



FactorSoft™

• Release v4.7

Electronic Payments User Guide

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Electronic Payments

The ability to accept credit card payments directly from a client is available through the FactorSoft desktop application. The credit card processing services are performed by ePaymentAmerica or Enterprise Payment Solutions (EPS), and the fee rules for electronic payments are established at the system default level on the Electronic Payment Default Rules table. Payments can also be overridden at the client level, debtor level, and for the client/debtor relationship.

Client-level payments are accepted on the Collections panel of the Client Information screen. Debtor-level payments are accepted on the Collection Detail screen or through PayerWeb. When the payment is submitted, the credit card processing services are performed by ePaymentAmerica or EPS, and a “check-out receipt” is returned from ePaymentAmerica or EPS. The confirmation number from the receipt is stored in FactorSoft in the journal record.

NOTE

The Client Level payment can also be posted against fees/expenses owed by the client.

In addition, when client-level payments are accepted, the payment is posted against the client’s outstanding balance and not against a specific invoice.

Setting Up Electronic Payments

This section includes settings used to set up Electronic Payments for ePaymentAmerica and for Enterprise Payment Solutions (EPS) in FactorSoft.

Security Roles

Set the following security items on the Manage Security Roles screen in the Administration module.

| Preference | Description |
|--|---|
| The following security items are defined in the Client Information, Collections folder. | |
| Accept Epmt | Set this security item to Yes to allow employees to accept electronic payments for the total amount owed by the client. Lump sum payments made by the client are accepted at the client level on the Collections tab of the Client Information screen. |
| Create Epmt rules | Set this security item to Yes to allow employees to create new ePayment rules for a specific client when the Create Electronic Payment Rules screen is accessed from the Collections panel on the Client Information screen. |
| The following security item is defined in the Client/debtor Information, Access folder. | |
| Epmt rules | Set this security item to Yes to allow employees to create ePayment rules for a specific debtor-client relationship when the Create Electronic Payment Rules screen is accessed from the Collections panel on the Debtor Information screen. |
| The following security items are defined in the Tables, Accounting folder. | |
| Electronic payments defaults table (update) | Set this security item to Yes to allow employees to modify ePayment rules on the Electronic Payment Default Rules table. |
| Electronic payments defaults table (view) | Set this security item to Yes to allow employees to access the Electronic Payment Default Rules table. |

System Preferences

Set the following system preferences in the **Identification/System Constants, CLMS|PayerWeb, ePayment** folder on the System Preferences screen in the Administration module.

| Preference | Description |
|--------------------------|---|
| ePayment User ID | Enter the User ID for the ePayment account. |
| ePayment Password | Enter the password for the ePayment account. |
| ePayment Return Page URL | Enter the URL address for the ePayment return page. |
| ePayment Cancel Page URL | Enter the URL address for the ePayment cancel page. |

Set the following system preferences **Fields/Screen Behavior, Screens, Collection Detail** folder.

| Preference | Description |
|-------------------------------------|---|
| Allow electronic payments | Set this system preference to True or select the Allow electronic payments check box to allow electronic payments to be accepted on the Collection Detail screen. |
| Check source for electronic payment | Enter the check source to be used when accepting electronic payments. |

Set Up EPS Integration

If EPS integration is used to receive credit card and ACH payments from clients, the following system preferences must be defined in the **Identification/System Constants, FDS Services, Integrated Smart Pay Express Parameters** folder.

NOTE

Specific entries used to define these settings are provided during implementation.

| Preference | Description |
|------------------------|---|
| ISPE Subscription Code | Enter the Integrated SmartPay Express (ISPE) subscription code. |
| Use ISPE | Set this system preference to True to enable EPS integration with FactorSoft. |
| ISPE Url | Enter the URL address for ISPE. |
| ISPE WebService | Enter the URL address of the ISPE web service. |

| Preference | Description |
|---|---|
| ISPE Launch Page | Enter the URL address of the ISPE launch page. |
| ISPE Referring Application | Enter the referring application for FDS ISPE services. |
| ISPE Entity ID | Enter the ID number of the ISPE entity. |
| ISPE Shared Secret | Enter the security shared secret for FDS ISPE services. |
| The following system preferences must be defined for the credit card or ACH locations that are being used with EPS integration. | |
| ISPE ACH Location | Enter the ACH location number to accept ACH payments in FactorSoft through ESP integration. Leave this field blank if ACH payments are not used. |
| ISPE Amex Location | Enter the American Express location number to accept American Express payments in FactorSoft through ESP integration. Leave this field blank if American Express payments are not used. |
| ISPE Discover Location | Enter the Discover location number to accept Discover payments in FactorSoft through ESP integration. Leave this field blank if Discover payments are not used. |
| ISPE JCB Location | Enter the JCB location number to accept JCB payments in FactorSoft through ESP integration. Leave this field blank if JCB payments are not used. |
| ISPE MasterCard Location | Enter the MasterCard location number to accept MasterCard payments in FactorSoft through ESP integration. Leave this field blank if MasterCard payments are not used. |
| ISPE Visa Location | Enter the Visa location number to accept Visa payments in FactorSoft through ESP integration. Leave this field blank if Visa payments are not used. |

Define Payment Types

Before payments can be received in FactorSoft using ePaymentAmerica, payment types must be defined on the Electronic Payment Default Rules screen. In addition, ISPE payment types must be defined on this screen for each payment method that is to be accepted using ESP integration. To set up payment types, refer to the following procedure. For additional information on the Electronic Payment Default Rules screen, refer to "Electronic Payment Default Rules" on page 8.

1. Access the Electronic Payment Default Rules screen.

TIP

This screen is accessed by selecting File → Tables → Accounting → Electronic Payment Defaults.

| Service | Type | Client.. | Debtor... | Acct# |
|----------|------|-------------|----------------------|------------|
| EPayment | Visa | 5.00 / 6000 | 1.0000% / 6000 | 1000 |
| JHA-ISPE | M/C | -- | 5.0000% / 90-312-075 | 90-147-050 |
| JHA-ISPE | Visa | -- / 6000 | 5.0000% / 90-312-075 | 90-147-050 |

Service: JHA SmartPay Expres: [v] [New] [Delete]

Type: MasterCard [v] Allow on desktop collection

Location: ISPEMastercardLocation [v] Allow on payer web

Allow for direct client payment

Client-flat fee: []

Percentage: []

Account#: 6000 - FEE EARNED [v]

Debtor-flat fee: []

Percentage: 5.0000 []

Account#: 90-312-075 - ePayment Fees [v]

Card account#: 90-147-050 - ePayment Clearing Account [v]

[] [Help] [Exit]

2. Click the **New** button.

The fields are cleared to allow settings for the new rule to be entered.

3. In the **Service** field, enter **EPayment** to create a payment type for ePaymentAmerica.

Enter **JHA SmartPay Express** to create an ISPE payment type for ESP integration.

4. In the **Type** field, enter the type of payment to be accepted, such as MasterCard or Visa.

If **EPayment** was entered in the **Service** field, proceed to step 6.

If **JHA SmartPay Express** was entered in the **Service** field, proceed to step 5.

5. In the **Location** field, enter the location corresponding to the type of payment to be accepted.
6. In the remaining fields on this screen, enter any additional information related to the payment type, as needed.
7. Click the **Create** button.

The rule is created and displays in the grid at the top of the screen.

Electronic Payment Engine Task

The ePayment Update Engine task must be enabled to allow stranded payment records to be detected and processed.

NOTE

This Engine task applies to ePayments only and does not apply to EPS.

Electronic Payment Default Rules

The Electronic Payment Default Rules screen is used to define the payment types and associated fee rules for electronic payments at the system default level. This screen is used to define payment types for ePaymentAmerica and for Enterprise Payment Solutions (EPS) integration.

TIP

The Electronic Payment Default Rules screen is accessed by selecting File → Tables → Accounting → Electronic Payment Defaults.

For a procedure on defining payment types on this screen, refer to "Define Payment Types" on page 4.

This screen can also be used to override or turn off fee rules when processing payments through FactorSoft or PayerWeb for individual clients and debtors at the client level, debtor level, or at the client/debtor relationship. This screen is titled "Override Electronic Payment Default Rules screen" when accessed from the Collections panel on the Client Information screen or the Debtor Information screen

- **Client Level.** When payment is processed by clicking the **Accept Epmt** button on the Collections panel of the Client Information screen, any client overrides defined on the Override Electronic Payment Default Rules screen are used.

NOTE

The Override Electronic Payment Default Rules screen for defining client overrides is accessed by clicking the **Create E-Pmt Rules** button on the Collections panel of the Client Information screen.

- **Debtor Level.** When payment is processed by clicking the **E-Pmt** button on the Collection Detail window or through PayerWeb, any debtor overrides defined on the Override Electronic Payment Default Rules screen are used.

NOTE

The Override Electronic Payment Default Rules screen for defining debtor overrides is accessed by clicking the **Create E-Pmt Rules** button on the Collections panel of the Debtor Information screen.

- **Client/Debtor Relationship.** When payment is processed by clicking the **E-Pmt** button on the Collection Detail window or through PayerWeb, any overrides defined for the specific client/debtor relationship on the Override Electronic Payment Default Rules screen are used.

NOTE

The Override Electronic Payment Default Rules screen for defining client/debtor relationship overrides is accessed by clicking the **Create E-Pmt Rules** button on the Credit / No Buy tab of the Debtor Aging screen.

If both the client and debtor have override rules defined, the override for the client rules apply to the client and the debtor rules apply to the debtor when accepting electronic payments.

| Field | Description |
|---------------------------------|---|
| | <ul style="list-style-type: none"> • Amex • Discover • JCB • MasterCard • Visa • ECheck • ACH |
| Location | <p>Enter the location corresponding to the type of payment to be accepted.</p> <p>This field is only available if JHA SmartPay Express is entered in the Service field.</p> |
| Allow on desktop | <p>Select this option to enable the rule for use from the Collection Detail screen in the FactorSoft Desktop application.</p> |
| Allow on PayerWeb | <p>Select this option to enable the rule for use in the PayerWeb application.</p> |
| Allow for direct client payment | <p>Select this option to enable the rule for use from the Collection panel of the Client Information screen in the FactorSoft Desktop application.</p> <p>If this screen is accessed from the Collections panel of the Client Information screen, it is titled Override Electronic Payment Rule for Client, and this option is labeled Do not allow for direct client payment. Selecting this option excludes this client only from client level ePayments.</p> |
| Client flat fee | <p>Enter the flat fee amount to charge to the client for an electronic payment for this payment type.</p> |
| Percentage | <p>Enter the percentage of the invoice amount to charge to the debtor for an electronic payment for this payment type.</p> |
| Account# | <p>Select the cash account to which to credit the debtor credit card payment and fees for this payment type.</p> |
| Card account# | <p>Select the clearing account to which to credit the credit card payment for this payment type. Since it may be a full day or more before the credit card payment is settled, this clearing account will be used to hold the payment in suspense until settled, and then journal the payment to the cash account(s) when</p> |

| Field | Description |
|----------------------|---|
| | the payment arrives. |
| Create/Modify/Verify | <p>This button is used to complete add, update, and delete actions on the Electronic Payment Default Rules Table.</p> <ul style="list-style-type: none"> • Create: Complete the addition of a new record to the table. • Modify: Complete an update to an existing table entry. • Verify: Confirm and complete the deletion of an existing table entry. |
| Cancel | Click this button to cancel an add, update or delete action prior to completing the action. |

Electronic Payments

The Electronic Payments screen is accessed from the Collection Detail screen and is used to initiate a credit card payment through a third-party credit card processor.

Taking a Credit Card Payment at Collection

The Collection Detail screen can be used to take credit card and ACH payments for specific invoices directly in FactorSoft. When the payment is submitted, the credit card processing services are performed by ePaymentAmerica or Enterprise Payment Solutions (EPS), and a confirmation returned to FactorSoft.

1. Access the Collection/Verification Queue Control screen.

TIP

The Collection Detail screen is accessed by selecting Office → Collection/Verification Queue.

2. Highlight the client collection to work and click the **Work** button.

The Work Collection Queue screen displays.

3. Highlight the debtor for which to accept payment and click the **Detail** button.

The Collection Detail screen displays.

| Invoice # | Date | Balance | Amount | P-Age | Col Date | D | 6 |
|-------------|----------|----------|----------|-------|----------|---|---|
| 10131040905 | 9/4/2017 | 1,325.00 | 1,325.00 | 31 | | | |
| 10131030905 | 9/5/2017 | 350.00 | 350.00 | 30 | | | |
| 10114025005 | 9/9/2017 | 1,550.00 | 1,550.00 | 26 | | | |

Contact: James Michaels; (713)555-0108

Response: Will pay by credit card

Method: Phone

Note: Paid by ePayment

NOTE

If an invoice is selected, only that invoice displays on the Electronic Payment screen. If no invoice is selected, all invoices for the customer/debtor display.

4. On the Collection Detail screen, select an invoice or invoices to pay for the customer/debtor.

Multiple invoices can be selected by holding down the SHIFT or the CTRL key.

5. Click the **E-Pmt** button.

NOTE

This button is enabled by setting the system preference **Fields/screen behavior, Screens, Collection detail, Allow electronic payments** to **True**.

The Electronic Payment screen displays.

| Included | Invoice# | Date | Balance | Payment | Type | Adjustment | Reason.. |
|-------------------------------------|----------|----------|---------|---------|------|------------|----------|
| <input checked="" type="checkbox"/> | | 1/4/2017 | 1000.00 | 1000.00 | .. | 0.00 | |

6. Complete the Electronic Payment fields to document the contact, invoices selected, and any short or overpayment details, as described below:

Contact and Invoice-level Payment Detail

Use these fields to document the contact, invoices selected, and any short or overpayment details on each invoice.

| Field | Description |
|----------------|---|
| Contact | Displays the debtor contact person contacted for the collection call. The list is populated from the Contact field of the Collection Detail screen and is for display only. |
| Method | Select the contact method from the list. If the Method was selected on the Collection Detail screen, the selected Method is displayed, and can be overridden, here. |
| Note | Enter free-form text notes to be included for the collection or verification call. If notes were entered on the Collection Detail screen, the Notes are displayed, and can be overridden, here. |
| (Invoice Grid) | <p>Displays the invoice or invoices for the debtor available for payment. If an invoice was selected from the Collection Detail screen, only that invoice is displayed. If no invoice was selected, all invoices for the debtor are displayed regardless of client. The following data appears in the grid columns:</p> <ul style="list-style-type: none"> • Included: All invoices are selected when the screen is opened. Deselect this option to exclude the invoice from the payment • Invoice#: the invoice number of the invoice • Date: the invoice date • Balance: the outstanding balance on the invoice • Payment: the payment amount entered for the invoice • Type: the chargeback or write-off code selected for a short payment • Adjustment: the difference between the Balance and Payment amounts • Reason: the selected dispute/ineligibility code from the Reason list |
| Client | Displays the client name of the client associated with the debtor invoice. |
| Invoice# | Displays the invoice number to which the payment (or a portion thereof) will be applied. |
| Date | Displays the invoice date of the selected invoice. |
| Debtor | Displays the debtor name of the customer/debtor associated with the selected invoice. |
| Balance | Displays the outstanding balance on the selected invoice. |

| Field | Description |
|-------------|---|
| Payment | Enter the payment amount for the invoice. When the invoice is selected, the total balance of the invoice is displayed in this field. |
| Type | Select the code to indicate a chargeback or write-off for short payments. <ul style="list-style-type: none"> • C/B: chargeback • W/O: write-off |
| Amount | Displays the difference between the Balance and Payment amounts. |
| Reason | Select the dispute/ineligibility code, if required. Either a Reason or Description is required. |
| Description | Enter payment description text. Either a Reason or Description is required. |
| Modify | Click this button to save modifications to the payment information for the selected invoice. |
| Cancel | Click this button to abort any unsaved changes in the payment information for the selected invoice. |

- When payment data for all invoices to be paid has been completed, click the **Selection Complete** button.
- In the **Payment Type** field, enter the payment type to be accepted.

When an entry is made in this field, the associated fees and payment total are automatically calculated and display in the corresponding fields.

NOTE

To make changes before submitting the payment, click the **Return to Viewing** button, modify the entries as needed, and click the **Selection Complete** button again.

Payment-level Detail

Complete these fields to display the total payment amount and submit the payment to the third-party credit card processor.

| Field | Description |
|------------------------------------|---|
| Selection Complete/Return to View- | Click the Selection Complete button to enable the payment detail fields. Click the Return to Viewing button to return to the invoice-level electronic payment |

| Field | Description |
|----------------|--|
| ing | fields. |
| Submit Payment | Click this button to submit the credit card payment to the third-party credit card processor. |
| Payment Type | Select the Payment Type code that indicates the credit card or eCheck type by which payment will be made. Electronic payment methods are created in the Electronic Payment Default Rules in the Tables module, and consist of a Service (ePayment) and Type (a credit card type or eCheck), as described in detail in Electronic Payment Default Rules in the FactorSoft Administrator's Guide. |
| Total Charges | Displays the sum of payment amounts for all selected invoices. |
| Debtor Fees | Displays the sum of all debtor fees for all selected invoices. |
| Client Fees | Displays the sum of all client fees for all selected invoices. |
| Payment Total | Displays the total payment amount for all selected invoices and fees. |

9. Click the **Submit Payment** button to submit the payment to the electronic payment vendor.

If payments are submitted using ePaymentAmerica, the Submit Payment window displays and eSecureCheckout is used. To submit payments using ePaymentAmerica, refer to "Submitting Payments Using ePaymentAmerica" below.

NOTE

ePayment America payments are accepted in USD currency only.

If payments are submitted using EPS integration with FactorSoft, the Submit Payment window displays and the Customer Payment Portal is used. To submit payments using EPS, refer to "Submitting Payments Using EPS Integration" on page 22.

Submitting Payments Using ePaymentAmerica

If electronic payments are accepted using ePaymentAmerica, the Submit Payment window can be used to submit payments using eSecureCheckout.

1. Make entries in the electronic payment detail fields on the Submit Payment window.

The screenshot shows a web browser window titled "Submit Payment". The main heading is "Welcome to eSecureCheckout." Below this, there are two main sections: "Personal Information" and "Account Information".

Personal Information:

- Name on card: Eddie Usereski
- Street: 123 Bayside Street
- City: Birmingham, State: AL, Zip: 35203
- Email Address: euser@baysidebiz.com

Account Information:

- Card Number: 4111111111111111
- Expires: Mo. (02), Yr. (2014), CCV: 123
- Reference # (1), Amount (3225.81)
- Memo: (empty text area)

At the bottom of the form, there is a "Submit" button, a logo for "POWERED BY ePaymentAmerica", and the text "Support Number: Majewski".

| Field | Description |
|----------------------|--|
| Personal Information | Enter the name and billing address data: |

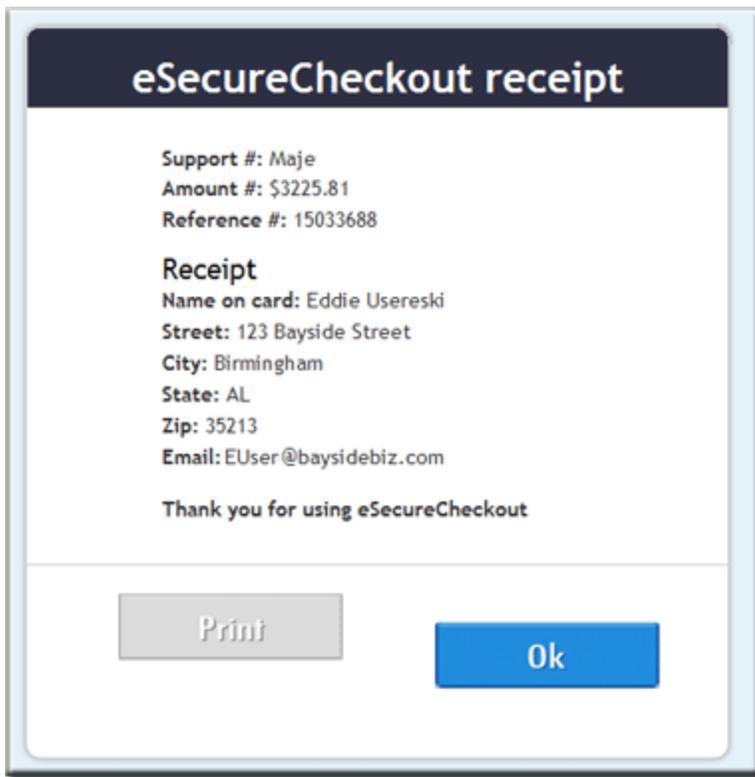
| Field | Description |
|---------------------|--|
| | <ul style="list-style-type: none"> • Name: enter the name exactly as it is on the card. • Street: enter the street address component of the billing address. • City: enter the city component of the billing address. • Zip: enter the ZIP or Postal Code component of the billing address. • Email Address: enter the email address to which the billing receipt will be emailed. |
| Account Information | Enter the credit card information: <ul style="list-style-type: none"> • Card Number: enter the credit card number embossed on the card with no spaces. • Expires Mo/Yr: Enter or select the month and year of the expiration |
| Reference # | Displays the ePaymentAmerica provided transaction reference number. |
| Amount | Displays the total amount to be billed to the credit card. |
| Memo | Enter any notes for the transaction. |

2. Click the **Submit** button.

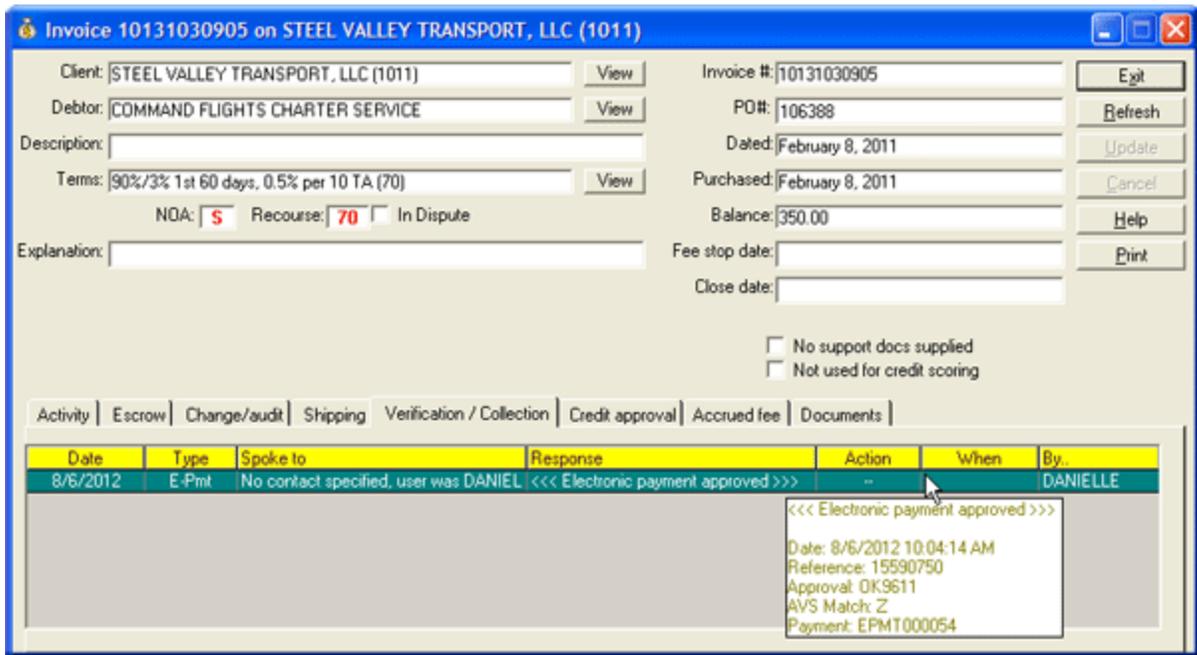
The payment information is transmitted to ePaymentAmerica for validation. When the payment has been validated, the following response is received and includes the transaction confirmation number in the **Reference #** field.

NOTE

The invoices paid by the e-payment can be printed on the Collection report. The Collection report can be reprint from the Client Transactions screen or the Check Search screen.



The payment is recorded on the Verification/Collection tab of the Invoice Information screen.

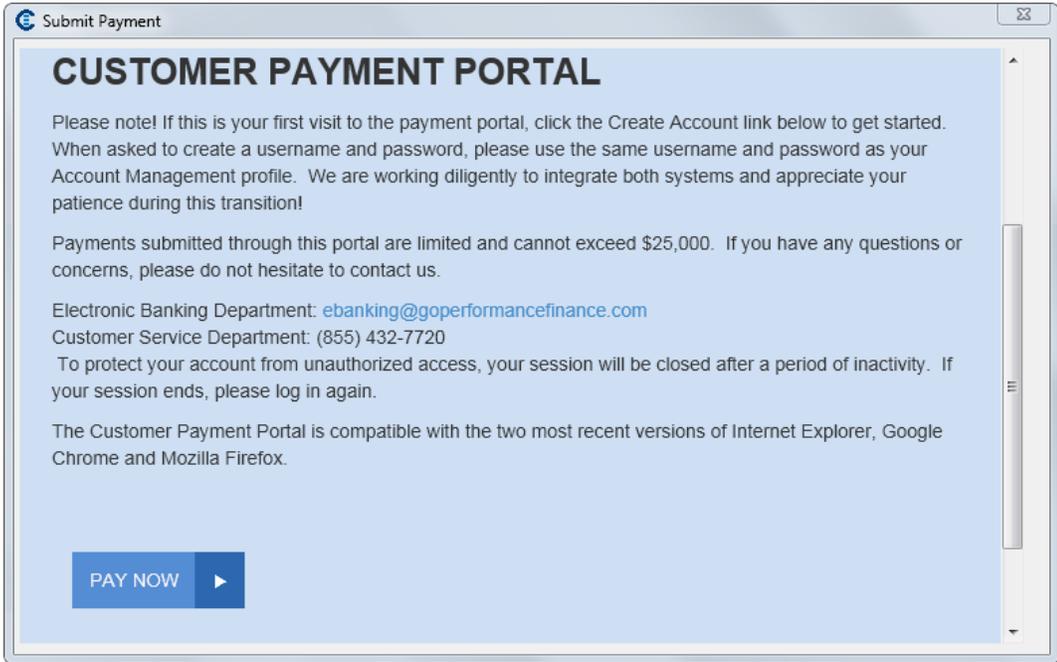


Notice that the tool-tip pops up an information box that contains information about the electronic payment. Of most significance is the **Reference** number, which is the transaction confirmation

number that you would use in contacting ePaymentAmerica concerning the transaction, and the **Payment** number, which is the FactorSoft payment transaction identifier, which can be used in the Check Search screen to access the Collection Report for the payment.

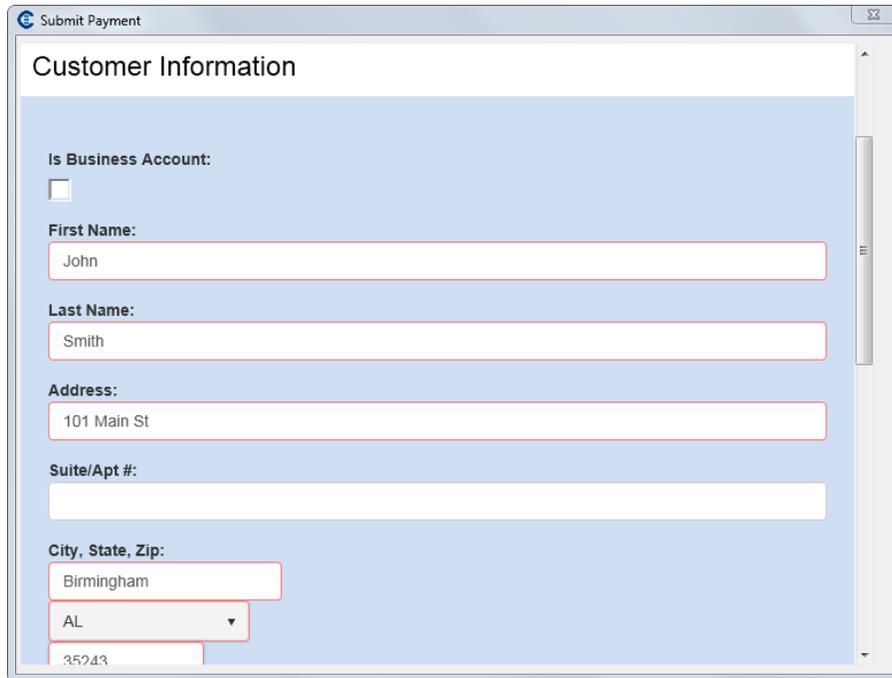
Submitting Payments Using EPS Integration

If electronic payments are accepted using EPS integration with FactorSoft, the Submit Payment window can be used to submit payments with the Customer Payment Portal.



1. Click the **Pay Now** button on the Submit Payment window.

The Customer Information section displays.

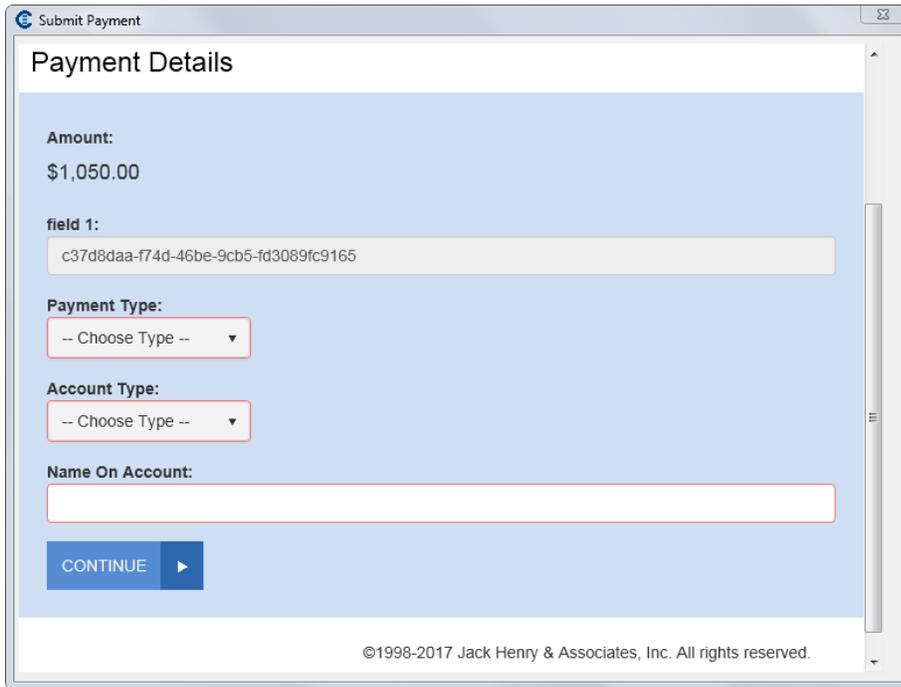


The screenshot shows a web browser window titled "Submit Payment". Inside the window, the "Customer Information" section is displayed on a light blue background. The form contains the following fields:

- Is Business Account:** An unchecked checkbox.
- First Name:** A text input field containing "John".
- Last Name:** A text input field containing "Smith".
- Address:** A text input field containing "101 Main St".
- Suite/Apt #:** An empty text input field.
- City, State, Zip:** Three input fields: "Birmingham" for the city, "AL" for the state (shown in a dropdown menu), and "35243" for the zip code.

2. Enter the customer's information in the fields in the Customer Information section and click the **Enter Payment Information** button.

The Payment Details section displays.



Submit Payment

Payment Details

Amount:
\$1,050.00

field 1:
c37d8daa-f74d-46be-9cb5-fd3089fc9165

Payment Type:
-- Choose Type --

Account Type:
-- Choose Type --

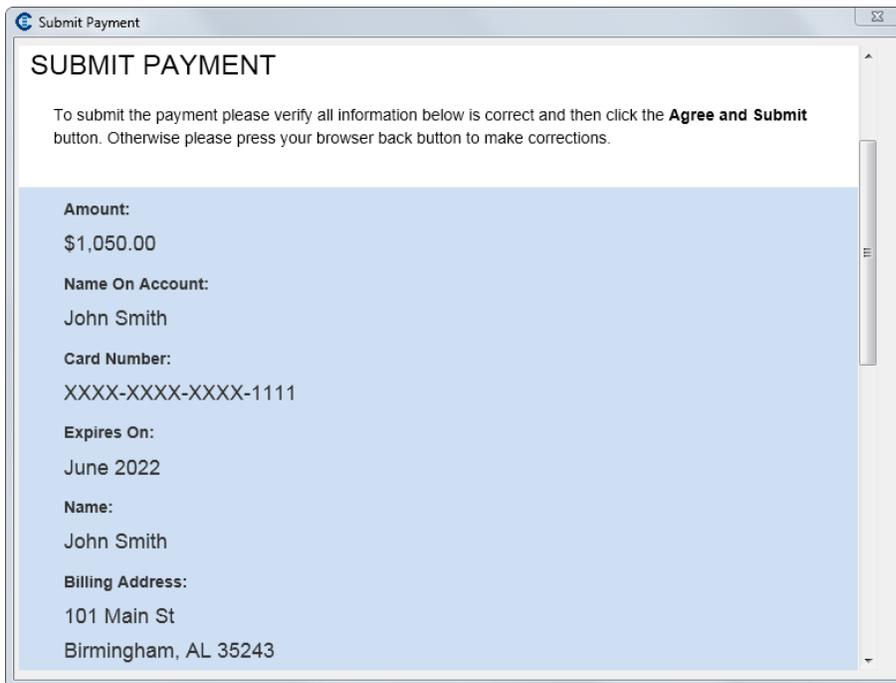
Name On Account:

CONTINUE

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3. Enter payment details in the fields in the Payment Details section and click the **Continue** button.

The Submit Payment section displays.



Submit Payment

SUBMIT PAYMENT

To submit the payment please verify all information below is correct and then click the **Agree and Submit** button. Otherwise please press your browser back button to make corrections.

Amount:
\$1,050.00

Name On Account:
John Smith

Card Number:
XXXX-XXXX-XXXX-1111

Expires On:
June 2022

Name:
John Smith

Billing Address:
101 Main St
Birmingham, AL 35243

4. Verify the information in the Submit Payment section and click the **Agree and Submit** button.

The payment is submitted and the Transaction Receipt window displays, where the receipt can be saved or printed.

5. Close the Transaction Receipt window.

If the transaction was successful, **ISPE Success** displays.

Accept Electronic Payment from Client

Client-level Credit Card Payments

The Accept Electronic Payment from Client screen can be used to accept is accessed from the Collections panel of the Client Information screen and is used to initiate a credit card payment through a third-party credit card processor.

To create a client-level payment, from the Collections panel of the Client Information screen for the desired client:

1. Access the Collections panel on the Client Information screen.

TIP

The Collections panel is accessed by selecting a client on the Client List (F3) screen and clicking the *Client Information* link. On the Client Information screen, select the Collections panel.

2. Click the **Accept Epmt** button.

The Accept Electronic Payment from Client screen displays.

3. Complete the following fields on the Accept Electronic Payment screen:

| Field | Description |
|--------------|--|
| Payment Type | Enter the type of payment to be used. Electronic payment methods are created on the Electronic Payment Default Rules screen in the Tables module. For more information on the Electronic Payment Default Rules screen, refer to "Electronic Payment Default Rules" on page 8. |
| Explanation | Enter descriptive text for the client payment. This field is required. |

| Field | Description |
|----------------------------------|---|
| (Grid) | <p>Displays each distribution previously saved for the payment as a line-item with the following data:</p> <ul style="list-style-type: none"> • Account#: the account to which to post the payment distribution • Description: the account description from the Account Table • Amount: the distribution amount |
| New | Click this button to open the Distribution Electronic Payment screen to enter a new payment distribution. |
| Mod | Select an existing payment distribution and click this button to edit the payment distribution. |
| Delete | Select an existing payment distribution and click this button to delete the payment distribution. |
| Distribution Totals | Displays the sum of payment amounts for all distribution entries. |
| Additional Fee Charged to Client | Displays the sum of all client fees for all distribution entries. |
| Total to be Submitted | Displays the total payment amount for all distributions and fees. |
| Submit | Click this button to submit the payment to the third-party credit card processor. |
| Cancel | Click this button to close the screen. |

Distribution for Electronic Payment Window

This window displays when the **New** button, below the distribution grid, is clicked and is used to add or edit direct client payment distributions.

- Click the **New** button.

The Distribution for Electronic Payment window displays.

- Complete the following fields on the Distribution Electronic Payment window:

| Field | Description |
|-------------|--|
| Account# | Enter the account to which to post the payment distribution. |
| Description | Displays the account description from the Account Table. |
| Amount | Enter the amount of the payment distribution. |
| Create | Click this button to save the payment distribution for the electronic payment. |
| Cancel | Click this button to close the screen. |

- Click the **Create** button.

The distribution is saved and displayed on the Accept Electronic Payment screen.

- Repeat steps 4 through 6 for any additional distributions to be added for the payment.

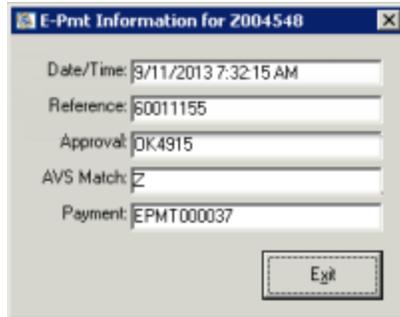
- Click the **Submit** button.

If payments are submitted using ePaymentAmerica, the Submit Payment window displays and eSecureCheckout is used. To submit payments using ePaymentAmerica, refer to "Submitting Payments Using ePaymentAmerica" on page 18.

If payments are submitted using EPS integration with FactorSoft, the Submit Payment window displays and the Customer Payment Portal is used. To submit payments using EPS, refer to "Submitting Payments Using EPS Integration" on page 22.

For client-level payments, once the payment has been confirmed, the transaction details can be viewed on the View/Update Journals screen, accessed from the Accounting Journals, Checks and Wires (F9) screen, or printed from the Trial Balance Report. Click the **Epmt** button on the

View/Update Journal screen to display the E-Pmt Information window, which includes the transaction confirmation number in the **Reference #** field:



The screenshot shows a window titled "E-Pmt Information for 2004548". It contains five text input fields with the following values: Date/Time: 9/11/2013 7:32:15 AM; Reference: 60011155; Approval: OK,4915; AVS Match: Z; Payment: EPMT000037. An "Exit" button is located at the bottom right of the window.

| | |
|------------|----------------------|
| Date/Time: | 9/11/2013 7:32:15 AM |
| Reference: | 60011155 |
| Approval: | OK,4915 |
| AVS Match: | Z |
| Payment: | EPMT000037 |

Exit