



Overview & Objective – The purpose of this I M & U is to demonstrate the processing of online payment receipts using Authorize.net or Paypal. This procedure succeeds **Configuring of Online Payment Receipt**.

Procedural Note – Intacct cannot currently process online payment receipt for **advances** (see Payment Method dropdown of the Receive Advances screen). Advances need to be processed directly with Authorize.Net or PayPal with the resulting receipt recorded as an after the fact transaction.

Initial Preparation – Prior to processing online receipts, account(s) with Authorize.Net and/or PayPal must be established. In addition, the configuration of Intacct must be completed. For accompanying information, refer to **Intacct Management & Use: Configuring of Online Payment Receipt**.

Framework – A general framework for processing Intacct credit card transactions is as follows:

1. **Create Customer Invoice(s)** – Create customer invoice(s) as normally processed in the system.
2. **Receive a Payment** – Use the AR Module activity “Receive a Payment” as outlined below. This activity will initiate a request to the payment gateway (Authorize.Net and/or PayPal), and apply an accepted card transaction to the customer invoice. Notification of acceptance or rejection will then be displayed.
3. **Report on Receipts** – Info. specific to the results of the CC transactions are then accessible for review.
4. **Bank Deposit** – For any system initiated and accepted charge card transaction, deposits are automatically posted to the operating account on-file with Authorize.Net and/or PayPal.

Initial Navigation – To navigate to the Select Invoices for Payment screen (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Accounts Receivable Module
3. Under Activities, click on the Receive a Payment (link)

Selecting Customers for Charge Card Payment Receipt – The title “Select Invoices for Payment” should appear in the upper left hand corner, entry as follows:

- **Payment Method** – Select the “Online Charge Card” option from the dropdown
- ***Customer** – Select Customer the payment comes from

Selecting Invoices for Processing of Online Payment Receipt – The title “Select Invoices for Payment” should appear in the upper left hand corner, entry as follows:

I. **Payment Information**

- ***Receipt Date** – Enter a date *consistent with the *Payment Date (below)*
- ***Payment Date** – Enter a date the payment will be processed by the payment gateway
- ***Payment Amount** – Enter the amount to be applied to the invoice
- ***Charge Card** – Select a card for processing; the default customer card will appear in the dropdown with any additional on file card also available for selection.
- **Security Code** – Enter the security code. Note: code is optional and for record keeping purposes only.

II. **Available Invoices and Debit Memos**

- Mark the “Receive Full” checkbox for the invoice that the card transaction will be applied to...then...
 - ...In the “Amount Received” field enter the dollar amount of the charge card transaction to be processed. **Note:** After an amount is entered into the “Amount Received” field the checkbox for the invoice will automatically be **UNMARKED**. Do not **attempt to remark this checkbox** –it should remain unchecked.
 - ⇒ When the charge card information is complete click the [Save] (button) (upper right hand corner)
 - ⇒ Acceptance or rejection of an authorization will then be displayed on the screen

Report on Online Payment Receipts – Review charge card payment receipts using one of the following:

1. **Electronic Payments Screen** – Navigate to: Accounts Receivable Module > Electronic Payments (link)
⇒ Successful transactions will return an Authorization Reference Number, and failed transactions will note the reason for the failure.
2. **Invoices Screen** – Navigate to: Accounts Receivable Module > Invoices (link) > View (link) for invoice paid with CC > <Header> (tab) Amount Paid > View Details (link)
⇒ Shows:

Paid by/Paid to	Method	Pay Date	Bank Account
Returns the Verification #	Online Charge Card	Date of Processing	Name of Account
3. **Sales Register Report** – Navigate to: Accounts Receivable Module > Registers > Sales Register (link)
⇒ Displays same information as above (“Invoices Screen”), but allows you to filter by broader criteria.

Overview of Process – An overview of the **online payment receipt process**:

Create Relationship with Payment Gateway Processor ⇒ Configure for Online Payment Receipt ⇒
Process Online Payment Receipt ⇒ Confirm Successful Transaction on the Electronic Payments Screen

Further Instruction & Use – For further information regarding Processing of Online Payment Receipt contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.