'Cancel', and a help icon.

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.



## Customer Maintenance

The **CP Payment History** button has been added on the History tab of the **Customer Maintenance**.

Customer No. 01-ABF  
Name American Business Futures

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

Period	Ending	Sales	Cost of Sales	Profit %	Profit \$	Cash Recvd	No. Invc
01	Jan 31	55.25	27.50	50.226%	27.75	.00	1
02	Feb 28	.00	.00	0.000%	.00	.00	
03	Mar 31	4,409.65	2,915.48	33.884%	1,494.17	.00	1
04	Apr 30	1,215.75	755.04	37.895%	460.71	.00	1
05	May 31	.00	.00	0.000%	.00	.00	
06	June 30	478.25	200.75	58.024%	277.50	.00	3
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		6,158.90	3,898.77	36.697%	2,260.13	.00	6

2015

CP Payment History

Accept Cancel Delete

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

sage C/P Customer Payment History

Customer No. 01-ABF American Business Futures Payments

Payment Type	Reference Number	Payment Date	Payment Amount	Apply To	Apply To Amount
CHECK	12223333	06/04/2015	20.00	Z000010-PP	20.00
CHECK	12223333	06/04/2015	80.00	0100048-IN	80.00
CASH		06/04/2015	11.80	Z000011-PP	11.80
CASH		06/04/2015	38.20	0100041-IN	38.20
MC	*****0057	06/04/2015	55.25	0100076	55.25
MTOPM		06/04/2015	255.00	0000239-SO	255.00
MC	*****0057	06/04/2015	60.00	0100164-IN	60.00
CHECK	12222	06/04/2015	50.00	0100165-IN	50.00
MC	*****0057	06/04/2015	60.00	0000240-SO	60.00
AMEX	*****2376	06/04/2015	50.00	0000241-SO	50.00
MC	*****0057	06/04/2015	100.00	0000242-SO	100.00
AMEX	*****2376	06/04/2015	60.00	0000243-SO	60.00
MC	*****0057	06/04/2015	60.00	0100166-IN	60.00
MC	*****0057	06/04/2015	24.95	0100167-IN	24.95
AMEX	*****2376	06/04/2015	108.00	0100166-IN	108.00
MTOPM		06/04/2015	168.00	0100168-IN	168.00

OK

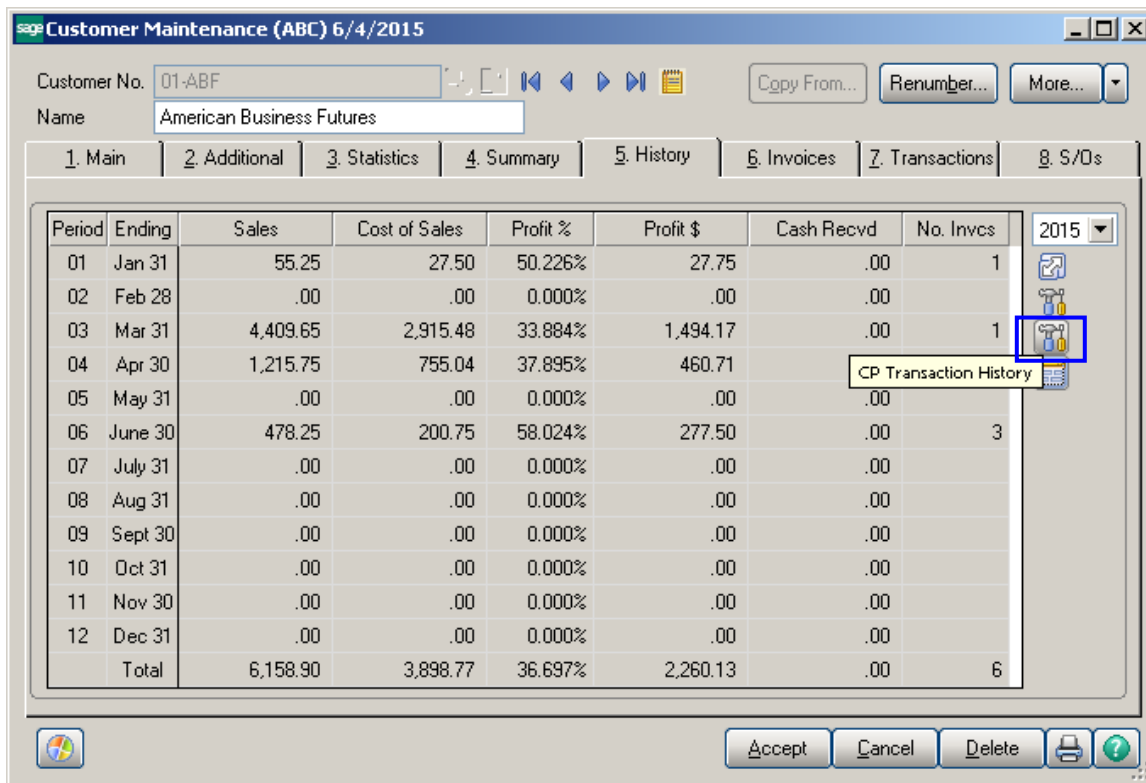
Click the **Payments** button for the selected line to see payment details.

sage C/P Customer Payment History Details

Date	Type	Account/Chk #	Approval Code	Amount	Term
06/04/2015	MC	*****0057	YVTLMC1	60.00	T101

OK

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



When clicking the **CP 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.

**sage Customer CP Transaction History**

Customer No.

Payment Type

Reference Number

Payment Type	Reference Number	Payment Date	Invoice Number	Amount

Total

**sage Customer CP Transaction History**

Customer No.

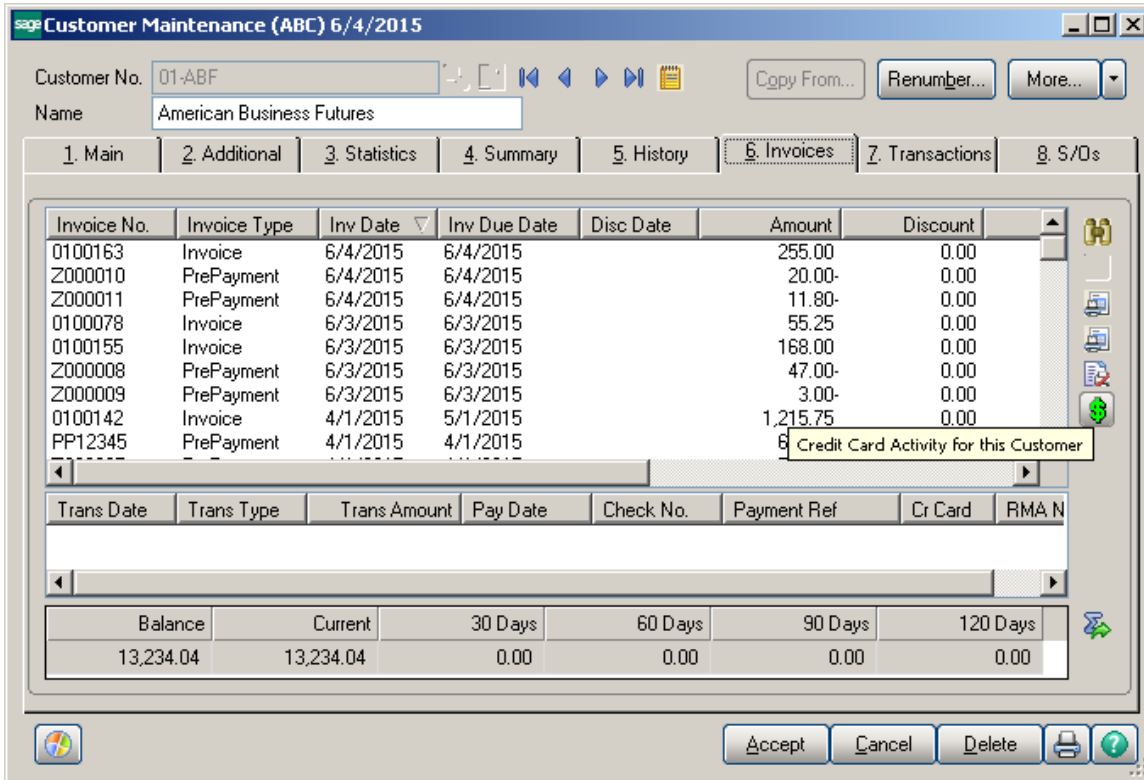
Payment Type

Reference Number

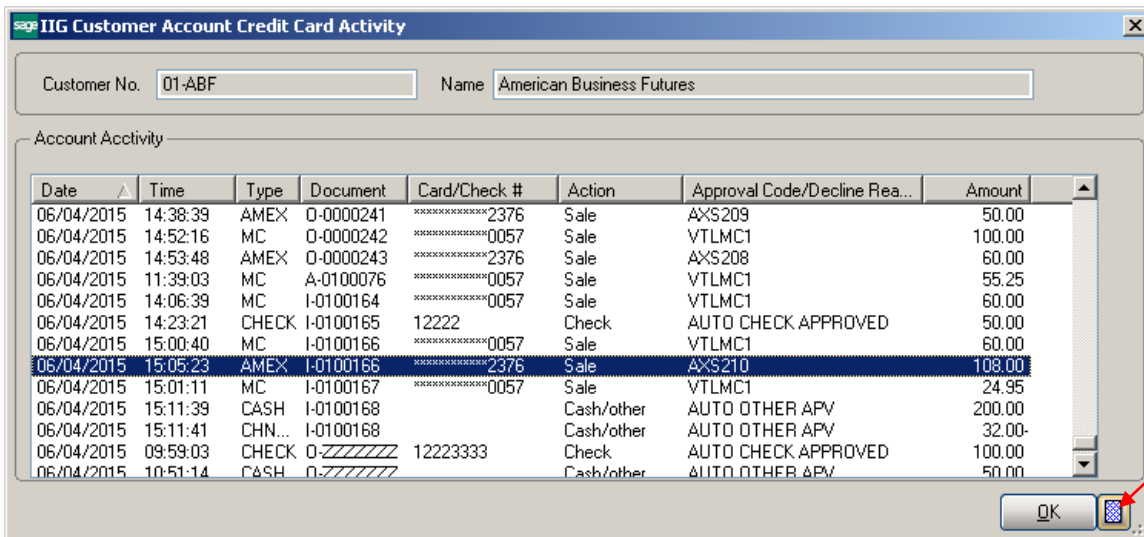
Payment Type	Reference Number	Payment Date	Invoice Number	Amount
MC	*****0057	06/03/2015	0100161-IN	100.00
MC	*****0057	06/04/2015	0100163-IN	55.00
MC	*****0057	06/04/2015	0100076-IN	55.25
MC	*****0057	06/04/2015	0100164-IN	60.00
MC	*****0057	06/04/2015	0100166-IN	60.00
MC	*****0057	06/04/2015	0100167-IN	24.95
MC	*****0057	06/04/2015	0000240-SO	60.00
MC	*****0057	06/04/2015	0000242-SO	100.00

Total

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.



**Sage IIG CCP Transaction Addresses**

**Bill-To Address**

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

**Transaction Address**

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

E-mail Address: artie@sage.sample.com **OK**

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

**Sage Customer Credit Card Maintenance**

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

Card ID: AMEX\_ABF

Card Type: AMEX **Edit Card...**

Last Four Digits: \*2376 Primary

Expiration Date: 3/2016

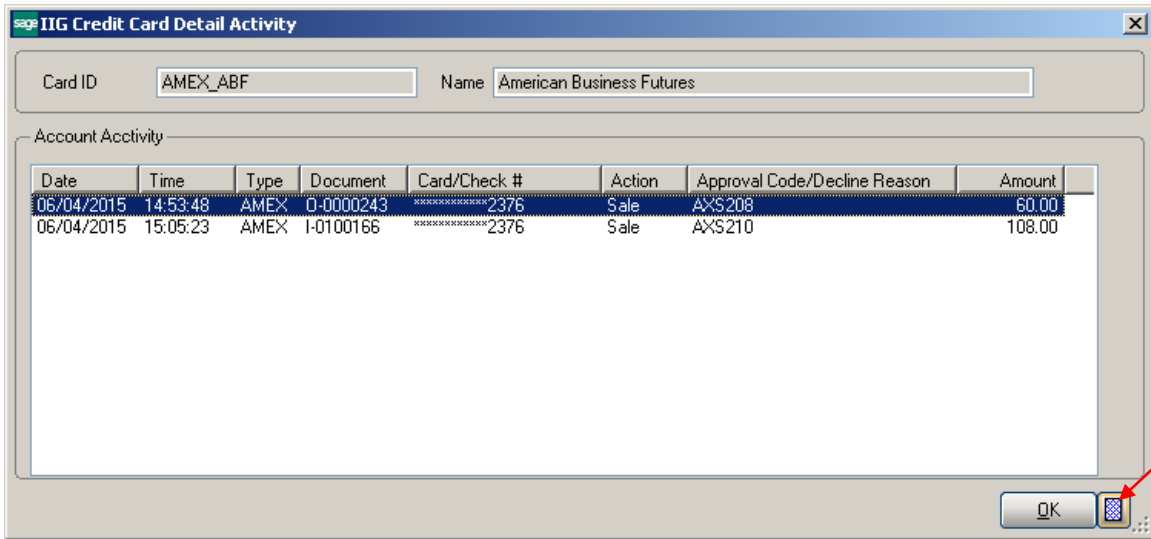
**Credit Card Billing Address**

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

**Credit Card Activity for this Card**

**Accept Cancel Delete Print ?**

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



The screenshot shows a software window titled "IIG Credit Card Detail Activity". At the top, there are two input fields: "Card ID" with the value "AMEX\_ABF" and "Name" with the value "American Business Futures". Below these fields is a section titled "Account Activity" containing a table with the following data:

Date	Time	Type	Document	Card/Check #	Action	Approval Code/Decline Reason	Amount
06/04/2015	14:53:48	AMEX	0-0000243	*****2376	Sale	AXS208	60.00
06/04/2015	15:05:23	AMEX	1-0100166	*****2376	Sale	AXS210	108.00

At the bottom right of the window, there is an "OK" button and a small icon with a red arrow pointing to it.

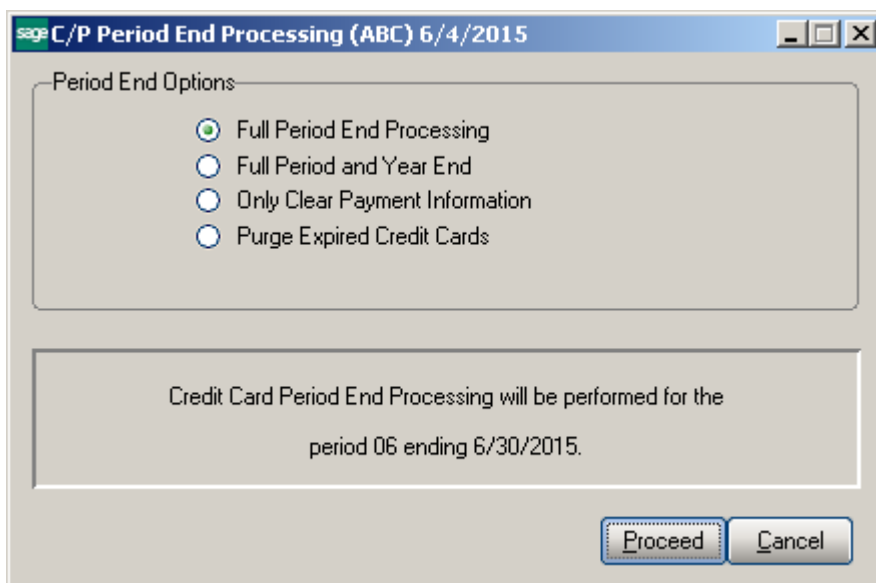
## Period End

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
- Only Clear Payment Information
- Purge Expired Credit Cards

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



1. By selecting the **Full Period End Processing** option, the Period End processing will be performed for the period which is specified in the **Current Credit Card System Fiscal Period** field of **Credit Card Options**, and the ending date will be the last date of that period.
2. By selecting the **Full Period and Year End Processing** option, the Period End and Year End processing will be performed for the period, which is specified in the **Current Credit Card System Fiscal Period** field of **Credit Card Options**, and the ending date will be the last date of that period.
3. The payment information is purged if done on or before the date which is 30 days before system date.



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

## Reports

IIG has added the following new reports.

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

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

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

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

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

## Credit Card Detail Report

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

Report Setting: STANDARD

Description: Credit Card Detail Report

Setting Options:

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

Sort Report By: Customer Number

Selections

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

Adobe PDF  Keep Window Open After

Print Preview Setup

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

Here is an example of printout:

ABC Distribution and Service Corp. (ABC)										
Date	Time	Action	Document #	Payment	Method of	Check/Card Number	Merchant	Requested	Approved	
6/4/2015	15:01:11	Sale	I 0100167	MC	*****0057	YVLMC1	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET MILWAUKEE, WI 532051204 artie@sage.sample.com	0001	24.95	24.95
<b>Customer:</b> 01-ABF										
6/4/2015	15:05:23	Sale	I 0100166	AMEX	*****2376	YAXS210	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET MILWAUKEE, WI 532051204 artie@sage.sample.com	0001	108.00	108.00
<b>Customer:</b> 01-ABF										
6/4/2015	15:11:39	Cash/o	I 0100168	CASH		YAUTO OTHER APV	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET MILWAUKEE, WI 532051204	0001	200.00	200.00
<b>Customer:</b> 01-ABF										
6/4/2015	15:11:41	Cash/o	I 0100168	CHNGE		YAUTO OTHER APV	AMERICAN BUSINESS FUTURES 2131 N 14TH STREET MILWAUKEE, WI 532051204	0001	-32.00	-32.00
<b>Customer:</b> 01-ABF										
<b>Report Totals:</b>									33,218.57	

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.

Report Setting: STANDARD

Description: Detail Audit Report

Setting Options:

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

Sort Options: Source Code

Module Source:

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

Approved?:  Declined?:

Selections:

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

Adobe PDF

Keep Window Open After:

Print  Preview

Print Preview Setup

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

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

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

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

Credit Card Transaction Audit Report

ABC Distribution and Service Corp. (ABC)  
SORTED BY SOURCE AND DATE

Transaction Date: 6/4/2015  
Source: I - S/O Invoice

Trans Date	Trans Time	Trml ID	Mod ID	Pay Type	Card Number/ Check Number	Order/ Inv#	Billing Name Customer Name	Apv? Approval Number/ Decline Reason	Amount Approved
6/4/2015	14:06:39	T101	I	MC	*****0057 Expires: 5/31/2016	0100164	American Business Fu Cust: 01-ABF	Yes VTLMC1	60.00
6/4/2015	14:23:21	T101	I	CHECK	12222 DOB:	0100165	American Business Fu Cust: 01-ABF	Yes AUTO CHECK APPROV	50.00
6/4/2015	15:05:23	T101	I	AMEX	*****2376 Expires: 3/31/2016	0100166	American Business Fu Cust: 01-ABF	Yes AXS210	108.00
6/4/2015	15:00:40	T101	I	MC	*****0057 Expires: 5/31/2016	0100166	American Business Fu Cust: 01-ABF	Yes VTLMC1	60.00
6/4/2015	15:01:11	T101	I	MC	*****0057 Expires: 5/31/2016	0100167	American Business Fu Cust: 01-ABF	Yes VTLMC1	24.95
6/4/2015	15:11:38	T101	I	CASH		0100168	American Business Fu Cust: 01-ABF	Yes AUTO OTHER,APV	200.00
6/4/2015	15:11:41	T101	I	CHNGE		0100168	American Business Fu Cust: 01-ABF	Yes AUTO OTHER,APV	-32.00
<b>SO Invoice Total:</b>									<b>470.95</b>

Source: O - S/O Order

Trans Date	Trans Time	Trml ID	Mod ID	Pay Type	Card Number/ Check Number	Order/ Inv#	Billing Name Customer Name	Apv? Approval Number/ Decline Reason	Amount Approved
6/4/2015	11:28:03	T101	O	AMEX	*****1009 Expires: 2/28/2019	0000236	American Business Fu Cust: 01-ABF	No **UNABLE RESPONSE	0.00
6/4/2015	11:34:57	T101	O	MC	*****0057 Expires: 5/31/2016	0000236	American Business Fu Cust: 01-ABF	Yes VTLMC1	50.00
6/4/2015	11:35:02	T101	O	MC	*****0057 Expires: 5/31/2016	0000237	American Business Fu Cust: 01-ABF	Yes VTLMC1	45.00
6/4/2015	11:28:07	T101	O	AMEX	*****1009	0000237	American Business Fu	No **UNABLE RESPONSE	0.00

Current Page No.: 1      Total Page No.: 1      Zoom Factor: 130%

## 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:

Customer Number	Rec. Type (So/Inv/Pmnt/Ar)	Payment Type	Payment Comment 1 (Card Number)	Payment Comment 4 (Approval Code)	Terminal ID	Date Processed	Payment Amount
Division Number: 01 EAST SALES OFFICE							
01 - ABF	SO Dep	MC	*****0057	VTLMC1	T101	6/4/2015	50.00
01 - ABF	SO Dep	MC	*****0057	VTLMC1	T101	6/4/2015	45.00
01 - ABF	SO Dep	CASH		AUTO OTHER APV	T101	6/4/2015	100.00
01 - ABF	SO Dep	CHECK	123333	AUTO CHECK APPROVET	T101	6/4/2015	100.00
01 - ABF	SO Dep	MC	*****0057	VTLMC1	T101	6/4/2015	55.00
01 - ABF	SO Dep	MC	*****0057	VTLMC1	T101	6/4/2015	60.00
01 - ABF	SO Dep	AMEX	*****2376	AXS209	T101	6/4/2015	50.00
01 - ABF	SO Dep	MC	*****0057	VTLMC1	T101	6/4/2015	100.00
01 - ABF	SO Dep	AMEX	*****2376	AXS208	T101	6/4/2015	60.00
01 - ABF	ARInv	MC	*****0057	VTLMC1	T101	6/4/2015	55.25
01 - ABF	Inv	MC	*****0057	VTLMC1	T101	6/4/2015	60.00
01 - ABF	Inv	CHECK	12222	AUTO CHECK APPROVET	T101	6/4/2015	50.00
01 - ABF	Inv	MC	*****0057	VTLMC1	T101	6/4/2015	60.00
01 - ABF	Inv	AMEX	*****2376	AXS210	T101	6/4/2015	108.00
01 - ABF	Inv	MC	*****0057	VTLMC1	T101	6/4/2015	24.95
01 - ABF	Inv	CASH		AUTO OTHER APV	T101	6/4/2015	200.00
01 - ABF	Inv	CHNGE		AUTO OTHER APV	T101	6/4/2015	-32.00
01 - ABF	SO Dep	CHECK	12223333	AUTO CHECK APPROVET	T101	6/4/2015	100.00
01 - ABF	SO Dep	CASH		AUTO OTHER APV	T101	6/4/2015	50.00
<b>Customer ABF Total:</b>							<b>1,296.20</b>
<b>Division 01 Total:</b>							<b>1,296.20</b>
<b>Report Total:</b>							<b>1,296.20</b>

General Ledger Detail Report

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

General Ledger Detail Report					ABC Distribution and Service Corp. (ABC)				
					Detail Postings for Period 06 Ending 6/30/2015				
Account Number/Description	Period Date	Journal	Source	Batch	Beginning Balance	Debit	Credit	Net Change	Ending Balance
06	6/4/2015	CP-000020	C/P			60.00			44,017.73
Comments: INVR: 0100166									
06	6/4/2015	CP-000020	C/P			102.76			43,914.97
Comments: INVR: 0100166									
06	6/4/2015	CP-000020	C/P			24.95			43,890.02
Comments: INVR: 0100167									
					47,787.71	3,947.75	50.06	3,897.69	43,890.02
101-02-00					16,154.97				
Cash in bank - payroll									
06	6/4/2015	CP-000016	C/P			200.00			16,354.97
Comments: INVR: 0100161									
06	6/4/2015	CP-000016	C/P			50.00			16,404.97
Comments: INVR: 0100165									
06	6/4/2015	CP-000017	C/P			500.00			16,904.97
Comments: CUST: 01 ABF INVC: 0000141									
06	6/4/2015	CP-000017	C/P			850.00			17,754.97
Comments: CUST: 01 ABF INVC: 0000141									
06	6/4/2015	CP-000017	C/P			300.00			18,054.97
Comments: CUST: 01 ABF INVC: 0001122									
06	6/4/2015	CP-000017	C/P			100.00			18,154.97
Comments: CUST: 01 ABF INVC: 0001122									
06	6/4/2015	CP-000017	C/P			300.00			18,454.97
Comments: CUST: 01 ABF INVC: PP12345									
06	6/4/2015	CP-000017	C/P			100.00			18,554.97
Comments: CUST: 01 ABF INVC: Z000004									
06	6/4/2015	CP-000017	C/P			135.00			18,689.97
Comments: CUST: 01 ABF INVC: Z000005									
06	6/4/2015	CP-000017	C/P			30.00			18,719.97
Comments: CUST: 01 ABF INVC: Z000006									
06	6/4/2015	CP-000017	C/P			20.00			18,739.97

Open Deposit on Sales Orders

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

Report Setting: STANDARD

Description: Open Deposits on Sales Order

Setting Options:

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

Exclude Invoiced Orders?

Select Field	Operand	Value
Sales Order Number	All	

Keep Window Open After: Print  Preview

Buttons: Print, Preview, Setup

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



Open Deposits on Sales Order Report				ABC Distribution and Service Corp. (ABC)			
Order Date	Customer Type	Card No	Approval Code	Used	Deposits	Running Balance	Order Deposits
				0.00	372.44	372.44	372.44
0000201	01 - ABF		American Business Futures				
8/28/2014	AMEX	*****8431	AXS441-N		2.00	2.00	
				0.00	2.00	2.00	2.00
0000202	01 - ABF		American Business Futures				
8/28/2014	AMEX	*****8431	AXS671-N		5.00	5.00	
				0.00	5.00	5.00	5.00
0000207	01 - ABF		American Business Futures				
8/28/2014	AMEX	*****8431	AXS734-N		299.00	299.00	
				0.00	299.00	299.00	299.00
0000209	01 - ABF		American Business Futures				
8/28/2014	ACH	123344	-000000300001		1.00	1.00	
				0.00	1.00	1.00	1.00
0000210	01 - ABF		American Business Futures				
1/19/2015	SC		STORE CREDIT APPLIE	100.00	168.00	168.00	
6/3/2015	TRANS	CASH PAYMENT	AUTO OTHER APV	100.00		68.00	
				0.00	168.00	68.00	68.00
0000212	01 - ABF		American Business Futures				
1/19/2015	SC		STORE CREDIT APPLIE		115.00	115.00	
1/19/2015	SC		STORE CREDIT APPLIE		53.00	168.00	
				0.00	168.00	168.00	168.00
0000213	01 - ABF		American Business Futures				
1/19/2015	SC		STORE CREDIT APPLIE		15.50	15.50	
				0.00	15.50	15.50	15.50
0000216	01 - ABF		American Business Futures				
5/8/2015	VISA	*****1111	DEMO APPROVAL-R		168.00	168.00	
6/3/2015	TRANS	CASH PAYMENT	AUTO OTHER APV	100.00		68.00	
				100.00	168.00	68.00	68.00
0000217	01 - ABF		American Business Futures				
6/2/2015	AMEX	*****8431	DEMO APPROVAL-R		2.00	2.00	
				0.00	2.00	2.00	2.00
0000219	01 - ABF		American Business Futures				
6/2/2015	AMEX	*****1009	DEMO APPROVAL-R		20.00	20.00	
6/2/2015	CHECK	12233333	DEMO APPROVAL-R		50.00	70.00	
				0.00	70.00	70.00	70.00
0000220	01 - ABF		American Business Futures				
6/2/2015	CHECK	12233333	DEMO APPROVAL-R		50.00	50.00	
				0.00	50.00	50.00	50.00
0000222	01 - ABF		American Business Futures				

Expiring Card Report

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

Report Setting: STANDARD

Description: Expiring Card Report

Setting Options:

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

Options:

Page Break by Customer Number:

Selections:

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

Adobe PDF

Keep Window Open After:

Print:  Preview:

Buttons: Print, Preview, Setup

Here is an example of printout:

Expiring Card Report						
ABC Distribution and Service Corp. (ABC)						
	Card Expires	Credit Card Number	Last Sale Date	Last Payment	Primary Card No	
<b>Customer Number:</b> 01-ABF <b>Name:</b> American Business Futures						
<b>Tel. Number:</b> (414) 555-4787						
<b>E-MailAddress:</b> artie@sage.sample.com						
<b>Payment Type:</b> AMEX AMERICAN EXPRESS/OPTIMA						
	2/28/2018	*****8431	06/04/2015	06/03/2015		No
	2/28/2019	*****1009	06/04/2015	06/04/2015		No
	3/31/2016	*****2376	06/04/2015	06/04/2015		No
<b>Payment Type:</b> MC MASTER CARD						
	8/31/2015	*****1765	06/04/2015	06/03/2015		No
	5/31/2016	*****0057	06/04/2015	06/04/2015		Yes
<b>Payment Type:</b> VISA VISA CARD						
	12/31/2014	*****1111	06/04/2015	06/02/2015		No
	2/28/2018	*****7217	06/04/2015	06/02/2015		No
<b>Customer Number: 01-ABF</b>			<b>Expiring Cards Totals :</b>			<b>7</b>
<b>Customer Number:</b> 01-AVNET <b>Name:</b> Avnet Processing Corp						
<b>Tel. Number:</b> (414) 555-2635						
<b>E-MailAddress:</b> tonys@sage.sample.com						
<b>Payment Type:</b> AMEX AMERICAN EXPRESS/OPTIMA						
	12/31/2014	*****8431	03/05/2015	06/20/2014		No
	3/31/2015	*****1009	03/05/2015	07/29/2014		No
<b>Customer Number: 01-AVNET</b>			<b>Expiring Cards Totals :</b>			<b>2</b>
<b>Total Expiring Cards Found :</b>				<b>9</b>		

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:

Card Number	Customer Number	Name	Expire Date	Primary Card No
*****1009	01-ABF	AmericanBusiness Futures	02/28/2019	No
*****1009	01-AVNET	Avnet Processing Corp	03/31/2015	No
*****1111	01-ABF	AmericanBusiness Futures	12/31/2014	No
*****1111	01-AVNET	Avnet Processing Corp	05/31/2016	No
<b>Total Duplicates Found :</b>			<b>4</b>	

**IIG Payment Report**

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

**sage IIG Payment Report (ABC) 6/4/2015**

Report Setting: STANDARD Save

Description: IIG Payment Report

Setting Options:

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

Default Report:  Three Hole Punch:  Collated:

Sort Options: Bank Code-Deposit Date

Current Period: 06 6/1/2015 Thru 6/30/2015 Payment Date: Starting Date: 6/1/2015 Ending Date: 6/30/2015

Print Detail:

Selections:

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

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

The **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**

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

Require Division Processing:

G/L Segment for Postings: Location

Post To The General Ledger In Detail:

Allow CC For All Terms Codes:

Order Deposits Account: 201-00-00

Customer Deposits

**Current Credit Card System Fiscal Period and Year: 06 2015**

Next Credit Card Transaction No.: 0000001

Number of Days To Retain Transaction History: 365

Account Receivable Terms Code for Credit Cards: 09 Term CCP

Manual | Accept | Cancel | Print

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

Customer No. 01-ABF American Business Futures

Payment Type: [ ]

Reference Number: [ ] Load

Payment Type	Reference Number	Payment Date	Invoice Number	Amount
CASH	CASH PAYMENT	06/04/2015	Z000011-PP	11.80
CASH		06/04/2015	0100168-IN	200.00
CHECK	12223333	06/04/2015	0100048-IN	80.00
CHECK	12223333	06/04/2015	Z000010-PP	20.00
CHECK	123333	06/04/2015	0100163-IN	100.00
CHECK	12222	06/04/2015	0100165-IN	50.00
CHNGE		06/04/2015	0100168-IN	32.00
MC	*****0057	06/04/2015	0100163-IN	55.00
MC	*****0057	06/04/2015	0100076-IN	55.25
Total				27556.63

OK

sage IIG Payment Report (ABC) 6/4/2015

Report Setting: STANDARD

Description: IIG Payment Report

Setting Options

Type: Public  Print Report Settings  Number of Copies: 1

Default Report:  Three Hole Punch:  Collated:

Sort Options: Bank Code-Deposit Date

Current Period: 06 6/1/2015 Thru 6/30/2015 Payment Date: Starting Date: 6/1/2015 Ending Date: 6/30/2015

Print Detail:

Selections

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

Adobe PDF    Keep Window Open After:  Print  Preview

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 detail report printout:

**IIG Payment Report**

ABC Distribution and Service Corp. (ABC)

Payment Type	Bank Code	Deposit Date	Deposit Number	Customer Number	Customer Name	Invoice Number	Cash Amount Applied	Discount Applied	Balance
<b>Bank Code:</b>									
Payment Date: 6/8/2015									
Payment Type: DPXFR TRANSFER DEPOSIT TO A/R									
DPXFR		6/3/2015		01-ABF	American Business Futures	0001122 - PP	-120.00	0.00	-280.00
DPXFR		6/3/2015		01-ABF	American Business Futures	0100048 - IN	50.00	0.00	0.00
DPXFR		6/3/2015		01-ABF	American Business Futures	0100101 - IN	120.00	0.00	139.00
<b>Payment Type DPXFR Total:</b>							50.00	0.00	-141.00
Payment Type: SC STORE CREDIT									
SC		6/3/2015		01-ABF	American Business Futures	0100161 - IN	84.00	0.00	-15.00
SC		6/3/2015	IN-0100161	01-ABF	American Business Futures	PP12345 - PP	-84.00	0.00	-516.00
<b>Payment Type SC Total:</b>							0.00	0.00	-531.00
Payment Type: TRANS TRANSFER ORDER DEPOSIT									
TRANS		6/3/2015		02-ALLENAP	Aller's Appliance Repair	0000143 - SO	100.00	495.74	9,884.21
TRANS		6/3/2015		01-ABF	American Business Futures	0000210 - SO	-100.00	0.00	100.00
TRANS		6/3/2015		01-ABF	American Business Futures	0000216 - SO	-100.00	0.00	100.00
TRANS		6/3/2015		01-ABF	American Business Futures	0000222 - SO	50.00	0.00	113.00
<b>Payment Type TRANS Total:</b>							-50.00	495.74	10,197.21
<b>Payment Date 6/8/2015 Total:</b>							0.00	495.74	9,525.21
<b>Bank Code Total:</b>							0.00	495.74	9,525.21
<b>Bank Code: A Security Pacific Checking</b>									
Payment Date: 6/2/2015									
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA									
AMEX	A	6/2/2015	*****8431	01-ABF	American Business Futures	0000217 - SO	2.00	0.00	166.00
AMEX	A	6/2/2015	*****1009	01-ABF	American Business Futures	0000219 - SO	20.00	0.00	104.00
<b>Payment Type AMEX Total:</b>							22.00	0.00	270.00
Payment Type: MC MASTER CARD									
MC	A	6/2/2015	*****1765	01-ABF	American Business Futures	0000218 - SO	158.00	0.00	-100.00
<b>Payment Type MC Total:</b>							158.00	0.00	-100.00
Payment Type: VISA VISA CARD									
VISA	A	6/2/2015	*****7217	01-ABF	American Business Futures	0000218 - SO	10.00	0.00	-100.00
<b>Payment Type VISA Total:</b>							10.00	0.00	-100.00
<b>Payment Date 6/2/2015 Total:</b>							190.00	0.00	70.00

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

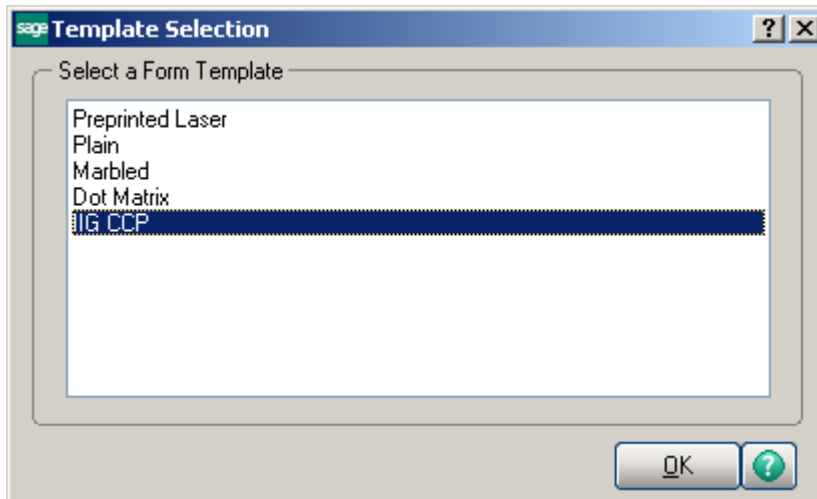
Here is the summary report; printed with the **Print Payment Detail** option turned off:



IIG Payment Report						ABC Distribution and Service Corp. (ABC)	
Payment Type	Bank Code	Date	Deposit Number	Customer Number	Customer Name	Cash Amount Applied	
<b>Bank Code:</b>							
Payment Date: 6/3/2015							
Payment Type: DPXFR TRANSFER DEPOSIT TO A/R							
DPXFR		6/3/2015		01-ABF	American Business Futures		-120.00
DPXFR		6/3/2015		01-ABF	American Business Futures		50.00
DPXFR		6/3/2015		01-ABF	American Business Futures		120.00
						Payment Type DPXFR Totals:	50.00
Payment Type: SC STORE CREDIT							
SC		6/3/2015		01-ABF	American Business Futures		84.00
SC		6/3/2015	IN-0100161	01-ABF	American Business Futures		-84.00
						Payment Type SC Totals:	0.00
Payment Type: TRANS TRANSFER ORDER DEPOSIT							
TRANS		6/3/2015	CASH PAYMENT	02-ALLENAP	Aller's Appliance Repair		100.00
TRANS		6/3/2015	CASH PAYMENT	01-ABF	American Business Futures		-100.00
TRANS		6/3/2015	CASH PAYMENT	01-ABF	American Business Futures		-100.00
TRANS		6/3/2015	CASH PAYMENT	01-ABF	American Business Futures		50.00
						Payment Type TRANS Totals:	-50.00
						Payment Date 6/3/2015 Totals:	0.00
						Bank Code Totals:	0.00
<b>Bank Code: A Security Pacific Checking</b>							
Payment Date: 6/2/2015							
Payment Type: AMEX AMERICAN EXPRESS/OPTIMA							
AMEX	A	6/2/2015	*****8431	01-ABF	American Business Futures		2.00
AMEX	A	6/2/2015	*****1009	01-ABF	American Business Futures		20.00
						Payment Type AMEX Totals:	22.00
Payment Type: MC MASTER CARD							
MC	A	6/2/2015	*****1765	01-ABF	American Business Futures		158.00
						Payment Type MC Totals:	158.00
Payment Type: VISA VISA CARD							
VISA	A	6/2/2015	*****7217	01-ABF	American Business Futures		10.00
						Payment Type VISA Totals:	10.00
						Payment Date 6/2/2015 Totals:	190.00
Payment Date: 6/3/2015							
Payment Type: MC MASTER CARD							

## Sales Order/Invoice Printing

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



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

**Sage Sales Order Printing (ABC) 6/4/2015**

Form Code: STANDARD

Description: IIG CCP

Number of Copies: 1  Collated  Multi-Part Form Enabled

Sort Orders By: Order Number

Order Type to Print: All  Partial

Print Orders On Hold:

Paperless Office Output: Print All

Line 1 Message:

Line 2 Message:

Selections

Select Field	Operand	Value
Order Number	All	
Warehouse Code	All	

Keep Window Open After  
 Print  Preview

Adobe PDF

**Sales Order Printing** [Main Report] Page: 1

**Sales Order**

ABC Distribution and Service Corp. **Order Number:** 0000243  
**Order Date:** 6/4/2015

**Salesperson:** 0100  
**Customer Number:** 01-ABF

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

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

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

Item Code	Unit	Ordered	Shipped	Back Order	Price	Amount
1001-HON-H254	EACH	2.00	0.00	0.00	131.000	262.00
HON 4DRAWER LETTER FLE W/O LK		<b>Whse:</b> 002				
AMEX Appv: YAXS208						60.00-
Card Name: American Business Futures						
Card No: *****2376, Exp.: **/**						

Current Page No.: 64      Total Page No.: 64      Zoom Factor: 100%

sage 5/0 Invoice Printing (ABC) 6/4/2015

Form Code: STANDARD      Batch: Multiple      Designer...

Description: IIG CCP

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

Sort Invoices By: Invoice Number

Invoice Type to Print: All      Print Comments: Partial

Print Invoices Already Printed:

Paperless Office Output: Print All

Line 1 Message:

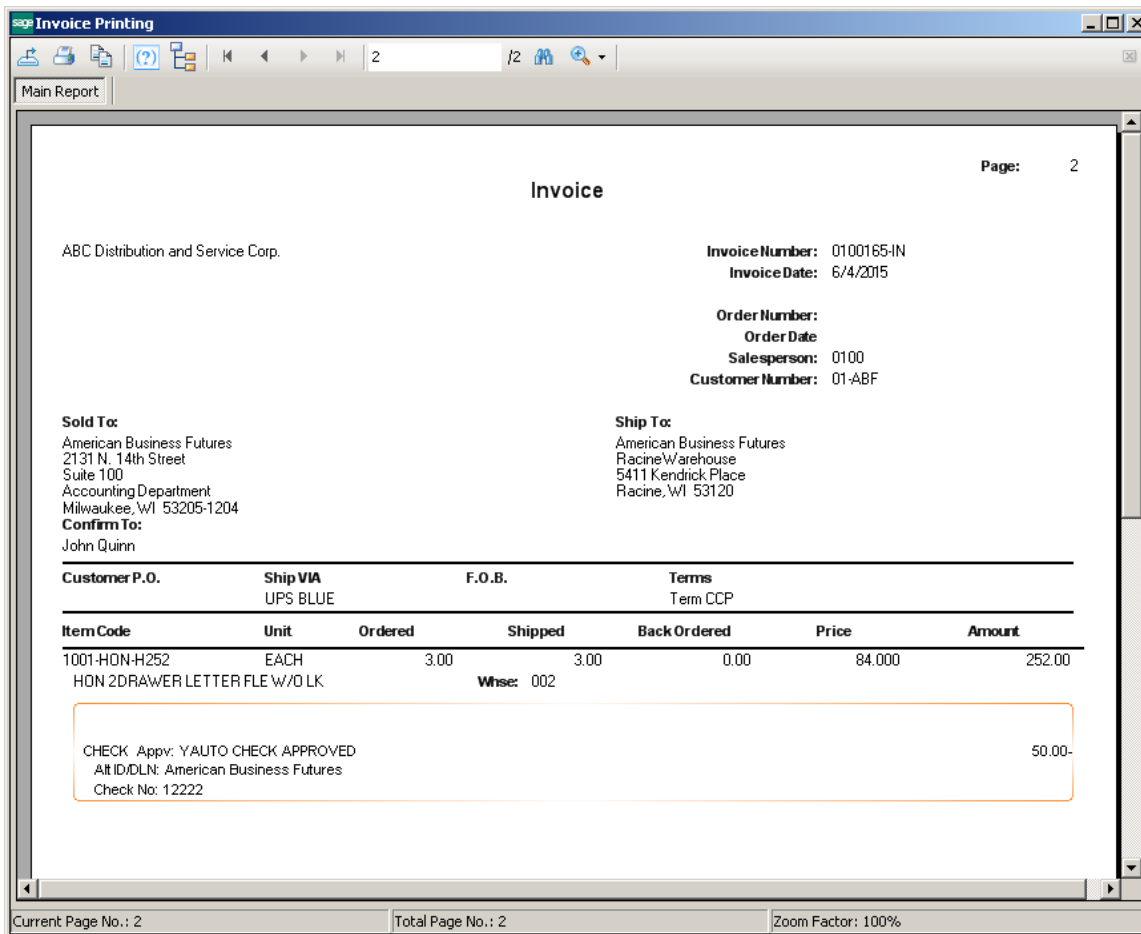
Line 2 Message:

Selections

Select Field	Operand	Value
Invoice Number	All	
Warehouse Code	All	

Keep Window Open After  
 Print       Preview       Print Add'l Documents

Adobe PDF      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.

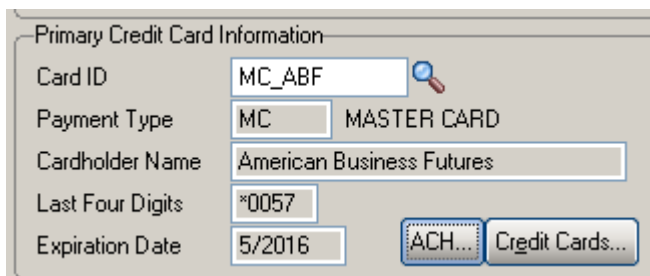
The screenshot shows the Sage A/R Terms Code Maintenance window for term code 01. The description is "Net 30 Days". The settings are as follows:

Days Before Due	30	Day of the Month	<input type="checkbox"/>	Minimum Days Allowed	0
Days Discount Allowed	0	Day of the Month	<input type="checkbox"/>	Minimum Days Allowed	0
Discount Method	Discount on Gross Amount			Process ACH	<input checked="" type="checkbox"/>
Discount Rate	.000%				


Buttons at the bottom: Accept, Cancel, Delete, Print, Help.

### Bank Setup for the Payer (customer)

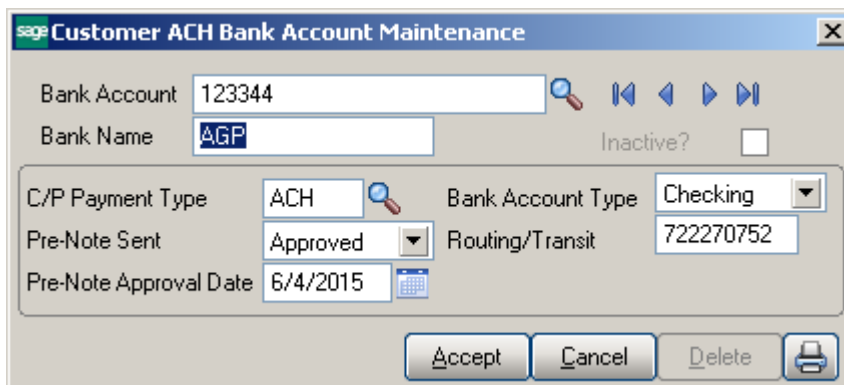
ACH Payer information is maintained through customer maintenance. Click the ACH button added to the **Primary Credit Card Information** section on the **Additional** tab of **Customer Maintenance**.





Primary Credit Card Information


Card ID	MC_ABF	
Payment Type	MC	MASTER CARD
Cardholder Name	American Business Futures	
Last Four Digits	*0057	
Expiration Date	5/2016	<input type="button" value="ACH..."/> <input type="button" value="Credit Cards..."/>

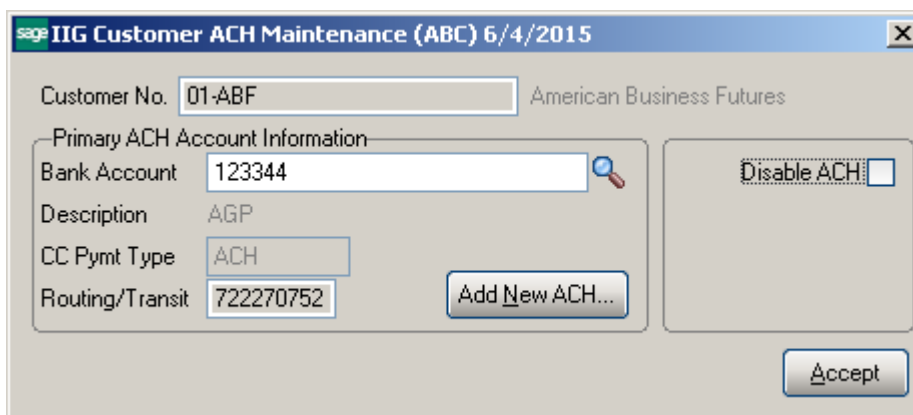
Click the **ACH** button to launch the **IIG Customer ACH Maintenance** and setup the bank account for the Customer.




sage Customer ACH Bank Account Maintenance

Bank Account	123344		
Bank Name	AGP	Inactive?	<input type="checkbox"/>
C/P Payment Type	ACH	Bank Account Type	Checking
Pre-Note Sent	Approved	Routing/Transit	722270752
Pre-Note Approval Date	6/4/2015		





sage IIG Customer ACH Maintenance (ABC) 6/4/2015

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



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.

The screenshot shows the 'IIG ACH Bank Code Maintenance (ABC) 6/4/2015' window. It features a 'Bank Code' field with 'C' and navigation buttons. The 'Description' field is 'Bank Of America Savings'. Below are tabs for '1. Main', '2. Primary', and '3. Direct'. The main form area includes: 'Cash Account Number' (101-03-00) with a label 'Cash in bank - savings'; 'Bank ID Number' (555-5677773); 'Direct Deposit' (checked); 'Pre-Note Required?' (checked); 'Default Days to Settlement' (5); and 'Bank URL Address' (http://www.compbank.com). At the bottom are 'Accept', 'Cancel', 'Delete', and a printer icon.

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.

The screenshot shows the 'Sage IIG ACH Bank Code Maintenance (ABC) 6/5/2015' window. The '2. Primary' tab is active. The 'Bank Code' is 'C' and the 'Description' is 'Bank Of America Savings'. The 'Pre-Note Approved' checkbox is checked. Under 'Routing Transit Numbers', the 'Immediate Destination' is '722270752'. Other fields include 'Leading Character for Immediate Origin', 'Put CR/LF After Each Record' (set to 'CR only'), 'Put Ctrl-Z at End-Of-File' (checked), 'Date for 'File Creation'' (set to 'Run date'), 'Service Class Code', 'Standard Entry Class Code', 'Include Only Payment Records' (checked), 'Pad File to Block Size of 10' (set to 'No'), 'Valid File ID Modifiers' (set to '0' to 'Z'), 'Date for 'Descriptive Date'' (set to 'Run date'), 'Zero Fill Settlement Date', and 'Include Addenda Records'. Buttons for 'Accept', 'Cancel', 'Delete', and a printer icon are at the bottom.

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

**Immediate Destination:** This is the Transit/Routing Number of the ACH operator or receiving point to which the file is being sent. The 9-character field typically begins with the four digit transit number followed by the four digit ABA number and the check digit (TTTTAAAAC).

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

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

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

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

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

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

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

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

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

**Valid file ID Modifiers:** This range will default to '0 - Z' and need only be changed if your institution directs you to. While your cursor is in the beginning value field, the prompt will display the next File ID Modifier to be used. Each time the Batch register is printed and the export file is created, this value will increment within the range specified.

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

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

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

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

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

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

The following prompts are under the 'Direct' tab:

The screenshot shows a software window titled "IIG ACH Bank Code Maintenance (ABC) 6/5/2015". At the top, there are navigation buttons and a "Bank Code" field. Below that is a "Description" field containing "Bank Of America Savings". There are three tabs: "1. Main", "2. Primary", and "3. Direct", with "3. Direct" being the active tab. The main area contains several sections of controls. The first section has "Include Internal Bank ID" with an unchecked checkbox and an empty text field. The second section has "Use 80 Byte Text As 1st Record" with an unchecked checkbox and an empty text field. The third section has "Include Debit Record" with an unchecked checkbox, followed by four empty text fields labeled "Transaction Code", "Receiving DFI Identification", "DFI Account Number", and "Individual ID Number". The fourth section has "First Hawaiian Bank" with an unchecked checkbox, followed by two empty text fields labeled "Character To Precede Company ID" and "Alternate Company ID". At the bottom right, there are four buttons: "Accept", "Cancel", "Delete", and a printer icon.

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

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

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

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

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

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

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

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

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

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

## ACH Batch Upload

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

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

Batch No	Batch Description	Settlement Date	Upload File Name
0000004	Sales	6/5/2015	ABCC00000040.ACH

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

Batch Number	Status	Settlement Date	Amount
0000001	Open	7/29/2014	\$.00
0000002	Open	7/29/2014	\$185.00

Search: Batch Number [v] Begins with [v] [ ] Find

Filters...

Custom... Lookup Wizard...

Select Cancel [ ] [ ] [ ]

Found 2 records

**Batch Description** – is the short description of the batch, which is 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.

Select Batch

ACH Batch No: 0000002 Batch Description: SALES  
Settlement Date: 7/29/2014 Batch File Name: ABCC00000020.ACH

Selected Batches

Batch No	Batch Description	Settlement Date	Upload File Name
0000002	Sales	7/29/2014	ABCC00000020.ACH
0000004	Sales	6/5/2015	ABCC00000040.ACH

Clear all the Pending Batches On Exit?

Keep Window Open After:  Print  Preview

Adobe PDF

**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.



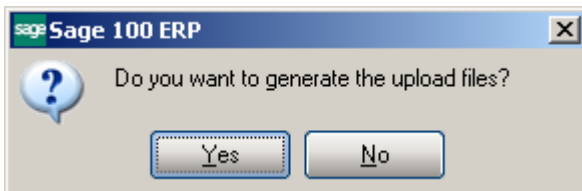
**ACH Batch Selection Listing**

ABC Distribution and Service Corp. (ABC)

Document Source	Document ID	Document Name	Type	Account Number	Routing	Debit	Credit
Batch Number: 0000004		Bank Code: C					
Batch Description: Sales							
Effective Date		6/5/2015					
S/O Invoice	0100169	AMERICAN BUSINES	Debit	123344	722270752	252.00	
Batch Number: 0000004					Totals:	252.00	
					Totals:	252.00	

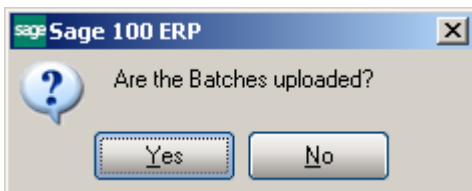
Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

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



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

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



If Yes is selected the Batch is deleted.

**ACH Batch Status Report**

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

The screenshot shows the Sage ACH Batch Status Report configuration window. The title bar reads "sage ACH Batch Status Report (ABC) 6/5/2015". The interface includes several sections:

- Report Setting:** A dropdown menu set to "STANDARD" with a search icon and a "Save" button.
- Description:** A text field containing "ACH Batch Status Report".
- Setting Options:**
  - Type: "Public" (dropdown)
  - Print Report Settings:
  - Number of Copies: "1" (spinner)
  - Default Report:
  - Three Hole Punch:
  - Collated:
- Options:**
  - Open:  Pending:  Submitted:  Updated:
  - Orders:  S/D Invoices:  A/R Invoices:
- Selections:** A table with columns "Select Field", "Operand", and "Value".
 

Select Field	Operand	Value
Batch Number	All	
Bank Code	All	
Effective Date	All	
- Footer:** Includes a printer selection dropdown (Adobe PDF), "Keep Window Open After:" options (Print , Preview ) and "Print", "Preview", and "Setup" buttons.

Here is an example of printout:

**ACH Batch Status Report**  
ABC Distribution and Service Corp. (ABC)

Document Source	Document ID	Document Name	Account Type	Account Number	Routing	Transaction ID	Debit	Credit	
<b>Batch Number:</b> 0000003 <b>Effective Date:</b> 8/28/2014									
<b>Bank Code:</b> C									
<b>Batch Status:</b> Updated									
Sales Order	0000209	AMERICAN BUSINESS FUTU	Checking	123344	722270752		1.00		
<b>Batch Number: 0000003</b>							<b>Totals:</b>	1.00	
<b>Batch Number:</b> 0000004 <b>Effective Date:</b> 6/5/2015									
<b>Bank Code:</b> C									
<b>Batch Status:</b> Pending									
S/O Invoice	0100169	AMERICAN BUSINESS FUTU	Checking	123344	722270752		252.00		
<b>Batch Number: 0000004</b>							<b>Totals:</b>	252.00	
							<b>Totals:</b>	253.00	

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

**IIG Duplicate ACH Report**

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

**sage IIG Duplicate ACH Report (ABC) 6/5/2015**

Report Setting: STANDARD [Save]

Description: Duplicate ACH Report

Setting Options:

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

Selections:

Select Field	Operand	Value
Customer Number	All [v]	

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

The screenshot shows a software window titled "IIG Duplicate ACH On File Report". The window contains a report for "ABC Distribution and Service Corp. (ABC)" sorted by bank account number. The report lists two duplicate accounts with their respective details.

Account Number	Customer Number	Name	Account Type	Routing	Inactive	Primary Account
123344	01-ABF	American Business Futures	Checking	722270752	No	Yes
123344	01-AVNET	Avnet Processing Corp	Checking	722270752	No	Yes

TOTAL DUPLICATES FOUND: 2

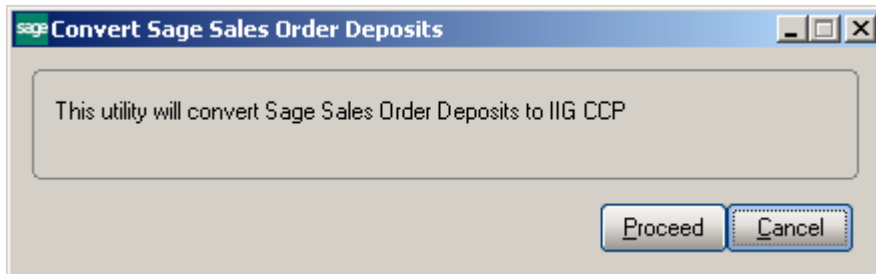
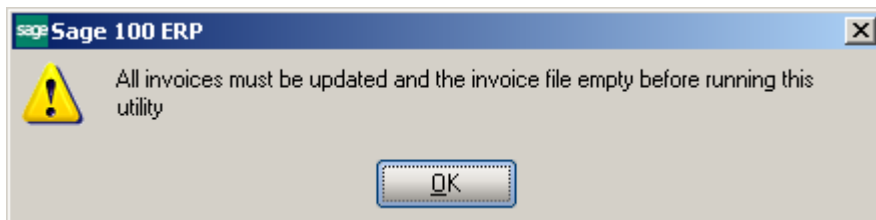
Current Page No.: 1      Total Page No.: 1      Zoom Factor: 100%

## Utilities

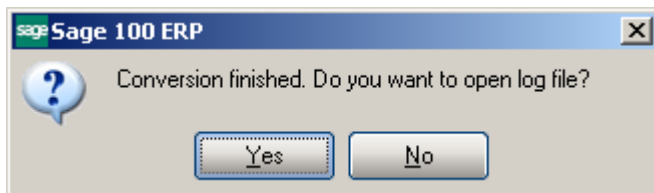
The **Convert Sage Sales Order Deposits to IIG** and **Convert Sage Sales Order Preauths to IIG** utilities must be run in the system when upgrading from a version where Sage Credit Card module was used.

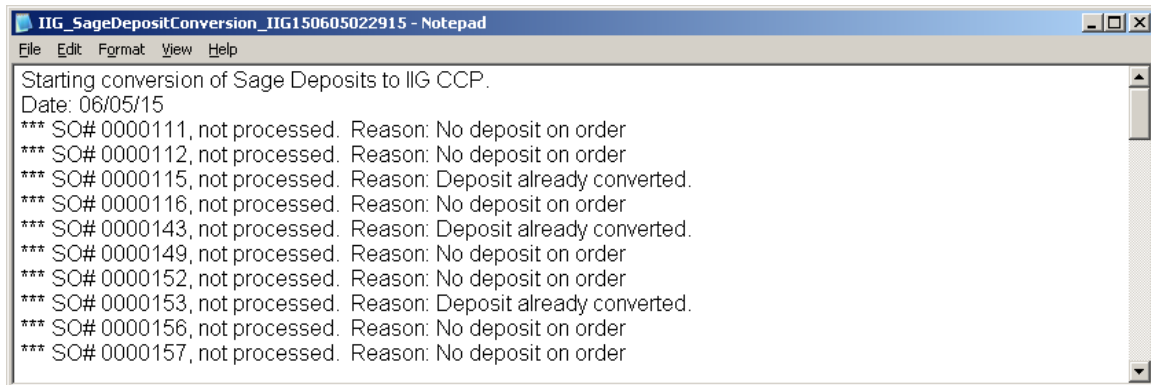
### Convert Sage Sales Order Deposits to IIG

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.

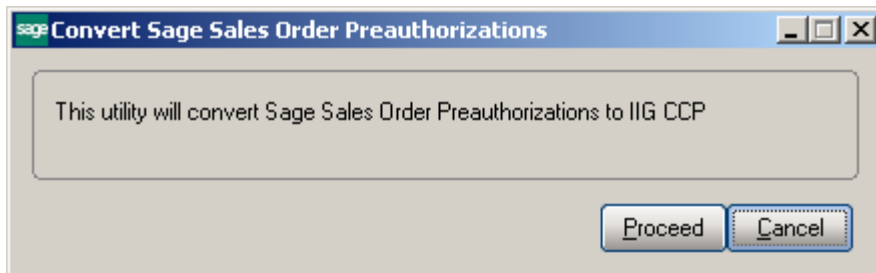




```
IIG_SageDepositConversion_IIG150605022915 - Notepad
File Edit Format View Help
Starting conversion of Sage Deposits to IIG CCP.
Date: 06/05/15
*** SO# 0000111, not processed. Reason: No deposit on order
*** SO# 0000112, not processed. Reason: No deposit on order
*** SO# 0000115, not processed. Reason: Deposit already converted.
*** SO# 0000116, not processed. Reason: No deposit on order
*** SO# 0000143, not processed. Reason: Deposit already converted.
*** SO# 0000149, not processed. Reason: No deposit on order
*** SO# 0000152, not processed. Reason: No deposit on order
*** SO# 0000153, not processed. Reason: Deposit already converted.
*** SO# 0000156, not processed. Reason: No deposit on order
*** SO# 0000157, not processed. Reason: No deposit on order
```

## Convert Sage Sales Order Preauths to IIG

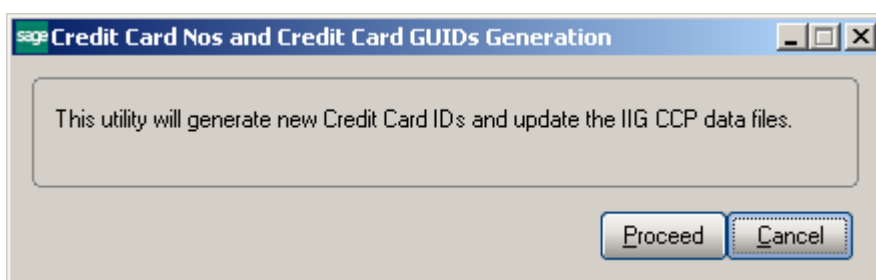
The **Convert Sage Sales Order Preauths to IIG** program has been added under the **IIG Card Processing Utilities** menu to allow converting Sage standard Pre-authorization data to IIG CP files.



### Credit CardNo/Credit CardGUID Generation

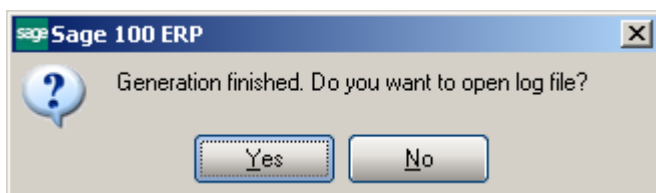
The **Credit CardNo/Credit CardGUID Generation** program is intended for updating the **CP\_PaymentTransactionsDetail**, **CP\_OrderDepositHistoryDetail**, **CP\_CreditCardTransactionLog**, **CP\_CustomerPaymentHistory** and **CP\_MailOrderBookedPreAuths** files with the new Credit Card ID and Credit Card GUID being generated.

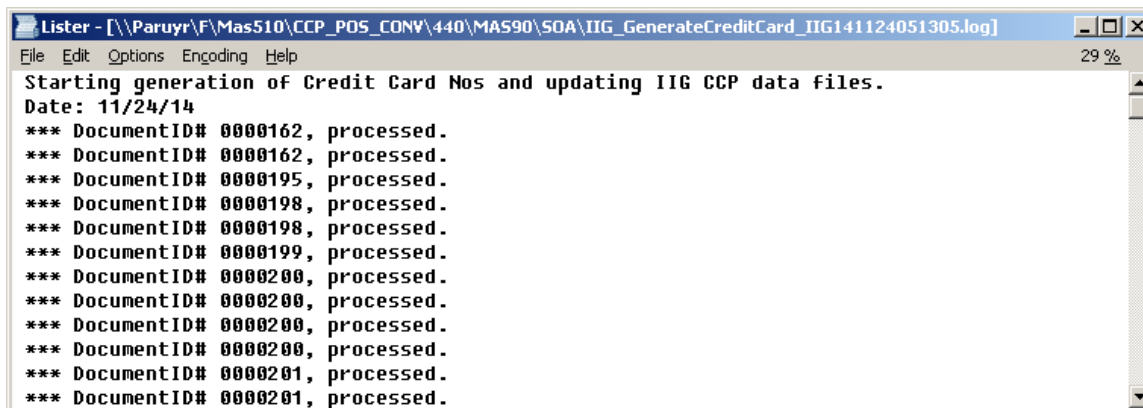
*Note: Running this utility is required when upgrading from lower versions (up to v. 4.50) of CCP.*



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

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





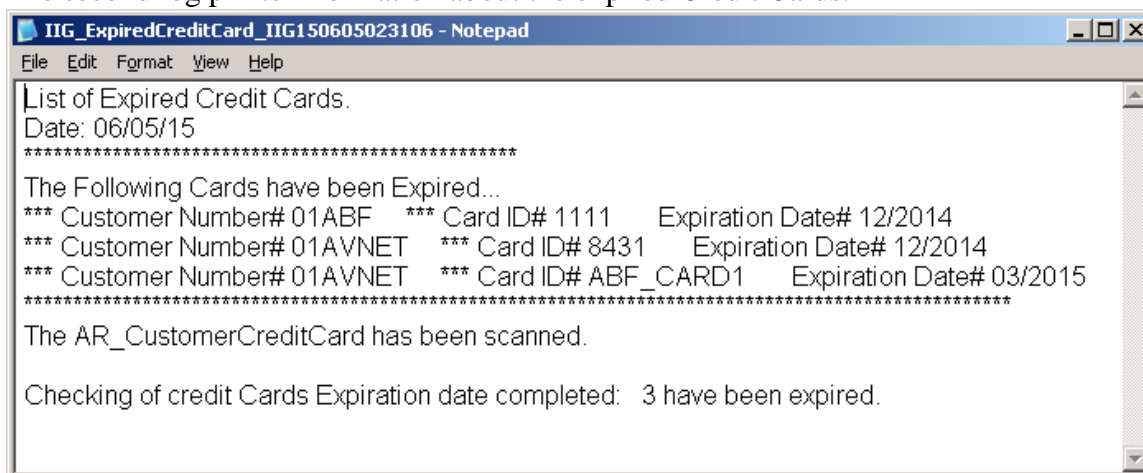
```

Lister - [\\Paruyr\F\Mas510\CCP_POS_CONV\440\MAS90\SOA\IIG_GenerateCreditCard_IIG141124051305.log]
File Edit Options Encoding Help
Starting generation of Credit Card Nos and updating IIG CCP data files.
Date: 11/24/14
*** DocumentID# 0000162, processed.
*** DocumentID# 0000162, processed.
*** DocumentID# 0000195, processed.
*** DocumentID# 0000198, processed.
*** DocumentID# 0000198, processed.
*** DocumentID# 0000199, processed.
*** DocumentID# 0000200, processed.
*** DocumentID# 0000200, processed.
*** DocumentID# 0000200, processed.
*** DocumentID# 0000200, processed.
*** DocumentID# 0000201, processed.
*** DocumentID# 0000201, processed.

```

For Expired Credit Card Transactions found in CP\_CreditCardTransactionLog file the GUID and Card ID are taken from original AR\_CustomerCreditCard file to have the records synchronized in the Customer Maintenance.

The second log prints information about the expired Credit Cards:



```

IIG_ExpiredCreditCard_IIG150605023106 - Notepad
File Edit Format View Help
List of Expired Credit Cards.
Date: 06/05/15
*****
The Following Cards have been Expired...
*** Customer Number# 01ABF *** Card ID# 1111 Expiration Date# 12/2014
*** Customer Number# 01AVNET *** Card ID# 8431 Expiration Date# 12/2014
*** Customer Number# 01AVNET *** Card ID# ABF_CARD1 Expiration Date# 03/2015
*****
The AR_CustomerCreditCard has been scanned.

Checking of credit Cards Expiration date completed: 3 have been expired.

```

## 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 statutes that cover how long these must be 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.