

# Payment Portal (Spec 5402)

**Date Released:** Nov 2017

**Modules:** Installation Manager, Navigator

**Description:** Provides a payment URL via an automated email.

**Reason for Change:** Provides a way to proactively request payment.

*Set-up on page 389*

*Installation Manager on page 391*

*Associated Files on page 397*

## Set-up

### Sequence of Set-up

1. Create a Payment Institution for CardConnect (PAY 4)
2. Create a Payment Option specific to PayPortal. Payment Type Gateway, Payment Institution whatever was setup in step 1 (PAY 3)
3. Create a Payment Profile for pay portal. On the F9 options, include the Payment Option that was setup in step 2 (PAY 1). Set the Partial Payment Allowed flag as desired.
4. Within PAY 100 set default payment profile to what was set up in step 3.

## PAY 100 - Pay Portal Configuration

The option Pay Portal Configuration (menu option PAY 100) was added to the Payment System Setup Menu.

```
10/27/17          DANCIK INTERNATIONAL, LTD.          GBRANNEN
13:29:50          Payment System Setup Menu          SAL
                                                         2014

Opt Description          Opt Description
-----
Payment System Options  994 Send System Messages
 1 Payment Profile Maintenance  995 Your Printer Output
 2 Reason for Other Amt. Maintenance  996 Output Distribution
 3 Payment Option Maintenance  997 Event Management
 4 Payment Inst Profile Maintenance  998 Logout of Menu System
 5 Payment Codes Cross Reference  999 Signoff
10 Work with Running Mode

Pay Portal Options
100 Pay Portal Configuration

** UNIVERSAL OPTIONS **
993 Display System Messages

Bottom

Enter Desired Menu / Option# ==> PAY 100

F1=Add  F2=Select  F5=Personal  F9=Additional  F10=Scan  F11=Alt View
```

This option allows you to set up payment defaults.

```
12/26/17          Payment Systems          PS3030R
12:01:37          Work with Pay Portal Settings  QPADEV000P

Default Payment Profile : 88 ? PayPortal - CardConnect

Base URL to Pay Portal .: http://sal.dancik.com/i/payportal/pay/
-----
Ex) http(s)://{domain.com}/danciko/payportal/pay/

Name to Associate Link .: Pay Portal
-----

Handle Pay Portal payments through X Daily Cash or _ AR Payments?
- for Daily Cash
User: PICARDI          Pass: DANCIK
Branch: RAL           ACT 115 Pay Method: CC

F6=Return  F7=Exit
```

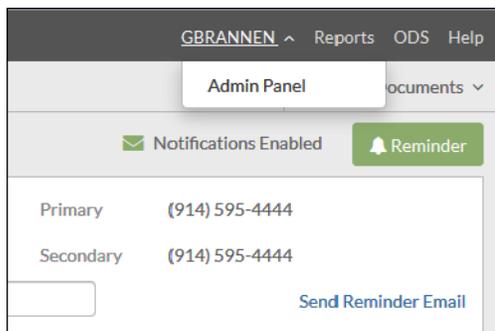
- Assign a **Default Payment Profile**. Payment profiles are created via menu option PAY 1 and can allow or deny access to specific functionality within the online payment process.
- The **Base URL to Pay Portal** is defaulted in.
- Pay Portal is the default **Name to Associate Link**. You can change the default here.

- The setting **Handle Pay Portal payments through** \_\_\_ **Daily Cash** or \_\_\_ **AR Payments** allows you to decide how to post portal payments.
  - If AR Payments is selected the portal payments are written to the AR payments tab in Navigator.
    - Unposted payments in AR Payments (PS0010F) are not represented in the Order Inquiry/Change, Cash Register, or Installation manager balance due values.
    - Transactions listed in the AR Payments (PS0010F) are posted via the manual cash deposit workflow.
  - If Daily Cash is selected:
    - Payments made in the payment portal are written to the Daily Cash file.
    - Using the Daily Cash workflow inherits update of balance due, and the ability to post pay portal transactions via the daily cash workflow.
    - If Daily Cash is selected: Enter the **User**, **Branch**, **Password**, and **Payment Method** used.

## Installation Manager

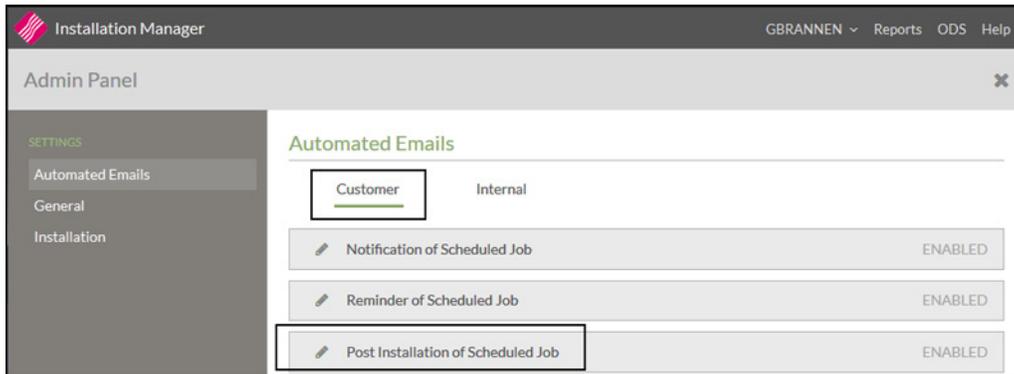
A new keyword has been added to the Installation Manager automated emails. The keyword provides a URL link to the Payment Portal.

1. Access the Admin Panel of the Installation Manager.



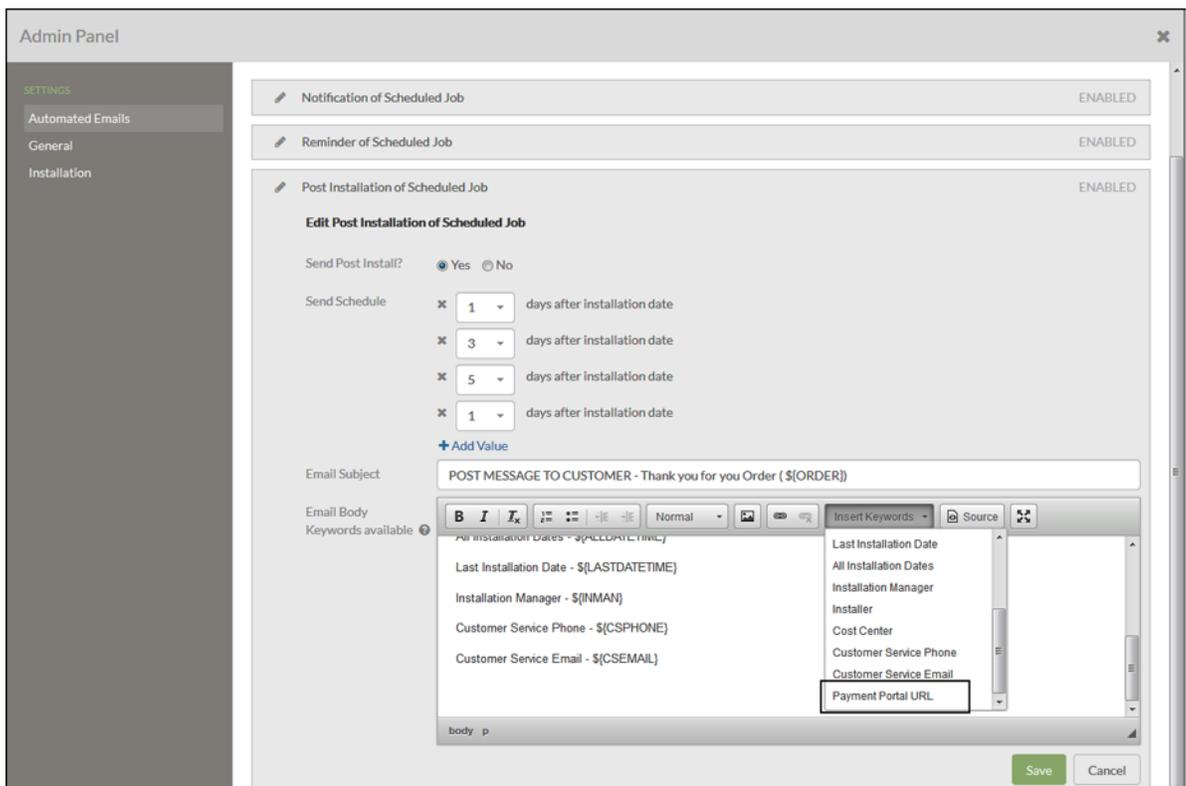
2. In the **Automated Emails** section, click **Post Installation of Scheduled Job** under the **Customer** heading.

Note: This keyword is available in all 3 of the automated emails.



The window expands to allow you to enter the details for the email.

3. To add the payment portal URL to the body of the email, click **Insert Keywords** and select **Payment Portal URL**.



- The Payment Portal keyword is added to the body of the email. This keyword will be replaced by a URL hyperlink with the text of what is configured on the PAY 100 - Name to Associate Link setting.

Post Installation of Scheduled Job ENABLED

**Edit Post Installation of Scheduled Job**

Send Post Install?  Yes  No

Send Schedule

- 1 days after installation date
- 3 days after installation date
- 5 days after installation date
- 1 days after installation date

[+ Add Value](#)

Email Subject: POST MESSAGE TO CUSTOMER - Thank you for you Order ( \${ORDER} )

Email Body

Keywords available

- All Installation Dates - \${ALLDATETIME}
- Last Installation Date - \${LASTDATETIME}
- Installation Manager - \${INMAN}
- Customer Service Phone - \${CSPHONE}
- Customer Service Email - \${CSEMAIL}
- Payment Portal Link - **-\${PAYPORTAL}**

body p

Save Cancel

*Note:* To see a listing of all the available keywords, click the “?” to the right of the **Email Body Keywords Available**.

- Click **Save**.

- The email is automatically sent out per the schedule set up in the Send Schedule portion of the window.

Post Installation of Scheduled Job ENABLED

**Edit Post Installation of Scheduled Job**

Send Post Install?  Yes  No

Send Schedule  days after installation date

[+ Add Value](#)

Email Subject: POST MESSAGE TO CUSTOMER - Thank you for you Order ({ORDER})

Email Body

Keywords available [+](#)

Order Number - \${ORDER}

Estimator - \${ESTIMATOR}

Installer - \${INSTALLER}

COD Dollar Amount - \${COD}

First Installation Date - \${FIRSTDATETIME}

All Installation Dates - \${ALLDATETIME}



[Save](#) [Cancel](#)

- The automated email is sent to the Install Email entered for the order. To manually send an email, click **Send Reminder Email**.

Installation Manager GBRANNEN Reports ODS Help

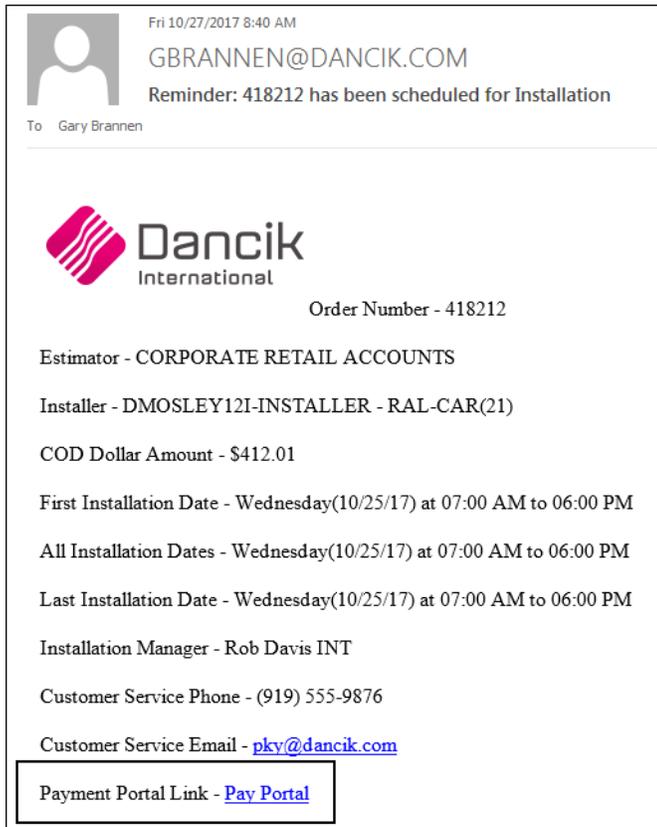
Dashboard > Order for GALLERY FLOORING Print Documents

**Order #418212** Notifications Enabled [Reminder](#)

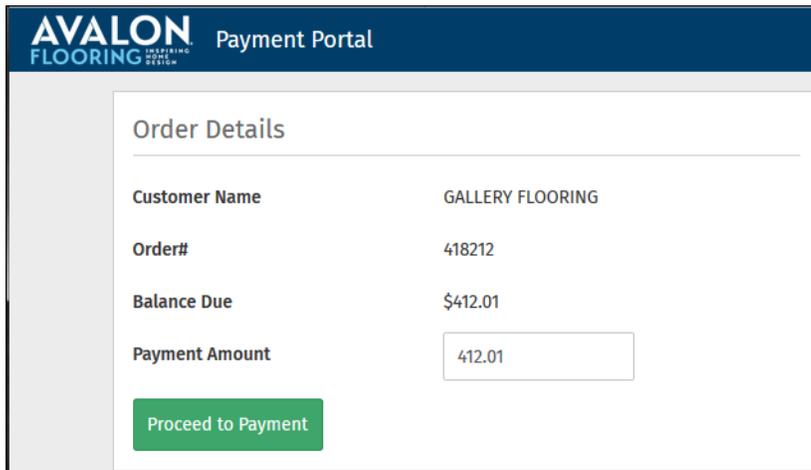
Status	Scheduled	Last Contact	
Warehouse/CCTR	RAL/CAR	Estimator	CORPORATE RETAIL ACCOUNTS
Date Req	09/22/17	City	GOLDSBORO
Material In	Yes	Material ETA	<input type="text"/>

Customer	GALLERY FLOORING	Primary	(914) 595-4444
Email		Secondary	(914) 595-4444
Install Email	<input type="text" value="Garv.Brannen@kerridpecs.com"/>	<a href="#">Send Reminder Email</a>	

An example email is shown below.



8. Click the Pay Portal link and enter a **Payment Amount**.



*Note: Any amount already paid on the order is subtracted from the Payment Amount.*

9. Click **Proceed to Payment** and enter the payment details.

**AVALON FLOORING** Payment Portal

Order Details

Customer Name: GALLERY FLOORING  
Order#: 418212

Payment Details

**Secure Payment**

Total Amount Due \* \$412.01

Payment Info

Choose payment method

Credit Card ACH (eCheck)

Payment details

Card Number \* 4012002000060016  
Expiration Date \* October - 10 2020  
Security Code (cvv) \* 546

VISA MasterCard DISCOVER AMERICAN EXPRESS

10. Click **Submit** to receive the following window.

**AVALON FLOORING** Payment Portal

Order Details

Customer Name: GALLERY FLOORING  
Order#: 418212

Payment Details

**Payment Accepted**

Transaction ID: 300687140257  
Authorization Code: PPS962  
Response: Approval (RPCT - 000)

Thank you, your payment has been approved!

# Associated Files

## Accounts Receivable

The Advanced Deposits payments created through the Payment Portal are displayed on the *Accounts Receivable > Payments tab*.

You can use the **Payment Options** filter to see your Pay Portal transactions.

These payments will need to be posted manually into Nav Accounting in order for other areas of the application to be aware of these payments. This can be done via the *Accounts Receivable > Deposits tab > New Manual Deposit*.

Status	Payment Date	Account#	Customer Name	Payment Type	Payment Option
P	10/30/17	213373	MUR VALLEY FLOORING	Gateway	Payment Portal
C	10/27/17	213373	MUR VALLEY FLOORING	Payment Request	Payment Portal
I	10/27/17	201107	MATTHEW FULP	Payment Request	Payment Portal
B	10/27/17	201107	MATTHEW FULP	Payment Request	Payment Portal
N	10/27/17	213373	MUR VALLEY FLOORING	Payment Request	Payment Portal
I	10/27/17	207000	GALLERY FLOORING	Payment Request	Payment Portal
T	10/26/17	201107	MATTHEW FULP	Payment Request	Payment Portal
N	06/01/17	212345	STEVE'S CUSTOM FLOORS	Payment Request	Payment Portal

## Order Manager

An email reminder can also be sent from Order Manager via the Installation icon.

Account#	Ship To	Scheduled
<b>207000</b> GALLERY FLOORING 7001 CRESTWOOD ROAD GOLDSBORO, NC 27852-1022 (914) 595-4444	GALLERY FLOORING 7001 CRESTWOOD ROAD GOLDSBORO, NC 27852-1022 (914) 595-4444	DAMOSLEY12I-INSTALLER - RAL-CAR(21) 10/25/17 7a-6p <a href="#">Contact Log</a> <a href="#">Set Reminder for Install Manager</a> <a href="#">Send Customer Reminder Email</a>

The Installation icon (  ) is displayed when the Install setting is activated on the order header.

### Display Header

Reference#: 2052925    Order#: 418212

<b>Job Name:</b> <input type="text"/>	<b>Salesperson 2:</b> <input type="text"/>
<b>Ship Date:</b> 09/22/17	<b>Branch:</b> RAL DANCIK INTERNATIONAL
<b>Ship Via:</b> IN <input type="checkbox"/> INSTALL <input checked="" type="checkbox"/>	<b>Warehouse:</b> RAL DANCIK INTL / RALEIGH KCS
<b>Initials:</b> 3D	<b>Supplier:</b> 001 STOCK
<b>Order Type:</b> <input type="checkbox"/> REGULAR ORDER (BLANK CODE)	<b>State Tax:</b> NC NORTH CAROLINA
<b>Order Handling:</b> 2 SHIP AS AVAILABLE	<b>Other Tax:</b> <input type="text"/>
<b>Reason Code:</b> <input type="text"/> BLANK	<b>Tax Exempt ID:</b> 5555555555500
<b>Job#:</b> <input type="text"/>	<b>Final Destination:</b> State <input type="text"/> Zip Code <input type="text"/> - <input type="text"/>
<b>FOB:</b> I <input type="checkbox"/> NO FRT CHARGE <input checked="" type="checkbox"/>	<b>Terms:</b> 3 3% 15 DAYS NET 30
<b>Truck Route:</b> <input type="text"/>	<b>Terms Disc%:</b> 0.00
<b>Truck Stop#:</b> <input type="text"/>	<b>Terms Days:</b> 3
<b>Truck Run#:</b> <input type="text"/>	<b>Xref Order#:</b> <input type="text"/>
<b>Cust Price List:</b> LP LIST PRICES	<b>Xref Invoice#:</b> <input type="text"/>
<b>HndlChrg/Disc%:</b> 0.00	<b>Use Floor Plan?:</b> <input type="checkbox"/>
<b>Extra Charges:</b> <input type="text"/>	<b>FP Account#:</b> <input type="text"/>
<b>ETA Date:</b> 09/22/17	<b>FP Terms Code:</b> <input type="text"/>
<b>Measure:</b> <input type="checkbox"/>	<b>Occupied by Tenant?:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Install:</b> <input checked="" type="checkbox"/>	<b>Furnished?:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Building Number:</b> <input type="text"/>	<b>Who will move furniture?:</b> <input type="text"/>
<b>Apartment Number:</b> <input type="text"/>	<b>Ordered By:</b> <input type="text"/>
<b>Unit Size:</b> <input type="text"/>	<b>Order Contact:</b> ROB DAVIS, SALES
<b>Tenant Move-In Date:</b> <input type="text"/>	