Accounts - Add Payment Method / Make Payment Method Inactive

Last Modified on 11/26/2024 6:16 am PST

Pathway: Accounts > Search > Accounts

Manage payment methods for an account by using the Wallet link on the AR History screen. Displayed with the Wallet link is a numeric value in parentheses to indicate the current number of payment methods associated to the account.

AR HIST	ORY									8 8	1	
	CURRENT	1-30 DAYS	31-60	DAYS	61-90 DAYS		91-120 DAYS	120+ DAYS	τοτα	NL .		
	0.00	0.00	0.	00	0.00		0.00	527.93	527.9	93		
🗹 Limit	to open ite	ms <u>STATEMENT</u> •	INVOICE AUTO AP	PLY BALANC	E WRITE OFF	- 0	<u>WALLET (0)</u>		Search Q	00		
DATE ↓ 10/01/23	DUE DATE 10/11/23	ACCOUNT WALLET	85.18							I		? 😣
09/14/23	09/24/23	0										
00/10/23	00/20/23	ACCOUNT HOLDER NAME	ТҮРЕ	LAST 4 DIGITS	EXPIRATION DATE	STATUS	AUTO PAY	DAY OF AUTO MONTH	PAY CREATED BY MAX	PROCE	ESSOR	
		Miranda Thomas	Bank Account	5309		Active	At Billing		Isabel Navarro	Pinea	pple <u>View History</u>	y 🗗
		Carrie George	Visa	1111	06/29	Active	No		Isabel Navarro	Pinea	pple <u>View History</u>	х 🗗

Permissions

The following permissions are required to add payment methods:

Permission ID	Permission Name
5	View Account
6	View Site
41	View AR History
278	Add Account Wallet

Add Account Wallet

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ACCOUNT WALLET	Г									8
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ACCOUNT HELDER NAM	МЕ ТҮРЕ	LAST 4 DIGITS	EXPIRATION DATE	STATUS	AUTO PAY	DAY OF MONTH	AUTO PAY C MAX	CREATED BY	PROCESSOR	
	ADD ACCOUNT V	VALLET								
	ТҮРЕ					*				
n	NAME									
	AUTOMATED	PAYMENT				*				
	DESCRIPTION									5) 5)
(1 views)-								1437 - 1305CT 1404011	0	s)
			SAV	E						

Setup Requirements

The following settings must be enabled or the option to add a payment method will be hidden:

System Options

Pathway: Setup > System > System Options

In the Integration tab of System Options, the **Enable ERP Integration** setting must be configured to any option other than 'External System' to ensure the Wallet feature is displayed. A selection here supersedes all other settings that enable the Wallet.

SYS	TEM OPTIO	INS SETUP					
s	System Sales		Integration	Account	Operations	Customer Portal	Broker
	ENABLE ERP INTEGRATION		No		v	EXTERNAL	INVOICE S3 FOLDER
	GL EXPO	RT FORMAT			- 8	EXTERNAL	INVOICE TASK TYPE
	BI INTEGR	RATION DATABASE				EXTERNAL	INVOICE APPROVAL
	UPS ACCI	ESS KEY				EMAIL	
	USPS ACC	CESS KEY					
	ERP ID LA	BEL	ERP LABEL				

Division

Pathway: Setup > System > Division

In the Credit Card / ACH Processing tab of Add/Update Division screens, set the *Enable Credit Card Processing* field to one of the available options:

- Yes (Credit Card & ACH)
- Yes (Credit Card Only)

If this field is set to 'No,' the Add icon in the Account Wallet popup will be hidden.

DIVISION SETUP							
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DIVISION ID	NAME T				LEG/	L ADDRES	s
1002	UPDATE DIVISION - 1001					? 8	🗿 Coi
1003	Details Credit Card / ACH Proc	essing	Cost / Target Pricing	Inter-company	Addresses		leg HF
1005		_					x
1004	ENABLE CREDIT CARD PROCESSING	Yes	(Credit Card & ACH)	-			Но
1008	CREDIT CARD GATEWAY	Pine	apple	-			de
1011	GATEWAY ENV	SAN	IDBOX	~			Bev
1001	GATEWAY API KEY / USER NAME	Pine	apple DEMO				a P
1007							eco
1009	GATEWAY TRANS. KEY / PASSWORD	Pine	eappleExpress123!				La
1010	GATEWAY SETTLEMENT TIME	07 :	: 30 : 00 . 000 PN				lou
		DAN		_			

Account Class

Pathway: Setup > Account > Account Class

In the Payment Processing tab of the Add/Update Account Class screens, set the Disable Account Wallet field to 'No' for the Add option to appear in Wallet. This setting also enables a 'Save for Reuse' checkbox in the Add Payment popup when using a credit card to pay on a work order (*Service Record > Payments > Add Payment*).

ACCOUNT	CLASS SETUP								
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ID 🕇	UPDATE ACC	COUNT CLASS						(? 😣 ^{SIT}
1000	Details	Customer Portal	Payment	t Processing	Status Ma	nagement	Finance Cha	rges and Othe	r Fees
1001									
1002	ENABLE C	USTOMER PORTAL PAY PRO	DCESSING	\checkmark					
1003	FEE								
1004	ENABLE N	ANUAL PAY PROCESSING	FEE	\checkmark					
1005		UTO DAY PROCESSING FEE							
1006	ENABLE A	TO FAT PROCESSING FEE		Y					
1007	ENABLE C	PRDER PAY PROCESSING FEI	E	\checkmark					
1008	DISABLE /	ACCOUNT WALLET		No	*				
1009	CREDIT			Amount					
1010	CREDITO	AND PROCESSING FEE I TPE		Amount	*				
1011				-					

Field Descriptions

Field	Description
Туре	Identifies the type of wallet that will be used: credit card or bank account.
Name	Identifies the name on the credit card or bank account.

Automated Payment	 Determines if the payment method can be processed automatically with auto pay. No - If selected, disables auto pay for the wallet. Scheduled Day - If selected, a 'Day of Month' field is displayed to identify which day of the month auto pay should process using the wallet. At Billing - If selected, auto pay will use the wallet for payment processing at the time the account is billed.
Description	Option to add additional information associated to the payment method.

Add Account Wallet

- 1. From AR History, click on the 'Wallet' link to open the Account Wallet popup window. This will display a list of Active and Inactive payment methods for the account.
- 2. Select the green + icon to open Add Account Wallet popup window.
- 3. Complete the following required fields:
 - Select the Type of payment method being entered, either Bank Account or Credit Card.
 - Enter the Name of the person associated with the payment type.
 - Select the Automated Payment option the payment method should follow.
- 4. Click Save when finished.

Edit Account Wallet

Update an account's payment method to either enable or disable auto-pay, or to activate/inactivate the selected payment method.

ACCOUNT WALLET															?	8
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ACCOUNT HOLDER NAME	TY	PE	LAST 4 DIGITS	EXPIRATION	DATE	STATUS	AUTO PAY	Y I	DAY OF AU MONTH	TO PAY MAX	CREATED BY		PROCESSOR			
Navusoft	Bank A	ccount	5309			Active	No			\$ 0.00	aliena@navu	usoft.com	Pineapple	View H	<u>istory</u>	Ø.
		EDIT A		LET						(2 😣					
		A	UTOMATED PAYN	IENT	No				*							
		s	TATUS		Active				Ŧ							
		D	ESCRIPTION													
						SA	VE									

Field Descriptions

Field	Description
Automated Payment	 Enables the payment method into auto pay. If no is selected, auto pay can not be processed with the payment method. Auto pay options include: At Billing: auto pay will use the payment method to process payment at the time of billing. Scheduled Day: auto pay will use the payment method to process payment on the chosen day of month. A 'Day of Month' field displays if this option is selected.

Status	Determines if the payment method is active and available for use.
Description	Additional details regarding the payment method.

Edit Payment Method

- 1. Double click on a payment method to open the 'Edit Account Wallet' popup window.
- 2. Edit the necessary fields for the payment method.
- 3. Click **Save** when finished.