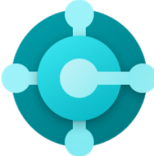


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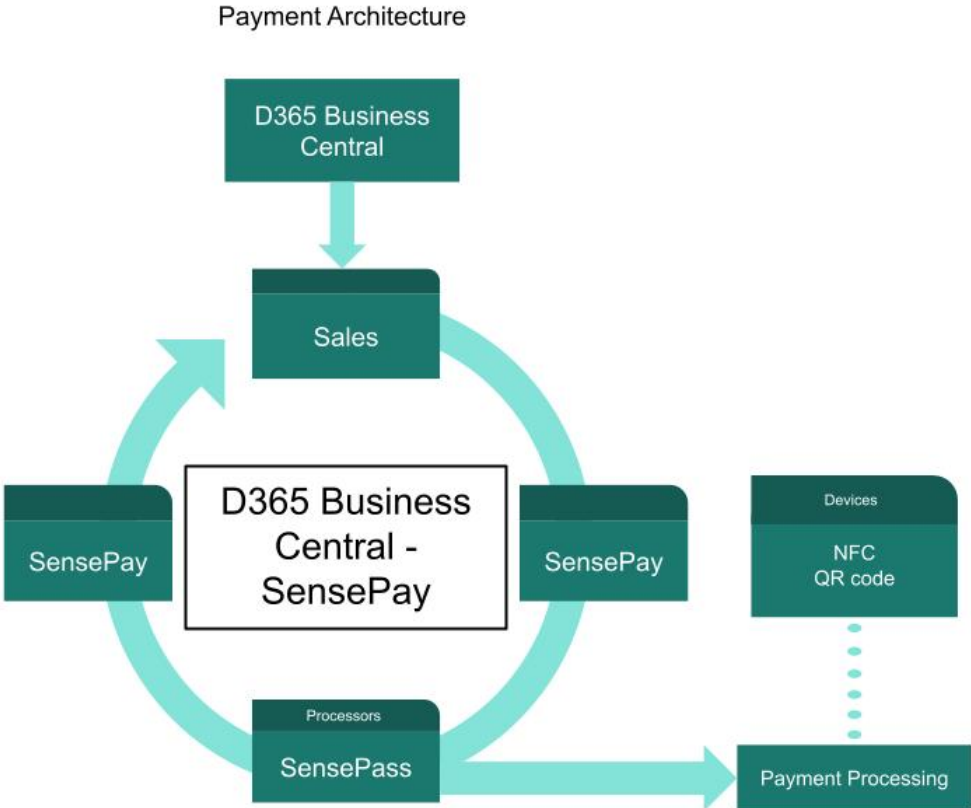
User Guide

SensePay for Business Central - User Guide



Microsoft Dynamics 365
Business Central

Payment Architecture



Features

Verbiage defined as:

*Sales Return Order- involves returning items to the warehouse whereas Sales Credit Memo is similar to a reversal to sales order. But from SensePay's perspective, there is no difference in the credit card refund process. Both Sales Return Orders and Sales Credit Memo after posting, would trigger SensePay to refund the transaction amount back to the customer credit card.

**Critical SensePay related errors are sent to the Remote Log server with a message level 3(Error). Debugging messages are sent to the Remote Log if the "Enable Debugging" option is turned on in the SensePay App Settings.

Unique SensePay Features-

- [Pay by Link](#)
 - [Sales by SMS](#)
-

Features

- Security
 - End to end encryption
 - Workflow
 - Card on file
 - Split tender
 - Customer lookup
 - Pay by link
 - Returns
 - Transaction status
 - Deposits
 - Pay
 - Refund
 - Authorization
 - Void
 - Receipts
 - Receipt configuration
 - Customer receipt confirmation
 - Payment Mechanisms
 - Manual entry
 - NFC
 - QR code
 - EMV
 - [Tokenization](#)
 - Payment Type
 - Credit
 - Debit
 - EMV credit
 - EMV debit
 - Processor Options
 - Dynamic currency conversion
 - Reporting Information
 - Remote logging
-

Sales Invoices and Sales Orders-

- [Card on File](#)
- [Customer Payment Link](#)
- Manual Card Entry
- [Authorization](#)
 - Sales
 - Void
- [Return](#)
 - [Partial](#)
 - Sales return orders*
 - Sales credit memos*
- [Recurring Invoices](#) - Job Queue
- [Make on Account Payment](#)
- [Post and Send](#) - Sales by SMS
- [Customer info sent as part of Auth/Capture](#)

Sales Orders-

- [Deposit](#)
 - Pay
 - Refund
- [Pre-Payment Invoice](#)
 - Post
 - Void Post

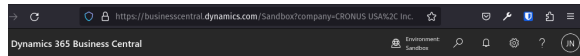
Installation

Disclaimer: Images in this guide are for example purposes.

Login to Business Central (BC):

Login to [BC](#)

IMPORTANT: The above link is to the BC sandbox environment. Make sure to confirm which environment to be in 'Sandbox' or 'Production'. The Environment can be changed by clicking on the upper right hand icon 'Environment Sandbox' and switching environments. It is important to be logged into the Sandbox or Production environment to successfully upload the SensePay extension.

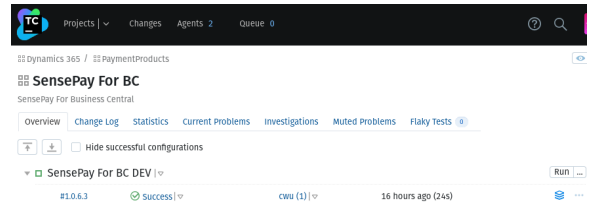


Deployment package:

Login into [TeamCity](#)

Under Projects > Dynamics 365 > PaymentProducts > SensePay For BC

Download the most recent SensePay For BC DEV



Upload and Deploy SensePay Extension in BC:

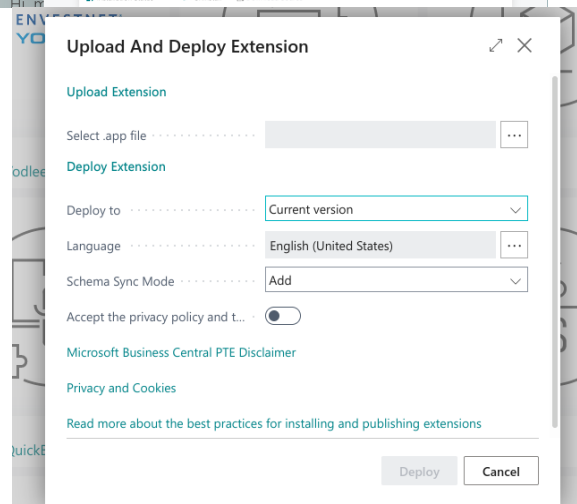
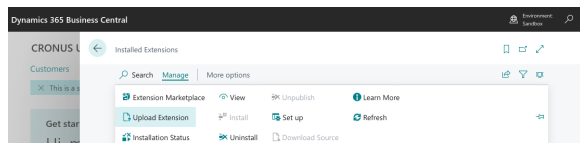
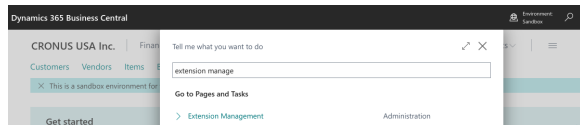
In BC > click on search icon in upper right hand corner > search for and click on 'Extension Management'

IMPORTANT: If SensePay has previously been installed, make sure to uninstall the old version, prior to installing latest SensePay extension. This can be done in BC > extension management > find SensePay for BC > click on three dots in upper right hand corner and click uninstall > wait > scroll to SensePay for BC in extension management again > click on three dots upper right hand corner and unpublished SensePay for BC > it should no longer appear in extension management > confirm that to be true > now proceed with installing latest SensePay extension.

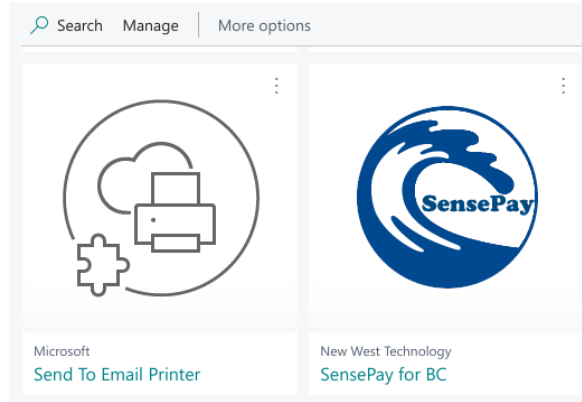
Click on Manage tab > Upload Extension > in 'Select .app file' field look for your SensePay extension download > move radio button to the right for 'Accept the privacy policy and the disclaimer' > click Deploy

It should take a few minutes to install. If it takes longer than 5 minutes, check the installation status for any errors. Verify the app is installed properly by checking the installed extensions in management.

Check status of upload by going to Extension management > manage tab > installation status



Installed Extensions



Setup Payment Method:

Search icon > Payment methods > click on Payment methods

Here different payment methods can be added

Confirm SensePay is listed in Payment Methods

Dynamics 365 Business Central | Environment: Sandbox

Tell me what you want to do

payment method

Go to Pages and Tasks

- > Payment Methods Administration

Payment Methods

Search + New Edit List Delete Translation

Code ↑	Description	Bal. Account Type
ACCOUNT	Payment on account	G/L Account
BANK	Bank Transfer	G/L Account
BNKCONV...	Bank Data Conversion for Do...	G/L Account
BNKCONVI...	Bank Data Conversion for Inter...	G/L Account
CARD	Card payment	G/L Account
CASH	Cash payment	G/L Account
CHECK	Check payment	G/L Account
GIRO	Giro transfer	G/L Account
INTERCOM	Intercompany payment	G/L Account
MULTIPLE	Multiple payment methods	G/L Account
PAYPAL	PayPal payment	G/L Account
→ SENSEPAY	SensePass Payment	G/L Account

Basic Setup

Disclaimer: Images in this guide are for example purposes.

SensePay Settings:

Once SensePay Extension has been installed a new tab will appear 'Integrated Payments'.

Click on Integrated Payments > SensePay Settings

IMPORTANT: (Second image: Demo Company) If in Sandbox Environment make sure once in SensePay Application Settings > Actions tab > Inquiry > Change Demo Company > Change Demo Company to Yes. If this is not done, this will impact the 'Work Date' setting in 'My Settings' which will affect posting schedule.

Payment Settings:

Production Environment: Optional. If in sandbox environment, leave disabled.

API Key: Enter API Key provided

Payment Link Valid Hours: This can be set to any number of hours. It is up to the customer to decide how many hours they would like the link to be valid for e.g. 10, 24, 48

Payment Method Code: SENSEPAY

Enable Debug Logging: Optional, but recommend enabling

Payment Plans: In this section only one of the two options can be selected at a time.

Send Payment Link on Post Sales Invoice / Order: Use if no card on file is setup for customers. An embedded payment link will be received by the customer to make payment.

Note: There is also a separate page covering 'Customer Payment Link - Setup' if more guidance is necessary.

Auto Capture Payment on Post Sales Invoice / Order: Requires setting up card on files for the customer. If this option is chosen Card on File can be setup as follows:

Note: There is also a separate page covering 'Card on File(CoF) - Setup' if more guidance is necessary.

Card on File Setup-

Homepage > Customers > Select customer

More Options (if Actions tab not displayed) > Actions tab > SensePay > Create Cards On File

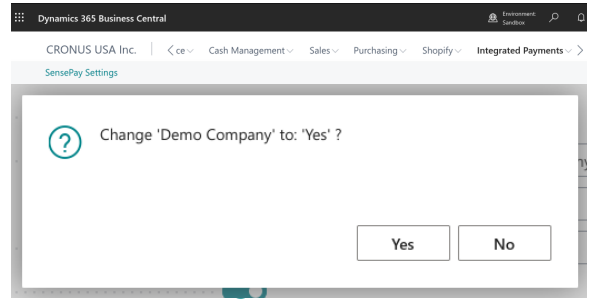
Add New Credit Card tab > Enter Credit Card information here > Pay

Use Card on File-

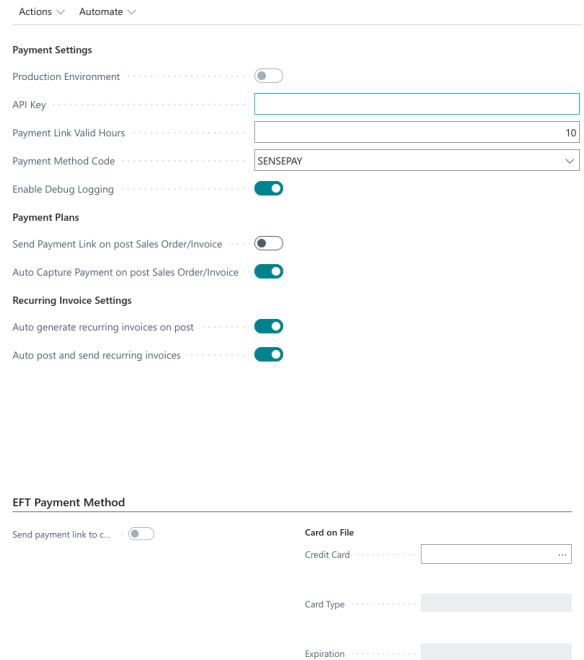
Make sure to have select this option in SensePay Settings.

When creating a sales transaction > Under Sales tab choose either Sales Invoice or Sales Order > EFT Payment Method section > Card on File section > click on three dots next to Credit Card > select which Card on File to be used.

Recurring Invoice Settings:



SensePay Application Settings



Auto generate recurring invoices on post: Optional.

Enable this option to automatically generate a recurring invoice for the next payment period.

Auto post and send recurring invoices: Optional.

Enable this option to automatically post invoices or sales orders that have the Recurring option enabled and the Recurrence schedule setup. Requires setting up code unit "50148 AutoPostEFTRecurringInvoice" to run in the job queue. This is covered in this guide in 'Setup job queue entries' section.

Payment Registration Setup:

Search icon > Payment Registration Setup

Journal Template Name: Payment

Journal Batch Name: General

Balancing Account Type: G/L Account

Balancing Account: 10100

Click OK

The screenshot shows the 'Payment Registration Setup' dialog box. It contains several dropdown menus and two toggle switches. The fields are: Journal Template Name (PAYMENT), Journal Batch Name (GENERAL), Balancing Account Type (G/L Account), and Balancing Account (10100). The 'Use this Account as Default' and 'Automatically Fill Date Received' toggle switches are both turned on. At the bottom right, there are 'OK' and 'Cancel' buttons.

Basic Setup Information:

Search icon > Email Accounts > Add an Email Account > Enter email account information > Send test email to confirm

Settings icon > My Settings > Work Date > Confirm correct date

Setup Job Queue Entries:

Transaction Status Job-

Search icon > Job Queue Entry > New

Object Type to Run: Codeunit

Object ID to Run: 50141 (this checks transaction status)

Recurrence section:

It is recommended to enable all Recurring Jobs and for each day of the week

Next Run Date Formula:

You can specify a schedule here to run this job. You could have it run once a day e.g.1D, or once every 10days e.g. 10D

No. of Minutes between Runs:

Recommended 60. This would run a job every 60 minutes to connect to SensePass to check the transaction status.

Set Status to Ready

The screenshot shows the 'Job Queue Entry Card' for 'Codeunit · 50141 · CheckInitTransactionStatus'. It includes a toolbar with options like 'Set Status to Ready', 'Set On Hold', 'Restart', 'Run once (foreground)', and 'Show Error'. Below the toolbar, there are fields for 'Object Type to Run' (Codeunit), 'Object ID to Run' (50141), 'Object Caption to Run' (CheckInitTransactionStatus), and 'Description' (CheckInitTransactionStatus). The 'Job Timeout' is set to 12 hours and the 'Status' is 'On Hold'. A 'Recurrence' section contains a 'Recurring Job' toggle (turned on) and a list of days with their respective toggle switches (all turned on). On the right side of the recurrence section, there are fields for 'Next Run Date Formula', 'Starting Time', 'Ending Time', 'No. of Minutes between...' (set to 60), and 'Inactivity Timeout Per...' (set to 5).

Recurring Invoice Job-

Note: Recommended to have this job run after business hours.

Search icon > Job Queue Entry > New

Object Type to Run: Codeunit

Object ID to Run: 50148

Recurrence section:

It is recommended to enable all Recurring Jobs and for each day of the week

Next Run Date Formula:

Recommended for production environment: 1D

Note: If 'Next Run Date Formula' is set then specific days previously enabled, will be disabled in the left column.

Starting Time: Can be specified

Ending Time: Can be specified

No. of Minutes between Runs:

Note: If 'Next Run Date Formula' is set this row defaults to 0.

Set Status to Ready

Setting up Recurring Invoice in Sales Invoice-

Sales > Sales Invoices > New

General section:

Select Customer

Confirm Posting Date

Lines section: Choose item No. and quantity

Recurring Payment section:

Is Recurring Invoice: enable

Recurrence Expiration Date: When recurring invoice should end, up to a year from posting date.

Recurrence Frequency: e.g. 15D (15 days) In this example, every 15 days an invoice job will be ran.

EFT Payment Method section: Select Card on File information

It will be Posted automatically

Document Sending Profile:

Search icon > Document sending profiles > new

IMPORTANT: This is required if you have setup a background job to automatically post the invoice and recurring invoices, because it needs to be able to send a email. There can be multiple document profiles setup, which can be assigned to different customers depending on what options are best. These different document sending profiles can be assigned to various customers: homepage > customers > general section > show more > document sending profile

General:

Code: Name for profile e.g. SENDPROFILE

Description: Short summary of code name chosen above e.g. document sending profile

Job Queue Entry Card

Codeunit · 50148 · AutoPostEFTRecurringInvoices

Home Job Queue More options

Set Status to Ready Set On Hold Restart Run once (foreground) Show Error

Object Type to Run Codeunit Earliest Start Date/Ti... 5/18/2023 12:00 AM

Object ID to Run 50148 Job Timeout 12 hours

Object Caption to Run AutoPostEFTRecurringInvoices Status On Hold

Description AutoPostEFTRecurringInvoices

Recurrence

Recurring Job Next Run Date Formula 1D

Run on Mondays Starting Time

Run on Tuesdays Ending Time

Run on Wednesdays No. of Minutes between... 0

Run on Thursdays Inactivity Timeout Per... 5

Run on Fridays

Run on Saturdays

Run on Sundays

Sales Invoice

S-NV102521 - School of Fine Art

The customer has an overdue balance. Drop details

STATUS Prepare Print/Post Request Approval Invoice Address Related Automate More options

Customer Invoice Group DONOR/STIC Department Code 15415 Location Code

Recurring Payment

Is Recurring Invoice Recurrence Expiration Date 15/03/2024 Recurrence Frequency 15D

Document Sending Profile

SENDPROFILE

General

Code SENDPROFILE Default

Description document sending profile

Sending Options

Printer No Disk No

Email Yes (Use Default Settings) Electronic Document No

Email Attachment PDF

Sending Options:

Printer: e.g. No

Email: e.g. Yes

Email Attachment: PDF

Disk: e.g. No

Electronic Document: e.g. No

Setting up Customer:

Click on Customers tab

General section > show more > Enter name and Select document sending profile...

Address and Contact section > Enter customer address, email address and phone number

Contact > Enter contact name

IMPORTANT: Make sure to assign a email address to every customer. This will enable the ability to email payment links and invoices to customer.

Invoicing section > Enter information

Payments section> Enter Information

Payment Terms Code: e.g. 15 Days

Payment Method Code: SENSEPAY

IMPORTANT: Payment method code can be changed to something other than what is selected here in customer information, when you create a sales invoice.

Shipping section: Enter Information

The screenshot shows the 'Address & Contact' form in Dynamics 365 Business Central. The form is for a customer named 'CRONUS USA Inc.' and includes the following fields:

- Address:** 153 Thomas Drive
- Address 2:** (Empty)
- Country/Region:** US
- City:** Chicago
- State:** IL
- ZIP Code:** 61236
- Phone No.:** 123-456-7890
- Mobile Phone:** (Empty)
- Email:** xxxxxx@xxxx.com
- Home Page:** (Empty)
- Contact:** Helen Ray

Card on File(CoF) - Setup

Disclaimer: Images in this guide are for example purposes.

Note: This information is also covered in the 'Installation and Setup for SensePay' guide.

When using Card on File, Business Central will send an invoice.

Create Card on File:

Homepage > Integrated Payments > SensePay Settings > Payment Plans section

'Auto Capture Payment on post Sales Order/Invoice' move radio button to right. This will turn on the Card on File feature under Customer tab.

Homepage > Customers > Select customer

More Options (if Actions tab not displayed) > Actions tab > SensePay > Create Cards On File

Add New Credit Card tab > Enter Credit Card information here > Pay

SensePay Application Settings

Use Card on File:

Under Sales tab choose either Sales Invoice or Sales Order > EFT Payment Method section > Card on File section > click on three dots next to Credit Card > select which Card on File to be used.

Delete Card on File:

Homepage > Customers > Select customer

More Options (if Actions tab not displayed) > Actions tab > SensePay > Create Cards On File

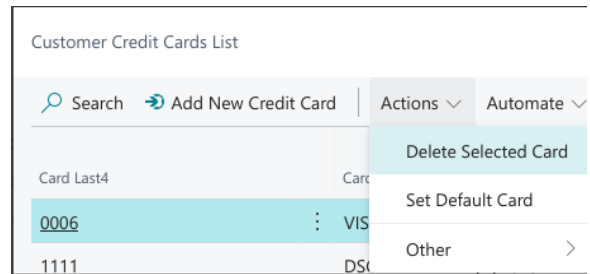
Select Card to be deleted > More Options (if Actions tab not displayed) > Actions tab > Delete Selected Card

Set Default Card on File:

Homepage > Customers > Select customer

More Options (if Actions tab not displayed) > Actions tab > SensePay > Create Cards On File

Select Card to be deleted > More Options (if Actions tab not displayed) > Actions tab > Delete Selected Card



Customer Payment Link - Setup

Disclaimer: Images in this guide are for example purposes.

Note: This information is also covered in the 'Installation and Setup for SensePay' guide.

When using Payment Link, SensePass will send a receipt

Setup Payment Link on Post Sales Order /Invoice:

Integrated Payments > SensePay Settings > Payment Plans section:

'Send Payment Link on post Sales Order/Invoice' move radio button to right.

This will turn on the Send Payment link feature under Customer tab.

Create Sales Invoice or Sales Order:

Sales > Sales Invoice or Sales Order > New

General section: Select Customer No.

Lines section: Select No. and quantity

Invoice Details section: Payment Method Code- SENSEPAY

EFT Payment Method: The Send Payment link radio button is grayed out and already turned to ON. The option of Card on File is no longer present.

Post Sales Invoice:

Hover over Post icon tab (upper left hand corner, directly under Home tab)

Note: It is recommended to choose Post and Send here.

Post- Customer will NOT receive an email of the invoice

Post and Send- Customer will receive an email of the invoice

Customer Payment Link - Pay:

Go to email account listed under customer information in General section, find emailed invoice.

Click on 'Pay the Invoice' button > Click on preferred payment option


Depending on how this was Posted the customer would get several emails:

Post - emails would include: Pay the Invoice with link and receipt once it was paid

Post and Send - emails would include: Sales invoice, Pay the Invoice with link and receipt once it was paid

Check Transaction Status.

The image shows two screenshots from the SensePay application. The top screenshot is the 'SensePay Application Settings' page. It features a navigation bar with 'Actions' and 'Automate' dropdowns. The main content is divided into 'Payment Settings' and 'Payment Plans' sections. Under 'Payment Settings', there are fields for 'Production Environment' (a toggle switch), 'API Key', 'Payment Link Valid Hours' (set to 10), and 'Payment Method Code' (set to SENSEPAY). Under 'Payment Plans', there are two toggle switches: 'Send Payment Link on post Sales Order/Invoice' (which is turned ON) and 'Auto Capture Payment on post Sales Order/Invoice' (which is turned OFF). The bottom screenshot is the 'Sales Invoice' page for 'S-INV102539 · Alpine Ski House'. It has a navigation bar with 'Home', 'Prepare', 'Print/Send', 'Request Approval', 'Invoice', and 'More options'. Below the navigation bar, there are 'Post' and 'Release' buttons. The main form contains fields for 'Payment Term...' (15 DAYS), 'Direct Debit...', 'Payment Met...' (SENSEPAY), 'Location Code...', and 'Tax Liab...' (a toggle switch). There is also a 'Recurring Payment' section with 'Is Recurring In...' (a toggle switch) and 'Recurrence Fr...' (15D). At the bottom, there is an 'EFT Payment Method' section with a 'Send payment link to customer' toggle switch.




New west
4606 SE Division,
Portland, Oregon, US
Phone: 91234567

Invoice from New west

\$4.82

Due date: 5/17/2023

[Pay the Invoice >>](#)



Scan to Pay

New West

4606 SE Division, • Portland • Oregon • US

Transaction Info

Transaction Number 015ec1fc1955668
Confirmation 174-13562A
Date 05/16/2023 12:49:38
Amount Due \$4.82

Payment Methods


Cardknox Sandbox - Credit visa 1111
Card

Products

Item Number	Name	Unit Price	Unit Discount	Qty	Amount
1896-S	ATHENS Desk	\$4.50	\$0.00	3	\$4.83
Subtotal					\$4.50
VAT					\$0.33
Total					\$4.83

Summary






Amount Paid \$4.82
Receipt ID b16f54




4.82 USD

View order history

Please choose a payment method

 \$7,649.00 Loyalty Balance



 1111



PayByLink for Tokenization

Disclaimer: Images in this guide are for example purposes.

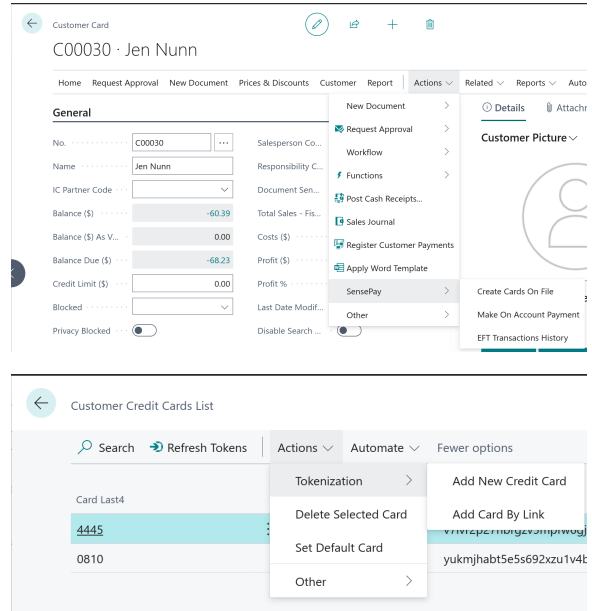
Customers tab > Select Customer > Actions tab > SensePay > Create Cards on File

On the Customer Credit Cards List page

Actions > Tokenization > Add Card by Link

'Send request to customer to create a card token?'

Click Yes. Click Ok.

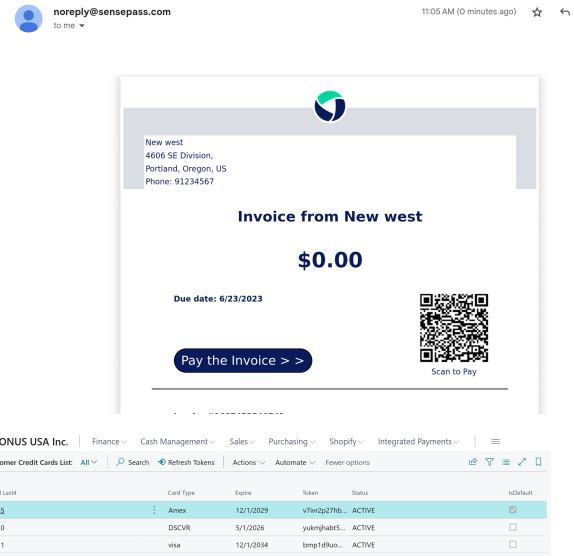


Check Email

Click on the payment link

Pay with the card displayed

Transaction should be approved



Customer credit cards list page

Click Refresh Token button

It should add and display a new credit card entry

Note: The tokenization transaction also is updated by the "CheckInitTransactionStatus" job queue the runs periodically.

Transactions

Sales Invoices

Disclaimer: Images in this guide are for example purposes.

Description: Sales invoice for customer after you ship the item.

Create Sales Invoice:

Sales tab > Sales Invoices > New >

General section:

Show more > Customer No.

Important: Confirm in General section the email address is present and posting date is the correct date.

Lines section: This is where the item information is entered.

Lines section > No. (drop down menu) > Select item

Quantity tab > Enter quantity

Invoice Details section:

Invoice Details section > Show more

Note: If this was entered in on customer card page, the information will already be filled in, but can be changed if needed.

Payment Terms Code: Select terms code from list

Payment Method Code: SensePay

Recurring Payment section:

Important: This needs to be setup in Job Queue Entries to be enabled. If this option was not enabled in SensePay Settings, this option will not appear here. If Recurring Payment is not needed this section can be skipped.

Setup Recurring Payment-

Search icon > Job Queue Entry > New

Object Type to Run: Codeunit

Object ID to Run: 50148

Recurrence section:

It is recommended to enable all Recurring Jobs and for each day of the week

Next Run Date Formula:

Recommended for production environment: 1D

Note: If 'Next Run Date Formula' is set then specific days previously enabled, will be disabled in the left column.

Starting Time: Can be specified

Ending Time: Can be specified

No. of Minutes between Runs:

Note: If 'Next Run Date Formula' is set this row defaults to 0.

Set Status to Ready

Sales Invoice S-INV102203 · School of Fine Art

Home Prepare Print/Send Request Approval Invoice More options

Post Release

General Show less

Customer No. 30000 Your Reference OPEN

Customer Name School of Fine Art Document Date 5/12/2023

Sell-to Posting Date 5/12/2023

Address 10 High Tower Green Due Date 5/31/2023

Address 2 External Docume...

City Miami Salesperson Code JO

State FL Campaign No.

ZIP Code 37125 Responsibility Ce...

Country/Region US Assigned User ID

Contact No. CT000005 Status Open

Phone No. Work Description

Mobile Phone No.

Email xxx@xxxxxx.com

Contact Meagan Bond

Sales Invoice S-INV102203 · School of Fine Art

Home Prepare Print/Send Request Approval Invoice More options

Post Release

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Reference No.	Description	Location Code	Quantity	Unit of Measure
→ Item	1920-S		ANTWERP Conference Table		10	PCS
	No. 1	Description	Base Unit of Measure	Unit Price		
	→ 1920-S	ANTWERP Conference Table	PCS	1.75		
	1925-W	Conference Bundle 1-6	PCS	2.00		
	1928-S	AMSTERDAM Lamp	PCS	2.10		
Subtotal Excl. Tax (USD)	1929-W	Conference Bundle 1-8	PCS	3.80		6478.00
Inv. Discount Amount E...	1936-S	BERLIN Guest Chair, yellow	PCS	192.80		453.46
Invoice Discount %	+ New		Select from full list			6,931.46

Sales Invoice S-INV102203 · School of Fine Art

Home Prepare Print/Send Request Approval Invoice More options

Post Release

Invoice Details Show less

Currency Code Tax Area Code MIAMI, FL

Company Bank Account Department Code SALES

Shipment Date 1/27/2023 Customergroup Code LARGE

VAT Bus. Posting Group Payment Discount % 0

Customer Posting Group DOMESTIC Print. Discount Date 5/12/2023

Payment Terms Code 15 DAYS Direct Debit Mandate ID

Payment Method Code SENSEPAY Location Code

Tax Liabile

Recurring Payment>

Recurring Payment section in Sales Invoice, following setting up Recurring payments job queue:

Is Recurring Invoice: enable

Recurrence Expiration Date: When recurring invoice should end, up to a year from posting date.

Recurrence Frequency: e.g. 15D (15 days) In this example, every 15 days an invoice job will be ran.

Note: If Recurring Payment is enabled, then in EFT Payment Method section Card on File has to be provided and selected.

Recurring Payment will be Posted automatically.

EFT Payment Method section:

Card on File Used

Radio button 'Send Payment Link to Customer' is grayed out

Select Card on File information to be use

Send Payment Link to Customer Used

Radio button 'Send Payment Link to Customer' is on and moved to the right

Important: If in this section the radio button to 'Send Payment Link to Customer' is grayed out, that is because in SensePay settings this option was not selected. You can change that by doing the following:

Homepage> Integrated Payments > SensePay Settings > Payment Plans section

Send Payment Link on Post Sales Invoice / Order: Move radio button to the right(on)

Go back to Sales tab > Sales Invoices > Select the sales invoice > EFT Payment Method section > confirm radio button is on for 'Send Payment Link to Customer'

Post Sales Invoice:

Hover over Post icon tab (upper left hand corner, directly under Home tab)

Note: It is recommended to choose Post and Send here.

Post- Customer will NOT receive an email of the invoice

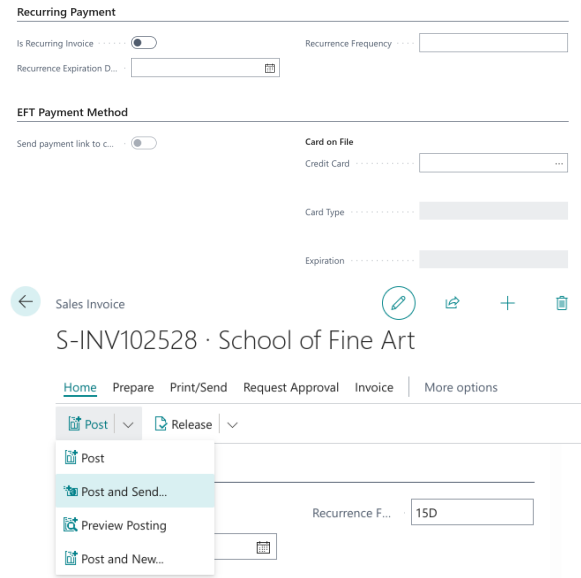
Post and Send- Customer will receive an email of the invoice

Click Yes

Confirm Successful Post of Sales Invoice:

Check email account that was listed in customer information, to confirm that sending of invoice was successful. There should also be a sales invoice attachment in the email.

Once the invoice has posted, it is moved from 'Sales Invoices' to 'Posted Sales Invoices'. To confirm this do the following:



Sales > Posted Sales Invoices

Look for invoice no.. It should now have a 0.00 Remaining Amount. On right hand side under 'Details' it should show the Status as TransactionApproved.

Important: If struggling to find invoice no. on Posted Sales Invoice page, click on filter icon on upper right hand side > use 'Filter list by' and change the 'No.' column to descending.

Check Transaction History: While on Posted Sales Invoice page > Click on 'Customer No.' for said invoice > click on name used on invoice e.g. 'School of Fine Art' > Customer Card page. (see screenshot)

On Customer page hover over Actions tab > SensePay > Click on EFT Transaction History. Here you can confirm status as 'TransactionApproved'.

Customer Ledger Entries Journal: Customers > select the customer to confirm Post of Sales Invoice > Customer tab > Ledger Entries > look for Invoice under 'Document No.' column. Here you can see the invoice and the payment applied to that invoice. (see screenshot)

Important: Always confirm that a payment has been applied to an invoice in Ledger Entries.

Qty	Description	Price per	Line Amount Excl. Tax
2	PARIS Guest Chair, black	1.25 Piece	2.50
Subtotal			2.50
Total Tax			0.18
Total \$ Incl. Tax			2.68
Amount Subject to Sales Tax			2.50
Amount Exempt from Sales Tax			0.00

One attachment • Scanned by Gmail



Page 1 / 2

Invoice

School of Fine Art
Meagan Bond
10 High Tower Green
Miami, FL 33125
USA

CRONUS USA Inc.
7122 South Ashford Street
Westminster
Atlanta, GA 31722

Bill-to Customer No. 30000
Invoice No. PS-INV103548
Document Date May 12, 2023
Due Date May 27, 2023
Payment Terms Net 15 days
Payment Method SensePay Payment
Tax Identification Type
Shipping Agent Code
Package Tracking No.

Salesperson Jim Olive
Phone No. +1 425 555 0100
Bank World Wide Bank
Crs No. 888 9999
IBAN GB 12 CPBK 0892965044991

No.	Description	Shipment Date	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
1900-5	PARIS Guest Chair, black	06/11/23	2	Piece	1.25	2.50

The invoice has been paid.

Amount Subject to Sales Tax	2.50	Subtotal	2.50
Amount Exempt from Sales Tax	0.00	Total Tax	0.18
Deposit:	\$0.00	Total \$ Incl. Tax	2.68
		Total Due:	2.68

The invoice has been paid.

Dynamics 365 Business Central

CRONUS USA Inc. | Finance | Cash Management | Sales | Purchasing | Shopify | Integr

Posted Sales Invoices: All | Search | Delete | Home | Print/Send | Invoice | Correct | Actions

Views	No.	Customer No.	Customer Name
All	PS-INV103533	30000	School of Fine Art
Unpaid	PS-INV103532	30000	School of Fine Art
Paid	PS-INV103531	30000	School of Fine Art
Canceled	PS-INV103530	30000	School of Fine Art
Filter list by:	PS-INV103529	30000	School of Fine Art
Customer No.	PS-INV103528	30000	School of Fine Art
30000	PS-INV103527	30000	School of Fine Art
+ Filter..	PS-INV103526	30000	School of Fine Art

Customer Card: 30000 · School of Fine Art

Actions: Request Approval, New Document, Prices & Discounts, Customer, Report, Actions, Related, Reports, Automate, Fever opt

contact, Apply Template, Merge With..., Send Email, New Document, Request Approval, Workflow, Functions, Post Cash Receipts..., Sales Journal, Register Customer Payments, Apply Word Template, SensePay, Create Cards On File, Other, Make On Account Payment, EFT Transaction History

General

No. 30000

Name School of Fine Art

IC Partner Code

Balance (\$) 49,463.21

Balance (\$) As Vendor 49,463.21

Balance Due (\$) 49,463.21

Address & Contact

PS-INV103533

CustomerNo.	Type	Request Amount	Authorized Amount	Status	TransactionTime
30000	Sale	3.21	3.21	TransactionApproved	5/10/2023 9:41
30000	Sale	0.61	0.61	TransactionApproved	5/9/2023 10:31
30000	Deposit	1.00	1.00	TransactionApproved	5/9/2023 10:31
30000	Refund	1.00	1.00	TransactionRefund	5/9/2023 10:11
30000	Deposit	1.00	1.00	TransactionApproved	5/9/2023 10:11
30000	Refund	1.00	1.00	TransactionRefund	5/9/2023 10:11
30000	PreAuth	1.61	1.61	TransactionApproved	5/9/2023 8:09
30000	Void	2.68	2.68	TransactionVoided	5/9/2023 4:20
30000	Void	2.68	2.68	TransactionVoided	5/9/2023 4:20
30000	Refund	1.00	1.00	TransactionRefund	5/9/2023 3:45

Customer Card

30000 · School of Fine Art

[Home](#)
[Request Approval](#)
[New Document](#)
[Prices & Discounts](#)
[Customer](#)
[Report](#)

[Ledger Entries](#)
[Dimensions](#)
[Statistics](#)
[Attachments](#)
[Approvals](#)

General

No. 30000

Name School of Fine Art

IC Partner Code

Customer Ledger Entries

Entry No.	Document No.	Document Date	Customer No.	Customer Name	Item No.	Description	Quantity	Unit	Unit Price	Amount	Balance	Balance Date
5/10/2023	Invoice	5/10/2023	30000	School of Fine Art	10000	SALE	1.00	1.00	1.00	1.00	1.00	5/10/2023
5/9/2023	Invoice	5/9/2023	30000	School of Fine Art	10000	SALE	0.61	0.61	0.61	0.61	0.61	5/9/2023
5/9/2023	Deposit	5/9/2023	30000	School of Fine Art	10000	DEPOSIT	1.00	1.00	1.00	1.00	1.00	5/9/2023
5/9/2023	Refund	5/9/2023	30000	School of Fine Art	10000	REFUND	1.00	1.00	1.00	1.00	1.00	5/9/2023

Sales Order

Disclaimer: Images in this guide are for example purposes.

Description: Need to ship item before it creates a sales order.

Create a Sales Order:

Sales > Sales Order > New

General section:

Show more > Customer No.

Important: Confirm in General section the email address is present and posting date is the correct date.

Lines section: This is where the item information is entered.

Lines section > No. (drop down menu) > Select item

Quantity tab > Enter quantity

Invoice Details section:

Invoice Details section > Show more

Payment Terms Code: Select terms code from list

Payment Method Code: SensePay

Recurring Payment section:

Important: This needs to be setup in Job Queue Entries to be enabled. If Recurring Payment is not needed this section can be skipped.

Setup Recurring Payment-

Note: Recommended to have this job run after business hours.

Search icon > Job Queue Entry > New

Object Type to Run: Codeunit

Object ID to Run: 50148

Recurrence section:

It is recommended to enable all Recurring Jobs and for each day of the week

Next Run Date Formula:

Recommended for production environment: 1D

Note: If 'Next Run Date Formula' is set then specific days previously enabled, will be disabled in the left column.

Starting Time: Can be specified

Ending Time: Can be specified

No. of Minutes between Runs:

Note: If 'Next Run Date Formula' is set this row defaults to 0.

Set Status to Ready

The image displays two screenshots of the Dynamics 365 Sales Order form. The top screenshot shows the 'General' section for Sales Order S-ORD101130 for 'School of Fine Art'. The bottom screenshot shows the 'Recurring Payment' and 'EFT Payment Method' sections for Sales Order S-ORD101135 for 'Alpine Ski House'. A modal dialog is open over the 'Recurring Payment' section, showing options for 'Ship', 'Invoice', and 'Ship and Invoice', with 'Ship and Invoice' selected.

Recurring Payment section in Sales Order, following setting up Recurring payments job queue:

Is Recurring Invoice: enable

Recurrence Expiration Date: When recurring invoice should end, up to a year from posting date.

Recurrence Frequency: e.g. 15D (15 days) In this example, every 15 days an invoice job will be ran.

Note: If Recurring Payment is enabled, then in EFT Payment Method section Card on File has to be provided and selected.

Recurring Payment will be Posted automatically.

EFT Payment Method section:

Card on File Used

Radio button 'Send Payment Link to Customer' is grayed out

Select Card on File information to be use

Send Payment Link to Customer Used

Radio button 'Send Payment Link to Customer' is on and moved to the right

Important: If in this section the radio button to 'Send Payment Link to Customer' is grayed out, that is because in SensePay settings this option was not selected. You can change that by doing the following:

Homepage> Integrated Payments > SensePay Settings > Payment Plans section

Send Payment Link on Post Sales Invoice / Order: Move radio button to the right(on)

Go back to Sales tab > Sales Invoices > Select the sales invoice > EFT Payment Method section > confirm radio button is on for 'Send Payment Link to Customer'

Post Sales Invoice:

Hover over Post icon tab (upper left hand corner, directly under Home tab)

Note: It is recommended to choose Post and Send here.

Post- Customer will NOT receive an email of the invoice

Post and Send- Customer will receive an email of the invoice

Important: An item needs to be shipped first before an invoice is posted. Make sure to choose 'Ship and Invoice' option > click OK.

Sales Order: Post PrePayment Invoice and Void Post Prepayment Invoice

Disclaimer: Images in this guide are for example purposes.

Note: This is only possible for Sales Order, not Sales Invoice.

Before posting prepayment invoices, it is required to setup the prepayment posting account, setup the number series for prepayment documents and make sure you are on latest SensePay build (1.0.11.3) or newer

Prepayment Account Setup:

Search icon > General Posting Setup

Select a prepayment account from the drop down list

Gen. Bus. Posting Group	Gen. Prod. Posting Group	Sales Pmt. Tol. Credit Acc.	Sales Prepayments Account	Purch. Account	Purch. Credit Memo Account	Purch. Line Disc. Account	Purch. In Disc. Acc
	MANUFACT			*			
	NO TAX			*			
	RAW MAT			*			
	RETAIL			*			
DOMESTIC	MANUFACT			10700	10700	20200	20200
DOMESTIC	NO TAX			10700	10700	20200	20200
DOMESTIC	RAW MAT			10700	10700	20200	20200
→ DOMESTIC	RETAIL		40100	10700	10700	20200	20200
DOMESTIC	SERVICES		40100	61500	61500	20200	20200

Number series setup:

Search icon > Sales & Receivables Setup

Number Series section

Enter the series number for:

Posted PrePmt. Inv. Nos.

e.g. P-PRINV+

Posted PrePmt. Cr. Memo Nos.

e.g. P-PCRM+

Number Series

Customer Nos.	CUST	Posted Return Receipt...	S-RCPT
Quote Nos.	S-QUO	Reminder Nos.	S-REM
Blanket Order Nos.	S-BLK	Issued Reminder Nos.	S-REM+
Order Nos.	S-ORD	Canceled Issued Rem...	
Return Order Nos.	S-RETORD	Fin. Chrg. Memo Nos.	S-FIN
Invoice Nos.	S-INV	Issued Fin. Chrg. M. ...	S-FIN+
Posted Invoice Nos.	S-INV+	Canceled Issued Fin. ...	
Credit Memo Nos.	S-CR	Posted PrePmt. Inv. ...	P-PRINV+
Posted Credit Memo ...	S-CR+	Posted PrePmt. Cr. M. ...	P-PCRM+
Posted Shipment Nos. ...	S-SHPT	Direct Debit Mandat...	

Create Sales Order:

Sales > Sales Order > New

General and Lines section-

Select a customer

Enter a line item

EFT Payment Method section-

Choose either Payment link or Card on file

Note: This can be changed in Integrated Payments > SensePay Settings

Prepayment section-

Prepayment %: Enter amount, e.g. 25

Sales Order: S-ORD101181 · Jen Beach

Card Type: Amex

Expiration: 12/1/2029

Shipping and Billing: 6/7/2023

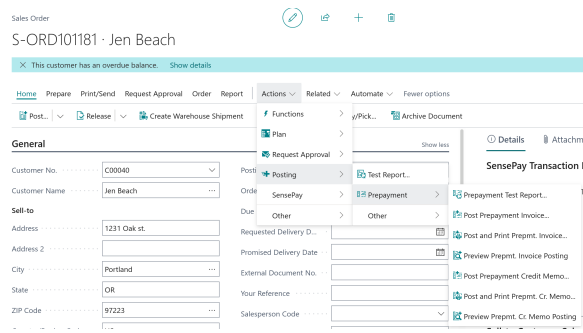
Foreign Trade

Prepayment

Prepayment %	25	Prepmt. Payment Disc...	0
Compress Prepayment	<input checked="" type="checkbox"/>	Prepmt. Pmt. Discount...	6/7/2023
Prepmt. Payment Ter...	CM	Prepmt. Include Tax	<input type="checkbox"/>
Prepayment Due Date	6/30/2023		

Actions tab > Posting > Prepayment > Post Prepayment Invoice

After the prepayment has been posted



Related tab > Prepayment > Prepayment Invoices

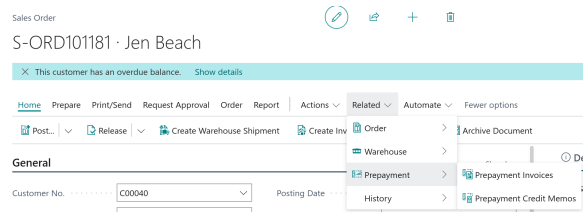
It should show the posted prepayment invoice and amount

Check the Following:

Sales order

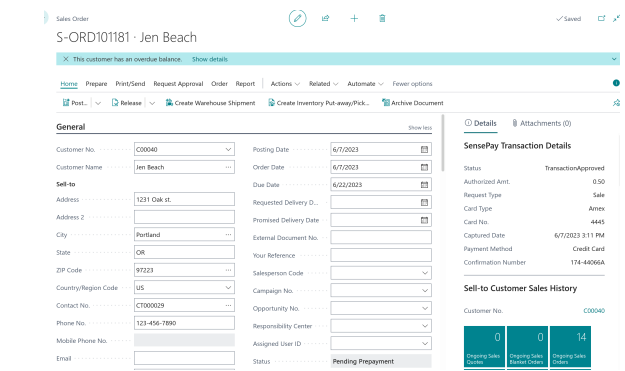
General section-

Status: "Pending Prepayment"



Home page > Customers > select Customer > Customer tab > Ledger entries

It should show a payment entry applied to the prepayment invoice

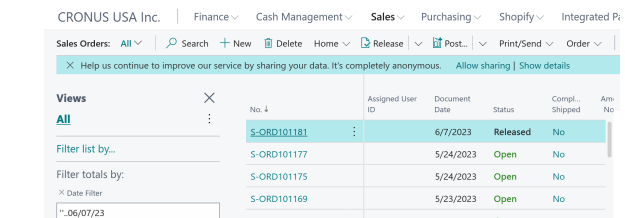


Go back to **Sales order** page > select the sales order

Note: If payment link option was used. Do not set the Sales Order to Release status until the customer completes the payment and the transaction is updated

Click Release tab, to release the sales order

The status of the sales order should change to "Released"



Void or Refund the Prepayment:

Open the Sales Order page > select the Sales Order to be refunded

Actions tab > Posting > Prepayment > Post Prepayment Credit Memos

After the prepayment credit memo has been posted

Related tab > Prepayment > Prepayment Credit Memo

It should show the credit memo for the prepayment

Open the Sales Order > select the Sales Order

Actions tab > Posting > Prepayment > Post Prepayment Invoice again

It should show the status of the invoice as "Pending Prepayment"

Go back to Sales Order page > highlight the Sales Order

Note: If payment link option was used. Do not set the Sales Order to Release status until the customer completes the payment and the transaction is updated

Click **Release tab**, to release the sales order.

The status of the sales order should change to "Released"

Post and Send, the entire sales order

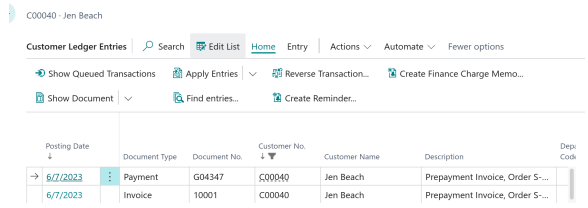
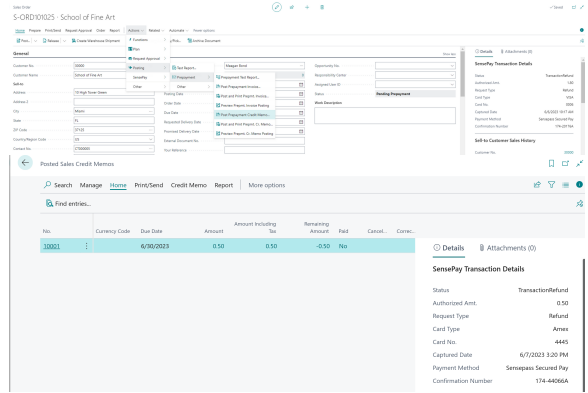
Check the **Posted Sales Invoice** page

Note: The posted sales invoice and the amount, which should be the total minus the prepayment amount

Check the **Ledger Entries** page

Homepage > Customers > select Customer > Customer tab > Ledger Entries

It should show the payment entries applied to the sales order invoice and the prepayment invoice.



Sales Orders: Pay Deposit or Refund Deposit

Disclaimer: Images in this guide are for example purposes.

Note: This is only possible for Sales Order, not Sales Invoice.

Pay Deposit Setup:

Sales > Sales Orders > New

General section: Select Customer

Lines section: Select item and quantity

Invoice Details section: Payment Method Code - SENSEPAY

EFT Payment Method section: Enter Card on File information if this is to be used for deposit

Actions > SensePay > Pay Deposit

Amount To Charge: Enter deposit amount

Description: e.g. Deposit

Actions: Choose either option

'Process by Card on File'

'Process by Manual Entry'

A new screen will pop up and when filling in the phone number box

Enter (area code) phone number > then insert a "1" at the beginning of the phone number

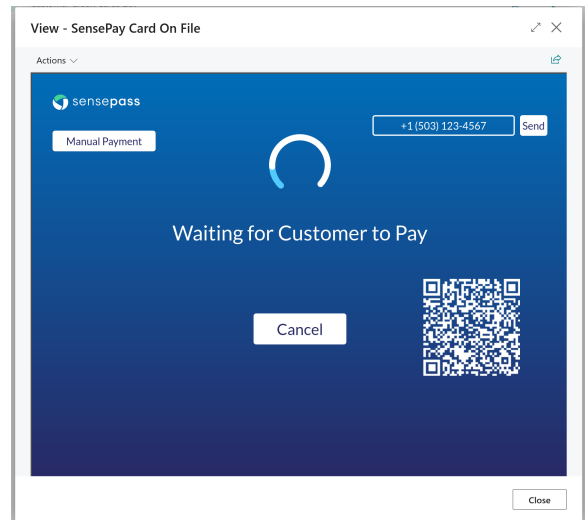
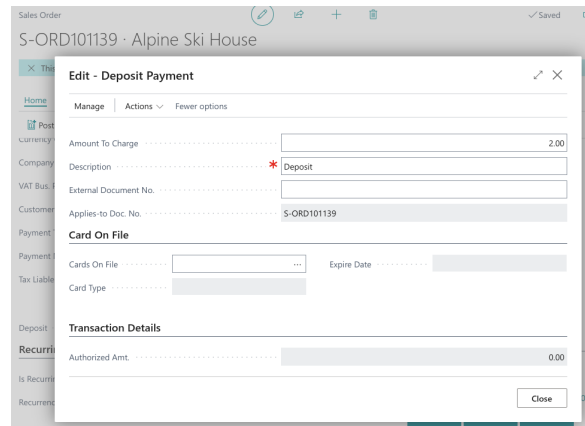
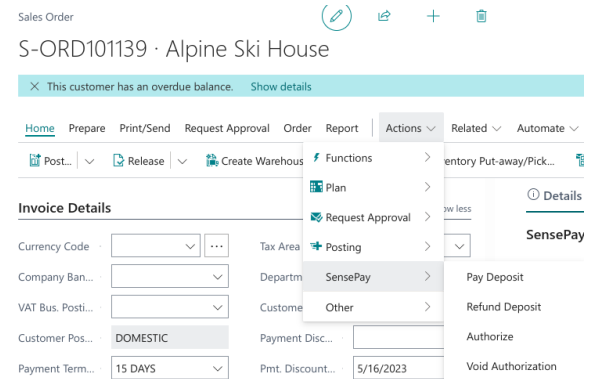
Note: If you enter a "1" first followed by the 10-digit numbers, the numbers will be truncated.

Deposit approved and processed. Click OK. Click Close

When Deposit approved, back on Sales Order page Invoice Details section a deposit field will show the approved amount.

Post and Send:

Post icon (on Sales Orders page) > Post and Send > Click Ship and Invoice



Sales Order ✎ ↵ +

S-ORD101139 · Alpine Ski House

✕ This customer has an overdue balance. [Show details](#)

[Home](#) | [Prepare](#) | [Print/Send](#) | [Request Approval](#) | [Order](#) | [Report](#) | [Actions](#) ▾ | [Relat](#)

📄 Post... ▾ | 📄 Release ▾ | 📄 Create Warehouse Shipment | 📄 Create Inventory

Invoice Disco... U | Total Incl. Tax ... 6.42

Invoice Details Show less

Currency Code ▾	...	Tax Area Code ▾	N.ATL, GA ▾
Company Ban... ▾		Department C... ▾	SALES ▾
VAT Bus. Posti... ▾		Customergro... ▾	SMALL ▾
Customer Pos... ▾	DOMESTIC	Payment Disc... ▾	0
Payment Term... ▾	15 DAYS ▾	Pmt. Discount... ▾	5/16/2023 📅
Payment Met... ▾	SENSEPAY ▾	Direct Debit ... ▾	
Tax Liab	<input checked="" type="checkbox"/>		

Deposit 2.00

Edit - Refund Deposit ✎ ✕

Manage | Actions ▾ | Fewer options

Process Refund / Void Transaction

Amount To Refund / Void 1.00

Description *

Applies to document S-ORD101132

Transaction Type Deposit

Close

Refund Deposit Setup:

Sales > Sales Orders > Click on Sales Order that has Deposit to be Refunded

Confirm Sales Order information:

General section: Customer

Lines section: Item and quantity

Invoice Details section: Payment Method Code - SENSEPAY

Actions > SensePay > Refund Deposit

Amount To Charge: Enter deposit amount to be Refunded

Description: e.g. Refund

Actions: Process Refund/Void Transaction

Refunded to original payment transaction. Click OK. Click Close.

Post and Send:

Post icon (on Sales Orders page) > Post and Send > Click Ship and Invoice

Post and Send - Sales Invoice or Order by SMS

Disclaimer: Images in this guide are for example purposes.

Edit Customer phone number:

Customers tab > Select Customer > Customer card page

Add a prefix "1" to beginning of the Customer phone number

Customer Card ✎ 📄 + |

C00030 · Jen Nunn

Home Request Approval New Document Prices & Discounts Customer Report |

General Show less

No.	C00030	...	Salesperson C...	OF	▼
Name	Jen Nunn		Responsibility ...		▼
IC Partner Code ..		▼	Document Se...	SENDPROFILE	▼
Balance (\$)			Total Sales - Fi...		91.87
Balance (\$) As...		0.00	Costs (\$)		24,305.00
Balance Due (\$) ..		-67.26	Profit (\$)		-24,213.13
Credit Limit (\$) ..		0.00	Profit %		-26,355.9
Blocked		▼	Last Date Mo...		6/23/2023
Privacy Blocked ..		<input type="checkbox"/>	Disable Searc...		<input type="checkbox"/>

Run transaction using SMS:


Integrated Payments tab > SensePay Settings

Enable > Pay by Link option

← ✎ 📄

SensePay Application Set

Actions ▼ Automate ▼



Payment Settings

Production Environment

API Key vhyof0px26

Payment Link Valid Hours

Payment Method Code SENSEPAY

Payment Plans

Send Payment Link on post Sales Order/Invoice

Auto Capture Payment on post Sales Order/Invoice

Sales tab > Sales Order or Sales Invoice > New

Enter Customer information

Select item and quantity

Post

The customer should receive a payment link in the email as well as in the phone text message.

Confirm Transaction Approved:

Customers tab > Select Customer > Customer tab > **Customer Ledger Entries** > Show Queued Transactions

Actions tab > Run update job

Status > TransactionApproved

← Initialized Queued Transactions ✎ 📄 + 🗑️ ✓ Saved 📄 ✎

C00040

Actions ▼ Automate ▼

Req...	Auth...	Status	Payment...	SaleHeade...	SaleInHead...	Init Date	LastChecked D
Amnt	Amnt						
→ 3.75	3.75	TransactionApprov	Success	S-INV102641	PS-INV103661	6/23/2023 10:36	6/23/2023

Create a card on file by SMS:

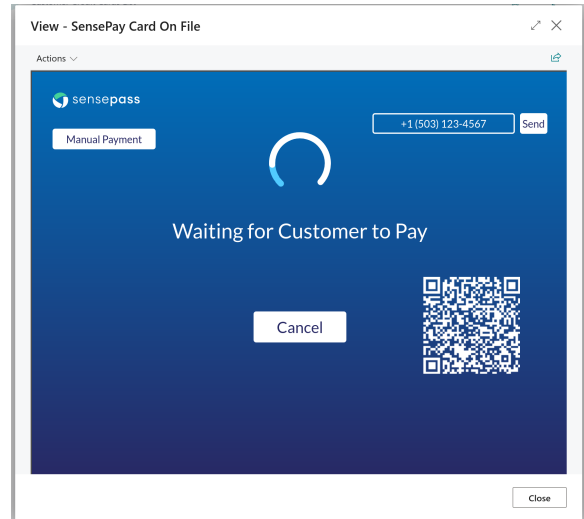
Customers tab > Select Customer > Customer card page

Actions tab > Tokenization > Add a New Credit Card

In the phone number box

Enter (area code) phone number > then insert a "1" at the beginning of the phone number

Note: If you enter a "1" first followed by the 10-digit numbers, the numbers will be truncated.



Returns

Disclaimer: Images in this guide are for example purposes.

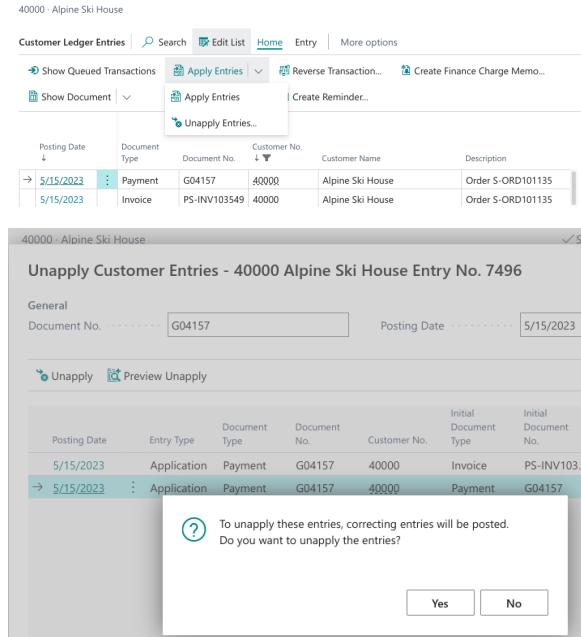
Create a Return:

Important: Add product payment first before creating credit memo

Sales > Posted Sales Invoices > Select Customer No. > Customer Card page > Customer tab > Ledger Entries > Find Invoice

Confirm there are both an Invoice and a separate Payment for purchased item Highlight under Document type the 'Payment' row for this item > Click Apply Entries > Click Unapply Entries > Under 'Initial Document Type' Payment should be highlighted > Unapply > Yes > OK

Go back to Sales > Posted Sales Invoices page > Refresh the page > Now the invoice should show under 'Remaining Amount' column the original cost of the item and not 0.00.



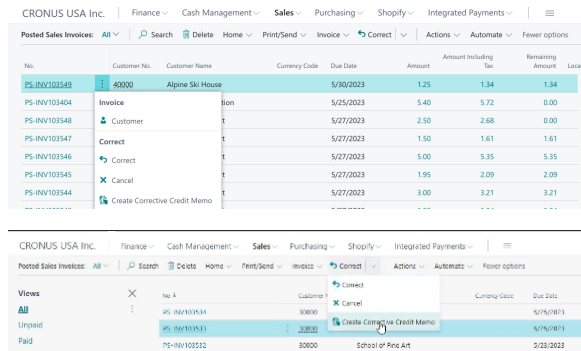
Create Corrective Credit Memo:

Important: There are two ways to Create Corrective Credit Memo's

On Posted Sales Invoices page, highlight the invoice:

Option #1- Under No. column click on the three dots > Create Corrective Credit Memo

Option #2- Correct tab > under No. column click on the three dots > Create Corrective Credit Memo



Sales Credit Memo page:

Important: On Sales Credit Memo page is where a full return or a partial return and be made. A partial return in SensePay can only be done once on a transaction.

General section: Applies-to Doc. No. is the correct Invoice number for the return

Lines section: Confirm items, quantity and amount to be returned

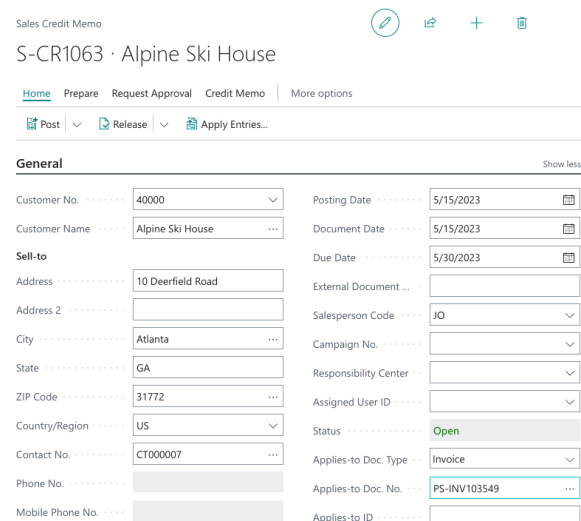
Credit Memo Details: Confirm under Payment Method Code that SENSEPAY is selected

Post Sales Invoice:

Hover over Post icon tab (upper left hand corner, directly under Home tab)

Note: It is recommended to choose Post here.

Post- Customer will NOT receive an email of the invoice



Post and Send- Customer will receive an email of the invoice

Click Yes

Posted Sales Credit Memo page:

Transaction has been refunded. This can be confirmed in several locations:

1. Sales > Posted Sales Credit Memos > Search for invoice > Remaining Amount should be 0.00. Also, under Details listed on the far right side status is updated to TransactionRefund.
2. Customer page > Customer > Ledger Entries > under Document Type it should show Credit Memo and show under 'Amount' a negative amount of the original cost should be shown e.g. -1.34

No.	Customer No.	Customer Name	Currency Code	Due Date	Amount	Amount Including Tax	Remaining Amount
25 CX1560	48000	Alpine Ski House		5/26/2023	1.25	1.34	0.00

Posting Date	Document Type	Document No.	Customer No.	Customer Name	Description	Department Code	Customer Code	Currency Code	Debit Amount	Amount	Account ID	Remaining Amount
5/26/2023	Credit Memo	25CX1560	48000	Alpine Ski House	Credit Memo 1-CX1560	SALES	SMALL		1.34	-1.34	1134	0.00
5/15/2023	Payment	25PX1557	48000	Alpine Ski House	Order 1-25PX1557	SALES	SMALL		1.34	-1.34	1134	1.34
5/15/2023	Invoice	25-000102548	48000	Alpine Ski House	Order 1-25-000102548	SALES	SMALL		1.34	-1.34	1134	0.00

Sales Return Orders:

Customer > Select Customer > Customer tab > Ledger entries > Find the payment entry for the posted invoice > Highlight the payment line > Click Apply Entries tab > Click Unapply entries > Click Unapply button > Yes > OK

Sales > Sales Return Orders > New

General section: select Customer

Invoice Details section:

Applies-to Doc. Type > Invoice

Applies-to Doc. No. > click three dots > select Invoice to be returned

Lines section: Either manually enter the item information OR

Go to Prepare tab > Copy Document

Document type: Posted Invoice

Document No.: Find invoice with correct number

Click OK. This will auto fill the line item information for the Sales Return Order.

Invoice Details section:

Payment Method Code: SENSEPAY

Home > Post > Receive and Invoice > OK > Yes

Confirming Sales Return Orders:

There are two places to look, to confirm Sales Return Orders:

- On Posted Sales Credit Memo page, in the Details box on right hand side the status is now TransactionRefund.
- Customers > Select customer > Customer tab > Ledger Entries > Highlight invoice

Document Type will now be Credit Memo and Remaining Amount will be 0.00

Unapply Customer Entries - C00030 Jen Nunn Entry No. 7762

General
 Document No. G04188 Posting Date 5/19/2023

Unapply Preview Unapply

Posting Date	Entry Type	Document Type	Document No.	Customer No.	Initial Document Type	Initial Document No.	Currency Code
5/19/2023	Application	Payment	G04188	C00030	Invoice	PS-INV103...	
→ 5/19/2023	Application	Payment	G04188	C00030	Payment	G04188	

OK Cancel

Sales Return Order

S-RETORD1022 · Alpine Ski House

This customer has an overdue balance. Show details

Home Prepare Print/Send Request Approval

Copy Document... Get Posted...

Subtotal Excl. Tax (...)

Inv. Discount Amo...

Invoice Discount %

Invoice Details

Currency Code

Company Bank Acc...

VAT Bus. Posting G...

Document Transac...

Sales Return Order

Copy Sales Document

Options

Document Type: Posted Invoice

Document No.: PS-INV103551

Doc. No. Occurrence

Version No.

Sell-to Customer No.: 40000

Sell-to Customer Name: Alpine Ski House

Include Header:

Recalculate Lines:

OK Cancel

S-RETORD1022 · Alpine Ski House

This customer has an overdue balance. Show details

Home Prepare Print/Send Request Approval Return Order More options

Post... Release Create Whse. Receipt Create Return-Related Documents... Apply R...

Inv. Discount A... 0.00 Total Tax (USD) 0.12

Invoice Discou... 0 Total Incl. Tax (... 1.87

Invoice Details

Currency Code

Company Bank...

VAT Bus. Postin...

Customer Posti... DOMESTIC Applies-to Doc... PS-INV103551

Payment Terms... 15 DAYS Applies-to ID

EU 3-Party Trade Tax Liabile

Payment Meth... SENSEPAY Tax Area Code N.ATL, GA

Department C... SALES

Origating Sales Invoices 32

Posted Sales Shipments 1

Copy Sales Document

Options

Receive

Invoice

Receive and Invoice

OK Cancel

Posted Sales Credit Memo

PS-CR104056 · Alpine Ski House

Home Print/Send Credit Memo Incoming Document More options

Update Document Find entries... Track Package

Lines Manage Line

New Line Delete Line Deferral Schedule

Type	No.	Item Reference No.	Description
→ Comment			Invoice No. PS-INV10...
Item	1920-S		ANTWERP Conference

SensePay Transaction Details

Status: Transaction/Refund

Authorized Amt: 1.87

Request Type: Refund

Card Type: Amex

40000 Alpine Ski House

Customer Ledger Entries Search Edit Line Entry More options

Show Queued Transactions Show Document Apply Entries Find Entries... Reverse Transaction... Create Refund... Create Finance Charge Memo...

Posting Date	Document Type	Document No.	Customer No.	Customer Name	Description	Document Code	Customer Code	Card Code	Original Amount	Amount	Amount (€)	Remaining Amount
5/19/2023	Credit Memo	PS-CR104056	40000	Alpine Ski House	Return Order S-RETORD1022	5652	59661		1.87	-1.87	-1.87	0.00

Partial Refund

Disclaimer: Images in this guide are for example purposes.

Setup Scenario for Testing:

Integrated Payments tab > SensePay Settings

Enable Pay by Link or Card on File option

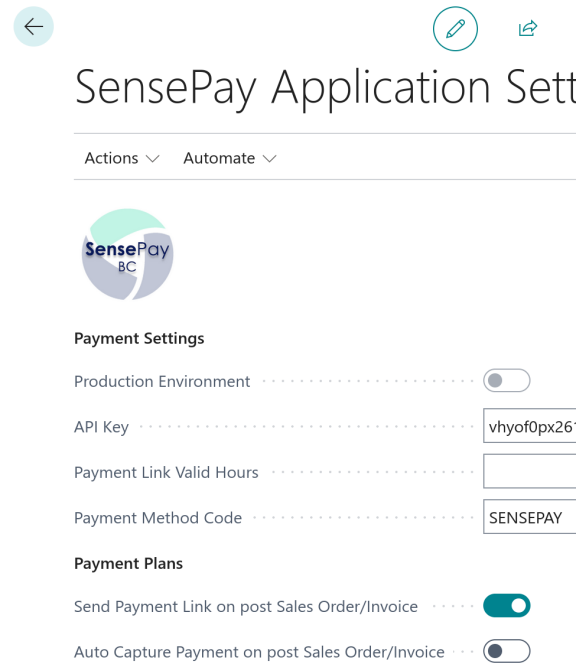
Sales tab > **Sales Invoice or Sales Order > New**

Added a few line items and select quantity

Pay by link was selected > check email and pay

Card on File selected > fill in Card on File information

Post



Partial Refund:

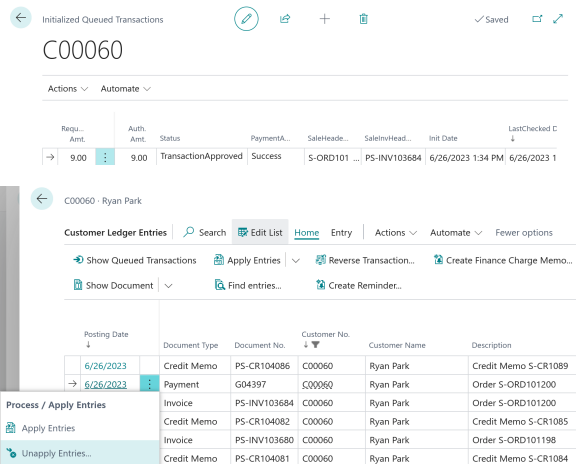
Home page > Customers > Select Customer > Customer tab > Ledger Entries > **Show Queued Transactions**

Transaction status should be **TransactionApproved**

If not approved:

Click on transaction > Actions tab > Run update Job

Customer Ledger Entries page > Highlight **Payment** and click three dots > Select **Unapply Entries...** > Unapply > Yes > Ok



Sales tab > **Sales Credit Memo > New**

Select Customer

Applies-to-Doc.-Type... > Select Invoice

Applies-to-Doc.-No. > Click three dots

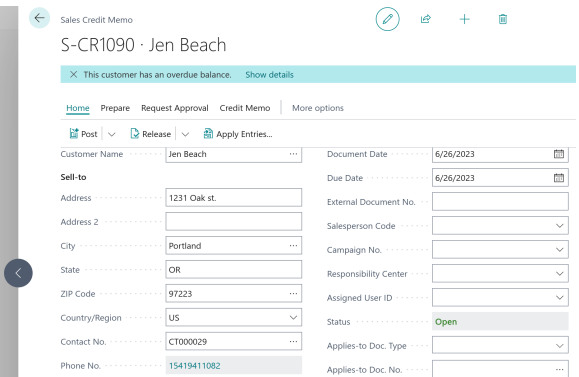
Highlight the invoice to be returned > Click Ok

To fill in Line Item information

At the top click Prepare > Copy Document... > Document No. > Click the three dots > Highlight the Posted Sales Invoice > Click Ok > Click Ok

Delete a line item from the credit memo to perform a **partial refund**

Home > **Post** the credit memo > Yes



Check Status:

Customers tab > Select Customer > Actions tab > SensePay > EFT Transaction History

Status > **TransactionPartiallyRefunded**

Note: All the SensePass transactions logs can be viewed from the Settings page.

Integrated Payments > SensePay Settings > Action > Inquiry > **Show logs**

The most recent SensePass request and response entries should be on the top.

To see the details of the latest log message, click on the top entry, copy the response message and paste into a notepad.

Check the "**refundConfirmation**" and "**amount**" fields in the response, it should show the partial amount being approved.

The screenshot shows the SensePay Payment Entries interface for transaction PS-INV103685. The transaction details are as follows:

CustomerNo.	Type	Request Amount	Authorized Amount	Status	PaymentA...	Transactio
000040	Refund	5.85	5.85	TransactionPartiallyRefunded	InProgress	6/26/23

Below this is the SensePay Application Settings page, where the 'Inquiry' menu is open, showing options: Show Queued Transactions, Show Payment Transactions, and Show Logs.

The bottom section shows the SensePay Error Log with the following data:

LastUpdate	Level	Message1	Message2	RecordNo
6/26/2023 11:41 ...	Debug	[{"sandbox": "amount": 1.5}]		886
6/26/2023 11:41 ...	Debug	https://api.sandbox.sensepass.c...		885
6/26/2023 11:13 ...	Debug	{"TransactionNumber": "100F317...	5161f54c169f93c7oneTime=true...	884
6/26/2023 11:13 ...	Debug	https://api.sandbox.sensepass.c...		883
6/26/2023 10:56 ...	Debug	{"status": "200", "status_message": "T...		882

Make On Account Payment

Disclaimer: Images in this guide are for example purposes.

Note: On Account Payments can be tied to a Sales Invoice or not. Account Payment option can be used if payment link sent to customer has expired and invoice is past due.

Customer > Select customer > Customer page:

Payments: Payment Method Code- SENSEPAY

Actions > SensePay > Make On Account Payment

Amount to Charge: Enter amount to be charged

Description: e.g. Payment

Applied-to-Doc. No.: click three dots and attach sales invoice or leave blank if it does not need to be attached to a sales invoice

Card on File section: Select Card on File

Actions tab: Select either option

'Process By Card on File'

'Process By Manual Entry'

A new screen will pop up and when filling in the phone number box

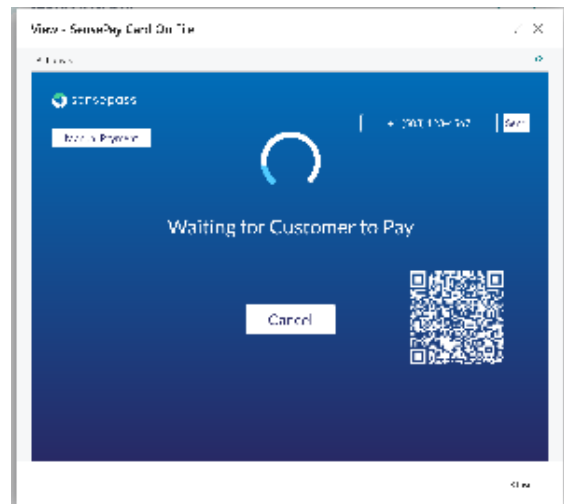
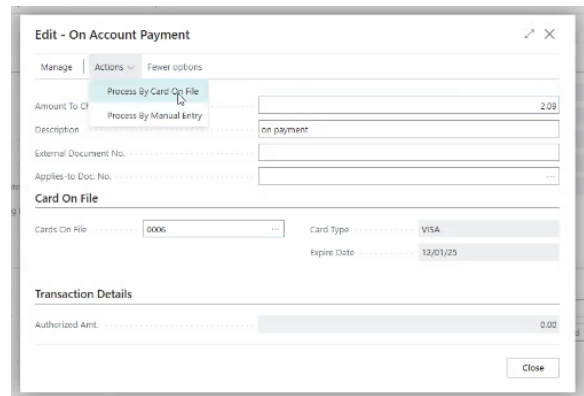
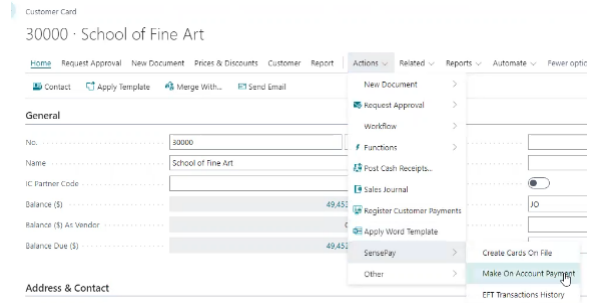
Enter (area code) phone number > then insert a "1" at the beginning of the phone number

Note: If you enter a "1" first followed by the 10-digit numbers, the numbers will be truncated.

Click OK

Confirm Payment has been Applied:

1. Customer > Ledger Entries > Confirm payment
2. Customer > Balance due > Will reflect new balance
3. Customer > Actions tab > SensePay > EFT Transaction history



Void on Account Payment:

Customer > Select customer > Customer card page > Actions > SensePay > Make on Account Payment

Amount to charge: Enter amount

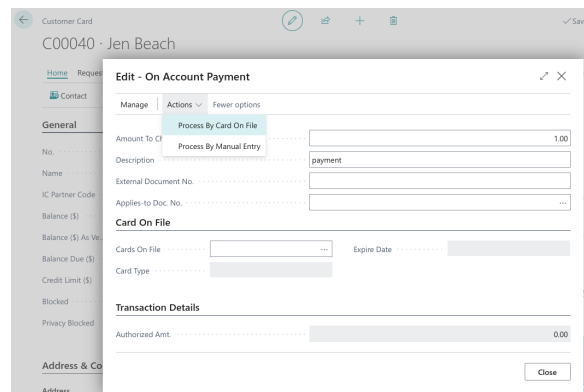
Description: e.g. payment

Actions > Choose either option

'Process by Card on File'

'Process by Manual Entry'

A new screen will pop up and when filling in the phone number box



Cancel Payment - Before Customer Pays by Payment Link

Disclaimer: Images in this guide are for example purposes.

Note: The cancelling of a posted invoice is only applicable if the invoice is not yet paid.

Setup Scenario for Testing:

Integrated Payments tab > SensePay Settings

Enable > Pay by link

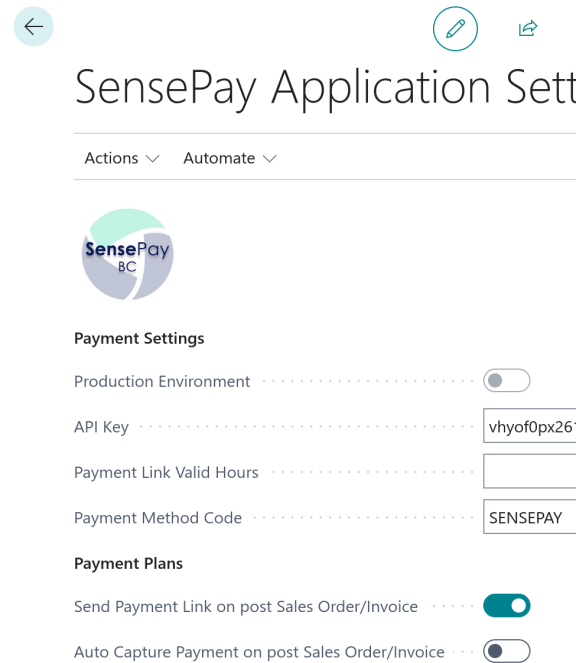
Sales tab > **Sales Invoice or Sales Order > New**

Enter Customer information

Select Item and quantity

Post

The customer should receive a payment link in the email



Cancel Payment:

After the Sales Invoice is Posted > Go to Posted Sales Invoice page

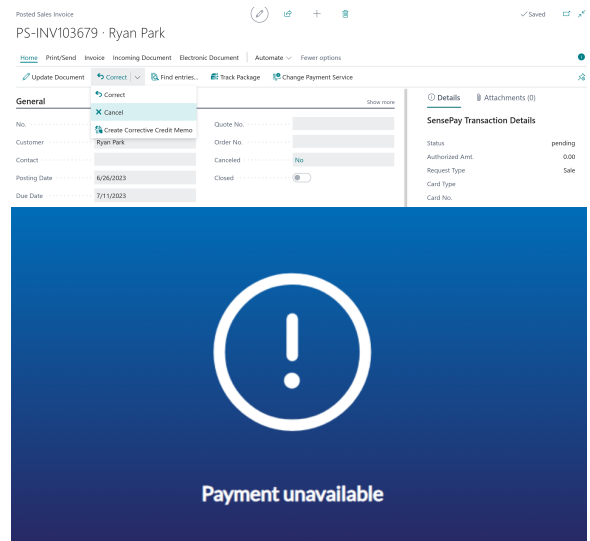
Click on the desired **Posted Invoice** that is to be canceled

Click on Correct button > Choose Cancel > a Display Prompt will appear > Select Yes

This will cancel the transaction and create a new **Credit Memo**

Note: The payment link should become invalid. If testing, verify by clicking on the payment link from the email. It should show the payment page is unavailable.

Note: If the payment link is already clicked on and the customer has made the payment, then when an invoice is cancelled, a refund will be performed when a credit memo (return) is created.



Posting Date	Document Type	Document No.	Customer No.	Customer Name	Description	Def. Code
→ 6/26/2023	Credit Memo	PS-CR104082	C00060	Ryan Park	Credit Memo S-CR1085	
6/26/2023	Invoice	PS-INV103680	C00060	Ryan Park	Order S-ORD101198	
6/26/2023	Credit Memo	PS-CR104081	C00060	Ryan Park	Credit Memo S-CR1084	
6/26/2023	Invoice	PS-INV103679	C00060	Ryan Park	Invoice S-INV102661	
6/23/2023	Invoice	PS-INV103660	C00060	Ryan Park	Invoice S-INV102640	

Additional Features

Authorize: Sales Invoice or Sales Order

Disclaimer: Images in this guide are for example purposes.

Setup Authorization:

Sales > Sales Invoice or Sales Order > New

General section: Select Customer

Lines section: Choose item No. and quantity

Actions tab > SensePay > Authorize

Description: Enter description here

Actions: Choose either option

- 'Process by Card on File'
- 'Process by Manual Entry'

A new screen will pop up and when filling in the phone number box

Enter (area code) phone number > then insert a "1" at the beginning of the phone number

Note: If you enter a "1" first followed by the 10-digit numbers, the numbers will be truncated.

Screen with pop up with authorization was approved. Click OK.

Void Authorization:

Sales > Sales Invoice or Sales Order > Find invoice

General section: Confirm Customer

Lines section: Confirm item No. and quantity

Actions tab > SensePay > Void Authorization

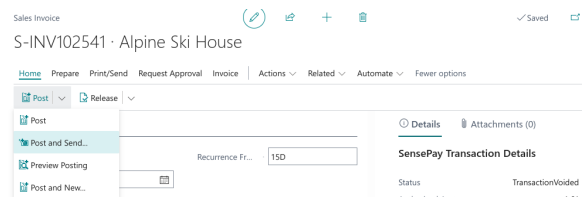
Description: Enter description here

Actions: Process Refund/Void Transaction

Screen with pop up with authorization was been voided. Click OK.

Post and Send:

Sales Invoice or Sales Order > Post icon > Post and Send



Customer Info sent as part of Auth/Capture

Disclaimer: Images in this guide are for example purposes.

Create Sales invoice:

Sales > Sales invoice > New

Enter customer information

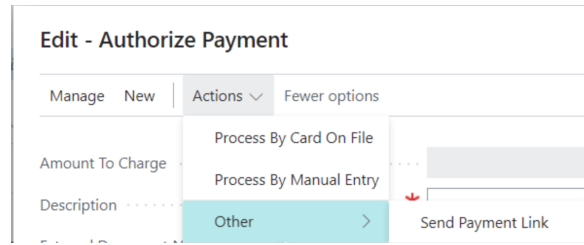
Select item and quantity

Actions tab > SensePay > Authorize

Authorize Payment page

Action > Other > Send Payment Link

The customer should receive a payment link in the email. Click on the payment link to complete the authorization.



Sales Invoice page

Actions > SensePay > Check Authorization Status

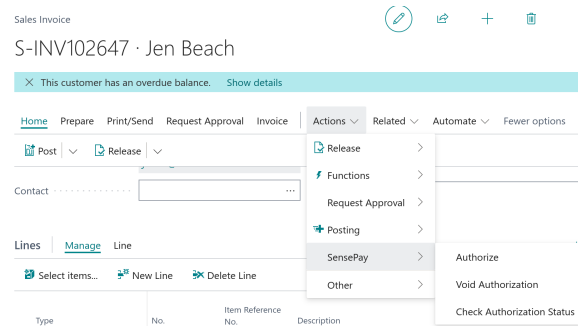
The following should be updated by this process on Sales Invoice page, if the authorization is completed and successful:

The card number, card type and card expiration date

Note: If the "Send payment link to customer" option is enabled, it will be turned off.

Post

Note: The authorization status and payment details of the sales invoice will also be updated by the "CheckInitTransactionStatus" job queue that runs periodically



Check Transaction Status

Disclaimer: Images in this guide are for example purposes.

Check Transaction Status:

There are a couple ways to achieve this.

Option #1: Search icon > 'Job Queue Entry' > column Object Caption to Run will have 'CheckInitTransactionStatus' listed > highlight the correct row > click 'Set Status to Ready'

Option #2: Sales > Sales invoices page > click on Customer > Customer > Ledger Entries > Show Queue Transaction > click on the correct row > highlight the row again > Action > Run Update Job. This will update the status of the job ran.

After sale has posted:

Option #3: Sales > Posted Sales Invoice > Find invoice > Open posted sales invoice

Remaining amount: 0.00

Status: TransactionApproved

Status	User ID	Object Type to Run	Object ID to Run	Object Caption to Run	Description
Ready	CWU	Codeunit	1330	Telemetry Management	
Ready	CWU	Codeunit	842	Cash Flow Forecast Update	Cash Flow
Ready	CWU	Report	1511	Delegate Approval Requests	Auto-cre
Ready	CWU	Codeunit	6700	O365 Sync. Management	Auto-cre
Ready	CWU	Codeunit	3997	Retention Policy JQ	
On Hold	CWU	Report	0		
On Hold	CWU	Report	297	Batch Post Sales Invoices	Batch Post
On Hold	CWU	Report	1306	Sales - Invoice	Sales - In
On Hold	CWU	Codeunit	50141	CheckInitTransactionStatus	CheckInit
On Hold	CWU	Codeunit	50148	AutoPostEFTRecurringInvoices	AutoPost

Customer	Remaining amt	Adj. Amt	Status	Date	Document No.	Document Date
	30000	0.00	TransactionApproved		5-10-102110	16-10-102100
	10000	0.00	TransactionApproved		5-10-102110	16-10-102100
	10000	0.00	TransactionApproved		5-10-102107	16-10-102100
	10000	0.00	TransactionApproved		5-10-102109	16-10-102100

Recurring Invoice

Disclaimer: Images in this guide are for example purposes.

Note: This information is also covered in the 'Installation and Setup for SensePay' guide.

Setup Recurring Invoices:

Search icon > Job Queue Entry > New

Object Type to Run: Codeunit

Object ID to Run: 50148

Recurrence section:

It is recommended to enable all Recurring Jobs and for each day of the week

Next Run Date Formula:

Recommended for production environment: 1D

Note: If 'Next Run Date Formula' is set then specific days previously enabled, will be disabled in the left column.

Starting Time: Can be specified

Ending Time: Can be specified

Note: Recommended to have this job run after business hours.

No. of Minutes between Runs:

Note: If 'Next Run Date Formula' is set this row defaults to 0.

Set Status to Ready

SensePay Application Settings:

Integrated Payments > SensePay settings >

Payment Plans

Enable > Either option

Recurring Invoice Settings

Enable > Auto generate recurring invoices on post

Enable > Auto post and send recurring invoices

Setting up Recurring Invoice in Sales Invoice-

Sales > Sales Invoices > New

General section:

Select Customer

Confirm Posting Date

Lines section: Choose item No. and quantity

Invoice Details:

Payment Terms code: Select terms code

Payment Method code: SENSEPAY

Recurring Payment section:

Is Recurring Invoice: Enable

Recurrence Expiration Date: When recurring invoice should end, up to a year from posting date.

Recurrence Frequency: e.g. 15D (15 days) In this example, every 15 days an invoice job will be ran.

EFT Payment Method section:

Select Card on File information

Post icon > Post

Report Layout

Disclaimer: Images in this guide are for example purposes.

Report Layout - Import and Setup for Sales Invoice:

Search icon > Report Layouts

Reports layouts page > Search icon > 1306

Click New Layout

Report ID: 1306

Layout Name: SensePay Invoice

Description: SensePay Invoice

Format Options: RDLC

Click OK

Choose RDLC Layout File: click here to browse

Search icon > Report Layout Selection

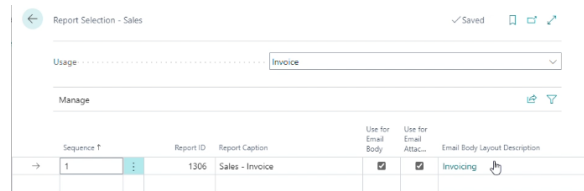
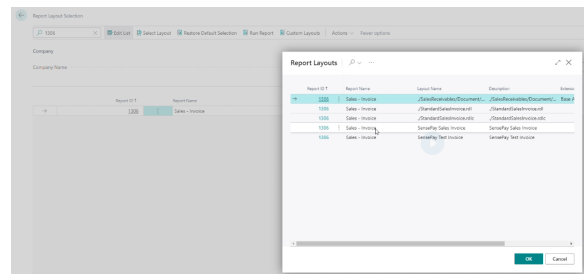
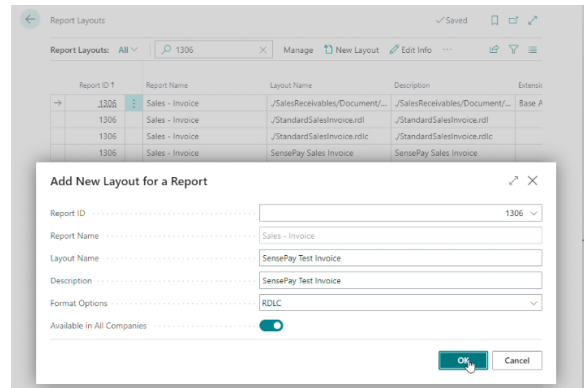
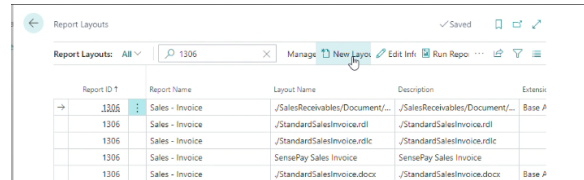
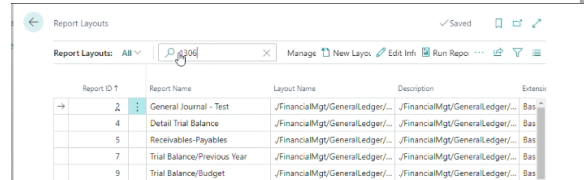
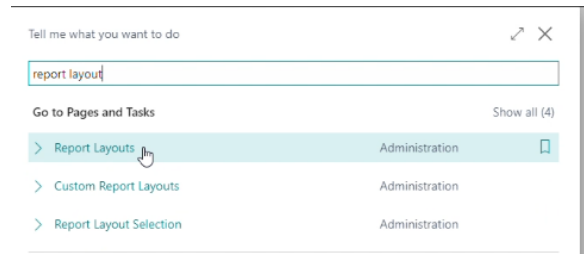
Select Layout > Search Icon > 1306

Highlight 1306 > Click Select Layout > click on 1306 with description: 'SensePay Invoice' or whatever was entered in previous description when new layout was created

Search icon > Report Selection - Sales

Under 'email body layout description': click on 'Invoicing'

Highlight row with description: 'Invoicing'



Report Selection - Sales ✓ Saved

Usage: Invoice

Custom Report Layouts - 1306 Sales - Invoice Edit List

X Business documents often require bank information. To specify the information to include on d... Specify bank info...

Report ID ↑	Report Name	Description	Company Name ↑	Built-In	Type ↑
1306	Sales - Invoice	US Sales Invoice - Blue		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	US Sales Invoice - Blue - Simple		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	US Sales Invoice - Default		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	US Sales Invoice - Default Email...		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	Invoicing - Email Body		<input checked="" type="checkbox"/>	Word
→ 1306	Sales - Invoice	Invoicing		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	US Sales Invoice - Modern		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	US Sales Invoice - Red		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	US Sales Invoice - Default Simp...		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	US Sales Invoice - Timeless		<input checked="" type="checkbox"/>	Word
1306	Sales - Invoice	Sales Invoice - SensePay	CRONUS USA, Inc.	<input type="checkbox"/>	RDLC
1306	Sales - Invoice	Sales InvoiceTest1 - SensePay	CRONUS USA, Inc.	<input type="checkbox"/>	RDLC
1306	Sales - Invoice	Sales InvoiceTest2 - SensePay	CRONUS USA, Inc.	<input type="checkbox"/>	RDLC
1306	Sales - Invoice	Sales Invoice Test SensePay RT	CRONUS USA, Inc.	<input type="checkbox"/>	Word

OK Cancel

Manually Run a Job

Disclaimer: Images in this guide are for example purposes.

Note: Make sure on Job queue entries page > CheckInitTransactionStatus is On Hold, while manually running job. Once the need to run a job manually has past, make sure to change CheckInitTransactionStatus status back to Ready.

Customers > Select Customer > Customer tab > Ledger Entries > Show Queue Transaction

Initialized queue transaction page > Actions tab > Run update job

Status	User ID	Object Type to Run	Object ID to Run	Object Caption to Run	Descriptor
Ready	CWU	Codeunit	1350	Telemetry Management	
Ready	CWU	Codeunit	842	Cash Flow Forecast Update	Cash Flow
Ready	CWU	Report	1511	Delegate Approval Requests	Auto-crei
Ready	CWU	Codeunit	6700	O365 Sync. Management	Auto-crei
Ready	CWU	Codeunit	3997	Retention Policy JQ	
On Hold	CWU	Report	0		
On Hold	CWU	Report	297	Batch Post Sales Invoices	Batch Post
On Hold	CWU	Report	1306	Sales - Invoice	Sales - In
On Hold	CWU	Codeunit	50148	AutoPostEFTRecurringInvoices	AutoPost
→ On Hold	CWU	Codeunit	50141	CheckInitTransactionStatus	CheckInit