



**Smart Portable
Android POS
Terminal
Mobile
Payment**



Vista 5 Smart Portable Android POS Terminal Mobile Payment Owner's Manual

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Vista 5 Smart Portable Android POS Terminal Mobile Payment



Specifications

- Product Name: Vista 5 and SmartPO +Payables
- Manufacturer: Entertainment Partners
- Location: 2950 N. Hollywood Way, Burbank, CA 91505

Product Information

The Vista 5 and SmartPO +Payables system is designed to streamline payment approvals and management for studios and shows. It allows for efficient handling of payment types and provides user visibility to payables, vendors, and bank accounts.

Setup

To set up the payment approval feature:

1. Contact your EP Account Manager to negotiate the Payment Approvals option in your contract.
2. In V5, enable Payment Approvals under Setup > Customization > License tab.
3. Enable specific payment types for approval as needed.

User Visibility to Payables

To provide users with visibility to payables:

- Grant access to manage Payments by enabling the Payment Visibility checkbox under Management > Users.
- Show Admins can also manage this permission.

Vendors

For ACH payments, vendors need to have their bank account information entered in V5 under the Vendors > Vendor Entry screen. Mark ACH as the default payment type for vendors receiving payments via ACH.

Bank Accounts

For ACH Payments, coordinate with EP and the bank to set up a bank account. EP will create a file format template for transferring files to the bank.

Processing

To process payments:

1. Create and post invoices.
2. Process invoices using the appropriate payment type.

Overview

Vista 5 (V5) and SmartPO +Payables (SPO +Payables) work together to provide a seamless payment processing experience. This integrated solution empowers your organization to efficiently manage and approve Checks, ACH, and CASHét payments before they are issued.

Setup

Enabling Payment Approvals

The Payment Approvals option must be negotiated in your contract with Entertainment Partners (EP). Contact your EP Account Manager for more information.

Enabling Payment Types

1. In V5, go to Setup > Customization and select the License tab.
2. Under Payment Options, the Enable Payment Approvals will be checked if SPO +Payables is turned on for your show.
3. This screen also has options for which payment types to turn on for approval: ACH, Check, and CASHétPay
4. Select the payment types that require approval and save.

Bypass Payment Approval

Your studio may allow your show to bypass the payment approval process.

1. To turn on this option, go to Setup > Customization and select the Studio tab.
2. Under Payment Options, check the Bypass Payment Approval checkbox

Providing User Visibility to Payables

1. The SmartPO Payment screen is tied to a user permission. For any SPO +Payables user who needs access to manage Payments, enable the Payment Visibility checkbox under Management > Users.

Note: A Show Admin can turn on this permission.

Vendors

For ACH payments

For a vendor to be able to receive payments via ACH, the vendor must have information entered about the bank account to receive the funds. To do so in V5, go to the Vendors > Vendor Entry screen and click the “ACH Info” button.

The screenshot shows the 'Vendor Entry' screen in a software application. The left sidebar contains a navigation menu with options like 'Setup', 'Vendors', 'Purchase Orders', 'Accounts Payable', etc. The main area is titled 'VENDOR NAME/NUMBER' and includes fields for 'Active', 'Vendor Type', 'SSN / FID', 'Vendor #', 'Assign Tax', 'Default Currency', 'Vendor Name', 'First Name', 'Middle Name', and 'Last Name'. Below this is the 'VENDOR ADDRESS AND PAYMENT' section with fields for 'Country', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Postal Code', 'Work Region', 'Qualified In', 'Phone', and 'Attention'. There is an 'Additional Payees' button. To the right, there are fields for 'Default Payment Type', 'Account Number', 'Print on Check As', and 'Sample'. A red arrow points to the 'ACH Info' button. An 'Automated Clearing House Info' dialog box is open, displaying a table with the following data:

Nickname	Bank Name	Routing Num...	Account Number	Currency	Verified	Bank Account Type	Alt Transaction T...	Active
Main	BoFA	123456789	1234 4545 1111	USD	<input checked="" type="checkbox"/>	CHECKING	CCD	<input checked="" type="checkbox"/>

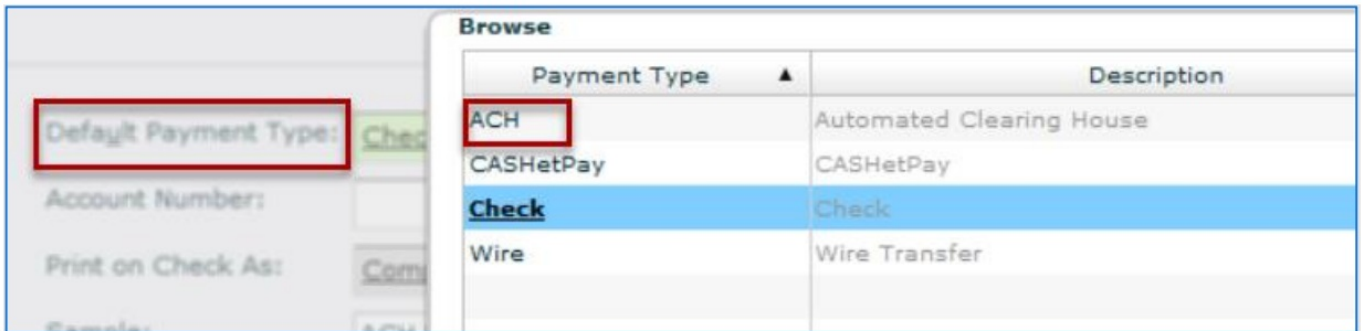
The dialog box also has 'Cancel' and 'Ok' buttons. Below the dialog box, there are fields for 'VENDOR TAX INFO', 'Entity Type', 'Tax Form On File', 'Service Description', 'MISC INFORMATION', 'Due Days', 'Discount %', 'NPAA Code', 'Vendor Tag', and 'Studio Vendor #'. At the bottom, there is an 'ACCOUNT INFORMATION' section with tabs for 'Distribu...', 'Petty Cash', 'Card Issuer', 'Card Holder', and 'Wire Transfer'. The 'Entry mode activated' status is shown at the bottom right.

The meaning of these fields breaks down as follows:

- Nickname — If you have a vendor with more than one bank account you might direct ACH payments to, the nickname lets you keep track of which is which. When making payments, the system will default to the account nicknamed “Main” over other active bank accounts.
- Bank Name — The name of the bank where the vendor’s account resides
- Routing Number — The routing number of the vendor’s bank account that will receive ACH funds.
- Account Number — The account number of the vendor’s bank account that will receive ACH funds.
- Currency — The ISO currency code for the vendor’s bank account currency.
- Verified — A status that allows your show or studio to identify, according to proprietary standards, that the vendor’s ACH bank account is suitable for fund transfers. The status is for reference and does not affect system functionality.

- Alt Transaction Type — Go to the glossary for the definitions of the two options: CCD and PPD.
- Active — A way to mark an ACH account as unusable without deleting it.

As a best practice, for any vendor whose primary method of receiving payments is ACH, mark their default payment type as “ACH” by selecting it from the “Default Payment Type” selector. By doing so, the payment type in transaction entry screens will default to this payment type once the vendor is selected



Payment Type	Description
ACH	Automated Clearing House
CASHetPay	CASHetPay
Check	Check
Wire	Wire Transfer

For CASHét Payments

To receive CASHét payments, a vendor must have a tax ID number and either a phone number or email address. The tax ID is used so that the payment can be reported to tax authorities, and the contact information is so that CASHét can contact the vendor.

- The phone number may be entered either on the main Vendor Entry screen, in the “Phone” field, or as a row in the “Additional Payees” pop-up with a Contact Type of BUSINESS_PHONE. Note that the value in the “Contact Info” field must be numeric. Do not enter the phone number in the “Comments” field only.
- An email address may be added as a row in the “Additional Payees” pop-up with a Contact Type of EMAIL. Make sure that the actual email address is in the “Contact Info” field.
- The tax ID must be entered in the “SSN / FID” field. Foreign tax IDs are not currently supported.

Bank Accounts

Bank accounts and their related companies, currencies, and assignment to shows must be synchronized with systems that support all the EP production accounting systems, including V5, before payments drawn on those bank accounts can be submitted for approval to SPO +Payables. To synchronize a bank account and its related data to supporting systems, load the bank account in the Setup > Bank Accounts screen, update any necessary information for ACH or CASHét payments (detailed below), and save. Saving the bank account completes the synchronization.

Note: The Transfer > Synchronize Data utility should not be used at this time.

For ACH Payments

To set up a bank account for ACH payments, coordination needs to occur between your show or studio, EP, and the bank. Details regarding how the file will be transferred to the bank need to be agreed upon, and the format of the file that the bank can receive needs to be identified. Then, EP will create a template for creating files with that format.

- The template may require parameters. If so, they will show up in the ACH tab of the Bank Accounts setup screen. Parameters will be different for each template created.
- A payment number range must be defined that does not overlap any check payment number range for the same bank account.

- The optional ACH number prefix can be helpful. It will be displayed in the ACH file before the payment number

Bank Account Information

Active: ☒ CASHetPay: ☐

Name: Banken av Lisa Bank Name:

Country: CAN Pos. Pay Template: ☐ Auto Generate Pos Pay

Company: BC Currency: CAD Pos. Pay File Location:

Address 1: Bank Code: Bank Map:

Address 2: Routing #: 00002-003 Account #: 3442345245

City: State: Branch name:

Zip Code: Description:

Attention: Phone #: () - Branch Number:

A/P Accounts

Account Type	CO	GLPROJ	SHOW#	MAJMN	ST
Cash Account:					
AP Clearing:					
Suspense Account:					
Cash Account 3:					
Bank Deposits Account:					

Source Code: AP

Print On Check: ☐ Show Name

☐ Void After

☐ Currency Designation

Payment Types:

Check **ACH**

Template Info

ACH Template: V5_BOA_IS V5_BOA_ISO2_XML parameters:

ACH Payor Name: achpayorname

ACH Routing Number: 123456789

ACH Company ID: achcoid

EP Send: ☒

Funding Delay Days: 1

Attribute	Value
Street Name	123 Cherry Lane
Postal Code	91506
City	Burbank
State	CA
Country	US

Payment Info

Active: ☒

Issue Zero Payments: ☒

ACH Number Length: 9

Next ACH Number: 500000013

Turn Suggestion On: ☒

ACH Number Prefix: G2EV

ACH Number Ranges:

From	To
500000001	999999999

For CASHét Payments

The bank account must be marked as a CASHét payment bank account. It cannot be used for any other payment types.

Bank Account Information

Active: ☒ **CASHetPay: ☒**

Name: GTCAT Bank Name:

Country: USA Pos. Pay Template: ☐ Auto Generate Pos Pay

Company: S2 Currency: USD Pos. Pay File Location:

Address 1: QA1 test12 Bank Code: DQ Bank Map:

Address 2: QA2 Routing #: Account #:

City: State: Branch name:

Zip Code: Description:

Attention: Phone #: () - Branch Number:

Processing

Create Invoices

1. In V5, create at least one invoice for a vendor and select the payment type: ACH, Check, or CASHétPay.
2. Post the invoice(s); invoices are needed to generate a payment.
3. Process the posted invoices using the appropriate payment type: Process Checks, ACH Transfers, or CASHétPay.

Create and Submit Payments for Approval

New Approval screens are available in V5 to facilitate payment approval ahead of processing:

1. Go to the appropriate payment approval screen under their sections: Payments > Check Approval, ACH Approval, and CASHétPay Approval. The screen will also launch automatically by pressing the "Submit for Approval" button at the lower-right of the process posted invoices screen.
2. It is recommended users add supporting documentation to the payment to help approvers decide to move the payment forward.
3. Like the Process Payment screen, select the Approval checkbox on the grid for payments to send for approval.
4. Click the Submit for Approval button to send the payment(s) to SPO +Payables for approval.

Cancel Payments

Submitted payments that are not ready to be approved can be taken out of the approval by selecting the Cancel checkbox and clicking the Cancel Approval Request button. The invoice(s) are available to submit for approval again in the future.

Process Approved Payments

1. As payments are approved from SmartPO, click the Refresh All status button in the V5 Payment Approval screen to update approval status.
2. Payments that are fully Approved can now be processed
3. Select the Pay checkbox on the right of payments that should be processed and click the Process Payment button. This will kick off the standard payment process.

- Bank Account name: This is the bank (1) from which the payments for approval are generated. It is the same name as defined in the V5 Setup > Bank Accounts screen. This field is grayed out because the bank account has already been selected in a previous screen. However, if payment processing has been interrupted, it is possible to access this screen from the menu. In this case, the field is editable so the desired bank account may be selected.
- Quick-action shortcuts: In cases where the administrator wants to send all payments to SmartPO for approval, click the Select for Approval (2) button to select Approve for all payments. Just below is the option to Clear Approvals (3), where the system will deselect all payments.
- Alternatively, you can cherry-pick payments to send to SmartPO for approval. Select the payments for approval, and then click the Submit for Approval (16) button below the grid. Select payments for approval submission by checking the boxes in the Approval column. To select all payments at once, click the Select for Approval (2) button.
- To clear all the Select for Approval (2) payments at once, click the Clear Approvals (3) button.
- The Select for Cancel (4) button checks all the boxes in the Cancel (10) column. Canceling will take a payment out of approval and back to a draft state.
- The Clear Cancels (5) button unchecks all the boxes in the Cancel column.
- The Refresh All (6) button looks up the SPO +Payables approval statuses that are saved to the V5 database and updates the status for all the rows in the grid.
- The Select to Pay (7) button checks all the boxes in the Pay (15) column for payments that are eligible to be paid. They are eligible if they have been approved, or if the requirement for payments to be approved has been temporarily overridden.
- The Clear Payments (8) button removes processed and denied Payments from the grid.
- The Approval (9) checkbox allows you to select the payment to submit for approval. Select at least one payment and click the Submit for Approval (16) button. This will send the payment(s) to SPO +Payables for approval.

Note: The payment will appear in SPO in a draft state under the Payments tab. The payment may need additional documentation and submission for approval.

- The Cancel (10) checkbox allows you to cancel an approval if the payment was submitted but not ready for approval. Select Cancel on one or more payments and click the Cancel Approval Request (17) button below the payments grid. This will pull the payment out of approval and into the draft state.
- The Approval ID (11) is the identifier of the payment in SPO under the Payments tab.
- Refresh Status (12) will update the Approval Status (13) of the payment.
- Pending means the payment is still in approval. Denied means the payment was denied and is not approved. Approved means the payment was fully approved and can be processed.
- An approver must provide a reason for denying a payment, which will be displayed under the Denial Reason (14) column.
- Select approved payments to Pay (15).
- For approved Payments, you can run a Pre-Payment Register (24) to view the payments report before processing.
- Generate a payment by clicking the Process Payment (25) button.
- If a payment was submitted for approval prematurely, select the Cancel checkbox (10) on the Payment grid and click the Cancel Approval Request (17) button to remove the payment from approval.
- Certain privileged users may temporarily override the need for approvals on payments. This may occur if a necessary service is down or unreachable, and payments need to be paid. The message displayed (18) will let you or the user know whether payments must be approved or may be paid without approval.
- The predicted payment number range is displayed (19). These are the payment numbers to be used if the payment run is processed immediately. The actual payment numbers are determined on the Payment Register Post screen and consider such things as overflow checks and whether other payment runs occurred since the approval screen was displayed.
- Number of payments to be issued (20). This does not account for any overflow checks that might occur.
- Current bank account balance, (21) amount to be paid, (22) remaining bank balance after payment (23).
- Generate a Pre-Payment Register (24) to review payments that are ready to be processed.
- Process payments (25) for approved items.
- Error messages (26) will display in the drop down in the lower left corner of the screen.
- System messages (27) are displayed in the lower right corner of the screen.

Acquiring Payment Approval in SmartPO +Payables

1. Submitted payments will appear under the Payments tab in a draft state in SPO +Payables. Before submitting a payment for approval, verify a default payment approval flow is created for the show. This screen can be found under Management > Approval Flows > Payments.
2. Click the Refresh All button to update the approval status of all listed payments.
3. When the payment has full approval in SPO +Payables, submit the payment for processing by selecting the Pay checkbox and selecting Process Payment.
4. Once the payment is approved, the status will be updated in V5, allowing the payment to be processed and generated.
5. These steps apply to Checks, ACH, and CASHétPay.

Canceling Payments in Approval

There may be situations where a submitted payment approval is no longer needed or needs to be corrected. This

can be handled by canceling the payment approval for that payment to allow you to correct and resubmit later.

1. On the approval grid (Check, ACH, CASHétPay) in V5, select the Cancel checkbox on the specific payment(s) to cancel. Selecting at least one payment will enable the Cancel Approval Request button on the processing screen.
2. Clicking the Cancel Approval Request button will remove the payment from approval and the show grid. Click the Refresh All button to remove any items that are no longer needed.

FAQs

Enable Payment Approvals is not checked. What do I do next?

Contact your EP Account Manager

No data loads in the Payment Approval screen. How do I fix this?

Press the "Refresh All" button to load the data manually.

The Check Approval Screen is not available for Check Payments. How do I fix this?

Verify that Check Approval has been turned on by going to Setup > Customization, License Tab. Under Payment Options, verify that Enabled Payment Approvals and Checks are checked

The CASHét Approval Screen is not available for CASHét payments. How do I fix this?

Verify that CASHét Approval has been turned on by going to Setup > Customization, License Tab. Under Payment Options, verify that Enabled Payment Approvals and CASHét are checked

The ACH Approval Screen is not available for ACH Payments. How do I fix this?

Verify that ACH Approval has been enabled by going to Setup->Customization, License Tab. Under Payment Options, verify that Enabled Payment Approvals and ACH are checked.

I canceled a payment in Payment Approval. Where did my payment go?

a. Check — Find your payment on the Process Check Payments screen, where it can be resubmitted for approval. b. ACH — Find your payment on the ACH Transfers screen, where it can be resubmitted for approval. c. CASHétPay — You will find your payment on the CASHétPay screen, where it can be resubmitted for approval.

I approved/canceled/denied a payment, but V5 does not show the status in the Approval screen. How do I fix this?

Press the Refresh Status button in the payment's row or press the Refresh All button to get the payment status

I am supposed to be able to bypass payment approvals, but the system will not let me. How do I fix this?

Verify that the Setup > Customization > Studio > Payment Options "Bypass Payment Approval" box is checked. If not, check it and save the screen

I cannot select a payment to pay in the approval screen. How do I fix this?

A payment must be in "Approved" status to be paid. Refresh the payment to see its status. If it is not in "Approved" status, verify that the payment has been sent to SPO and that the necessary parties have approved the payment

I cannot select an ACH payment to Submit for Approval. How do I fix this?

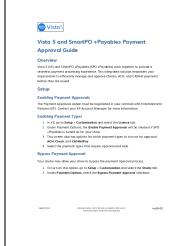
a. When an ACH is created with a vendor that does not have ACH information set up in Vendor Entry or the vendor has been updated after the payment was posted, then the "Vendor ACH Info" will be blank in the payment's row. b. Verify that the vendor associated with that payment has ACH information entered and saved. c. Open the invoice(s) associated with that payment in Invoice Entry and verify that ACH Info in the Payment Info section is now populated. Then, save the invoice with the updated vendor.

Glossary of Terms and Acronyms

ACH Automated Clearing House. The primary system used for electronic funds transfers. CASHétPay A type of payment wherein V5 sends posted payment information to CASHét (<https://www.CASHét.com/CASHétpay>) a company who pays vendors. This requires a relationship with CASHét in addition to your relationship with EP. CCD Cash Concentration and Disbursement. This is a type of electronic funds transfer typically used to transfer

funds among commercial business accounts. EP Entertainment Partners. ISO International Organization for Standardization. This is a non-governmental, worldwide organization that establishes standards for various things, one of which is three-letter codes to uniquely identify currencies of countries around the world. PALS Production Accounting License Service. The central location for setting up licenses used by various Entertainment Partners production accounting applications such as V5 and SPO. PPD Prearranged Payment and Deposit. A type of electronic funds transfer typically used to route funds to personal accounts.

Documents / Resources

	Vista 5 Smart Portable Android POS Terminal Mobile Payment [pdf] Owner's Manual Smart Portable Android POS Terminal Mobile Payment, Smart Portable, Android POS Terminal Mobile Payment, POS Terminal Mobile Payment, Mobile Payment, Payment
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References

- [ep Digital Production Tools and Solutions - Entertainment Partners](#)
- [C About CASHétPay — CASHét :: Complete MasterCard™ Payments System Designed for Production](#)
- [User Manual](#)

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