Electronic Payments User Guide

Infor Distribution A+ Version Number 10.03.01

Contents

Index

Electronic Payments Overview

1

With the increased demands of electronic commerce and the ever-quickening 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, define terminal device assignments, and complete secure card (and/or bank) maintenance which defines the credit card information (and/or bank account numbers) to CenPOS and returns a unique secure token to Distribution A+ to be used for processing electronic payments (and/or ACH processing). 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 though 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	

General Ledger Accounts for each Transaction

If Update A/R = Y			
Transaction	**Account**	**Debit (Dr)/Credit (Cr)**	**Posted During**
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.
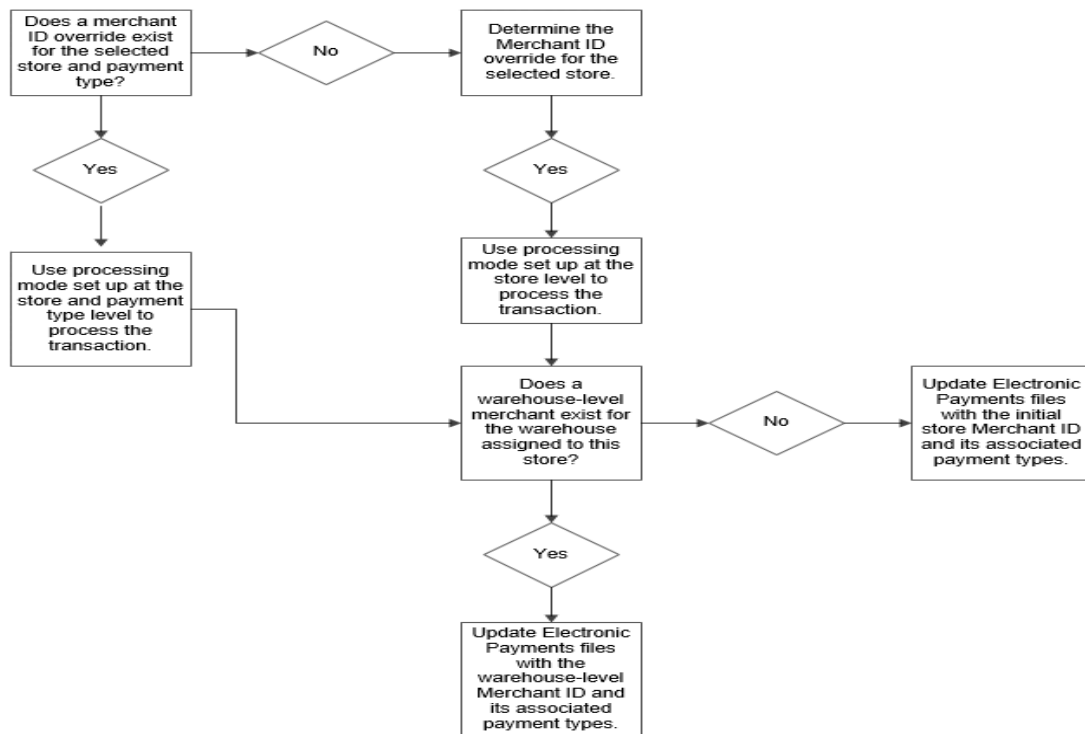
For Day-End Processing

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.

CHAPTER 2   Setting up Electronic Payments   2

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
☐ Set the **Use Credit Cards** field to Y in Order Entry Options Maintenance.	MENU XAFILE - Order Entry Options Maintenance
☐ Define the system and company options for each company that will use Electronic Payments.	MENU EPFILE - Credit Card Options Maintenance
☐ Identify what users will have access to the Electronic Payments menu options.	MENU XASCTY - Application Authority Maintenance
☐ Identify what users will have access to the Electronic Payments Action Authorities • 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
☐ Identify what users will have access to the Accounts Receivable Quick Pay feature.	MENU XASCTY - Application Authority Maintenance
☐ 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
☐ Define **Merchant ID**s; the partner connection information to the payment processing network and access information for the TCP/IP Manager.	MENU EPFILE - Merchant ID Maintenance
☐ Define a **Payment Type** for each type of credit card that you will accept and for ACH/check payments.	MENU ARFILE - Payment Types Maintenance
☐ Define company and company/warehouse merchant and payment assignment relationships. (secure token integration only)	MENU EPFILE - Merchant and Payment Assignments
☐ Define credit cards for your customers. (cardholder data integration only)	MENU EPFILE - Customer/Ship To Credit Card Maintenance
☐ Create secure credit card tokens for your customers. (secure token integration only)	MENU EPFILE - Secure Card Maintenance
☐ Define **Bank Accounts** for your customers for ACH/check payments in Accounts Receivable.	MENU EPFILE - Customer Bank Account Maintenance
☐ Define **Secure Bank Accounts** for your customers for secure token ACH/check payment in Accounts Receivables.	MENU EPFILE - Secure Bank Account Maintenance
☐ 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 EPFILE).

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 EPFILE).

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

Use Merchant and Payment Assignments Maintenance (MENU EPFILE) 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 EPFILE) 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.

Authorizing Credit Cards by Batch   3

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:                        O=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	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE).
	Key the company number. Leave this field blank to process authorizations for all companies.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(A 2) Required/Display

Credit Card Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to limit the batch authorization to orders associated with a particular warehouse.
	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.
	Default Value: 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)
	Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(A 2) Optional
Order Type	Use this field to limit the batch authorization to credit card orders of a specific type.
	Key **O** to run the batch authorization for regular (O type) orders.
	Key **I** to run the batch authorization for Invoice Only (I type) orders.
	Key **R** to run the batch authorization for Returns (R type) orders.
	Leave this field blank to run the batch authorization for all order types.
	(A 1) Optional
Request Ship Date	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.
	Default Value: Current system date.
	Valid Values: 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).
	(N 6,0) Required
Cancel Date Through	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.
	Leave this field blank to remove cancel date as a criterion for performing batch authorization.
	Valid Values: 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).
	(N 6,0) Optional

Credit Card Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Payment Type	Key the payment type. Leave this field blank to process authorizations for all credit card payment types.
	Valid Values: A payment type defined through Payment Types Maintenance (MENU ARFILE) and with the **Credit Card** field set to Y.
	(A 2) Optional
Cust Commit Code	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.
	Leave this field blank to run the batch authorization for credit card orders with any customer commitment code.
	Valid Values: A customer commitment code defined through Customer Commitment Code Maintenance (MENU ARFIL2).
	(N 3,0) Optional
Customer PO Number	Use this field to run the batch authorization for credit card orders with a specific customer purchase order number.
	Leave this field blank to run the batch authorization for credit card orders with any customer purchase order number.
	(A 22) Optional
Customer No	Use this field to run the batch authorization for a specific customer's credit card orders.
	Leave this field blank to run the batch authorization for any customer's credit card orders.
	Valid Values: 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.
	(N 10,0) Optional
Route	This field appears only if **Use Route/Stop** is Y in Order Entry Options Maintenance (MENU XAFILE).
	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.
	Leave this field blank to run the batch authorization for credit card orders with any route number.
	(A 4) Optional

Credit Card Authorization Selection Screen Fields and Function Keys

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

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: All   Request Ship Date: 5/19/14   Cancel Date Through: 0/00/00   Payment Type: All
Cust Commit Code: All   Cust PO No.: All                 Customer No: All        Route: All   Carrier: All
Order No.: All                  Order Priority: All                 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    XXXXXXXXXXXXXX0005   CX     Y      Order successfully authorized.
 01    02778/00          30     Lebanon School District    XXXXXXXXXXXXX1111    VI     N      Error! Order not authorized.
 01    02779/00          30     Lebanon School District    XXXXXXXXXXXXXX2205   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: • 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.

Voiding Authorizations

4

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	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE).
	Use this field to specify the company number associated with the order number for which you want to void a credit card authorization.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required

Void Order Authorization Selection Screen Fields and Function Keys

Field/Function Key	Description
Order No./Gen.	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.
	Valid Values: An existing order number associated with the company number specified in the **Company Number** field.
	(A 5/N 2,0) Required
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.

Resubmitting Credit Card
Settlements

5

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	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE).
	Key the company number. Leave this field blank to resubmit settlement batches for all companies.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(A 2) Required/Display
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.

Using the Electronic Payments Transaction Inquiry

6

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, as well as review Credit Card and ACH transactions that were processed between Distribution A+ and CenPOS (if the **CenPOS VT Report Panel Access** setting is activated through Credit Card Options Systems Maintenance (MENU EPFILE)).

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:       72320  To:    72320
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:           Discover/Novus:
              Visa:                  Diners Club:
              American Express:      JCB:

CenPOS VT Report:        B=Batch  R=Reprint    T=Transactions
                         C=Check  S=Supervisor

                 F3=Exit      F4=Customer Search      F11=View VT
```

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	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE).
	Key the company number.
	Leave this field blank to inquire into transactions for all companies.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(A 2) Required

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
Transaction Date	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 **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.
	Leave this field blank to inquire into all dates.
	Default Value: This field defaults to today's date.
	Valid Values: 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).
	(N 6,0) Optional
Transaction Time	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.
	Leave this field blank to inquire into all times.
	Valid Values: 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).
	(N 6,0) Optional
Transaction Amount	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.
	Key a currency amount or range of currency amounts for which you want to inquire into.
	Leave this field blank to inquire into all amounts.
	If International Currency is installed, all electronic payment transaction amounts display in the company's default local currency.
	(N 15,2) Optional

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

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

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
Account Number	Use this field to limit the inquiry to those related to a specific credit card or bank account.
	Key the account number of the credit card or bank account.
	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.
	Example: AB12CD34_1111
	For CenPOS entries stored without a specific token, the format would be the term 'NOTOKEN' followed by the underscore and the last four digits.
	Example: NOTOKEN_1111
	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.
	Example: _1111
	(A 18) Optional
Network Processing Number	Use this field to limit the inquiry to a unique transaction number provided by the third party credit card authorization software package.
	Key the network processing number.
	(A 30) Optional
Response Code	Use this field to limit the inquiry by the response code for the electronic payments transaction.
	Leave this field blank to include all response codes.
	The assigned codes are as follows:
	• 1 = Transaction accepted
	• 2 = Transaction processing error
	• 3 = Transaction declined
	(A 1) Optional
Credit Card Type	Use this field to limit the inquiry to a specific type of credit card or credit cards.
	Key an X next to the credit card type(s).
	You can select multiple types of credit cards.
	(A 1) Optional

Electronic Payments Transaction Inquiry Prompt Screen Fields/Function keys

Field/Function Keys	Description
CenPOS VT Report	This field appears on this screen only if the **CenPOS VT Report Panel Access** setting is activated through Credit Card Options Systems Maintenance (MENU EPFILE).
	Important
	CenPOS VT Report Panel Access requires TCP/IP Manager Web Extension for CenPOS version 1.4.2.2 (or higher).
	Use this field to review Credit Card and ACH transactions that were processed between Distribution A+ and CenPOS, by selecting a valid CenPOS report mode. This field provides you with the option of viewing this CenPOS-generated information directly from within Distribution A+, eliminating the need for you to sign into the CenPOS VT separately.
	Key B to select the CenPOS batch report mode.
	Key C to select the CenPOS check report mode.
	Key R to select the CenPOS reprint report mode.
	Key S to select the CenPOS supervisor report mode.
	Key T to select the CenPOS transactions report mode.
	Once you select a report mode, press F11=VIEW VT to automatically launch you out from Distribution A+ to the CenPOS VT report (on your browser).
	NOTE: Report panels are inquiry only and do not require you to submit any data back to A+ from CenPOS. Therefore, these report panels do not need to lock the A+ screen.
	(A 1) Optional
F3=Exit	Press F3=EXIT to exit this option. Your entries will not be saved. You will return to the Electronic Payments Main Menu (MENU EPMAIN).
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.
F11=View VT	After selecting a valid report mode in the **CenPOS VT Report** field, press F11=VIEW VT to automatically launch you out from Distribution A+ to the CenPOS VT report (on your browser).
Enter	Press ENTER to access the Electronic Payments Transaction Inquiry Screen (p. 6-7).

Electronic Payments Transaction Inquiry Screen

```
              ELECTRONIC PAYMENTS TRANSACTION INQUIRY
Company:  1   A & C Office Supply
                                                     Transaction
   Action                   Order No  Invoice Typ     Amount   Date      Time
 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

```
              ELECTRONIC PAYMENTS TRANSACTION INQUIRY
Company:  1   A & C Office Supply
                                                         Transact
   Action                   Order No  Invoice Typ     Amount   Date
 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 Stlmt" 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

Electronic Payments Transaction Inquiry Screen Fields/Function Keys

Field/Function Keys	Description
Order No / Invoice / Typ	These fields display the order number and generation number (if applicable) and the invoice number (if applicable) and the transaction source.
	The **Order No** column displays the order number of the module in which the electronic payment transaction was created. If it was created in:
	• 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.
	The **Invoice** column designates the number of the invoice.
	The **Typ** column designates the source of the electronic payment transaction. If the transaction was created in:
	• Accounts Receivable Quick Pay, QP displays.
	• Order Entry, OE displays
	• Point of Sale, POS displays.
	• Storefront or eBill, EB displays
	• WEB, WEB displays.
	These columns will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.
	Display
Authorization Number	The current authorization number for the transaction that was issued by the authorization network.
	This column will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.
	Display
Credit Card or Account Number	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.
	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.
	This column will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.
	Display

Electronic Payments Transaction Inquiry Screen Fields/Function Keys

Field/Function Keys	Description
Amount	The amount of the transaction. Display
Transaction Date and Time	The date and time the transaction occurred; with expanded fields, these fields are toggled with the F7=TRANS TIME / F7=TRANS DATE function key. Display
Selection	Use this field to select an electronic payment transaction from the list for detailed review. Key the **reference number** associated with the electronic payment transaction for which you want to review and then press ENTER.
F2=Authorization/ (Credit Card or Account Number) / Order/Invoice	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.
F5=Change Status	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). Only an Administrator should have the authority to use this function key. 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.
F7=Trans Time/Trans Date	F7=TRANS TIME / F7=TRANS DATE displays only with expanded fields view. Press F7=TRANS TIME / F7=TRANS DATE to toggle between displaying the date and time the transaction occurred.
F12=Return	Press F12=RETURN to return to the Electronic Payments Transaction Inquiry Prompt Screen (p. 6-2).
Enter	Press ENTER after entering a value in the **Selection** field. The Electronic Payments Transaction Inquiry Detail Screen (p. 6-15) displays.

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	The **Company Number** you are inquiring on and the **Current Status** of the EP transaction are displayed on the top portion of this screen.
	If you are maintaining an EP Transaction from Order Entry or a Point of Sale order, the **Order Number/Generation** field will also display.
	If you are maintaining an EP Transaction from Accounts Receivable Quick Pay, the **Invoice Number** field will also display.
	The current status may be one of the following:
	• 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
	Display
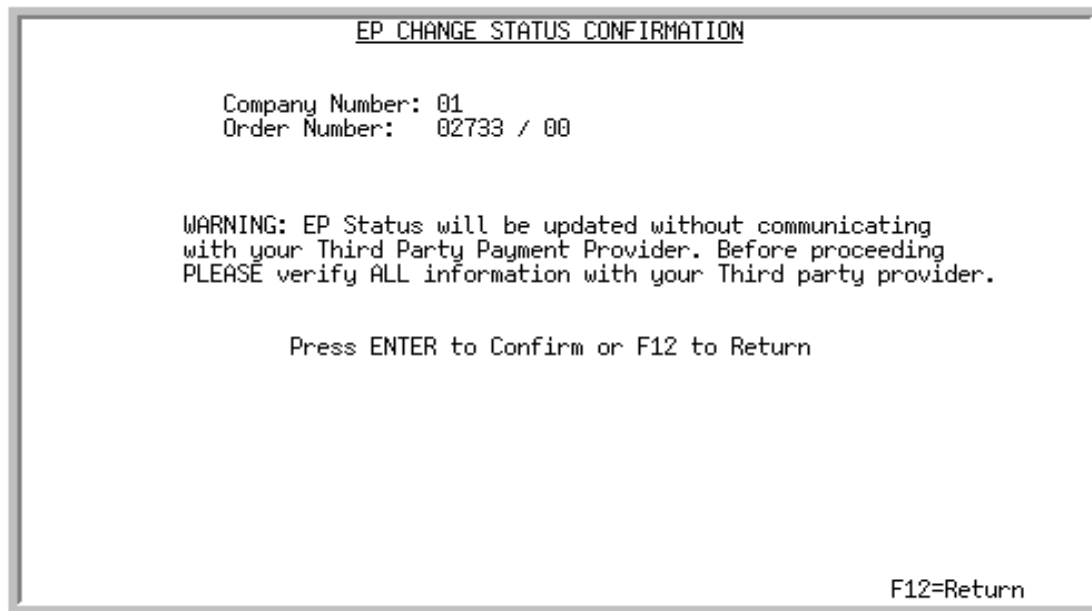
EP Change Status Maintenance Screen Fields/Function Keys

Field/Function Keys	Description
Change Status	Use this field to change the status of the EP transaction.
	Key A to have the system update the orders or invoices in the EP files as 'Authorized'.
	Key M to have the system update the orders or invoices in the EP files as 'Mark for Settlement'.
	Key S to have the system update the orders or invoices in the EP files as 'Settled'.
	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.
	(A1) Required
Ignore Void Msg	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.
	Key Y to ignore void messages.
	Key N if you do not want to ignore void messages.
	(A1) Required
Authorization (Date and Amount)	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.
	Key the date and amount.
	(N6,0 / N15.2) Required/Optional
Mark for Settlement (Date and Amount)	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.
	(N6,0 / N15.2) Required/Optional
Settlement (Date and Amount)	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.
	(N6,0 / N15.2) Required/Optional
Authorization Number	Key the authorization number assigned to the EP transaction.
	(A 20) Optional
Network Processing Id	Key the unique transaction number provided by the third party credit card authorization software package.
	(A 30) Optional

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

```
              EP CHANGE STATUS CONFIRMATION


         Company Number: 01
         Order Number:   02733 / 00



     WARNING: EP Status will be updated without communicating
     with your Third Party Payment Provider. Before proceeding
     PLEASE verify ALL information with your Third party provider.


          Press ENTER to Confirm or F12 to Return




                                                          F12=Return
```

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	Be sure to verify all information with your third party provider prior to pressing ENTER.
	Press ENTER to confirm the EP change status. You will be returned to the EP Inquiry.
	The credit card transaction log file will be updated to indicate that the order/invoice transaction was changed.
	If an open order authorization is voided, the open order will be put on pending authorization hold and order activity will be added.

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:      XXXXXXXXXXXXX0005      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	These fields display the order number and generation number (if applicable) and the invoice number (if applicable) and the transaction source.
	The **Order No** column displays the order number of the module in which the electronic payment transaction was created. If it was created in:
	• 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	These fields display the order number and generation number (if applicable) and the invoice number (if applicable) and the transaction source.
	The **Order No** column displays the order number of the module in which the electronic payment transaction was created. If it was created in:
	• 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.
	The **Invoice** column designates the number of the invoice.
	These columns will toggle with the F2=AUTHORIZATION / F2=ACCOUNT NUMBER / F2=ORDER/INVOICE toggle key.
Type	The **Typ** column designates the source of the electronic payment transaction. If the transaction was created in:
	• 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.

Electronic Payments Transaction Inquiry Detail Screen Function Keys

Field/Function Keys	Description
Credit Card or Account Number	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.
	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.
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
	   • The type of transactions that are accepted are Authorize, Mark Settlement, Void
	
	2- Processing Error
	
	3- Declined
	   • 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	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: • 0 - Approved • 1 - Declined • 2 - Duplicate Transaction • 250 - Invalid Amount • 352 - The merchant set up is invalid. • 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	Use the F5=SOURCE DATA function key to drill down to the source of the electronic payment transaction based on the transaction type. If the **Typ** field on the Electronic Payments Transaction Inquiry Screen (p. 6-7) is: • 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	Press the F12=RETURN function key to return to the Electronic Payments Transaction Inquiry Screen (p. 6-7).

Printing the Settlement History Report

7

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

     Settlement Date:
     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	This field appears only if the **Multi-Company** field is set to Y in System Options Maintenance (MENU XAFILE).
	Use this field to limit the report to credit card settlements performed for a particular company.
	Leave this field blank to include credit card settlements for all companies on the report.
	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.
	Default Value: 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).
	Valid Values: A company number that has been created through Company Name Maintenance (MENU XAFILE).
	(N 2,0) Optional

Settlement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Payment Type	Leave this field blank to include credit cards of all payment types on the report.
	Key the payment type associated with the type of credit cards you want to include on the report.
	Valid Values: A payment type defined through Payment Types Maintenance (MENU ARFILE) and with the **Credit Card** field set to Y.
	(A 2) Optional
Customer No	Use this field to limit the report to credit card settlements performed for a particular customer.
	Leave this field blank to include credit card settlements for all customers on the report.
	Valid Values: A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).
	(N 10,0) Optional
Authorization Date	Use this field to enter an authorization date or range of authorization dates that you want to include on the report.
	Leave this field blank to include all dates on the report.
	Valid Values: 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).
	(2 @ N 6,0) Optional
Authorization Time	Use this field to enter an authorization time or range of authorization times that you want to include on the report.
	Leave this field blank to include all times on the report.
	Valid Values: 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).
	(2 @ N 6,0) Optional
Mark for Stlmt Date	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.
	Leave this field blank to include all dates on the report.
	Valid Values: 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).
	(2 @ N 6,0) Optional

Settlement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Mark for Stlmt Time	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.
	Leave this field blank to include all times on the report.
	Valid Values: 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).
	(2 @ N 6,0) Optional
Settlement Date	Use this field to enter a date or range of dates that you want to include on the report.
	Leave this field blank to include all dates on the report.
	Valid Values: 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).
	(2 @ N 6,0) Optional
Settlement Time	Use this field to enter a settlement time or range of settlement times that you want to include on the report.
	Leave this field blank to include all times on the report.
	Valid Values: 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).
	(2 @ N 6,0) Optional
Batch Number	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).
	Leave this field blank to include all batch numbers on the report.
	(2 @ A 4) Optional
Merchant ID	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.
	Leave this field blank to include all merchant IDs on the report.
	(A 30) Optional
Last 4 digit of CC Nbr	Use this field to limit the report to credit card settlements associated with credit cards that have the last four digits you specify.
	Leave this field blank to include all credit cards.
	(N 4,0) Optional

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 Batch Numbers                   All Merchant IDs                    All Credit Cards
All Authorization Dates             All Mark For Stlmt Dates                   All Settlement Dates
All Authorization Times             All Mark For Stlmt Times                   All Settlement Times
Batch   Pymnt  Co  Order/Gn   Customer   Invoice  Merchant ID  Last 4    Authorize  CC Network        Settlement   Settlement Amt
Number  Type                  Number     Number                Digit CC  Number     Process Number    Date
-----------------------------------------------------------------------------------------------------------------------
        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.

Defining Credit Card Options

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**.

* Changing **Centralized Bridge IP Address**.

* Changing **CenPOS VT Report Panel Access**.

* 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).

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	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.
	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.
	To define credit card system options, key 00 or leave this field blank.
	Valid Values: 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.
	(N 2,0) Optional
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. 8-10) 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)

    Centralized Bridge IP Address:  10.44.88.199 ........  (HTML5 Only)

    CenPOS VT Report Panel Access:  ..  (Y/N)  (TCPIP Web 1.4.2.2 or >)




                                            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	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.
	Key the number of days until the Re-Encrypt Account Numbers Notification will be sent.
	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.
	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
	Valid Values: Must be greater than zero
	(N 3,0) Required
Next Re-Encrypt Notification Will Be Sent On	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).
	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).
	Display

Credit Card System Options Screen Fields and Function Keys

Field/Function Key	Description
Email Distribution Group	This field displays only if Mail Server is installed.
	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.
	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.
	Leave this field blank if you do not want any email addresses to receive the key encryption notification reminder.
	Valid Values: If entered, a valid group defined through Distribution Groups Maintenance (MENU MSFILE) and assigned through Distribution Group Assignments (MENU MSFILE).
	(A 5) Optional
Prevent Reauthorization of Split Orders	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.
	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. 8-10).
	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.
	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.
	Default Value: N
	(A 1) Required

Credit Card System Options Screen Fields and Function Keys

Field/Function Key	Description
Centralized Bridge IP Address (HTML5 Only)	This field is a result of the Centralized Bridge software available with HTML5 CenPOS Payment Panels.
	If the current configuration is set to run the Centralized Virtual Terminal (VT) Bridge service upon a single Windows-based server (ideally the same server as TCP/IP Web Extension for CenPOS), instead of at each workstation, then this setting will need to contain the IP address of that centralized server.
	Key the proper Centralized Bridge IP Address. Whether or not this field contains a Centralized Bridge IP Address determines the appearance of certain fields within the Terminal Device Assignments screens in Terminal Device Assignments (MENU EPFILE). These fields will vary depending on whether Distribution A+ is set for a Centralized VT Bridge service configuration.
	If you leave this field blank, the system assumes that the Centralized VT Bridge service is not running at a centralized server but instead still running individually at the workstation(s) where the swipe device(s) is connected.
	NOTE: Per CenPOS instructions, the standard bridge requires the card device to be pre-configured in "server mode", while the centralized bridge requires "client mode". Also, the device's hardware setup varies depending on the bridge service being used. Thus, the standard (non-centralized) bridge service and the centralized bridge service cannot be used simultaneously.
	(A 20) Optional

Credit Card System Options Screen Fields and Function Keys

Field/Function Key	Description
CenPOS VT Report Panel Access	In addition to inquiring on reports within the CenPOS VT to review Credit Card and ACH transactions that were processed between Distribution A+ and CenPOS, you have the ability to access these reports directly from within Distribution A+. This eliminates the need for you to sign into the VT separately.
	Key Y to display/activate the CenPOS VT Report Panel Access setting in the EP Transaction Inquiry (MENU EPMAIN). The **CenPOS VT Report** field will appear in the inquiry, allowing you to select valid report modes. A function key (F11=VIEW VT) will also appear to automatically launch you out from Distribution A+ to the CenPOS VT report (on your browser), once you have selected the report mode.
	Important
	CenPOS VT Report Panel Access requires version 1.4.2.2 (or higher) of the TCP/IP Manager Web Extension for CenPOS to be running.
	Key N if you do not want the ability to access CenPOS related reports from within Distribution A+. The **CenPOS VT Report** field and the F11=VIEW VT function key will not appear in the EP Transaction Inquiry (MENU EPMAIN).
	(A 1) Required
F12=Return	Press F12=RETURN to return to the Credit Card Options Selection Screen (p. 8-3), without saving your changes.
Enter	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).

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	Use this field to specify the hold code that should be applied to credit card orders that have not been authorized.
	Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.
	Valid Values: A hold code defined through Order Hold Codes Maintenance (MENU OEFILE).
	(A 2) Required
Expired Authorization Hold	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.
	Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.
	Valid Values: A hold code defined through Order Hold Codes Maintenance (MENU OEFILE).
	(A 2) Required

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Processing Error Hold	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.
	Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.
	Valid Values: A hold code defined through Order Hold Codes Maintenance (MENU OEFILE).
	(A 2) Required
Declined Credit Card Hold	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.
	Key the hold code. If you enter a hold code that has not been created, the F2=CREATE HOLD CODE key will appear.
	Valid Values: A hold code defined through Order Hold Codes Maintenance (MENU OEFILE).
	(A 2) Required
Authorized Credit Cards on	Use this field to specify whether credit card authorization should be for the ordered amount or the shipped amount.
	Key S if you want authorization to be for the shipped amount.
	Key O if you want authorization to be for the ordered amount.
	(A 1) Required
Authorization Buffer	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.
	In the first part of this field, key the amount, in currency or percent, that you want added to the authorization amount.
	In the second part of this field,
	• key C if you are specifying a currency value
	• key % if you are specifying a percent value.
	(N 8,2)/(A 1) Required

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Activate CenPOS Interface	Use this field to indicate that CenPOS is the preferred method for transmitting cardholder data to the credit card processing networks. 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. Key N to use the cardholder data interface to the payment processing networks. A 1) Required
Days of Credit Card Transaction History...	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. Key the number of days. *Valid Values:* 0-999 (N 3,0) Optional
Timeout Value	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. Key the time, in seconds. A value equal to or greater than 120 is recommended. *Default Value:* 120 (N 3,0) Required
Settlement Output Queue	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. *Valid Values:* A valid AS/400 output queue (A 10) Required
Settlement Wait Time	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. Key the value to be used to determine the wait time for a settlement 'G' transaction to be processed. *Default Value:* 30 *Valid Values:* value greater than or equal to zero (N 3,0) Required

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Default Commodity Code	Commodity codes are used to categorize items on the European Intrastat Report according to their freight classification.
	Key the default commodity code to be used for an item whose code is blank.
	Valid Values: 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.
	(N 8,0) Required

Credit Card Company Options Screen Fields and Function Keys

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

Credit Card Company Options Screen Fields and Function Keys

Field/Function Key	Description
Auto Save One Time Tokens	Use this field to save the secure token information without opening and processing through Secure Card Maintenance.
	Key Y to launch the CenPOS *Manage Token Panel* without opening and processing through Secure Card Maintenance. The secure token returned from CenPOS will be saved to the Customer Token File (CSTKN).
	Key N launch the CenPOS *Manage Token Panel* 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.
	(A 1) Required
F2=Create Hold Code	F2=CREATE HOLD CODE appears only if you key a hold code that has not been defined through Order Hold Codes Maintenance (MENU OEFILE).
	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.
F4=Commodity Lst	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.
F12=Return	Press F12=RETURN to return to the previous screen without saving your changes.
Enter	Press ENTER to confirm your entries. The Credit Card Options Selection Screen (p. 8-3) appears.

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. 8-16) and Credit Card System Options Listing (p. 8-17) prints.

Credit Card Company Options Listing

```
OEP805          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 %  CA$
      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          07/23/20   10:19:19              CREDIT CARD SYSTEM OPTIONS LISTING              VQ/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
CenPOS VT Report Panel Access:                          Y
```

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: ............ St/Prov: .................
              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	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE).
	Key the company number.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(A 2) Required/Display

Credit Card Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	Use this field to specify the customer number of the customer whose credit card information you want to maintain. Key the customer number. If you do not know the customer number, use the *Find, City, and St/Prov* fields with the F4 function key to activate the Customer Search feature. *Valid Values:* A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Ship To	Use this field to specify the ship-to number of the customer whose credit card information you want to maintain. Key the ship-to number. 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. *Valid Values:* A ship-to number defined through Customer/Ship to Master Maintenance (MENU ARFILE) for the customer specified in the Customer No field. (N 7,0) Optional
Find	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: • 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 For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 8) Optional

Credit Card Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province.
	Key up to 10 characters (the first 10) of the state or province code.
	For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide.
	(A 10) Optional
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

```
                         CREDIT CARD LIST

Co: 01   Customer:        80  Niagara Insurance
         Ship To: ........

         Credit Card Description           Type     Dft
      1  MasterCard                         MC       Y




                                                           Last
     _____
Selection: _ .
                   F5=Ship To Search     F6=New     F10=Maint     F12=Return
```

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	Use this field to select a credit card from the list.
	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.
	(A 1) Optional
F2=Show Ship Tos / F2=Hide Ship Tos	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.
	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.
F5=Ship To Search	Press the F5=SHIP TO SEARCH function key to list ship-to addresses for the customer.
F6=New	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).
	Press the F6=NEW function key to add a credit card to the customer.
F10=Maint	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).
	After keying a reference number in the **Selection** field, press the F10=MAINT key to maintain the selected credit card.
F12=Return	Press the F12=RETURN function key to return to the Credit Card Maintenance Selection Screen (p. 9-3) without making a selection.
Enter	The ENTER key functions only if you accessed this screen from the Credit Card Authorization Window.
	After keying a reference number in the **Selection** field, press the ENTER key to select the credit card for the order.

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:         XXXXXXXXXXXXX5100
         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. *Valid Values:* 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	Key the date on which the credit card expires. Cards that have passed the expiration date cannot be authorized or settled. *Valid Values:* A future date in MMYY format. (N 4,0) Required
Card Holder Name	Key the name of the cardholder as it appears on the credit card. (A 30) Optional
AVS Address	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. Use this field to provide the cardholder's address information for the Address Verification Service (AVS). Key the cardholder's address. (A 40) Required/Blank
AVS Zip/Pstl	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. Use this field to provide the zip or postal code for the cardholder for the Address Verification Service (AVS). Key the zip or postal code of the cardholder's address. (A 9) Required/Blank
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. *Default Value:* N (A 1) Required
F10=Copy Addr	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.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries.

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

```
OEP820        09/23/11    16:48:43        CUSTOMER/SHIP TO CREDIT CARD LISTING        AK/QPGMR              PAGE:   1
Co  Customer No  Ship-To  Seq  Credit Card No      Exp.  Type  Dft  Publish  Card Holder Name
                               CC Description       Date        CC   to Web   AVS Address                   AVS Zip/Pstl
-------------------------------------------------------------------------------------------------------------------------
 1        80               1   XXXXXXXXXXXXXX5100   1205   MC    Y    N
                               MasterCard
 1        90               1   XXXXXXXXXXXXXX1881   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 theCredit Card Maintenance Screen (p. 9-8). Refer to that screen for a description of the fields on the listing.

Defining Merchant IDs

10

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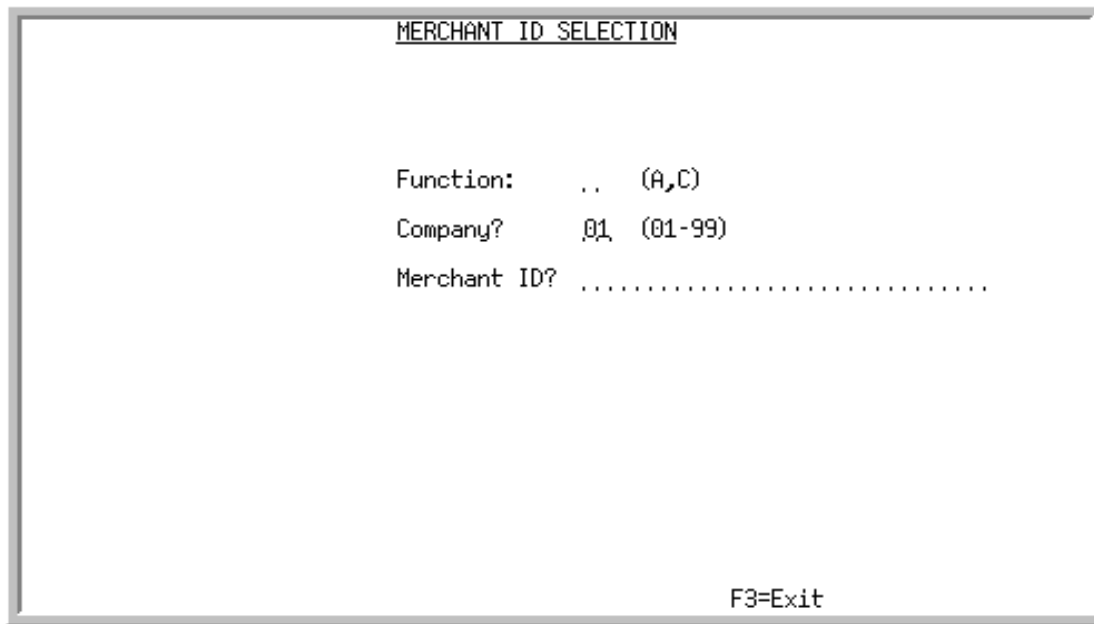
The above actions are logged in the Electronic Payments Security Logging File (EPSLOG), which can be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

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	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). Use this field to specify the company number associated with the merchant ID you are adding or maintaining. *Default Value:* 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) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
Merchant ID	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. 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. (A 30) Required
F3=Exit	Press the F3=EXIT function key to return to MENU EPFILE.
Enter	Press the ENTER key to confirm your entries and continue. The Merchant ID Maintenance Screen (p. 10-4) appears.

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	Use this field to specify the credit card processing mode for the merchant ID you are adding or maintaining.
	There are two possible processing modes:
	• 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.
	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.
	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.
	(A 1) Required
CC Customer No	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.
	Key the customer number.
	Leave this field blank if you do not want to generate AR transactions for this merchant ID.
	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.
	Valid Values: A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).
	(N 10,0) Optional

Merchant ID Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Find	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:
	• 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
	For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide.
	(A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city.
	Key up to 8 characters (the first 8) of the customer's city.
	For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide.
	(A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province.
	Key up to 10 characters (the first 10) of the state or province code.
	For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide.
	(A 10) Optional
F4=Customer Search	If you keyed information in the **Find** field, press the F4=CUSTOMER SEARCH function key to activate the search feature.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your changes.
Enter	Press the ENTER key to confirm your entries.
	If you keyed T in the **Type** field, you will proceed to the Merchant ID Maintenance Options Screen (p. 10-7).
	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.

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....


                          IP Address
 TCP/IP Manager 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	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.
	Key the host address. Note that this field is case sensitive.
	(A 50) Required
Host Port	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.
	Key the host port ID.
	(A 4) Required

Merchant ID Maintenance Options Screen Fields and Function Keys

Field/Function Key	Description
Partner ID	Use this field to specify the partner ID assigned by your third-party credit card authorization software vendor.
	Key the partner ID. Note that this field is case sensitive.
	NOTE: If you are unsure of the partner ID you should key here, contact your third-party payment service provider.
	(A 12) Required
Vendor	Use this field to specify the vendor ID assigned by your third-party credit card authorization software vendor.
	Key the vendor ID. Note that this field is case sensitive.
	NOTE: If you are unsure of the vendor ID you should key here, contact your third-party payment service provider.
	(A 12) Required
User	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.
	Key the user ID assigned to you by your third-party credit card authorization software vendor. Note that this field is case sensitive.
	NOTE: If you are unsure of the user ID you should key here, contact your third-party payment service provider.
	(A 12) Required
Password	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.
	Key the password assigned to the user ID specified in the **User** field. Note that this field is case sensitive.
	NOTE: If you are unsure of the password you should key here, contact your third-party payment service provider.
	(A 12) Required

Merchant ID Maintenance Options Screen Fields and Function Keys

Field/Function Key	Description
TCP/IP Manager Address	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.
	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.
	NOTE: Note that this deployment is required if using Distribution A+ GUI J Walk Internet Client.
	(A 50) Required
TCP/IP Web Server Manager Addr	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+.
	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.
	Valid Values: A valid path to a central computer that is being used as the CenPOS Connection Server.
	(A 50) Required
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

```
OEP835 11/28/16  14.56.07                         EP MERCHANT ID LIST                              AU/APDEMO        PAGE   1
Co Merchant ID                   Description                        Type          Interface   CC Customer
---------------------------------------------------------------------------------------------------------------------------
01 CENPOS                        CENPOS PROCESSING                  Manual        JavaCard         1021
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://USEGVIONDEV1:8060/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/TCPIPWEB/
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/TCPIPWEB/
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/TCPIPWEB/
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.

Defining Bank Accounts for Customers

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: ..................St/Prov:..................
        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	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE).
	Key the company number.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N2,0) Required/Display

Customer Bank Account Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	Use this field to specify the customer number of the customer whose bank account information you want to maintain. Key the customer number. If you do not know the customer number, use the *Find, City, and St/Prov* fields with the F4 function key to activate the Customer Search feature. *Valid Values:* A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE). (N 10,0) Required
Find	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: • 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 For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the *Searches* topic in the *Introduction* section of the Cross Applications User Guide. (A 10) Optional
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 customer search feature. Refer to the Accounts Receivable Users Guide for details about the Customer Search Screen.
Enter	Press the ENTER key to save your entries and continue.

Customer Bank Account List Screen

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

                             Act
         Bank Account Description    Typ  Account Number          Dft
      1  Corporate Checking          C    XXXXXXXXXXXXXX0086        Y
      2  School Consortium Purchase  C    XXXXXXXXXXXXXX6253        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	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).
	After keying a reference number in the **Selection** field, press the F10=MAINT function key to maintain the selected bank account.
F12=Return	Press the F12=RETURN function key to return to the previous screen without making a selection.
Enter	The ENTER key functions only if you accessed this screen from the ACH Authorization Window.

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:      XXXXXXXXXXXXXX0086
           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. *Valid Values:* 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. *Default Value:* 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

```
OEP823        09/23/11    17:41:56       CUTOMER BANK ACCOUNT LISTING                    AM/APDEMO              PAGE:  1
Co Customer No Routing No                   Bank Account No              Dft Acct Pmnt Phone Number
     Ship-To   Account Description           Name on Account                 Type Type License Number             Exp Date
               Customer Name                                                           License State
----------------------------------------------------------------------------------------------------------------------
 1        10 987                           XXXXXXXXXXXXX0086            Y   C   AC   011 2059497412
            Corporate Checking             Bon Secour School Department                                            0000
            Bon Secour School Department
 1        10 676                           XXXXXXXXXXXXX6253            N   C   AC
            School Consortium Purchase     Alabama School Consortium                                               0000
            Bon Secour School Department
```

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.

12

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 **wrkjobscde** 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 Job Name Prompt Screen

```
                    AUTO-PAY JOB NAME PROMPT



           Function:        ..         (A,C,D)
           Job Name?        ......











                         F5=Customers              F3=Exit
```

This screen appears after you select option 5 - Auto Pay Job Maintenance from the Electronic Payments File Maintenance Menu (MENU EPFILE).

Use this screen to specify the name of the job that you want to maintain.

Auto Pay Job Name Prompt Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a job. Key C to change a job. Key D to delete a job. (A 2) Required
Job Name	Use this field to specify the name of the job that you want to maintain. (A 5) Required
F3=Exit	Press the F3=EXIT function key to leave this option and return to the menu.
F5=Customers	After defining and scheduling a job, press the F5=CUSTOMERS function key to add customers to the job. The Auto-Pay Customer Payment Maintenance Screen (p. 12-7) appears.
Enter	Press the ENTER key to save your entries and continue.

Auto Pay Customer List Screen

```
                        AUTO-PAY CUSTOMER LIST
           Job Name: AUTO        AUTOMATIC PAYMENTS

                                        Order/   Py
                                        Invoice  Tp Account Number
     Co Customer                                 MC XXXXXXXXXXXXX4444
   1  1        40 Attleboro School Department



                                                              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)	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. Display
Co	The company number selected for the auto pay job. Display
Customer	The customer within the company selected that will be charged with an automatic payment. Display
Order/Invoice	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. If this payment is to pay off a specific invoice, enter the number of the invoice that will be paid. Display
Py Tp	The payment type assigned to the credit card or bank account selected as the method of payment. Display
Account Number	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. Display
Selection	Use this field to select a customer from the list. Key the reference number associated with the customer and press the F10=MAINT function key to maintain the customer's auto payment information. (A 1) Optional

Auto Pay Customer List Screen Fields and Function Keys

Field/Function Keys	Description
Co	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE). Use this field to limit the list of customers displayed by company number. Key the number of the company for which you want to view the customer list and press ENTER to refresh the list. *Default Value:* 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) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required/Display
Customer	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. Key the number of the customer and press • ENTER to refresh the list. • F6=NEW to add the customer to the list. *Valid Values:* A customer number defined through Customer/Ship To Maintenance (MENU ARFILE) (A 10) Optional
F4=Customer Search	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.
F6=New	Press the F6=NEW function key to add the customer specified in the **Customer** field to the auto-pay job.
F10=Maint	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.
F12=Return	Press the F12=RETURN function key to return to the previous screen.
Enter	Press the ENTER key to refresh the list after entering limiting criteria.

Auto-Pay Customer Payment Maintenance Screen

```
          AUTO-PAY CUSTOMER PAYMENT MAINTENANCE          Add

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 ICMAST). 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	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. Display
Account Number	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. Display
Overdue Days	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. (N 3,0) Optional
Email Remittance	Use this field to indicate whether you want a remittance to be emailed to the customer when the payment is processed. 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. Key N if you do not want to send a remittance. (A 1) Required
Print Remittance	Use this field to indicate whether you a remittance to be printed when the payment is processed. Key Y to print a remittance. Key N if you do not want to print a remittance. (A 1) Required
Pay Balance in Full	Use this field to specify whether this job will pay the customer's outstanding accounts receivable balance in full. Key Y to process the payment for the full balance. Key N to process the payment for less than the full balance. (A 1) Required

Auto-Pay Customer Payment Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Recurring Payment	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. Recurring payment jobs are never deleted and use the job selection criteria specified on this screen each time the job runs. Key Y if this payment is a recurring payment. Key N if this payment is a one-time payment. (A 1) Required
Payment Amount	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. Leave this field blank if you keyed Y in the **Pay Balance in Full** field. (N 15,2) Optional
Balance	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. If the **Recurring Payment** field is set to Y, the payment amount and balance will always be equal. Display
Invoice Number	If this payment is to pay off a specific invoice, enter the number of the invoice that will be paid. (N 8,0) Optional
Order Number	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. (A 5) Optional
F5=Secure Card List	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.

Auto-Pay Customer Payment Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
F9=Bank Account List	Press the F9=BANK ACCOUNT LIST function key to display a list of defined bank accounts for the customer.
	With a cardholder data integration to the payment processing networks, the Customer Bank Account List Screen (p. 11-5) appears.
	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.
	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.
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. *Valid Values:* 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

```
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
                                  Pay Account              Ovr Prt Eml Pay  Recur        Payment        Payment
Co Customer No                    Typ  Number              Day Rmt Rmt Full  Pay          Amount         Balance  Order Invoice
-----------------------------------------------------------------------------------------------------------------------------
 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 XXXXXXXXXXXXXX4444      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.

Defining Merchant and Payment Assignments

13

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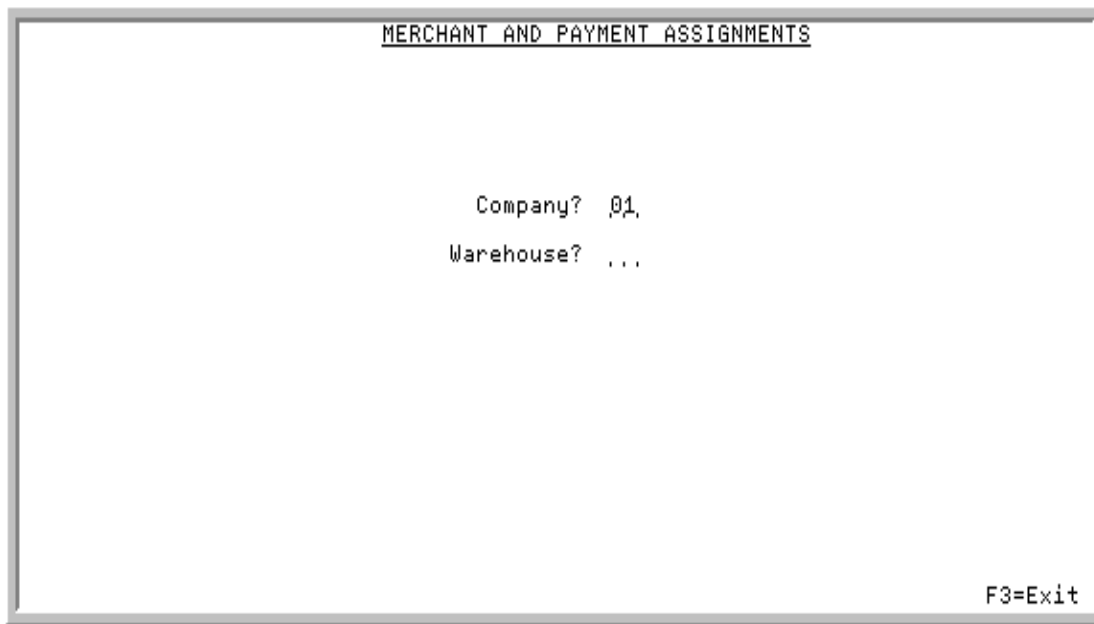
These associations are only used for merchants that are defined in Merchant ID Maintenance (MENU EPFILE) with **Interface** code 5 for a CenPOS secure token integration.

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

```
            MERCHANT AND PAYMENT ASSIGNMENTS



                    Company?  01.

                    Warehouse?  ...









                                              F3=Exit
```

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	Key the company number to be used for set up of Merchant and Payment Assignment information.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required

Merchant and Payment Assignments Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field displays only if the System Options Maintenance (MENU XAFILE) **Multi Warehouse** field is set to Y.
	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.
	Default Value: 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).
	Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(A 2) Optional
F3=Exit	Press the F3=EXIT function key to leave this option and return to MENU EPFILE.
Enter	Press the ENTER key to save your entries and continue. The Merchant and Payment Assignments Screen (p. 13-4) displays.

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. *Valid Values:* 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	Use these fields to specify the payment type(s) to associate with the Merchant ID.
	Key the payment type(s) to be associated with this Merchant ID.
	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.
	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.
	For **ACH/Check** processing setup, note the following:
	• 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.
	Valid Values: A payment type defined through Payment Types Maintenance (MENU OEFILE) that has been designated as a CenPOS integration payment type.
	(A 2) Required
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

```
OEP834         12/02/14     21:06:50        MERCHANT AND PAYMENT ASSIGNMENTS LISTING       AM/APDEMO              PAGE:   1
                                         Master      American Discover        ACH/
Co  WH  Merchant ID                      Card   Visa Express   Card   Other   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	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.
	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).
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	The CenPOS accepted credit cards are shown in the headings (Master Card, VISA, American Express, Discover Card, Other, ACH/Check).
	The columns of data will display the Distribution A+Payment Type assigned that represents the CenPOS specific payment type.

Defining Secure Card Maintenance   **14**

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	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.
	Key the number of the company associated with the customer for secure token creation.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required

Secure Card Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	Key the number of the customer to have a credit card token created.
	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.
	(N 10,0) Required
Ship To	Key the ship-to number that you want to add, change, or delete for the customer indicated in the **Customer No** field.
	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.
	(A 7) Optional
Find (Customer)	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:
	• 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
	For information about entering search criteria, refer to the *A+ Searches* topic in the *Introduction* section of the Cross Applications User Guide.
	(A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city.
	Key up to 8 characters (the first 8) of the customer's city.
	For information about entering search criteria, refer to the *A+ Searches* topic in the *Introduction* section of the Cross Applications User Guide.
	(A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province.
	Key up to 10 characters (the first 10) of the state or province code.
	For information about entering search criteria, refer to the *A+ Searches* topic in the *Introduction* section of the Cross Applications User Guide.
	(A 10) Optional
F3=Exit	Press the F3=EXIT function key to leave this option and return to MENU EPFILE.

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	The ship-to number that you want to add, change, or delete for the customer indicated in the **Customer** field.
	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.
	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.
	(A 7) Optional
Limits: Email Address	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.
	Key an e-mail address.
	Valid Values: Any operational e-mail address
	(A 128) Required
Limits: Payment Type	Use to specify a credit card payment type for the Merchant ID.
	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.
	Valid Values: Any payment code defined through Payment Types Maintenance (MENU OEFILE) for this company.
	(A 2) Required
(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 Description	The descriptive text used to identify this credit card.
	(Display)
Type	The payment type assigned to this credit card that represents the type of credit card, such as VISA or MasterCard.
	(Display)

Secure Card List Screen Fields and Function Keys

Field/Function Key	Description
Cardholder Name	The name of the cardholder as it appears on the credit card.
	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.
	(Display)
Dft	Identifies with **Y** or **N** if the card is the default credit card to be used for the customer and/or customer/ship-to.
	(Display)
Selection	Use this field to select a credit card from the list.
	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.
	(A 1) Optional
F2=Customer Cards / F2=Ship To Cards	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).
	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.
	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.
	NOTE: This toggle key is temporarily hidden based on the display of the F4=SHOW ALL CARDS / F4=SHOW PRV CARDS toggle key.

Secure Card List Screen Fields and Function Keys

Field/Function Key	Description
F4=Show All Cards / F4=Show Prv Cards	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).
	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.
	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.
F5=Ship To Search	This function key appears only if this screen is accessed through this menu option.
	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.
F6=New	After entering an email address (in the **Email Address** field), press F6=NEW to launch the link to CenPOS.
	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.
F10=Maint	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.
	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.
F12=Return	Press the F12=RETURN function key to proceed to the Secure Card Selection Screen (p. 14-3) without making a selection on this screen.
	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.

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:         XXXXXXXXXXXXX1111
          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

```
OEP833       10/06/13    15:02:33              SECURE CARD LISTING              P2/APDEMO           PAGE:  1
Co  Customer No  Ship-To  Seq  Credit Card No      Type   Dft   Card Holder Name
                                CC Description              CC    Email Address
                                                                 CenPOS Client Id & Card Type
-----------------------------------------------------------------------------------------------------------
 1      100          1  XXXXXXXXXXXX4444       CP     Y    Bob Haber
                        Card ending in 4444                bob_haber@financialmgmt.services
                                                           0000000100         OTHER
 1      100          2  XXXXXXXXXXXX1111       CV     N    Karen Jabobs
                        VISA ending in 1111                karen_jacobs@financialmgmt.services
                                                           0000000100         VISA
 1      100          3  XXXXXXXXXXXX2205       CM     N    Bob Haber
                        MASTERCARD ending in 2205          bob_haber@financialmgmt.services
                                                           0000000100         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	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.
	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).
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. In a Non-Centralized CenPOS Virtual Terminal (VT) Bridge service configuration whereby the bridge service may run in multiple areas, defining the assignment requires the IP address of the machine where the payment terminal device bridge service is started, 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.

Terminal Device Assignment fields on the Terminal Device Assignment Maintenance Screen (p. 15-5) will vary depending on whether Distribution A+ is set for a Centralized VT Bridge service configuration, as determined by the **Centralized Bridge IP Address** field in Credit Card Options Maintenance (MENU EPFILE). You will either be presented with the Non-Centralized view (when no Centralized Bridge IP Address was specified in Credit Card Options Maintenance) or the Centralized view (when a Centralized Bridge IP Address was specified). For a Centralized configuration, you will also be able to add, change or delete Card Device IDs through this menu option, and select a device ID's description and required serial number for each card device.

> 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. For a Centralized configuration view, also select the Card Device ID.
Card Device ID Maintenance Selection Screen	Used to add, change, or delete a Card Device ID that could be assigned to the terminal device assignment. Only applicable for centralized configuration.
Card Device ID Maintenance Screen	Used to add or change the Card Device ID's description and required serial number. Only applicable for centralized configuration.
Terminal Device Assignments Listing	Prints a record of payment terminal device assignments, and Card Device IDs for a Centralized configuration.

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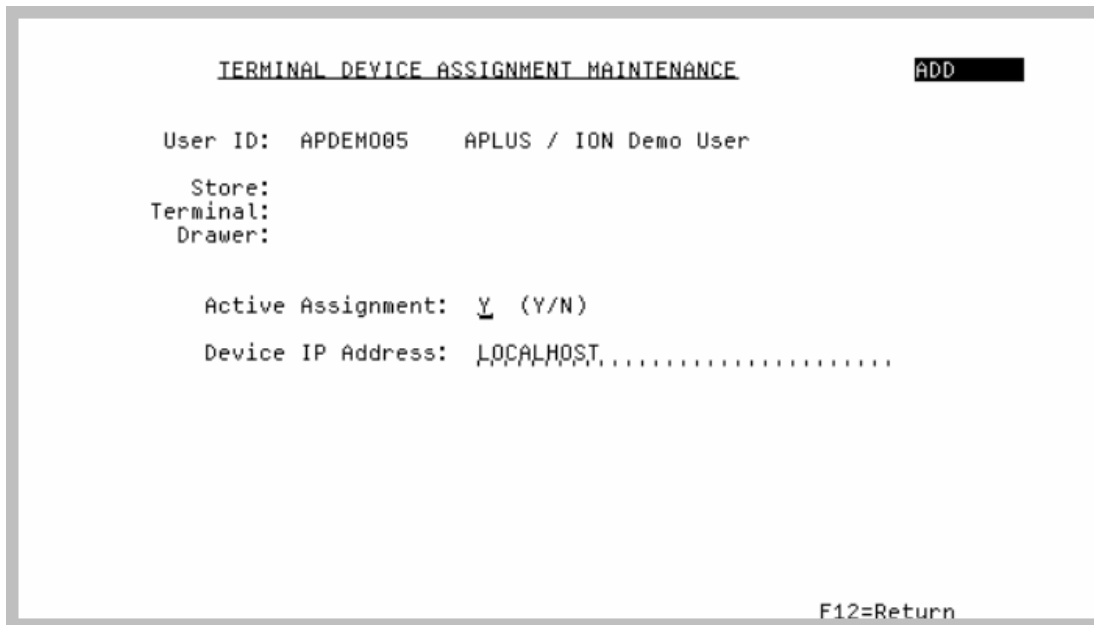
Field/Function Key	Description
Function	Key A to add a payment terminal device assignment for a user or POS store/terminal/drawer.
	Key C to change a payment terminal device assignment for a user or POS store/terminal/drawer.
	Key D to delete a payment terminal device assignment for a user or POS store/terminal/drawer.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

Terminal Device Assignment Selection Screen Fields and Function Keys

Field/Function Key	Description
Store	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.
	If you select to define a payment terminal device assignment for a particular store/terminal/drawer, the **User ID** field must be blank.
	Valid Values: A store ID defined through Stores Maintenance (MENU PSFILE).
	(A 5) Blank/Required
Terminal	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.
	If you select to define a payment terminal device assignment for a particular store/terminal/drawer, the **User ID** field must be blank.
	(N 5,0) Blank/Required
Drawer	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.
	If you select to define a payment terminal device assignment for a particular store/terminal/drawer, the **User ID** field must be blank.
	(N 3,0) Blank/Required
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
F4=User List	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.
Enter	Press ENTER to confirm your entries.
	If you are in Add or Change mode, the Terminal Device Assignment Maintenance Screen (p. 15-5) will appear.
	If you are in Delete mode, a message appears on the bottom of this screen asking you to confirm deletion Yes or No.

Terminal Device Assignment Maintenance Screen

(*Non-Centralized View*)

```
          TERMINAL DEVICE ASSIGNMENT MAINTENANCE              ADD

     User ID:  APDEMO05    APLUS / ION Demo User

        Store:
     Terminal:
       Drawer:


       Active Assignment:  Y  (Y/N)

       Device IP Address:  LOCALHOST.......................




                                                        F12=Return
```
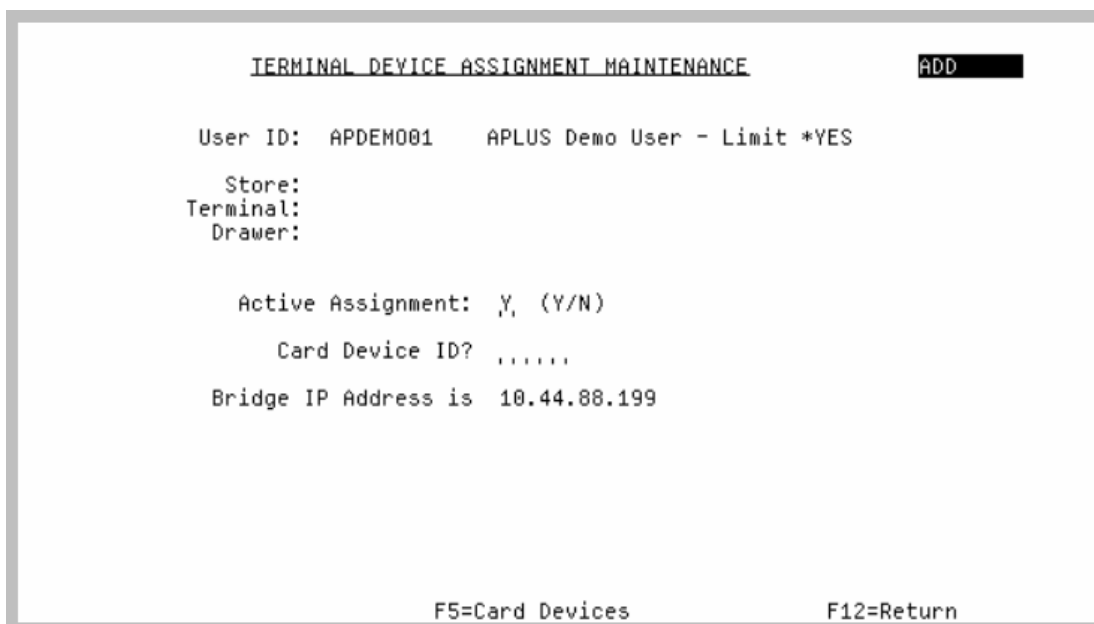
Terminal Device Assignment Maintenance Screen

(*Centralized View*)

```
          TERMINAL DEVICE ASSIGNMENT MAINTENANCE              ADD

     User ID:  APDEMO01    APLUS Demo User - Limit *YES

        Store:
     Terminal:
       Drawer:


       Active Assignment:  Y  (Y/N)

          Card Device ID?  ......

     Bridge IP Address is  10.44.88.199




              F5=Card Devices              F12=Return
```

This screen appears after pressing ENTER on the Terminal Device Assignment Selection Screen (p. 15-3), when adding or changing a payment terminal device assignment.

The fields on this screen will vary depending on whether Distribution A+ is set for a Centralized Virtual Terminal (VT) Bridge service configuration, as determined by the **Centralized Bridge IP Address** field in Credit Card Options Maintenance (MENU EPFILE). The Non-Centralized and Centralized view of the screen is shown above. The Non-Centralized view is when no **Centralized Bridge IP Address** was specified in Credit Card Options Maintenance; the Centralized view is when a **Centralized Bridge IP Address** was specified.

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. For a Centralized screen, also select the **Card Device ID**. The Bridge IP Address will display (based on the **Centralized Bridge IP Address** specified in Credit Card Options Maintenance) for informational purposes only.

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	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. Display
Drawer	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. Display

Terminal Device Assignment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Active Assignment	Use this field to activate or deactivate the payment terminal device for the user or POS store/terminal/drawer.
	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.
	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.
	Default Value: Y
	(A 1) Required
Device IP Address	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.
	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.
	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.
	This field does not appear on the screen when a centralized bridge IP address was specified in Credit Card Options Maintenance (MENU EPFILE), since the IP address of the workstation where the device is connected is no longer needed. The **Card Device ID** setting will appear instead (see field below).
	Default Value: LOCALHOST
	Valid Values: The IP address of the computer or LOCALHOST (key LOCALHOST if you have your own device connected).
	(A 30) Required

Terminal Device Assignment Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Card Device ID	This field appears when a centralized bridge IP address was specified in Credit Card Options Maintenance (MENU EPFILE).
	This field replaces the **Device IP Address** field (above) since the IP address of the workstation where the device is connected is no longer needed. Instead, use this field (which will replace the previous setting) to direct the device serial number to the bridge service.
	Key the Card Device ID. The description of the ID will display to the right.
	Valid Values: A valid Card Device ID defined via the F5=CARD DEVICES function key on this screen.
	(A 5) Required
Bridge IP Address is	This field appears when a centralized bridge IP address was specified in Credit Card Options Maintenance (MENU EPFILE).
	This field is for informational purposes only, displaying the centralized bridge IP address.
	Display
F5=Card Devices	The F5=CARD DEVICES function key appears when a centralized bridge IP address was specified in Credit Card Options Maintenance (MENU EPFILE).
	Press F5=CARD DEVICES to add, change, or delete a Card Device ID that could be assigned to the terminal device assignment. The Card Device ID Maintenance Selection Screen (p. 15-9) will appear.
F12=Return	Press the F12=RETURN function key to return to the Terminal Device Assignment Selection Screen (p. 15-3) without updating any changes.
Enter	Press ENTER to confirm your entries, and return to the Terminal Device Assignment Selection Screen (p. 15-3).

Card Device ID Maintenance Selection Screen

```
                 CARD DEVICE ID MAINTENANCE



            Function:  _     (A,C,D)
        Card Device ID?  ......






                                            F3=Exit
```

This screen appears after pressing F5=CARD DEVICES from the Terminal Device Assignment
Maintenance Screen (p. 15-5), when a centralized bridge IP address was specified in Credit Card
Options Maintenance (MENU EPFILE).

Use this screen to add, change, or delete a Card Device ID that could be assigned to the terminal device
assignment.

Card Device IDs are exclusively applicable only to terminal device assignments and therefore the
function to add or maintain them is within this Terminal Device Assignments Maintenance menu
option.

Card Device ID Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a Card Device ID that could be assigned to the terminal device assignment.
	Key C to change an existing Card Device ID.
	Key D to delete an existing Card Device ID.
	(A 1) Required
Card Device ID	This field directs the device serial number to the bridge service and allows you to define a Card Device ID for terminal assignment.
	Key the Card Device ID you are adding, changing or deleting.
	(A 5) Required

Card Device ID Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to exit this option and return to the menu.
Enter	Press ENTER to confirm your entries.
	If you are in Add or Change mode, the Card Device ID Maintenance Screen (p. 15-11) will appear.
	If you are in Delete mode, a message appears on the bottom of this screen asking you to confirm deletion Y (Yes) or N (No).

Card Device ID Maintenance Screen

```
              CARD DEVICE ID MAINTENANCE                ADD

         Card Device ID:  MX916
            Description:  ▃...............................
          Serial Number:  ......................




                              F12=Return
```

This screen appears after pressing ENTER on the Card Device ID Maintenance Selection Screen (p. 15-9).

Use this screen to add or change the Card Device ID's description and serial number.

> NOTE: Activity changes that are made to the Card Device ID assigned to the terminal or to any Card Device IDs that are added, changed, or deleted are logged accordingly in the Electronic Payments Security Logging File (EPSLOG). This file can then be purged and exported through the Purge/Export EP Security Log option on the Electronic Payments File Maintenance Menu (MENU EPFILE).

Card Device ID Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Card Device ID	This field displays the Card Device ID you are adding or changing. Display
Description	Key the description of the Card Device. (A 30) Optional

Card Device ID Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Serial Number	Key the serial number as it appears on the Card Device (as assigned on the back of the device), excluding any dashes.
	Depending on the type of card device (i.e., VeriFone, Ingenico, etc.), the serial number length and format may vary. The serial number length of 20 alpha-numeric characters is provided on this A+ screen to accommodate the possible varying lengths.
	(A 20) Required
F12=Return	Press the F12=RETURN function key to return to the Card Device ID Maintenance Selection Screen (p. 15-9) without updating this screen.
Enter	Press ENTER to confirm your entries, and return to the Card Device ID Maintenance Selection Screen (p. 15-9).

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). If the centralized bridge IP address is used, the card device ID assigned to the terminal, its description and serial number will also print on the listing.

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. 15-13) prints.

Terminal Device Assignments Listing

```
OEP837        02/04/19      13:26:52          TERMINAL DEVICE ASSIGNMENTS LISTING              A8/APDEMO              PAGE:  1
  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. 15-3), Terminal Device Assignment Maintenance
Screen (p. 15-5), Card Device ID Maintenance Selection Screen (p. 15-9), if applicable, and Card
Device ID Maintenance Screen (p. 15-11), if applicable, are printed.

The fields on this listing will vary depending on whether Distribution A+ is set for a Centralized
Virtual Terminal (VT) Bridge service configuration, as determined by the **Centralized Bridge IP
Address** field in Credit Card Options Maintenance (MENU EPFILE).

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.
Active	Indicates with Y (yes) or N (no) if the terminal device for the user or POS store/terminal/drawer is active.
IP Address	The IP address of the machine where the terminal device bridge service is started.

Terminal Device Assignments Listing

Report/Listing Fields	Description
Device ID	The Card Device ID assigned to the terminal device assignment. Only applicable for centralized configuration.
Serial Number	The serial number as it appears on the Card Device. Only applicable for centralized configuration.

Defining Secure Bank Accounts   **16**

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

```
            SECURE BANK ACCOUNT SELECTION


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




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




            F3=Exit     F4=Customer Search
```

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	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE).
	Key the company number.
	Default Value: 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).
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N2,0) Required/Display

Customer Bank Account Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Customer No	Use this field to specify the customer number of the customer whose secure bank account information you want to maintain.
	Key the customer number.
	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.
	Valid Values: A customer number defined through Customer/Ship to Master Maintenance (MENU ARFILE).
	(N 10,0) Required
Find	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:
	• 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
	For information about entering search criteria, refer to the *Searches* topic in the Introduction section of the Cross Applications User Guide.
	(A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, use this field to search for a customer in a particular city.
	Key up to 8 characters (the first 8) of the customer's city.
	For information about entering search criteria, refer to the *Searches* topic in the Introduction section of the Cross Applications User Guide.
	(A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, use this field to search for a customer in a particular state or province.
	Key up to 10 characters (the first 10) of the state or province code.
	For information about entering search criteria, refer to the *Searches* topic in the Introduction section of the Cross Applications User Guide.
	(A 10) Optional
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   XXXXXXXXXXXXXX1327               Account ending in 1327            N
        3   XXXXXXXXXXXXXX4532               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. 8-10).

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	When adding a new secure bank account, key a valid customer email address and press F6=NEW. See F6=NEW for details.
	NOTE: This field also acts as a "limit" in order to drill down to specific bank accounts entered by email address within the list.
	Valid Values: Any operational e-mail address that the customer chooses to use.
	(A 128) Required
(Reference Number)	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.
	Display
Bank Account Number	This field displays a masked bank account number representation of the sensitive bank account number that is currently stored for this customer on CenPOS.
	Display
Bank Account Description	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).
	Display
Dft	This field indicates (with Y or N) whether the account is the default account for the customer within Distribution A+.
	Display
Selection	Use this field to select a secure bank account from the list.
	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+.
	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.
	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.
	(N 2,0) Optional
F6=New	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.

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:    XXXXXXXXXXXXXX4532
          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. *Default Value:* 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	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. 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.
Enter	Press the ENTER key to save your entries and return to the Secure Bank Account List Screen (p. 16-6).

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

```
OEP839        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  XXXXXXXXXXXXXX5555      AH    Y     John Adams
                     Check Account x5555                 john.adams@cbminsurance.com
                     123123123                           0000000040
 1        50      1  XXXXXXXXXXXXXX9980      AH    Y     Jim Brown
                     Savings Account x9980               jim.brown@allendale.com
                     123123123                           0000000050
```

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.

Re-Encrypting Account Numbers 17

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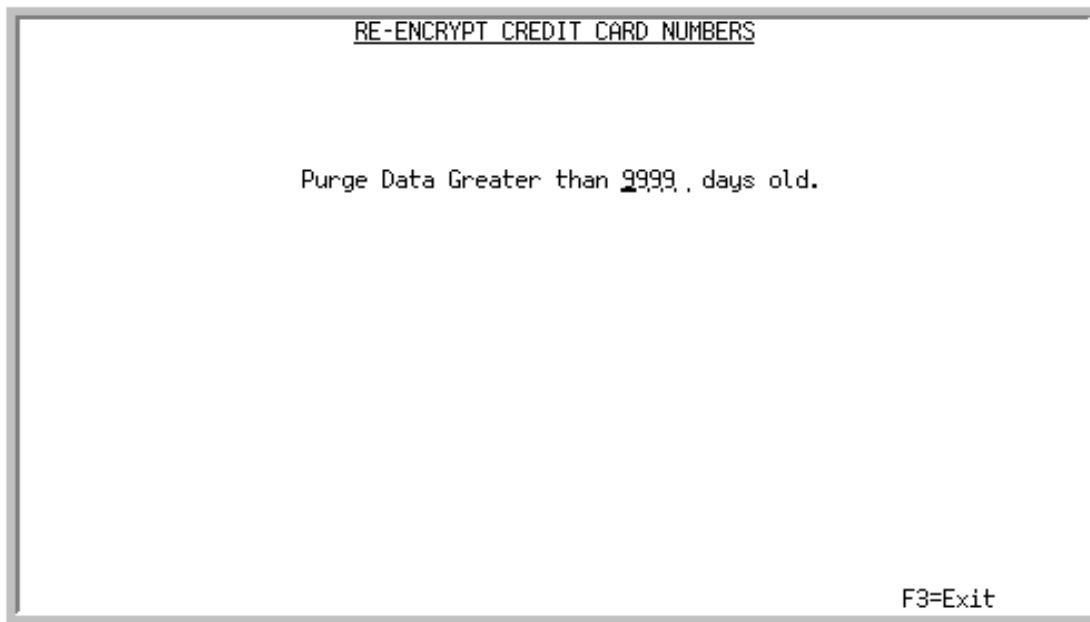
Due to Electronic Payments Security Logging (required via PA-DSS v2.0 Requirement 4.1b), when a user runs this menu option, it will be tracked and logged in the Electronic Payments Security Logging File (EPSLOG). The Electronic Payments Security Logging File can be purged and exported through the Purge/Export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

```
            RE-ENCRYPT CREDIT CARD NUMBERS



       Purge Data Greater than 9999 , days old.













                                                F3=Exit
```

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+based on transactions that are greater than a specified number of days.

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.

Re-Encrypt Credit Card Numbers Screen Fields and Function Keys

Field/Function Key	Description
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.

Purge/Export EP Security Log

18

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 (EPS-LOG) 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

```
              PURGE/EXPORT EP SECURITY LOGGING


        Purge Log Greater than  9999 , days old.



           Press F5 to purge/export the log.
           Press F3 to cancel this option.




                                    F3=Exit    F5=Purge/Export
```

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.
	Default Value: 9999
	Valid Values: 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	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.
	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.
	The purge/export job will run interactively on your screen and when processing is complete, you will be returned to the main menu.

Activating Credit Card Company Options

19

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:
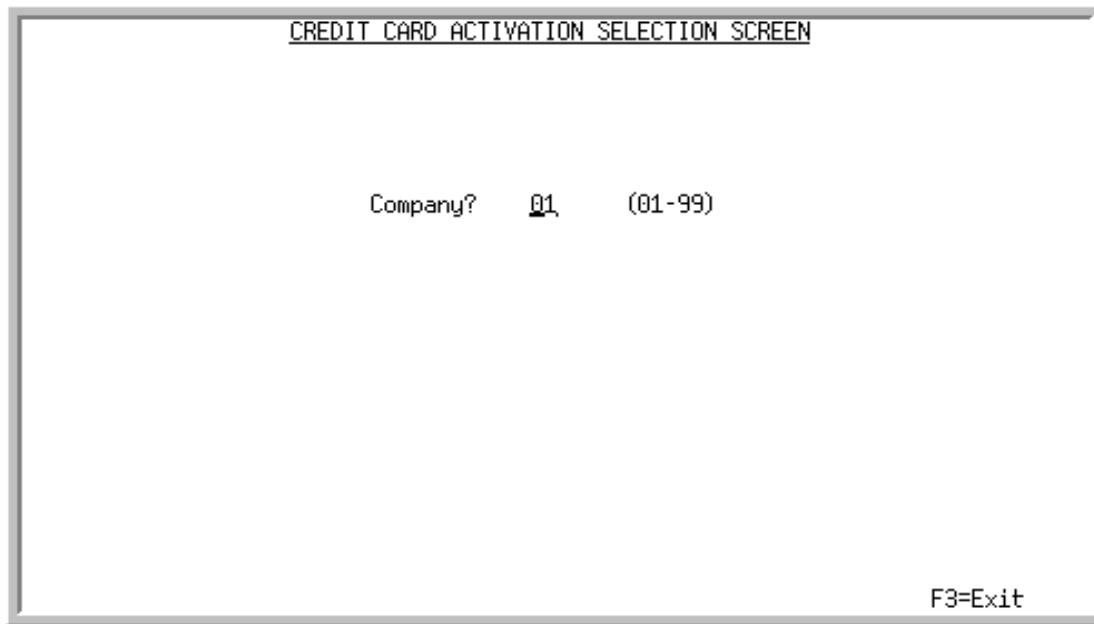
"Distribution A+ must be stopped to perform this function. This procedure will be cancelled."

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

```
             CREDIT CARD ACTIVATION SELECTION SCREEN




              Company?    01    (01-99)











                                                    F3=Exit
```

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	This field is display only if the **Multi Company** field is set to N through System Options Maintenance (MENU XAFILE).
	Key the company number.
	Default Value: 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)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(A 2) Required/Display
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

```
                        ACTIVATE CREDIT CARDS



     Credit Cards will be activated for company  1 A & C Office Supply        .
     Press F5 to continue with the activation or F12 to Return to the Credit Card
     Activation Selection Screen.












                                                   F5=Continue   F12=Return
```

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$
                                Pay                                         Valid
     Order/Gn Type Status  Customer  Typ Credit Card Number   Invoice Amt  CC#
 1 01950/00 Ord  PS prtd        150 CC  4521369878451115233      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

                                                              _ Last
 Select: _ .      Position to Order: . . . . .
                  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 • 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 • 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 • 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

```
OEP691         10/20/03   9:52:10      ELECTRONIC PAYMENTS ACTIVATION ERROR REPORT        AI/APDEMO          Page:   1
                                       Company:  02  B & B Office Supply
                                                       Pay
Order/Gn Type Status   Customer  Customer Name          Typ Credit Card Number  Invoice Amt Cur  Error
-----------------------------------------------------------------------------------------------------------------------
01293/00 Ord  Held-SP        100 KMP Manufacturing       CC  5555555555554444       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	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.
	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.
	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.
	Valid Values: 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.
	(6 @ A 2) Required

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).

Token Conversion Process for CenPOS Integration

A

The steps in this chapter related to options 1 for Token Conversion Process and 2 for Purge Encrypted CC # From File will be performed once during the initial CenPOS integration transition process. Some processes are performed in Distribution A+, while others are completed through CenPOS.

Before you begin option 1 for Token Conversion Process, read the APPENDIX B: *CenPOS Integration Steps for Token Conversion Process* and be prepared to install/setup the CenPOS Batch Upload Tool. Option 2 for Purge Encrypted CC # From File should be run at a later date only after the CenPOS integration is established and further reliance on previous integration transactions (to perform returns, etc.) are no longer necessary.

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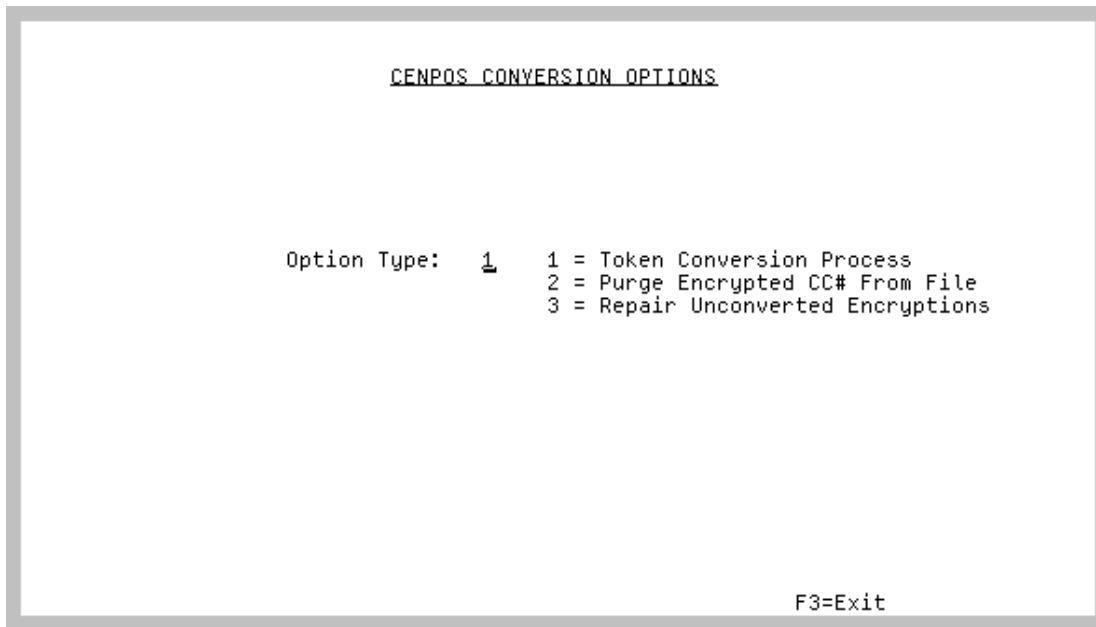
This token conversion process assumes that Distribution A+ Electronic Payments has been re-encrypted through the CHAPTER 17: *Re-Encrypting Account Numbers* process to utilize the advanced 256-bit encryption methodology.

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

```
                    CENPOS CONVERSION OPTIONS




        Option Type:    1     1 = Token Conversion Process
                              2 = Purge Encrypted CC# From File
                              3 = Repair Unconverted Encryptions












                                              F3=Exit
```

The Distribution A+ CenPOS Conversion Options Screen displays from the token conversion command entered on the command line of the IBM i system. There are three options for the CenPOS conversion.

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.

CenPOS Conversion Options Screen Fields and Function Keys

Field/Function Key	Description
Option Type: Token Conversion Process	Select option 1 Token Conversion Process to begin the actual token conversion process.
	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 IBM i. This directory is created automatically in the conversion process program.
	NOTE: The TOKEN.CSV file needs to contain clear (unencrypted) credit card numbers to be imported to the CenPOS batch upload application. Therefore, this file will be automatically deleted from the IFS after the Token Conversion Interactive Process (p. A-9) is run. It is important that this file NOT be renamed and/or saved.
	Valid Values: 1, 2, 3
	(N1,0) Required
Option Type: Purge Encrypted CC# from File	NOTE: Option 2 - Purge Encrypted CC# From File should **never** be run before option 1 - Token Conversion Process.
	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 (A+) 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.
	Valid Values: 1, 2, 3
	(N1,0) Required
Option Type: Repair Unconverted Encryptions	When running Re-Encrypt Account Numbers (MENU EPFILE) for the first time, encryptions are converted to a more advanced methodology. If this process fails to complete properly, an additional repair must be performed.
	Select option 3 to repair older encryptions that may not have converted properly while running the Re-Encrypt Account Numbers (MENU EPFILE) for the first time. The encryption conversion process will be completed again converting any older encryption records properly so they can be re-encrypted using advanced encryption methodology.
	Valid Values: 1, 2, 3
	(N1,0) Required

CenPOS Conversion Options Screen Fields and Function Keys

Field/Function Key	Description
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-5) displays.

Create CSV File for Token Conversion Screen

```
           CREATE CSV FILE FOR TOKEN CONVERSION

      This option will create the CSV file that will be
      uploaded to CenPOS in order to convert all of the
      A+ stored credit cards (CCCUS) into tokens (CSTKN).


                    Company?  _, (Blank for ALL)
         Payment Type To Convert?  ,,, (Blank for ALL)

   Use Cust/Ship-To Name/Addr (if Blank):   N, (Y/N)
   Use Cust/Ship-To Contact Email (CSEML):  N, (N=No,  D=Default,
                                              (A=A/P, P=Purchasing)
   General Email: ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

             Press F5 to create the CSV file.

             Press F3 to cancel this option.



                                      F3=Cancel   F5=Create
```

The Create CSV File for Token Conversion Screen displays when you select option 1 on the CenPOS Conversion Options Screen (p. A-2). Through this option, the user can convert tokens in a single company or all companies – depending on the number of companies that need this processing.

Since the CenPOS token generation requires the card holder name, address, zip, and email address to be entered, this screen provides options for that information to be automatically retrieved from the Customer Master File (CUSMS) and the Ship-To Master File (ADDR) when the current Customer/ Ship-To Credit Card File (CCCUS) information is blank for these values in Distribution A+.

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 the conversion process with APPENDIX B: *CenPOS Integration Steps for Token Conversion Process*.

Create CSV File for Token Conversion Screen Fields and Function Keys

Field/Function Key	Description
Company	Use the company to identify what company information is ready to be converted to CenPOS secure tokens. 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). 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. *Valid Values:* 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. (N 2,0) Required
Payment Type to Convert	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. Key a specific payment type to convert only credit cards associated with that payment type to CenPOS secure tokens. Leave blank to convert all credit cards from the previous integration to CenPOS secure tokens. *Default Value:* blank for all credit card payment types *Valid Values:* A valid payment type set up as a credit card payment type (A 2) Optional
Use Cust/Ship-to Name/Addr (if Blank)	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. Select N to use the program supplied default values • 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. (A 1) Required

Create CSV File for Token Conversion Screen Fields and Function Keys

Field/Function Key	Description
Use Cust/Ship-to Contact Email (CSEML)	Select A to use the email address from the A/P Contact field in the Customer/Ship-To Email Address File (CSEML).
	Select D to use the default email address from the Customer/Ship-To Email Address File (CSEML).
	Select N to fill the token with the company level email address if it exists. If that is also blank, the **General Email** field will be used.
	Select P to use the email address from the Purchasing Contact field in the Customer/Ship-To Email Address File (CSEML).
	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, the **General Email** field will be used.
	(A 1) Required
General Email	When selecting which email address level to use (customer/ship-to or contacts), there is a possibility of blank email address fields within those records.
	Use this field to identify the email address to be used when a blank email field is encountered within the process. This email address should be someone on your staff responsible for reviewing and correcting this information in the customer master files.
	(A 30 Required
F3=Cancel	Press F3=CANCEL to cancel the conversion process and return to the CenPOS Conversion Options Screen (p. A-2).
F5=Create	Press F5=CREATE to begin the CSV file creation process.
	The following Customer/Ship-To Credit Card File (CCCUS) records will not be added to the TOKEN.CSV file for token conversion:
	• 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.
	NOTE: Any records that were omitted will be listed in the TOKEN_OmitLog.CSV file. Please review this file for the omit response message.
	Refer to The Creation Process (p. A-8) for the details of what occurs in the conversion process.
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 with the **General Email** address specified.

> 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 IBM i that was created in the conversion process.

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-9). 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-9) 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* to see 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 to 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 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.

Repair Unconverted Encryption Records Screen

```
              REPAIR UNCONVERTED ENCRYPTION RECORDS


                        ** WARNING **

         This option will attempt to repair any unconverted
         records that were not properly encrypted upon the
         initial running of the Re-Encrypt Account Numbers
         option from the EPFILE menu in A+.

    THIS OPTION SHOULD ONLY BE RUN IF YOU ARE SURE THAT REPAIR IS NEEDED.


                  Press F5 to repair encryptions

                  Press F3 to cancel this option.




                                           F3=Cancel    F5=Repair
```
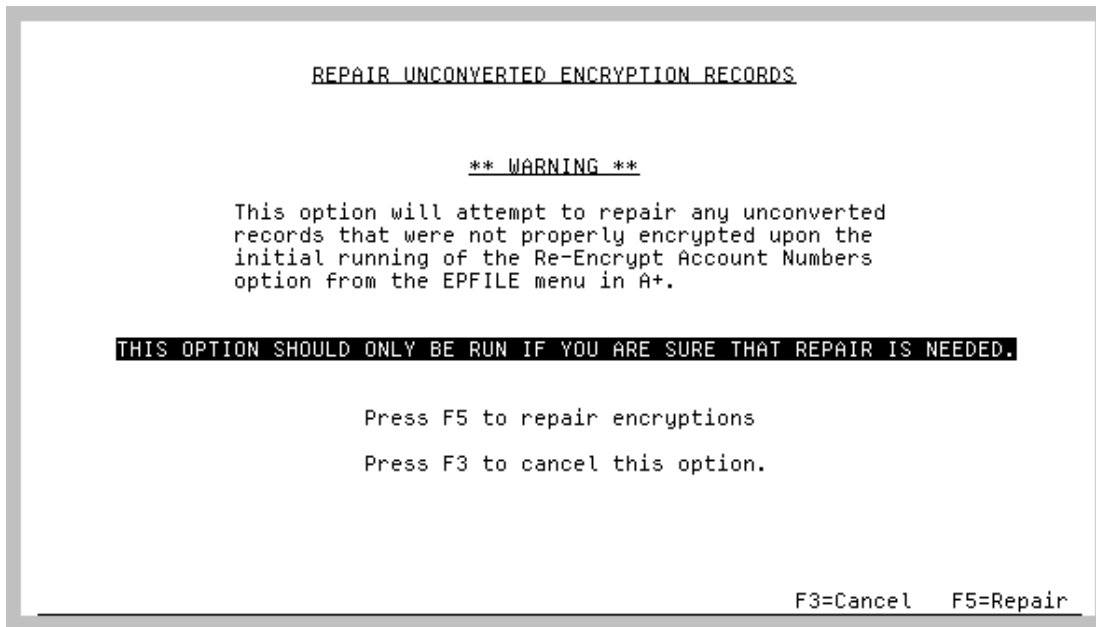
This screen displays when option 3 for Repair Unconverted Encryptions is selected on the CenPOS
Conversion Options Screen (p. A-2).

Use this option to repair older encryptions that may not have converted properly in the Re-Encrypt
Account Numbers (MENU EPFILE) the first time. This process will convert the existing data to a
more advanced methodology that then can be converted to CenPOS tokens.

Repair Unconverted Encryption Records Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press F3=CANCEL to cancel the encryption repair process and return to the menu.
F5=Repair	Press F5=CREATE to begin the repair process for the unconverted encrypted account information.

CenPOS Integration Steps for Token Conversion Process

B

The CenPOS Batch Upload Tool 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 transaction will be processed for each card number in the Customer/Ship-To Credit Card File (CCCUS). The tokens will be returned in a file and can then be retrieved and stored in Distribution A+ for future transactions.

> NOTE: Ensure with CenPOS that the CenPOS setting to send an email receipt for a transaction is turned OFF during this process. This will prevent the $0.00 sale transaction receipt from being sent to your customers during the conversion process.

Tokenized card numbers can be used within Distribution A+, and the greatest benefit to this 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
* a mapped drive to the IBM i

Setup

1. On a computer with Microsoft SQL Server installed, create the directory C:\batchupload.
2. Unzip the contents of the CenPOS batchupdate download into C:\batchupload.
3. 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.

4. On the Microsoft SQL Server window, select the batchupload database name and click **New Query** to open a blank SQL Query.

5. 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.

6. Open the C:\batchpupload\Install\UsuarioVT folder and run the UsuarioVT.exe.

7. The *Virtual Terminal* window displays. Click **Tools** > **Edit Connection**.

8. Enter the **Server name** of localhost, **Authentication method** of Windows Authentication, and the **Database** name batchupload and then click **Test**.

9. Copy the connection string that is written into the box to any Text Editor (i.e. Notepad).

10. Click the **Save RMSVT Connection** and the **Save RMS Connection** buttons.

11. Close the UsuarioVT application.

12. Open the C:\batchupload\Install\ folder and run the Security.exe file. A DOS window opens.

13. 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.

14. 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 '='.

15. Close the security DOS application.

16. 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).

17. Copy the renamed file and paste it up one level into C:\batchupload.

18. In the C:\batchupload\Install\ folder, right-click and edit the Config.xml.

19. 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.

20. 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 8 or Windows 7, 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.
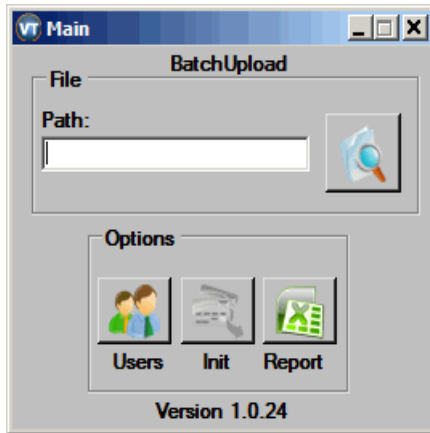
3. Select the TOKEN.CSV file that was created directly on the IBM i IFS directory: /IFS/Root/ ConvertToTokens. In this example, the TOKEN.CSV file is being selected below.
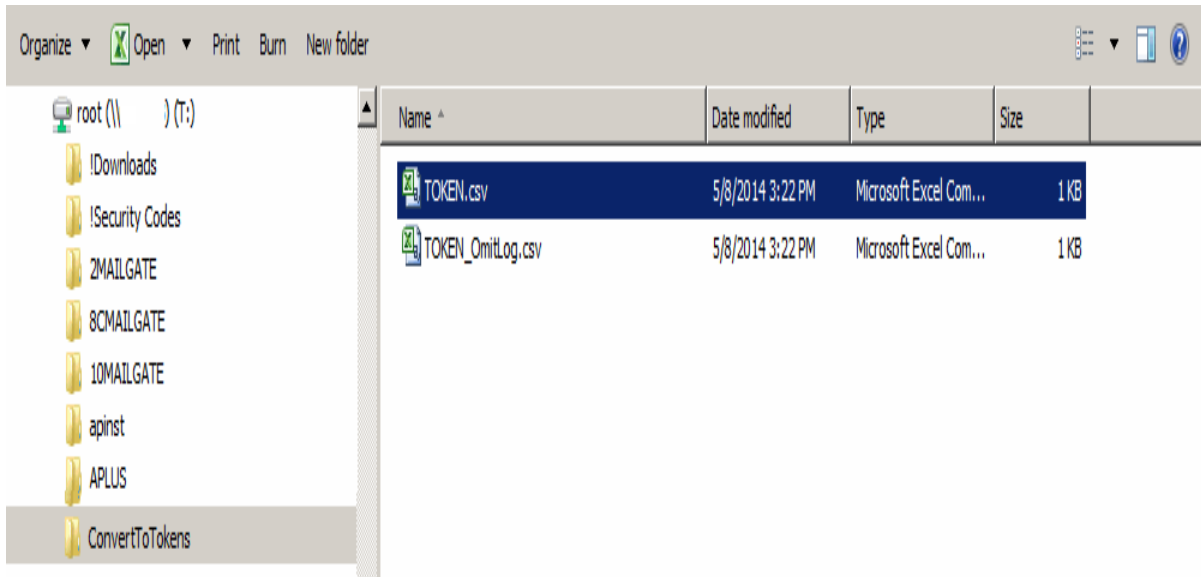
4. The VT Main window now shows the selected file in the **File Path:** field.
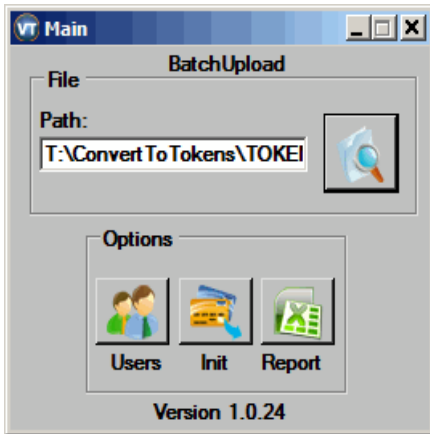
5. After the file is selected, the VT Main window will show it listed in the **File Path:** field. Click the **Users** button.
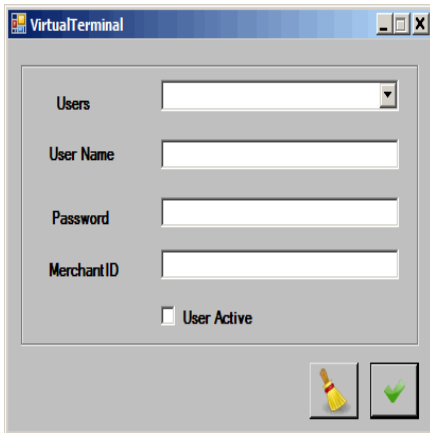
6. The VirtualTerminal window displays. There are two options on this window: either select a user in the **Users** drop down list that has already been created for the batch upload and is saved in the application, or create a new one for a user has an existing CenPOS login.

   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 redisplays. 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.
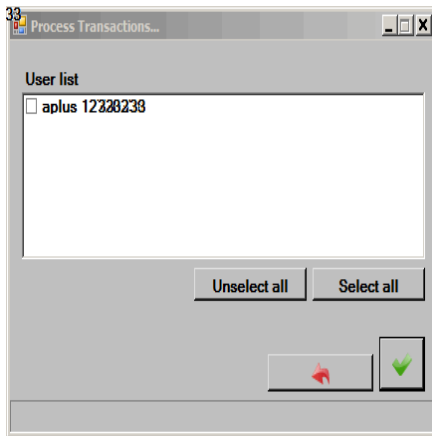
8. The green status bar at the bottom of the window will show the progress of the upload. The Processing Transactions Completed pop-up window displays with the **Completed** message when the upload has successfully finished.
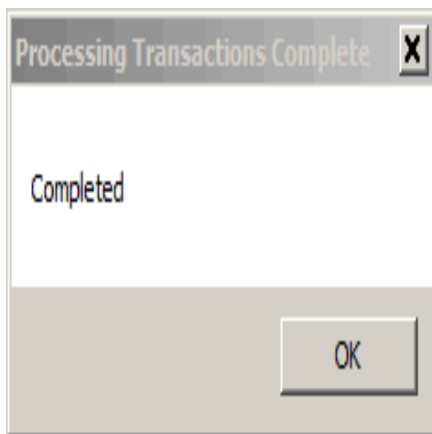
9. The final step is to retrieve the response file from the server. If necessary, reselect the path to the TOKEN.CSV file. Click **Report** button on the VT Main window.
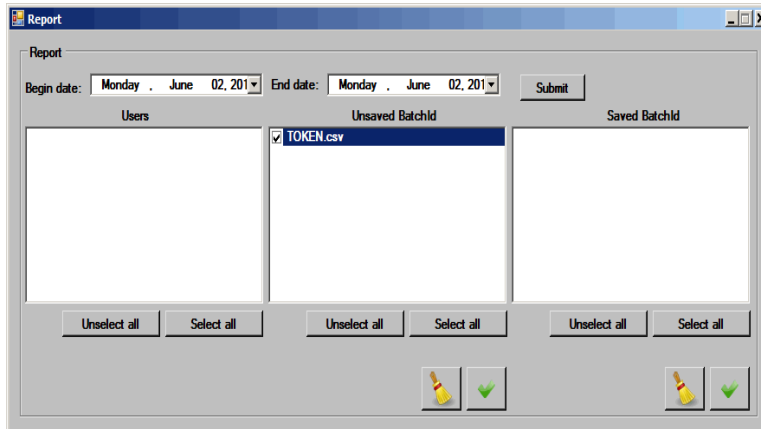
10. On the Report window, in the BatchID panel, select the file to be uploaded, then click the **Check Mark** button. You will be prompted to save the file on your computer with the Save file Screen. You must save the file named TOKEN_Response.csv to the same IFS/Root/ConvertToTokens folder previously used.
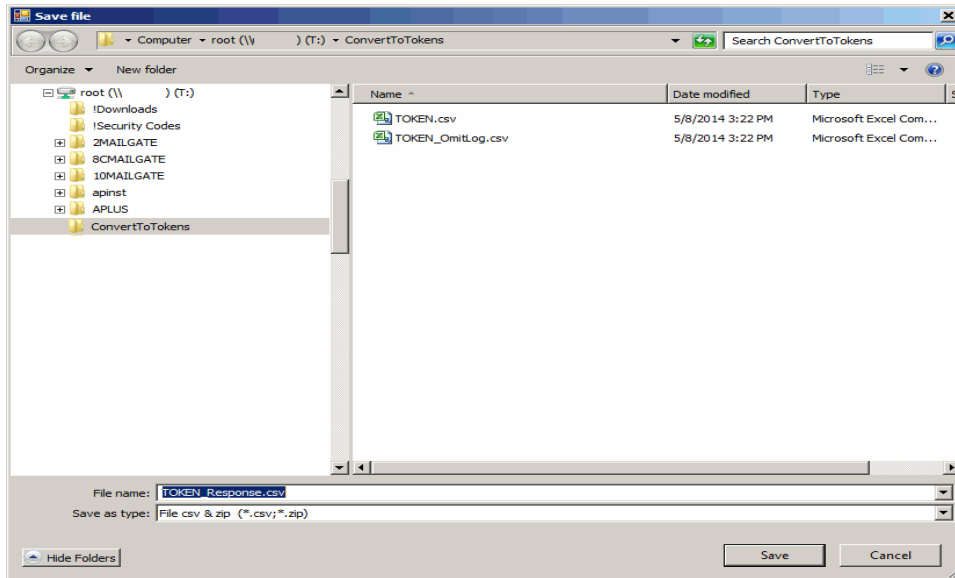
11. Return to APPENDIX A: *Token Conversion Process for CenPOS Integration* and the Token Conversion Interactive Process (p. A-9) and continue.

Index