

paya AR8003-C2P Window Service Setup Instructions

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**CLICK2PAY SETUP
AR8003-C2P
SAGE 100
PAYA | CLICK2PAY SAGE 100 SETUP USER GUIDE**

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Installation of solution / registration

- All users must be out of the system during the AR8003 setup / configuration
- Install solution AR8003-C2P-XXX (where xxx indicates version) – See the APPENDIX for installation instructions
- Place the INST for registration – place in the MAS90\SY directory (if existing overlay do not rename)
- Library Master / Utilities / Paya AF Registration
 - o Used to register solution & select criteria for functionality

o Depending on gateway interface the user will have AR8000 if Card Connect; otherwise, there will only be AR8003

Selected Enhancement		Level	Release Date	Activated Through	Unlocking Key	
C2P Interface		7.00	10/08/2022	06/01/2025	BHV09EOFJJQUK801MUL	Activate

Cat No.	Enhancement	Level	Release Date	Activated Through	Unlocking Key	Status
AR8003	C2P Interface	7.00	10/08/2022	06/01/2025	BHV09EOFJJQUK801MUL	Active for XYZ

o Click on Activate with the AR8003 highlighted – this will run through an activation which will setup any data file adjustments.

o In the pop-up box for activation

S Activation ? X

C2P Interface

Activate for this Company

Click2Pay ☒

Options

Maintain Click2Pay by Document ☒

Accept Payments in Sales Order ☒

Create Cash Receipts on Sales Order Payments ☒

Default to Save Credit Cards ☒

Accept Cancel

- Select the Click2Pay to activate the option
- Additional Options that will set processing features for Click2Pay
 - o MAINTAIN CLICK2PAY BY DOCUMENT
- This provides for the ability to turn each document (AR Inv / So order / So Inv) off / on for C2P. With this option off it provides for only the Customer checkbox for C2P and if on then C2P will apply for all transactions.
 - o ACCEPT PAYMENTS IN SALES ORDER
- With this function turned on the Sales Order function will generate C2P links (if the checkbox is on or customer setup for C2P) for each Sales Order. When a payment is made to the Sales Order it will populate to the Sales Order and post a CASH posting in Cash Receipts against the credit card asset field.
- With this function turned off the Sales Orders will not generate C2P links. Sales Invoices will generate a link and will require updating through the Sales Journal for payments to be applied to the posted invoice through Cash Receipts.
 - o CREATE CASH RECEIPTS ON SALES ORDER PAYMENTS
- With this function turned on the Cash Receipt import for Sales Order payments will create a Cash Receipt GL posting to the Asset Account from the Payment Type. Stock Sage does not post to GL when a Sales Order payment is created, but when the SO is moved through SO INV then to the Sales Journal – the offset for the Deposit (payment) goes to the Asset account for the Payment Type

- Full Circle posting
 - o Sales Order Created
 - o C2P Payment Received
 - o Sales Order gets updated with Payment
 - o Cash receipt GL posting for posting a CREDIT to the Payment Type Asset field (this one is set to Customer Deposit) – The DEBIT is posting to the Bank Code assigned to the Cash Receipt (same Bank Code assigned to Payment Type for C2P and is normally a Credit Card Clearing account)
 - o Sales Order moved to Invoice & updated through Sales Journal.
 - o Posting a DEBIT to the Payment Type Asset Field
 - o When the gateway indicates the \$\$\$ funded the post is normally accomplished in GL via GL General Journal where an entry is created to CREDIT the CC clearing & DEBIT the operating account where the credit card cash gets moved to.

Daily Transaction Register

XYZ Manufacturing Company (XYZ)

Postings For: 10/13/2022

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
CR-000014	106-000-000	CCClear Dan's TVRepair CHK: C2P BATCH:40040	35.34	
	201-000-000	Customer Deposits Dan's TVRepair REF:C2P		35.34
Journal 000014 Totals:			35.34	35.34
Source CR Totals:			35.34	35.34
10/13/2022 Totals:			35.34	35.34
Report Totals:			35.34	35.34

Daily Transaction Register

XYZ Manufacturing Company (XYZ)

Postings For: 10/13/2022

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
SO-000022	201-000-000	Customer Deposits 4000067 CC	35.34	
	400-010-000	Systems Sales S/O Invoice Entry - 10/13/2022		35.34
Journal 000022 Totals:			35.34	35.34
Source SO Totals:			35.34	35.34
10/13/2022 Totals:			35.34	35.34
Report Totals:			35.34	35.34

- o When this function is turned OFF there will be no posting to Cash Receipt for Sales Order payment.

Custom Office Setups

- There is one field that needs to be added to the AR INVOICE / SO ORDER / SO INVOICE / AR INVOICE HISTORY screens >> UDF_C2PURL.
- Import the Custom Office file associated with the installation AND based on the modules listed for the enduser, and it will bring in the fields and move them through the transaction updating to AR Open Invoice / History files as needed.
 - o Systems with Sales Order loaded should load the AR8003_C2P_XXX_WITHSO.M4X (where "xxx" indicates version)
 - o Systems without Sales Order loaded should load the AR8003_C2P_XXX_NOSO.m4x (where "xxx" indicates version)
- The field is added to the Totals Tab for AR INVOICE / AR INVOICE HISTORY/ SO ORDER / SO INVOICE (for

the WITHSO version) AND only AR files for NOSO version.

S

* A/R Invoice Data Entry (ABC) 9/7/2022

Invoice Number0700068-IN

Batch00020

Customer...Credit...

1. Header

2. Lines

3. Totals

4. Payment

Taxable Amount

0.00

Nontaxable Amount

870.00

Freight

0.00

Sales Tax

0.00

Invoice Total

870.00

Click2Pay

☒

Amount Subject to Commission

870.00

Commission Rate

8.000 %

Commission Amount

69.60

Tax Detail...

C2Purl

https://dev.click2pay.paya.com/Payments/PaymentLink?code=H4sIAAAAAAEAB3LOw7CMAwAOL4xlc7NhZmFA4gp2nlBj1R1Q9wd1Le/D1zOcAJVmpHo5AsyN0aeuFAUs2YUcM14AC3h2/zvT73k4W8ydFxaBVknhWDyFG71eg0ziP/SzrWfvDxth/P0rqzoQpsmXglsqYVtHjVxm4fsDvAAOAJUAAAA=

S

* Sales Order Entry (ABC) 9/7/2022

Order Number0000281

Copy From...Defaults...Customer...Credit...

UserRAYA

1. Header

2. Address

3. Lines

4. Totals

5. Payment

Order Date9/6/2022

Order TypeStandard Order

Tag Detail...

Customer No.01-AV/NET

Avnet Processing Corp

Salesperson0200

Amount Subject to Discount

259.00

Discount Rate

5.000%

Discount Amount

12.95

Deposit Payment Type

NONE

Check Number

Deposit Amount

0.00

Click2Pay

☒

Taxable Amount

246.05

Non-Taxable Amount

0.00

Commission Rate

8.000%

Sales Tax Amount

17.84

Order Total

263.89

Ship Zone

Ship Weight

00038

Freight Amount

0.00

Click2Pay Payments

0.00

Net Click2Pay

263.89

C2PURL

https://dev.click2pay.paya.com/Payments/PaymentLink?code=H4sIAAAAAAEAB3LOQ4CMQwAwL+KxIOO3aoabZA4gs+sql.gkFbbtH4O2unnk5ZLQccc1gmbgAxywGEKZj7Audewpmv3nk7p9tB9fW/P40Qu2qkpTK4EKsFK0vWBXap5maKG/3Odm9/1tR9H3dXCATBpQwGMQIVUR1HIDOH1AJ+CRJUAAAA=

The AR Invoice History must be placed on the header at the bottom as there are two types of screens due to AR & SO invoices both going to the AR Invoice History table.

S * A/R Invoice History Inquiry (ABC) 9/7/2022

Invoice No. Type Date

Source Order No.

1. Main **2. Lines** **3. Payments**

Customer No.

Name

Ship To

Source Journal

Customer PO <input type="text" value=""/>	RMA No. <input type="text" value=""/>	<table border="1"> <tr><td>Taxable</td><td>429.00</td></tr> <tr><td>Nontaxable</td><td>.00</td></tr> <tr><td>Freight</td><td>.00</td></tr> <tr><td>Sales Tax</td><td>29.55</td></tr> <tr><td>Discount</td><td>21.45</td></tr> <tr><td>Invoice Total</td><td>437.10</td></tr> <tr><td>Deposit</td><td>.00</td></tr> <tr><td>Net Invoice</td><td>437.10</td></tr> </table>	Taxable	429.00	Nontaxable	.00	Freight	.00	Sales Tax	29.55	Discount	21.45	Invoice Total	437.10	Deposit	.00	Net Invoice	437.10
Taxable	429.00																	
Nontaxable	.00																	
Freight	.00																	
Sales Tax	29.55																	
Discount	21.45																	
Invoice Total	437.10																	
Deposit	.00																	
Net Invoice	437.10																	
Terms Code <input type="text" value="01"/> <input type="text" value="Net 30 Days"/>	Apply To <input type="text" value=""/>																	
Salesperson <input type="text" value="01-0200"/> <input type="text" value="Shelly Westland"/>	Schedule <input type="text" value="CA"/>																	
Ship Date <input type="text" value="9/7/2022"/>	Ship Zone <input type="text" value="Tracking..."/>																	
Ship Via <input type="text" value="MAIL"/>	Weight <input type="text" value="55"/>																	
FOB <input type="text" value=""/>	IT User ID <input type="text" value=""/>																	

Confirm To

Comment

E-mail






Fax ☐ Batch Fax ☒


Balance


C2Purl

Paperless Office

- Solution utilizes stock Sage Paperless Office functionality to distribute the PAY NOW button which links to the C2PURL.UDF assigned to each form (invoice / sales order)
- Paperless Office Electronic Delivery Message Maintenance
 - o Add the PAYNOW button to the email messages
- Select the ICON and path it to the MAS90\PAYA\PNG\PAYNOW.PNG directory (must have total path).
- Hint – using the File Explorer – go to the MAS90\PAYA\PNG directory – copy/paste that link to the SOURCE field, then add \PAYNOW.PNG to the directory location.
- Select the INSERT LINK button and key in the link for the [Click2PayURL]

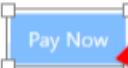
Document Type Customer Forms     

Company Code ABC  ABC Distribution and Service Corp.

Module Code A/R  Accounts Receivable

Document Invoice

Subject AR Invoice for review /payment Insert Merge Field 



Please review
If you have any
We appreciate

Insert/edit image ×

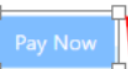
Source [\MAS90c2pCC\MAS90\PAYA\PNG\PAYNOW.F](#) ×

Image description

Dimensions 76 x 35 ☒ Constrain proportions

Ok Cancel

payment link.



Please review th
If you have any
We appreciate y

Insert link ×

Url [\[click2payURL\]](#) ×

Title

Target None

Ok Cancel

provide the payment link.
ep.

Accounts Receivable

- Customer Maintenance
 - o Select which customer(s) will be integrated for Click2Pay
- The field will be available during On-The-Fly customer entry.

S Customer Maintenance (ABC) 9/7/2022

Customer No. 01-AVNET 🔍 🔄 ⏪ ⏩ 📅 Copy From... Renumber... More...

Name Avnet Processing Corp

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

Comment

Open Item Customer ☒ Internet Enabled ☒

Customer Status Active ▼

[Inactive Reason](#) 🔍

Printing

Sort AVNET Batch Fax ☐

Customer Type A1 Print Dunning Message ☒

Statement Cycle M

Data Entry

Price Level 1

Default Payment Type NONE ▼

Primary Payment Information

Payment ID 🔍 Click2Pay ☒

Payment Type



- o When a flag is turned on for a new customer a pop-up will ask if you want to turn on Click2Pay for AR Open Invoices that have remaining balances. If YES, then any open balance invoices will be assigned a doc-id and available for payment in the portal.
- Note if the Merchant wishes to provide their end-user with the Invoice Link for payment, they will have to utilize Invoice History and reprint with the appropriate link from paperless Office.

Primary Payment Information

Payment ID 🔍 Click2Pay ☒

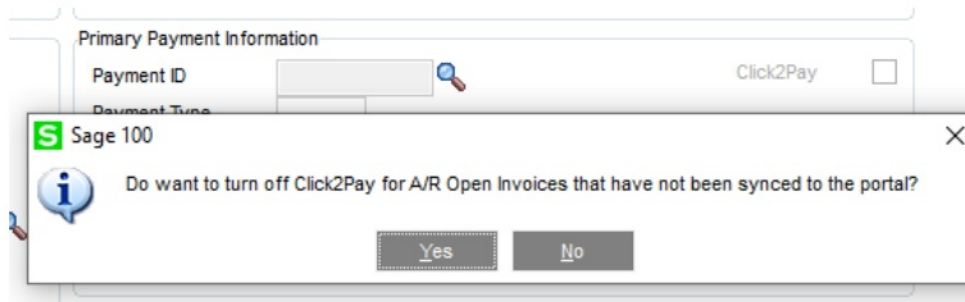
Payment Type

S Sage 100 ✕

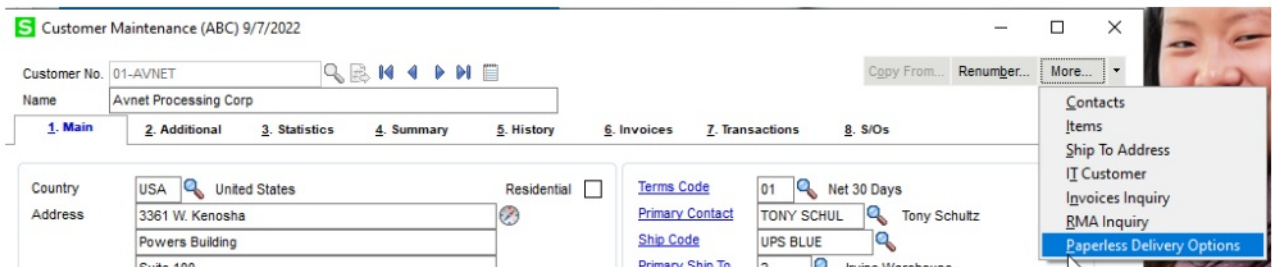
🔍 Do want to turn on Click2Pay for A/R Open Invoices that have a remaining balance?

Yes No

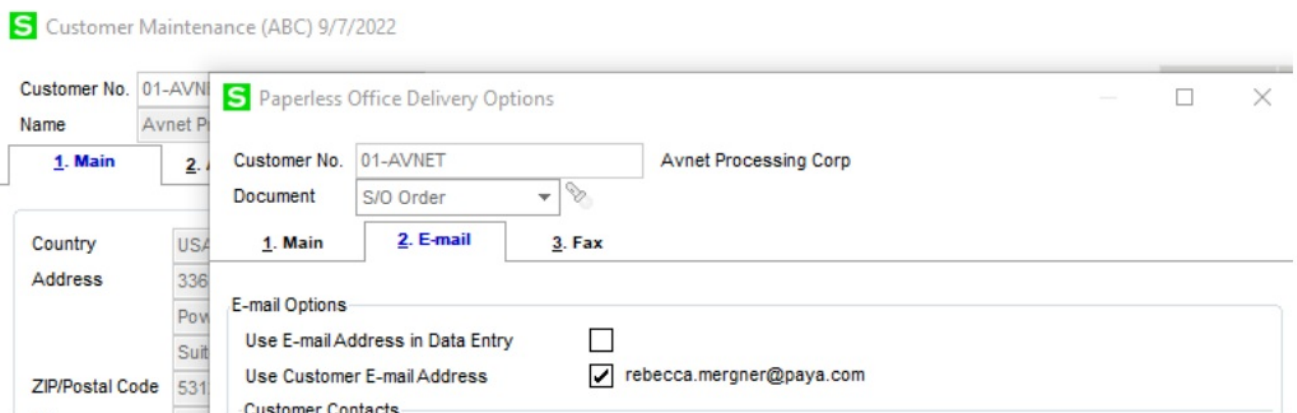
- o If a customer is removed from Click2Pay – turning off the selection, then a pop-up will ask if the user wants to turn off Click2Pay for AR Open Invoices that have not been synced. This will stop any additional invoices from populating the portal
- o Paperless Office must be turned on for each C2P customer



- Paperless Office must be turned on for each C2P customer








- Setup each document (as applicable) for email
- Determine the email to be utilized for the Paperless Office (stock Sage)



- Payment Type Maintenance
 - Payment types for the credit card processing may already be setup – and if so then the PAYA box is the function that needs completed.
- If the Credit Card payment type is not already setup, then it should be configured
- For the Card Connect interface there is no information in the PAYA EXCHANGE SETTINGS
- Asset Account is what is utilized in Cash Receipts to offset the Credit Card posting to Sales Order (if payments are taken in Sales Order). This account for Credit Cards is normally a clearing type of account as funds are deposited by the gateway independently of the Cash Receipt entry.
 - The Bank Code in the PAYA AF (advanced features) Additional fields button needs to be completed as it is utilized during the automated Cash Receipt processing to determine which Bank Account to deposit the Credit Cards funds into.
 - The Merchant ID is the Click2Pay Portal Merchant ID provided for the Sage 100 company from Paya. It is not the same as the credit card Merchant ID.

S Payment Type Maintenance (ABC) 9/7/2022

Payment Type:     

Description:


Paya

S Paya AF Additional Fields

Paya AF (AR8000)



Alternate Gateway Code

Click2Pay (AR8003)

Bank Code 

Merchant ID

Exit

Clear **Accept** **Cancel** **Delete**  

- Batching
 - o Batching is required for Cash Receipts
 - o Batching is recommended for AR Invoices
 - o Batches is recommended for SO Invoices


S Accounts Receivable Options (ABC) 9/7/2022

1. Main 2. Additional 3. Credit 4. **Entry** 5. Printing 6. History 7. National

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	<input checked="" type="checkbox"/>	00021
Cash Receipts Entry	<input checked="" type="checkbox"/>	00030

Cash Receipts Entry

Default Bank Code 

Require Deposit Amount ☒

Allow Credit Cards / ACH Payments ☒

S Sales Order Options (ABC) 9/7/2022

1. Main 2. **Entry** 3. Line Entry 4. Forms 5. Printing 6. Quick Print 7. History 8. Job Cost

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	<input checked="" type="checkbox"/>	00001

Commissions

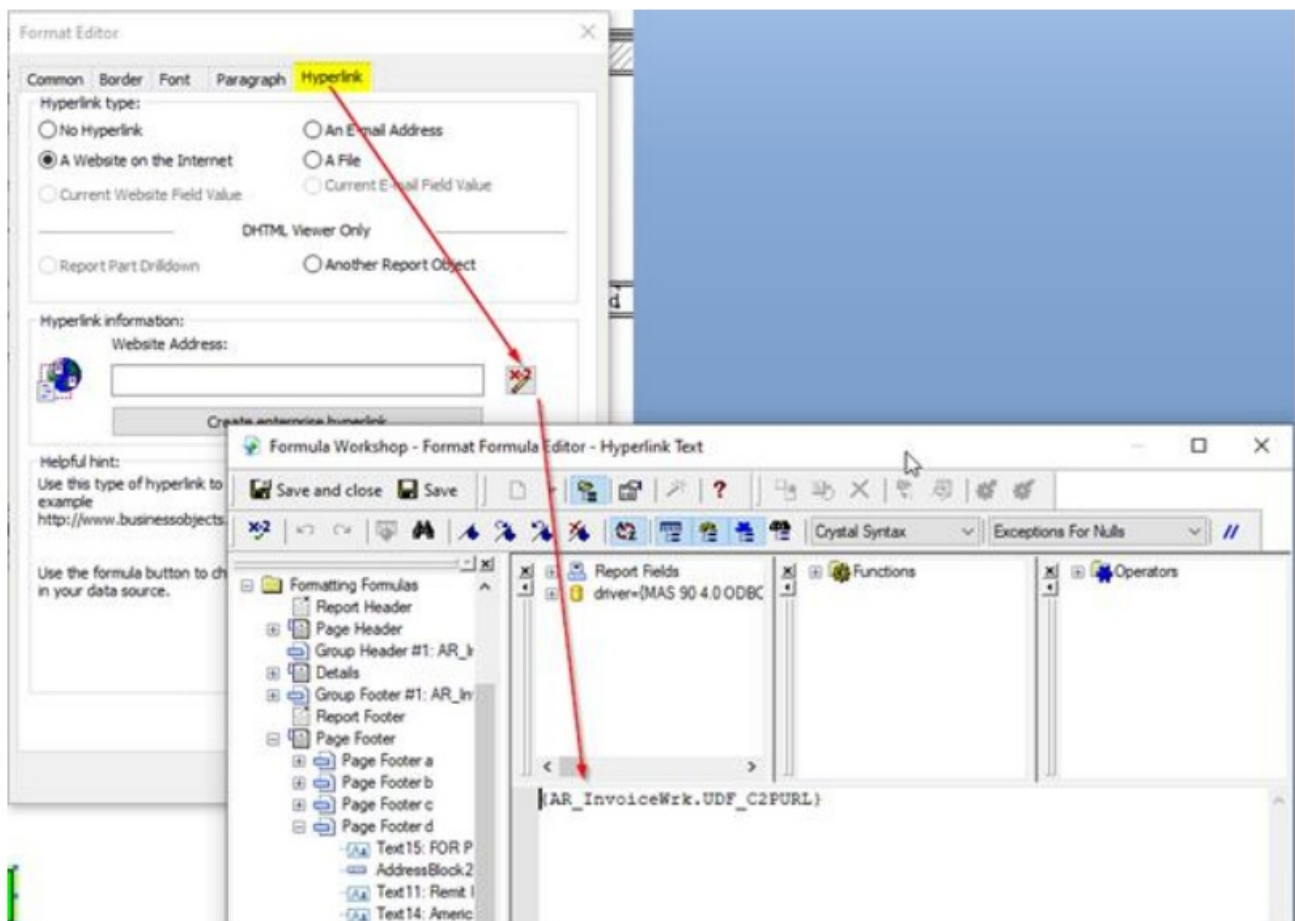
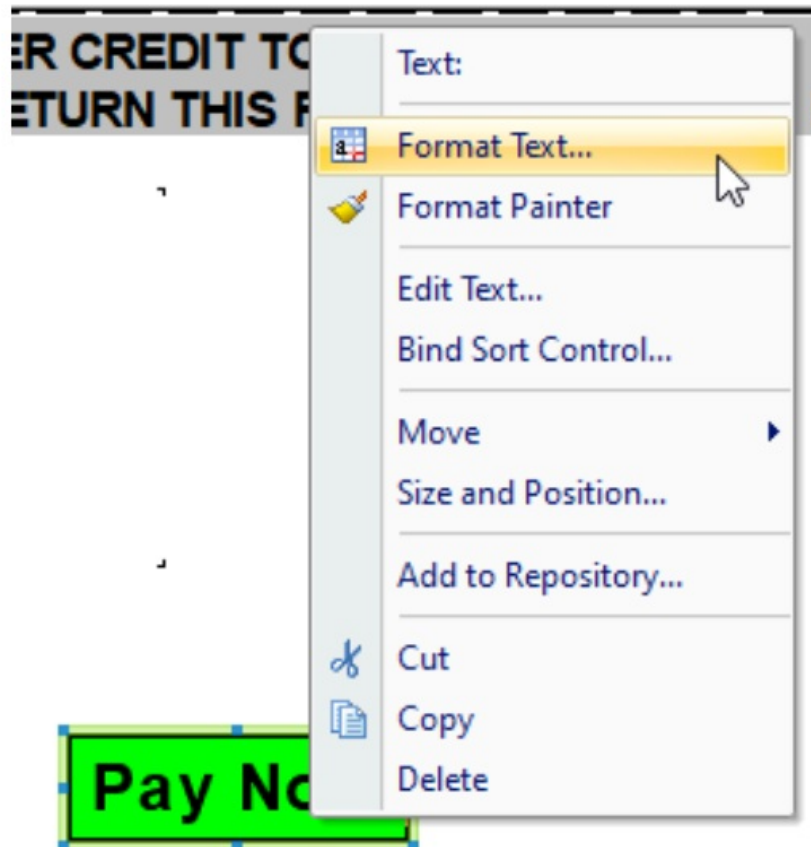
Split Commissions Between Salespersons ☒

Customer Split Commission to Override Ship-To Salesperson ☐

Crystal Reports

This solution does not provide for a PAY NOW link for Crystal Reports. The below information provides information

on how this can be accomplished. If additional information is required, please contact your Sage Reseller for assistance.



APPENDIX

SAGE 100 solution Installation Instructions (Please read carefully)

Before installing make sure that the level of the enhancement is the same level as the SAGE 100 module you are using (The version for your install is noted in the .exe name of the file provided)

Review information for before/after installation:

- Always make sure you have a backup and that all SAGE 100 users are out of the system. For Sage systems Advanced or Premium STOP the service before installation. Verify all batches for data entry for the modules effected have been updated (AR Invoice / AR Cash Receipts / SO Invoice).
- If the programs are being installed on a MAS 200 Client/Server system, the installation must occur on the server. For SQL the SQL Server is required to be loaded and load the install from the server. Installation with an Admin user is required.
 - o Utilize the EXE provided (AR8003-C2P-XXX-MMDDYY-DIST.EXE)
 - o Install to the current Sage 100 directory
- If there are screen changes and you have Custom Office changes on those same screens you will need to install the enhancement and then process UPDATE CUSTOMIZED FORMS TO CURRENT LEVEL under Custom Office / Customizer Utilities. (Keep all users out of the system until the Custom Office adjustments have been accomplished)
- If you currently have Custom Office UDFs – Access, the Custom Office – User Defined Field Maintenance and run the UPDATE for the modules with UDFs. This will repopulate your Crystal data dictionaries.



Documents / Resources

	<p>paya AR8003-C2P Window Service Setup [pdf] Instructions AR8003-C2P, Window Service Setup, Service Setup, Window Setup, Setup, AR8003-C2P Service Setup</p>
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