Sage 50 Payment Processing Guide

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REFUNDS - RECEIPT
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EMAILING INVOICES W/PAY NOW LINK

PAYA CONNECT DESKTOP INSTALLATION

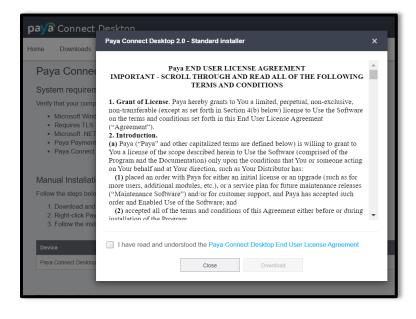
Before payment processing can begin, the Paya Connect Desktop module will need to be downloaded on the computer/server. Paya Connect Desktop is a PA-DSS (Payment Application – Data Security Standard) certified payment application that integrates with Sage 50. For all payment processing that involves the storage, processing or transmission of credit card & ACH data, the Sage 50 software product will engage the Paya Connect payment application to perform these functions.

To install the Paya Connect Desktop module:

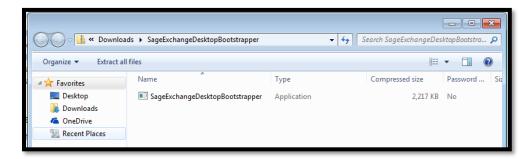
1. Go to https://www.sageexchange.com/install. From the Downloads tab, select Paya Connect Desktop v2.x

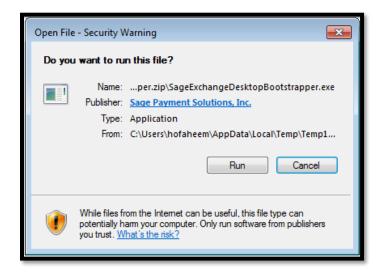
paya	paya Connect Desktop					
Home	Downloads Support Legal					
Hic Pay inte Pay W Pay	Pyzx Connect Desktop v2.x va Connect Desktop is a Payment Application – Data Security Standard (PA-DSS) certified payment application that integrates with rosoft Windows-installed software such as accounting/ERP, fund raising, or medical management applications. Dow it works wa Connect Desktop is installed on the user's computer with the integrated application. When a user initiates a credit card transaction, the grated application makes a seamless call to Paya Connect Desktop, where safe and secure payment processing occurs via the Paya ment Solutions gateway. hy Paya Connect Desktop is PA-DSS cortified to handle the storage, processing, and transmission of credit card data, which meets the phaneon benefs of most applicators.					
	sturesNotes					
Ins	stalled per computer (Install Paya Connect Desktop once for all users on a multi-user computer)					
Ne	ew setup, deployment, and auto-update features					
Co	Implies with Payment Application Data Security Standard (PA-DSS) v3.1					
Su	apport for Virtual Desktop environments					
Us	ses the latest version of Microsoft.NET framework					
En	hanced TLS 1.2 encryption					
paya	Copyright © 2016-2019. Paya or its licensons. All rights reserved. Privacy Policy Contact Us					

2. You will then click on **Download Installer** for the Standard Installer and agree to the Terms and Conditions and click on **Download.**



3. Save the file and double click the Download, "SageExchangeDesktopBootstrapper" and click on Run

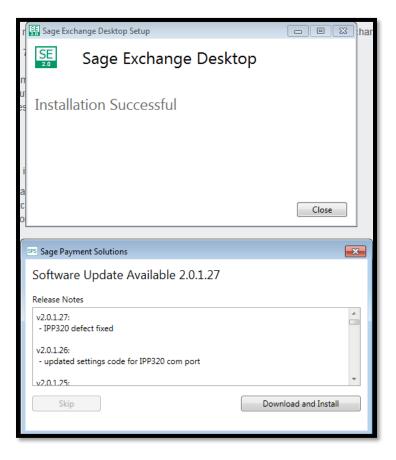




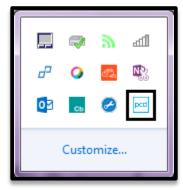
4. Agree to the Terms and Conditions and Install:



5. Close Installation Successful. You will then see the second part of the Download; click on Download and Install



6. The application will download to the computer and when complete, the icon will show in application tool bar and is now ready to use.



SETTING UP CREDIT CARD PROCESSING

Sage 50 Path: Services->Credit Card Processing->Account Information

1. From the Account Info window, enter the Merchant ID and Merchant Key. Click the Save button.



1. To create a customer, click the **Customers** icon, then select **New Customer**.

	È	% Sales
Customers	Jobs	Taxes
	New Customer	F
Quotes and Proposals	View and Edit Custo Write Letters to Cus Set Up Customer Do View and Edit Conta	tomers efaults

2. Enter the Customer ID and Name of the customer. Enter the Billing Address.

"Svi		SageTes Sage Tes				Prospect Inactive	
General	Contacts	History	Sales Info	Payment & Cr	edit		
Bill-t	to contact:				Customer type:		
Accour	nt number:				Telephone 1:		
Billin	g address:	1750 Old	Meadow Ro	ad	Telephone 2:	-	
		1			Fax:		
Cit	ty, ST, Zip:	McLean	V	A 22102	E-mail:		
	Country:	United St	tates		Web site:		
	Sales tax:				Balance as	of Apr 22, 2014: 50	.00
		Copy to	Ship Addre	ss 1			
		12		12	0		

3. Click on the Payment & Credit tab and fill in the cardholder's name.

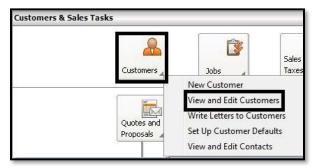
*Gustomer. ID:	SageTest 🗸	Prospect
Name:	Sage Test	Inactive
General Contacts	History Sales Info Payment & Cre	dit
Credit Card Inform	ation	Terms and Credit
Cardholder's n	ame: Sage Test	Use default terms
Add	Iress: 1750 Old Meadow Road	
		Net due in 30 days Discount in 0 days
City, ST	, Zip: McLean VA 22102	Discount percent: 0.00 %
Cou	intry: United States	Credit limit: \$2,500.00 Credit status: Notify over limit

4. On the top toolbar, click the **Save** button to save the customer, then click the **Close** button to exit the window.

🥖 Maintain Custome	ers/Prospects	-
File Edit Go To		_
🚫 Close 🏫 New 🛽	📄 List 🔛 Save 🏠 Save & Ne	w
2	1	

STORING CREDIT CARDS &/OR ACH INFORMATION

1. To store credit cards in Sage 50, click on the Customers icon, then select View and Edit Customers.



2. The **Customer List** will appear. You can select the customer from the list or you can search for the customer using the **Search For** field.

ile Edit Go To Window	Help					
Close 🐴 New 🔍 Open	🖶 Print 🙀 Settings 😋 Re	fresh 📲 Send To 👻 🛃 Ou	itlook			
Search for:	in Custo	omer ID 🔹	Search Clear Search]	C	Customer List
	Customer ID /	Customer Name	Contact	Telephone 1	Туре	Balance
	Customer 10 7	Customername				Dulutic
Tasks	Mike Fields	Mike Fields	Mike Fields	Telephone 1	Type	
Tasks View sales invoices			12/10/2010/10/10/10/10/10/10/10/10/10/10/10/10/		1700	\$0.00

3. When the customer is selected, the customer profile will appear. Click the **Payment & Credit** tab from the profile screen, then click on the blue link **View/Edit Credit Card Details**.

e Edit Go To Wir Close 🗘 New 🗅 G		🔀 Delete 👼 Change ID 🛟 Tasks 🔹 💦 Letters 🕞 Reports 🔹
	op) ministra and an and a surre a start a	Maintain Custor
*Customer ID: S	ageTest	Prospect
Name: Si	age Test	Inactive
General Contacts H	istory Sales Info Payment & Credit	
Credit Card Informat	ion	Terms and Credit
Cardholder's nan	ne: Sage Test	Use default terms
Addre	ss: 12120 Sunset Hills Road	
		Net due in 30 days Discount in 0 days
City, ST, Z	Tip: Reston VA 20190	Discount percent: 0.00 %
Count	ry: United States	Credit limit: \$2,500.00 Credit status: Notify over limit
Credit card numbe		
Expiration date	e: Delete	
	View/edit credit card details	
ACH Information		
Bank Account No.	: Delete	
	View/edit bank account details	m;

4. The link will bring up the **PCD - Vault** window. You will choose the appropriate payment type, "ACH" or "Credit Card/Debit." Select the **Next** button.

PCD - Vault	
paya Payment Solutions	0
Payment Type	_
Select payment type:	
Back Next Cancel Click For Support	
paya Connect Deskto	pp

5. This is where you enter the credit card information or the check information. Select the **Submit** button.

paya Paymer	nt Solutions 🛛 😵
Card Information	
Card number	411111111111111
Expiration date	08 • 22 •
Back Next	Submit Cancel Click For Support
	paya Connect Desktop
1	
PCD - Vault	B
paya [®] Payme	
Paya Payme	
paya Payme	nt Solutions 🛛 🔞
Check Information	nt Solutions 📀
Check Information Routing number Account number	nt Solutions ?
Check Information Routing number Account number	nt Solutions ?
Check Information Routing number Account number	nt Solutions ?
Check Information Routing number Account number	nt Solutions ?
Check Information Routing number Account number	nt Solutions ?

6. When completed, the truncated card number and expiration date and/or Bank Account No. will appear in the customer profile. The reason for truncation is to adhere to the PCI Compliance policies. If the card number/expiration date and/or Bank Account No. needs to be changed, simply click the View/Edit Credit Card (bank account) Details to apply the changes.

Maintain Customers/Prospects	
File Edit Go To Window Help	
🞯 Close 🔨 New 🗅 Copy 📰 List 🛄 Save 🎒 Save & New 💥 Delete 🐘 Change ID 🛟 Tasks 🗸 🗟 Letters 🐚 Repor	ts • 🕜 📮
Maintain C	Customers
* <u>Customer ID</u> : PayaTest	
Name: Paya Test	
General Contacts History Sales Info Payment & Credit	
Credit Card Information Terms and Credit	
Cardholder's name: Paya Test Use default terms 💌	
Address: 12120 Sunst Hills Rd	
Net due in 30 days Discount in 0 days	
City, ST, Zip: Reston VA 20190 Discount percent: 0.00 %	
Credit limit: \$2,500.00 Country: Credit status: Notify over limit	
Credit card number: x0000000000011111 Delete	
Expiration date: 12/18 View/edit credit card details	

<u>NOTE</u>: The CVV code is not allowed to be stored anywhere. Only one (1) credit card and/or ACH can be stored on a customer's profile.

Maintain Customers/Prospects	
File Edit Go To Window Help	
🚫 Close 🏫 New 🔄 Copy 📰 List 🔛 Save 🏠 Save & New 💥	Delete 🐘 Change ID 🕀 Tasks 🛛 法 Letters ᠾ Reports 🗸 🛛 👔 🍦
	Maintain Customers
*Customer ID: PayaTest	Prospect
Name: Paya Test	Inactive
General Contacts History Sales Info Payment & Credit	
Credit Card Information	Terms and Credit
Cardholder's name: Paya Test	Use default terms
Address: 12120 Sunst Hills Rd	
City, ST, Zip: Reston VA 20190 Country:	Net due in 30 days Discount in 0 days Discount precent: 0.00 % Credit limit: \$2,300.00 Credit status: Notify over limit
Credit card number:	
Expiration date: Delete	
View/edit credit card details	
ACH Information Bank Account No.: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

CREATING A SALES INVOICE

1. To create a sale invoice, click the Sales Invoices icon, then select New Sales Invoice.

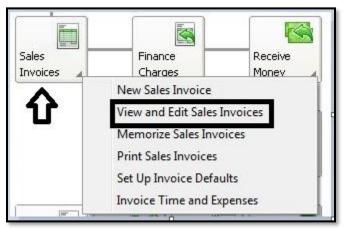


 Select the Customer ID by clicking on the search tool to select a customer or enter the first few letters in the Customer ID field. Enter the Invoice Number. In the Apply to Sales field, enter the line items for invoice. Click the Save button on the top toolbar, then click the Close button to exit the window.

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ustomer ID: Mike		Q	1					Invoic	
Bill to: Mike	<u>Fields</u> Old Meadow Road	e.	Ship to:	Mike Fields		~	*Invoice <u>d</u> ate: Au	ig 1, 2014	
	an, VA 22102 United	d States	Clear ≥	Mike Fields			*Due date: Au	g 31, 2014	-
				1750 Old Mead	low Road			9999	Linear and
				Address Line 2	2			Drop ship	
				McLean	VA 22102			DIODaulb	
				United States					
	omer <u>P</u> O	Ship via Airborne	Ship	date	Sales rep	Net 3	Terms <u>80 Days</u>		
Apply to Sales C			✓ Ap	date	1.00		<u>30 Days</u>		
			* ·	date	1.00	<u>Net 3</u> Tax			doC
Apply to Sales C			✓ Ap	date	1.00	Tax	<u>30 Days</u>	1.00	Job
Apply t <u>o</u> Sales C Quantity			✓ Ap	date	1.00 Unit Price	Tax 1	<u>30 Days</u>		Job
Apply to Sales C Quantity 1.00	order: 0.00 Item		✓ Ap	date	1.00 Unit Price 1.00	Tax 1	<u>30 Days</u>	0.00	Job
Apply to Sales C Quantity 1.00 Apply tickets/exp	order: 0.00 Item	Airborne	V Descripti	date	1.00 Unit Price 1.00 0.00	Tax 1 1 ta <u>x</u> :	<u>30 Days</u>		Job
Apply to Sales C Quantity 1.00 Apply tickets/exp	order: 0.00 Item	Airborne	✓ Ap	date	L.00 Unit Price 1.00 0.00 Sales Frei	Tax 1 1 ta <u>x</u> :	<u>30 Days</u>	0.00	Job

PROCESSING A CREDIT CARD TRANSACTION – SALES INVOICE

1. From the Customer and Sales Task menu, click the Sales Invoices icon, then select View and Edit Sales Invoices.



2. Choose an invoice from the **Sales Invoice List** or you can search for an invoice by using the **Search For** field and changing the search option.

Sales Invoice List			_				
File Edit Go To Window	Help						
🕉 Close 🏠 New 🔍 Open 🗋	🖰 Copy 🖶 Print 💮 Settings 🄇	🚰 Refresh 📑 Send 1	ſo →				(
Date Range: This Period	▼ 08/01/2014 to	08/31/2014				Sales In	voice List
Search for: Enter Search Text	in Customer IE		Search	Clear Search			
Search Text	Customer ID	Invoice No.	Period	Date /	Status	Invoice Total	Net Due
Tasks	Mike Fields	999999	8	8/1/2014	Past Due		
A MARINE AND ADDRESS AND ADDRES ADDRESS AND ADDRESS					Fascoue	\$1.00	\$1.00
View all sales orders			1.80	0/1/2011	Fast Due	\$1.00	
View all sales orders View all customers View all money received					Fast Due	\$1.00	

3. When the invoices appears, click the **Amount Paid at Sale** link at the bottom of the screen.

🚳 Sale	es/Invoid	ing	100														23
File I	Edit G	oTo W	/indow	Help													
(Close	new 🏠	□ List ਵ	; 🛄 Save	¦⊟ Print ₹	(∰ E•mail	Copy ₹ C	X Delete	Row	Serial I	lo <u>N</u> ote	Jou	nal 🗄	Event Layou	Reports A	(j Attach	🕜 Help	
Custor	ner ID:	PayaTest	:		Q									Invo	oice	<	
		aya Test	st Hills Rd			Ship	to:					~	*Invoice date:	Oct 1, 2018	3 🔳		
		eston, V				Clear >	> P	Paya Tes	t				*Due date:	Oct 31, 201	18 🔳		
								12120 Su		Rd			Invoice No.:				
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							Ľ	Reston		VA 20	190		-				
								Country									
	C	ustomer P	0		Ship via	s	Ship da	ate	S	ales rep			Terms				
				Air	borne	*					Q	Net 3	30 Days				
Арр	ly t <u>o</u> Sale	es Order:	0.00			ľ	Appl	ly to Sa	les: 1.	00							_
Qu	antity		Item			Desc	cription	n		Unit Pr	ice 1	Гах	Amour	nt		Job	
	1.00										1.00	1		1.00			
Apply	tickets/e	expenses								S	ales ta			0.00			Q
				20.10							Freig			0.00			
Balar		count as 1.00	of Oct 1,	2018	(Other appli	ied cre	edits			0.	00		1.00	Invoice	total	
Cred	lit limit:	2,500.0)0 Over Limit			Amount pa	aid at	sale			1.	00		0.00	Net due	2	

- 4. The Receive Money window will appear.
 - a. The **Deposit Ticket ID** field is not a required field when processing a transaction.
 - b. The **Reference** field is a required field. You can choose any letter/number combination you wish to use.
 - c. The **Receipt Amount** field is a required field and needs to be <u>manually</u> entered when processing credit cards in the Sales Invoices section. This can be a full or partial payment of the invoice amount.
 - d. The **Payment Method** is chosen by clicking on the down-arrow key and selecting the appropriate option.
 - e. The Credit Card Payment has two options:
 - i. The Record button posts the transaction in the General Ledger
 - ii. The **Process** button charges the credit card <u>AND</u> posts the transaction in the General Ledger. **This is the button that needs to be used when processing a credit card transaction.**

Receive Money	· M. M. M. 2 N. A. I	25
© Cancel ΩK Help		
		Time of Sale Receipt
Deposit Ticket ID:	B Reference: 11111	Cash Account
	Date: Aug 1, 2014	Checking Account
Customer ID: Mike Fields	C Receipt Amount: 1.00	
Name: Mike Fields		
1750 Old Meadow Road McLean, VA 22102 United States	D Payment Method: VISA	
	E Credit card payment: Record or Process]
		- II

5. When the Process button is selected, the **Paya Connect Desktop** window will appear where you will enter the card number, expiration date, and CVV code from the customer's credit card. Select the **Next** button.

PCD - Authorization	×
paya Payment Solutions	0
Payment Information	1
Reference 1 Test1234 Total 1.00	
Card number 4111111111111	
Use Card Reader Expiration date 09 v 22 v CVV 123	
Back Next Submit Cancel Click For Support	
paya Connect De	sktop

6. The next screen that will appear is the **Billing Information** window. This is the billing address where the credit card statement is sent. This is not necessarily the same as the customer information. From this window, you can change the billing address if needed. You can also enter the billing address in the **Payment & Credit** tab of the customer's profile. Once the billing address is entered, click the **Submit** button.

PCD - Authorization	none preside	×
	Payment Solutions	?
Billing I	nformation	
Name	Paya Test	
Address	12120 Sunset Hills Rd	
City	Reston	
State	Virginia Tip 20190	
Country	United States 🔻	
Back	Next Submit Cancel Click For Support	
Duck		
	Paya Connect Desk	top

7. When the Submit button is selected, the transaction will process and the Authorized screen will appear. From this window, you can input a comment that is only visible to the merchant – it will not print on the receipt. Select the Print button to print the receipt. Click OK to close the receipt section.

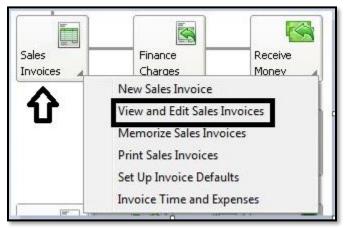
Transaction Information	
	Transaction Information
Sale - Approved	Authorization Code: 000001
Cardholder/Acct. Owner: Paya Test	Receipt Date: Oct 1, 2018
BillingAddress: 12120 Sunst Hills Rd	Credit Card/Bank Acct. No.: XXXXXXXXXXXXXX1111
Reston, VA 20190	Receipt Amount: \$1.00
Comment:	Click Print to create a receipt that the customer can sign for your records.
OK Print	Help

8. When the **OK** button is selected on the receipt window, the **Sales/Invoicing** window will appear. From this window, click the **Save** button on the top toolbar to save the record, then click the **Close** button to exit the module.

6	Sales/Invo	icing													23
File	e Edit (Go To Window	Help												
Clo	3 Se New	⊑ - List - Save	<mark>¦</mark> Print ₹	🕙 E-mail	Copy ₹ D) Delete	Row	Serial No	Note	1 Journal	Event Layou	t Reports /	(j Attach l	Help	
Cu	stomer ID:	PayaTest		0								Inv	oice	•	
	Bill to:	Paya Test 12120 Sunst Hills Rd			Ship	to:				~	*Invoice <u>d</u> ate	: Oct 1, 201	8 🔟		
		Reston, VA 20190			Clear ≥	- 1 -	Paya Tes				*Due date	Oct 31, 20	18 💷		
								nst Hills R	1		Invoice No.	Test1			
						Ľ	Address Reston		/A 20190			Drog shi	p		
						E F	Country		A 20190	,					
						L]				
	(Customer <u>P</u> O	_	Ship via	s V	hip di	_	Sale	es rep	Net 3	Terms 30 Days				
			Airb	ome	<u> </u>				_						
	Apply t <u>o</u> Sa	les Order: 0.00				Арр	ly to S <u>a</u>	les: 1.0)	L					_
	Quantity	Item			Desc	riptio	n		Unit Price	Tax	Amou	nt	1	ob	
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A	pply tickets	<u>/expenses</u>								es ta <u>x</u> : reight:		0.00			~
		Account as of Oct 1, 2	2018 —]	Other applie	ed cre	edits			0.00		1.00) Invoice t	otal	
	Balance: Credit limit: Credit statu	1.00 2,500.00 s: Notify Over Limit			<u>Amount pa</u>	aid at	sale			1.00		0.00	Net due		

PROCESSING AN ACH TRANSACTION- SALES INVOICES

1. From the Customer and Sales Task menu, click the Sales Invoices icon, then select View and Edit Sales Invoices.



2. Choose an invoice from the **Sales Invoice List** or you can search for an invoice by using the **Search For** field and changing the search option.

Sales Invoice List			_				
File Edit Go To Window	Help						
🔉 Close 🏠 New 🔍 Open 📮	🖞 Copy 🔒 Print 💮 Settings	C Refresh 🕤 Send 1	ſo →				
Date Range: This Period	▼ 08/01/2014 t	to 08/31/2014				Sales In	voice List
Search for: Enter Search Text	in Customer		Search	Clear Search			
	in Customer	10	a o o o o o o o o o	Creat Search			
	Customer ID	Invoice No.	Period	Date /	Status	Invoice Total	Net Due
Tasks			, A		Status Past Due	Invoice Total \$1.00	Net Due \$1.00
Tasks View all sales orders	Customer ID	Invoice No.	Period	Date /			
Tasks	Customer ID	Invoice No.	Period	Date /			00043

3. When the invoice appears, click the **Amount Paid at Sale** link at the bottom of the screen.

6	Sales/Inv	picing	5.25														23
Fil	e Edit	Go To 🛛 W	lindow	Help													
ci	🗿 🏫 ose Nev	, <mark>⊡</mark> ,	: 🔛 Save	<mark>≓</mark> Print ₹	: 🚷 E-mail	Copy ₹	X Delete	Row	. 📖 Serial No	Note J	📑 Iournal	Event	🔏 . Layout	Reports	() Attach	Help	
Q	ustomer ID:	PayaTest			Q									Inv	voice	[4
	Bill to:	Paya Test 12120 Sun				Shi	p to:				~	*Invoi	ce <u>d</u> ate:	Oct 1, 20	18 🔳		
		Reston, VA				Clear	2	Paya Test] *D	ue date:	Oct 31, 2	018 🔳		
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							Ľ	Reston	V	A 20190		-					
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		Customer P	0		Ship via		Ship d	ate	Sale	s rep		Term	IS				
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4	pply ticket	s/expenses									s ta <u>x</u> :			0.0			Q
	Customer	Account as	of Oct 1.	2018 —	-	Other app	diad as	odito			eight: [0.00				0 Invoice	tatal	
	Balance:	1.00						_							_		
	Credit limit: Credit stati	2,500.0 Is: Notify C				Amount	paid at	sale			1.00			0.0	0 Net due		

- 9. The Receive Money window will appear. The:
 - a. The **Deposit Ticket ID** field is not a required field when processing a credit card transaction.
 - b. The **Reference** field is a required field. The merchant can choose any letter/number combination they wish to use.
 - c. The **Receipt Amount** field is a required field and needs to be <u>manually</u> entered when processing ACHs in the Sales Invoices section. This can be a full or partial payment of the invoice amount.
 - d. The **Payment Method** is chosen by clicking on the down-arrow key and selecting the appropriate option.
 - e. The Credit Card Payment has two options:
 - i. The **Record** button does <u>NOT</u> apply to ACH
 - ii. The **Process** button charges ACH <u>AND</u> posts the transaction in the General Ledger. **This is the button that needs to be used when processing an ACH transaction.**

Receive Money		×
Ø Cancel QK Help		
	1	Fime of Sale Receipt
Deposit Ticket ID:	B Reference:	Cash Account
	Date: Oct 1, 2018	Checking Account
Customer ID: PayaTest	C Receipt Amount:	
Name: Paya Test		
12120 Sunst Hills Rd Reston, VA 20190	D Payment Method: VISA 🗸	
	Credit card payment: Record or Process	

10. When the Process button is selected, the **Paya Connect Desktop** window will appear where you will choose ACH. Select the **Next** button.

PCD - Authorization	2
paya Payment Solutions	8
Payment Type	
Select payment type: Credit Card / Debit ACH Check	
Back Next Submit Cancel Click For Support	
	ktop

11. When the Process button is selected, the **Paya Connect Desktop** window will appear where you will enter the Routing number, Account number, Account type and the Class. Select the **Next** button.

PCD - Authorization	ß
Payment Information	0
Reference 1 Test1234 Total 1.00	
Routing number	
Account type Checking Class Prearranged Payr	
Back Next Submit Cancel Click For Support]
	ktop

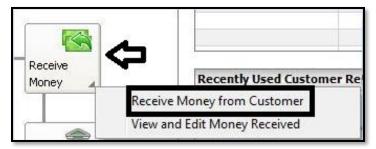
12. The next screen that will appear is the **Billing Information** window. This is the billing address where the bank account statement is sent. This is not necessarily the same as the customer information. From this window, you can change the billing address if needed. You can also enter the billing address in the **Payment & Credit** tab of the customer's profile. Once the billing address is entered, click the **Submit** button.

PCD - Authorization		×
	Payment Solutions	0
Name Address City State Country	Iformation Paya Test 12120 Sunset Hills Rd Reston Virginia Virginia United States	
Back	Next Submit Cancel Click For Support	top

13. When the Submit button is selected, the transaction will process and the Authorized screen will appear. From this window, you can input a comment that is only visible to the merchant – it will not print on the receipt. Select the Print button to print the receipt. Click OK to close the receipt section.

Transaction Information		
		Transaction Information
Sale - Approved		Authorization Code: 000001
Cardholder/Acct. Owner:	Paya Test	Receipt Date: Oct 1, 2018
BillingAddress:	12120 Sunset Hills Rd	Credit Card/Bank Acct. No.: XXXXXXXXXXXXXXX1111
	Reston, VA 20190	Receipt Amount: \$1.00
Comment:	1	Click Print to create a receipt that the customer can sign for your records.
	ОК	Print Help

1. From the **Customers & Sales Tasks** menu, select the **Receive Money** icon, then select **Receive Money from Customer**.



2. The **Receive Money** window will appear. This window looks similar to the window in the Sales Invoices section, however, this window has two additional features: **Apply to Invoices** and **Apply to Revenues**.

lange Receive Money						- 0 X
File Edit Go To Window	Help					
Close New List Save	🖶 ╤ 🚷 Print ⊂ E-mail D	🔀 🔳 🛛 📖 🔍 Pelete Row Serial No Detai	Journal Event Re	ports Attac	sh Help	
					Rec	eipt 🜗 🕨
Deposit ticket ID:		Check/Reference No.:			Cash a	account
		Receipt number:			Checking Acco	unt 🗸
Customer ID 🗸 PayaTest		Q Date:	Oct 1, 2018			
Paya Test 12120 Suns	t Hills Rd	Receipt amount:		1.00		
Reston, VA					Cash accou	nt balance 😹
		Payment method:	VISA	<u> </u>	Casir accou	Uncalculated
		Credit card p	ayment: Rec <u>o</u> rd or P	ro <u>c</u> ess		enconcea
L						
Apply to Invoices: 1.00		Apply to Revenues: 0.0	0		Prepayme	nt
Quantity Item		Description	Unit Price	Tax	Amount	Job
			0.0	0 1		
				+		
				+		
			1			
Sales rep:]	Sales tax:	Q	Sales ta <u>x</u> :		0.00

3. The **Apply to Invoices** feature will populate any open invoices for the selected customer. You can select which invoices to pay by clicking inside the **Pay** box to the right of the invoice row. You can also enter another amount in the **Amount Paid** field. This amount will automatically populate the **Receipt Amount** field.

la Receive Money	and from other same part of the			
File Edit Go To Window Help				
Close New List Save Print ₹ E-mail	Delete Row Serial No Detail Journal Event Reports a	li 🕜 Attach Help		
		Receipt 🜗 🕨		
Deposit ticket ID:	Check/Reference No.:	Cash account		
	Receipt number:	Checking Account		
Customer ID V PayaTest	Q			
Paya Test 12120 Sunst Hills Rd	Receipt amount: 1.00			
Reston, VA 20190	Payment method: VISA 🗸	Cash account balance 🛓		
	Credit card payment: Record or Process	Uncalculated		
	· · · · · · · · · · · · · · · · · · ·			
Apply to Invoices: 1.00	Apply to Revenues: 0.00	Prepayment Pay All /None		
Invoice Date Due Amount Due	Description	Discount Amount Paid Pay		
123 Oct 31, 2018	1.00	1.00 🖌		

4. The **Apply to Revenues** feature allows you to enter transactions that are not applied to invoices. The amount in this section will automatically populate the **Receipt Amount** field.

la Receive Money		
File Edit Go To Window Help		
🔕 🟫 🗐 🔒 🖨 Close New List Save Print		t Reports Attach Help
		Receipt 🔳 🕨
Deposit ticket ID:	Check/Reference No.:	Cash account
Customer ID 🖌 PayaTest	Date: Oct 1, 2018	
Paya Test 12120 Sunst Hills R Reston, VA 20190	Receipt amount: Payment method: VISA	1.00 Cash account balance
	Credit card payment: Record	or Process
Apply to Invoices: 0.00	Apply to Revenues: 1.00	Prepayment
Quantity Item	Description Unit	Price Tax Amount Job
1.00		1.00 1 1.00
		0.00 1
Sales rep:	Saļes tax:	Sales ta <u>x</u> : 0.00

- 5. In the **Receive Money** window:
 - a. The **Deposit Ticket ID** field is not a required field when processing a credit card/ACH transaction.
 - b. The **Reference** field is a required field. The merchant can choose any letter/number combination they wish to use.
 - c. The **Receipt Number** field is not a required field. The merchant can choose any letter/number combination they wish to use.
 - d. The **Receipt Amount** field is a required field and will be automatically populated when either the Apply to Invoices or Apply to Revenues sections are completed.
 - e. The **Payment Method** is chosen by clicking on the down-arrow key and selecting the appropriate option.
 - f. The Credit Card Payment has two options:
 - i. The **Record** button posts the transaction in the General Ledger. Does NOT apply to ACH.
 - ii. The **Process** button charges the ACH <u>AND</u> posts the transaction in the General Ledger. **This is the button that needs to be used when processing an ACH transaction.**

60 F	leceive M	loney														X
File	Edit (Go To Win	ndow H	lelp												
Clos	e Nev	v Ejst	Save	₽rint ₹	🚷 E-mail) Delete	🔳 🕇	IIIII Serial No	Q Detail	Journal	Event F	Report	ts /	li 🕜 Attach Help		
														Rec	eipt 🖪	
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							C	Receipt n	um <u>b</u> er:					Checking Acc	ount	~
	ustomer II	Paya	aTest			Q			Date:	Oct 1, 20	18					_
			a Test 20 Sunst H	iills Rd			D	Receipt ar	nount:			1	.00			_
			on, VA 20				-							Cash acco	unt balance	\$€
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	oly to Toy	oices: 0.00					only to	Revenue	. 1.00					Prepaym	ent	
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q	uantity	I	tem				Descrip	otion			Unit Pri	te T	ах	Amount	Job	
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Sale	s <u>r</u> ep:		Q				Sales	tax:		Q]	Sa	iles t	:a <u>x</u> :		0.00

- 6. The next window will start the processing through Sage Exchange Desktop. Please refer to Page 13 & Page 17 of the previous section for instructions.
- 7. When the Submit button is selected, the transaction will process and the Authorized screen will appear. From this window, you can input a comment that is <u>only</u> visible to the merchant it will not print on the receipt. Select the Print button to print the receipt. Click OK to close the receipt section.

Tra	ansaction Information		
			Transaction Information
	Sale - Approved		Authorization Code: 000001
	Cardholder/Acct. Owner:	Paya Test	Receipt Date: Oct 1, 2018
	BillingAddress:	12120 Sunset Hills Rd	Credit Card/Bank Acct. No.: XXXXXXXXXXXXXXXXX1111
		Reston, VA 20190	Receipt Amount: \$1.00
	Comment:	I	Click Print to create a receipt that the customer can sign for your records.
		ОК	Print Help

8. When the **OK** button is selected on the receipt window, the **Receive Money** window will appear. From this window, click the **Save** button on the top toolbar to save the record, then click the **Close** button to exit the module.

6	Receive M															×
F	ile Edit (le <u>E</u> dit Go To Window Help														
	🔕 🏠 Close Nev	ı List	Save	Print	₹ 🚷 E-ma	il Deleti	e Row	▼ IMI Serial No	Q Detail) Journal	Event f	Report	ts At	li 🕜 tach Help		
														Rec	eipt 🚺	
	Deposit tick	et ID:					Ch	eck/Refere <u>r</u>	ce No.:	22222				Cash	account	- 1
			vaTest			Q	1	Receipt r	um <u>b</u> er:					Checking Acc	ount	~
	Customer II) 🗸 Pa	yarest			4			Date:	Oct 1, 20	18					
		12	ya Test 120 Sunst					Receipt a	mount:			1	.00			_ 1
		Re	ston, VA 2	20190			Payment method: VISA 🗸 🗸					~	Cash account balance		\$	
								Credi	t card pa	yment: R	ecord or	Pro <u>c</u>	ess		Uncalcu	lated
ſ	Apply to Inv	oices: 0.00				Υ	Apply t	o Revenue	s: 1.00)			٦	Prepaym	ent	
	Quantity		Item				Des	cription			Unit Pri	ce T	ax	Amount	Job	
	1.00											1.00	1	1.00		
												0.00	1			
5	Sales <u>r</u> ep:		٩]			Sal	es tax:		٩]	Sa	les ta	<u>x</u> :		0.00

REFUNDS – RECEIVE MONEY

In Sage 50, refunds can be processed from the software.

1. From the main screen of Sage 50, click the **Receive Money** icon and select **Receive Money from Customer**.

,	
Receive Money 🖌	S.s.
(<u> </u>	Receive Money from Customer
	View and Edit Money Received

- 2. When the **Receive Money** window appears, populate the following fields:
 - a. Customer ID
 - b. Check/Reference No.
 - c. Date (This will be pre-populated)
 - d. Payment Method (Click to down-arrow button to view all payment methods)

In the **Apply to Revenue** field, enter the information requested and in the **Unit Price** field, enter the amount of the refund as a *negative (-)* dollar amount. This amount will carry to the **Amount field** as well as the **Receipt Amount** field in the top section. When complete, click the **Process** button.

Receive Money		
File Edit Go To Window Help		
Close New List Save Prin		Event Reports Attach Help
		Receipt 🔳 🕨
Deposit ticket ID:	b Check/Reference No.: Ref123	Cash account
Customer ID V PavaTest	Receipt number:	Checking Account 🗸
	a C <u>D</u> ate: Oct 1, 201	8 🔳
Paya Test 12120 Sunst Hills R	Receipt amount:	-10.00
Reston, VA 20190		Cash account balance
	d Payment method: VISA	
	Credit card payment: Re	
Apply to Invoices: 0.00	Apply to Revenues: -10.00	Prepayment
Ouantity Item	Description	Unit Price Tax Amount Job
		0.00 1 -10.00
Sales rep:	Sales tax:	Sales ta <u>x</u> : 0.00

3. When the **Process** button is selected, the **Paya Connect Desktop** application will activate and will reference that it is a Credit (Refund) at the top of the window. From this screen, enter the Card Number, Expiration Date and CVV code. Click the **Next** button.

Sage Exchange - Credit		^{III}
paya Payment Solu	tions	0
Reference 1 Ref123	Total 10.00	Click For Support
Card number 4111111111111111111111111111111111111		Thank you for using Sage Exchange
Expiration date 12 V 18 V		12/10/2018
Back Next	Submit	

Sage Exchange - Credit		*
Payment Solu	tions	0
Payment Information Reference 1 Ref123	Total 10.00	Click For Support
Routing number		Thank you for using Sage Exchange 12/10/2018
Account type Checking Class Prearranged Payr		
Back Next	Submit Cancel	

4. The next window will display the **Billing Information**. All fields <u>*MUST*</u> be populated. When complete, click the **Submit** button.

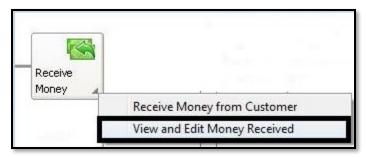
PCD - Authorization	constraint.	8
	Payment Solutions	•
Name Address City State Country	Iformation Paya Test 12120 Sunset Hills Rd Reston Virginia Virginia Virginia Virginia Virginia Virginia	
Back	Next Submit Cancel Click For Support	qq

5. The next window to appear will be the receipt that shows the refund information. Click the **OK** button to close the window. You will also be able to print the receipt if needed.

ansaction Information				X
			Trans	action Information
Refund - Approv	ed		Reference Number:	CEDXL5WPG5
Cardholder/Acct. Owner:	Paya Test		Receipt Date:	Oct 1, 2018
	12120 Sunst Hills Rd		Credit Card/Bank Acct. No.:	XXXXXXXXXXXXXXXXX1111
	Reston, VA 20190		Receipt Amount:	\$-10.00
Comment:			Click Print to create a rec can sign for your record	
	ОК	Print	Help	

REFUNDS - RECEIPT

1. From the Sage 50 Dashboard, click on the **Receive Money** icon, then select the **View and Edit Money Received** option.



2. From the **Receipt List** window, highlight the receipt that is to be refunded, then right-click the mouse and select **View a Receipt**.

neceipt List	And Personnelling	In the second second	and the local division of the	-	ALC: NOT THE OWNER, NAME		
File Edit Go To Window	Help						
🚫 Close 🐴 New 🔍 Open 🗧	Print 🖏 Settings 😋 Refres	n 🕤 Send To 👻					
Date Range: This Period Search for: Enter Search Text	04/01/2014 to in Customer/	04/30/2014 <u>Edit Da</u>	<mark>ite</mark> Search	Clear Search)		Receipt List
	Customer/Vendor ID	Receipt No.	Period	Date /	Reference No.	Receipt Amount	Deposit Ticket ID
Tasks	SageTesting		4	4/1/2014	123456	\$10.00	
View all customers	SageTesting		4	4/1/2014	65984	(\$5.00)	
View all sales invoices	SageTesting		4	14/1/2014	986544	\$10.00	
View all deposits	SageTesting		Add a new F	leceipt	REF123456	(\$10.00)	
View all quotes	SageTesting		/iew a Rece	nt	REF986544	(\$5.00)	
View all sales orders			1000001120241408	2004	Totals:	\$0.00	
		(Column settings				
View item sales by customer			What's This	1			
	1						

3. The next window that appears is the receipt from the original sale transaction. Under the **Credit Card Payment** field, you will see "<u>Approved-Issue Refund</u>" in blue (this is a hyperlink). Click the hyperlink to process the refund.

log Receive Money			
File Edit Go To Window Help			
Close New List Save Prin	nt 👻 🤗 🗮 🛲 🗰 🗸 📖	nal Event Reports Attach Help	
		R	eceipt 🔳 🕨
Deposit ticket ID:	Check/Reference No.: 22222	2 Ca	ish account
Customer ID V PayaTest	Receipt number:	Checking /	Account 🗸
	Date: Oct 1,	, 2018 🔳	
Paya Test 12120 Sunst Hills F	Rd Receipt amount:	1.00	
Reston, VA 20190	Payment method: VISA	✓ Cash ac	count balance 🗲
	Credit card payment:	Record or Process	Uncalculated
	Y	Prena	yment Pay All /None
Apply to Invoices: 0.00	Apply to Revenues: 1.00		
Quantity Item	Description	Unit Price Tax Amount	Job
1.00		1.00 1 1.0	
	1		
Sales rep:	Sales tax:	Sales ta <u>x</u> :	0.00

4. The next window is the **Refund** transaction. You will see that the receipt amount is in a <u>negative (-)</u> status and the description in the **Apply to Revenues** field states "Refund". At this point, click the **Process** button.

Receive Money		
File Edit Go To Window Help		
Close New List Save Prin	nt = 🥴 💥 🔳 - 📖 III nt E-mail Delete Row SerialNo Detal Journa	al Event Reports Attach Help
		Receipt 4
Deposit ticket ID:	Check/Reference No.: REF222	222 Cash account
Customer ID 🗸 PayaTest	Receipt number:	Checking Account 🗸
Pava Test	Date: Oct 1, 2	2018
12120 Sunst Hills F		-1.00
Reston, VA 20190	Payment method: VISA	✓ Cash account balance
	Credit card payment:	Record or Process
Apply to Invoices: 0.00	Apply to Revenues: -1.00	Prepayment
Quantity Item	Description	Unit Price Tax Amount Job
Quantity	Refund	0.00 1 -1.00
Sales <u>r</u> ep:	Sales tax:	Sales tax: 0.00

5. The Paya Connect Desktop window will appear with the credit card field and expiration date already populated. Since the refund is being processed from a receipt, Sage 50 automatically populates the credit card or ACH information from the original order. You will also see at the top of the window, it says Credit By Reference. Enter the CVV code if applicable, then click the Submit button twice.

Sage	Exchange - Credit by reference	8
	Payment Information	0
	Reference 1 22222 Total 1.00 Click For Support	
	Card number XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	Expiration date 12 18 12 10/2010 CVV	
	Back Next Cancel	

Sage Exchange - Credit by reference		
Sage Payment Solutions		G
- Payment Information		
Reference 1 Test1	Total 1.00	Click For Support
Routing number 056008849 Account number XXXXXXXXX1234		Thank you for using Sage Exchange 10/31/2016
Account type Checking * Class Prearranged Payr *		
Back Next	Submit Cancel	

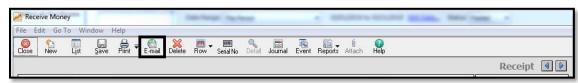
6. The next window that appears will be the receipt. Click the **OK** button to close the window or the **Print** button to print the receipt.

	Credit Card Informat
Refund - Approved	Reference Number: F6UF9NEZI0
Cardholder's name: Sage Testing	Receipt date: Apr 1, 2014
Billing address: 12120 Sunset Hills Road	Credit card number: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Reston, VA 20190	Receipt amount: \$-10.00
Comment:	Click Print to create a receipt that the customer can sign for your records.
ОК	Print Help

EMAILING RECEIPTS/SALES ORDERS/INVOICES/QUOTES

Sage 50 has the ability to email receipts, sales orders, invoices or quotes. This user guide details the steps to email a receipt. However, the steps are identical when emailing from the other modules.

1. To email a receipt to a customer, click on the Email tab on the top toolbar of the receipt.



2. The E-mail Forms: Receipts window will appear. Click the Send button on the right side of the window.

Form			1
Receipt number:	m102		Send
Use this form:	Multi-Purpose 2 Stub Receipt	Select Form	Form Desig
		Attachments	Cancel
			Help

3. Sage 50 will then open a new email from Microsoft Outlook and will populate the email address from the customer's profile in Sage 50. If there is not an email that is stored, this field will be left blank. The software will also attach the receipt as a PDF file. You will be able to customize the email if needed. Press the Send button to send the email.

FILE Paste	B I L alz - A	INSERT OPTIONS F	Attach File	TEW Assign ↓ Follow Up + Assign ↓ High Importance Policy + ↓ Low Importance Tags r≩	Com Apps for Office	• • ×
ت ا ا	From • To Cc Bcc	bob@aldredbuilders.com				
	Subject Attached	Receipt # m102				
To view	, the attachr		obe® Reader® softw	rare installed on your comput apport/downloads/main.html		sion

EMAILING INVOICES W/PAY NOW LINK

Sage 50 now has the ability to email invoices with a Pay Now link. This option allows your customers to pay for their own invoice by a click of a button.

<u>NOTE:</u> Connections between Sage 50 and the Paya Connect Desktop Application is <u>REQUIRED</u> for this function to work. For connections set up, go to: <u>https://support.paya.com/payment-center/310476-how-do-i-enable-and-configure-the-sage-50-r17-plugin-for-e-invoicing?from_search=48731592</u>

ACCOUNTING METHOD MUST BE AN ACCURAL ACCOUNT; CAN NOT BE CASH

1. To email an invoice to a customer, click on the Email tab on the top toolbar of the receipt.



2. **The E-mail Forms**: Invoices window will appear. The **"Include Pay Now option in the email"** will be checked off by default. Click the Send button on the right side of the window.

Email Forms: Invoices			×
Form Invoice number:	m102		Send
Use this form:	Invoice	Select Form	Form Design
🔽 Include Pay Now op	otion in the email	Attachments	Cancel Help
Replace Item ID with:	<do not="" replace=""> 💌</do>		
Summarize progress	billing invoices by job		

 Sage 50 will then open a new email and will populate the email address from the customer's profile stored in Sage 50. If there is no email stored, this field will be left blank. The software will also attach the invoice as a PDF file. You will be able to customize the email if needed. <u>ONLY</u> web based emails will provide "Pay Now" button; Microsoft Outlook <u>ONLY</u> has link available. Press the **Send** button to send the email.

Thank you for your business!	
Securely with Sage Payment Solutions	
Attached is Invoice # Tea2 from Mayra Test To view the attachment, you must have the Adobe® Reader® software installed on your computer. To get a free version of this softw http://www.adobe.com/support/downloads/main.html	ware from Adobe, click here:
2 Attachments	
No.	
Invoice # Tea2.PDF	
Veb based:	
Subject Invoice # m102	
Attached Invoice # m102.PDF	
Attached	re any questions.
Attached <u>II KB</u> Please see the attached invoice. We appreciate your prompt payment. Feel free to contact us if you have	
Attached 11 KB	e any questions.
Attached In KB Please see the attached invoice. We appreciate your prompt payment. Feel free to contact us if you have Thank you for your business! To pay this invoice online, click the following link or copy and paste it into your browser address bar: https://prod-pc.sagedatacloud.com/external/v1/pay? i=598b74631226b0002d0fcd49&h=bbb5c01c48a1dba6263d7d8efb5dab02aacca4c8656a9c238dc7117c8	e any questions.
Attached Please see the attached invoice. We appreciate your prompt payment. Feel free to contact us if you have Thank you for your business! To pay this invoice online, click the following link or copy and paste it into your browser address bar: https://prod-pc.sagedatacloud.com/external/v1/pay? i=598b74631226b0002d0fcd49&h=bbb5c01c48a1dba6263d7d8efb5dab02aacca4c8656a9c238dc7117c8 72bebc41a1208f591133bf65d6f3a283bf954b5117e91758150ba85	e any questions. 8fd0134d90ddace20