SAGE 100 CONTRACTOR

Version 1 REV082020

Table of Contents

Paya Connect Desktop Installation

Before credit card processing can begin, the Paya Connect Desktop module will need to be downloaded on the computer/server. Paya Connect Desktop is a PA-DSS (Payment Application – Data Security Standard) certified payment application that integrates with Sage 100 Contractor. For all credit card processing that involves the storage, processing or transmission of credit card data, the Sage Contractor software product will engage the Paya Connect payment application to perform these functions.

To install the Paya Connect Desktop module:

1. Go to **https://www.sageexchange.com/install**. From the Downloads tab, select **Paya Connect Desktop v2.x:**
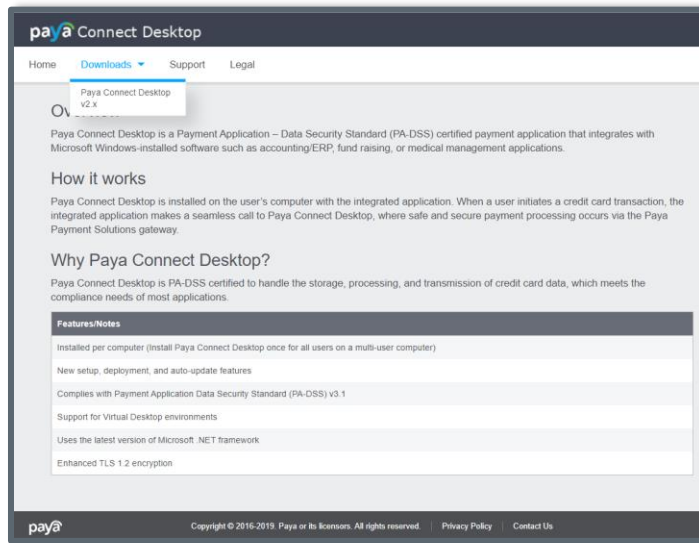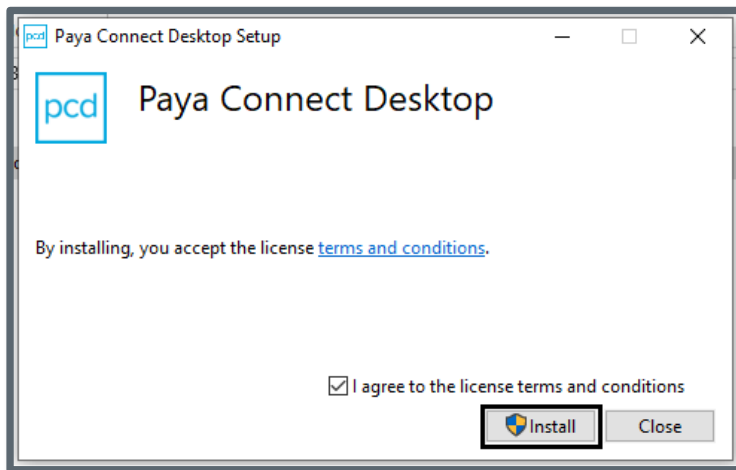

2. You will then click on **Download Installer** for the Standard Installer and agree to the Terms and Conditions and click on **Download.**
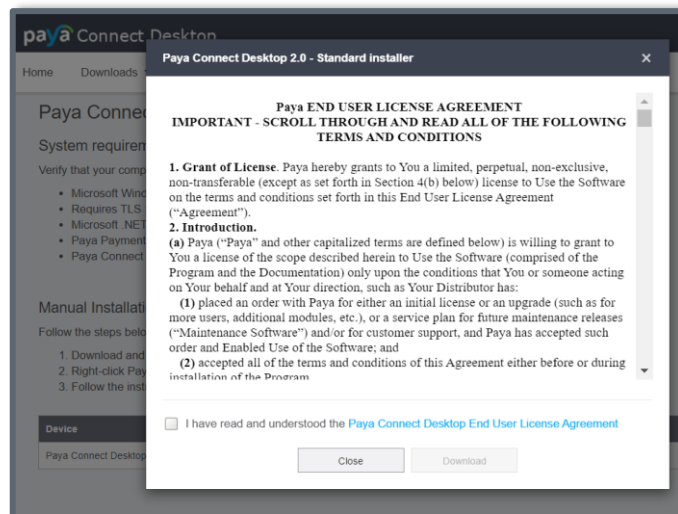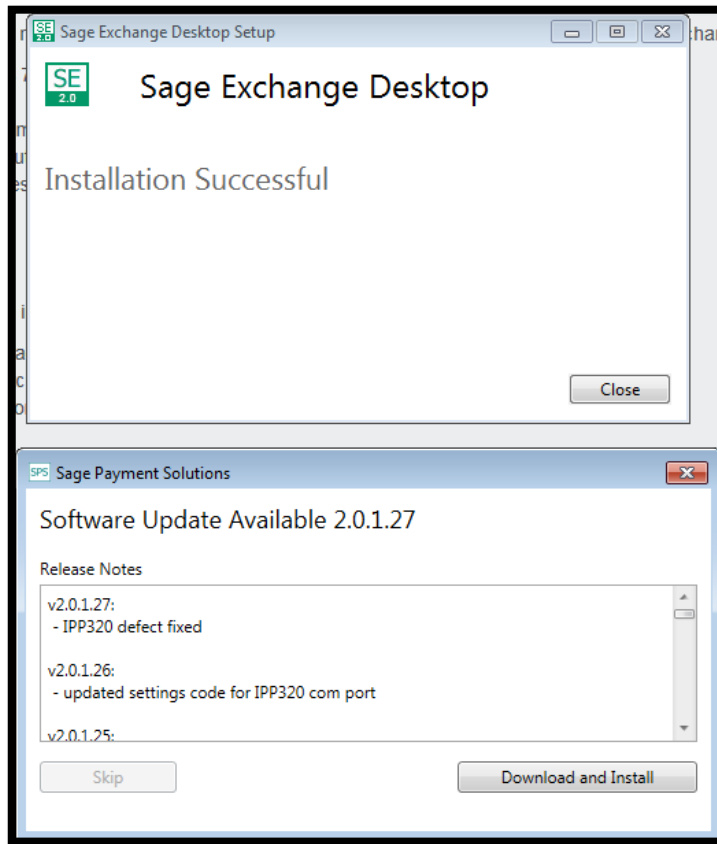
3. **Save** the file and double click the Download, "**SageExchangeDesktopBootstrapper**" and click on **Run**
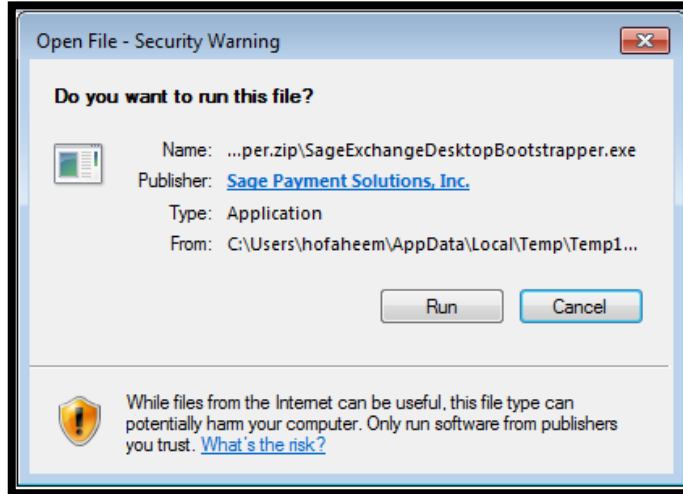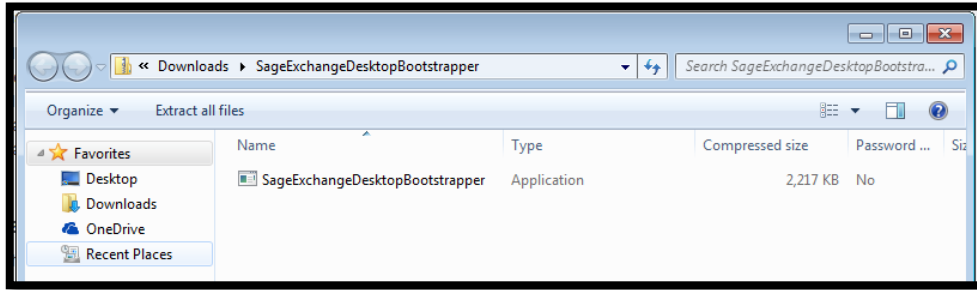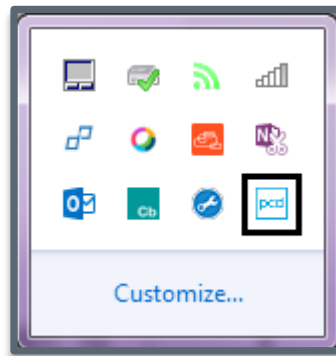

4. **Agree** to the Terms and Conditions and **Install:**

5. **Close** Installation Successful. You will then see the second part of the Download; click on **Download and Install**


6. The application will download to the computer and when complete, the icon will show in application tool bar and is now ready to use.

Setting Up Credit Card Processing

**Path: 7-2 Company Information: 7-Utilities -> 2-Company Information -> Electronic Receipt Setup**

1. From the "Electronic Receipt Setup" tab, enter your Merchant ID and Merchant Key that is provided via the merchant's Welcome email, then click Validate Credentials button.
2. Select Posting Cash Account for the bank account connected to the Merchant Account ID.
3. Paya Connect Vault – select box if you wish to allow client credit card and bank account information to be securely stored.
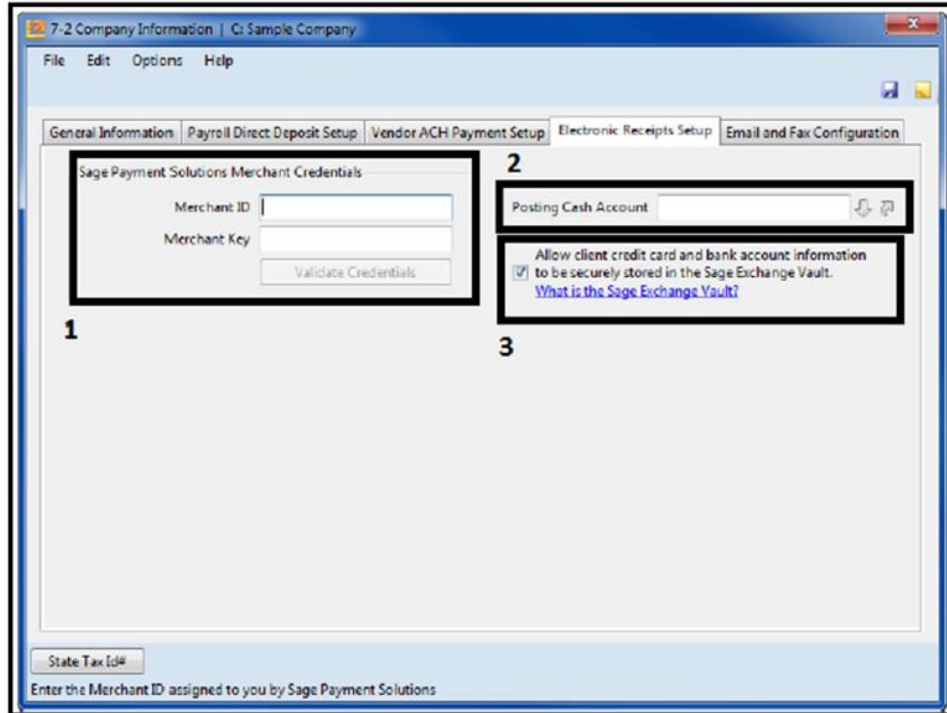
Verify Client Preference

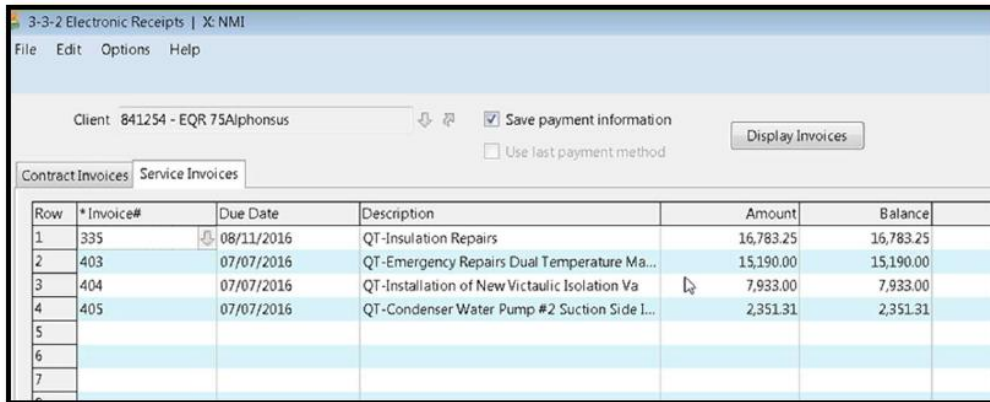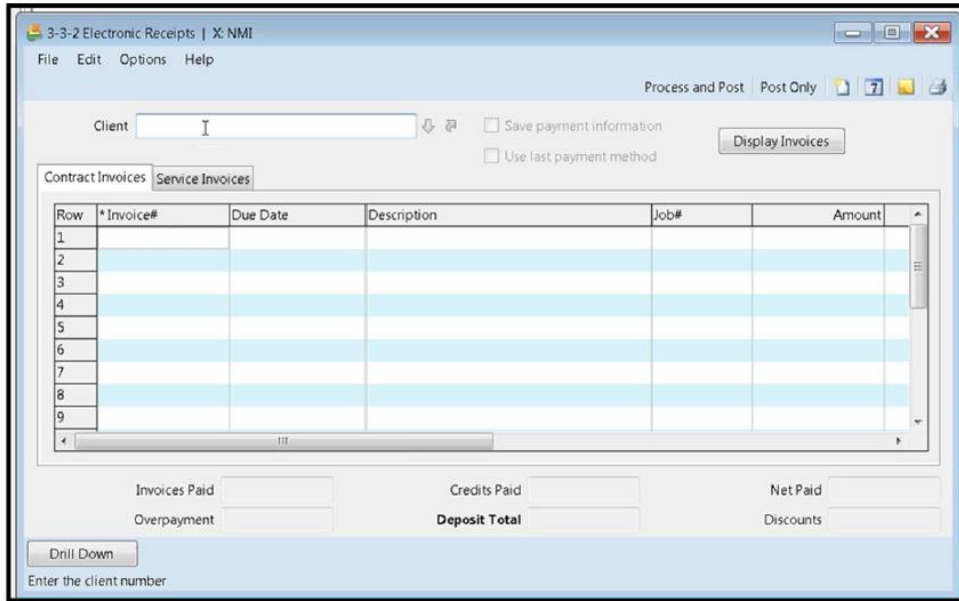## Path: 3-6 Receivable Clients->Billing and Payment tab

1. Un-select the check box if your client does not want Sage Vault to store their credit card or bank account information, they give you to pay invoices.
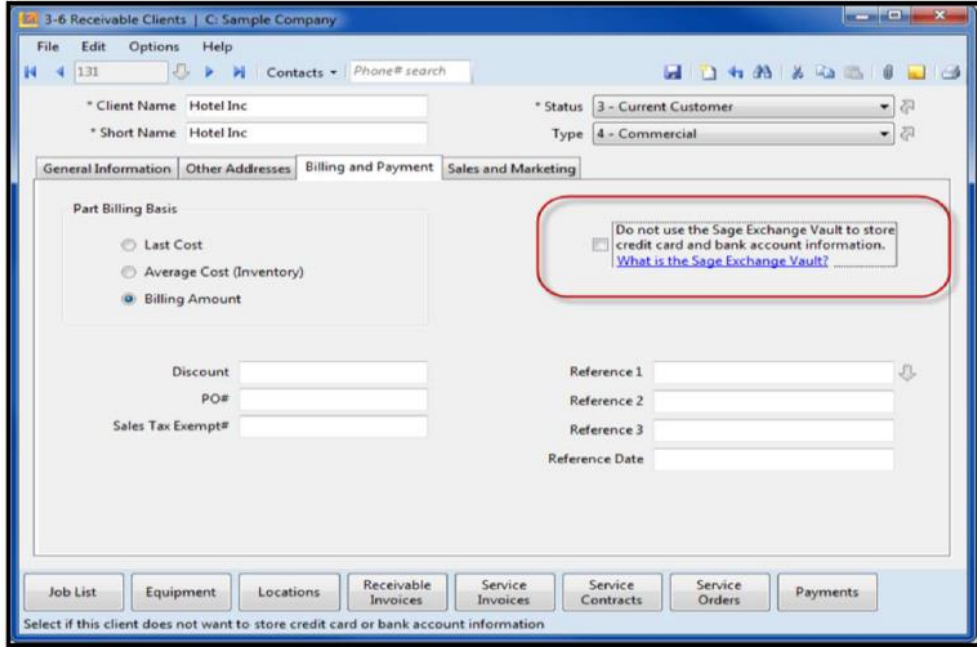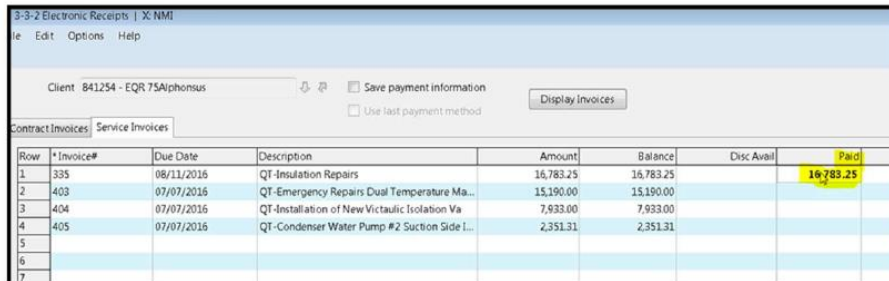
Processing Credit Card Transactions

Path: 3-3-2 Electronic Receipts

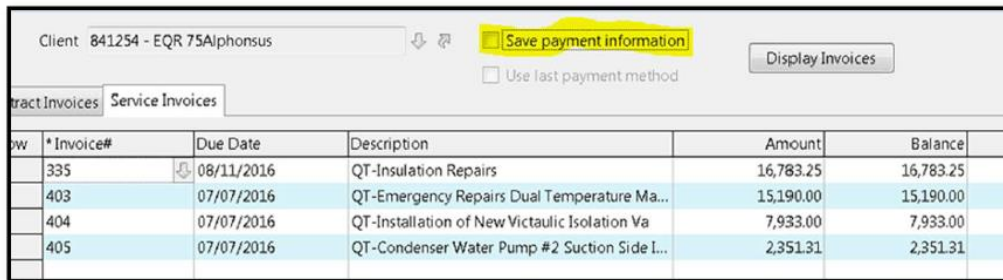1. Select Client to Display Invoices or enter the Invoice #.

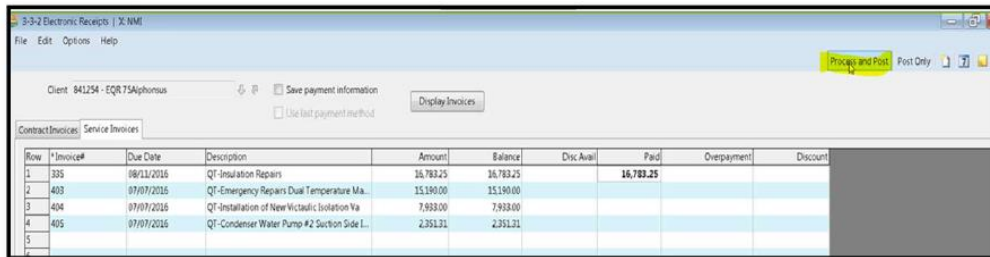2. In the Paid column, enter the amount received on this invoice.

3. The check box to Save payment information is automatically selected to save payment information in Paya Connect Vault. You will need to ask your client if they wish for you to save their account information for future use. **Note: This check box is only available if it was selected in the Electronic Receipts Setup**

4. Click the Process and Post button at the top right, to process the payment using Paya Connect and post the receipt. **Note: Post Only will mark the invoice as paid and post payment into the General Ledger, without using Paya Connect to charge the credit card or account**

5. Select payment type "Credit Card/Debit" and click Next.
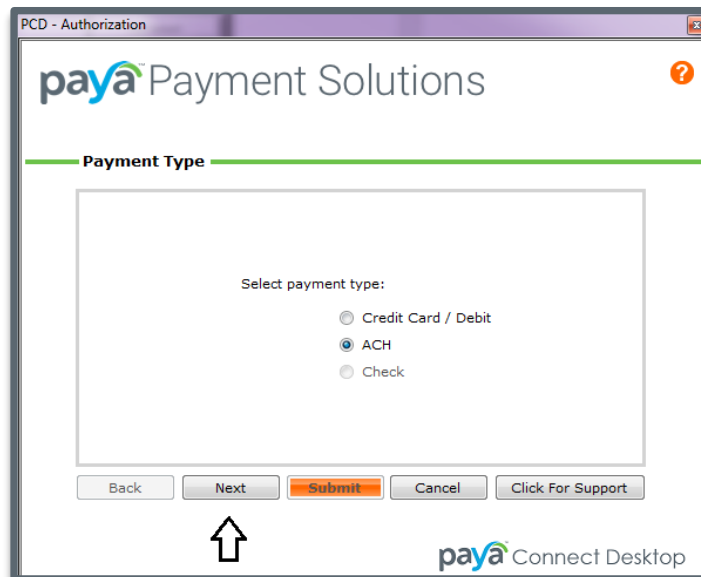
6. Enter Payment Information and click Next.

7. Enter Billing Information and then click Submit. The Paya Connect window will close and you will return to 3-3-2 Electronic Receipts window.

Processing ACH Transactions

Path: 3-3-2 Electronic Receipts

1. Select Client to Display Invoices or enter the Invoice #.

2. In the Paid column, enter the amount received on this invoice.

3. The check box to Save payment information is automatically selected to save payment information in Paya Connect Vault. You will need to ask your client if they wish for you to save their account information for future use. **Note: This check box is only available if it was selected in the Electronic Receipts Setup**

![Paya logo]
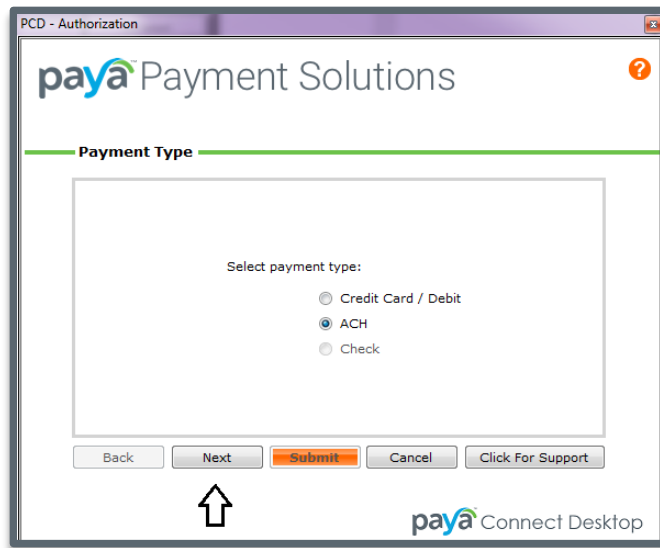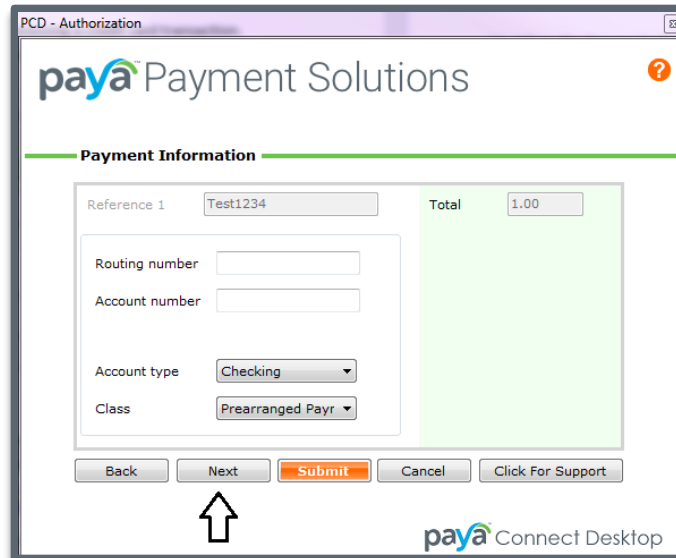
4. Click the Process and Post button at the top right, to process the payment using Paya Connect and post the receipt.

   Note: Post Only will mark the invoice as paid and post payment into the General Ledger, without using Paya Connect to charge the credit card or account

5. Select payment type "ACH" and click Next.

6. Enter Payment Information and then click Next.

7. Enter Billing Information and then click Submit. The Paya Connect window will close and you will return to 3-3-2 Electronic Receipts window.
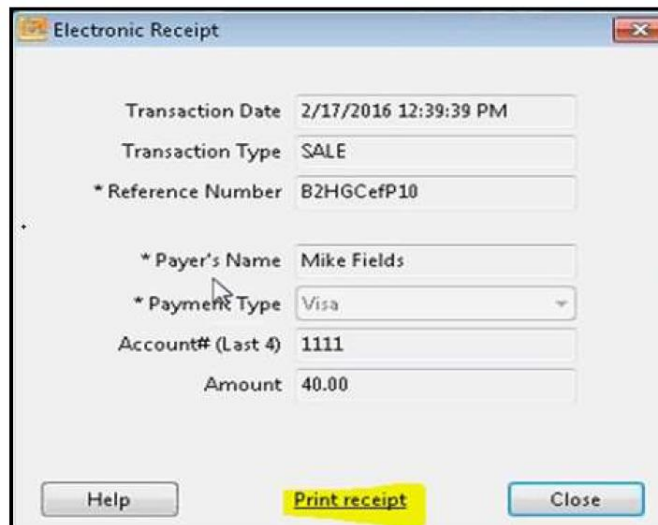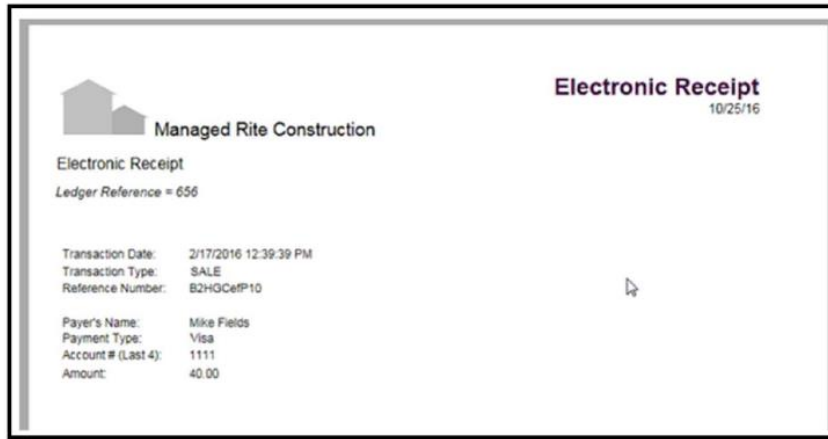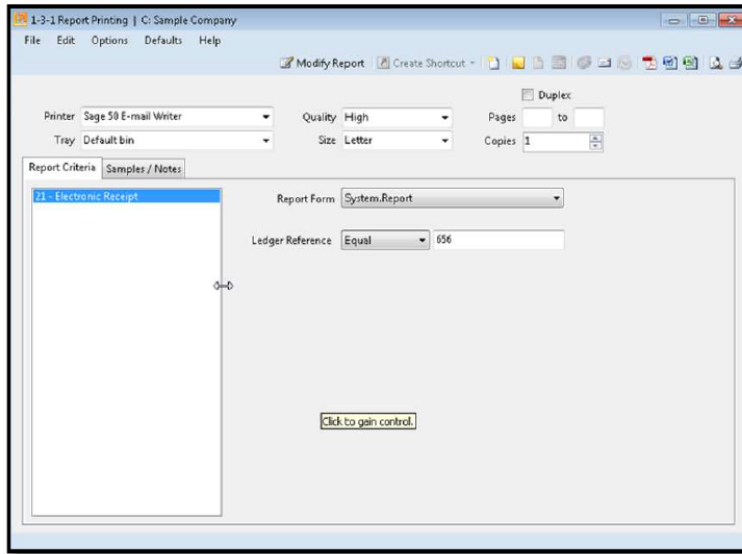
View Electronic Receipts

Path: 1-3 Journal Transactions

1. Once 1-3 Journal Transactions opens, find the transaction you want to view. **Note: Paya Connect receipt will display under Description if payment was processed through Paya Connect.**
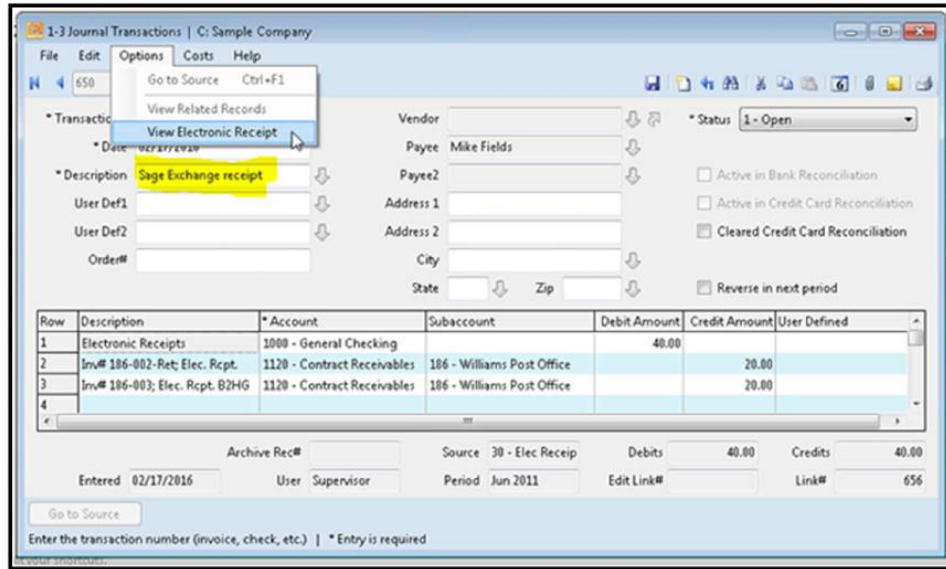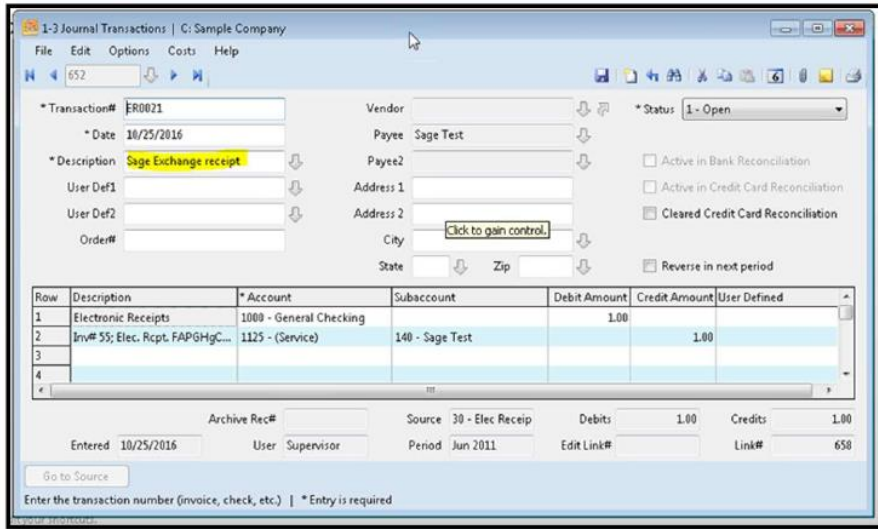

2. From the Options menu, select View Electronic Receipt. Here you can click Print receipt link to view and print receipt, then Close.
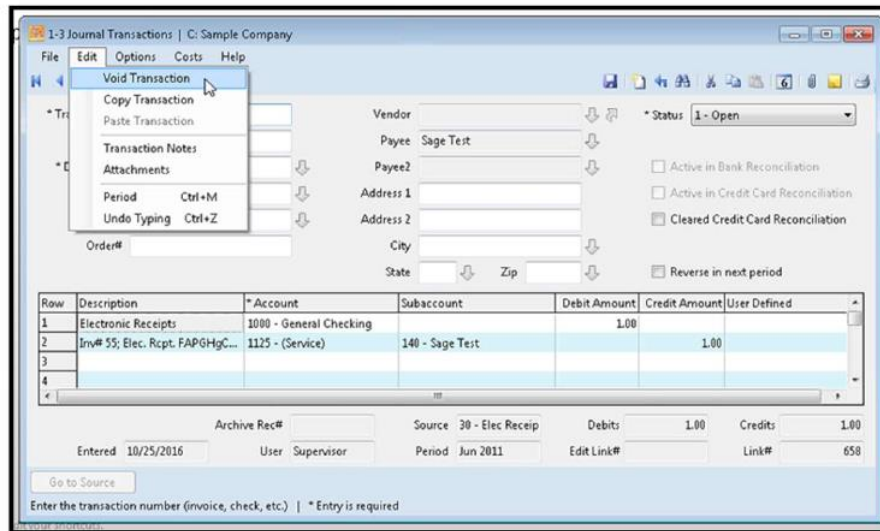
Void Electronic Receipts

1. Once 1-3 Journal Transactions opens, find the transaction you want to view.
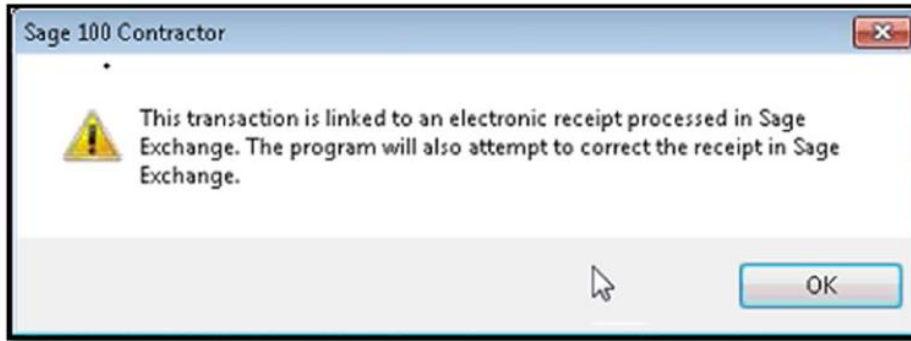

2. From the Edit menu, select Void Receipt.

3. The following message will appear, click Yes.
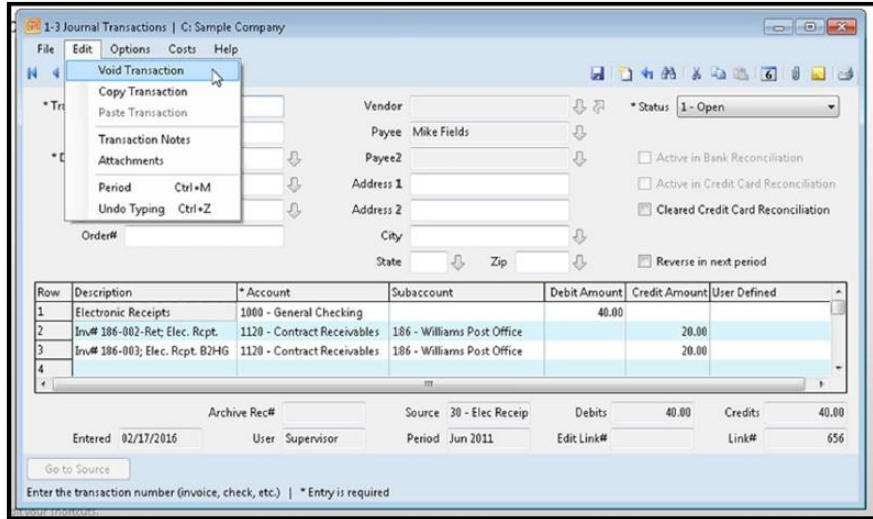
4. The following message will appear, click OK

5. If the transaction is not settled and has Sage Exchange receipts as the description, the receipt will be voided in both Sage 100 Contractor and Paya Connect. You will see the following message, click OK.

Credit Electronic Receipts

NOTE: A Credit transaction depends on the Description and if the transaction has been settled.

1. Once 1-3 Journal Transactions opens, find the transaction you want to view.

2. From the Edit menu, select Void Receipt.

3. The following message will appear, click Yes.

4. The following message will appear, click OK.

5. If the transaction is not settled and has Sage Exchange receipts as the description, the receipt will be voided in both Sage 100 Contractor and Paya Connect. You will 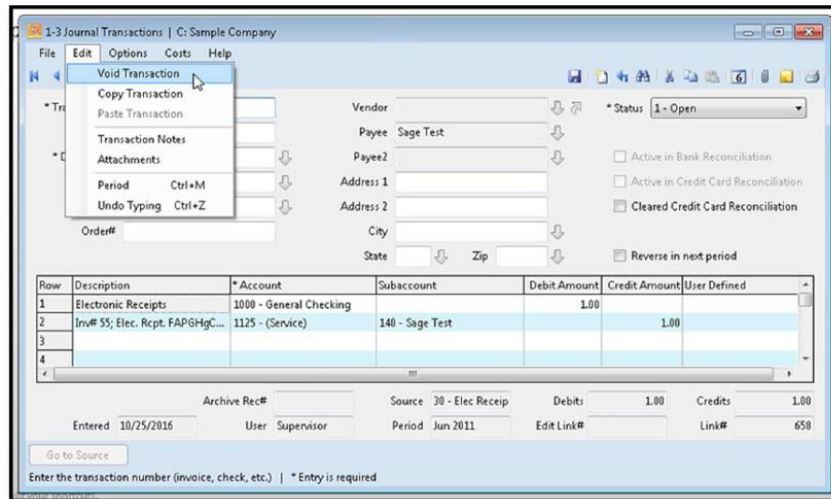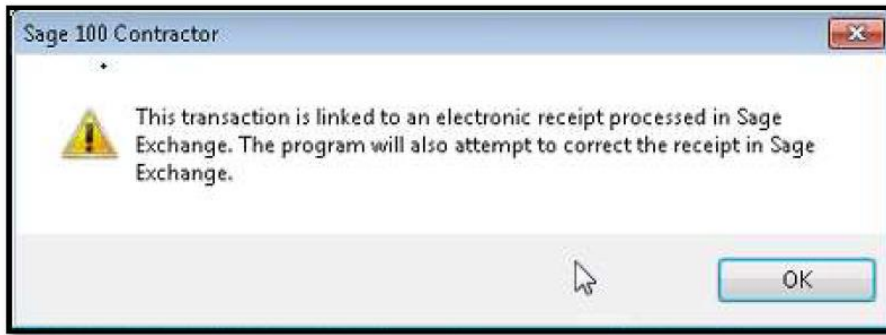see the following message, click OK.