

Acumens e-Payments Functional Document

Prepared & developed by
SBC Dynamics ERP

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Document History

Revision History:

VERSION	DATE	SECTIONS REVISED	DESCRIPTION

1. Administrative Setup

1.1 Authorize.Net API Setup

The Authorize.NET setup page will open as shown below.

Authorize .Net API Setup

Payment Methods Finance Charge Terms Create Default Authorized.Net Settings Automate Fewer options

General

Active ☒ Sandbox API Endpoint

Production API Endpoint

Numbering

Credit Card Nos. ACH Bank Nos.

Advanced Setup

Merchant By Location ☐ Default Card Selection

Default Merchant ID Address for Cust. Profile

Cr. Card Payment Method Allow Duplicate Trans. After (Minutes)

Use Authorize.Net CIM ☒ CC Trans. Posting Description

Default Card to Use Auth.Net Refund Doc No. Sender E-Mail Address

Release Before CC Processing ☐ Send Automatic Receipt Emails ☒

Auto Apply on Posting ☒ Send Automatic Receipt Emails ACH ☒

Customer Batch Posting

1.2 Merchant Setup

Search for “Merchant Setup List” to open page

Merchant Setup Card

AUTHDOTNET

General

Merchant ID Use Charge Transaction Fee ☒

Name Add Transaction Fee as Sales Line ☐

Location Code Card Code Verification ☐

Production API Login ID Authorization Before Capture ☐

Production API Transaction Key Authorization Expiry Period

Run in Test Mode ☐ Required Authorization Before Ship ☐

Sandbox API Login ID Auto Capture After Ship ☐

Sandbox API Transaction Key Shipping Capture Amount Options

Deposit Journal Template Capture Difference % on Ship

Cash Posting Option Reauthorize Higher Amount % on Ship

Cash Journal Template Auto Refund After Credit ☒

Cash Journal Batch

1.3 Payment Method

Search for "Payment Method" to open page

Payment Methods

✓ Saved

+ New

Edit List

Delete

Translation

More options

Code 1	Description	Bal. Account Type	Bal. Account No.	Direct Debit	Direct Debit Pmt. Terms Code	Pmt. Export Line Definition	Payment Processor
	ACCOUNT	Payment on account	G/L Account	<input type="checkbox"/>			
	BANK	Bank Transfer	G/L Account	<input type="checkbox"/>			
	BNKCONVDOM	Bank Data Conversion for Domestic Banks	G/L Account	<input type="checkbox"/>			
	BNKCONVINT	Bank Data Conversion for International Banks	G/L Account	<input type="checkbox"/>			
	CARD	Card payment	G/L Account	<input type="checkbox"/>			
	CASH	Cash payment	G/L Account	18100	<input type="checkbox"/>		
→	CCAUTHORIZ	Authorize .Net API	Bank Account	CHECKING	<input type="checkbox"/>		Authorize.Net
	CHECK	Check payment	G/L Account	<input type="checkbox"/>			
	GIRO	Giro transfer	G/L Account	<input type="checkbox"/>			
	INTERCOM	Intercompany payment	G/L Account	<input type="checkbox"/>			
	MULTIPLE	Multiple payment methods	G/L Account	<input type="checkbox"/>			
	PAYPAL	PayPal payment	G/L Account	<input type="checkbox"/>			

1.4 Credit Card Types

Search for “Credit Card Types” to open page

←

Credit Card Types

✓ Saved

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🔍

🔍

🔍

+ New

Edit List

Delete

🔗

🔍

🔍

🔍

Name ↑	Validation Rule	Numeric Only	Allow Spaces	Min. Length	Max. Length	First Digit	Transaction Fee Type	Transaction Fee Value	Max. Transaction Fee Amount (\$)	Finance Charge Account No.	Finance Charge Terms Code
→ AMERICANEXPRESS		1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	15	16	3	Percent	1.00	10.00	70200	CC CHARGE
DISCOVER		1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	16	16	4	Percent	1.50	15.00	70200	CC CHARGE
ECHECK		0 <input type="checkbox"/>	<input type="checkbox"/>	0	0		Percent	1.00	10.00	70200	CC CHARGE
MASTERCARD		1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	16	16	4	Percent	0.50	200.00	70200	CC CHARGE
VISA		1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	16	16	4	Percent	2.00	20.00	70200	CC CHARGE

2. Master Setup

2.1 Customer

Search for “Customers” to open customer list page and then open a customer card page.

Customer Card

10000 · Adatum Corporation

HomeRequest ApprovalNew DocumentPrices & DiscountsCustomerReportAcumens e-ReceiveablesAcumens ePaymentsAcumens eMailingActionsRelatedReportsAutomateFewer options

Credit CardsCredit Cards Transaction Log EntriesACH Bank AccountseCheck Transaction Log EntriesBatch Credit Card ProcessingBatch eCheck Processing

General

No.10000Salesperson Code

NameAdatum CorporationResponsibility CenterCA

IC Partner CodeService Zone Code

Past Due ExceptionDocument Sending Profile

Balance (\$)0.00Total Sales - Fiscal Year60,672.80

Balance (\$) As Vendor0.00Costs (\$)40,255.70

Balance Due (\$)0.00Profit (\$)20,417.10

Credit Limit (\$)Profit %33.7

BlockedLast Date Modified05/09/2024

Privacy BlockedDisable Search by Name

Address & Contact31772Robert Townes

InvoicingDOMESTICDOMESTIC

Payments1MUSD

Acumens ePayments

Do Not Store CC Nos.Charge Transaction Fee

Email Auth/Net Trans. Receipt

Shipping

DetailsAttachments (0)

Customer Picture

Sell-to Customer Sales History

Customer No.10000

Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
2	0	0
Ongoing Sales Invoices	Ongoing Sales Return Orders	Ongoing Sales Credit Memos
33	33	0
Posted Sales Shipments	Posted Sales Invoices	Posted Sales Return Receipts
0	0	0
Posted Sales Credit Memos	GP Sales Transactions	GP Receivables Transactions

Customer Statistics

2.1 Customer Credit Card

Customer Credit Card information can be view and manage from Customer Card and List pages

From top ribbon navigate to: Credit Card ➔ Credit Cards

Customer Card

10000 · Adatum Corporation

HomeRequest ApprovalNew DocumentPrices & DiscountsCustomerReportAcumens e-ReceiveablesAcumens ePaymentsAcumens eMailingActionsRelatedReports

Credit CardsCredit Cards Transaction Log EntriesACH Bank AccountseCheck Transaction Log EntriesBatch Credit Card ProcessingBatch eCheck Processing

General

No.10000Salesperson Code

NameAdatum CorporationResponsibility CenterCA

IC Partner CodeService Zone Code

← Credit Card CC-000001 ✓ Saved

Home Navigate More options

Create Payment Profile Update Credit Card View Credit Card Details

General

No.	CC-000001	Default	<input checked="" type="checkbox"/>
Customer No.	10000	Customer Profile ID	*****
Contact No.	CT000002	Customer Payment Profile ID	*****
Type	VISA	Original Network Trans Id	*****
Number	*****1111	Original Auth. Amount	0.00
Expiry Date (MM/YY)	12/35	AVS Hold	<input type="checkbox"/>
First Name	Adatum	AVS Code	Y
Last Name	Corporation	Card Has Warning	<input type="checkbox"/>
Company Name	Adatum Corporation	Card Warnings	
Merchant ID	AUTHDOTNET	Inactive	<input type="checkbox"/>

Communication

Address	192 Market Square	Contact	
Address 2		Phone No.	
Zip Code	31772	Mobile Phone No.	
City	Atlanta	Fax No.	
State	GA	Email	robert.towmes@contoso.com
Country/Region Code	US		

2.3 ACH Bank Accounts

Customer Credit Card information can be view and manage from Customer Card and List pages

From top ribbon navigate to: ACH → ACH Bank Accounts

← Customer Card 10000 · Adatum Corporation ✓ Saved

Home Request Approval New Document Prices & Discounts Customer Report Acumens e-Receiptables **Acumens ePayments** Acumens eMailing Actions Related Reports Automate Fewer options

Credit Cards Credit Cards Transaction Log Entries **ACH Bank Accounts** eCheck Transaction Log Entries Batch Credit Card Processing Batch eCheck Processing

General

No.	10000	Salesperson Code	
Name	Adatum Corporation	Responsibility Center	CA
IC Partner Code		Service Zone Code	

Show less

Details Attachments (0)

Customer Picture

← ACH Bank Account List ✓ Saved

+ New Manage Navigate More options

No.	Bank Name	Number (Last 4 Digits)	ABA Routing Number	Account Type	Default	Contact No.
ACH000001	Bank Of America	*****1111	114000721	Personal Checking	<input checked="" type="checkbox"/>	CT000002

ACH Bank Account Card

ACH000001

Home

Navigate

More options

Save To CIM

General

No. ACH000001 ...

Customer No. 10000

Contact No. CT000002 ...

Company Name Adatum Corporation

Bank Name Bank Of America

Name On Account Adatum Corporation

Bank Account Number *****1111

ABA Routing Number 114000721

Account Type Personal Checking ▾

Merchant ID AUTHDOTNET ▾

Default ☒

Customer Profile ID

Customer Payment Profile ID

Original Network Trans Id

Original Auth. Amount 0.01

AVS Hold ☐

AVS Code P

Account Has Warning ☐

Account Warnings

Inactive ☐

Communication

Address

Address 192 Market Square

Address 2

Zip Code 31772 ▾

City Atlanta ▾

State GA

Country/Region Code US ▾

Contact

Phone No.

Mobile Phone No.

Fax No.

Email robert.townes@contoso.com

3. Credit Card Transaction

Search for “Sales Orders” to Open Page and open sales Order card page.

click on “Credit Card Processing...” action from top ribbon.

Process ➔ Credit Card Processing

The screenshot shows the 'Sales Order' page for 'Adatum Corporation' with order number 'S-ORD101018'. The top ribbon includes tabs for 'Home', 'Prepare', 'Print/Send', 'Request Approval', 'Order', 'Report', 'Acumens ePayments', 'Acumens eMailing', 'Actions', 'Related', 'Automate', and 'Fewer options'. The 'Credit Card Processing...' action is highlighted in the 'Credit Cards' section. The 'General' section displays the following information:

Field	Value
Customer Name	Adatum Corporation
Contact	Robert Townes
Document Date	01/05/2024
Posting Date	01/05/2024
Order Date	01/05/2024
Due Date	01/06/2024
Requested Delivery Date	
External Document No.	
Acumens ePayments	
Apply Credit No.	
Status	Open

This will open Credit card Transaction page which will allow to scan/manually enter card Number/manually selection of credit card from dropdown list and submit Charge/Authorize/capture type transactions and void transactions which is charged from Order.

The screenshot shows the 'Credit Card Transaction' page for Order 'S-ORD101018 - 10000 - Adatum Corporation'. The top ribbon includes tabs for 'Manage', 'Home', 'Void', 'Card', and 'Page'. The 'Charge Card' action is highlighted in the 'Charge Card', 'Authorize', and 'Capture' section. The 'General' section displays the following information:

Field	Value
Merchant ID	AUTHDOTNET
Default Card to Use Option	Card on File
Card Swipe Test	
Credit Card Number	
Card Type	VISA
Credit Card No.	CC-000001
Cr. Card Number (Last 4 Digits)	*****1111
First Name	Adatum
Last Name	Corporation
Card Expiry (MMYY)	1235
Save Card	<input checked="" type="checkbox"/>
Parent Entry No.	0
Total Amount	21.20
Apply Credit No.	
Applied Credit Amount	0.00
Charge Transaction Fee	<input checked="" type="checkbox"/>
Transaction Fee	0.00
Amount Captured	0.00
Amount Authorized	0.00
Resauthorize	<input type="checkbox"/>
Amount to Capture	21.20
Amount To Void	0.00
Customer No.	10000
Company Name	Adatum Corporation
Address	192 Market Square
Address 2	
Zip Code	31772
City	Atlanta
State	GA
Country/Region Code	US
Fax No.	
Phone No.	
Mobile Phone No.	
Email	robert.townes@contoso.com




3.1 Charge Card

In this case, I am going to use Card on File.

Sales Order

Credit Card Transaction - Order · S-ORD101018 · 10000 · Adatum Corporation


Manage [Home](#) Void Card Page

 Charge Card  Authorize  Capture

General

Merchant ID	AUTHDOTNET
Default Card to Use Option	Card on File
Card Swipe Test	
Credit Card Number	
Card Type	VISA
Credit Card No.	CC-000001
Cr. Card Number (Last 4 Digits)	*****1111

Acumens ePayments

 Transaction Type 'Charge' is successfully completed.

OK

lines

3.2 Void of Payment

CC Charge can be void before settlement.

Credit Card Transaction - Order - S-ORD101018 - 10000 - Adatum Corporation

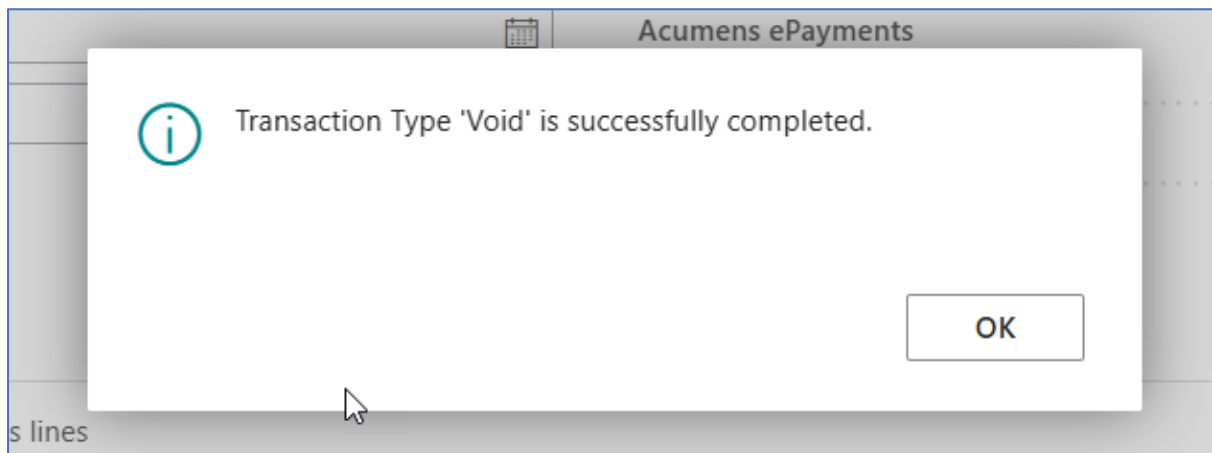
Manage Home **Void** Card Page

Select Trans. to Void... Void

General

Merchant ID	AUTHDOTNET	Amount Captured	21.20
Default Card to Use Option	Card on File	Amount Authorized	0.00
Card Swipe Test		Reauthorize	<input type="radio"/>
Credit Card Number		Amount to Capture	0.00
Card Type	VISA	Amount To Void	21.20
Credit Card No.	CC-000001	Customer No.	10000
Cr. Card Number (Last 4 Digits)	*****1111	Company Name	Adatum Corporation
First Name	Adatum	Address	192 Market Square
Last Name	Corporation	Address 2	
Card Expiry (MMYY)	1235	Zip Code	31772
Save Card	<input checked="" type="checkbox"/>	City	Atlanta
Parent Entry No.	1	State	GA
Total Amount	21.20	Country/Region Code	US
Apply Credit No.		Fax No.	
Applied Credit Amount	0.00	Phone No.	
Charge Transaction Fee	<input type="checkbox"/>	Mobile Phone No.	
Transaction Fee	0.00	Email	robert.townes@contoso.com

Close



3.3 Refund Transaction

Refund can be done from Sale Return Order / Sales Credit Memo / Posted Sales Credit Memo Pages.

Search “Sales Credit Memo” to open page.

←

Sales Credit Memo

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+

S-CR1002 · Adatum Corporation

Home

Prepare

Request Approval

Credit Memo

Acumens ePayments

Acumens eMailing

More options

📄 Credit Cards Transaction Log Entries

📄 eCheck Transaction Log Entries

📄 Credit Card Processing...

📄 eCheck Processing...

General

Customer Name Adatum Corporation ...



Posting Date 01/05/2024 📅

Contag Robert Townes ...

Due Date 01/06/2024 📅

Credit Card Transaction - Credit Memo · S-CR1002 · 10000 · Adatum Corporation

Manage Home Void Card Page

General

Merchant ID	AUTHDOTNET	Amount To Refund	21.20
Default Card to Use Option	Card on File	Amount To Void	0.00
Card Swipe Test		Customer No.	10000
Credit Card Number		Company Name	Adatum Corporation
Card Type	VISA	Address	192 Market Square
Credit Card No.	CC-000001	Address 2	
Cr. Card Number (Last 4 Digits)	*****1111	Zip Code	31772
First Name	Adatum	City	Atlanta
Last Name	Corporation	State	GA
Card Expiry (MMYY)	1235	Country/Region Code	US
Save Card	<input checked="" type="checkbox"/>	Fax No.	
Parent Entry No.	3	Phone No.	
Total Amount	1,060.85	Mobile Phone No.	
Amount Refunded	0.00	Email	robert.townes@contoso.com

Transaction Details

3.4 Void of Refund

Void of refund is processed same as Void of Charge/Authorization transactions. Select Trans. to Void and submit for void as shown following screenshots.

Credit Card Transaction - Credit Memo - S-CR1002 - 10000 - Adatum Corporation

ManageHomeVoidCardPage

Select Trans. to Void...Void

General

Merchant ID	AUTHDOTNET	Amount To Refund	21.20
Default Card to Use Option	Card on File	Amount To Void	0.00
Card Swipe Test		Customer No.	10000
Credit Card Number		Company Name	Adatum Corporation
Card Type	VISA	Address	192 Market Square
Credit Card No.	CC-000001	Address 2	
Cr. Card Number (Last 4 Digits)	*****1111	Zip Code	31772
First Name	Adatum	City	Atlanta
Last Name	Corporation	State	GA
Card Expiry (MMYY)	1235	Country/Region Code	US
Save Card	<input checked="" type="checkbox"/>	Fax No.	
Parent Entry No.	3	Phone No.	
Total Amount	1,060.85	Mobile Phone No.	
Amount Refunded	0.00	Email	robert.townes@contoso.com

Transaction Details

4. ACH Transaction

Search for “Sales Orders” to Open Page and open sales Order card page.

4.1 Debit Bank Account

Sales Order

S-ORD101023 · Adatum Corporation

Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again

Home Prepare Print/Send Request Approval Order Report **Acumens ePayments** Acumens eMailing Actions Related Automate Fewer options

Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries Credit Card Processing... **eCheck Processing...**

General Show more

Customer Name	Adatum Corporation	Due Date	01/06/2024
Contact	Robert Townes	Requested Delivery Date	
Document Date	01/05/2024	External Document No.	
Posting Date	01/05/2024	Acumens ePayments	
Order Date	01/05/2024	Apply Credit No.	
		Status	Released

click on “eCheck Processing...” action from top ribbon.

Process ➔ eCheck Processing

This will open ACH Transaction page which will allow to manually enter Bank Details /manually selection of ACH Bank from dropdown list and submit Debit a Bank Account (Charge) type transaction.

Sales Order

S-ORD101023 · Adatum Corporation

Start validating data in documents and journals while you work. Messages are shown in the Document Check FactBox. Enable this for me | Don't show again

Home Prepare Print/Send Request Approval Order Report **Acumens ePayments** Acumens eMailing Actions Related Automate Fewer options

Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries Credit Card Processing... **eCheck Processing...**

ACH Transaction - Order - S-ORD101023 - 10000 - Adatum Corporation

Manage Home ACH Bank Page

Debit Bank Account

General

Merchant ID	AUTHDOTNET	Transaction Fee	0.00
Data Entry Options	Account on File	Amount to Debit	10.60
ACH Bank No.	ACH000001	Customer No.	10000
Bank Name	Bank Of America	Company Name	Adatum Corporation
Name On Account	Adatum Corporation	Address	192 Market Square
Bank Account Number		Address 2	
Bank Acc. No.(Last 4 ...)	*****1111	Zip Code	31772
ABA Routing No.	114000721	City	Atlanta
Bank Acc. Type	Personal Checking	State	GA
Save Bank Account	<input checked="" type="checkbox"/>	Country/Region Code	US
Total Amount	10.60	Fax No.	
Apply Credit No.		Phone No.	
Applied Credit Amount	0.00	Mobile Phone No.	
Amount Paid	0.00	Email	robert.townes@contoso.com
Charge Transaction Fee	<input type="checkbox"/>		

Transaction Details

Transaction Type		AVS Result Code	
------------------	--	-----------------	--

Close

4.2 Credit Bank Account

Credit Bank Account (Refund) can be done from Sale Return Order / Sales Credit Memo / Posted Sales Credit Memo Pages.

Search “Sales Credit Memo” to open page.

Sales Credit Memo S-CR1003 · Adatum Corporation

Home Prepare Request Approval Credit Memo **Acumens ePayments** Acumens eMailing Actions Related Automate Fewer options

Credit Cards Transaction Log Entries eCheck Transaction Log Entries Credit Card Processing... **eCheck Processing...**

General Show more

Customer Name: Adatum Corporation Due Date: 01/06/2024
Contact: Robert Townes Status: **Open**
Posting Date: 01/05/2024 Email: robert.townes@contoso.com

Lines Manage Functions Line

New Line Insert Ext. Text Deferral Schedule Generate lines from...ation Account Line
Delete Line Dimensions Redistribute Account Allocations

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Tax Area
→ Comment			Inv. No. PS-INV103218 - Shpt. N...					
Item	1896-S		ATHENS Desk		1	PCS	10.00	ATLAN

Details Attachments (0)

Document Attachments
Documents: 0

CC Refund Info FactBox

Card Type
Credit Card Number
Amount Refunded: 0.00
More Information [More Information](#)

Customer Statistics

Customer No.	10000
Balance (\$)	42.40
Balance (\$) As Vendor	0.00
Sales	
Outstanding Orders (\$)	23,930.28
Shipped Not Invd. (\$)	0.00

All related fields are populated from selected transaction.

Verify the Amount to refund and click on Credit Bank Account action.

ACH Transaction - Credit Memo · S-CR1003 · 10000 · Adatum Corporation

Manage

Home

ACH Bank

Page

Select Trans. to Credit...

Credit Bank Account

General

Merchant ID

AUTHDOTNET

Amount To Refund

10.60

Data Entry Options

Account on File

Customer No.

10000

ACH Bank No.

ACH000001

Company Name

Adatum Corporation

Bank Name

Bank Of America

Address

192 Market Square

Name On Account

Adatum Corporation

Address 2

Bank Account Number

Zip Code

31772

Bank Acc. No.(Last 4 ...)

*****1111

City

Atlanta

ABA Routing No.

114000721

State

GA

Bank Acc. Type

Personal Checking

Country/Region Code

US

Save Bank Account

☒

Fax No.

Parent Entry No.

7

Phone No.

Total Amount

10.60

Mobile Phone No.

Amount Refunded

0.00

Email

robert.townes@contoso.com

Transaction Details

Transaction Type

Refund

AVS Result Code

Transaction Date-Time

Last Error Code

Transaction Result

Last Error Message

Close

5. Credit Card Transaction from Cash Receipt Journal and Deposit

One can create and post credit card transactions from the Cash receipts Journal and the Deposit Page like how transactions are processed for Sales Orders (payments) and Sales Return Order/Credit Memo (refunds).

5.1 Cash Receipt Journal

Search for “Cash Receipt Journal” to Open Page.

Create a payment line and apply or apply the payment later after posting from the customer ledger.

The screenshot displays the 'Cash Receipt Journals' interface. At the top, there is a 'Batch Name' field set to 'GENERAL'. Below this is a navigation bar with tabs: 'Manage', 'Home', 'Request Approval', 'Line', 'Page', 'Acumens ePayments', and 'More options'. The 'Acumens ePayments' tab is currently selected. Underneath the navigation bar, there are several action buttons: 'Suggest Customer Payments...', 'Batch Charge Credit Card Processing...', 'Credit Cards Transaction Log Entries', 'eCheck Transaction Log Entries', 'Credit Card Processing...' (highlighted in yellow), and 'eCheck Processing...'. The main area contains a table with the following columns: 'Posting Date', 'Document Type', 'Document No.', 'Account Type', 'Account No.', 'Description', 'Amount', 'Amount (\$)', 'Payment Method Code', 'Bal. Account Type', 'Bal. Account No.', 'Credit Card Trans. Entry No.', 'Credit Card No.', 'CC Transaction Result (flow)', 'CC Trans. Log Result (flow)', and 'App... (Yes...)'. A single transaction line is visible with the following data: Posting Date: 01/05/2024, Document Type: Payment, Document No.: G02009, Account Type: Customer, Account No.: 10000, Description: Adatum Corporation, Amount: -572.40, Amount (\$): -572.40, Payment Method Code: CCAUTHORIZ, Bal. Account Type: Bank Acco..., Bal. Account No.: CHECKING, Credit Card Trans. Entry No.: CC-000001, and App... (Yes...): [checkbox].

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (\$)	Payment Method Code	Bal. Account Type	Bal. Account No.	Credit Card Trans. Entry No.	Credit Card No.	CC Transaction Result (flow)	CC Trans. Log Result (flow)	App... (Yes...)
→ 01/05/2024	Payment	G02009	Customer	10000	Adatum Corporation	-572.40	-572.40	CCAUTHORIZ	Bank Acco...	CHECKING		CC-000001			<input type="checkbox"/>

6. Credit Card Transaction from Posted Sales Invoice

One can prepare and post credit card transactions from Posted Sales Invoice which can allow to charge/Authorize/capture credit card.

Search “Posted Sales Invoices” to open page.

Action “Credit Card Processing”

Posted Sales Invoice

PS-INV103217 · Adatum Corporation

Home Print/Send Invoice Incoming Document Electronic Document **Acumens ePayments** Acumens eMailing Related Automate Fewer options

Credit Card Processing... eCheck Processing... Credit Cards ACH Bank Accounts Credit Cards Transaction Log Entries eCheck Transaction Log Entries

General Show more

No.	PS-INV103217	Order No.	S-ORD101022
Customer	Adatum Corporation	Canceled	No
Contact	Robert Townes	Closed	<input type="checkbox"/>

Credit Card Transaction - Posted Invoice - PS-INV103217 · 10000 · Adatum Corporation

Manage Home Void Card Page

Charge Card Authorize Capture

General

Merchant ID	AUTHDOTNET	Amount Authorized	0.00
Default Card to Use Option	Card on File	Reauthorize	<input type="checkbox"/>
Card Swipe Test		Amount to Capture	31.80
Credit Card Number		Amount To Void	0.00
Card Type	VISA	Customer No.	10000
Credit Card No.	CC-000001	Company Name	Adatum Corporation
Cr. Card Number (Last 4 Digits)	*****1111	Address	192 Market Square
First Name	Adatum	Address 2	
Last Name	Corporation	Zip Code	31772
Card Expiry (MMYY)	1235	City	Atlanta
Save Card	<input checked="" type="checkbox"/>	State	GA
Parent Entry No.	0	Country/Region Code	US
Total Amount	31.80	Fax No.	
Payment Discount	0.00	Phone No.	
Charge Transaction Fee	<input type="checkbox"/>	Mobile Phone No.	
Transaction Fee	0.00	Email	robert.townes@contoso.com
Amount Captured	0.00		

Close

7. Batch Credit Card Processing

Batch Credit Card Processing is available from Customer Card to pull list of unpaid invoice based on given filter.

Search “Customers” and Open Customer Card

The screenshot shows the 'Customer Card' form for '10000 · Adatum Corporation'. The form is divided into several sections. The top section contains navigation tabs: Home, Request Approval, New Document, Prices & Discounts, Customer, Report, Acumens e-Receiveables, Acumens ePayments (highlighted), Acumens eMailing, Actions, Related, Reports, Automate, and a help icon. Below these tabs is a sub-menu with options: Credit Cards (highlighted), Credit Cards Transaction Log Entries, ACH Bank Accounts, eCheck Transaction Log Entries, Batch Credit Card Processing (highlighted), and Batch eCheck Processing. The main form area contains fields for: No. (10000), Name (Adatum Corporation), IC Partner Code, Past Due Exception (toggle), Salesperson Code, Responsibility Center (CA), Service Zone Code, and Document Sending Profile. On the right, there is a 'Customer Picture' section with a placeholder image of a man.

The screenshot shows the 'Credit Card Transaction' form for 'Posted Invoice · BATCH · 10000 · Adatum Corporation'. The form is divided into several sections. The top section contains navigation tabs: Home, Card, Get Unpaid Invoices (highlighted), and Charge Card. Below these tabs is a sub-menu with options: Credit Card Details, Credit Card Transaction Log Entries, ACH Bank Accounts, eCheck Transaction Log Entries, Batch Credit Card Processing (highlighted), and Batch eCheck Processing. The main form area contains fields for: Transaction Type (Charge), Default Card Entry Option (Card on File), Card Swipe Test, Credit Card Number, Card Type, Credit Card No., Cr. Card Number (Last 4 Digits), First Name, Last Name, Card Expiry (MMYY), Card Verification Value, Save Card (toggle), Customer No. (10000), Company Name (Adatum Corporation), and Address (192 Market Square). On the right, there is a 'Customer Picture' section with a placeholder image of a man. A modal dialog is displayed in the center of the screen with the following text: 'Total No. of Open Invoice: 2', 'Credit Card Payment Processed: 1', and 'No. of Unpaid Invoice: 1'. Below the form, there is a table titled 'Unpaid Invoices' with columns: Document No., Customer No., Company Name, External Document No., Currency Code, Total Amount, Payment Discount, Amount Captured, Cha... Tran... Fee, Transaction Fee, Amount to Capture, Batch Action, Transaction Result, and Transaction Des. The table contains one row with the following data: Document No. PS-INV103..., Customer No. 10000, Company Name Adatum Corporation, External Document No., Currency Code, Total Amount 10.60, Payment Discount 0.00, Amount Captured 0.00, Cha... Tran... Fee, Transaction Fee 0.00, Amount to Capture 10.60, Batch Action Include, Transaction Result, and Transaction Des.

Credit Card Transaction

✓ Saved

Posted Invoice · BATCH · 10000 · Adatum Corporation

Home

Card

Get Unpaid Invoices

Charge Card

Credit Card Details

Transaction Type

Charge

Address 2

Default Card Entry Option

Card on File

Zip Code

31772

Card Swipe Test

City

Atlanta

Credit Card Number

State

GA

Card Type

VISA

Country/Region Code

US

Credit Card No.

CC-000001

Cr. Card Number (Last 4 Digits)

*****1111

First Name

Adatum

Last Name

Corporation

robert.townes@contoso.com

Card Expiry (MMYY)

1235

Charge transaction fee

☐

Card Verification Value

Total Amount

0.00

Save Card

☒

Total Payment Discount

0.00

Customer No.

10000

Total Amount Captured

0.00

Company Name

Adatum Corporation

Total Transaction Fee

0.00

Address

192 Market Square

Total Amount To Capture

0.00

1 of 1 Transaction processed sucessfully.

OK

Unpaid Invoices

Delete Line

Document No.	Customer No.	Company Name	External Document No.	Currency Code	Total Amount	Payment Discount	Amount Captured	Cha... Tran... Fee	Transaction Fee	Amount to Capture	Batch Action	Transaction Result	Transaction Des
(There is nothing to show in this view)													

8. Batch echeck Processing

Batch eCheck Processing is available from Customer Card to pull list of unpaid invoice based on given filter.

Search “Customers” and Open Customer Card

Customer Card

10000 · Adatum Corporation

HomeRequest ApprovalNew DocumentPrices & DiscountsCustomerReportAcumens e-ReceiptablesAcumens ePaymentsAcumens eMailingActionsRelatedReportsAutomate

Credit CardsCredit Cards Transaction Log EntriesACH Bank AccountseCheck Transaction Log EntriesBatch Credit Card ProcessingBatch eCheck Processing

No.10000

NameAdatum Corporation

IC Partner Code

Past Due Exception

Balance (\$)42.40

Balance (\$) As Vendor0.00

Balance Due (\$) -10.60

Credit Limit (\$)0.00

Blocked

Privacy Blocked

Salesperson Code

Responsibility CenterCA

Service Zone Code

Document Sending Profile

Total Sales - Fiscal Year61,222.80

Costs (\$)44,159.20

Profit (\$)17,063.60

Profit %27.9

Last Date Modified10/09/2024

Disable Search by Name

Customer Picture

Sell-to Customer Sales History

Customer No.10000

Customer Card

10000 · Adatum Corporation

HomeRequest ApprovalNew DocumentPrices & DiscountsCustomerReportAcumens e-ReceiptablesAcumens ePaymentsAcumens eMailingActionsRelatedReportsAutomate

Credit CardsCredit Cards Transaction Log EntriesACH Bank AccountseCheck Transaction Log EntriesBatch Credit Card ProcessingBatch eCheck Processing

No.10000

NameAdatum Corporation

IC Partner Code

Past Due Exception

Balance (\$)42.40

Balance (\$) As Vendor0.00

Balance Due (\$) -10.60

Credit Limit (\$)0.00

Blocked

Privacy Blocked

Salesperson Code

Responsibility CenterCA

Service Zone Code

Document Sending Profile

Total Sales - Fiscal Year61,222.80

Costs (\$)44,159.20

Profit (\$)17,063.60

Profit %27.9

Last Date Modified10/09/2024

Disable Search by Name

Customer Picture

Sell-to Customer Sales History

Customer No.10000

9. Deposits

Bank settlement can be done on the deposit card as seen below.

Search for Deposit to open the page.

Bank Deposit

BD00001 (20240910CH)

✓ Saved

Posting

Bank Deposit

More options

Test Report...

Post...

Post and Print...

General

No.

BD00001

...

Post as Lump Sum

☐

Bank Account No.

CHECKING

Document Date

10/09/2024

📅

Total Deposit Amount

21.20

Department Code

▼

Difference

0.00

Customergroup Code

▼

Posting Date

10/09/2024

📅

Currency Code

Lines

Manage

Functions

Line

New Line

Delete Line

Account Type	Account No.	Description	Document Date	Document Type	Document No.	External Document No.	Credit Amount	Payment Method Code	Credit Card Type
→ Customer	10000	Order S-ORD101018	10/09/2024	Payment	120039600885	BD00001	21.20		VISA

Total Deposit Lines21.20

10. AEP Transaction Logs

We can review all processed Credit Card and Ach transaction logs from the Customer Card and sales document pages.

Below is the AEP Transaction Log Entries page.

AEP Transaction Log Entries

Apply TransactionsVoid AuthorizationVoid CapturePrintEmailMore options

Document Type	Document No.	Customer No.	Card Type	Credit Card No.	Credit Card Number	ACH Bank No.	Bank Name	Bank Acc. Number	Transaction Type	Transaction Result	Transaction Status	Transaction Description	Transaction Date-Time	Transaction ID	Currency Code	Amount
Credit Memo	S-CR1003	J000Q	ECHECK			ACH000	Bank Of America	*****	Refund	Failed		*Error Code = 16; Message = T...	10/09/2024 20:29		USD	10.60
Order	S-ORD1010...	10000	ECHECK			ACH000	Bank Of America	*****	Charge	Success	Posting No...	Payment transaction has been ...	10/09/2024 20:22	120039607906	USD	10.60
Posted Invo...	PS-INV103...	10000	VISA	CC-000001	*****				Charge	Success	Posting No...	Payment transaction has been ...	10/09/2024 19:58	120039606826	USD	10.60
Posted Invo...	PS-INV103...	10000	VISA	CC-000001	*****				Charge	Success	Posting No...	Payment transaction has been ...	10/09/2024 19:54	120039606632	USD	31.80
Credit Memo	S-CR1002	10000	VISA	CC-000001	*****				Refund	Failed		*Error Code = 54; Message = T...	10/09/2024 18:45		USD	21.20
Order	S-ORD1010...	10000	VISA	CC-000001	*****				Charge	Success	Posting No...	Payment transaction has been ...	10/09/2024 18:24	120039600885	USD	21.20
Order	S-ORD1010...	10000	VISA	CC-000001	*****				Void	Success		Payment transaction has been ...	10/09/2024 18:22	120039600345	USD	21.20
Order	S-ORD1010...	10000	VISA	CC-000001	*****				Charge	Success	Voided	Payment transaction has been ...	10/09/2024 18:14	120039600345	USD	21.20