

Setting Up Sage Payment Solutions in Sage MAS 90 or 200 Version 4.20

This document provides the information necessary for setting up Sage Payment Solutions in Sage MAS 90 or 200 version 4.20. The setup process involves activating Sage Payment Solutions for the Sage MAS 90 or 200 company, and then setting up all credit card payment types. You must set up all credit card payment types, even if you previously used the Credit Card Processing module with PCCharge Payment Server.

Before setting up Sage Payment Solutions, verify the following:

- Sage MAS 90 or 200 version 4.20 is installed, and the company for which you are activating Sage Payment Solutions is set up. For more information, refer to your *Sage MAS 90 or 200 Installation and System Administrator's Guide*.
- You have installed Version 4.20 Service Update 10, which includes the Sage Payment Solutions enhancements in Sage MAS 90 and 200. You can download Service Update 10 from the Sage Software Online Web site (www.sagesoftwareonline.com).
- You have installed and set up the Sage Payment Solutions and PocketSOAP software. PocketSOAP is required for data communication between Sage Payment Solutions and Sage MAS 90 or 200 and must be installed on each workstation. You can download PocketSOAP software from the PocketSOAP Web site at: <http://www.pocketsoap.com/pocketsoap/#dl>
- You have the Gateway welcome e-mail from the Sage Payment Solutions Gateway/Virtual Terminal Department. The welcome e-mail provides the 12-digit Merchant ID number and 12-digit Merchant Key required for setting up credit card processing powered by Sage Payment Solutions.

If you have existing PCCharge credit card transactions, perform the following additional tasks:

- Verify that all transactions entered in the Accounts Receivable Cash Receipts Entry and Sales Order Invoice Data Entry tasks have been updated to the general ledger.
- Print the Accounts Receivable Credit Card Settlement Report to balance the settlement batches for the PCCharge processor. After communication with the Sage Payments Solutions payment gateway is set up using the procedure below, PCCharge settlement data will no longer be included in the Credit Card Settlement Report.

Note: You must perform this step even if your merchant account for PCCharge Payment Server was provided by Sage Payment Solutions.

Note: The Sage Payment Solutions Gateway will not honor outstanding pre-authorizations performed with the previous PCCharge server. Sales will be processed on the new Gateway as though no pre-authorization was performed. Also, the available credit for your customers will be reduced by the pending pre-authorization amount until the date of pre-authorization expiration.

To set up Sage Payment Solutions in Sage MAS 90 or 200 version 4.20

1. Open Sage MAS 90 or 200 and select the company that will be using Credit Card Processing module powered by Sage Payment Solutions.
2. Activate Sage Payment Solutions using the following steps:
 - a. Select Library Master Main menu > Company Maintenance.
 - b. In the Company Maintenance window, enter the company code of the company that will be using the Credit Card Processing module.
 - c. Click the Servers tab. At the Enable Credit Card Payment Server field, select Sage Payment Solutions.
 - d. Click Accept.
3. Set up the credit card payment types that will use the Credit Card Processing module, using the following steps:
 - a. Select Accounts Receivable Setup menu > Payment Type Maintenance.
 - b. In the Payment Type Maintenance window, at the Payment Type field, enter the credit card payment type to set up.
 - c. At the Merchant ID field, type the 12-digit identification number that appears at the Merchant ID field in your welcome e-mail.
 - d. At the Merchant Key field, type the 12-digit Merchant Key provided in your welcome e-mail.
 - e. Enter other fields as appropriate to set up the credit card payment type. For more information, see the Payment Type Maintenance – Fields topic in the Help system.

Note: Credit card payment type information provided in the Payment Type Maintenance – Fields Help topic applies to both PCCharge Payment Server and Sage Payment Solutions.
 - f. Click Accept.
 - g. Repeat steps b through e for all credit card payment types.

The Credit Card Processing module powered by Sage Payment Solutions is now set up for the selected company, and can be used for credit card payments in Sage MAS 90 or 200.

Important: Any transactions pre-authorized in Sales Order Entry should not be post-authorized outside of Sage MAS 90 or 200. Completing any post-authorization outside of Sage MAS 90 or 200 could result in double-posting to the customer's credit card.