



Electronic Payments User Guide

Infor Distribution A+ Version Number 10.02.01

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With the increased demands of electronic commerce and the ever-quickenning pace of commerce, smart businesses are relying on electronic payments for real-time payment transactions. Implementing electronic payment processes allows you to improve collaboration between buyers and sellers, improve cash flow, and create fast, paperless transactions.

Our solution, Electronic Payments, provides seamless credit card, Automated Clearing House (ACH), and electronic check integration with our proven Distribution A+ solution. With Electronic Payments, you can define multiple credit cards and bank accounts for your customers, authorize credit card payments through accounts receivable, order entry, and Infor Storefront, and settle and post payments to accounts receivable and general ledger. ACH/check payments can be processed through Accounts Receivable or scheduled for auto-payment.

Beginning with Distribution A+ v08.04, we partnered with CenPOS to host all the sensitive cardholder information thereby removing the necessity for Distribution A+ to continually be re-certified for PCI compliance with every release. For selective reference to saved tokens, the display of only the last four digits of a card/account number is available on most screens and documents.

This overview document provides a description of the main features of Electronic Payments, the hardware and software requirements, setup requirements, and steps for daily use of Electronic Payments. There are set up and processing differences between the cardholder data integration and the secure token (CenPOS) integration, and this guide will contain information regarding both integrations to the payment processing networks.

Hardware and Software Requirements

To use Electronic Payments with Distribution A+, you must have the Distribution A+ base modules and Cross Applications installed at Version 5.0, cumulative 18 or later. The base modules include

- Accounts Receivable
 - Inventory Accounting
 - Order Entry
 - Sales Analysis
-

Electronic Payments can also be used with General Ledger and International Currency. Using these modules with Electronic Payments is optional.

Understanding Electronic Payments Setup and Processing

Electronic Payments interfaces with the following Distribution A+ modules to automatically process credit card transactions:

- Cross Applications
- Accounts Receivable
- Order Entry
- Point of Sale
- Purchasing (optional)
- General Ledger (optional)
- Storefront (optional)

This section describes the interface relationships from a set up and processing point of view.

System Administration Relationships

Setting up Electronic Payments requires an understanding of how each module functions in the set up and administration of the processing. During set up you determine what credit cards you will accept and the requirements for each type of card, such as whether Address Verification Service is being used or the number of expiration days for an authorization. The requirements for each type of credit card should be determined in conjunction with your third party provider.

Before you can begin the set up for Electronic Payments, Distribution A+ must be set to use credit cards through Cross Applications. Setting Distribution A+ to use credit cards does not indicate that credit card transactions will be automatically processed through Distribution A+; you can use Distribution A+ to enter a credit card number for an order, but manually process the transaction outside of Distribution A+. You must complete the set up of Electronic Payments to utilize the automatic processing functionality.

Automatic credit card processing in Distribution A+ relies on payment types being defined in Accounts Receivable to indicate the type of credit card that is being used and to define the rules for processing that credit card. When defining the payment types, you can also set the card to update Accounts Receivable.

The Electronic Payments File Maintenance Menu allows you to define the options required based on your specific type of integration:

- For a cardholder data integration to the payment processing networks

- company options for Electronic Payments, define credit cards for your customers, define merchant IDs (which are assigned to a type of credit card by the authorization network), define bank account for ACH/check processing
- For a secure token integration:
 - company options for Electronic Payments, define merchant IDs (which are assigned to a type of credit card by the authorization network), define merchant and payment type assignments, and complete secure card maintenance which defines the credit card information to CenPOS and returns a unique secure token to Distribution A+ to be used for processing electronic payments. Secure Card Maintenance is not required if you choose to not save card (token) information.

When the specific set up is complete, you will activate Electronic Payments for a company which starts the automatic processing of credit card transactions.

Processing Relationships

The processing of credit card transactions interfaces with the same modules. For Order Entry, orders are entered with a credit card payment type and credit card payment information is entered for the order. For Accounts Receivable, invoices can be paid with credit card or ACH/check. In both situations, the use of the account must be authorized by the third party service provider. Authorizing the account means that the credit card company or bank approves the use of the account for that amount.

Authorized credit card payments are settled during Day-End Processing. For credit card payment types that are set to update Accounts Receivable, a transaction group is created and posted to General Ledger.

Using Electronic Payments

Once you have completed the implementation of Electronic Payments, you are ready to begin processing credit card and/or ACH/check transactions. You can process credit card transactions for accounts receivable and for order entry. This section describes the day-to-day changes required to accommodate Electronic Payments.

For Accounts Receivable

With Electronic Payments, you can extend your acceptance of credit card payments to include credit card payments for accounts receivable invoices, using with the “quick pay” feature. The quick pay feature allows you to quickly select or enter invoices and enter cash, check/electronic check, ACH, or credit card payments through the Customer A/R Inquiry.

Although the quick pay feature provides quick functionality for payments, you must continue to use Cash & Adjustment Entry/Edit (MENU ARMAIN) for the full features, such as, applying one check to

multiple customers, using the auto-apply discount feature, or applying payment in currencies other than the currency of the original invoice.

To protect the security of your transactions with your customers, only master users and users authorized by the system administrator through Application Action Authority Maintenance (MENU XASCTY) will be able to use the quick pay feature.

There are two basic steps to using the quick pay feature.

1. Identify the invoices that will be paid. You can mark invoices for payment on the Open Invoices Screen or add invoices to the system on the Quick Pay Apply Payments Screen.
2. Pay the invoices on the Quick Pay Apply Payments Screen. You can enter any discounts or adjustments for the payment, enter the check or cash information and post cash (for check or cash payments), authorize and post the credit card transactions, and authorize and post ACH/check transactions. Posting the transaction creates and posts an accounts receivable group. For credit card, ACH, and electronic check payments, the transactions are settled during day-end processing.

For Order Entry

With Electronic Payments, you can enter orders with credit card payment types and the authorization and settlement of the orders occurs within Distribution A+. How orders are entered changes slightly to capture the credit card information.

1. For orders that are being paid by credit card, the payment type for the type of credit card being used can be specified on the Order Header Screen. The payment type can also be specified or changed on the Credit Card Authorization Window in a Cardholder Data integration. For a Secure Token integration, the credit card to be used will be selected from the Secure Card List Screen (p. 14-6) or via the **F6=ONE TIME** function key from the Distribution A+ *Credit Card Authorization Window* so the correct secure token information will be submitted for approval.
2. On the Credit Card Authorization Window, the credit card information must be complete. For a Secure Token integration, the credit card information is mainly filled automatically once the secure card is either selected from the list, or generated by using One-Time Token functionality. The credit card purchase can be authorized from this screen or, if you chose not to authorize orders individually, you can authorize them by batch.

Even if you chose to authorize orders individually from the Credit Card Authorization Window, there will be times when batch authorization is necessary. Batch authorization authorizes orders that are being held either for pending authorization, processing errors, or expired authorization. You can specify the company, payment type, and type of held orders you want to include in the batch authorization. Batch authorization is performed through Credit Card Authorization (MENU EPMAIN).

Secure Token Integration

With the Distribution A+ CenPOS integration, payment data is converted into a secure token that is stored in Distribution A+ for safe, simple recurring billing for repeat customers. Tokenization ensures sensitive card data is neither transmitted nor stored within Distribution A+.

Secure Card Maintenance (MENU EPFILE) presents the CenPOS *Manage Token Panel* where the user enters credit card information. CenPOS then creates a unique secure token and sends it back to Distribution A+ with other key customer information to be stored. This same *Manage Token Panel* displays from the Distribution A+ *Credit Card Authorization Window* when the **F5=CARDS** function key is pressed. This process ensures the unique token is saved for the customer or customer/ship-to for future use.

From the Distribution A+ *Credit Card Authorization Window* the **F6=ONE TIME** function key will directly launch the CenPOS *Manage Token Panel* when the user simply needs to create a token which may or may not be eventually stored in Distribution A+. The storage of the token created through **F6=ONE TIME** is determined through the **Auto Save One-Time Tokens** option in Credit Card Options Maintenance (MENU EPFILE).

The methodology of what occurs when the Distribution A+ *Credit Card Authorization Window* displays is determined by another tailoring option found in Credit Card Options Maintenance (MENU EPFILE), **CenPOS Panel to Show (OE)**. This option determines which CenPOS Panel to show (Authorization or Token) in Order Entry. If an order transaction is to always be immediately authorized upon the attachment of credit card information to the order, the user may want to use the CenPOS *Authorization Panel*. Or, if the order is intended to either be authorized now, or possibly placed on pending authorization hold and released for authorization at a later time, the user may instead want to use the CenPOS *Token Panel*.

Once secure tokens are generated and saved for a customer or customer/ship-to, they can be selected on the Distribution A+ *Credit Card Authorization Window* using the **F5=CARDS** function key to access the Secure Card List selection screen.

Multi-Merchant Processing

With the Distribution A+ CenPOS integration, you can set up a multi-merchant environment per warehouse, allowing you to share card tokens across linked merchant IDs within the same company. When doing so, you can override the merchant ID and payment type at the warehouse level, prior to processing the credit card transaction.

NOTE: If your intent is for a single merchant ID set up at the company-level, using just one set of specific payment types per credit card type (regardless of warehouse), then warehouse-level assignment records do not need to be set up. If no warehouse-level assignment record exists, company-level assignment values will be used.

Through Merchant and Payment Assignments (MENU EPFILE), the merchant ID and payment assignments are entered at the warehouse-level. These records will then be used to override the merchant ID and payment types prior to credit card transactions being processed.

Through Secure Card Maintenance (MENU EPFILE), since multiple merchants can be configured to share tokens, Distribution A+ will always use the company-level merchant ID as the merchant where all tokens will be initially generated to be shared across any other merchant specified in a multi-merchant environment.

Through Enter, Change & Ship Orders (MENU OEMAIN), if a multi-merchant setup is being used in Distribution A+, whereby a different merchant ID and/or payment type assignment is set up per warehouse, a different processing flow will occur when the credit card authorization is initially processed using Order Entry. When selecting to authorize the order on the End Order Screen, you will have to either select a secure card from the list of saved credit cards on the system, or select the 'one-time' functionality (where you are launched out to the CenPOS Manage Token Panel to generate a token for the credit card to be used). A pre-set default credit card may also be filled in automatically. Regardless of the selection, the token that was initially generated using the company-level merchant ID and payment type assignment, will be overridden to now reflect the merchant ID and payment type assignments based on the order header warehouse of the order. If no warehouse-level merchant and payment type assignment record is found to match the order's warehouse, the company-level merchant and payment type for the token will remain in place. For split order situations, if an order contains multi-warehouse lines, pre-existing functionality issues a warning message upon entry into the OE End Order screen that the order will need to be split. When this occurs and the order is to be paid by credit card, the split order authorization process is set to occur upon exiting the order. The system will check for and update the merchant id and payment type of any split order based on warehouse-level merchant and payment assignment records. The split order transaction will be directed toward the appropriate CenPOS merchant (based on warehouse), and the split order will reflect the correct payment type for GL purposes.

For Storefront

For orders placed by your customers through Storefront that use a credit card payment type, the authorization for the order is processed before the order is downloaded to the Distribution A+ system. If the order fails the credit card authorization, a message will appear for the user to indicate that the order cannot be authorized and the customer must then select another method of payment. However, if the card cannot be processed due a malfunction of the third-party payment service provider or the authorization network, the order will be accepted by Distribution A+, but will be placed on Processing Error hold. The order should be reviewed and authorized. Orders can be authorized individually through Enter, Change & Ship Orders (MENU OEMAIN), or by batch, through Credit Card Authorization (MENU EPMAIN).

When using Secure Token Integration (CenPOS) with Storefront, the authorization for the order is processed directly between Storefront and CenPOS, prior to the order creation on the Distribution A+ system. If the order fails the credit card authorization, the customer must then select another credit card or method of payment. If the authorization is successful, the order will be generated in the Distribution A+ system, and the appropriate merchant ID and payment type will be assigned to that order accordingly.

For General Ledger

There are three transactions associated with Electronic Payments that will post to general ledger:

- an order paid for by credit card in order entry
- an invoice paid by credit card in AR quick payment or ACH/check
- posting of a payment for the credit card phantom customer

The general ledger accounts to which transactions are posted are selected based on whether the credit card payment type is set to update accounts receivable [determined by the value in the **Update A/R** field in Payment Types Maintenance (MENU ARFILE) for the payment type of the credit card]. Then, the system uses the account hierarchy from the General Ledger Transfer Definition. The system will use the following values when selecting the hierarchy values:

- the default warehouse specified for the credit card phantom customer in the Customer Master File
- the default G/L code specified for the credit card phantom customer in the Customer Master File
- the payment type of the credit card used on the Credit Card Authorization Window

NOTE: The order source code is not used.

General Ledger Accounts for each Transaction

If Update A/R = N			
Transaction	Account	Debit (Dr)/Credit (Cr)	Posted During
Invoiced Sales Order	Payment	Dr	Day-End Processing
	Sales	Cr	
AR Quick Payment with credit card	Payment	Dr	AR Quick Pay Posting
	Accounts Receivable	Cr	

General Ledger Accounts for each Transaction

If Update A/R = Y			
Transaction	Account	Debit (Dr)/Credit (Cr)	Posted During
Invoiced Sales Order	Credit Card Clearing	Dr	Day-End Processing
	Sales	Cr	
AR Quick Payment with credit card	Credit Card Clearing	Dr	AR Quick Pay Posting
	Accounts Receivable	Cr	
Post payment for credit card phantom customer	Bank	Dr	AR Quick Pay Posting or Cash Application
	Credit Card Clearing	Cr	

For Point of Sale

If Point of Sale is installed, you can use Electronic Payments with Point of Sale to automatically process credit card transactions. You will have to define a credit card payment type for each credit card that you accept. Using Merchant and Payment Assignments (MENU EPFILE), assign the merchant and credit card payment type relationship at the company level (and, only if necessary, at the warehouse level).

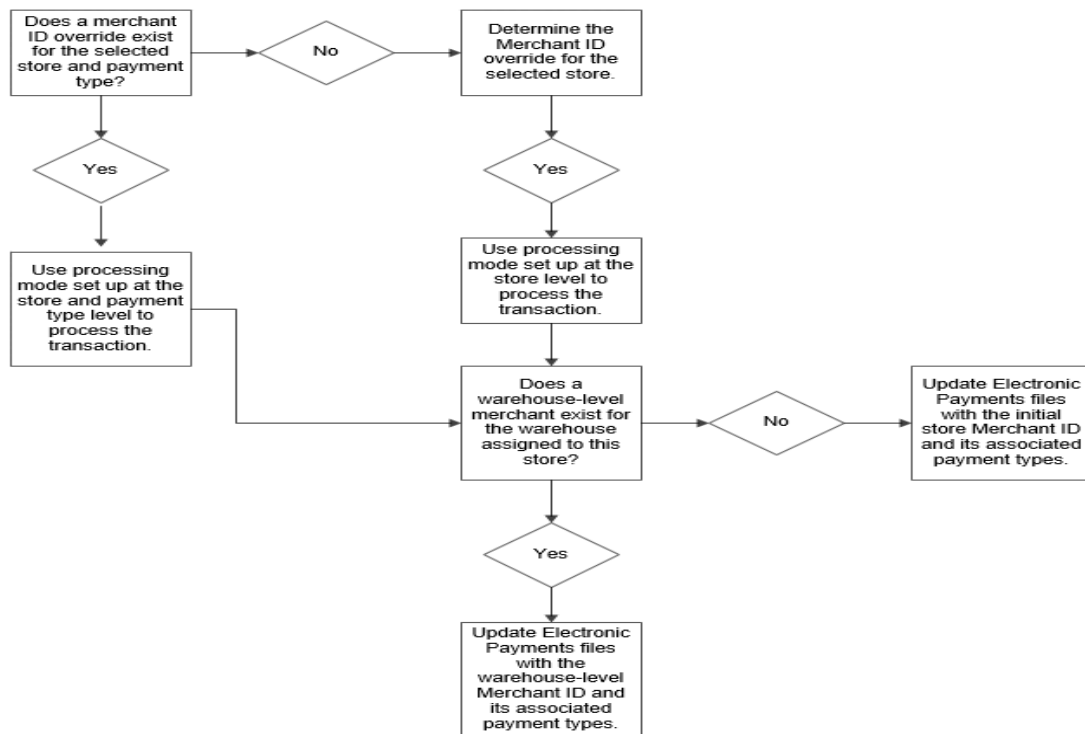
Using Override Merchant IDs Maintenance (MENU PSFILE), define a CenPOS Merchant ID for each store (not at the store/payment type level). When you set up a Merchant ID override for a store, that Merchant ID's processing options will be used to determine how to handle the credit card transaction.

For each store for which you are creating a Merchant ID override, you specify the default:

- online/phone Merchant ID - Merchant ID used for online/phone authorization and settlement for transactions
- manual authorization Merchant ID - Merchant ID used for manual authorization and settlement
- authorization mode - defined at store level (not the store/payment type level), can be online, manual, or phone

The user can override the default authorization method to indicate which method they are using to authorize the credit card payment. Authorization Mode **1** or **2** will issue a CenPOS panel or use a stored secure card in order to process the transaction. Meanwhile, Authorization Mode **3** will allow manual entry into Distribution A+ for a POS transaction that may have been processed by an alternate method (such as, using the CenPOS virtual terminal).

When credit card transactions are processed through Point of Sale or through AR Quick Pay, accessed from Point of Sale, the hierarchy (outlined in the flowchart below) is used to determine how to handle the transaction.



For Day-End Processing

Day-End Processing produces three reports for Electronic Payments:

- Credit Card Expired Authorization List
- Credit Card Settlement Report
- Credit Card Settlement Report - Company and Merchant Totals

The Credit Card Expired Authorization List is only for orders paid by credit card. The settlement reports are for settled order and invoice payments.

These reports should be reviewed and appropriate action taken. For example, orders on the Expired Authorization List should be reauthorized.

Electronic Payments uses Distribution A+ maintenance options and functionality to enable payment using electronic transactions, like credit cards and electronic checks. Before you can process these types of transactions, you must set up the Distribution A+ system to perform the processing. Use the following checklist to be certain that all of the requisite maintenance is completed. This checklist assumes that Distribution A+, the Infor TCP/IP Manager, and the Infor TCP/IP Manager Web Configuration for CenPOS has already been installed and configured.

Electronic Payments Setup Checklist

Electronic Payments Setup Checklist

What To Do	Menu and Option
<input type="checkbox"/> Set the Use Credit Cards field to Y in Order Entry Options Maintenance.	MENU XAFILE - Order Entry Options Maintenance
<input type="checkbox"/> Define the system and company options for each company that will use Electronic Payments.	MENU EPFILE - Credit Card Options Maintenance
<input type="checkbox"/> Identify what users will have access to the Electronic Payments menu options.	MENU XASCTY - Application Authority Maintenance
<input type="checkbox"/> Identify what users will have access to the Electronic Payments Action Authorities <ul style="list-style-type: none"> • Credit Card Inquiry • Credit Card Numbers in Electronic Payments Inquiry • Maintain Electronic Payments Status • Bank Accounts in Maintenance • Credit Card Numbers in Maintenance • Allow Display of All Cards on Secure Card List 	MENU XASCTY - Application Action Authority Maintenance

Electronic Payments Setup Checklist

What To Do	Menu and Option
<input type="checkbox"/> Identify what users will have access to the Accounts Receivable Quick Pay feature.	MENU XASCTY - Application Authority Maintenance
<input type="checkbox"/> Define a merchant customer for each credit card/ACH merchant that you want to update to accounts receivable.	MENU ARFILE - Customer/Ship-to Master Maintenance
<input type="checkbox"/> Define Merchant IDs ; the partner connection information to the payment processing network and access information for the TCP/IP Manager.	MENU EPFILE - Merchant ID Maintenance
<input type="checkbox"/> Define a Payment Type for each type of credit card that you will accept and for ACH/check payments.	MENU ARFILE - Payment Types Maintenance
<input type="checkbox"/> Define company and company/warehouse merchant and payment assignment relationships. (secure token integration only)	MENU EPFILE - Merchant and Payment Assignments
<input type="checkbox"/> Define credit cards for your customers. (cardholder data integration only)	MENU EPFILE - Customer/Ship To Credit Card Maintenance
<input type="checkbox"/> Create secure credit card tokens for your customers. (secure token integration only)	MENU EPFILE - Secure Card Maintenance
<input type="checkbox"/> Define Bank Accounts for your customers for ACH/check payments in Accounts Receivable.	MENU EPFILE - Customer Bank Account Maintenance
<input type="checkbox"/> Define Secure Bank Accounts for your customers for secure token ACH/check payment in Accounts Receivables.	MENU EPFILE - Secure Bank Account Maintenance
<input type="checkbox"/> Activate Electronic Payments for each company that will use Electronic Payments.	MENU EPFILE - Activate Credit Card Company Options

1. Set the Use Credit Cards field to Y in Order Entry Options Maintenance.

Setting the **Use Credit Cards** field to **Y** indicates that credit cards are being used for the company, but it does not indicate that Electronic Payments (i.e. credit card authorization and settlement through Distribution A+ is being used. This step must be completed before company options can be defined for Electronic Payments and before Electronic Payments can be activated.

2. Define the system and company options for each company that will use Electronic Payments.

System options for Electronic Payments relate to cardholder data integration re-encryption schedules for your specific PCI-DSS compliance.

For each company that will use Electronic Payments, you must define the company options for Electronic Payments. The company options define company-wide procedures for credit card transactions, such as the hold codes for credit card transactions, the authorization basis and buffer, and the number of days of transaction history to store. With a secure token integration, additional options to Activate the CenPOS interface and automatically save secure tokens are provided.

3. Identify what users will have access to the Electronic Payments menu options.

If you are adding Electronic Payments as an additional module, or with your initial installation of Distribution A+, you will grant access to the Electronic Payment Main Menu (MENU EPMAIN) options and the Electronic Payment File Maintenance Menu (MENU EPFILE) by user or user group.

4. Define the authority for the quick payment feature.

With Electronic Payments you can extend your acceptance of credit card payments to include credit card payments for accounts receivable invoices. Paying invoices with credit cards is part of the quick pay feature, which is part of the Customer A/R Inquiry (MENU ARMAIN). You can limit access to this feature to certain users or a group of users. Use Application Action Authority Maintenance (MENU XASCTY) to activate the feature and specify the authorized users.

5. Identify what users will have access to the Electronic Payments Action Authorities.

There are specific action authorities for Electronic Payments that allow access to the Credit Card Inquiry, Credit Card Numbers in Electronic Payments Inquiry, Maintain Electronic Payments Status, Credit Card Numbers in Maintenance. Refer to the User Security User Guide for specific details and setup options for these tasks.

6. Define a merchant customer for each credit card/ACH merchant with which you will interface.

The merchant customer is the unique customer that you will assign to each merchant ID. You should create a unique merchant customer number for each merchant you will be processing. The merchant customer should represent the bank or credit card company responsible for payment if you want the credit card receivables updated to A/R during day-end processing.

7. Define merchant IDs.

When you define a **Merchant ID** in Distribution A+, you specify the processing mode for EP transactions, the third party interface to use, and a credit card customer number to associate with the merchant ID. Merchant IDs are defined through Merchant ID Maintenance (MENU EPFILE). Merchant IDs are assigned to a payment type.

For a secure token integration, the **Interface** field must be set to **5** for CenPOS. Merchant IDs are later assigned to a credit card payment type. However, for the purpose of sharing the same payment types across all secure token related merchant IDs, the payment type is not solely assigned to this specific merchant ID (as in the direct integrations). Rather, if the payment type is to be used for a secure token credit card, it is required that the user assign a merchant ID that has been assigned to the CenPOS interface.

8. Define a payment type for each type of credit card you will accept and for ACH/check payments.

Payment types are used with Electronic Payments to indicate that an order is being paid for by credit card or ACH/check. A payment type should be created for each type of credit card that you will accept and for ACH/check. For example, if you will accept payment by Visa, MasterCard, and American Express, you should define three payment types: one for Visa, one for MasterCard, and one for American Express.

When defining credit card payment types for Electronic Payments, the **Credit Card** field should be set to **Y** on the Payment Type File Maintenance Screen. When defining ACH/check payment types for Electronic Payments, the **ACH/Check** field should be set to **Y** on the Payment Type File Maintenance Screen. If the **Credit Card** field or the **ACH/Check** field is set to **Y**, the Electronic Payments Maintenance Screen will appear. Use that screen to enter the requisite information about the payment type being defined. If the payment type is defined to update Accounts Receivable, the

associated phantom customer is used to process and post the Electronic Payment transactions to General Ledger.

For a secure token integration, unique payment types are required as they are validated and linked to the secure token Merchant ID. A unique payment type for the **Other** category is also required.

NOTE: For a secure token integration, the **AVS** should be set to **N** as it not used in Distribution A+ because the **AVS** is validated outside of Infor A+ (from within the CenPOS panel).

9. Define credit cards for your customers.

To speed the processing of orders with credit card payment types, you can define credit cards for your customers, including such information as the credit card number and expiration date and the cardholders name. If your customers will be typically paying with a specific credit card, you can define the card for the customer and specify that it is the default card for that customer. For that customer's orders or invoices, the default card's information will be automatically filled in on the Credit Card Authorization Window. If a customer uses several cards, you can define all of the cards, but not set a default card. The list of cards will be available from the Credit Card Authorization Window and the appropriate card can easily be selected.

For a secure token integration, skip this step. These tasks are completed through Secure Card Maintenance (MENU EPPFILE).

10. Define bank accounts for your customers.

To facilitate the processing of ACH/check payment transactions, you can define bank accounts for your customers. This bank account information is used by the Auto-Pay Job Scheduler when processing scheduled payments and can be retrieved for accounts receivable payments entered using the Accounts Receivable Quick Pay feature. A list of bank accounts will be available from the ACH Authorization Window and the account can easily be selected.

For a secure token integration, skip this step. These tasks are completed through Secure Bank Accounts Maintenance (MENU EPPFILE).

11. Define merchant and payment assignments at the company-level.

Use Merchant and Payment Assignments Maintenance (MENU EPPFILE) to assign the default merchant ID and credit card payment type relationship at the company-level for merchants that have the **Interface** field set to **5** for CenPOS. These associations are required when using secure token integration because it will be used by Distribution A+ to assign the payment type to the valid credit card type that is sent back in the CenPOS response.

This maintenance also stores the default CenPOS Merchant ID. In cases where multiple merchant IDs are used, this default merchant ID is initially brought in during Secure Card Maintenance (MENU EPPFILE) when tokens are being created.

12. Define secure credit cards for your customers.

Secure token integration provides the ability to store secure credit card tokens within Distribution A+. When you define customer/ship-to credit card information to be sent to CenPOS, in Distribution A+ you will select the customer/ship-to and identify an email address. When the CenPOS *Manage Token* window displays, you will complete and submit the card number, expiration date, cardholder name, address, and zip code. CenPOS returns the secure token ID and the secure token ID and related non-sensitive information is kept within Distribution A+ in order to stay in sync with the CenPOS database. Because of the option to use multiple merchant IDs for a company, the Distribution A+ merchant ID is required to be sent to CenPOS when a new credit card token ID is to be generated.

If your customers will be typically paying with a specific credit card, you can define the card for the customer from the CenPOS panel and specify within Distribution A+ that it is the default card for that customer. For that customer's orders or invoices, the default card's information will be automatically filled in on the Credit Card Authorization Window (substituting the token ID with the card mask for visibility purposes). If a customer uses several cards, you can define all of the cards in CenPOS, and not be required to set a default secure token. However, Distribution A+ will automatically set the first secure token credit card entered to be the default card but this will be allowed to be changed.

NOTE: It is important to note that when using the Credit Card Authorization Window, secure token credit cards must be either selected directly from the list of available secure cards, or the user must launch directly to the CenPOS manage tokens panel. The user will not be able to manually enter a token ID from the Credit Card Authorization Window. This is to mainly lessen the chance of invalid token ID entry.

13. Define secure bank accounts for your customers.

Secure token integration provides the ability to store secure credit card tokens within Distribution A+. To facilitate the processing of ACH/check payment transactions, you can define secure bank accounts for your customers. New secure bank accounts will launch the CenPOS *Create Token* window where you will complete and submit the bank account number (card number field), expiration date, name on the card, zip code, email address, and billing information address. CenPOS returns the secure token ID and the secure token ID and related non-sensitive information is kept within Distribution A+ in order to stay in sync with the CenPOS database. This bank account information may be used by the Auto-Pay Job Scheduler when processing scheduled payments and can be retrieved for accounts receivable payments entered using the Accounts Receivable Quick Pay feature. A list of bank accounts will be available from the ACH Authorization Window and the account can easily be selected.

14. Activate Electronic Payments for each company that will use Electronic Payments.

When you are ready to begin processing credit card transactions for a company, you must activate Electronic Payments for that company. Activating Electronic Payments means that you will be able to enter credit card payment information and authorize credit card and ACH/check payments through Distribution A+.

15. Re-Encrypt Account Numbers.

Prior to the Distribution A+ integration with CenPOS, when card holder information (including credit card numbers) were stored in Distribution A+, PCI compliance required that a certain level of encryption be met. The Re-Encrypt Account Numbers (MENU EPFILE) option converted and strengthened the Distribution A+ encryption methodology to a higher level. Although sensitive credit card information is no longer stored in Distribution A+ with the CenPOS integration, the encryption methodology is still used as an added level of security upon tokenization. Thus, this re-encryption process is required at the beginning of CenPOS integration, and at intervals defined within Credit Card System Options.

You can authorize credit card transactions by batch through the Credit Card Authorization option on the Electronic Payments Main Menu (MENU EPMAIN). If you want to authorize an individual order, you can do so on the Credit Card Authorization Window in Enter, Change & Ship Orders (MENU OEMAIN).

Credit Card Authorization

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Credit Card Authorization Selection Screen	Used to specify the selection criteria that will determine which credit card orders should be authorized.
Credit Card Authorization Report	Prints orders that match the criteria entered on the Credit Card Authorization Selection Screen (p. 3-2) and that have an associated credit card that has or has not been authorized yet.

Credit Card Authorization Selection Screen

```

CREDIT CARD AUTHORIZATION SELECTION

Company No?      01
Warehouse?      1.
Order Type:      0=Order, I=Invoice, R=Return
Request Ship Date: 230911
Cancel Date Through: .....

Payment Type?    ...
Cust Commit Code? .....
Customer PO Number: .....
Customer No:     ..... AR Customer: .. (Y/ )
Route:          .....
Carrier From?   ..... To? .....
Order Number From: ..... To: .....
Order Pty From: ..... To: ..... (1-7)
Include Pending Credit Card Authorization Hold: .. (Y/N)
Include Processing Error Hold: .. (Y/N)
Include Expired Authorization Hold: .. (Y/N)
Include Declined Credit Card Hold: .. (Y/N)

F3=Exit
    
```

Use this screen to specify the selection criteria that will determine which credit card orders should be authorized. Only **O**, **I**, and **R** type orders that meet the selection criteria are processed. You must key **Y** in at least one of the “include” fields.

Credit Card Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	<p>This field is display only if the Multi Company field is set to N through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number. Leave this field blank to process authorizations for all companies.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required/Display</p>

Credit Card Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Use this field to limit the batch authorization to orders associated with a particular warehouse.</p> <p>Leave this field blank to run the batch authorization for all credit card orders for all warehouses associated with the company in the Company No field.</p> <p><i>Default Value:</i> The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>
Order Type	<p>Use this field to limit the batch authorization to credit card orders of a specific type.</p> <p>Key O to run the batch authorization for regular (O type) orders.</p> <p>Key I to run the batch authorization for Invoice Only (I type) orders.</p> <p>Key R to run the batch authorization for Returns (R type) orders.</p> <p>Leave this field blank to run the batch authorization for all order types.</p> <p>(A 1) Optional</p>
Request Ship Date	<p>Use this field to specify the date to which you want the batch authorization to be limited. Credit card orders with a requested ship date equal to or prior to the date specified in this field will be submitted for authorization.</p> <p><i>Default Value:</i> Current system date.</p> <p><i>Valid Values:</i> Key the date using the Default Date Format for your user ID specified through Register A+ User IDs (MENU XACFIG) or, if no date format was specified through that option, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required</p>
Cancel Date Through	<p>Use this field to run the batch authorization for credit card orders with a cancel date equal to or prior to the date specified in this field.</p> <p>Leave this field blank to remove cancel date as a criterion for performing batch authorization.</p> <p><i>Valid Values:</i> Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>

Credit Card Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Payment Type	<p>Key the payment type. Leave this field blank to process authorizations for all credit card payment types.</p> <p><i>Valid Values:</i> A payment type defined through Payment Types Maintenance (MENU ARFILE) and with the Credit Card field set to Y.</p> <p>(A 2) Optional</p>
Cust Commit Code	<p>Use this field to run the batch authorization for only those credit card orders for customers with the customer commitment code specified in this field.</p> <p>Leave this field blank to run the batch authorization for credit card orders with any customer commitment code.</p> <p><i>Valid Values:</i> A customer commitment code defined through Customer Commitment Code Maintenance (MENU ARFIL2).</p> <p>(N 3,0) Optional</p>
Customer PO Number	<p>Use this field to run the batch authorization for credit card orders with a specific customer purchase order number.</p> <p>Leave this field blank to run the batch authorization for credit card orders with any customer purchase order number.</p> <p>(A 22) Optional</p>
Customer No	<p>Use this field to run the batch authorization for a specific customer's credit card orders.</p> <p>Leave this field blank to run the batch authorization for any customer's credit card orders.</p> <p><i>Valid Values:</i> A customer defined through Customer/Ship to Master Maintenance (MENU ARFILE) or an AR customer number defined through the same option if you key Y in the AR Customer field.</p> <p>(N 10,0) Optional</p>
Route	<p>This field appears only if Use Route/Stop is Y in Order Entry Options Maintenance (MENU XAFILE).</p> <p>Use this field to run the batch authorization for only those credit card orders associated with the route number specified in this field. Routes can be assigned to customers through Customer/Ship to Master Maintenance (MENU ARFILE) and optionally overridden through Enter, Change & Ship Orders (MENU OEMAIN). Routes can also be assigned to orders through Enter, Change & Ship Orders, designating scheduled deliveries or planned pick-ups.</p> <p>Leave this field blank to run the batch authorization for credit card orders with any route number.</p> <p>(A 4) Optional</p>

Credit Card Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Carrier	<p>Use this field to run the batch authorization for credit card orders associated with a specific carrier or a range of carriers.</p> <p>Leave this field blank to run the batch authorization for credit card orders associated with any carrier.</p> <p>(2 @ A 5) Optional</p>
Order Number	<p>Use this field to run the batch authorization for credit card orders with a specific order number or a range of order numbers.</p> <p>Leave this field blank to run the batch authorization for credit card orders with any order number.</p> <p>(2 @ N 5,0) Optional</p>
Order Pty	<p>Use this field to run the batch authorization for credit card orders with a specific order priority or a range of order priorities.</p> <p>Leave this field blank to run the batch authorization for credit card orders with any order priority.</p> <p>(2 @ N 1,0) Optional</p>
Include Pending Credit Card Authorization...	<p>Use this field to specify whether orders on Pending Credit Card Authorization hold should be processed.</p> <p>Key Y to include orders on Pending Credit Card Authorization hold.</p> <p>Key N to exclude orders on Pending Credit Card Authorization hold.</p> <p>(A 1) Required</p>
Include Processing Error Hold	<p>Use this field to specify whether orders on Processing Error hold should be processed.</p> <p>Key Y to include orders on Processing Error hold.</p> <p>Key N to exclude orders on Processing Error hold.</p> <p>(A 1) Required</p>
Include Expired Authorization Hold	<p>Use this field to specify whether orders on Expired Authorization hold should be processed.</p> <p>Key Y to include orders on Expired Authorization hold.</p> <p>Key N to exclude orders on Expired Authorization hold.</p> <p>(A 1) Required</p>
Include Declined Credit Card Hold	<p>Use this field to specify whether orders on Declined Credit Card hold will be processed.</p> <p>Key Y to include orders on Declined Credit Card hold.</p> <p>Key N to exclude orders on Declined Credit Card hold.</p> <p>(A 1) Required</p>
F3=Exit	<p>Press the F3=EXIT function key to exit this option and return to the menu.</p>

Credit Card Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your entries and begin the batch authorization. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. Following this screen, the Credit Card Authorization Report (p. 3-7) will print.

Credit Card Authorization Report

OEP700 05/19/14 13:19:46		CREDIT CARD AUTHORIZATION REPORT				AW/APDEMO		PAGE 1
Company: 01 Warehouse: 1		Order Type: A11	Request Ship Date: 5/19/14	Cancel Date Through: 0/00/00	Payment Type: A11			
Cust Commit Code: A11 Cust PO No.: A11		Customer No: A11	Route: A11	Carrier: A11				
Order No.: A11		Order Priority: A11	Include Pending Credit Card Authorization Hold: Y					
Include Processing Error Hold: Y		Include Expired Authorization Hold: Y	Include Declined Credit Card Hold: Y					
Co	Order/Gen	Customer No	Customer Name	Credit Card No	Type	Auth	Response Message	
01	02777/00	30	Lebanon School District	XXXXXXXXXXXX0005	CX	Y	Order successfully authorized.	
01	02778/00	30	Lebanon School District	XXXXXXXXXXXX1111	VI	N	Error! Order not authorized.	
01	02779/00	30	Lebanon School District	XXXXXXXXXXXX2205	CM	N	Error! Cannot fully authorize.	
Total Records Processed:							3	

This report prints following your selections on the Report Options Screen. Refer to the Cross Applications User Guide for details about this screen.

Orders that match the criteria entered on the Credit Card Authorization Selection Screen (p. 3-2) and that have an associated credit card that has or has not been authorized yet, are printed on this report. Use this report to review if an order was successfully authorized, or if not, the reason the order was not approved. The total records processed will be indicated at the bottom of this report.

Credit Card Authorization Report Field

Field/Function Key	Description
Headings	The program name appears on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. A summary of the selection criteria (entered on the Credit Card Authorization Selection Screen (p. 3-2)) prints in the center of the headings area followed by the individual field headings.
Co	The company number associated with the order being authorized.
Order/Gen	The order number and generation of the order being authorized.
Customer No	The customer number associated with the order being authorized.
Customer Name	The customer name associated with the order being authorized.
Credit Card No	The credit card number associated with the order being authorized.

Credit Card Authorization Report Field

Field/Function Key	Description
Type	The user defined payment type associated with the specific credit card on this order.
Auth	Indicates with a Y or N if the order was successfully authorized.
Response Message	Indicates if the order was successfully authorized or not. Valid messages include: <ul style="list-style-type: none">• Order successfully authorized.• Error! Order not authorized.• Error! Card number missing.• Error! Missing required field.• Error! Invalid card number.• Error! Invalid expiration date.• Error! Invalid merchant ID.• Error! Invoice amount = 0.• Error! Invalid amount.• Error! New TROUTD not generate.• Error! Timeout has occurred.• Error! Cannot fully authorize.

You can void a credit card authorization for an order through the Void Authorizations option on the Electronic Payments Main Menu (MENU EPMAIN). A void transaction will be initiated for the selected company and order number and the selected order's status will be reset to pending authorization.

Void Authorization

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Void Order Authorization Selection Screen	Used to specify the company number and order number for which you want to void the credit card authorization.

Void Order Authorization Selection Screen

VOID ORDER AUTHORIZATION

Company Number? 01, A & C Office Supply

Order No./Gen.: / 00

F3=Exit

This screen appears after selecting option 2 - Void Authorization from the Electronic Payments Main Menu (MENU EPMAIN). Use this screen to specify the company number and order number for which you want to void the credit card authorization.

Void Order Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	<p>This field appears only if the Multi Company field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify the company number associated with the order number for which you want to void a credit card authorization.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>

Void Order Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Order No./Gen.	<p>Use this field to specify the order/generation number for the order for which you want to void the credit card authorization. A void transaction will be initiated for the selected company and order number and the selected order's status will be reset to pending authorization.</p> <p><i>Valid Values:</i> An existing order number associated with the company number specified in the Company Number field.</p> <p>(A 5/N 2,0) Required</p>
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press the ENTER key to confirm your entries and continue. A void transaction will be initiated for the selected company and order number and the selected order will be pending authorization. MENU EPMAIN will appear.

If a communication break occurs in the settlement process between the authorization networks, you can resubmit the settlement batch through the Credit Card Settlement option on the Electronic Payments Main Menu (MENU EPMAIN). Use this option to resubmit a credit card settlement that ended in error during Day End Processing (MENU XAMAST).

Before running this option, you must check with your authorization network to determine if the settlement batch was successful or not. The processing that you initiate through this option varies depending upon this determination.

If the settlement was not successful, you can use this option to submit a new settlement batch. If you do, Distribution A+ does the following:

- Checks the Credit Card Settlement Work File for any settlement records that may be stuck in process
- Updates stuck-in-process records as marked-for-settlement
- Includes the marked-for-settlement files in the next settlement batch submitted to the authorization network

After the settlement job runs with the authorization network, the Distribution A+ files will be updated as settled, the settlement reports will print, and credit card invoices will be created for the credit card customer.

If you contact the authorization network and determine that the settlement job was successful, you can run this option to update the files that are stuck in process. A settlement will not be submitted to the authorization network. Distribution A+ will update the stuck-in-process files as settled, preventing the settlement process from running for these records again. After the records are updated as settled, the settlement reports will print, the Distribution A+ files will be updated as settled, and credit card invoices will be created for the credit card customer.

Credit Card Settlement

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Credit Card Settlement Screen	Used to select the company for which you want to resubmit a settlement batch and the processing options for that batch.

Credit Card Settlement Screen

CREDIT CARD SETTLEMENT

Company Number? 01

F3=Exit

This screen appears after selecting option **3** - Credit Card Settlement(MENU EPMAIN). Use this screen to select the company for which you want to resubmit a settlement batch and the processing options for that batch. You must resubmit a settlement batch if the batch ends in error through Day End Processing (MENU XAMAST) due to a communication break with the authorization network.

Credit Card Settlement Screen Fields and Function Keys

Field/Function Key	Description
Company Number	<p>This field is display only if the Multi Company field is set to N through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number. Leave this field blank to resubmit settlement batches for all companies.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required/Display</p>
F3=Exit	Press F3=EXIT to exit the option and return to the menu.

Credit Card Settlement Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries. A message displays informing you that the Settlement has been submitted to batch. You will be required to press ENTER again to continue with the process.

You can inquire into an Electronic Payments transactions through EP Transaction Inquiry on the Electronic Payments Main Menu (MENU EPMAIN). You can limit the inquiry through the use of various search criteria such as, specific dates and times, credit card numbers, and transaction amounts. You can view a list of transactions that match your criteria, information pertaining to authorization number, credit card, or order/invoice numbers, and detailed information. You can also drill down to the source of the transaction.

EP Transaction Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Electronic Payments Transaction Inquiry Prompt Screen	Used to key criteria for which a search for transactions will be performed.
Electronic Payments Transaction Inquiry Screen	Used to display transactions that meet the selection criteria keyed on the Electronic Payments Transaction Inquiry Prompt Screen (p. 6-2).
EP Change Status Maintenance Screen	Used to change the status of the EP transaction you selected.
EP Change Status Confirmation Screen	Used to confirm the status change of the EP transaction and update the files.
Electronic Payments Transaction Inquiry Detail Screen	Used to display information for the transaction selected in the Electronic Payments Transaction Inquiry Screen (p. 6-7).

Electronic Payments Transaction Inquiry Prompt Screen

```

ELECTRONIC PAYMENTS TRANSACTION INQUIRY PROMPT

Company Number?      01
Transaction Date:    _10101  To:  102809
Transaction Time:    000000  To:  235959
Transaction Amount:  .. To:
Transaction Type:    ..  A=Authorization  C=Credit  P=Phone
                   ..  M=Mark for Settlement D=Void   B=Debit
                   ..  S=Settlement       N=Manual  H=ACH

Customer No:        .....
Merchant ID?        .....
Account Number:     .....
Network Processing Number:
Response Code:      1=Accepted, 2=Processing Err, 3=Declined
Credit Card Type   (X)
Master Card:       ..
Visa:              ..
American Express:  ..
Discover/Novus:   ..
Diners Club:       ..
JCB:               ..

F4=Customer Search  F3=Exit
    
```

This screen appears after selecting option 11 - EP Transaction Inquiry (MENU EPMAIN). Use this screen to key criteria for which a search for Electronic Payments transactions will be performed.

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
Company Number	<p>This field appears only if the Multi Company field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number.</p> <p>Leave this field blank to inquire into transactions for all companies.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required</p>

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
Transaction Date	<p>Key a date or range of dates of electronic payment transactions for which you want to inquire into. For example, if you key 03/01/11 to 03/04/11 in the Transaction Date field, only transactions from March 1, 2011 to March 4, 2011, will be included in the inquiry results. Other filter criteria will also be considered.</p> <p>Leave this field blank to inquire into all dates.</p> <p><i>Default Value:</i> This field defaults to today's date.</p> <p><i>Valid Values:</i> Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>
Transaction Time	<p>Key a time or range of times of electronic payment transactions for which you want to inquire into. For example, if you key 090000 to 130000 in the Transaction Time field, only transactions from 9:00 am to 1:00 pm will be included in the inquiry results. Other filter criteria will also be considered.</p> <p>Leave this field blank to inquire into all times.</p> <p><i>Valid Values:</i> A time entered in military (24 hr.) time format. For example, 2:00 p.m. = 14:00:00 in military time. All times are displayed in the system's default time zone defined through Register A+ User IDs (MENU XACFIG).</p> <p>(N 6,0) Optional</p>
Transaction Amount	<p>Use this field to specify the currency amount range (from minimum to maximum) of the electronic payment transactions for which you want to inquire into.</p> <p>Key a currency amount or range of currency amounts for which you want to inquire into.</p> <p>Leave this field blank to inquire into all amounts.</p> <p>If International Currency is installed, all electronic payment transaction amounts display in the company's default local currency.</p> <p>(N 15,2) Optional</p>

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
Transaction Type	<p>Use this field to specify the type of transactions that you want to review.</p> <p>Key A to review transactions that authorized the request for funds for a credit card payment.</p> <p>Key M to review transactions that marked a credit card payment for settlement.</p> <p>Key S to review transactions that settled a credit card payment. A transaction is considered settled when the Settlement Reports print during Day-End Processing (MENU XAMAST).</p> <p>Key C to review transactions for a negative balance that credit an account for a refund.</p> <p>Key D to review transactions that were canceled.</p> <p>Key N to review Point of Sale credit/debit transactions that were manually authorized at a transaction terminal.</p> <p>Key P to review Point of Sale credit/debit transactions that were voice authorized over the phone.</p> <p>Key B to review Point of Sale pin debit transactions.</p> <p>Key H to review automated clearing house (ACH)/electronic check transactions processed as an auto-payment or through AR Quick Pay.</p> <p>Leave this field blank to inquire into all types.</p> <p>(A 1) Optional</p>
Customer No.	<p>Key the number of the customer for whom Electronic Payment transaction information will be displayed through this inquiry.</p> <p>If you are unsure of the customer number, you may search for the customer via the F4=CUSTOMER SEARCH function key.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(A 10) Optional</p>
Merchant ID	<p>Use this field to limit the inquiry to credit card transactions associated with a merchant ID assigned to a credit card by the authorization network or your third party credit card vendor.</p> <p>Leave this field blank to include all merchant IDs.</p> <p>(A 30) Optional</p>

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
Account Number	<p>Use this field to limit the inquiry to those related to a specific credit card or bank account.</p> <p>Key the account number of the credit card or bank account.</p> <p>If using CenPOS for your Electronic Payment interface, the credit card or bank account must be keyed using the proper CenPOS token format. That is, the token id, followed by an underscore and the last four digits of the card or bank account.</p> <p>Example: AB12CD34_1111</p> <p>For CenPOS entries stored without a specific token, the format would be the term 'NOTOKEN' followed by the underscore and the last four digits.</p> <p>Example: NOTOKEN_1111</p> <p>To limit entries by credit card number or bank number regardless of the token id, enter just the underscore followed by the last four digits of the card or bank account. This will include all entries matching the last four digits, regardless of the actual token.</p> <p>Example: _1111</p> <p>(A 18) Optional</p>
Network Processing Number	<p>Use this field to limit the inquiry to a unique transaction number provided by the third party credit card authorization software package.</p> <p>Key the network processing number.</p> <p>(A 30) Optional</p>
Response Code	<p>Use this field to limit the inquiry by the response code for the electronic payments transaction.</p> <p>Leave this field blank to include all response codes.</p> <p>The assigned codes are as follows:</p> <ul style="list-style-type: none"> • 1 = Transaction accepted • 2 = Transaction processing error • 3 = Transaction declined <p>(A 1) Optional</p>
Credit Card Type	<p>Use this field to limit the inquiry to a specific type of credit card or credit cards.</p> <p>Key an X next to the credit card type(s).</p> <p>You can select multiple types of credit cards.</p> <p>(A 1) Optional</p>
F3=Exit	<p>Press F3=EXIT to exit this option. Your entries will not be saved. You will return to the Electronic Payments Main Menu (MENU EPMAIN).</p>

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
F4=Customer Search	Press F4=CUSTOMER SEARCH to display the Customer/Ship-To Search - Customer Search Screen, where you can search for a specific customer for which you want to review Electronic Payment transaction information.
Enter	Press ENTER to access the Electronic Payments Transaction Inquiry Screen (p. 6-7).

Electronic Payments Transaction Inquiry Screen

<u>ELECTRONIC PAYMENTS TRANSACTION INQUIRY</u>						
Company: 1 A & C Office Supply						
<u>Action</u>	<u>Order No</u>	<u>Invoice Typ</u>	<u>Amount</u>	<u>Transaction</u>		
				<u>Date</u>	<u>Time</u>	
1 Accepted-Void	D1317/00	OE	84.43	09/20/17	11:27:01	
2 Accepted-Settlement	0000125	12095 POS	400.00	09/20/17	11:26:58	
3 Accepted-Settlement	0000125	12095 POS	498.12	09/20/17	11:26:58	
4 Accepted-Settlement	0000127	12096 POS	106.33	09/20/17	11:26:58	
5 Accepted-Settlement	0000128	12097 POS	50.00	09/20/17	11:26:58	
6 Accepted-Settlement	0000128	12097 POS	56.33	09/20/17	11:26:58	
7 Accepted-Settlement	0000131	12098 POS	100.00	09/20/17	11:26:58	
8 Accepted-Settlement	0000133	12099 POS	81.33	09/20/17	11:26:58	
9 Accepted-Settlement	0000135	12100 POS	50.00	09/20/17	11:26:58	
10 Accepted-Settlement	0000135	12100 POS	75.00	09/20/17	11:26:58	
11 Accepted-Settlement	0000137	12101 POS	50.00	09/20/17	11:26:58	
12 Accepted-Settlement	0000082	12087 POS	7.02	09/20/17	11:26:57	

More...

Selection: ...

F5=Change Status F12=Return
F2=Authorization

Electronic Payments Transaction Inquiry Screen Expanded Fields

<u>ELECTRONIC PAYMENTS TRANSACTION INQUIRY</u>						
Company: 1 A & C Office Supply						
<u>Action</u>	<u>Order No</u>	<u>Invoice Typ</u>	<u>Amount</u>	<u>Transact</u>		
				<u>Date</u>		
1 Accepted-Void	D1317/00	OE	84.43	09/20/17		
2 Accepted-Settlement	0000125	12095 POS	400.00	09/20/17		
3 Accepted-Settlement	0000125	12095 POS	498.12	09/20/17		
4 Accepted-Settlement	0000127	12096 POS	106.33	09/20/17		
5 Accepted-Settlement	0000128	12097 POS	50.00	09/20/17		
6 Accepted-Settlement	0000128	12097 POS	56.33	09/20/17		
7 Accepted-Settlement	0000131	12098 POS	100.00	09/20/17		
8 Accepted-Settlement	0000133	12099 POS	81.33	09/20/17		
9 Accepted-Settlement	0000135	12100 POS	50.00	09/20/17		
10 Accepted-Settlement	0000135	12100 POS	75.00	09/20/17		
11 Accepted-Settlement	0000137	12101 POS	50.00	09/20/17		
12 Accepted-Settlement	0000082	12087 POS	7.02	09/20/17		

More...

Selection: ...

F5=Change Status F7=Trans Time
F2=Authorization F12=Return

Both the standard and expanded view of the screens are shown above. The expanded fields view is activated through the Expanded Field Use menu option (MENU XAFIL2).

This screen displays after you press **ENTER** from the Electronic Payments Transaction Inquiry Prompt Screen (p. 6-2). This screen displays the electronic payment transactions which meet the selection

criteria keyed on the Electronic Payments Transaction Inquiry Prompt Screen (p. 6-2). The transactions are listed in descending date/time order beginning with the most recent transaction first.

NOTE: For POS type credit card transactions, processing with the CenPOS Sale Panel will display with a “Sale” reference under the **Action** column. Meanwhile, processing a POS credit card transaction by using a saved card on the system, will display with an “Authorize” followed by a “Mark Stmt” reference under the **Action** column.

Electronic Payments Transaction Inquiry Screen Fields/Function Keys

Field/Function Keys	Description
Company	The company number and description for these transactions specified on the Electronic Payments Transaction Inquiry Prompt Screen (p. 6-2). Display
(Reference Number)	Key this number in the Selection field to select the associated electronic payment transaction for detailed review. Display
Action	The status of the transaction. Display
Order No / Invoice / Typ	<p>These fields display the order number and generation number (if applicable) and the invoice number (if applicable) and the transaction source.</p> <p>The Order No column displays the order number of the module in which the electronic payment transaction was created. If it was created in:</p> <ul style="list-style-type: none"> • Accounts Receivable Quick Pay, then the order number that displays is the original order that was paid off through AR Quick Pay. • Order Entry, then the OE order number displays followed by the order generation number. • Point of Sale, then the POS order number displays. • WEB, then the WEB order number displays. <p>The Invoice column designates the number of the invoice.</p> <p>The Typ column designates the source of the electronic payment transaction. If the transaction was created in:</p> <ul style="list-style-type: none"> • Accounts Receivable Quick Pay, QP displays. • Order Entry, OE displays • Point of Sale, POS displays. • Storefront or eBill, EB displays • WEB, WEB displays. <p>These columns will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.</p> <p>Display</p>

Electronic Payments Transaction Inquiry Screen Fields/Function Keys

Field/Function Keys	Description
Authorization Number	<p>The current authorization number for the transaction that was issued by the authorization network.</p> <p>This column will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.</p> <p>Display</p>
Credit Card or Account Number	<p>This field displays the credit card number or portion of the credit card number for credit card transactions or the account number for ACH/check transactions.</p> <p>If you are authorized for the Allow Access for Credit Card Inquiry action through Application Action Authority Maintenance (MENU XASCTY), the entire number displays; otherwise, only the last four digits of the number display.</p> <p>This column will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.</p> <p>Display</p>
Amount	<p>The amount of the transaction.</p> <p>Display</p>
Transaction Date and Time	<p>The date and time the transaction occurred; with expanded fields, these fields are toggled with the F7=TRANS TIME / F7=TRANS DATE function key.</p> <p>Display</p>
Selection	<p>Use this field to select an electronic payment transaction from the list for detailed review.</p> <p>Key the reference number associated with the electronic payment transaction for which you want to review and then press ENTER.</p>
F2=Authorization/ (Credit Card or Account Number) / Order/Invoice	<p>Use F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE to toggle between the electronic payment transactions' (1) authorization numbers, (2) order numbers, invoice numbers, and types of transactions, and (3) credit card or account numbers. Credit card numbers display for credit card transactions. Account numbers display for ACH/check transactions.</p>
F5=Change Status	<p>F5=CHANGE STATUS displays only if you are authorized to change the status of an EP transaction, as determined through Application Action Authority Maintenance (MENU XASCTY).</p> <p>Only an Administrator should have the authority to use this function key.</p> <p>After entering a transaction in the Selection field on this screen, press F5=CHANGE STATUS to change the status of the EP transaction. The EP Change Status Maintenance Screen (p. 6-11) will display.</p>

Electronic Payments Transaction Inquiry Screen Fields/Function Keys

Field/Function Keys	Description
F7=Trans Time/Trans Date	<p>F7=TRANS TIME / F7=TRANS DATE displays only with expanded fields view.</p> <p>Press F7=TRANS TIME / F7=TRANS DATE to toggle between displaying the date and time the transaction occurred.</p>
F12=Return	<p>Press F12=RETURN to return to the Electronic Payments Transaction Inquiry Prompt Screen (p. 6-2).</p>
Enter	<p>Press ENTER after entering a value in the Selection field. The Electronic Payments Transaction Inquiry Detail Screen (p. 6-15) displays.</p>

EP Change Status Maintenance Screen

```

      EP CHANGE STATUS MAINTENANCE

Company Number: 01  A & C Office Supply
Order No/Gen:   02733 / 00
Current Status:

Change Status:  -      A=Authorized
                  M=Marked For Settlement
                  S=Settled
                  V=Void Authorization
Ignore Void Msg: N      (Y/N)
                  Date           Amount
Authorization:  .....
Mark for Settlement: .....
Settlement:    .....

Authorization Number: .....
Network Processing ID: .....
Merchant ID:    .....

                                F5=Update Status           F12=Return
  
```

This screen displays after you press **F5=CHANGE STATUS** from the Electronic Payments Transaction Inquiry Screen (p. 6-7). Use this screen to change the status of the EP transaction you selected. This is useful when your system is out of sync with the authorization network.

Only an Administrator should have the authority to change the status of a transaction.

EP Change Status Maintenance Screen Fields/Function Keys

Field/Function Keys	Description
Header Information	<p>The Company Number you are inquiring on and the Current Status of the EP transaction are displayed on the top portion of this screen.</p> <p>If you are maintaining an EP Transaction from Order Entry or a Point of Sale order, the Order Number/Generation field will also display.</p> <p>If you are maintaining an EP Transaction from Accounts Receivable Quick Pay, the Invoice Number field will also display.</p> <p>The current status may be one of the following:</p> <ul style="list-style-type: none"> • Order is Authorized • Order is Not Authorized • Order is Marked for Settlement • Order is Settled • Invoice is Authorized • Invoice is Marked for Settlement • Invoice is Settled <p>Display</p>

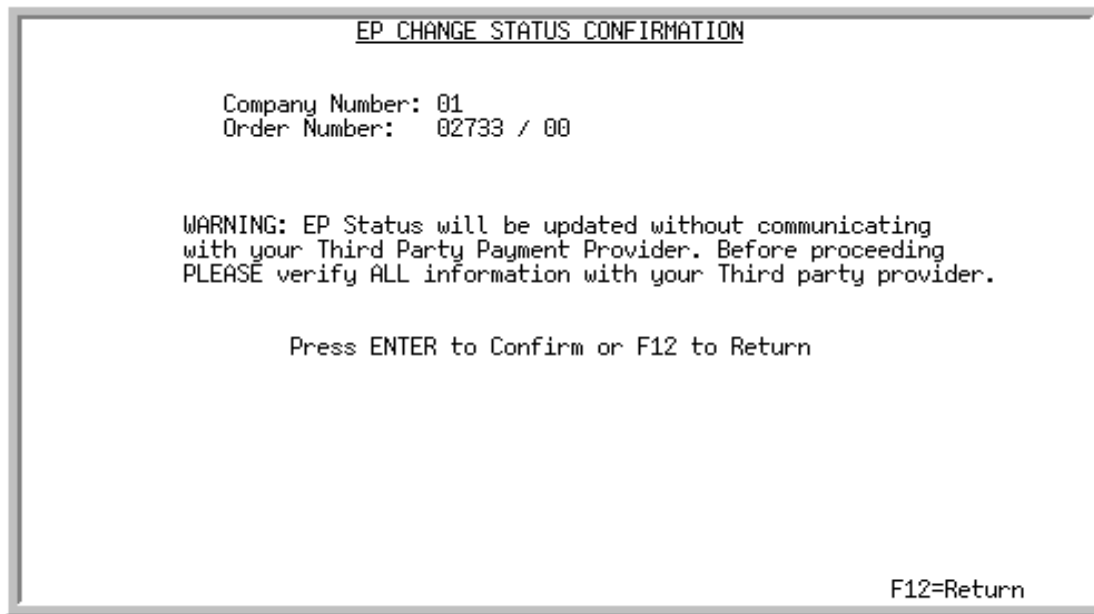
EP Change Status Maintenance Screen Fields/Function Keys

Field/Function Keys	Description
Change Status	<p>Use this field to change the status of the EP transaction.</p> <p>Key A to have the system update the orders or invoices in the EP files as 'Authorized'.</p> <p>Key M to have the system update the orders or invoices in the EP files as 'Mark for Settlement'.</p> <p>Key S to have the system update the orders or invoices in the EP files as 'Settled'.</p> <p>Key V to have the system void the transaction, like you would perform through Void Authorization (MENU EPMAIN). This status option does not display and is not valid for an invoice that has been settled or marked for settlement.</p> <p>(A1) Required</p>
Ignore Void Msg	<p>If there is an error sent back from the third party payment provider, in order to proceed, you will need to key Y in this field. Keying Y will force the Distribution A+ records to void the transaction even if the authorization network sends back a communication of void failure response.</p> <p>Key Y to ignore void messages.</p> <p>Key N if you do not want to ignore void messages.</p> <p>(A1) Required</p>
Authorization (Date and Amount)	<p>This field will change the authorization date and amount of orders or invoices in the EP files. These fields are required if the Change Status field is A, M or S.</p> <p>Key the date and amount.</p> <p>(N6,0 / N15.2) Required/Optional</p>
Mark for Settlement (Date and Amount)	<p>This field will change the mark for settlement date and amount of orders or invoices in the EP files. These fields are required if the Change Status field is M or S; these fields cannot be keyed if the Change Status field is A.</p> <p>(N6,0 / N15.2) Required/Optional</p>
Settlement (Date and Amount)	<p>This field will change the settlement date and amount of orders or invoices in the EP files. These fields are required if the Change Status field is S; these fields cannot be keyed if the Change Status field is A or M.</p> <p>(N6,0 / N15.2) Required/Optional</p>
Authorization Number	<p>Key the authorization number assigned to the EP transaction.</p> <p>(A 20) Optional</p>
Network Processing Id	<p>Key the unique transaction number provided by the third party credit card authorization software package.</p> <p>(A 30) Optional</p>

EP Change Status Maintenance Screen Fields/Function Keys

Field/Function Keys	Description
Merchant Id	Key the merchant ID assigned to a credit card by the authorization network or your third party credit card vendor. The EP transaction for which you are performing a status change, is associated with this merchant ID. (A 30) Optional
F5=Update Status	Press F5=UPDATE STATUS to update the status of the transaction. The EP Change Status Confirmation Screen (p. 6-14) will display.
F12=Return	Press F12=RETURN to return to the previous screen without saving your changes.
Enter	Press ENTER to confirm your entries. To update the status, see F5=UPDATE STATUS .

EP Change Status Confirmation Screen



This screen displays after you press **F5=UPDATE STATUS** from the EP Change Status Maintenance Screen (p. 6-11). Use this screen to confirm the status change of the EP transaction and update the file. Either Invoice Number or Order Number will display on the top portion of this screen, depending on the transaction you are maintaining.

Be sure to verify all information with your third party provider prior to confirming the EP change status.

EP Change Status Confirmation Screen Function Keys

Field/Function Keys	Description
F12=Return	Press F12=RETURN to return to the previous screen, without confirming/ changing the EP status.
Enter	<p>Be sure to verify all information with your third party provider prior to pressing ENTER.</p> <p>Press ENTER to confirm the EP change status. You will be returned to the EP Inquiry.</p> <p>The credit card transaction log file will be updated to indicate that the order/ invoice transaction was changed.</p> <p>If an open order authorization is voided, the open order will be put on pending authorization hold and order activity will be added.</p>

Electronic Payments Transaction Inquiry Detail Screen

```

ELECTRONIC PAYMENTS TRANSACTION INQUIRY DETAIL  Accepted-Authorize
Co: 01 Order: 17271/00 Invoice: 0 Type: OE
Customer: 8765432109 Land Safe Security Systems Inc

Payment Type: CX Cenpos American Express
Account Number: XXXXXXXXXXXX0005 Expiration Date: 00/00 (MM/YY)
Name on Account: Land Safe Security Systems Cor
Transaction Date: 17/06/13 Time: 14:14:00 User: APDEMO
Transaction Amount: 228.38 Job:
Merchant ID: CENPOS2
Routing Number: Check Number:
Authorization Number: AXS084
Network Processing Number: 1600798083
Settlement Batch Number:
Response Code: 1-

RESULT=0&RESPMSG=Approved&PNREF=1600798083&AUTHCODE=AXS084|Hub.Hub.Hub.net|443|
130|TRXTYPE=A&TENDER=C&PWD=Password &USER=aplus&PARTNER=APDEMO&VENDOR=12000000
&ACCT=70C52274&AMT=228.38&COMMENT1=&COMMENT2=&CVV2=&STREET=&ZIP=&NAME=Land Safe
Security Sys

Password F5=Source Data F12=Return

```

This screen displays after you press **ENTER** from the Electronic Payments Transaction Inquiry Screen (p. 6-7). This screen displays detail information for the electronic payment transaction selected on the previous screen. You can drill into the source of the transaction by pressing the **F5=SOURCE DATA** function key.

The transaction data set returned from the third party authorization provider is shown. If there are problems with the transaction, the **RESULT=** and **RESPMSG=** portion of the text will indicate the problem that needs to be resolved.

All fields on this screen are display only and cannot be changed.

Electronic Payments Transaction Inquiry Detail Screen Function Keys

Field/Function Keys	Description
Company	The company number and description for these transactions specified on the Electronic Payments Transaction Inquiry Prompt Screen (p. 6-2).

Electronic Payments Transaction Inquiry Detail Screen Function Keys

Field/Function Keys	Description
Order No	<p>These fields display the order number and generation number (if applicable) and the invoice number (if applicable) and the transaction source.</p> <p>The Order No column displays the order number of the module in which the electronic payment transaction was created. If it was created in:</p> <ul style="list-style-type: none"> • Accounts Receivable Quick Pay, then the order number that displays is the original order that was paid off through AR Quick Pay. • Order Entry, then the OE order number displays followed by the order generation number. • Point of Sale, then the POS order number displays. • WEB, then the WEB order number displays.
Invoice	<p>These fields display the order number and generation number (if applicable) and the invoice number (if applicable) and the transaction source.</p> <p>The Order No column displays the order number of the module in which the electronic payment transaction was created. If it was created in:</p> <ul style="list-style-type: none"> • Accounts Receivable Quick Pay, then the order number that displays is the original order that was paid off through AR Quick Pay. • Order Entry, then the OE order number displays followed by the order generation number. • Point of Sale, then the POS order number displays. • WEB, then the WEB order number displays. <p>The Invoice column designates the number of the invoice.</p> <p>These columns will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.</p>
Type	<p>The Typ column designates the source of the electronic payment transaction. If the transaction was created in:</p> <ul style="list-style-type: none"> • Accounts Receivable Quick Pay, QP displays. • Order Entry, OE displays • Point of Sale, POS displays. • Storefront or eBill, EB displays. • WEB, WEB displays.
Payment Type	The Payment Type used for the selected transaction.
Credit Card or Account Number	<p>This field displays the credit card number or portion of the credit card number for credit card transactions or the account number for ACH/check transactions.</p> <p>If you are authorized for the Allow Access for Credit Card Inquiry action through Application Action Authority Maintenance (MENU XASCTY), the entire number displays; otherwise, only the last four digits of the number display.</p>

Electronic Payments Transaction Inquiry Detail Screen Function Keys

Field/Function Keys	Description
Expiration Date	The expiration date for the credit card used for this transaction. NOTE: For a secured tokenized transaction, the expiration date will be blank. The information is tracked by the authorization partner and is not kept in Distribution A+.
Name on Account	The name of the account as it exists in the third party authorization provider.
Transaction Date and Transaction Time	The date and time the transaction occurred in the third party provider.
Transaction Amount	The amount of the transaction for the specific transaction.
Job	The name of the auto pay job (if used).
Merchant ID	The merchant ID assigned to a credit card by the authorization network or your third party credit card vendor. The EP transaction being viewed is associated with this merchant ID.
Routing Number	The routing number of the bank where the account resides when using ACH/Check processing.
Authorization Number	The current authorization number for the transaction that was issued by the authorization network.
Network Processing Number	The unique transaction number provided by the third party credit card authorization software package.
Response Code	The response code represents what occurred with the electronic payment transaction at the third party authorization site. 1- Accepted <ul style="list-style-type: none"> • The type of transactions that are accepted are Authorize, Mark Settlement, Void 2- Processing Error 3- Declined <ul style="list-style-type: none"> • The type of transactions that are declined are Authorize, Mark Settlement, Void

Electronic Payments Transaction Inquiry Detail Screen Function Keys

Field/Function Keys	Description
RESULT and RESPMSG	<p>The result field is the transaction data set returned from the third party authorization provider. If there are problems with the transaction, the &RESULT= and &RESPMSG= portion of the text will indicate the problem that needs to be resolved. Some common values are:</p> <ul style="list-style-type: none"> • 0 - Approved • 1 - Declined • 2 - Duplicate Transaction • 250 - Invalid Amount • 352 - The merchant set up is invalid. <ul style="list-style-type: none"> • Contact your third party provider (i.e. CenPOS) and verify the fields entered in Merchant ID Maintenance (MENU EPFILE) are the correct values created and supplied by that provider.
F5=Source Data	<p>Use the F5=SOURCE DATA function key to drill down to the source of the electronic payment transaction based on the transaction type.</p> <p>If the Typ field on the Electronic Payments Transaction Inquiry Screen (p. 6-7) is:</p> <ul style="list-style-type: none"> • OE or WEB, then the Order Display Screen displays. • POS, then the POS Inquiry Detail Screen displays. • QP, then the Invoice Detail Screen displays.
F12=Return	<p>Press the F12=RETURN function key to return to the Electronic Payments Transaction Inquiry Screen (p. 6-7).</p>

You can print the Settlement History Report (p. 7-6) through the Settlement History Report option on the Electronic Payments Main Menu (MENU EPMAIN). The Settlement History Report (p. 7-6) allows you to track credit card settlement history and to confirm credit card bank statements.

Settlement History Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Settlement History Report Selection Screen	Used to specify limiting criteria for the Settlement History Report.
Settlement History Report	Allows you to track credit card settlement history and to confirm credit card bank statements.

Settlement History Report Selection Screen

```

SETTLEMENT HISTORY REPORT SELECTION

Company No?      01
Payment Type?   ...
Customer No:    .....

Authorization Date:      To:
Authorization Time: 000000 To: 235959

Mark for Stmt Date:      To:
Mark for Stmt Time: 000000 To: 235959

Settlement Date:        To:
Settlement Time: 000000 To: 235959

Batch Number:      To:
Merchant ID?      .....

Last 4 digit of CC Nbr: .....

F3=Exit
    
```

This screen appears after selecting option 23 - Settlement History Report from the Electronic Payments Main Menu (MENU EPMAIN). Use this screen to specify limiting criteria for the Settlement History Report (p. 7-6).

Settlement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	<p>This field appears only if the Multi-Company field is set to Y in System Options Maintenance (MENU XAFILE).</p> <p>Use this field to limit the report to credit card settlements performed for a particular company.</p> <p>Leave this field blank to include credit card settlements for all companies on the report.</p> <p>If International Currency is installed and you have multiple companies that use different currencies, it is recommended that you print this report once for each company. This ensures that the currency information is clearly presented.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE).</p> <p><i>Valid Values:</i> A company number that has been created through Company Name Maintenance (MENU XAFILE).</p> <p>(N 2,0) Optional</p>

Settlement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Payment Type	<p>Leave this field blank to include credit cards of all payment types on the report.</p> <p>Key the payment type associated with the type of credit cards you want to include on the report.</p> <p><i>Valid Values:</i> A payment type defined through Payment Types Maintenance (MENU ARFILE) and with the Credit Card field set to Y.</p> <p>(A 2) Optional</p>
Customer No	<p>Use this field to limit the report to credit card settlements performed for a particular customer.</p> <p>Leave this field blank to include credit card settlements for all customers on the report.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Optional</p>
Authorization Date	<p>Use this field to enter an authorization date or range of authorization dates that you want to include on the report.</p> <p>Leave this field blank to include all dates on the report.</p> <p><i>Valid Values:</i> Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p>
Authorization Time	<p>Use this field to enter an authorization time or range of authorization times that you want to include on the report.</p> <p>Leave this field blank to include all times on the report.</p> <p><i>Valid Values:</i> A time entered in military (24 hr.) time format. For example, 2:00 p.m. = 14:00:00 in military time. All times are displayed in the user's default time zone defined through Register A+ User IDs (MENU XACFIG).</p> <p>(2 @ N 6,0) Optional</p>
Mark for Stmt Date	<p>Use this field to enter a marked-for-settlement date or range of marked-for-settlement dates that you want to include on the report.</p> <p>Leave this field blank to include all dates on the report.</p> <p><i>Valid Values:</i> Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p>

Settlement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Mark for Stlmt Time	<p>Use this field to enter a marked-for-settlement time or range of marked-for-settlement times that you want to include on the report.</p> <p>Leave this field blank to include all times on the report.</p> <p><i>Valid Values:</i> A time entered in military (24 hr.) time format. For example, 2:00 p.m. = 14:00:00 in military time. All times are displayed in the user's default time zone defined through Register A+ User IDs (MENU XACFIG).</p> <p>(2 @ N 6,0) Optional</p>
Settlement Date	<p>Use this field to enter a date or range of dates that you want to include on the report.</p> <p>Leave this field blank to include all dates on the report.</p> <p><i>Valid Values:</i> Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).</p> <p>(2 @ N 6,0) Optional</p>
Settlement Time	<p>Use this field to enter a settlement time or range of settlement times that you want to include on the report.</p> <p>Leave this field blank to include all times on the report.</p> <p><i>Valid Values:</i> A time entered in military (24 hr.) time format. For example, 2:00 p.m. = 14:00:00 in military time. All times are displayed in the user's default time zone defined through Register A+ User IDs (MENU XACFIG).</p> <p>(2 @ N 6,0) Optional</p>
Batch Number	<p>Use this field to limit the report to credit card settlements associated with a particular batch number or a range of batch numbers. Batch numbers are assigned to a group of credit card authorizations when credit cards are authorized by batch through Credit Card Authorization (MENU EPMAIN).</p> <p>Leave this field blank to include all batch numbers on the report.</p> <p>(2 @ A 4) Optional</p>
Merchant ID	<p>Use this field to limit the report to credit card settlements associated with a merchant ID assigned to a credit card by the authorization network or your third party credit card vendor.</p> <p>Leave this field blank to include all merchant IDs on the report.</p> <p>(A 30) Optional</p>
Last 4 digit of CC Nbr	<p>Use this field to limit the report to credit card settlements associated with credit cards that have the last four digits you specify.</p> <p>Leave this field blank to include all credit cards.</p> <p>(N 4,0) Optional</p>

Settlement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to cancel this option and return to the Electronic Payments Main Menu (MENU EPMAIN).
Enter	Press ENTER to confirm your entries and continue. The Report Options Screen appears. Refer to the Cross Applications User Guide for an explanation of this screen.

Settlement History Report

OEP300		09/23/11 21:07:34		SETTLEMENT HISTORY REPORT					MT/APDEMO		PAGE 1	
Company No: 01		All Payment Types		All Customers					All Credit Cards			
All Batch Numbers		All Merchant IDs		All Settlement Dates					All Settlement Times			
All Authorization Dates		All Mark For Stlmt Dates		All Settlement Dates					All Settlement Times			
All Authorization Times		All Mark For Stlmt Times		All Settlement Dates					All Settlement Times			
Batch Number	Pymnt Type	Co	Order/Gn	Customer Number	Invoice Number	Merchant ID	Last 4 Digit CC	Authorize Number	CC Network Process Number	Settlement Date	Settlement Amt	
	MC	01	00224/00	1053	12090	9001	4444	84984	*MANUAL-1 00000	11/18/08	53.48	
									Payment Type Total.....		53.48	
									Debit Total.....		53.48	
									Debit Count.....		1	
									Credit Total.....		.00	
									Credit Count.....			
	VI	01		110	10839	9001	4444			2/18/10	7993.32	
	VI	01		200	10866	9001	4444			2/18/10	709.78	
	VI	01		100	10882	9001	4444			11/18/08	174.73	
	VI	01			12024	9001	4444			11/18/08	170.19	
	VI	01		100	12024	9001	4444			11/18/08	170.19	
	VI	01		100	12067	9001	4444			11/18/08	18.34	
	VI	01		100	12068	9001	4444			11/18/08	18.34	
	VI	01		110	19941231	9001	4444			2/18/10	27.00	
	VI	01		110	19950131	9001	4444			2/18/10	149.89	
	VI	01		110	19980131	9001	4444			2/18/10	150.77	
									Payment Type Total.....		9,582.55	
									Debit Total.....		9,582.55	
									Debit Count.....		10	
									Credit Total.....		.00	
									Credit Count.....			
									Batch Number Total.....		9,636.03	
									Debit Total.....		9,636.03	
									Debit Count.....		11	
									Credit Total.....		.00	
									Credit Count.....			

Use the Settlement History Report option (MENU EPMAIN) to print this report.

The Settlement History Report allows you to track credit card settlement history and to confirm credit card bank statements.

You can define credit card options through the Credit Card Options Maintenance option on the Electronic Payments File Maintenance Menu (MENU EPFILE). Through this option you can add credit card options for a new company, change credit card options for an existing company, or add or change credit card system options.

Due to Electronic Payments Security Logging (required via PA-DSS v2.0 Requirement 4.1b), particular information will be tracked through this menu option when a user performs any of the following actions:

- Changing days of credit card transaction history to keep.
- Changing timeout value.
- Changing settlement wait time.
- Changing days until re-encrypt account numbers notification.
- Changing email distribution group.
- Adding a new company credit card option record.
- Adding a new system credit card option record.

The above actions are logged in the Electronic Payments Security Logging File (EPSLOG), which can be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

NOTE: If using a Secure Token Integration, use the Secure Card Maintenance option on MENU EPFILE, instead of this menu option.

Credit Card Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Credit Card Options Selection Screen	Used to add credit card options for a new company, change credit card options for an existing company, or add or change credit card system options.
Credit Card System Options Screen	Used to specify credit card system options.
Credit Card Company Options Screen	Used to specify the credit card settings for the specified company.

Credit Card Options Selection Screen

```

CREDIT CARD OPTIONS SELECTION

Company?   ...   (01-99)
              (00 - System Options)

F3=Exit
  
```

This screen appears after selecting option **1** - Credit Card Options Maintenance from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to add credit card options for a new company, change credit card options for an existing company, or add or change credit card system options.

Credit Card Options Selection Screen Fields and Functions Keys

Field/Function Key	Description
Company	<p>This field is used to select the company for which credit card options are being maintained. You also may use this field to add or change credit card system options.</p> <p>To define company specific options, key the company number that you are defining options for, or the company number for which options are being changed.</p> <p>To define credit card system options, key 00 or leave this field blank.</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY), or 00 or blank for credit card system options.</p> <p>(N 2,0) Optional</p>
F3=Exit	Press F3=EXIT to return to MENU EPFILE without making a selection.

Credit Card Options Selection Screen Fields and Functions Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entry. The Credit Card Company Options Screen (p. 8-9) will appear, if you keyed a company number. If you keyed 00 for system options, the Credit Card System Options Screen (p. 8-5) will appear.

Credit Card System Options Screen

```
CREDIT CARD SYSTEM OPTIONS

Days Until Re-Encrypt Account Numbers Notification:  ,90,
Next Re-Encrypt Notification Will Start On 2013-11-14
Email Distribution Group?  CCKEY, Key Encryption Group
Prevent Reauthorization of Split Orders:  N, (Y/N)

F12=Return
```

This screen appears after you press **ENTER** on the Credit Card Options Selection Screen (p. 8-3), after keying **00** or leaving the **Company Number** field blank for system options. Use this screen to add or change credit card system options.

Important

In order for the Re-Encrypt Account Notification functionality to work properly, you must first run the Re-Encrypt Account Numbers (MENU EPFILE) option. The notification functionality relies on the last re-encryption date that is stored once the Re-Encrypt Account Numbers option is run.

You will define the number of days until the re-encrypt account numbers notification will be sent, reminding user(s) to run Re-Encrypt Account Numbers (MENU EPFILE) to replace keys, and, if applicable, optionally select the email distribution group to which the notification will be sent.

When Day End Processing is run, the key encryption notification will be sent to the *SYSOPR message queue, if it is determined that a notification needs to be sent. If Mail Server is installed, and Mail Gateway Express is running, you can also optionally set up credit card system options to send an email to a distribution group, in addition to the *SYSOPR message queue. This group can include one or more email addresses, as set up through Distribution Group Assignments (MENU MSFILE).

Credit Card System Options Screen Fields and Function Keys

Field/Function Key	Description
Days Until Re-Encrypt Account Numbers Notification	<p>This field determines when the next encryption notification reminder will be sent, based on when the last Re-Encrypt Account Numbers (MENU EPFILE) job ran.</p> <p>Key the number of days until the Re-Encrypt Account Numbers Notification will be sent.</p> <p>Example: Assume today’s date is March 31 and Day-End Processing will run today. If you key 30 in this field and the last time the Re-Encrypt Account Numbers (MENU EPFILE) job ran was on March 1, the system will add 30 days to March 1 to arrive at March 31 at which time the notification reminder will begin to be sent. The reminder will continue to be sent until the Re-Encrypt Account Numbers (MENU EPFILE) job is run. Once the job is run, the date the last time the job was run is automatically updated, and a notification will not be sent until the new calculated date.</p> <p>Summary: Today’s Date: 03/31/YY Days Until Re-Encrypt Account Numbers Notification: 30 Date the Re-Encrypt Account Numbers job was last run: 03/01/YY Notification reminder begin date: 03/31/YY</p> <p><i>Valid Values:</i> Must be greater than zero (N 3,0) Required</p>
Next Re-Encrypt Notification Will Be Sent On	<p>This field is for informational purposes only and displays the next date the encryption notification reminder will be sent, based on the number of days entered in the Days Until Re-Encrypt Account Numbers Notification field and when the last re-encrypt was run through Re-Encrypt Account Numbers (MENU EPFILE).</p> <p>You can key different values in the Days Until Re-Encrypt Account Numbers Notification field and press ENTER to see the date when the next notification will be sent on. You are not confirming information on this screen until you press ENTER again and are returned to the Credit Card Options Selection Screen (p. 8-3).</p> <p>Display</p>

Credit Card System Options Screen Fields and Function Keys

Field/Function Key	Description
Email Distribution Group	<p>This field displays only if Mail Server is installed.</p> <p>If Mail Server is installed, and Mail Gateway Express is running, this field allows you to optionally enter a distribution group (made up of one or more email addresses) which will receive the key encryption notification reminder via email.</p> <p>Key the distribution group to receive the notification. This group will continue to receive the notification until Re-Encrypt Account Numbers (MENU EPFILE) is run.</p> <p>Leave this field blank if you do not want any email addresses to receive the key encryption notification reminder.</p> <p><i>Valid Values:</i> If entered, a valid group defined through Distribution Groups Maintenance (MENU MSFILE) and assigned through Distribution Group Assignments (MENU MSFILE).</p> <p>(A 5) Optional</p>
Prevent Reauthorization of Split Orders	<p>To assist customers with reserved monetary authorization amounts on their credit card accounts, this option determines if a sales order that is split into multiple sales orders will retain a single authorization that is tied to the original order (where subsequent split orders are pending authorizations) or void the single authorization (if one exists) and create individual authorizations for each sales order created. Additionally, orders that may be split into multiple sales orders during receipt processing of purchase orders for specific items will also be considered in this feature.</p> <hr/> <p>NOTE: This option is only relevant when the Authorize Credit Cards On is set to ordered amount and not the shipped amount on the Credit Card Company Options Screen (p. 8-9).</p> <hr/> <p>Key N to automatically void the original authorization created (if one exists) for the entire amount of the first order and submit individual authorizations for each split order created.</p> <p>Key Y to keep the original authorization of the entire amount for the original sales order. Each additional split order created will then be assigned the same credit card and placed on pending authorization hold until they can be individually authorized and settled.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
F12=Return	<p>Press F12=RETURN to return to the Credit Card Options Selection Screen (p. 8-3), without saving your changes.</p>
Enter	<p>Press ENTER twice to confirm your entries, and return to the Credit Card Options Selection Screen (p. 8-3). Note that, you are not confirming information on this screen until you press ENTER twice and are returned to the Credit Card Options Selection Screen (p. 8-3).</p>

Credit Card Company Options Screen

```

CREDIT CARD COMPANY OPTIONS

Miscellaneous Options

Company: 1 A & C Office Supply

Pending Credit Card Authorization Hold? PA
Expired Authorization Hold? EA
Processing Error Hold? PR
Declined Credit Card Hold? DC

Authorize Credit Cards on: S, (S=Shipped Amount, O=Ordered Amount)
Authorization Buffer: ... 10.00, %, (%/C) US$

Activate CenPOS Interface: Y, (Y/N)
Days of Credit Card Transaction History to Keep: 999
Timeout Value: 120
Settlement Output Queue: QPRINT,....
Settlement Wait Time: .30
Default Commodity Code:
CenPOS Panel To Show (OE): A, (A=Auth, T=Manage Token)
Auto Save One Time Tokens: Y, (Y/N)

F4=Commodity List F12=Return

```

This screen appears after you press **ENTER** on the Credit Card Options Selection Screen (p. 8-3), after keying a company number. Use this screen to specify the credit card settings for the specified company.

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Pending Credit Card Authorization Hold	<p>Use this field to specify the hold code that should be applied to credit card orders that have not been authorized.</p> <p>Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.</p> <p><i>Valid Values:</i> A hold code defined through Order Hold Codes Maintenance (MENU OEFIELD).</p> <p>(A 2) Required</p>
Expired Authorization Hold	<p>Use this field to specify the hold code that should be applied to credit card orders for which the authorization has expired. Authorization expiration varies based on the type of credit card used.</p> <p>Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.</p> <p><i>Valid Values:</i> A hold code defined through Order Hold Codes Maintenance (MENU OEFIELD).</p> <p>(A 2) Required</p>

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Processing Error Hold	<p>Use this field to specify the hold code that should be applied to credit card orders that cannot be processed due to communication problems between Distribution A+ system and the credit card processing service and/or software.</p> <p>Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.</p> <p><i>Valid Values:</i> A hold code defined through Order Hold Codes Maintenance (MENU OEFIELD).</p> <p>(A 2) Required</p>
Declined Credit Card Hold	<p>Use this field to specify the hold code that should be applied to credit card orders if the credit card used for the order is declined by the credit card processing service.</p> <p>Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.</p> <p><i>Valid Values:</i> A hold code defined through Order Hold Codes Maintenance (MENU OEFIELD).</p> <p>(A 2) Required</p>
Authorized Credit Cards on	<p>Use this field to specify whether credit card authorization should be for the ordered amount or the shipped amount.</p> <p>Key S if you want authorization to be for the shipped amount.</p> <p>Key O if you want authorization to be for the ordered amount.</p> <p>(A 1) Required</p>
Authorization Buffer	<p>This field has two parts. Use the first part of this field to specify the amount, in currency or percentage, above the authorization amount (shipped or ordered, based on the value keyed in the Authorize Credit Cards on field) for which orders should be authorized. This increase acts as a buffer between authorization and settlement, assuring that the amount authorized, should it change, will still be able to be settled. Use the second part of this field to specify whether the amount you key is a currency or percent value.</p> <p>In the first part of this field, key the amount, in currency or percent, that you want added to the authorization amount.</p> <p>In the second part of this field,</p> <ul style="list-style-type: none"> key C if you are specifying a currency value key % if you are specifying a percent value. <p>(N 8,2)/(A 1) Required</p>

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Activate CenPOS Interface	<p>Use this field to indicate that CenPOS is the preferred method for transmitting cardholder data to the credit card processing networks.</p> <p>Key Y to activate the CenPOS secure token interface. This then changes the authorization windows to reflect the field requirements and submits the transactions to CenPOS for processing.</p> <p>Key N to use the cardholder data interface to the payment processing networks.</p> <p>A 1) Required</p>
Days of Credit Card Transaction History...	<p>Use this field to specify the number of days that credit card transaction history should be saved. During Day-End Processing, transaction history files are purged automatically if the difference between the original transaction date and today's date is greater than the number of days specified. Purged data will no longer be available for review in the credit card inquiry.</p> <p>Key the number of days.</p> <p><i>Valid Values:</i> 0-999</p> <p>(N 3,0) Optional</p>
Timeout Value	<p>Use this field to specify the length of time, in seconds, that the Distribution A+ system should wait for a response from the authorization network for a credit card transaction before timing out. The hold code specified in the Processing Error Hold field is applied to orders that time out.</p> <p>Key the time, in seconds. A value equal to or greater than 120 is recommended.</p> <p><i>Default Value:</i> 120</p> <p>(N 3,0) Required</p>
Settlement Output Queue	<p>Use this field to specify the output queue that will be used to print the settlement reports. A separate settlement report is printed for each company during day-end processing.</p> <p><i>Valid Values:</i> A valid AS/400 output queue</p> <p>(A 10) Required</p>
Settlement Wait Time	<p>Use this field to specify the length of time, in seconds, that Distribution A+ should wait for a response from the authorization network before it should time out.</p> <p>Key the value to be used to determine the wait time for a settlement 'G' transaction to be processed.</p> <p><i>Default Value:</i> 30</p> <p><i>Valid Values:</i> value greater than or equal to zero</p> <p>(N 3,0) Required</p>

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Default Commodity Code	<p>Commodity codes are used to categorize items on the European Intrastat Report according to their freight classification.</p> <p>Key the default commodity code to be used for an item whose code is blank.</p> <p><i>Valid Values:</i> A valid commodity code. Commodity codes are defined using Commodity Codes Maintenance (MENU IAFIL2). Commodity codes are assigned to items through Item Master Maintenance (MENU IAFILE). If Validate Commodity Code is Y in System Options Maintenance (MENU XAFILE), the code must be defined before you can assign it to an item.</p> <p>(N 8,0) Required</p>

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
CenPOS Panel to Show (OE)	<p>This field applies only to Order Entry (OE) credit card authorizations.</p> <p>Use to determine whether the F6=ONE TIME function key will launch to the CenPOS <i>Authorization Panel</i> for authorizations that are always intended to be immediately processed upon the attachment of the credit card information to the order, or if the CenPOS <i>Manage Token Panel</i> should launch for authorizations intended to be either authorized immediately or released for authorization at a later time.</p> <p>Key A to display the CenPOS <i>Authorization Panel</i> from the F6=ONE TIME function key to immediately authorize the order. When set to A, the process will launch the user from the Distribution A+ <i>Credit Card Authorization Window</i> to the CenPOS <i>Authorization Panel</i> for each card entry/swipe. Upon return from the <i>Authorization Panel</i>, Distribution A+ will be updated with the transaction results; and if the authorization is successful, the Distribution A+ <i>Credit Card Authorization Window</i> will automatically close without further user interaction.</p> <p>Key T to display the CenPOS <i>Manage Token Panel</i>. The user will key/swipe the credit card information through the selection of the F6=ONE TIME function key, and the decision as to whether to authorize the order will still be dependent on the F9=AUTHORIZE function key. Once the token is generated, the user determines if the generated token will be used now or later for the authorization process.</p>
	<p>NOTE: By default (when this option is blank before initially set by the user), it will act as T to issue the CenPOS <i>Manage Token Panel</i> and not automatically authorize CenPOS transactions in Order Entry with the usage of the CenPOS <i>Authorization Panel</i> when the F6=ONE TIME function key is used.</p>
	<p>Additionally, credits and split orders will always use the CenPOS <i>Manage Token Panel</i> for a credit authorization.</p>
	<p><i>Valid Values:</i> A, T (A 1) Required</p>

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Auto Save One Time Tokens	<p>Use this field to save the secure token information without opening and processing through Secure Card Maintenance.</p> <p>Key Y to launch the CenPOS <i>Manage Token Panel</i> without opening and processing through Secure Card Maintenance. The secure token returned from CenPOS will be saved to the Customer Token File (CSTKN).</p> <p>Key N launch the CenPOS <i>Manage Token Panel</i> without opening and processing through Secure Card Maintenance but not save the returned secure token information to the Customer Token File (CSTKN). If the customer uses this card again, a new secure token will be issued for new transactions.</p> <p>(A 1) Required</p>
F2=Create Hold Code	<p>F2=CREATE HOLD CODE appears only if you key a hold code that has not been defined through Order Hold Codes Maintenance (MENU OEFILE).</p> <p>Press F2=CREATE HOLD CODE to add the hold code. The Hold Code Maintenance Screen appears. Refer to the Order Entry User Guide for an explanation of this screen.</p>
F4=Commodity Lst	<p>Press F4=COMMODITY LST to view a list of existing commodity codes. The Commodity Code List Window appears. Refer to Commodity Code Maintenance (MENU IAFIL2) for more information.</p>
F12=Return	<p>Press F12=RETURN to return to the previous screen without saving your changes.</p>
Enter	<p>Press ENTER to confirm your entries. The Credit Card Options Selection Screen (p. 8-3) appears.</p>

Credit Card Company and System Option Listings

Once you have defined your credit card and system options through Credit Card Options Maintenance (MENU EPFILE), you can print a listing of those options through Credit Card Options Listing (MENU EPFILE). This option does not have any selection criteria. When you select this option, the Report Options Screen appears. Following your selections on this screen, the Credit Card Company Options Listing (p. 8-15) and Credit Card System Options Listing (p. 8-16) prints.

Credit Card Company Options Listing

OEPS05	06/03/14	17:19:39	CREDIT CARD COMPANY OPTIONS LISTING	AW/APDEMO	PAGE: 1

Company: 01 A & C Office Supply					
Miscellaneous Options					
Pending Credit Card Authorization Hold:	PA	Authorize Credit Cards on:	S		
Expired Authorization Hold:	EA	Authorization Buffer:		10.00 %	US\$
Processing Error Hold:	PR	Activate CenPOS Interface:	Y		
Declined Credit Card Hold:	DC	Days of Credit Card Transaction History to Keep:	999		
		Timeout Value:	120		
		Settlement Output Queue:	QPRINT		
		Settlement Wait Time:	30		
		Default Commodity Code:			
		Auto Save One Time Tokens:	Y		
		Auto Authorize CenPOS (OE):	A		
Company: 02 B & B Office Supply					
Miscellaneous Options					
Pending Credit Card Authorization Hold:	PA	Authorize Credit Cards on:	S		
Expired Authorization Hold:	EA	Authorization Buffer:		10.00 %	US\$
Processing Error Hold:	PR	Activate CenPOS Interface:	Y		
Declined Credit Card Hold:	DC	Days of Credit Card Transaction History to Keep:	999		
		Timeout Value:	120		
		Settlement Output Queue:	QPRINT		
		Settlement Wait Time:	30		
		Default Commodity Code:			
		Auto Save One Time Tokens:	Y		
		Auto Authorize CenPOS (OE):	T		
Company: 03 The Office Connection					
Miscellaneous Options					
Pending Credit Card Authorization Hold:	PA	Authorize Credit Cards on:	S		
Expired Authorization Hold:	EA	Authorization Buffer:		10.00 %	CAS
Processing Error Hold:	PR	Activate CenPOS Interface:	Y		
Declined Credit Card Hold:	DC	Days of Credit Card Transaction History to Keep:	999		
		Timeout Value:	120		
		Settlement Output Queue:	QPRINT		
		Settlement Wait Time:	30		
		Default Commodity Code:			
		Auto Save One Time Tokens:	Y		
		Auto Authorize CenPOS (OE):			

Use Credit Card Options Listing (MENU EPFILE) to print this credit card company options list. When you select this option, the Report Options Screen appears. This listing prints after you press [ENTER](#) on the Report Options Screen.

The company settings are listed by company. This listing prints a record of the values you specified in Credit Card Company Options Maintenance (MENU EPFILE). Refer to that option for a description of the fields on the listing.

Credit Card System Options Listing

```
OEP806      01/28/19  14:18:36      CREDIT CARD SYSTEM OPTIONS LISTING      U0/APDEMO      PAGE:  1
-----
Days Until Re-Encrypt Account Numbers Notification:  90  Centralized Bridge IP Address:  10.44.88.199
Email Distribution Group:                             CCKEY
Prevent Reauthorization of Split Orders:              N
```

Use Credit Card Options Listing (MENU EPFILE) to print this credit card system options list. When you select this option, the Report Options Screen appears. This listing prints after you press [ENTER](#) on the Report Options Screen.

This listing prints a record of the values you specified in Credit Card System Options Maintenance (MENU EPFILE). Refer to that option for a description of the fields on the listing.

Important

This option is no longer valid and access will be denied due to PCI Compliancy standards within Distribution A+. CenPOS Payment processing is currently the only Distribution A+ supported interface available. Additionally, if direct access was previously allowed to this menu option from other than MENU EPFILE, access from those areas will now be restricted as well.

You can define credit cards for use in Distribution A+ through the Customer/Ship To Credit Card Maintenance option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

Due to Electronic Payments Security Logging (required via PA-DSS v2.0 Requirement 4.1b), particular information will be tracked through this menu option when a user performs any of the following actions:

- Changing any value within the existing customer credit card record
- Adding a new customer credit card record
- Deleting an existing customer credit card record

The above actions are logged in the Electronic Payments Security Logging File (EPSLOG), which can be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

If you are using a secure token integration for electronic payment processing, customer/ship-to credit card information will not be created and saved in Distribution A+. Secure Card Maintenance (MENU EPFILE) will be completed instead.

Customer/Ship To Credit Card Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Credit Card Maintenance Selection Screen	Used to specify the customer and/or ship-to whose credit card information you want to maintain.
Credit Card List Screen	Lists credit cards defined for a customer.
Credit Card Maintenance Screen	Used to maintain the credit card information for the customer.

Credit Card Maintenance Selection Screen

```

          CREDIT CARD SELECTION

Company?      01
Customer No:  .....
Ship To:      .....

Find: .....
City: .....  St/Prov: .....

          F3=Exit      F4=Customer Search      F5=Ship To Search
    
```

This screen appears after selecting option 2 - Customer/Ship To Credit Card Maintenance from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to specify the customer and/or ship-to whose credit card information you want to maintain.

Credit Card Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field is display only if the Multi Company field is set to N through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required/Display</p>

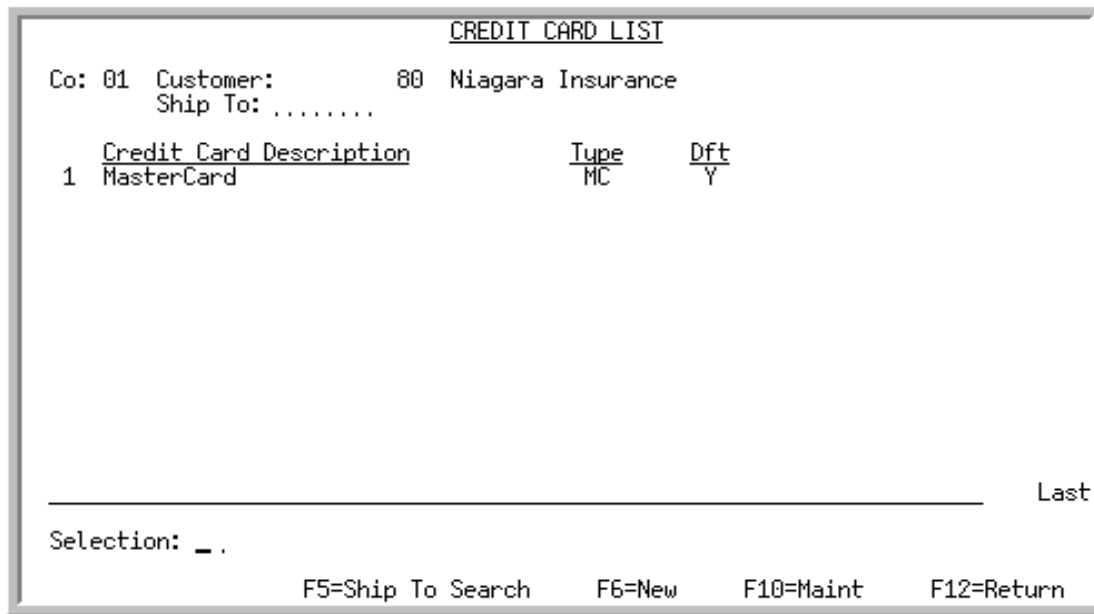
Credit Card Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	<p>Use this field to specify the customer number of the customer whose credit card information you want to maintain.</p> <p>Key the customer number.</p> <p>If you do not know the customer number, use the <i>Find, City, and St/Prov</i> fields with the F4 function key to activate the Customer Search feature.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Required</p>
Ship To	<p>Use this field to specify the ship-to number of the customer whose credit card information you want to maintain.</p> <p>Key the ship-to number.</p> <p>If you do not know the ship-to number for the customer, press the F5 function key to list the ship-to addresses for the customer.</p> <p><i>Valid Values:</i> A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE) for the customer specified in the Customer No field.</p> <p>(N 7,0) Optional</p>
Find	<p>Either alone or with the City and St/Prov fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Either alone or with the Find and St/Prov fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 8) Optional</p>

Credit Card Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	<p>Either alone or with the Find and City fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
F3=Exit	Press the F3=EXIT function key to leave this option and return to the menu.
F4=Customer Search	If you keyed information in the Find field, press the F4=CUSTOMER SEARCH function key to activate the search feature.
F5=Ship To Search	After keying a customer number in the Customer No field, press the F5=SHIP TO SEARCH function key to list ship-to addresses for the customer.
Enter	Press the ENTER key to save your entries and continue.

Credit Card List Screen



This screen appears after you press **ENTER** on the Credit Card Maintenance Selection Screen (p. 9-3) or after you press **F4** on the Credit Card Authorization Window.

This screen lists the credit cards that have been defined for the specified customer. The card description, type and whether the card is the default card for the customer displays. Use this screen to maintain the credit cards listed or to add credit cards. If you accessed this screen from the Credit Card Authorization Window and you have authority to view credit card numbers defined for customer ship-to addresses, the **F2=SHOW SHIP TOS / F2=HIDE SHIP TOS** function key appears and you can toggle the view to display all credit cards associated with the customer and its ship to addresses or just those cards defined for the customer. The **Ship To** column, displayed with the **F2=SHOW SHIP TOS / F2=HIDE SHIP TOS** toggle, displays the ship to number associated with the credit card.

If you accessed this screen from the Credit Card Authorization Window, you can add and maintain credit cards only if you have authority to access Credit Card Maintenance (MENU EPFILE). Authority to access menu options is maintained through Authority Profile Maintenance (MENU XASCTY). If you do not have authority to add and maintain credit cards, you can use this screen only to select a credit card.

Credit Card List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Key this number in the Selection field to select the associated credit card. The reference number displays to the left of the credit card description. Display

Credit Card List Screen Fields and Function Keys

Field/Function Key	Description
Selection	<p>Use this field to select a credit card from the list.</p> <p>Key the reference number associated with the credit card and press the F10=MAINT function key to maintain the credit card information or, if you accessed this screen from the Credit Card Authorization Window, press ENTER to select the credit card for the order.</p> <p>(A 1) Optional</p>
F2=Show Ship Tos / F2=Hide Ship Tos	<p>The F2=SHOW SHIP TOS / F2=HIDE SHIP TOS function key appears only if you accessed this screen from the Credit Card Authorization Window and you have authority to view credit card numbers for ship to addresses.</p> <p>Press the F2=SHOW SHIP TOS / F2=HIDE SHIP TOS function key to toggle between displaying credit card numbers associated with the customer/ship to you were authorizing a payment for or to display credit card numbers for the customer and all of its ship to addresses. The Ship To column appears when you are showing credit card numbers for ship to addresses.</p>
F5=Ship To Search	<p>Press the F5=SHIP TO SEARCH function key to list ship-to addresses for the customer.</p>
F6=New	<p>If you accessed this screen from the Credit Card Authorization Window, the F6=NEW function key appears only if you have authority to access Credit Card Maintenance (MENU EPFILE).</p> <p>Press the F6=NEW function key to add a credit card to the customer.</p>
F10=Maint	<p>If you accessed this screen from the Credit Card Authorization Window, the F10=MAINT function key appears only if you have authority to access Credit Card Maintenance (MENU EPFILE).</p> <p>After keying a reference number in the Selection field, press the F10=MAINT key to maintain the selected credit card.</p>
F12=Return	<p>Press the F12=RETURN function key to return to the Credit Card Maintenance Selection Screen (p. 9-3) without making a selection.</p>
Enter	<p>The ENTER key functions only if you accessed this screen from the Credit Card Authorization Window.</p> <p>After keying a reference number in the Selection field, press the ENTER key to select the credit card for the order.</p>

Credit Card Maintenance Screen

```

                                CREDIT CARD MAINTENANCE                                CHANGE
Co: 1 Customer:                80 Niagara Insurance
  Ship To:

Credit Card Description:      MasterCard.....
Credit Card Payment Type?    MC MasterCard
Credit Card Number:          XXXXXXXXXXXXXXX5100
Credit Card Exp. Date:       1205 (MMYY)
Card Holder Name:           Niagara Insurance.....
AVS Address:                 .....
AVS Zip/Pstl:                .....

Default Credit Card:         Y (Y/N)

                                F10=Copy Addr    F12=Return    F24=Delete
    
```

This screen appears after you:

- complete the customer information and press **ENTER** on the Credit Card Maintenance Selection Screen (p. 9-3)
- press **F6=NEW** on the Credit Card List Screen (p. 9-6)
- key a reference number and press **F10=MAINT** on the Credit Card List Screen (p. 9-6).

Use this screen to maintain the credit card information for the customer.

Credit Card Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Credit Card Description	Key descriptive text to identify this credit card. (A 30) Required
Credit Card Payment Type	Key the payment type to associate with this credit card. <i>Valid Values:</i> A payment type defined through Payment Types Maintenance (MENU ARFILE) and with the Credit Card field set to Y and not associated with a CenPOS Merchant ID. (A 2) Required
Credit Card Number	Key the account number of the credit card. The credit card number is validated for the card type to ensure that the number is a valid credit card number. (A 18) Required

Credit Card Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Credit Card Exp. Date	<p>Key the date on which the credit card expires. Cards that have passed the expiration date cannot be authorized or settled.</p> <p><i>Valid Values:</i> A future date in MMY format.</p> <p>(N 4,0) Required</p>
Card Holder Name	<p>Key the name of the cardholder as it appears on the credit card.</p> <p>(A 30) Optional</p>
AVS Address	<p>This field is required if the AVS field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the Credit Card Payment Type field; otherwise, this field is optional.</p> <p>Use this field to provide the cardholder's address information for the Address Verification Service (AVS).</p> <p>Key the cardholder's address.</p> <p>(A 40) Required/Blank</p>
AVS Zip/Pstl	<p>This field is required if the AVS field is set to Y through Payment Types Maintenance (MENU ARFILE) for the payment type specified in the Credit Card Payment Type field; otherwise, this field is optional.</p> <p>Use this field to provide the zip or postal code for the cardholder for the Address Verification Service (AVS).</p> <p>Key the zip or postal code of the cardholder's address.</p> <p>(A 9) Required/Blank</p>
Default Credit Card	<p>Use this field to specify whether this credit card is the default card for the customer. The information for the default credit card will display on the Credit Card Authorization Window when the order is being authorized. The card the customer plans to use most often for payment should be set as the default card to allow for quicker order entry processing.</p> <p>Key Y if this is the default card.</p> <p>Key N if this is not the default card.</p> <p><i>Default Value:</i> N</p> <p>(A 1) Required</p>
F10=Copy Addr	<p>Press the F10=COPY ADDR function key to copy the selected customer/ship-to's name and address information into the applicable fields on this screen. The address information will be taken from the information defined in Customer/Ship to Master Maintenance (MENU ARFILE). Also, when you press the F10=COPY ADDR function key, the Credit Card Number field will display the entire credit card number instead of Xs.</p>
F12=Return	<p>Press the F12=RETURN function key to return to the previous screen without saving your entries.</p>

Credit Card Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key appears only if you selected to maintain a credit card. Press the F24=DELETE function key to delete the credit card. You must press the F24=DELETE function key a second time to confirm the deletion.
Enter	Press the ENTER key to save your entries and continue.

Customer/Ship To Credit Card Maintenance Listing

Once you have defined your credit cards through Customer/Ship To Credit Card Maintenance (MENU EPFILE), you can print a listing of those options through Customer/Ship To Credit Card Maintenance Listing (MENU EPFILE). This option does not have any selection criteria. When you select this option, the Report Options Screen appears. Following your selections on this screen, the Customer/Ship To Credit Card Maintenance Listing (p. 9-10) prints.

Customer/Ship To Credit Card Listing

Co	Customer No	Ship-To	Seq	Credit Card No CC Description	Exp. Date	Type	Dft	Publish to Web	Card Holder Name AVS Address	AVS Zip/Pst1		
0EP820	09/23/11	16:48:43	CUSTOMER/SHIP TO CREDIT CARD LISTING								AK/QPGMR	PAGE: 1
1	80	1	XXXXXXXXXXXX5100	1205	MC	Y	N		MasterCard			
1	90	1	XXXXXXXXXXXX1881	1205	VI	Y	N		VISA			

Use the Customer/Ship To Credit Card Maintenance Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. When you select this option, the Report Options Screen appears. This listing prints after you press **ENTER** on the Report Options Screen.

Credit cards are listed in order by company and customer number. This listing prints a record of the values you specified on the Credit Card Maintenance Screen (p. 9-8). Refer to that screen for a description of the fields on the listing.

Through the Merchant ID Maintenance option on the Electronic Payments File Maintenance Menu (MENU EPFILE), you can create merchant IDs for use with credit card transactions. A merchant ID is assigned by the authorization network or your third party credit card vendor.

Due to Electronic Payments Security Logging (required via PA-DSS v2.0 Requirement 4.1b), particular information will be tracked through this menu option when a user performs any of the following actions:

- Changing the type setting
- Changing the credit card customer number
- Changing any setting related to interface 5=CenPOS
- Adding a new merchant ID record

The above actions are logged in the Electronic Payments Security Logging File (EPSLOG), which can be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

Merchant ID Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Merchant ID Maintenance Selection Screen	Used to specify the merchant ID that you want to add or maintain.
Merchant ID Maintenance Screen	Used to specify merchant ID information.
Merchant ID Maintenance Options Screen	Used to maintain CenPOS options for the indicated merchant ID.

Merchant ID Maintenance Selection Screen

MERCHANT ID SELECTION

Function: .. (A,C)

Company? 01 (01-99)

Merchant ID?

F3=Exit

This screen appears after selecting option **3** - Merchant ID Maintenance from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to specify the merchant ID that you want to add or maintain.

Merchant ID Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to specify if you are adding or maintaining a merchant ID. Key A if you are adding a merchant ID. Key C if you are changing a merchant ID. (A 1) Required

Merchant ID Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field appears only if the Multi Company field is set to Y through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify the company number associated with the merchant ID you are adding or maintaining.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>
Merchant ID	<p>Use this field to specify the merchant ID you are adding or maintaining. A merchant ID is assigned by the authorization network or your third party credit card vendor.</p> <hr/> <p>NOTE: If you select a Merchant ID interface that is no longer supported, a message will appear and you will not be allowed to add or maintain that Merchant ID.</p> <hr/> <p>(A 30) Required</p>
F3=Exit	<p>Press the F3=EXIT function key to return to MENU EPFILE.</p>
Enter	<p>Press the ENTER key to confirm your entries and continue. The Merchant ID Maintenance Screen (p. 10-4) appears.</p>

Merchant ID Maintenance Screen

```

MERCHANT ID MAINTENANCE Change

Company: 01  A & C Office Supply
Merchant ID:  CENPOS

Description:  CENPOS PROCESSING .....

Interface:    5      (5=CenPOS)

Type:        T      (T=Terminal, M=Manual)

CC Customer No: .....1021  Credit Card Receivables
Find: .....
City: .....  St/Prov: .....

F4=Customer Search      F12=Return
    
```

This screen appears after you press **ENTER** on the Merchant ID Maintenance Selection Screen (p. 10-2).

Use this screen to specify merchant ID information.

Merchant ID Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to specify a description for the merchant ID. (A 30) Required
Interface	This field displays the third party software package by which this merchant ID is used. 5 (5=CenPOS) appears in this field for display purposes only. NOTE: All legacy interface options prior to CenPOS payment processing have been removed as interface options for this field. This field is now protected since CenPOS is the only interface option available during “add” mode. Non-CenPOS interfaces will not be supported or maintainable within this option.
	Display

Merchant ID Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Type	<p>Use this field to specify the credit card processing mode for the merchant ID you are adding or maintaining.</p> <p>There are two possible processing modes:</p> <ul style="list-style-type: none"> • Terminal Mode - A two step transaction supported by Order Entry and Point of Sale. The transaction is authorized during order processing and settled after the goods are shipped. In this mode, the original authorization value can differ from the actual shipped amount. • Manual Mode - A manual credit card transaction mode supported by Point of Sale. This mode creates an offline credit card authorization performed on a stand-alone credit card terminal outside of Distribution A+. The transactions should be settled automatically by the authorization networks. Distribution A+ records the authorization number for inquiry and reporting purposes. The manual type merchant can also be used for credit card authorization entry in Distribution A+ during situations where Internet communication is down or problematic. <p>Key T if you are using terminal mode with this merchant ID. If you key T, you will proceed to the Merchant ID Maintenance Options Screen (p. 10-7) when ENTER is pressed.</p> <p>Key M if you are using manual mode with this merchant ID. If you key M, you will be returned to the Merchant ID Maintenance Selection Screen (p. 10-2) since additional CenPOS settings on the Merchant ID Maintenance Options Screen (p. 10-7) are not pertinent to the manual mode.</p> <p>(A 1) Required</p>
CC Customer No	<p>Use this field to specify the customer number of the phantom customer created for this merchant ID. This phantom customer should represent the bank or credit card company responsible for payment and is used by Distribution A+ to process and post credit card transactions.</p> <p>Key the customer number.</p> <p>Leave this field blank if you do not want to generate AR transactions for this merchant ID.</p> <p>If you do not know the customer number, use the Find, City, and St/Prov fields with the F4=CUSTOMER SEARCH function key to activate the Customer Search feature.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Optional</p>

Merchant ID Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Find	<p>Either alone or with the City and St/Prov fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Either alone or with the Find and St/Prov fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Either alone or with the Find and City fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
F4=Customer Search	<p>If you keyed information in the Find field, press the F4=CUSTOMER SEARCH function key to activate the search feature.</p>
F12=Return	<p>Press the F12=RETURN function key to return to the previous screen without saving your changes.</p>
Enter	<p>Press the ENTER key to confirm your entries.</p> <p>If you keyed T in the Type field, you will proceed to the Merchant ID Maintenance Options Screen (p. 10-7).</p> <p>If you key M in the Type field, you will be returned to the Merchant ID Maintenance Selection Screen (p. 10-2) since additional CenPOS settings on the Merchant ID Maintenance Options Screen (p. 10-7) are not pertinent to the manual mode.</p>

Merchant ID Maintenance Options Screen

```

MERCHANT ID MAINTENANCE OPTIONS Change

Company: 01  A & C Office Supply
Merchant ID: CENPOS

Host Address:  hostaddress.....
Host Port:     111.....
Partner ID:    CenPOS.....
Vendor:       12721205.....
User:         aplus.....
Password:     password.....

TCP/IP Manager Address:  IP Address
                        10.10.10.10.....

TCP/IP Web Server Addr: HTTP://SERVERLINK.....

F12=Return

```

This screen displays after pressing **ENTER** on the Merchant ID Maintenance Screen (p. 10-4).

Use this screen to maintain CenPOS options for the indicated Merchant ID.

NOTE: All fields on this screen are case sensitive.

Merchant ID Maintenance Options Screen Fields and Function Keys

Field/Function Key	Description
Host Address	<p>Use this field to specify the host address of your third- party payment service provider. Distribution A+ will connect to this address to perform credit card authorization.</p> <p>Key the host address. Note that this field is case sensitive.</p> <p>(A 50) Required</p>
Host Port	<p>Use this field to specify the port on your third-party credit card authorization software vendor's host to which you are assigned. Distribution A+ will connect to this host to perform credit card authorization.</p> <p>Key the host port ID.</p> <p>(A 4) Required</p>

Merchant ID Maintenance Options Screen Fields and Function Keys

Field/Function Key	Description
Partner ID	<p>Use this field to specify the partner ID assigned by your third-party credit card authorization software vendor.</p> <p>Key the partner ID. Note that this field is case sensitive.</p> <hr/> <p>NOTE: If you are unsure of the partner ID you should key here, contact your third-party payment service provider.</p> <hr/> <p>(A 12) Required</p>
Vendor	<p>Use this field to specify the vendor ID assigned by your third-party credit card authorization software vendor.</p> <p>Key the vendor ID. Note that this field is case sensitive.</p> <hr/> <p>NOTE: If you are unsure of the vendor ID you should key here, contact your third-party payment service provider.</p> <hr/> <p>(A 12) Required</p>
User	<p>Use this field to specify the user ID assigned to you by your third-party credit card authorization software vendor. This is the user ID by which your company is identified and is used to access the third-party credit card authorization software vendor's host.</p> <p>Key the user ID assigned to you by your third-party credit card authorization software vendor. Note that this field is case sensitive.</p> <hr/> <p>NOTE: If you are unsure of the user ID you should key here, contact your third-party payment service provider.</p> <hr/> <p>(A 12) Required</p>
Password	<p>Use this field to specify the password needed for the user ID specified in the User field to access the third-party credit card authorization software vendor's host.</p> <p>Key the password assigned to the user ID specified in the User field. Note that this field is case sensitive.</p> <hr/> <p>NOTE: If you are unsure of the password you should key here, contact your third-party payment service provider.</p> <hr/> <p>(A 12) Required</p>

Merchant ID Maintenance Options Screen Fields and Function Keys

Field/Function Key	Description
TCP/IP Manager Address	<p>Use this field to specify the IP address of the TCP IP Manager. The TCP IP Manager service can be set up on one central PC.</p> <p>The TCP IP Manager service installed on a central PC will be accessed directly from the System i by all clients performing Electronic Payment transactions and will act as a central server and communication point to the selected third party product. The central PC must have the third party product loaded and installed and must have an Internet connection to the third party product. To use this configuration, the IP Address of the central PC must be keyed in this field.</p> <hr/> <p>NOTE: Note that this deployment is required if using Distribution A+ GUI J Walk Internet Client.</p> <hr/> <p>(A 50) Required</p>
TCP/IP Web Server Manager Addr	<p>Use this field to specify the location of the web server where the TCP/IP Manager Web Extension for CenPOS is deployed. The TCP IP Manager Web Extension for CenPOS is responsible for launching and hosting CenPOS payment panels from the CenPOS site and directing the CenPOS response values back to Distribution A+.</p> <p>The TCP IP Manager Web Extension for CenPOS installed on a central PC will be accessed directly from the System i by all clients performing Electronic Payment transactions and will act as a central server and communication point to CenPOS.</p> <p><i>Valid Values:</i> A valid path to a central computer that is being used as the CenPOS Connection Server.</p> <p>(A 50) Required</p>
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving changes on this screen.
Enter	Press ENTER to confirm your entries.

Merchant ID Listing

Once you have set up your merchant IDs, you can print a listing of your merchant IDs and their settings through the Merchant ID Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

This section explains the Merchant ID Listing option. This option does not have any selection criteria. When you select the Merchant ID Listing option, the Report Options Screen appears. Refer to the Cross Application User Guide for a description of this screen.

EP Merchant ID List

Co Merchant ID	Description	EP MERCHANT ID LIST	Type	Interface	AU/APDEMO CC Customer	PAGE
01 CENPOS	CENPOS PROCESSING		Manual	JavaCard	1021	1
Manually Close Batch During Settlement: Y						
Host Address:		Host Port:	Partner ID:	Vendor:		
01 CENPOS_SF	CENPOS PROCESSING STOREFRONT		Terminal	CenPOS		
Manually Close Batch During Settlement: Y						
Host Address: hub.cenpos.net		Host Port: 443	Partner ID: CenPOS	Vendor: 12520251		
TCP/IP Web Server Address: HTTP://USEGVTONDEV1:8060/CENPOS/						
01 CENPOS_WH1	CENPOS PROCESSING WAREHOUSE 1		Manual	JavaCard		
Manually Close Batch During Settlement: Y						
Host Address:		Host Port:	Partner ID:	Vendor:		
01 RITA	** OBSOLETE **		Terminal	JavaCard	1021	
Manually Close Batch During Settlement: Y						
Host Address:		Host Port:	Partner ID: 100010001	Vendor:		
01 V001	PAYPAL MASTERCARD		Terminal	Verisign	1021	
Manually Close Batch During Settlement: Y						
Host Address: pilot-payflowpro.paypal.com		Host Port: 443	Partner ID: verisign	Vendor: amayers1		
User: smayers1 Password: dalycom1	TCP/IP Manager Address: 10.44.88.190					
01 V002	PAYPAL VISA		Terminal	Verisign	1022	
Manually Close Batch During Settlement: Y						
Host Address: pilot-payflowpro.paypal.com		Host Port: 443	Partner ID: verisign	Vendor: amayers1		
User: smayers1 Password: dalycom1	TCP/IP Manager Address: 10.44.88.190					
01 9001	** OBSOLETE **		Terminal	JavaCard	1021	
Manually Close Batch During Settlement: Y						
Host Address:		Host Port:	Partner ID:	Vendor:		
02 CENPOS	CENPOS PROCESSING		Terminal	CenPOS	1000	
Manually Close Batch During Settlement: Y						
Host Address: Hub.cenpos.net		Host Port: 443	Partner ID: CenPOS	Vendor: 12721205		
TCP/IP Web Server Address: HTTP://USEGWQA09:9040/TCPWPB/						
02 CENPOS_WH2	CENPOS PROCESSING WAREHOUSE 2		Terminal	CenPOS		
Manually Close Batch During Settlement: Y						
Host Address: hub.cenpos.net		Host Port: 443	Partner ID: CenPOS	Vendor: 12721575		
TCP/IP Web Server Address: HTTP://USEGWQA09:9040/TCPWPB/						
02 RITA	** OBSOLETE **		Terminal	CenPOS	1000	
Manually Close Batch During Settlement: Y						
Host Address:		Host Port:	Partner ID: 100010001	Vendor:		
02 V001	PAYPAL MASTERCARD		Terminal	Verisign	1000	
Manually Close Batch During Settlement: Y						
Host Address: pilot-payflowpro.paypal.com		Host Port: 443	Partner ID: verisign	Vendor: amayers1		
User: smayers1 Password: dalycom1	TCP/IP Manager Address: 10.44.88.190					
02 V002	PAYPAL VISA		Terminal	Verisign	1001	
Manually Close Batch During Settlement: Y						
Host Address: pilot-payflowpro.paypal.com		Host Port: 443	Partner ID: verisign	Vendor: amayers1		
User: smayers1 Password: dalycom1	TCP/IP Manager Address: 10.44.88.190					
02 9001	** OBSOLETE **		Terminal	JavaCard	1000	
Manually Close Batch During Settlement: Y						
Host Address:		Host Port:	Partner ID:	Vendor:		
03 CENPOS	CENPOS PROCESSING		Terminal	CenPOS	996	
Manually Close Batch During Settlement: Y						
Host Address: Hub.cenpos.net		Host Port: 443	Partner ID: CenPOS	Vendor: 12721205		
TCP/IP Web Server Address: HTTP://USEGWQA09:9040/TCPWPB/						
03 RITA	** OBSOLETE **		Terminal	CenPOS	996	
Manually Close Batch During Settlement: Y						
Host Address:		Host Port:	Partner ID: 100010001	Vendor:		
03 V001	PAYPAL MASTERCARD		Terminal	Verisign	996	
Manually Close Batch During Settlement: Y						
Host Address: pilot-payflowpro.paypal.com		Host Port: 443	Partner ID: verisign	Vendor: amayers1		
User: smayers1 Password: dalycom1	TCP/IP Manager Address: 10.44.88.190					

Use the Merchant ID Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. When you select this option, the Report Options Screen appears. This listing prints after you press **ENTER** on the Report Options Screen.

This listing prints a record of the values you specified in Merchant ID Maintenance (MENU EPFILE). Refer to that option for a description of the fields on the listing.

Important

This option is no longer valid and access will be denied due to PCI Compliancy standards within Distribution A+. CenPOS Payment processing is currently the only Distribution A+ supported interface available. Additionally, if direct access was previously allowed to this menu option from other than MENU EPFILE, access from those areas will now be restricted as well.

You can define bank accounts for use in Distribution A+ through the Customer Bank Account Maintenance option on the Electronic Payments File Maintenance Menu (MENU EPFILE). Bank accounts are used for processing electronic check and ACH payments from customers.

This Customer Bank Account Maintenance option is used with cardholder data interface payment processing networks. If you are using a CenPOS secure token integration, customer bank accounts will be created through Secure Bank Accounts Maintenance (Menu EPFILE).

Customer Bank Account Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Customer Bank Account Information Selection Screen	Used to specify the customer whose bank account information you want to maintain.
Customer Bank Account List Screen	Lists bank accounts defined for a customer.
Customer Bank Account Maintenance Screen	Used to maintain the bank account information for the customer.

Customer Bank Account Information Selection Screen

```

CUSTOMER BANK ACCOUNT INFORMATION SELECTION

Company?    01      (01-99)
Customer No: .....
             .....

Find: .....
City: .....  St/Prov: .....

F3=Exit    F4=Customer Search
    
```

This screen appears after selecting option 4 - Customer Bank Account Maintenance from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to specify the customer whose bank account information you want to maintain.

Customer Bank Account Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field is display only if the Multi Company field is set to N through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N2,0) Required/Display</p>

Customer Bank Account Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	<p>Use this field to specify the customer number of the customer whose bank account information you want to maintain.</p> <p>Key the customer number.</p> <p>If you do not know the customer number, use the <i>Find</i>, <i>City</i>, and <i>St/Prov</i> fields with the F4 function key to activate the Customer Search feature.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Either alone or with the City and St/Prov fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Either alone or with the Find and St/Prov fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Either alone or with the Find and City fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
F3=Exit	<p>Press the F3=EXIT function key to leave this option and return to the menu.</p>
F4=Customer Search	<p>If you keyed information in the Find field, press the F4=CUSTOMER SEARCH function key to activate the customer search feature. Refer to the Accounts Receivable Users Guide for details about the Customer Search Screen.</p>
Enter	<p>Press the ENTER key to save your entries and continue.</p>

Customer Bank Account List Screen

```

          CUSTOMER BANK ACCOUNT LIST
Co: 01 Customer:      10 Bon Secour School Department

  Bank Account Description      Act  Account Number      Dft
  1 Corporate Checking          C   XXXXXXXXXXXXXXX0086  Y
  2 School Consortium Purchase  C   XXXXXXXXXXXXXXX6253  N

_____ Last
Selection: ...

          F6=New   F10=Maint   F12=Return
    
```

This screen appears after you press **ENTER** on the Customer Bank Account Information Selection Screen (p. 11-2).

This screen lists the bank accounts that have been defined for the specified customer. The bank account description, account type, account number, and whether the account is the default account for the customer displays in the list. Use this screen to maintain the bank accounts listed or to select to add bank accounts.

Customer Bank Account List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Key this number in the Selection field to select the associated bank account. The reference number displays to the left of the bank account description. Display
Selection	Use this field to select a bank account from the list. Key the reference number associated with the bank account and press the F10=MAINT function key to maintain the account information or, if you accessed this screen from the ACH Authorization Window, press ENTER to select the bank account. (A 1) Optional
F6=New	If you accessed this screen from the ACH Authorization Window, the F6=NEW function key appears only if you have authority to access Customer Bank Account Maintenance (MENU EPFILE). Press the F6=NEW function key to add a bank account for the customer.

Customer Bank Account List Screen Fields and Function Keys

Field/Function Key	Description
F10=Maint	<p>If you accessed this screen from the ACH Authorization Window, the F10=MAINT function key appears only if you have authority to access Customer Bank Account Maintenance (MENU EPFILE).</p> <p>After keying a reference number in the Selection field, press the F10=MAINT function key to maintain the selected bank account.</p>
F12=Return	<p>Press the F12=RETURN function key to return to the previous screen without making a selection.</p>
Enter	<p>The ENTER key functions only if you accessed this screen from the ACH Authorization Window.</p>

Customer Bank Account Maintenance Screen

```

CUSTOMER BANK ACCOUNT MAINTENANCE          CHANGE
Co: 1 Customer:          10 Bon Secour School Department

Bank Account Description: Corporate Checking .....
Payment Type?           AC ACH/Check Payment
Bank Account Number:    XXXXXXXXXXXXXXX0006
Routing Number:         987
Account Type:           C (S=Savings/C=Checking)
Name on Account:       Bon Secour School Department...

Phone Number:           011 2059497412 ..... Extn: .....
Drivers License Number: ..... (MMYY) .....
License Expiration Date: ..... (MMYY) .....
License State?         .....

Default Bank Account:   Y (Y/N)

F12=Return    F24=Delete
    
```

This screen appears after you press **F6=New** or after you key a reference number and press **F10=MAINT** on the Customer Bank Account List Screen (p. 11-5).

Use this screen to maintain bank account information for the customer.

NOTE: This Customer Bank Account Maintenance option is used with cardholder data interface payment processing networks. If you are using a CenPOS secure token integration, customer bank accounts will be created through Secure Bank Accounts Maintenance (Menu EPFILE).

Customer Bank Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Bank Account Description	Key descriptive text to identify this bank account. (A 30) Required
ACH/Check Payment Type	Key the payment type to associate with this account. <i>Valid Values:</i> A payment type defined through Payment Types Maintenance (MENU ARFILE) and with the ACH/Check field set to Y . (A 2) Required
Bank Account Number	Key the account number of the bank account. (A 18) Required
Routing Number	Key the routing number of the bank where the account resides. (N 20,0) Required

Customer Bank Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Account Type	Specify the type of account that is being maintained. Key S if this account is a savings account. Key C if this account is a checking account. (A 1) Required
Name on Account	Key the name under which the account was opened. (A 30) Required
Phone Number	Key the phone number and extension of the person whose name is on the account. (N 18,0 / N 4,0) Optional
Drivers License Number	Key the driver's license number for the license of the person whose name is on the account. (A 30) Optional
License Expire Date	Key the date on which the driver's license expires. (N 4,0) Optional
License State	Key the state in which the driver's license was issued. (A 30) Optional
Default Bank Account	Use this field to specify whether this bank account is the default account for the customer. The information for the default bank account will display on the ACH Authorization Window when the order is being authorized. The account the customer plans to use most often for payment should be set as the default account to allow for quicker receivables processing. Key Y if this account is the default account. Key N if this account is not the default account. <i>Default Value:</i> N (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries.
F24=Delete	The F24=DELETE function key appears only if you selected to maintain a customer bank account. Press the F24=DELETE function key to delete the account. You must press the F24=DELETE function key a second time to confirm the deletion.
Enter	Press the ENTER key to save your entries and continue.

Customer Bank Account Maintenance Listing

Once you have defined your customers bank accounts through Customer Bank Account Maintenance (MENU EPFILE), you can print a listing of those options through Customer Bank Account Maintenance Listing (MENU EPFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Customer Bank Account Listing	Lists bank accounts defined for a customer.

Customer Bank Account Listing

Co	Customer No	Routing No	Account Description	Bank Account No	Dft	Acct Type	Pmnt Type	AM/APDEMO Phone Number	License State	Exp Date
0EP823		09/23/11	17:41:56	CUSTOMER BANK ACCOUNT LISTING						PAGE: 1
1	10	987	Corporate Checking Bon Secour School Department	XXXXXXXXXXXXXXXX0086 Bon Secour School Department	Y	C	AC	011 2059497412		0000
1	10	676	School Consortium Purchase Bon Secour School Department	XXXXXXXXXXXXXXXX6253 Alabama School Consortium	N	C	AC			0000

Use the Customer Bank Account Maintenance Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. This listing prints after you press [ENTER](#) on the Report Options Screen.

Bank accounts are listed in order by company and customer number. This listing prints a record of the values you specified on the Customer Bank Account Maintenance Screen (p. 11-7). Refer to that screen for a description of the fields on the listing.

The auto-pay job feature allows you to schedule payments for your customers. Jobs can be scheduled to run daily, weekly or monthly at the times, days, weeks you specify and will automatically take payment from your customers using their preferred payment method (credit card or ACH). Payments can be scheduled for any customer, invoice, or order and can be scheduled as one time or recurring payments. You can also select to send a confirmation remittance via email or print the remittance when the payment is processed.

You can maintain auto-pay jobs for use in Distribution A+ through the Auto Pay Job Maintenance option on the Electronic Payments File Maintenance Menu (MENU EPFILE). All scheduled auto-pay jobs are submitted to the IBM Job Scheduler and can be reviewed using the `wrkjobscode` command on the System i.

NOTE: The assignment of credit cards and bank accounts (for ACH) is limited in this option to only those entered using CenPOS integration, since CenPOS Payment processing is currently the only Distribution A+ supported interface available.

Additionally, for previously assigned auto-pay jobs entered into the system prior to Version 10.01.00 that still assign a non-CenPOS merchant/payment type for either credit card or ACH processing, the auto-pay job will no longer execute. Instead, the Auto-Pay Authorization Report will print the error message: “The Payment Type must be assigned to a CenPOS Merchant ID”, and you will be required to assign a CenPOS payment type and card/bank account.

Auto Pay Job Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Auto Pay Job Name Prompt Screen	Used to specify the name of the job you want to maintain.

Title	Purpose
Auto-Pay Customer Payment Maintenance Screen	Lists the customers whose payments will be processed with the job. Used to maintain the list.
Auto-Pay Customer Payment Maintenance Screen	Used to define the auto payment information for the customer's payment.
Auto Pay Job Name Maintenance Screen	Used to specify the description and output queue for the job.
Schedule Options Screen	Used to schedule the job. This screen is used in multiple options and is described in the Appendix of the Cross Application User Guide.

Auto Pay Customer List Screen

```

                AUTO-PAY CUSTOMER LIST
    Job Name: AUTO      AUTOMATIC PAYMENTS

    Co Customer          Order/  Py
    1  1                Invoice   Tp Account Number
    40 Attleboro School Department  MC XXXXXXXXXXXXXXX4444

    _____ Last
    Selection: _ ,      Co? 01, Customer: .....
    F4=Customer Search  F6=New   F10=Maint  F12=Return
    
```

This screen appears after you press **F5=CUSTOMERS** for a job on the Auto Pay Job Name Prompt Screen (p. 12-3). This screen lists the customers that are assigned to this job and for whom payments will be processed when this job is run. For each customer assigned to the job, this screen displays the

- company
- customer number
- order or invoice number assigned to be paid
- payment type
- account number from which the payment will be made

Use this screen to maintain the list of customers for this job.

NOTE: If you add the same customer to the job more than once, the system will process payments for that customer for multiple invoices rather than taking multiple payments on a single invoice. A single invoice can be processed by only one record in the group.

Auto Pay Customer List Screen Fields and Function Keys

Field/Function Keys	Description
Job Name	The unique identifier assigned as the job name and the description for this auto pay job. Display

Auto Pay Customer List Screen Fields and Function Keys

Field/Function Keys	Description
(Reference Number)	<p>The reference number of the auto pay job displayed on this screen. This number is 1 through 12 for the jobs that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13-F20 TO CHG function keys.</p> <p>Display</p>
Co	<p>The company number selected for the auto pay job.</p> <p>Display</p>
Customer	<p>The customer within the company selected that will be charged with an automatic payment.</p> <p>Display</p>
Order/Invoice	<p>If this payment is to pay off a specific order, enter the number of the order that will be paid. If order number is selected, then all shipments and subsequent order generations may be selected for auto payment.</p> <p>If this payment is to pay off a specific invoice, enter the number of the invoice that will be paid.</p> <p>Display</p>
Py Tp	<p>The payment type assigned to the credit card or bank account selected as the method of payment.</p> <p>Display</p>
Account Number	<p>The account number of the credit card or bank account selected as the method of payment. For security, only the last four digits of the account number are shown.</p> <p>Display</p>
Selection	<p>Use this field to select a customer from the list.</p> <p>Key the reference number associated with the customer and press the F10=MAINT function key to maintain the customer's auto payment information.</p> <p>(A 1) Optional</p>

Auto Pay Customer List Screen Fields and Function Keys

Field/Function Keys	Description
Co	<p>This field is display only if the Multi Company field is set to N through System Options Maintenance (MENU XAFILE).</p> <p>Use this field to limit the list of customers displayed by company number.</p> <p>Key the number of the company for which you want to view the customer list and press ENTER to refresh the list.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required/Display</p>
Customer	<p>Use this field to either limit the list of customers displayed by customer number or to specify the customer you want to add to the payment list.</p> <p>Key the number of the customer and press</p> <ul style="list-style-type: none"> • ENTER to refresh the list. • F6=NEW to add the customer to the list. <p><i>Valid Values:</i> A customer number defined through Customer/Ship To Maintenance (MENU ARFILE)</p> <p>(A 10) Optional</p>
F4=Customer Search	<p>Press the F4=CUSTOMER SEARCH function key to search for a customer. The Customer/Ship-To Search - Customer Search Screen will appear. For an explanation of this screen, refer to the Accounts Receivable User Guide.</p>
F6=New	<p>Press the F6=NEW function key to add the customer specified in the Customer field to the auto-pay job.</p>
F10=Maint	<p>After keying a reference number in the Selection field, press the F10=MAINT function key to maintain the auto payment information for the selected customer.</p>
F12=Return	<p>Press the F12=RETURN function key to return to the previous screen.</p>
Enter	<p>Press the ENTER key to refresh the list after entering limiting criteria.</p>

Auto-Pay Customer Payment Maintenance Screen

```

AUTO-PAY CUSTOMER PAYMENT MAINTENANCE
Job Name: PYMNT      payments
Co/Cust: 01 / 0000000010 Bon Secour School Department
Currency: USD US Dollars

Payment Type:
Account Number:

Overdue Days:      ....
Email Remittance:  .. (Y/N)
Print Remittance:  .. (Y/N)
Pay Balance in Full: .. (Y/N)
Recurring Payment: .. (Y/N)
Payment Amount:    ..... US$
Balance:           .....

Invoice Number:    .....
Order Number:      .....

F5=Secure Card List  F9=Bank Account List  F12=Return
    
```

This screen appears after you press **F6=NEW** or after you key a reference number and press **F10=MAINT** on the Auto Pay Customer List Screen (p. 12-4). It will also appear after selecting a customer and pressing **ENTER** on the Secure Card List Screen (p. 14-6), if you used the **F5=SECURE CARD LIST** to find a customer or customer/ship-to.

Use this screen to provide the payment information that will be used to process the customer’s payment when the auto-pay job is run.

Auto-Pay Customer Payment Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Job Name	The unique identifier assigned as the job name and the description for this auto pay job. Display
Co/Cust	The company number and customer number and name selected that will be charged with an automatic payment.ob. Display
Currency	This field appears only if International Currency has been activated through Activate International Currency (MENU ICMAS). This field displays the company’s local currency in which the payment will be made. Display

Auto-Pay Customer Payment Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Payment Type	<p>This field displays the payment type assigned to the credit card or bank account selected as the method of payment. Use the F4=CC LIST, F5=SECURE CARD LIST, or F9=BANK ACCOUNT LIST function key to select the account to use.</p> <p>Display</p>
Account Number	<p>This field displays the account number of the credit card or bank account selected as the method of payment. For security, only the last four digits of the account number are shown. Use the F4=CC LIST, F5=SECURE CARD LIST, or F9=BANK ACCOUNT LIST function key to select the account to use.</p> <p>Display</p>
Overdue Days	<p>Use this field to specify which invoices will be selected for payment processing based on the number of days the invoice is overdue. Invoices with overdue days greater than or equal to the number of days specified here will be selected by the auto-pay process.</p> <p>(N 3,0) Optional</p>
Email Remittance	<p>Use this field to indicate whether you want a remittance to be emailed to the customer when the payment is processed.</p> <p>Key Y send a remittance via e-mail. When you press ENTER, the Email Options Screen appears so that you can provide the address to which the remittance will be sent. Refer to the Mail Server User Guide for information on this screen.</p> <p>Key N if you do not want to send a remittance.</p> <p>(A 1) Required</p>
Print Remittance	<p>Use this field to indicate whether you a remittance to be printed when the payment is processed.</p> <p>Key Y to print a remittance.</p> <p>Key N if you do not want to print a remittance.</p> <p>(A 1) Required</p>
Pay Balance in Full	<p>Use this field to specify whether this job will pay the customer's outstanding accounts receivable balance in full.</p> <p>Key Y to process the payment for the full balance.</p> <p>Key N to process the payment for less than the full balance.</p> <p>(A 1) Required</p>

Auto-Pay Customer Payment Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Recurring Payment	<p>Use this field to specify whether this payment will be a recurring payment. For example, you may set up a recurring payment schedule as part of a payment plan for a large balance.</p> <p>Recurring payment jobs are never deleted and use the job selection criteria specified on this screen each time the job runs.</p> <p>Key Y if this payment is a recurring payment.</p> <p>Key N if this payment is a one-time payment.</p> <p>(A 1) Required</p>
Payment Amount	<p>If you keyed N in the Pay Balance in Full field, use this field to specify the amount that will be paid each time the job is run.</p> <p>Leave this field blank if you keyed Y in the Pay Balance in Full field.</p> <p>(N 15,2) Optional</p>
Balance	<p>If the Recurring Payment field is set to N, this field displays the balance of the payment amount that remains after the payment is taken. For example, if payment amount is \$100, but the outstanding balance for the customer is \$90, only \$90 will be taken in payment. The balance of \$10 will display in this field.</p> <p>If the Recurring Payment field is set to Y, the payment amount and balance will always be equal.</p> <p>Display</p>
Invoice Number	<p>If this payment is to pay off a specific invoice, enter the number of the invoice that will be paid.</p> <p>(N 8,0) Optional</p>
Order Number	<p>If this payment is to pay off a specific order, enter the number of the order that will be paid. If order number is selected, then all shipments and subsequent order generations may be selected for auto payment.</p> <p>(A 5) Optional</p>
F5=Secure Card List	<p>Press the F5=SECURE CARD LIST function key to display a list of defined credit cards for the customer. This will be used for a secure token integration to the payment processing networks. The Secure Card List Screen (p. 14-6) appears.</p>

Auto-Pay Customer Payment Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
F9=Bank Account List	<p>Press the F9=BANK ACCOUNT LIST function key to display a list of defined bank accounts for the customer.</p> <p>With a cardholder data integration to the payment processing networks, the Customer Bank Account List Screen (p. 11-5) appears.</p> <p>For a secure token integration to the payment processing networks, the Secure Bank Account List Screen (p. 16-6) appears. The Secure Bank Account List Screen (p. 16-6) screen will display the list of CenPOS bank accounts for the auto-pay process, and will allow you to select a secure customer bank account to assign to this auto-pay job. Once the bank account is assigned to the auto pay job, the A/R Auto Pay Cash Post will run within the Transaction Processor at the scheduled time, using the bank account reference for the scheduled job in order to ACH transfer the specified payment amount.</p> <hr/> <p>NOTE: Access will be restricted to the Secure Bank Account List Screen (p. 16-6) when the Activate CenPOS Interface company option is N in Credit Card Options Maintenance (MENU EPFILE). The F9=BANK ACCOUNT LIST function key will only allow you to proceed and display the CenPOS Secure Bank Account List Screen (p. 16-6) when CenPOS is activated.</p> <hr/>
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries.
F24=Delete	Press the F24=DELETE function key to remove the customer from the auto-pay job and delete the payment information. You will be asked to press F24=DELETE a second time to confirm the deletion.
Enter	Press the ENTER key to confirm your entries and return to the previous screen. However, if you keyed Y in the Email Remittance field, when you press ENTER the Email Options Screen appears first so that you can provide the e-mail information required to send the remittance. Refer to the Mail Server User Guide.

Auto Pay Job Name Maintenance Screen

```

AUTO-PAY JOB NAME MAINTENANCE
Change

Job Name:   AUTO

Job Description: automatic.....

Output Queue: QPRINT,....

F12=Return
  
```

This screen appears after you press **ENTER** on the Auto Pay Job Name Prompt Screen (p. 12-3). Use this screen to provide a description and output queue for the job.

Auto Pay Job Name Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Job Name	The name of the job specified on the Auto Pay Job Name Prompt Screen (p. 12-3) that you want to maintain. (A 5) Required
Job Description	Key descriptive text to identify the job being maintained. (A 30) Required
Output Queue	Use this field to specify the output queue to which this print job will be sent. <i>Valid Values:</i> The ID of an output queue defined on the iSeries. (A 10) Required
F12=Return	Press the F12=RETURN function key to return to the Auto Pay Job Name Prompt Screen (p. 12-3) without saving your entries.
F24=Delete	The F24=DELETE function key appears only if you selected to delete the job on the Auto Pay Job Name Prompt Screen (p. 12-3). Press F24=DELETE to delete the job. You will be asked to press F24=DELETE a second time to confirm the deletion.
Enter	Press the ENTER key to confirm your entries and continue.

Auto-Pay Job Maintenance Listing

Once you have defined your auto-payment jobs through Auto-Pay Job Maintenance (MENU EPFILE), you can print a listing of those options through Auto-Pay Job Maintenance Listing (MENU EPFILE).

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Auto-Pay Job Listing Selection Screen	Use to specify limiting criteria for the listing.
Auto-Pay Job Maintenance Listing	Prints a list of jobs that match the limiting criteria.

Auto-Pay Job Listing Selection Screen

AUTO-PAY JOB LISTING SELECTION

Selection

Auto-Pay Job? - To?

Co?/Customer No: ... / To? ... /

F3=Cancel

This screen appears after you select option 15 - Auto-Pay Job Maintenance Listing from the Electronic Payments File Maintenance Menu (MENU EPFILE). Use this screen to provide limiting criteria for the listing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Auto-Pay Job Listing Selection Screen Fields and Function Keys

Field/Function Keys	Description
Auto-Pay Job	Use this field to specify a range of jobs to limit the listing to jobs within the range. (2 @ A 5) Optional
Co?/Customer No	Use this field to specify a range of company/customer numbers to limit the listing to jobs assigned to the company/customers within the range. (2 @ N2,0/N 10,0) Optional
F3=Cancel	Press the F3=CANCEL function key to return to the menu without printing the listing.
Enter	Press the ENTER key to confirm your entries and continue. The Report Options Screen will appear. Refer to the Cross Applications User Guide for a description of this screen.

Auto-Pay Job Maintenance Listing

Co	Customer No	Pay Account Typ Number	Ovr Day	Prt Rmt	Eml Rmt	Pay Full	Recur Pay	Payment Amount	Payment Balance	Order Invoice
OEP846A 06/13/11 21:18:33 AUTO-PAY JOB MAINTENANCE LISTING J4/APDEMO PAGE: 1 Auto-Pay Job Fr: AUTO All Customers To: 99999										

Job Name: AUTO AUTOMATIC PAYMENTS Print Queue: QPRINT Frequency: Weekly Scheduled Time: 18:00:00 06:00:00 PM Day(s) of Week: Mon _ Tue _ Wed _ Thr _ Fri _ Sat _ Sun _ Relative Day(s) of Month: 1st _ 2nd _ 3rd _ 4th _ 5th _ Last _ First Day of Month: N Last Day of Month: N Omit Dates:										
01	40	Attleboro School Depa MC XXXXXXXXXXXXXXX4444					N Y N Y	500.00	500.00	
Job Name: CORRLATION Correlation files extraction Print Queue: Frequency: Weekly Scheduled Time: 10:21:00 10:21:00 AM Day(s) of Week: Mon _ Tue _ Wed _ Thr _ Fri _ Sat _ Sun _ Relative Day(s) of Month: 1st _ 2nd _ 3rd _ 4th _ 5th _ Last _ First Day of Month: N Last Day of Month: N Omit Dates:										

Use the Auto-Pay Job Maintenance Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. This listing prints after you press **ENTER** on the Report Options Screen.

Jobs are listed in order by company and customer number. This listing prints a record of the jobs you created on the Auto-Pay Customer Payment Maintenance Screen (p. 12-7). Refer to that screen for a description of the fields on the listing.

Merchant and Payment Assignments Maintenance provides the ability to assign merchants and payment types to companies and company/warehouses (if applicable). The company-level merchant and payment type assignments will need to be established prior to cardholder information being converted to CenPOS secure tokens through Secure Card Maintenance (MENU EPFILE). The warehouse-level merchant (if used) will be used to override the merchant ID and payment types prior to credit card transactions being processed in a multi-merchant environment.

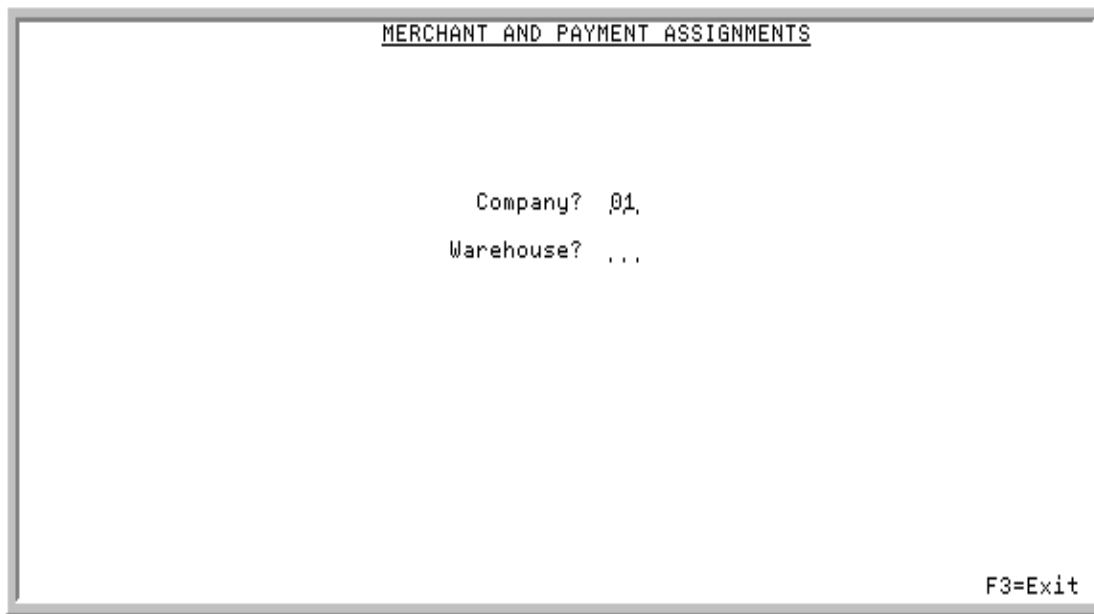
These associations are only used for merchants that are defined in Merchant ID Maintenance (MENU EPFILE) with **Interface** code 5 for a CenPOS secure token integration.

Merchant and Payment Assignments

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Merchant and Payment Assignments Selection Screen	Provides the company and warehouse selection fields to establish default merchant and payment type values.
Merchant and Payment Assignments Screen	Use to assign the payment types for the company and/or warehouse to a CenPOS merchant ID.

Merchant and Payment Assignments Selection Screen



This screen appears after selecting option 6 - Merchant and Payment Assignments from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to specify the company and/or warehouse level to be used for the Merchant ID payment type values. Company-level assignments for an A+ merchant ID and associated payment types must first be established prior to specifying any warehouse-level assignments.

Merchant and Payment Assignments Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	<p>Key the company number to be used for set up of Merchant and Payment Assignment information.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>

Merchant and Payment Assignments Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>This field displays only if the System Options Maintenance (MENU XAFILE) Multi Warehouse field is set to Y.</p> <p>Key the warehouse to be used for default value payment type assignments to a CenPOS Merchant ID. Leave this field blank to create company-level assignments.</p> <p><i>Default Value:</i> The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the Default Warehouse defined through Company Name Maintenance (MENU XAFILE).</p> <p><i>Valid Values:</i> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Optional</p>
F3=Exit	<p>Press the F3=EXIT function key to leave this option and return to MENU EPFILE.</p>
Enter	<p>Press the ENTER key to save your entries and continue. The Merchant and Payment Assignments Screen (p. 13-4) displays.</p>

Merchant and Payment Assignments Screen

```

                MERCHANT AND PAYMENT ASSIGNMENTS

Company:      01 A & C Office Supply
Warehouse:
Merchant ID? CENPOS,.....

      Card Type          Payment Type?
Master Card:           MC
  Visa:                VI
American Express:     ...
Discover/Novus:       ...
  Other:                CP
ACH/Check:            AH

                                F12=Return
    
```

This screen appears after you press **ENTER** on the Merchant and Payment Assignments Selection Screen (p. 13-2).

Use this screen to provide the company-level merchant ID to be used for CenPOS integration and the payment types to be assigned for this **Merchant ID**. You can also create warehouse-level merchant assignments in order to assign different payment types for those warehouse transactions. The merchant and payment type assignments may be the same or different than those assigned at the company-level.

Additionally, the way in which you intend to handle your specific merchant situation should determine your setup configuration of company-level and warehouse-level assignments for your Distribution A+ system. For example, the merchant ID for all the warehouse-level assignments may be the same as the company-level with the exception of different payment types for each warehouse.

If your business requires only a single merchant ID setup at the company-level using just one set of specific payment types per credit card type (regardless of the warehouse), then you do not need to define warehouse-level assignments. If no warehouse-level assignments have been defined, then company-level assignment values for the associated warehouse will be used.

NOTE: CenPOS considers Diners Club and JCB credit cards as subsets of Master Card and will be validated accordingly.

Merchant and Payment Assignments Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the Merchant and Payment Assignments Selection Screen (p. 13-2) for which default payment accounts will be assigned. Display
Warehouse	The warehouse, if used, selected on the Merchant and Payment Assignments Selection Screen (p. 13-2) for which payment accounts will be assigned. Display
Merchant ID	Use this field to specify the merchant ID assigned to this type of credit card transaction by the authorization network or your third party credit card vendor. Key the merchant ID. <i>Valid Values:</i> A merchant ID defined through Merchant ID Maintenance (MENU EPFILE) that has been defined with Interface code 5 for a CenPOS integration. (A 30) Required

Merchant and Payment Assignments Selection Screen Fields and Function Keys

Field/Function Key	Description
Payment Type	<p>Use these fields to specify the payment type(s) to associate with the Merchant ID.</p> <p>Key the payment type(s) to be associated with this Merchant ID.</p> <p>For Credit Card Processing, the Payment Type for the Card Type Other will be required, since it is used when no payment/card type association can be determined in Distribution A+. The Payment Type for the ACH/Check will also be required for CenPOS ACH Processing.</p> <p>For Credit Card Processing, if a warehouse-level assignment has been established, but the payment type for that specific credit card entered is blank, then the warehouse-level in the Payment Type field for Card Type Other will be used. Note that a company-level assignment is used only when no warehouse-level assignment exists.</p> <p>For ACH/Check processing setup, note the following:</p> <ul style="list-style-type: none"> • This field displays only at the company-level (i.e., the Warehouse field is left blank on the Merchant and Payment Assignments Selection Screen (p. 13-2)). It is not needed at the warehouse-level since ACH Processing is performed via AR Quick Pay and all transactions, for AR Quick Pay, are processed at the company-level. • When the Activate CenPOS Interface company option is Y in Credit Card Options Maintenance (MENU EPFILE), the ACH/Check payment type needs to be entered in order to generate tokens for bank account information. <p><i>Valid Values:</i> A payment type defined through Payment Types Maintenance (MENU OEFILE) that has been designated as a CenPOS integration payment type.</p> <p>(A 2) Required</p>
F12=Return	Press the F12=RETURN function key to return to the Merchant and Payment Assignments Selection Screen (p. 13-2) without saving your changes.
Enter	Press the ENTER key to save your changes and return to the Merchant and Payment Assignments Selection Screen (p. 13-2).

Merchant and Payment Assignments Listing

Once you have created your CenPOS merchant IDs and payment types for each company or company/warehouses (if applicable), you can print a listing of those options through Merchant and Payment Assignments Listing (MENU EPFILE). This option does not have any selection criteria. When you

select this option, the Report Options Screen appears. Following your selections on this screen, the Merchant and Payment Assignments Listing (p. 13-8) prints.

Merchant and Payment Assignments Listing

Co	WH	Merchant ID	Master Card	Visa	American Express	Discover Card	Other	ACH/Check
1		CENPOS	MC	VI			CP	AH
2		CENPOS	MC	VI			CP	AH
3		CENPOS	MC	VI			CP	AH

Use the Merchant and Payment Assignments Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. When you select this option, the Report Options Screen appears. This listing prints after you press **ENTER** on the Report Options Screen.

The default Merchant ID's are listed in order by company and warehouse number.

Merchant and Payment Assignments Listing

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* Data may have been omitted due to security considerations *” will print when the user that generated this report/listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p>
Co	The company for the default values shown.
WH	The warehouse assignment for the company relationship. A blank warehouse denotes the company default assignment.
Merchant ID	The default CenPOS Merchant for the company and warehouse.
Payment Types: Master Card, VISA, American Express, Discover Card, Other, ACH/Check	<p>The CenPOS accepted credit cards are shown in the headings (Master Card, VISA, American Express, Discover Card, Other, ACH/Check).</p> <p>The columns of data will display the Distribution A+Payment Type assigned that represents the CenPOS specific payment type.</p>

Secure Card Maintenance allows the user to add, change, or delete credit card token information that is assigned to the customer/ship-to for a Secure Card payment processing integration. Secure Card Maintenance can also be accessed within Distribution A+ where electronic payment processing occurs (specifically from the OE and AR quick pay authorization windows).

Since multiple merchants can be configured to share tokens, Distribution A+ will always use the company-level merchant ID as the merchant where all tokens will be initially generated to be shared across any other merchant specified in a multi-merchant environment. The company-level merchant ID is defined through Merchant and Payment Assignments (MENU EPFILE).

Once the CenPOS integration is considered “activated” in Distribution A+, and all the appropriate Distribution A+ set up has been configured for transactions, all previous credit card integration set up should no longer be performed for new transaction processing.

NOTE: When adding new credit card accounts, a session will be launched to CenPOS to generate the secure token for the specific credit card. The Distribution A+ session will be temporarily locked to await a return response from CenPOS. If the user accidentally breaks the session lock before the return information from CenPOS, the possibility exists that there will be secure token information saved in CenPOS that is not saved in Distribution A+. The user will need to access the CenPOS Virtual Terminal and take appropriate steps to solve the problem. Contact CenPOS for more information.

NOTE: If using a Cardholder Data Integration, use the Credit Card Options Maintenance option on MENU EPFILE, instead of this menu option.

Secure Card Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Secure Card Selection Screen	Used to select the company, customer, and ship-to for secure token creation.
Secure Card List Screen	Displays the list of credit cards that have been assigned tokens.
Secure Card Maintenance Screen	Used to display the cardholder information and assign a default credit card assignment.

Secure Card Selection Screen

```

          SECURE CARD SELECTION

Company?   01,   (01-99)
Customer No: .....
Ship To:   .....

Find: .....
City: ..... St/Prov: .....

          F3=Exit   F4=Customer Search   F5=Ship To Search

```

This screen displays when after selecting option 7 - Secure Card Maintenance (MENU EPFILE).

Use this screen to select the company, customer, and ship-to for CenPOS token creation.

Secure Card Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field is required if there is a Y in the Multi-Company field in System Options Maintenance (MENU XAFILE); otherwise, this field is display-only.</p> <p>Key the number of the company associated with the customer for secure token creation.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>

Secure Card Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	<p>Key the number of the customer to have a credit card token created.</p> <p>When selecting a customer, if you are unsure of the customer number, use the Find, City and St/Prov fields with the F4=CUSTOMER SEARCH key to activate the Customer Search feature.</p> <p>(N 10,0) Required</p>
Ship To	<p>Key the ship-to number that you want to add, change, or delete for the customer indicated in the Customer No field.</p> <p>When selecting a ship-to address, if you are unsure of the ship-to number, key the customer number in the Customer No field and press F5=SHIP-TO SEARCH key to view a list of ship-to addresses for the customer.</p> <p>(A 7) Optional</p>
Find (Customer)	<p>Either alone or with the City and St/Prov fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code <p>For information about entering search criteria, refer to the <i>A+ Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Either alone or with the Find and St/Prov fields, allows you to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the <i>A+ Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Either alone or with the Find and City fields, allows you to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the <i>A+ Searches</i> topic in the <i>Introduction</i> section of the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
F3=Exit	<p>Press the F3=EXIT function key to leave this option and return to MENU EPPFILE.</p>

Secure Card Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Customer Search	After entering search criteria in the Find, City and St/Prov fields, press F4=CUSTOMER SEARCH to display the Customer Search Screen which lists customers that match all the search criteria. Refer to this screen as described in the Accounts Receivable User Guide. For general information on using searches, refer to the Cross Applications User Guide.
F5=Ship To Search	After entering a customer number (in the Customer No field), press F5=SHIP TO SEARCH to use the “ship-to” search and display the Ship-to Search Screen. The ship-to search allows you to search for and select a ship-to address to for the customer selected. Refer to this screen as described in the Accounts Receivable User Guide.
Enter	Press ENTER to confirm your selections. The Secure Card List Screen (p. 14-6) will display.

Secure Card List Screen

```

                SECURE CARD LIST

Company: 01  Customer:          10  Bon Secour School Department
          Ship To:  ....

  Limits:
  Email Address: .....
  Payment Type? ...

  Credit Card Description      Type  Cardholder Name      Dft
  1  VISA ending in 1111         VI     Bon Secour School        Y
  2  VISA ending in 1881         VI     Roger Pilot Bon Secour   N

----- Last
Selection: ...

          F5=Ship To Search  F6=New  F10=Maint  F12=Return
    
```

This screen displays when you select a customer and/or customer/ship-to on the Secure Card Selection Screen (p. 14-3). Additionally, it is displayed when the user selects to access secure card information from other areas of Distribution A+ for authorization processing.

This screen will list all the secure credit cards that are currently stored for this customer/ship-to on the CenPOS site, as well as allow the user to submit a new secure card to CenPOS.

NOTE: When the Secure Card List is accessed from the POS Check Out Screen during a credit card payment, a selection of a customer/ship-to credit card will automatically submit the transaction to the TCP/IP Manager for processing.

Use the **Limits** field to filter the secure card results of the customer/ship-to by email address and payment type.

Secure Card List Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the Secure Card Selection Screen (p. 14-3) to which this customer is assigned. (Display)
Customer	The customer number and name selected on the Secure Card Selection Screen (p. 14-3) for which credit card secure token information will be added or maintained. (Display)

Secure Card List Screen Fields and Function Keys

Field/Function Key	Description
Ship To	<p>The ship-to number that you want to add, change, or delete for the customer indicated in the Customer field.</p> <p>When selecting a ship-to address, if you are unsure of the ship-to number, press F5=SHIP-TO SEARCH key to view a list of ship-to addresses for the customer.</p> <hr/> <p>NOTE: If this screen is accessed from other areas of Distribution A+ for authorization processing and the F4=SHOW ALL CARDS / F4=SHOW PRV CARDS toggle key appears on this screen, ** All ** will appear in this field when all cards are shown based on this toggle key.</p> <hr/> <p>(A 7) Optional</p>
Limits: Email Address	<p>Use this field to specify a contact person (Accounts Payable) e-mail address for this customer/ship-to that has been used to create secure tokens.</p> <p>Key an e-mail address.</p> <p><i>Valid Values:</i> Any operational e-mail address</p> <p>(A 128) Required</p>
Limits: Payment Type	<p>Use to specify a credit card payment type for the Merchant ID.</p> <p>Key the credit card payment type for this customer that defines the type of credit card defined. For example, limit the data to those accounts defined as VISA cards by specifying the payment type for VISA.</p> <p><i>Valid Values:</i> Any payment code defined through Payment Types Maintenance (MENU OEFILE) for this company.</p> <p>(A 2) Required</p>
(Reference Number)	<p>Key this number in the Selection field to select the associated credit card. The reference number displays to the left of the Credit Card Description.</p> <p>(Display)</p>
Credit Card Description	<p>The descriptive text used to identify this credit card.</p> <p>(Display)</p>
Type	<p>The payment type assigned to this credit card that represents the type of credit card, such as VISA or MasterCard.</p> <p>(Display)</p>

Secure Card List Screen Fields and Function Keys

Field/Function Key	Description
Cardholder Name	<p>The name of the cardholder as it appears on the credit card.</p> <hr/> <p>NOTE: If this screen is accessed from an Distribution A+ Credit Card Authorization Window during authorization processing and the F4=SHOW ALL CARDS / F4=SHOW PRV CARDS toggle key appears on this screen, this field will toggle between showing the Cardholder Name and the Cust/Ship-to No based on this toggle key.</p> <hr/> <p>(Display)</p>
Dft	<p>Identifies with Y or N if the card is the default credit card to be used for the customer and/or customer/ship-to.</p> <p>(Display)</p>
Selection	<p>Use this field to select a credit card from the list.</p> <p>Key the Reference Number associated with the credit card and press the F10=MAINT function key to maintain the credit card information or, if you accessed this screen from the Credit Card Authorization Window, press ENTER to select the credit card for the order.</p> <p>(A 1) Optional</p>
F2=Customer Cards / F2=Ship To Cards	<p>The F2=CUSTOMER CARDS / F2=SHIP TO CARDS toggle function key displays only when processing a secure token credit card order for a customer with a ship-to, and when this screen is accessed via the Credit Card Authorization Window in Enter, Change & Ship Orders (MENU OEMAIN).</p> <p>Press F2=CUSTOMER CARDS to view all customer only cards (with no ship-to), in the case that one such card at the customer level is to be used for this transaction. While this customer card toggle view will not allow you to maintain or add new cards to the customer, it will allow you to simply select a card to assign to and use for this given customer/ship-to transaction.</p> <p>Press F2=SHIP TO CARDS to view all cards stored for that specific ship-to. The top portion of the screen changes accordingly with the toggle of this key.</p> <hr/> <p>NOTE: This toggle key is temporarily hidden based on the display of the F4=SHOW ALL CARDS / F4=SHOW PRV CARDS toggle key.</p>

Secure Card List Screen Fields and Function Keys

Field/Function Key	Description
F4=Show All Cards / F4=Show Prv Cards	<p>The F4=SHOW ALL CARDS / F4=SHOW PRV CARDS toggle function key displays only when processing a secure token credit card order for a customer, and when this screen is accessed via the Credit Card Authorization Window in Enter, Change & Ship Orders (MENU OEMAIN) or the Customer A/R Inquiry (MENU ARMAIN). You also must have the authority to display all cards based on the Allow Display of All Cards on Secure Card List application action in Application Action Authority Maintenance (MENU XASCTY).</p> <p>Press F4=SHOW ALL CARDS / F4=SHOW PRV CARDS to toggle between showing all cards for all ship-tos that fall under that customer, or to return back to the previous view.</p> <p>The top portion of the screen changes accordingly with the toggle of this key, and once you locate the card you want, you can then select it and return back to the Credit Card Authorization Window.</p>
F5=Ship To Search	<p>This function key appears only if this screen is accessed through this menu option.</p> <p>After entering a customer number (in the Customer No field), press F5=SHIP TO SEARCH to use the “ship-to” search and display the Ship-to Search Screen. The ship-to search allows you to search for and select a ship-to address to for the customer selected. Refer to the Ship-to Search Screen as described in the Accounts Receivable User Guide.</p>
F6=New	<p>After entering an email address (in the Email Address field), press F6=NEW to launch the link to CenPOS.</p> <hr/> <p>NOTE: If this screen is accessed from an Distribution A+ Credit Card Authorization Window during authorization processing and F2=SHIP TO CARDS and/or F4=SHOW PRV CARDS appear on this screen, the F6=NEW key will be temporarily hidden based on either of these toggle views.</p>
F10=Maint	<p>After keying a reference number in the Selection field, press F10=MAINT to maintain the default value field on the selected account. The Secure Card Maintenance Screen (p. 14-11) displays.</p> <hr/> <p>NOTE: If this screen is accessed from an Distribution A+ Credit Card Authorization Window during authorization processing and F2=SHIP TO CARDS and/or F4=SHOW PRV CARDS appear on this screen, the F6=NEW key will be temporarily hidden based on either of these toggle views.</p>
F12=Return	<p>Press the F12=RETURN function key to proceed to the Secure Card Selection Screen (p. 14-3) without making a selection on this screen.</p> <p>If this screen was accessed from a different menu option, pressing F12=RETURN returns you to the calling screen without making a selection on this screen.</p>

Secure Card List Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Secure Card Maintenance Screen (p. 14-11) will display.

Secure Card Maintenance Screen

```

          SECURE CARD MAINTENANCE

Company:  1  Customer:      180  Mays Department Store
          Ship To:

Email Address:  steve.kelly@maysdepartmentstore.com

Credit Card Description:  VISA ending in 1111
Credit Card Payment Type:  CV  Cenpos Visa
Credit Card Number:      XXXXXXXXXXXX1111
Cardholder Name:         Mays Department Store
Default Credit Card:     Y (Y/N)

CenPOS Client Id:        0000000180
CenPOS Card Type:        VISA
CenPOS Token Id:         B7509F27

          F6=Chg Card Info      F12=Return      F24=Delete

```

This screen displays when you select a credit card and press **F10=MAINT** on the Secure Card List Screen (p. 14-6). Use this screen to maintain the **Default Credit Card** field.

Secure Card Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the number of the company from which this customer usually purchases products. Display
Customer	The customer number and name selected on the Secure Card Selection Screen (p. 14-3) for which Default Credit Card will be maintained. (Display)
Ship To	The ship-to number associated with the customer number and name selected on the Secure Card Selection Screen (p. 14-3) for which Default Credit Card will be maintained. Display
Email Address	The email address for the contact person associated with this credit card. Display
Credit Card Description	The descriptive text to identify this credit card. Display
Credit Card Payment Type	The payment type that represents the type of credit card. (Display)

Secure Card Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Credit Card Number	The credit card number displayed in masked format. (Display)
Card Holder Name	The name of the cardholder as it appears on the credit card. (Display)
Default Credit Card	Use this field to specify whether this credit card is the default card for the customer. The information for the default credit card will display on the Credit Card Authorization Window when the order is being authorized. The card the customer plans to use most often for payment should be set as the default card to allow for quicker order entry processing. Key Y if this is the default card. Key N if this is not the default card. (A 1) Required
CenPOS Client ID	The CenPOS Client ID assigned to this company/customer/ship-to, normally the customer number. (Display)
CenPOS Card Type	The card type returned by CenPOS when the secure token was generated. (Display)
CenPOS Token ID	The unique secure token created by CenPOS for this credit card. (Display)
F6=Chg Card Info	Press F6=Chg Card Info to launch into CenPOS Maintenance Mode. Your browser will be launched and the CenPOS Maintenance opened for this account. A change submission in CenPOS will automatically update Distribution A+ account information.
F12=Return	Press F12=RETURN to return to the Secure Card List Screen (p. 14-6) without recording your entries.
F24=Delete	Press F24=DELETE to delete this credit card. You will be prompted to F24=DELETE a second to confirm the deletion at which time the CenPOS Manage Token window is launched and displayed for you. If you click OK on the Information window to delete the token, it will also be deleted from CenPOS. If you click Cancel on the Information window, the token remains in CenPOS and also in Distribution A+.
Enter	Press ENTER to confirm your selections. The Secure Card List Screen (p. 14-6) will display.

Secure Card Maintenance Listing

Once you have defined your credit cards through Secure Card Maintenance (MENU EPFILE), you can print a listing of those options through Secure Card Maintenance Listing (MENU EPFILE). This option does not have any selection criteria. When you select this option, the Report Options Screen appears. Following your selections on this screen, the Secure Card Maintenance Listing (p. 14-14) prints.

Secure Card Maintenance Listing

DEP833	10/06/13	15:02:33	SECURE CARD LISTING			P2/APDEMO	PAGE: 1
Co	Customer No	Ship-To	Seq	Credit Card No CC Description	Type	Dft CC	Card Holder Name Email Address CenPOS Client Id & Card Type
1	100		1	XXXXXXXXXX4444 Card ending in 4444	CP	Y	Bob Haber bob_haber@financialmgmt.services 000000100 OTHER
1	100		2	XXXXXXXXXX1111 VISA ending in 1111	CV	N	Karen Jacobs karen_jacobs@financialmgmt.services 000000100 VISA
1	100		3	XXXXXXXXXX2205 MASTERCARD ending in 2205	CM	N	Bob Haber bob_haber@financialmgmt.services 000000100 MASTERCARD

Use the Secure Card Maintenance Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. When you select this option, the Report Options Screen appears. This listing prints after you press **ENTER** on the Report Options Screen.

Credit cards are listed in order by company and customer number. This listing prints a record of the values you specified on the Secure Card Maintenance Screen (p. 14-11).

Secure Card Maintenance Listing

Report/Listing Fields	Description
Headings	<p>Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.</p> <p>Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.</p> <p>The message “* Data may have been omitted due to security considerations *” will print when the user that generated this report/listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).</p>
Co	The company number for the customer/ship-to information.
Customer No	The customer number for the credit card information.
Ship-to	The ship-to number (if any) for the credit card information.
Credit Card No	The credit card number displayed in masked format.
CC Description	The descriptive text to identify this credit card.
Type	The payment type that represents the type of credit card.

Secure Card Maintenance Listing

Report/Listing Fields	Description
Default CC	Identifies with Y or N whether this credit card is the default card for the customer.
Cardholder Name	The name of the cardholder as it appears on the credit card.
Email Address	The email address for the contact person associated with this credit card.
CenPOS Client ID	The CenPOS Client ID assigned to this company/customer/ship-to, normally the customer number.
CenPOS Card Type	The card type returned by CenPOS when the secure token was generated.

Select this option when using CenPOS integration to assign a terminal device for credit card processing.

Terminal Device Assignments allows a payment terminal device assignment to be defined for either a user (operator) or Point of Sale (POS) store/terminal/drawer. When defining this assignment, the IP address of the machine where the payment terminal device bridge service is started is entered, as well as if the assignment is active or not. The address of the payment terminal device bridge service will then be known, if a payment terminal device is used for credit card processing, in order to allow payment terminal device execution for swiping/entering cards during credit card transactions.

NOTE: Adding, changing, and deleting payment terminal device assignments are logged in the Electronic Payments Security Logging File (EPSLOG), which can be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

Terminal Device Assignments

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Terminal Device Assignment Selection Screen	Used to add, change, or delete a payment terminal device assignment for either a user or POS store/terminal/drawer.
Terminal Device Assignment Maintenance Screen	Used to select the Device IP Address for the payment terminal device assignment you are adding or changing, and to activate or deactivate the terminal device for the user or POS store/terminal/drawer.
Terminal Device Assignments Listing	Prints a record of payment terminal device assignments.

Terminal Device Assignment Selection Screen

```

    TERMINAL DEVICE ASSIGNMENT SELECTION

    Function:  _ (A,C,D)

    User ID:  .....

           -or-

    Store?    .....

    Terminal? .....

    Drawer?   ....

                                           F3=Exit  F4=User List
    
```

This screen appears after selecting option **8** - Terminal Device Assignments from the Electronic Payments File Maintenance Menu (MENU EPFILE).

When using CenPOS integration, a payment terminal device assignment is required for credit card processing. Use this screen to add, change, or delete a payment terminal device assignment for either a user or Point of Sale (POS) store/terminal/drawer.

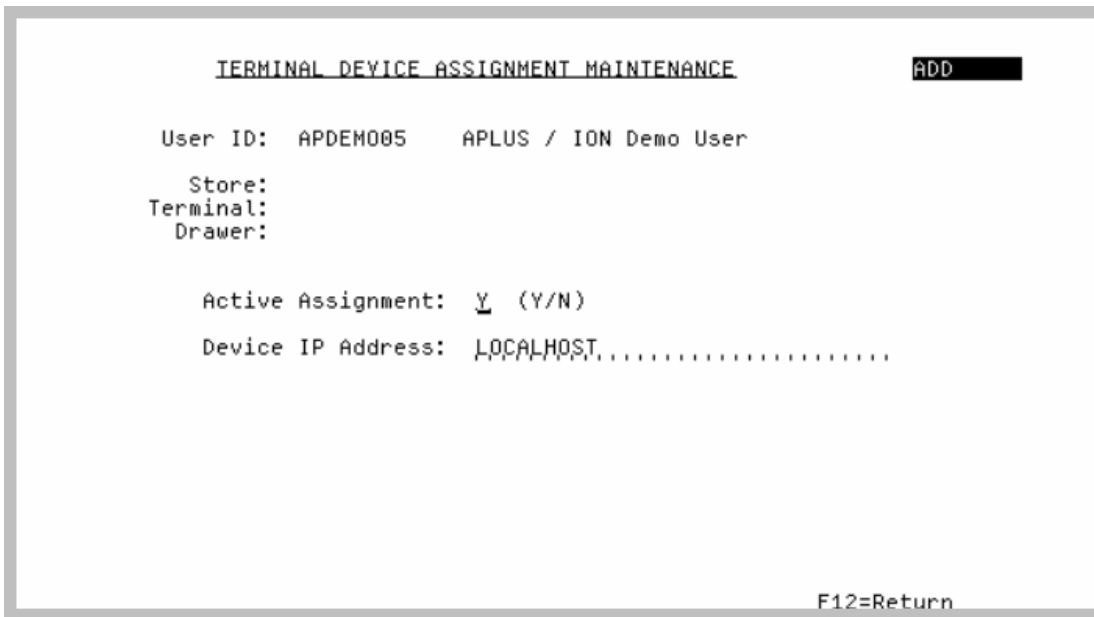
Terminal Device Assignment Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	<p>Key A to add a payment terminal device assignment for a user or POS store/terminal/drawer.</p> <p>Key C to change a payment terminal device assignment for a user or POS store/terminal/drawer.</p> <p>Key D to delete a payment terminal device assignment for a user or POS store/terminal/drawer.</p> <p>(A 1) Required</p>
User ID	<p>Key the user ID for which a payment terminal device assignment is being added, changed, or deleted.</p> <p>If you select to define a payment terminal device assignment for a particular user, the Store, Terminal, and Drawer fields must be blank.</p> <p><i>Valid Values:</i> Any valid User ID set up in Register A+ User ID's (MENU XACFIG).</p> <p>(A 10) Optional</p>

Terminal Device Assignment Selection Screen Fields and Function Keys

Field/Function Key	Description
Store	<p>Use this field (in conjunction with the Terminal and Drawer fields) to key the store for which a payment terminal device assignment is being added, changed, or deleted.</p> <p>If you select to define a payment terminal device assignment for a particular store/terminal/drawer, the User ID field must be blank.</p> <p><i>Valid Values:</i> A store ID defined through Stores Maintenance (MENU PSFILE).</p> <p>(A 5) Blank/Required</p>
Terminal	<p>Use this field (in conjunction with the Store and Drawer fields) to key the terminal for which a payment terminal device assignment is being added, changed, or deleted.</p> <p>If you select to define a payment terminal device assignment for a particular store/terminal/drawer, the User ID field must be blank.</p> <p>(N 5,0) Blank/Required</p>
Drawer	<p>Use this field (in conjunction with the Store and Terminal fields) to key the drawer for which a payment terminal device assignment is being added, changed, or deleted.</p> <p>If you select to define a payment terminal device assignment for a particular store/terminal/drawer, the User ID field must be blank.</p> <p>(N 3,0) Blank/Required</p>
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
F4=User List	<p>If you do not recall the ID of the user you want to select, press the F4=USER LIST function key to display previously defined users (users in the Distribution A+ User File in the current base) and environment users (users in the User Master File in the current environment). The User List Screen will appear. Refer to this screen as explained in the User Security User Guide.</p>
Enter	<p>Press ENTER to confirm your entries.</p> <p>If you are in Add or Change mode, the Terminal Device Assignment Maintenance Screen (p. 15-4) will appear.</p> <p>If you are in Delete mode, a message appears on the bottom of this screen asking you to confirm deletion Yes or No.</p>

Terminal Device Assignment Maintenance Screen



This screen appears after pressing [ENTER](#) on the Terminal Device Assignment Selection Screen (p. 15-2), when adding or changing a payment terminal device assignment.

Use this screen to select the Device IP Address for the payment terminal device assignment you are adding or changing, and to activate or deactivate the payment terminal device for the user or POS store/terminal/drawer.

Terminal Device Assignment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	The mode you are in: Add or Change . Display
User ID	The user ID, if applicable, for which a payment terminal device assignment is being added or changed. If adding or changing a store/terminal/drawer assignment, this field is blank. Display
Store	The store, if applicable, for which a payment terminal device assignment is being added or changed. If adding or changing a user ID assignment, this field is blank. Display

Terminal Device Assignment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Terminal	<p>The terminal, if applicable, for which a payment terminal device assignment is being added or changed. If adding or changing a user ID assignment, this field is blank.</p> <p>Display</p>
Drawer	<p>The drawer, if applicable, for which a payment terminal device assignment is being added or changed. If adding or changing a user ID assignment, this field is blank.</p> <p>Display</p>
Device IP Address	<p>Use this field to key the IP address of the machine where the payment terminal device bridge service is started. The address of the payment terminal device bridge service will then be known, if a payment terminal device is used for credit card processing, in order to allow payment terminal device execution for swiping/entering cards during credit card transactions.</p> <hr/> <p>NOTE: The Device IP Address refers to the IP address of the machine where the payment terminal device is connected. It is important to take into account the chance that IP addresses may not always be static for some or all computers on your network. Therefore, you might have to adjust the payment terminal device assignments accordingly based on these changing IP addresses in relations to the assignments that exist.</p> <p>Additionally, in order for computer to be assigned an EP terminal device unit for CenPOS, the “Virtual Terminal Bridge Installation” needs to be executed on that computer. Refer to CenPOS Installation Instructions for details.</p> <hr/> <p><i>Default Value:</i> LOCALHOST</p> <p><i>Valid Values:</i> The IP address of the computer or LOCALHOST (key LOCALHOST if you have your own device connected).</p> <p>(A 30) Required</p>

Terminal Device Assignment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Active Assignment	<p>Use this field to activate or deactivate the payment terminal device for the user or POS store/terminal/drawer.</p> <p>Key Y to activate the assignment and flag it as on. The payment terminal device assignment will be retained and you will be able to use the assignment when processing a credit card transaction.</p> <p>Key N to deactivate the assignment and flag it as off. The payment terminal device assignment will be retained but since it is currently not active, you will not be able to use the assignment when processing a credit card transaction.</p> <p><i>Default Value:</i> Y (A 1) Required</p>
F12=Return	Press the F12=RETURN function key to return to the Terminal Device Assignment Selection Screen (p. 15-2) without updating any changes.
Enter	Press ENTER to confirm your entries, and return to the Terminal Device Assignment Selection Screen (p. 15-2).

Terminal Device Assignments Listing

Once you have defined your payment terminal device assignments through Terminal Device Assignments (MENU EPFILE), you can print a listing of those assignments through Terminal Device Assignments Listing (MENU EPFILE). This option does not have any selection criteria. When you select this option, the Report Options Screen appears. Following your selections on this screen, the Terminal Device Assignments Listing (p. 15-7) prints.

Terminal Device Assignments Listing

User ID/Store	Terminal	Drawer	Active	Device ID	Description	Serial Number
APDEMO			Y	SC250	Ingenico iSC250	2215321SC010026
DEMOUSER	1	1	Y	MX915	VeriFone Swipe Device	288612080

Use the Terminal Device Assignments Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. When you select this option, the Report Options Screen appears. This listing prints after you press **ENTER** on the Report Options Screen.

This listing prints a record of payment terminal device assignments. The values you specified on the Terminal Device Assignment Selection Screen (p. 15-2) and the Terminal Device Assignment Maintenance Screen (p. 15-4) are printed.

Terminal Device Assignments Listing

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
User ID / Store	The user ID (if applicable) or store for which a payment terminal device assignment has been defined.
Terminal	The terminal (if applicable) for which a payment terminal device assignment has been defined.
Drawer	The drawer (if applicable) for which a payment terminal device assignment has been defined.
IP Address	The IP address of the machine where the terminal device bridge service is started.
Active	Indicates with Y (yes) or N (no) if the terminal device for the user or POS store/terminal/drawer is active.

Select this option to setup or maintain secure bank account information for customers when using a CenPOS secure token integration.

If you are using a cardholder data interface to payment processing networks integration, customer bank accounts will be created through Customer Bank Account Maintenance (Menu EPFILE).

Through this option, you can setup bank account information that is assigned to the customer within Distribution A+ during CenPOS integration. This functionality can also be accessed from other areas in Distribution A+ AR where Automated Clearing House (ACH) processing occurs (such as, AR Quick Pay and EP Auto Pay Job Maintenance).

This integration will transfer the responsibility of handling and storing sensitive bank account information for the customer upon CenPOS, and lessen Distribution A+'s role to simply handling and storing the CenPOS generated bank account tokens and related non-sensitive information. The CenPOS generated token is a unique identifier that can be sent to CenPOS per transaction (request), utilizing the TCP/IP Manager functionality, in order to unlock the bank account information of the Distribution A+ customer and handle the given transaction during AR Quick Pay Processing using Automated Clearing House (ACH) accounts.

A company-level merchant and payment assignment record created in Merchant and Payment Assignments Maintenance (MENU EPFILE) must also exist prior to generating tokens.

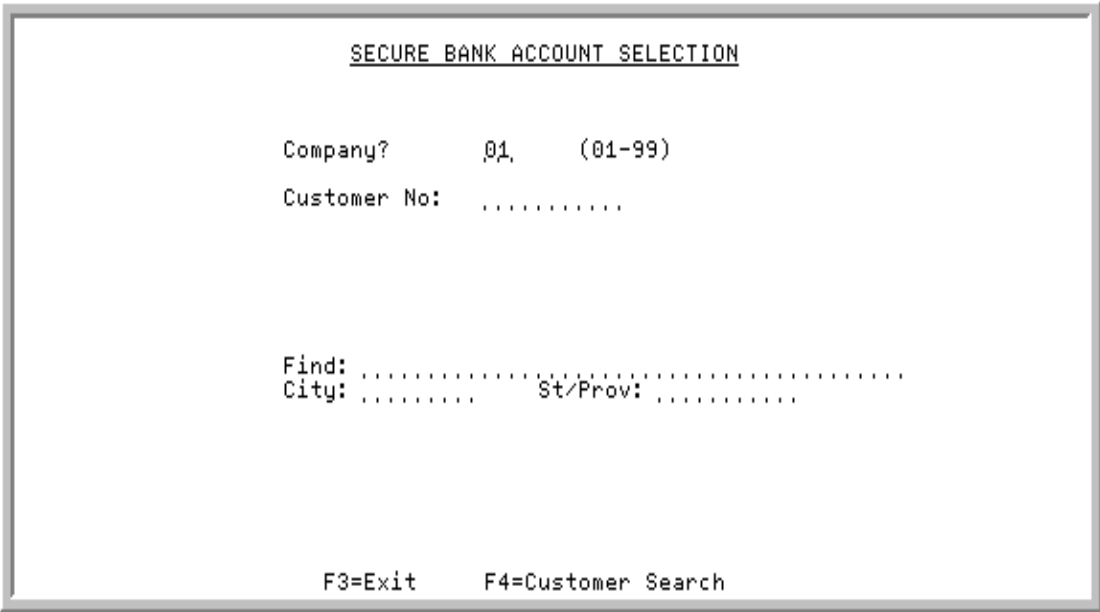
NOTE: When adding new bank accounts, a session will be launched to CenPOS to generate the secure token for the specific bank account. The Distribution A+ session will be temporarily locked to await a return response from CenPOS. If the user accidentally breaks the session lock before the return information from CenPOS, the possibility exists that there will be secure token information saved in CenPOS that is not saved in Distribution A+. The user will need to access the CenPOS Virtual Terminal and take appropriate steps to solve the problem. Contact CenPOS for more information.

Secure Bank Accounts Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Secure Bank Account Selection Screen	Used to setup or maintain secure bank account information for the indicated customer using CenPOS integration.
Secure Bank Account List Screen	Used to maintain the bank accounts listed or to select to add a new secure bank account to CenPOS upon entering a valid email address and pressing F6=NEW .
Secure Bank Account Maintenance Screen	Used to maintain secure bank account information for the customer.

Secure Bank Account Selection Screen



This screen appears after selecting option 9 - Secure Bank Accounts Maintenance from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to setup or maintain secure bank account information for the indicated customer using CenPOS integration.

Customer Bank Account Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field is display only if the Multi Company field is set to N through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE).</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N2,0) Required/Display</p>

Customer Bank Account Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	<p>Use this field to specify the customer number of the customer whose secure bank account information you want to maintain.</p> <p>Key the customer number.</p> <p>If you do not know the customer number, use the Find, City, and St/Prov fields with the F4=CUSTOMER SEARCH function key to activate the Customer Search feature.</p> <p><i>Valid Values:</i> A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).</p> <p>(N 10,0) Required</p>
Find	<p>Either alone or with the City and St/Prov fields, use this field to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space:</p> <ul style="list-style-type: none"> • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters. • up to 5 characters (the first 5) of the customer's zip/postal code <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the Introduction section of the Cross Applications User Guide.</p> <p>(A 40) Optional</p>
City	<p>Either alone or with the Find and St/Prov fields, use this field to search for a customer in a particular city.</p> <p>Key up to 8 characters (the first 8) of the customer's city.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the Introduction section of the Cross Applications User Guide.</p> <p>(A 8) Optional</p>
St/Prov	<p>Either alone or with the Find and City fields, use this field to search for a customer in a particular state or province.</p> <p>Key up to 10 characters (the first 10) of the state or province code.</p> <p>For information about entering search criteria, refer to the <i>Searches</i> topic in the Introduction section of the Cross Applications User Guide.</p> <p>(A 10) Optional</p>
F3=Exit	Press the F3=EXIT function key to return to the Main Menu.
F4=Customer Search	If you keyed information in the Find field, press the F4=CUSTOMER SEARCH function key to activate the customer search feature. Refer to the Accounts Receivable Users Guide for details about the Customer Search Screen.

Customer Bank Account Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to save your entries and continue. The Secure Bank Account List Screen (p. 16-6) will appear.

Secure Bank Account List Screen

```

          SECURE BANK ACCOUNT LIST

Company: 01 Customer:          70 CBM Insurance Company

  Email Address: .....

  Bank Account Number          Bank Account Description          Dft
1  XXXXXXXXXXXXXXX2211          Account ending in 2211          Y
2  XXXXXXXXXXXXXXX1327          Account ending in 1327          N
3  XXXXXXXXXXXXXXX4532          Account ending in 4532          N

----- Last
Selection: _ .

          F6=New    F10=Maint    F12=Return
    
```

This screen appears after pressing **ENTER** on the Secure Bank Account Selection Screen (p. 16-3). You can also access this screen from Auto-Pay Job Maintenance (MENU EPFILE) and the Customer A/R Inquiry (MENU ARMAIN) once the **Activate CenPOS** field is set to **Y** on the Credit Card Company Options Screen (p. 8-9).

This screen lists all the secure bank accounts that are currently stored for this customer on CenPOS. The masked bank account number, bank account description, and whether the account is the default account for the customer displays in the list.

Use this screen to maintain the bank accounts listed or to select to add a new secure bank account to CenPOS upon entering a valid email address and pressing **F6=NEW**.

Secure Bank Account List Screen Fields and Function Keys

Field/Function Key	Description
Company	The selected company to which this customer is assigned. Display
Customer	The specified customer number and name for the bank accounts shown. Display

Secure Bank Account List Screen Fields and Function Keys

Field/Function Key	Description
Email Address	<p>When adding a new secure bank account, key a valid customer email address and press F6=NEW. See F6=NEW for details.</p> <hr/> <p>NOTE: This field also acts as a “limit” in order to drill down to specific bank accounts entered by email address within the list.</p> <hr/> <p><i>Valid Values:</i> Any operational e-mail address that the customer chooses to use.</p> <p>(A 128) Required</p>
(Reference Number)	<p>Key this number in the Selection field to select the associated secure bank account. The reference number displays to the left of the bank account number.</p> <p>Display</p>
Bank Account Number	<p>This field displays a masked bank account number representation of the sensitive bank account number that is currently stored for this customer on CenPOS.</p> <p>Display</p>
Bank Account Description	<p>This field displays a description of the secure bank account that is available for selection and usage within Distribution A+. This description is not related to anything on CenPOS (Distribution A+ only).</p> <p>Display</p>
Dft	<p>This field indicates (with Y or N) whether the account is the default account for the customer within Distribution A+.</p> <p>Display</p>
Selection	<p>Use this field to select a secure bank account from the list.</p> <p>Key the reference number associated with the secure bank account and press the F10=MAINT function key to maintain the account information within Distribution A+.</p> <p>If you accessed this screen from the ACH Payment Window, select the bank account that you wish to use and press ENTER to assign it.</p> <p>If you accessed this screen from the Auto-Pay Customer Payment Maintenance Screen, select a customer bank account to assign to this auto-pay job and press ENTER to assign it.</p> <p>(N 2,0) Optional</p>
F6=New	<p>Key an email address and press F6=NEW to add a secure bank account for the customer. Your Distribution A+ session will be temporarily locked during CenPOS Payment Processing, and the CenPOS Create Token Window will be launched in your default browser. Upon submission of bank account information, a secondary message displays to inform you of the CenPOS processing results.</p>

Secure Bank Account List Screen Fields and Function Keys

Field/Function Key	Description
F10=Maint	After keying a reference number in the Selection field, press the F10=MAINT function key to maintain the selected bank account. The Secure Bank Account Maintenance Screen (p. 16-9) will appear.
F12=Return	Press the F12=RETURN function key to return to the previous screen without making a selection.
Enter	The ENTER key is valid only if you accessed this screen from the ACH Authorization Window and was selecting a bank account to assign to a transaction. Press ENTER to confirm your selection.

Secure Bank Account Maintenance Screen

```

          SECURE BANK ACCOUNT MAINTENANCE
Company:  1  Customer:      70  CBM Insurance Company

Email Address: john.smith@cbminsurance.com

Payment Type:      AH  ACH
Bank Account Number:  XXXXXXXXXXXXXXX4532
Routing Number:    123123123
Name on Account:   John Smith
Default Bank Account:  N  (Y/N)
Bank Account Description:  Account ending in 4532.....

CenPOS Client Id:  0000000070
CenPOS Token Id:   3RLYENUH

                                     F12=Return   F24=Delete

```

This screen appears after you key a reference number and press **F10=MAINT** on the Secure Bank Account List Screen (p. 16-6).

This screen is primary for informational purposes, but you will be allowed to maintain the **Bank Account Description** and **Default Bank Account** for the customer. This screen displays the assigned payment type, bank account number mask, bank routing number, name on account, bank account description, and default bank account flag.

Secure Bank Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	The selected company to which this customer is assigned. Display
Customer	The specified customer number and name for the bank accounts shown. Display
Email Address	The email address of the contact person that is responsible for the bank accounts assigned in the list. Display
Payment Type	This field displays the payment type associated with this account. Distribution A+ functionality will determine the appropriate payment type to automatically assign, based on company-level merchant and payment assignments. Display

Secure Bank Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Bank Account Number	This field displays the account number of the bank account. Display
Routing Number	This field displays the routing number of the bank where the account resides. Display
Name on Account	This field displays the name under which the account was opened. Display
Default Bank Account	Use this field to specify whether this bank account is the default account for the customer according to Distribution A+. The information for the default bank account will display on the ACH Authorization Window when the order is being authorized. The account the customer plans to use most often for payment should be set as the default account to allow for quicker receivables processing. Key Y if this account is the default account. Key N if this account is not the default account. <i>Default Value:</i> Y, if it is the first bank account number entered for this customer. (A 1) Required
Bank Account Description	The Bank Account Description is initially generated in Distribution A+ when the token is first created, but Distribution A+ will allow you to change it accordingly on this screen. Key descriptive text to identify this bank account. (A 30) Required
CenPOS Client Id	This field displays the CenPOS Client Id, which reflects the customer number, that resides in CenPOS. This is informational data that indicates the link between CenPOS and Distribution A+. Display
CenPOS Token Id	This field displays the CenPOS Token Id that resides in CenPOS. This is informational data that indicates the link between CenPOS and Distribution A+. Display
F12=Return	Press the F12=RETURN function key to return to the Secure Bank Account List Screen (p. 16-6) without saving your entries.

Secure Bank Account Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	<p>Press the F24=DELETE function key to delete the stored secured bank account information. Upon pressing F24=DELETE, the appropriate CenPOS window will appear where you can delete the token that represents the bank account information. This delete operation occurs both within CenPOS and Distribution A+ so that the information on both ends is kept in sync.</p> <hr/> <p>NOTE: To modify bank account token information, delete the current token information using this F24=DELETE key and re-enter the correct bank account information.</p> <hr/>
Enter	<p>Press the ENTER key to save your entries and return to the Secure Bank Account List Screen (p. 16-6).</p> <hr/>

Secure Bank Account Maintenance Listing

Once you have defined your secure bank accounts through Secure Bank Accounts Maintenance (MENU EPFILE), you can print a listing of those options through Secure Bank Account Maintenance Listing (MENU EPFILE).

Secure Bank Account Listing

QEP839	12/03/14	16:48:15	SECURE BANK ACCOUNT LISTING				TC/APDEMO	PAGE: 1
Co	Customer No	Seq	Bank Account Number	Type	Dft	Name on Account		
			Bank Account Description		Acct	Email Address		
			Bank Routing Number			cenPOS Client Id		

1	40	1	XXXXXXXXXXXX5555	AH	Y	John Adams		
			Check Account x5555			john.adams@cbminsurace.com		
			123123123			000000040		
1	50	1	XXXXXXXXXXXX9980	AH	Y	Jim Brown		
			Savings Account x9980			jim.brown@allendale.com		
			123123123			000000050		

Use the Secure Bank Account Maintenance Listing option on the Electronic Payments File Maintenance Menu (MENU EPFILE) to print this listing. This listing prints after you press **ENTER** on the Report Options Screen.

Secure bank accounts are listed in order by company and customer number. This listing prints a record of the values residing on the you specified on the Secure Bank Account Maintenance Screen (p. 16-9). Refer to that screen for a description of the fields on the listing.

In order to run this option, Distribution A+ must be stopped. To stop Distribution A+, select Stop A+ on the Cross Application - Master Menu (MENU XAMAST). When you are done running this option, select Start A+ on MENU XAMAST.

This option allows you to activate Advanced Encryption and perform regular updates to encryption keys. Advanced Encryption will encrypt credit card account numbers, expiration dates, cardholder names, and cardholder addresses using 256-bit AES compatible encryption. All keys will be generated randomly for each transaction and encrypted data and keys will be stored securely under Key Encryption and Master Data Keys. Keys can be properly managed by system administrators by regularly running this option to re-encrypt sensitive data under new keys account data. Additionally, sensitive data can be purged from Distribution A+ by entering the appropriate value in the **Purge Data Greater than ____ days old** field on the Re-Encrypt Credit Card Numbers Screen (p. 17-2).

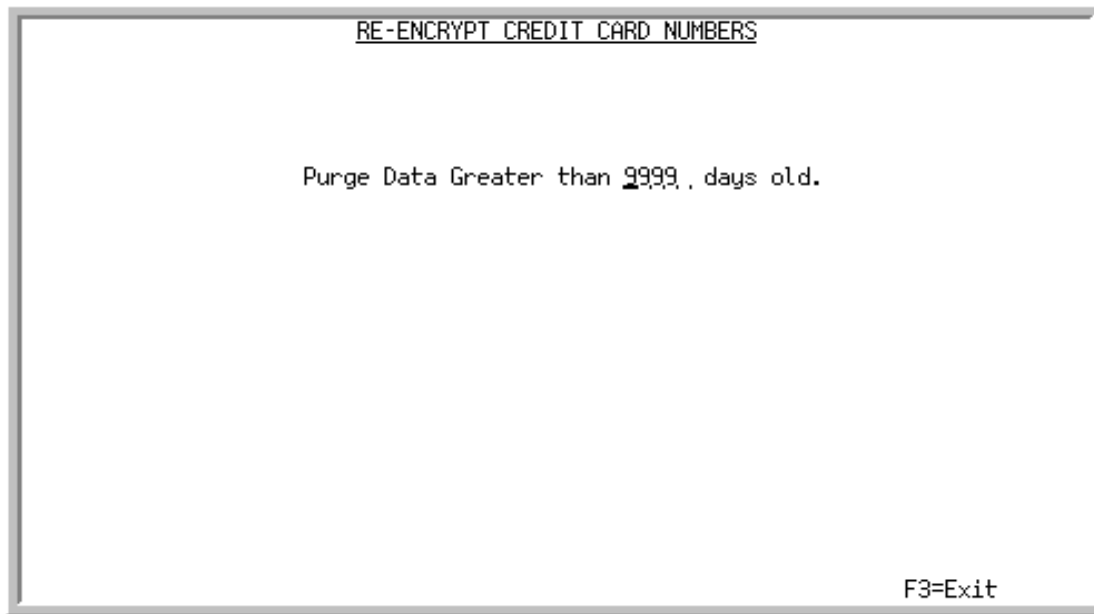
Due to Electronic Payments Security Logging (required via PA-DSS v2.0 Requirement 4.1b), when a user runs this menu option, it will be tracked and logged in the Electronic Payments Security Logging File (EPSLOG). The Electronic Payments Security Logging File can be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

Re-Encrypt Account Numbers

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Re-Encrypt Credit Card Numbers Screen	Used to specify the account data you want purged from Distribution A+.

Re-Encrypt Credit Card Numbers Screen



This screen appears after selecting option 25 - Re-Encrypt Account Numbers from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to specify the account data you want purged from Distribution A+.

NOTE: In accordance to Payment Card Industry (PCI) accepted standards, prior to physically removing/deleting account data, the cryptographic materials will be overwritten with three different character sequences prior to deletion to ensure that sensitive data is securely removed.

Re-Encrypt Credit Card Numbers Screen Fields and Function Keys

Field/Function Key	Description
Purge Data Greater than ____ days old.	Use this field to specify the account data you want purged. Account data with an original transaction date greater than the current date plus the number of days specified in this field will be purged automatically when this option is run.0 - 9999. (N 4,0) Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press ENTER to confirm your entry. The Report Options Screen will appear. Refer to the Cross Applications User Guide for information on this screen. For this job, the Submit to Batch field is set to N and protected. The job will run interactively on your screen and the menu will be displayed when the job is completed.

In order to run this option, you must have authority to use this option, and Distribution A+ must be stopped. To stop Distribution A+, select Stop A+ on the Cross Application - Master Menu (MENU XAMAST). When you are done running this option, select Start A+ on MENU XAMAST.

Use this option on the Electronic Payments - File Maintenance Menu (MENU EPFILE) to purge the Electronic Payments Security Logging File (EPSLOG), if necessary, and export the remaining Electronic Payments Security Log. The purge will remove records from the Electronic Payments Security Logging File (EPSLOG) file based on the value you specify in the **Purge Log Greater than ___ days old** field. If the log date is older than the purge days specified, those records will be removed. The export process will create a comma delimited .CSV file (of the log records that remain) and output this file to the Integrated File System (IFS) in the [/EPSecurityLog](#) directory. The name of this .CSV file will be <today's date>.CSV. If several exports are performed on the same day, this .CSV file will be replaced and not appended to. This file can then be imported to a program of your choice, like Excel, and printed, if needed.

NOTE: If the Electronic Payments Security Logging File (EPSLOG) file does not contain any records and you attempt to run this option, a break message will appear. If the purge runs and removes all records prior to the export process, the .CSV file will still be generated but will indicate that there are no records.

Important

If a customer's credit card number is changed through Customer/Ship To Credit Card Maintenance (MENU EPFILE), the Electronic Payments Security Logging File (EPSLOG) file, which normally shows the old and new value, will only show and store the activity of the credit card change itself, by the specified user, since this is sensitive and secured data. The Electronic Payments Security Logging File (EPSLOG) file will display <NOT SHOWN> in the old and new value fields, and not show or store the credit card number in clear text. The credit card payment type (e.g., MC for Master Card) and the

customer number (e.g., 100) associated with the maintenance will surround the action description of the changed field. EXAMPLE: MC Credit Card Number – 100.

Electronic Payments Security Logging File Tracked Information

This section lists the areas in Distribution A+ that will be tracked by the Electronic Payments Security Logging File (EPSLOG).

Assessment trails that will be logged include:

1. All individual user accesses to cardholder data.
 - Allow access to credit card number in EP inquiry.
 - Allow access to credit card numbers in maintenance.
 - Allow access to maintain EP status.
2. All actions taken by any individual with root or administrative privileges.
 - Actions recorded within credit card options, including:
 - Changing days of credit card transaction history to keep.
 - Changing timeout value.
 - Changing settlement wait time.
 - Changing days until re-encrypt account numbers notification.
 - Changing email distribution group.
 - Adding a new company credit card option record.
 - Adding a new system credit card option record.
 - Actions recorded in secure credit card maintenance, including:
 - Changing the secure card default..
 - Adding a new secure card record.
 - Deleting an existing secure card record.
 - Actions recorded in merchant ID maintenance for Interface ‘5’ (CenPOS), including:
 - Changing the description.
 - Changing the type setting.
 - Changing the credit card customer number.
 - Changing any setting related to the interface.
 - Adding a new merchant ID record.
 - Actions recorded in a payment type flagged as a credit card, including:
 - Changing the expiration days.
 - Changing the merchant ID.
 - Changing the AVS or CVV flags.
 - Changing the credit card type.

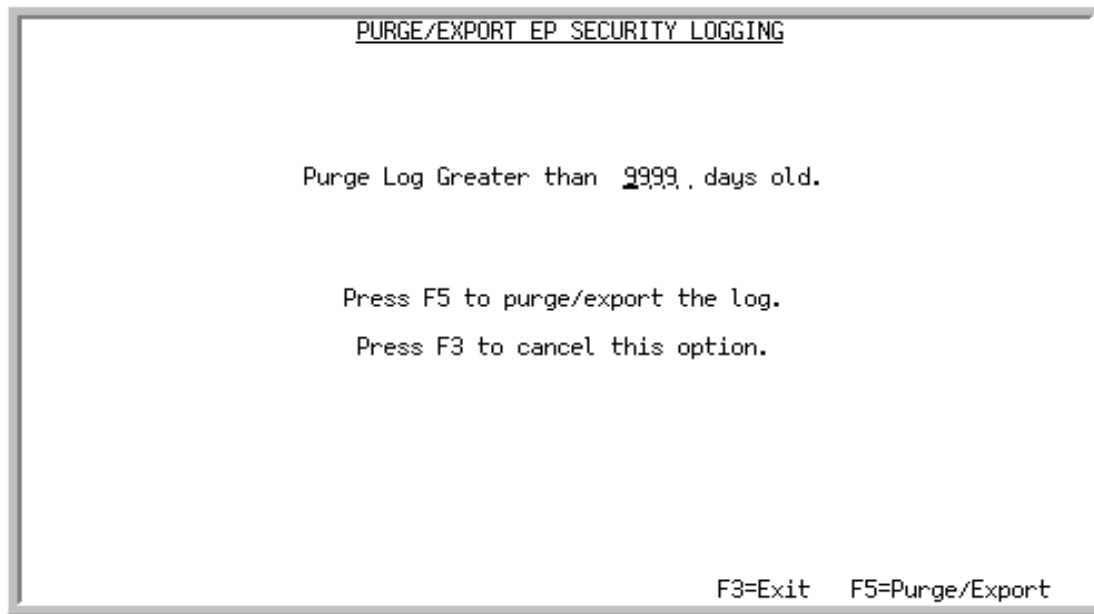
- Adding a new credit card payment type record.
- Running the re-encrypt account numbers option.
- Running the purge/export security log option.

Purge/Export EP Security Log

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Purge/Export EP Security Logging Screen	Used to specify the purge days and select to purge the Electronic Payments Security Logging File (EPSLOG), if necessary, and export the remaining Electronic Payments Security Log.

Purge/Export EP Security Logging Screen



This screen appears after selecting option **30** - Purge/Export EP Security Log from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to specify the purge days and select to purge the Electronic Payments Security Logging File (EPSLOG), if necessary, and export the remaining Electronic Payments Security Log.

Purge/Export EP Security Logging Screen Fields and Function Keys

Field/Function Key	Description
Purge Log Greater than _____ days old.	Use this field to specify the records you want purged. Records with a date greater than the current date plus the number of days specified in this field will be purged automatically when this option is run. <i>Default Value:</i> 9999 <i>Valid Values:</i> 0 - 9999 (N 4,0) Required
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the menu.

Purge/Export EP Security Logging Screen Fields and Function Keys

Field/Function Key	Description
F5=Purge/Export	<p data-bbox="526 310 1425 415">Press the F5=PURGE/EXPORT function key to purge the Electronic Payments Security Logging File (EPSLOG), if necessary, based on the purge date you specified, and export the remaining Electronic Payments Security Log.</p> <p data-bbox="526 426 1425 699">The export process will create a comma delimited .CSV file (of the log records that remain) and output this file to the Integrated File System (IFS) in the /EPSecurityLog directory. The name of this .CSV file will be <today's date>.CSV. For example, if today's date is March 15th, 20yy, and the export is run, the file would be named 20yy-03-15.csv. If several exports are performed on the same day, this .CSV file will be replaced and not appended to. This file can then be imported to a program of your choice, like Excel, and printed, if needed.</p> <p data-bbox="526 709 1425 779">The purge/export job will run interactively on your screen and when processing is complete, you will be returned to the main menu.</p>

Once you define credit card options through Credit Card Options Maintenance (MENU EPFILE), you must activate those options through the Activate Credit Card Company Options option on the Electronic Payments File Maintenance Menu (MENU EPFILE). This activates Electronic Payments and allows you to process credit card transactions for a selected company. This option can be taken only once for each company. If you have been entering credit card numbers on the Order Header Screen through Enter, Change & Ship Orders (MENU OEMAIN) before you began using Electronic Payments, you must review your open credit card orders before you can complete the activation.

Handling Existing Open Credit Card Orders

Orders that you have entered through Enter, Change & Ship Orders (MENU OEMAIN) with a credit card payment type and credit card number before Electronic Payments has been activated are considered open credit card orders when you activate Electronic Payments.

If a company has open credit card orders that have not been invoiced, before you can activate Electronic Payments for that company, you must review these open credit card orders through Activate Credit Card Company Options and correct any errors that would prevent order settlement with Electronic Payments when the orders are invoiced. You cannot settle an order if the

- card number is invalid
- authorization has not occurred
- invoice amount is zero

In this option you will:

1. Review a list of open credit card orders.

From this list, you can select an order to mark it for settlement or select an order and go to Enter, Change & Ship Orders (MENU OEMAIN) to correct the card number. To ease processing large volumes of orders, you can select to mark all displayed orders at once.

2. Assign credit card payment types.

You must specify the payment type for each type of credit card that has been used on open credit card orders. This payment type is used to convert your general open credit card order payment type to a payment type specific to a particular credit card.

Example:

Assume that you

- had payment type CC defined for credits cards that is assigned to all open credit card orders.
- you accept Master Card and Visa
- have created, for use with Electronic Payments, payment type **MC** for Master Card and **VS** for Visa.

In this option, you will assign payment type **MC** to the Master Card payment type and all open credit card orders with payment type **CC** and a Master Card credit card number will be changed to use payment type **MC** during processing.

3. Confirm the activation for the selected company.

When you activate Electronic Payments for the company, unmarked open credit card orders are placed on Pending Authorization hold. If the order was previously on another type of hold, that hold will remain and the hold code will not be changed.

Marked open credit card orders are updated with an authorization and settlement date of today (the current date). The authorization amount will be the order invoice amount.

Important

Any amount changes made to the order after the order is marked as settled must be made outside of the activation process. You can make changes to the order through Enter, Change & Ship Orders (MENU OEMAIN) and reauthorize the order to reflect the changed amount.

The credit card network process number for these orders will be OEP690xxxxx, where xxxxx is the order number. The payment type on the order is changed to the specified credit card payment type and the update accounts receivable setting will be updated to reflect the setting for the credit card payment type. When processing is complete, you are returned to the Credit Card Activation Selection Screen (p. 19-4) and a message confirms that the activation is complete for the selected company.

Activate Credit Card Company Options

Important

You must stop Distribution A+ before you can take this option. If you do not stop Distribution A+, a screen will appear with the following message:

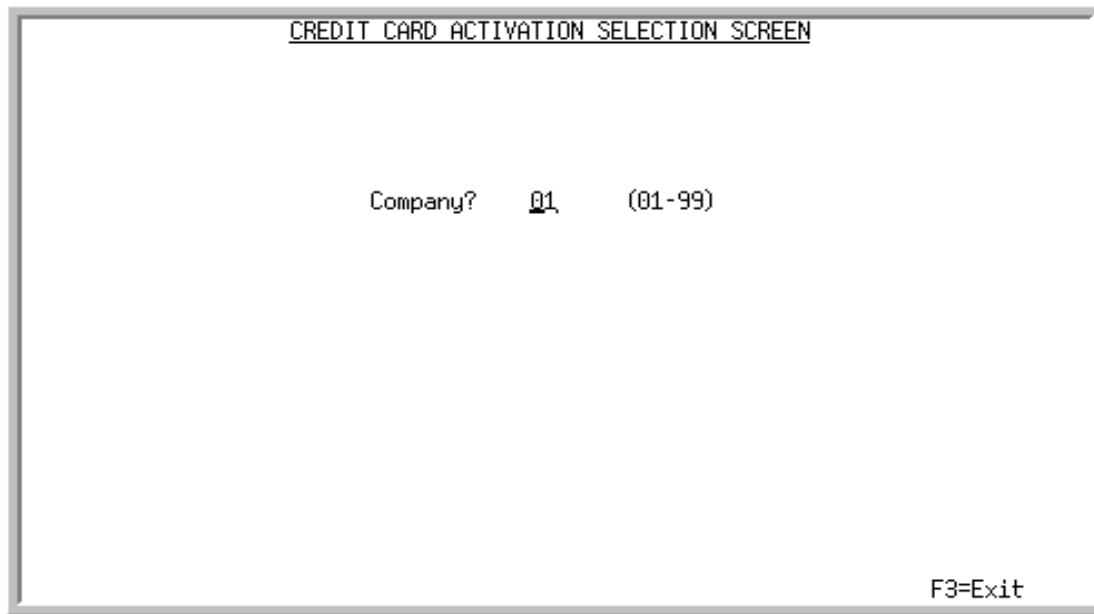
“Distribution A+ must be stopped to perform this function. This procedure will be cancelled.”

Press **ENTER** to acknowledge the message and return to the menu. Go to the Stop A+ option (MENU XAMAST) and stop Infor A+ before selecting this option again.

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Credit Card Activation Selection Screen	Used to specify the company for which you want to activate credit cards.
Activate Credit Cards Screen	Used to confirm the activation of Electronic Payments for the company if no open credit card orders exist.
Open Credit Card Orders Screen	Lists open credit card orders for review. Use this screen to settle credit card orders entered before you have activated Electronic Payments.
Open Credit Card Error Report	Lists open credit card orders with errors.
Select Payment Type Screen	Used to specify the payment type for each type credit card used for any of the open credit card orders and then to activate Electronic Payments.

Credit Card Activation Selection Screen

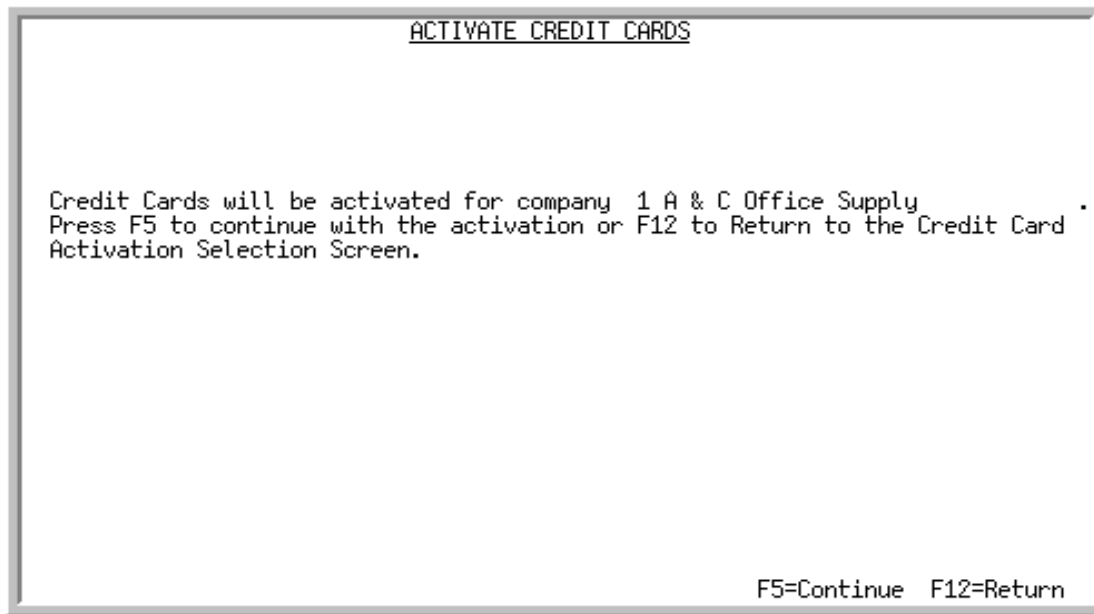


This screen appears after selecting option 50 - Activate Credit Card Company Options from the Electronic Payments File Maintenance Menu (MENU EPFILE). Use this screen to specify the company for which you want to activate credit cards.

Credit Card Activation Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	<p>This field is display only if the Multi Company field is set to N through System Options Maintenance (MENU XAFILE).</p> <p>Key the company number.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(A 2) Required/Display</p>
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press the ENTER key to confirm your entry. The Activate Credit Cards Screen (p. 19-5) appears.

Activate Credit Cards Screen



This screen appears after you press **ENTER** on the Credit Card Activation Selection Screen (p. 19-4), only if there are no open, uninvoiced credit card orders for the selected company.

Use this screen to activate Electronic Payments for the company specified. Activating Electronic Payments means that you can begin processing credit card authorizations and settlements through Distribution A+. This option can be taken only once for each company.

Activate Credit Cards Screen Fields and Function Keys

Field/Function Keys	Description
F5=Continue	Press the F5=CONTINUE function key to confirm the company selection and initiate the activation. When processing is complete, the Credit Card Activation Selection Screen (p. 19-4) will reappear, displaying the message: Credit Cards have been activated for the selected company.
F12=Return	Press the F12=RETURN function key to return to the previous window without activating Electronic Payments for the specified company.

Open Credit Card Orders Screen

OPEN CREDIT CARD ORDERS									
Company: 1 A & C Office Supply					Currency: US\$				
Order/Gn	Type	Status	Customer	Pay Typ	Credit Card Number	Invoice Amt	Valid CC#		
1	01950/00	Ord	PS prtd	150	CC	452136987845115233	1839.63	ERR	
2	02035/00	Ord	PS prtd	150	CC	123455578456985611	459.79	ERR	
3	02037/00	Ord	PS prtd	150	CC	154784574554465515	1442.16	ERR	
4	02070/00	Ord	Held-OM	150	CC	23568759865	92.08	ERR	
5	02100/00	Ord	PS prtd	150	CC	19684231	99.28	ERR	
6	02129/00	Ord	PS prtd	150	CC	45687864	74.46	ERR	
7	02158/00	Ord	Rdy-Inv	150	CC	12569874	49.64	ERR	
8	02515/00	Ord	Held-GM	150	CC	23874561	232.72	ERR	
9	02546/00	Ord	Held-GM	150	CC	1654247813557	1865.17	ERR	
10	02576/00	Ord	Held-GM	150	CC	546548644546	1917.25	ERR	
11	02613/00	Ord	Held-GM	150	CC	5641544135554	1917.25	ERR	

Select: _ . Position to Order: Last
 Limit by: Order Status: .. (1=Rdy PS,2=PS prtd,3=Rdy Inv,9=Held)

F2=Mrk/Unmrk Settled F5=Order Entry F10=Continue
 F4=Mrk/Unmrk All F6=Prt Error Report F12=Return

This screen appears after you press **ENTER** on the Credit Card Activation Selection Screen (p. 19-4) if you have open, uninvoiced credit card orders for the company specified. This screen lists all of the open credit card orders entered through Enter, Change & Ship Orders (MENU OEMAIN) before you have activated Electronic Payments. This screen displays the

- order number and generation of the open credit card order
- order type
- order status
- customer for whom the order was entered
- payment type
- credit card number
- validity of the credit card number. **Err** displays in the **Valid CC#** column if the card number is not valid
- invoice amount

Use this screen to

- mark error-free open credit card orders as settled
- select orders with invalid credit card numbers and correct them
- print a report of all open credit card orders with errors

Open Credit Card Orders Screen Fields and Function Keys

Field/Function Keys	Description
Select	Use this field to specify the line number of an open credit card order to mark the order as settled or to unmark a settled order. (N 2,0) Optional
Position to Order	Use this field to specify an order number to reposition the list to that order. (A 5) Optional
Order Status	Use this field to limit the orders that display on this screen by order status. Key the order status code. (A 1) Optional
F2=Mrk/Unmrk Settled	Press the F2=MRK/UNMRK SETTLED function key to mark or unmark the selected line as settled. You cannot mark an order settled if the <ul style="list-style-type: none"> • credit card number is invalid • authorization had not occurred • invoice amount is zero
F4=Mrk/Unmrk All Settled	Press the F4=MRK/UNMRK ALL SETTLED function key to mark all of the lines as settled. If you have limited the orders shown by order status, only those orders that match the specified status will be settled. You cannot settle an order if the <ul style="list-style-type: none"> • card number is invalid • authorization had not occurred • invoice amount is zero A message will appear if not all orders could be settled.
F5=Order Entry	Press the F5=ORDER ENTRY function key to change the credit card information for the selected order. The Start Order Screen appears. Refer to the Enter, Change & Ship Orders option (MENU OEMAIN) in the Order Entry User Guide for more information about that screen.
F6=Prt Error Report	Press the F6=PRT ERROR REPORT function key to print a report of all open credit card orders with errors and cannot be settled because the <ul style="list-style-type: none"> • card number is invalid • authorization had not occurred • invoice amount is zero The Open Credit Card Error Report (p. 19-9) will print.

Open Credit Card Orders Screen Fields and Function Keys

Field/Function Keys	Description
F10=Continue	Press the F10=CONTINUE function key to continue the Electronic Payments activation. You cannot continue with the activation until all orders with invalid credit card numbers have been corrected. You can continue with the activation as long as there are no invalid credit card numbers; any other errors will just prevent the order from being marked as settled. You can correct errors through Enter, Change & Ship Order (MENU OEMAIN).
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Open Credit Card Error Report

Order/Gn	Type	Status	Customer	Customer Name	Pay Typ	Credit Card Number	Invoice Amt	Cur	Error
01293/00	Ord	Held-SP	100	KMP Manufacturing	CC	55555555554444	484.87	US\$	No Authorization Number

This report lists the open credit card orders with errors. For each order, this report provides the

- company
- order number and generation
- order type
- order status
- customer number and name
- credit card number
- payment type
- invoice amount
- currency in which the invoice amount is expressed, if you are using International Currency
- description of the error

Use this report to identify orders with errors that should be corrected before Electronic Payments can be activated for the company. Only orders with invalid credit card numbers will prevent activation; any other errors prevent the order from being marked as settled. You can correct orders through this option by selecting them on the Open Credit Card Orders Screen (p. 19-6) and accessing Order Entry using the [F5=ORDER ENTRY](#) function key, or by going to Enter, Change & Ship Orders (MENU OEMAIN) and selecting to correct the order.

Select Payment Type Screen

SELECT PAYMENT TYPE

Company: 1 A & C Office Supply

Master Card Payment Type? _ .

Visa Payment Type? ...

Amex Payment Type? ...

Discover Payment Type? ...

Diners Payment Type? ...

JCB Payment Type? ...

F10=Activate F12=Return

This screen appears after you press **F10=CONTINUE** on the Open Credit Card Orders Screen (p. 19-6). Use this screen to indicate the credit card payment type created in Payment Types Maintenance (MENU ARFILE) that corresponds to the various types of credit cards that you accept and then, to activate Electronic Payments.

Select Payment Type Screen Fields and Function Keys

Field/Function Keys	Description
(Card) Payment Type	<p>Use this field to specify the payment type created for each type of credit card that you accept. The payment types you specify will be used when your open credit card orders are processed.</p> <p>For example, if you have open credit card orders where the customer has used a Master Card and you have created a payment type MC for Master Card, you would key MC in the Master Card Payment Type field.</p> <p>You must provide payment types for all of the credit cards that have been used on open orders. For example, if you have open orders with Master Card and Visa card numbers, you must provide a payment type for both Master Card and Visa; failure to provide both will result in an error message.</p> <p><i>Valid Values:</i> A payment type defined though Payment Types Maintenance (MENU ARFILE) that corresponds to the card type, in other words the card type must have been selected for that payment type.</p> <p>(6 @ A 2) Required</p>

Select Payment Type Screen Fields and Function Keys

Field/Function Keys	Description
Payment Type Description	This field displays the description of the payment type specified in the (Card) Payment Type fields. Use this field to verify that you specified the correct payment type for the card type. Display
F12=Return	Press the F12=RETURN function key to return to the Open Credit Card Orders Screen (p. 19-6) without activating Electronic Payments.
F10=Activate	Press the F10=ACTIVATE function key to continue the activation of Electronic Payments for the selected company. Refer to “Confirm the activation for the selected company.” on page 19-2 for information about the open credit card order processing that occurs during activation. When activation is complete, you are returned to the Credit Card Activation Selection Screen (p. 19-4).

The steps in this chapter will be performed once during the initial setup and conversion process. Some are done in Distribution A+ and others are completed through CenPOS. Before you begin, read the *APPENDIX B: CenPOS Integration Steps for Token Conversion Process* and be prepared to install/setup the CenPOS Batch Upload Tool.

Important

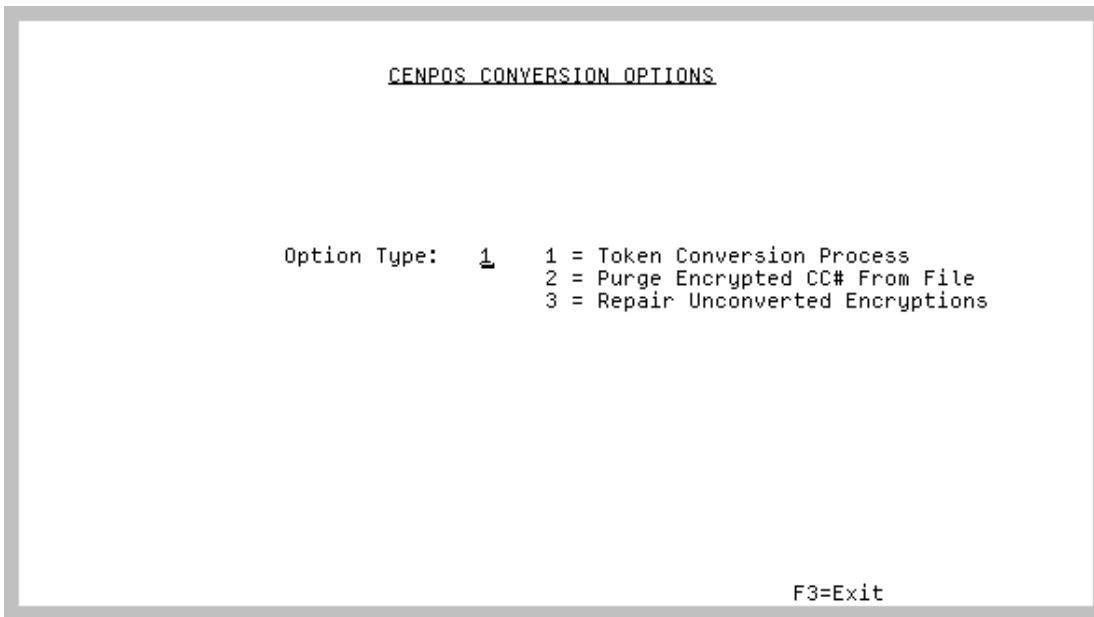
This token conversion process assumes that Distribution A+ Electronic Payments has been re-encrypted through the *CHAPTER 17: Re-Encrypting Account Numbers* process to utilize the advanced 256-bit encryption methodology.

Distribution A+ Token Conversion Batch Upload Process

On a command line within the appropriate Distribution A+ file environment, key:

TOKNCV `ENTER`

CenPOS Conversion Options Screen



The Distribution A+ CenPOS Conversion Options Screen will display. There are two options for the CenPOS conversion.

Once the token conversion process is complete, this screen will redisplay with a message: **The TOKEN.CSV file was created in the /CONVERTTOTOKENS folder.** Continue this process with *APPENDIX A: Token Conversion Process for CenPOS Integration.*

Important

All Distribution A+ setup for CenPOS integration (i.e. Merchant ID Maintenance, Merchant and Payment Assignments (MENU EPFILE)) need to be completed before running option 1 for the Token Conversion Process.

Create CSV File for Token Conversion Screen Field & Function Keys

Field/Function Key	Description
Option Type: Token Conversion Process	<p>Select option 1 Token Conversion Process to begin the actual token conversion process.</p> <p>The Token Conversion Process will create the TOKEN.CSV file that will temporarily reside in the /ConvertToTokens/ directory of the IFS (integrated file system) on the System i.</p> <hr/> <p>NOTE: The TOKEN.CSV file needs to contain clear (unencrypted) credit card numbers in order to be imported to the CenPOS batch upload application. Because of this, this file will be automatically deleted from the IFS after the Token Conversion Interactive Process (p. A-7) is run. It is important that this file NOT be renamed.</p> <hr/> <p><i>Valid Values:</i> 1, 2 (N1,0) Required</p>
Option Type: Purge Encrypted CC# from File	<hr/> <p>NOTE: Option 2 Purge Encrypted CC# From File should never be run before option 1 Token Conversion Process.</p> <hr/> <p>Select option 2 to purge encrypted credit card numbers from the Distribution A+ system. Only encrypted tokenization records related to the CenPOS integration will remain and/or be kept from this point forward within specific Distribution A+ files. This process will execute an existing Distribution A+ process that is currently used to purge cardholder data. This process will essentially perform PCI-accepted procedures with regards to purging cardholder data from the Distribution A+ system, as outlined in the PA-DSS Distribution iBusiness (Aplus) Implementation Guide. Please review this guide concerning the process of purging data (PA-DSS 2.1), as well as removing cryptographic material (PA-DSS 2.7.a), as both processes are followed when running the Purge Encrypted CC# From File as mentioned above.</p> <p><i>Valid Values:</i> 1, 2 (N1,0) Required</p>
F3=Cancel	Press F3=CANCEL to return to the menu.
Enter	Press ENTER to validate the values entered on the screen. The Create CSV File for Token Conversion Screen (p. A-4) displays.

Create CSV File for Token Conversion Screen Field & Function Keys

Field/Function Key	Description
Company	<p>Use the company to identify what company information is ready to be converted to CenPOS secure tokens.</p> <p>If a company is specified, a merchant and payment assignment record must exist so the merchant id can be used as defined through Merchant and Payment Assignments (p. 13-1).</p> <p>All companies can only be processed if they all use the same merchant ID (according to each company merchant and payment assignment record), otherwise the conversion must be done on a per company basis.</p> <p><i>Default Value:</i> The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)</p> <p><i>Valid Values:</i> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). The warehouse transfer company does not apply to this process.</p> <p>(N 2,0) Required</p>
Payment Type to Convert	<p>Use to select what payment types to convert to CenPOS secure tokens. This payment type will refer to the previous integration payment type and not the new CenPOS payment type for the credit card.</p> <p>Key a specific payment type to convert only credit cards associated with that payment type to CenPOS secure tokens.</p> <p>Leave blank to convert all credit cards from the previous integration to CenPOS secure tokens.</p> <p><i>Default Value:</i> blank for all credit card payment types</p> <p><i>Valid Values:</i> A valid payment type set up as a credit card payment type</p> <p>(A 2) Optional</p>
Use Cust/Ship-to Name/Addr (if Blank)	<p>Select Y to bring in the customer name, address, and/or zip for those particular fields that are currently blank for this customer/ship-to with regards to the specific Customer/Ship-To Credit Card File (CCCUS) record being processed.</p> <p>Select N to use the program supplied default values</p> <ul style="list-style-type: none"> • If the customer name is blank, use No Name on File. • If the address is blank, use No Addr on File. • If the zip/postal code is blank, use 99999. <p>(A 1) Required</p>

Create CSV File for Token Conversion Screen Field & Function Keys

Field/Function Key	Description
Use Cust/Ship-to Contact Email (CSEML)	<p>Select A to use the email address from the A/P Contact field in the Customer/Ship-To Email Address File (CSEML).</p> <p>Select D to use the default email address from the Customer/Ship-To Email Address File (CSEML).</p> <p>Select N to fill the token with the company level email address if it exists. If that is also blank, use tokenconvert@noemail.com indicating that there are no records in the Customer/Ship-To Email Address File (CSEML) to be used.</p> <p>Select P to use the email address from the Purchasing Contact field in the Customer/Ship-To Email Address File (CSEML).</p> <p>When A, D, or P are selected but no email address is found, the company level email address will be used. If that is also blank, use tokenconvert@noemail.com.</p> <p>(A 1) Required</p>
F3=Cancel	Press F3=CANCEL to cancel the conversion process and return to the menu.
F5=Create	<p>Press F5=CREATE to begin the CSV file creation process.</p> <p>The following Customer/Ship-To Credit Card File (CCCUS) records will not be added to the TOKEN.CSV file for token conversion:</p> <ul style="list-style-type: none"> • Those records with no credit card number specified in the file will not be added to this file • Those records with expired dates or no expiration date specified will not be added to this file. <p>NOTE: Any records that were omitted will be listed in the TOKEN_OmitLog.CSV file. Please review this file for the omit response message.</p> <p>Refer to The Creation Process (p. A-6) for the details of what occurs in the conversion process.</p>
Enter	Press ENTER to validate the values entered on the screen.

The Creation Process

The following values that are required by CenPOS will be loaded to the **TOKEN.CSV** file if they do not exist in the Customer/Ship-To Credit Card File (CCCUS) and the **Use Cust/Ship-To Name/Addr** field was set to **N**:

- Card holder name will be written as [No Name on file](#).
- Card holder address will be written as [No Addr on file](#).
- Card holder zip will be written as [99999](#).

- Card holder email will be written as tokenconvert@noemail.com.

NOTE: Because CenPOS requires the above fields, we cannot send blanks. The user can edit these values accordingly using Secure Card Maintenance (p. 14-1) after the conversion.

- The **TOKEN.CSV** file will reside in the `/ConvertToTokens/` directory of the IFS on the System i.

Next, the **TOKEN.CSV** file needs to be processed through the CenPOS batch upload application (which is loaded on the user's PC). The resulting CSV file retrieved from the CenPOS application must be saved with the name **TOKEN_Response.CSV** within the IFS directory `/ConvertToTokens/` before running the Token Conversion Interactive Process (p. A-7). This IFS directory is the same directory that contains the **TOKEN.CSV** file.

Important

Before Running The Batch Upload Process:

If a previous attempt to run the **TOKEN.CSV** file was already processed in the CenPOS batch upload application, please connect to the batch upload database via Microsoft SQL Server Management 2005 (or higher) and execute the following SQL query in order to remove previous records from these tables:

Truncate Table Transactions

Truncate Table Transactions Results

Do not rename **TOKEN.CSV** as it is critical that this file not be stranded out on the IFS since it will include unencrypted credit card number information. Leaving the name as **TOKEN.CSV** will assure that the Token Conversion Interactive Process (p. A-7) will remove this file when the process is completed.

Set the "Receipt Delivery" setting for the Merchant to 'No Email' in the CenPOS Virtual Terminal. This prevents an email notification from being sent to each customer whose credit cards are converted to tokens. The user must be authorized to use the CenPOS Virtual Terminal, contact CenPOS for assistance.

Review and follow the CenPOS batch upload application steps in the *APPENDIX B: CenPOS Integration Steps for Token Conversion Process* of this document as to how the upload application should be run. When that step is complete, return here and continue with the next step.

Token Conversion Interactive Process

Once the batch upload process is complete, return into Distribution A+ and continue with the steps below.

NOTE: The final step of the APPENDIX B: *CenPOS Integration Steps for Token Conversion Process* was to save the response CSV file from CenPOS.

Verify the `TOKEN_Response.CSV` file was saved within the `IFS/Root/ConvertToTokens/` directory. The Token Conversion Interactive Process (p. A-7) will specifically check for this named file, and will not process it if named differently.

From the command line in an Distribution A+ session, key:

TOKNRS `ENTER`

This interactive process will do the following:

- Loop through the `TOKEN.CSV` file and save some required information that will be used when writing to the new CenPOS Customer Token File (`CSTKN`) record, including:
 - Transaction number
 - Company number
 - Customer number
 - Ship-to number
 - Default CC flag
 - Card holder name
 - Email address
 - Client ID
- Loop through the `TOKEN_Response.CSV` file and extract the remaining important information for the CenPOS Customer Token File (`CSTKN`) record. It will use the transaction number from the response, to link to the previous step values above:

NOTE: All records that were not successfully generated with a token and instead received a CenPOS error response message will be logged within the `TOKEN_SummaryLog.CSV` so that they can be addressed manually at a later time. Also, the last lines of this log file will indicate the number of tokens added to the CenPOS Customer Token File (`CSTKN`), as well as any number of tokens that already existed in CenPOS Customer Token File (`CSTKN`). The `TOKEN_SummaryLog.CSV` file can be easily imported to an Excel spreadsheet.

Once all the records are written to the CenPOS Customer Token File (`CSTKN`) file:

- The `TOKEN.CSV` and `TOKEN_Response.CSV` files are automatically deleted from the `IFS` directory `/ConvertToTokens/` (per PCI specifications due to the contents of clear text credit card numbers).
- The `TOKEN_SummaryLog.CSV` file and possibly the `TOKEN_OmitLog.csv` (if created) would be the only file to remain, but will be replaced if this process is run again.

Purge Encrypted CC# from File Process

From a command line within the appropriate Distribution A+ environment, key:

TOKNCV **ENTER**

The CenPOS Conversion Options Screen (p. A-2) displays. Follow the instructions for Option **2** - Purge Encrypted CC# From File.

This application allows for the upload of a .CSV file of data from Distribution A+, created in a SQL database for the purpose of converting full card numbers to tokens that can be stored securely. This is a transactional upload process, therefore a \$0.00 sale will be processed for each card number in the file. The tokens will be returned in a file and can then be retrieved and stored in Distribution A+ for future transactions.

Tokenized card numbers can be used within Distribution A+, and the greatest benefit to the conversion is the elimination of sensitive cardholder data from the Distribution A+ system.

This document will detail the steps to use the CenPOS Batch Upload Tool. Please contact CenPOS to acquire the Batch Upload Tool programs.

CenPOS Batch Upload Tool

Prerequisites

- Microsoft SQL Server 2005 or higher
- Microsoft .NET Framework 4.6.1
 - Refer to <http://www.microsoft.com/en-us/download/> for a complete list of supported operating environments for Microsoft .NET Framework 4.6.1.
- a mapped drive to the System i

Setup

1. On a computer with Microsoft SQL Server installed, unzip the contents of the CenPOS download onto the C:\ drive.
 2. Open Microsoft SQL Server and create a new database named `batchupload`.
 - Create a new database by a right-click on the **Databases** prompt and click **New Database**.
 - The `batchupload` database name is case-sensitive to an existing SQL Query script.
 3. On the Microsoft SQL Server window, select the `batchupload` database name and click **New Query** to open a blank SQL Query.
-

4. In the C:\batchupload\Install directory, open the create script.sql script. Copy all the text of this script and paste it to the blank SQL Query window. This script uses the batchupload database. Click the **Execute** button to run the script. When the script completes, close Microsoft SQL Server.
5. Open the C:\batchpupload\Install\UsuarioVT folder and run the UsuarioVT.exe.
6. The *Virtual Terminal* window displays. Click **Tools > Edit Connection**.
7. Enter the **Server name** of localhost, **Authentication method** of Windows Authentication, and the **Database** name batchupload and then click **Test**.
8. Copy the connection string that is written into the box to any Text Editor (i.e. Notepad).
9. Click the **Save RMSVT Connection** and the **Save RMS Connection** buttons.
10. Close the UsuarioVT application.
11. Open the C:\batchupload\Install\ folder and run the Security.exe file. A DOS window opens.
12. Paste the connection string (saved to a text editor) from the previous step and click **Enter**. A new encrypted connection string will be generated for you.
 - You may have to click the icon at the top left corner and then select **Edit** and **Paste** to complete this step.
13. Copy the newly encrypted connection string.
 - You may have to click the icon at the top left corner and then click **Edit** and **Select all** and **Copy**. Paste into any Text Editor (i.e. Notepad) ensuring the data string copied includes the '='.
14. Close the security DOS application.
15. In the C:\batchupload\Install\ folder, a file named Keys.xml will have been created. Rename the file to 4e7b1fa76c06ccecdd6d0291ff2cb5. The renamed file should have no file extension (remove the .xml).
16. Copy the renamed file and paste it up one level into C:\batchupload.
17. In the C:\batchupload\Install\ folder, right-click and edit the Config.xml.
18. Copy the encrypted connection string (saved to a text editor) and paste it in the Config.xml file replacing what is in the <ConnectionString> tag.
19. Save and close the Config.xml file.

Batch Upload Process

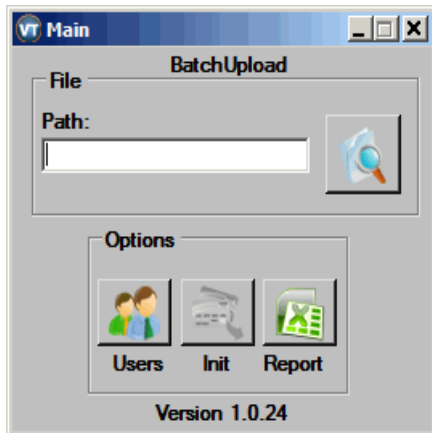
Important

Before you continue with this step, you must have completed the Distribution A+ token conversion process found in APPENDIX A: *Token Conversion Process for CenPOS Integration*.

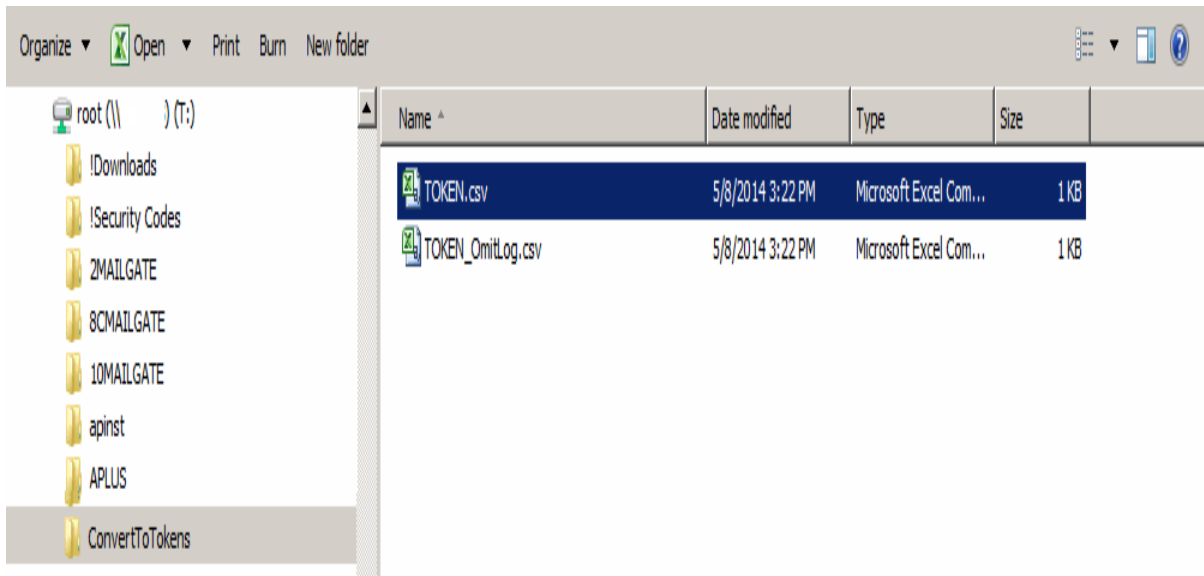
With Windows 10 or Windows 8, you may need Run as Administrator privileges.

1. In the C:\batchupload\Install\ folder run the RoundRobinVT.exe file.

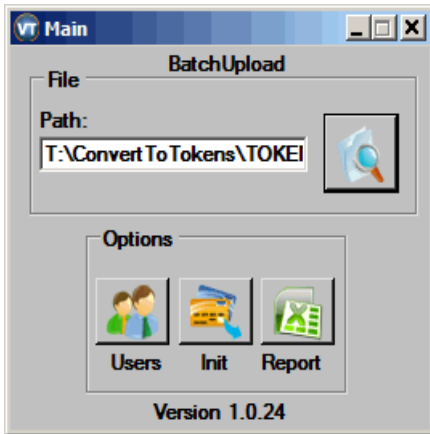
2. Click the **File Path: File Browse** button and select your **TOKEN.CSV** file to upload.



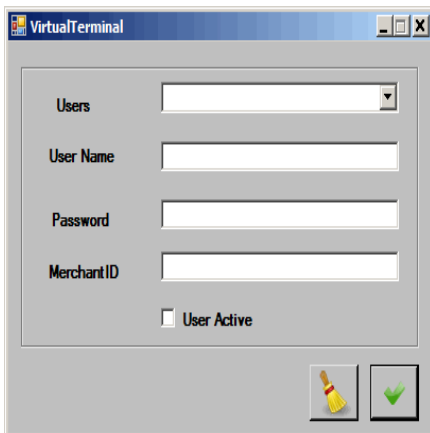
3. Select the **TOKEN.CSV** file that was created directly on the IBM i IFS directory: **/Root/ConvertToTokens**. In this example, the **TOKEN.CSV** file is being selected below.



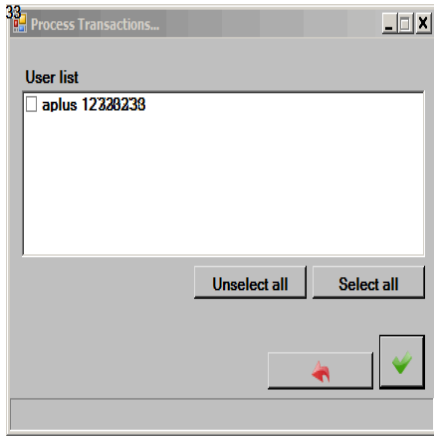
4. The VT Main window now shows the selected file in the **File Path:** field.



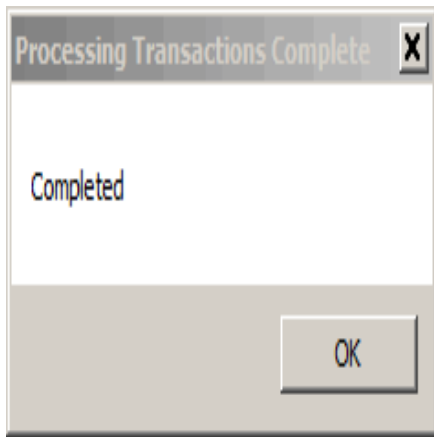
5. After the file is selected, the VT Main window will show it listed in the **File Path:** field. Click the **Users** button.



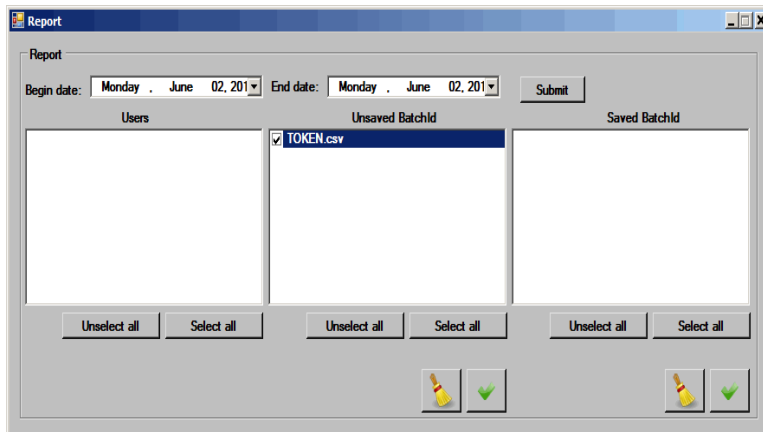
6. The VirtualTerminal window displays. There are two options on this window: either select a user in the **Users** drop down list that has already been created for the batch upload and is saved in the application, or create a new one for a user has an existing CenPOS login.
 If the user information already exists in Virtual Terminal, you can simply select from the drop down menu. Check **User Active** and select the **Check Mark** button to enter and return to the main screen.
 If the user account is not listed, enter the **User Name**, **Password**, and **Merchant ID** data, check **User Active**, and click the **Check Mark** button to enter and return to the VT Main window. This data must match the existing merchant information previously supplied by CenPOS. Review Merchant ID Maintenance (MENU EPFILE) for more information.
7. The VT Main window redisplay. If necessary, reselect the path to the **TOKEN.CSV** file. Select the **Init** button. On the Process Transactions window, the **User List** displays the active users created previously. Verify the user and files that will be uploading, listed as the User Name followed by the Merchant ID of the account. Select the file(s) to be processed and click the **Check Mark** button to start the upload.



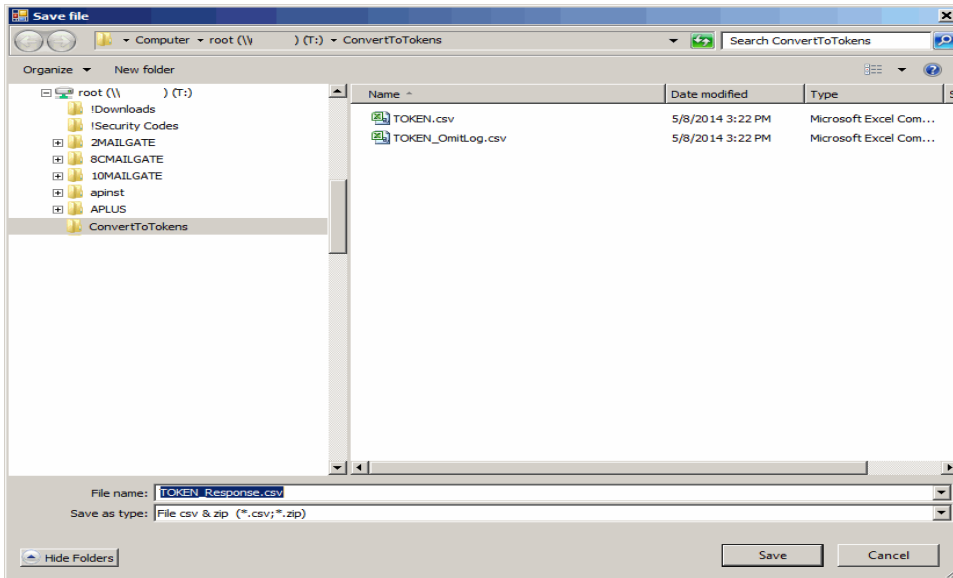
8. The green status bar at the bottom of the window will show the progress of the upload. The Processing Transactions Completed pop-up window displays with the **Completed** message when the upload has successfully finished.



9. The final step is to retrieve the response file from the server. If necessary, reselect the path to the TOKEN.CSV file. Click **Report** button on the VT Main window.



10. On the Report window, in the BatchID panel, select the file to be uploaded, then click the **Check Mark** button. You will be prompted to save the file on your computer with the Save file Screen. You must save the file named **TOKEN_Response.csv** to the same IFS/Root/ConvertToTokens folder previously used.



11. Return to Token Conversion Interactive Process (p. A-7) and continue.

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