Sage 50 Payment Processing Guide

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PAYA CONNECT DESKTOP INSTALLATION

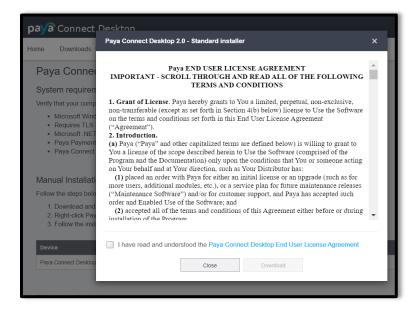
Before payment processing can begin, the Paya Connect Desktop module will need to be downloaded on the computer/server. Paya Connect Desktop is a PA-DSS (Payment Application – Data Security Standard) certified payment application that integrates with Sage 50. For all payment processing that involves 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:

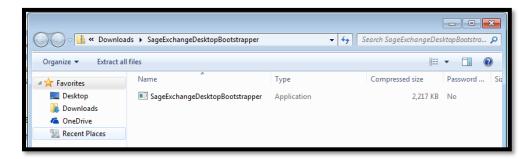
1. Go to https://www.sageexchange.com/install. From the Downloads tab, select Paya Connect Desktop v2.x

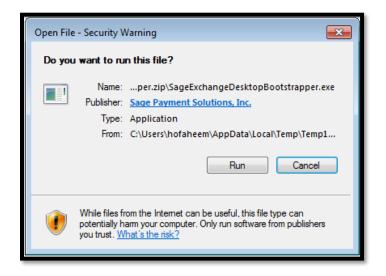
| paya | paya Connect Desktop | | | | | |
|---------------------------------------|--|--|--|--|--|--|
| Home | Downloads Support Legal | | | | | |
| Hic Pay inte Pay W Pay | Pyzx Connect Desktop v2.x va Connect Desktop is a Payment Application – Data Security Standard (PA-DSS) certified payment application 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

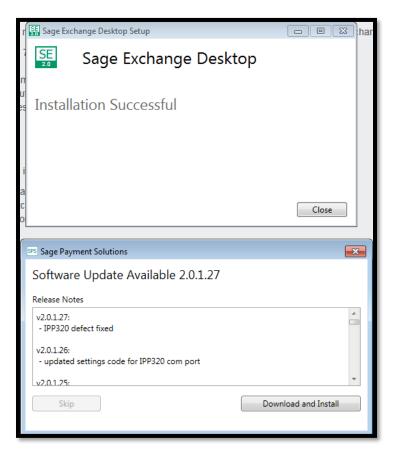




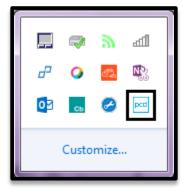
4. Agree to the Terms and Conditions and Install:



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.

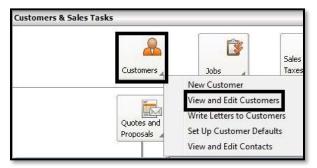
| *Gustomer. ID: | SageTest 🗸 | Prospect |
|--------------------|----------------------------------|--|
| Name: | Sage Test | Inactive |
| General Contacts | History Sales Info Payment & Cre | dit |
| Credit Card Inform | ation | Terms and Credit |
| Cardholder's n | ame: Sage Test | Use default terms |
| 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 ? |
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| 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.

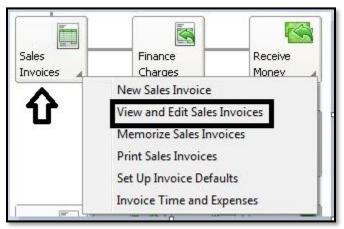


 Select the Customer ID by clicking on the search tool to select a customer or enter the first few letters in the Customer ID field. Enter the Invoice Number. In the Apply to Sales field, enter the line items for invoice. Click the Save button on the top toolbar, then click the Close button to exit the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

| | o Window Helj | | Copy = K | te Row Seri | al No Note Jo | III urnal | Event Layout R | eports Atta | ch Help |
|---|----------------------------------|----------------------|----------------|----------------|---|--------------------------------|---------------------------|-------------|------------|
| 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.: | | | | |
| | | | | | | | | Address | Line 2 | | | | - | Drop ship | p | | |
| | | | | | | | 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 | |
| | 1.00 | | | | | | | | 1. | 00 1 | | 1.00 |) | | |
| | | | | | | | | | 0-1- | | | 0.00 | | | Q |
| 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 🔳 | | |
| | | | | | | | - F | | nst Hills Rd | | | Invo | oice No.: | Test1 | | | |
| | | | | | | | E F | Address | | | | - | | Drop sl | hip | | |
| | | | | | | | Ľ | Reston | V | A 20190 | | - | | | | | |
| | | | | | | | L | Country | | | | | | | | | |
| | | Customer P | 0 | | Ship via | | Ship d | ate | Sale | s rep | | Term | IS | | | | |
| | | | | Air | borne | * | | === | | 0 | Net | 30 Days | | | | | |
| | Apply to S | ales Order: | 0.00 | | | | Арр | oly to S <u>a</u> | les: 1.00 | l. | | | | | | | |
| | Quantity | | Item | | | De | scriptio | n | | Unit Price | Tax | | Amour | nt | | Job | |
| | 1.0 |) | | | | | | | | 1.0 | 0 1 | | | 1.0 | 00 | | |
| | | | | | | | | | | | | | | | | | |
| 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 |

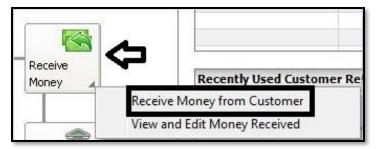
12. The next screen that will appear is the **Billing Information** window. This is the billing address where the bank account statement is sent. This is not necessarily the same as the customer information. From this window, you can change the billing address if needed. You can also enter the billing 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 🖪 | |
| D | eposit tick | et ID: | | Α | | | BChed | k/Refere <u>n</u> d | e No.: | | | | | Cash | account | - 1 |
| | | | | | | | 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 | \$€ |
| | | | | | | | EF | Payment m | ethod: | VISA | | | ~ | Cushacco | Uncalcul | _ |
| | | | | | | | | F Credit | card pa | yment: R | ec <u>o</u> rd or | Prog | ess | | Uncarca | |
| | | | | | | | | | | | | _ | | | | |
| | oly to Toy | oices: 0.00 | | | | | only to | Revenue | . 1.00 | | | | | Prepaym | ent | |
| - | | | | | | ~ | | | 5. 1.00 | , | | | L | | | |
| q | uantity | I | tem | | | | Descrip | otion | | | Unit Pri | te T | ах | Amount | Job | |
| | 1.00 | | | | | | | | | | | 1.00 | 1 | 1.00 | | |
| | | | | | | | | | | | (| 0.00 | 1 | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| 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.

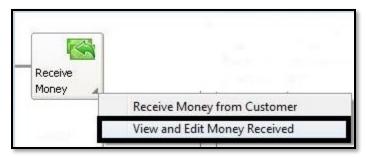
| PCD - Authorization | constraint. | 8 |
|---|---|----|
| | Payment Solutions | • |
| Name Address City State Country | Iformation Paya Test 12120 Sunset Hills Rd Reston Virginia Virginia Virginia Virginia Virginia Virginia | |
| Back | Next Submit Cancel Click For Support | qq |

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 | |

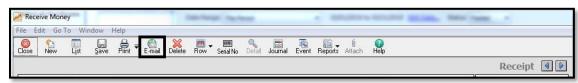
6. The next window that appears will be the receipt. Click the **OK** button to close the window or the **Print** button to print the receipt.

| | 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 |