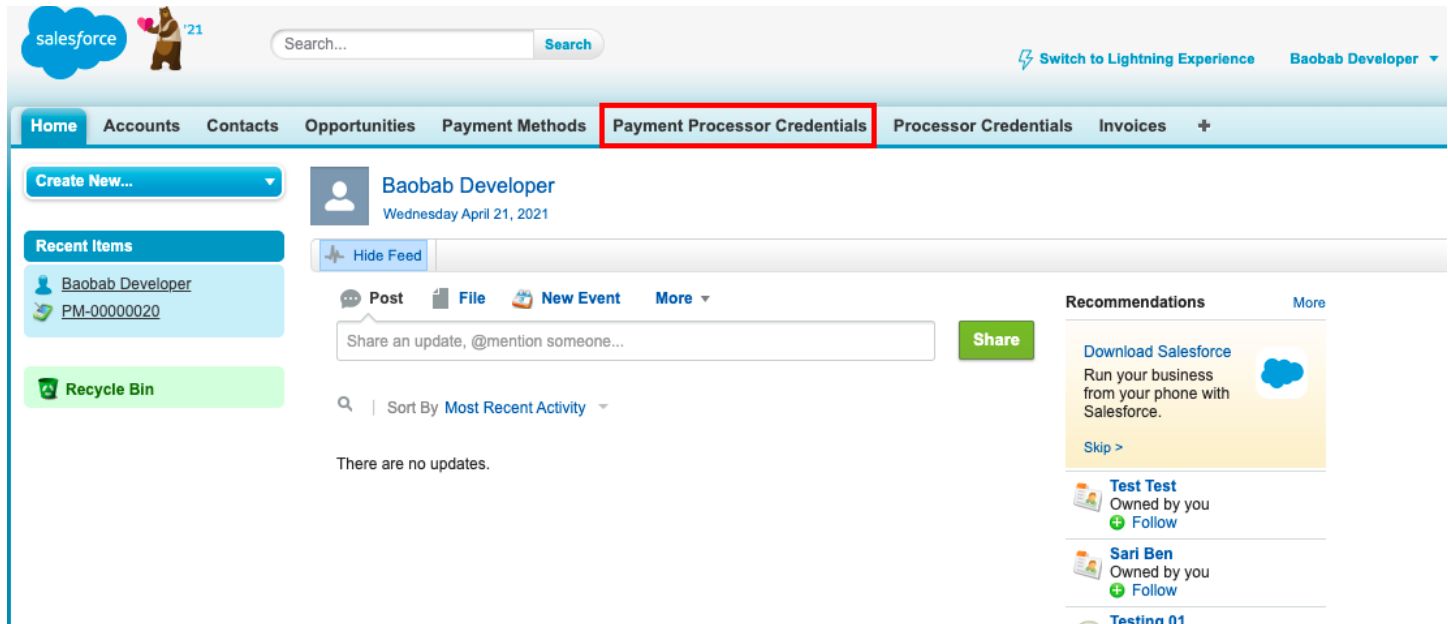# accept.blue Salesforce (PayLink) Application User Guide

Adding payment processing credentials

- In the Payment Processing App, click on the **Payment Processor Credentials** tab.

- Enter the **details**: username, PIN (you can set this yourself in your gateway portal), and the base URL, which should be provided by your processor. You can define the Credential Name yourself to make it easy to identify when choosing a specific provider for a payment method.
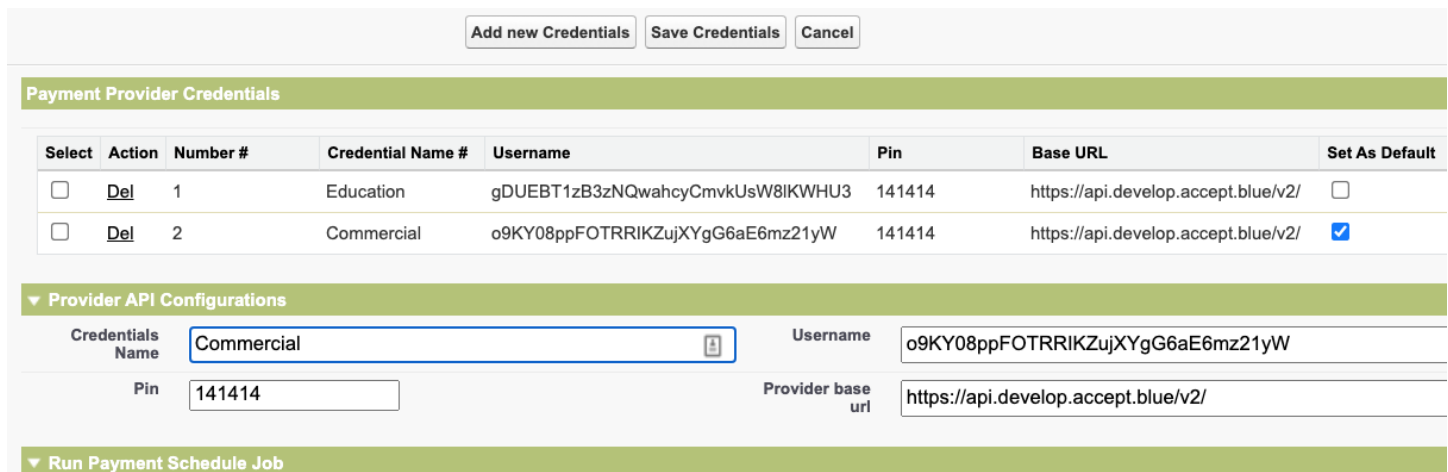
- To set a provider as the default, check the box labeled **Set as Default.**
- Click **Save Credentials**.
- Clicking on **Add New Credentials** will clear any existing details and allow you to add additional credentials.

Setting up a Scheduled Job

You can set a schedule to automatically process payments and retrieve the status of existing payments, or to generate invoices on a scheduled basis or ahead of time to be processed on a specific date.

You will need to set up a **Payment Schedule Job** from the Payment Processor Credentials page.

- On the **Payment Processor Credentials** page, check the **Select** box to the left of the credential for which you'd like your schedule to run.
- Choose if you would like it to run **Weekly** or **Monthly**.
    - Choosing Weekly will also allow you to set up a job every day by selecting checkboxes under **Recurs every week on**.
- Go to the **Check Payment Job** section**:**
    - **Check Payment Status:** will check the status of existing invoices that are not either settled or failed.
    - **Make Payment:** processes invoices that have a payment date of 'today' and status not equal to cleared or failed each time the job runs.
    - **Schedule Recurring Invoices:** generates invoices for opportunities that have been set up for recurring charges. Instructions on how to do this are detailed in the Creating Invoices section below.
- In the **Date and Time** section, you can define:
    - **Start Date** – the date on which you would like this job to begin running
    - **End Date** – the date on which you would like this job to cease operating
    - **Preferred Time Hour** – the hour value for when you would like the job to process
    - **Preferred Time Minutes** – the minutes value if not the top of the hour
- Click **Save Credentials**. The job will be visible in the list of scheduled apex jobs in your setup.

| | | | Add new Credentials | Save Credentials | Cancel | | |

Payment Provider Credentials

Select	Action	Number #	Credential Name #	Username	Pin	Base URL	Set As Default
☐	Del	1	Education	gDUEBT1zB3zNQwahcyCmvkUsW8IKWHU3	141414	https://api.develop.accept.blue/v2/	☐
1 ☐	Del	2	Commercial	o9KY08ppFOTRRIKZujXYgG6aE6mz21yW	141414	https://api.develop.accept.blue/v2/	☑

▼ Provider API Configurations

Credentials Name	Commercial	Username	o9KY08ppFOTRRIKZujXYgG6aE6mz21yW
Pin	141414	Provider base url	https://api.develop.accept.blue/v2/

▼ Run Payment Schedule Job

Frequency ⦿ Weekly ◯ Monthly   **2**

▼ Recurs every weeks on

Sunday	☐	**3**
Monday	☐
Tuesday	☐
Wednesday	☐
Thursday	☐
Friday	☐
Saturday	☐

▼ Check Payment Job

| Check Payment Status | ☐ **4** | Make Payment | ☐ |

▼ Date and Time

| Start Date | mm/dd/yyyy 📅 **5** | End Date | mm/dd/yyyy 📅 |
| Preferred Time Hour | --None-- ⌄ | Preferred Time Minutes (0-59) | |

6

| | | Add new Credentials | Save Credentials | Cancel | |

Note that you can set up multiple scheduled jobs for a specific credential, which will allow for considerations like checking the status of invoices multiple times a day but only running them once each day.

Creating a Payment Method

- Go to an **Account** or **Contact** where you would like to add a payment method.
- Add the **Payment Methods related list** to the page by editing the layout.
  - For the fields to display, we recommend:
    - Record Type - Credit Card or Bank Account
    - Card Number
    - Account Number
    - Expiration Month
    - Expiration Year
    - Routing Number
    - Status
    - Processor Credential
    - Set as default
  - You can also create a quick action to make creating payment methods of specific types easier.
- Click **New Payment Method** and fill in the necessary fields.
  - If you do not check the **Set as default** box and there are no other payment methods associated with that account/contact, this will be checked upon saving. It can be unchecked manually after saving if you do not want the account/contact to have a default payment method.
  - **Processor Credential** will default to the Payment Processor Credential you identified as Default in the entry wizard, if you chose to do so. You can also use the lookup to match it to a specific one.
  - For credit cards, you will need to include the following information:
    - **Card Number**
    - **CVC/CVV**
    - **Expiration Month and Year**
    - **Name On Card** is not required if you are associating the card with a contact record. If you are associating it with an account, including that information is recommended.

Payment Method Edit
New Payment Method

Payment Method Edit	Save Save & New Cancel

Information

Card Number	4111111111111111		Contact	Sean Forbes
CVC	123		Expiration Month	8
Set as default	☐		Expiration Year	2024
Processor Credential			Name On Card	
Account				

Provider and Status Information

Processor Payment Method Id			Error Code	
Customer Id			Error Message	
Card Token			Payment Method Type	
Status				
Last 4				

Save Save & New Cancel

- ○ **Status** should automatically update within a few seconds. Approved means it can now be used to pay invoices.
- ○ If the card is approved, the **Card Token** will automatically populate. This value will be used for transactions instead of sending exposed card information each time this payment method is charged.
- ○ If your processor has an issue with the card for any reason, the error details will populate the **Error Code** and **Error Message** fields.

Payment Method Detail   Edit Delete Clone

Name	PM-00000043		Contact	Sean Forbes
Card Number	****-****-****-1111		Expiration Month	3
CVC	***		Expiration Year	2023
Set as default	☐		Name On Card	
Processor Credential	Commercial			
Account				

▼ **Provider and Status Information**

Processor Payment Method Id	4197		Error Code	
Customer Id	5290		Error Message	
Card Token	P4LPU98JFP4Y7LQT		Payment Method Type	card
Status	Approved			
Last 4	1111			
Created By	Stratten Waldt, 5/17/2021, 11:26 AM		Last Modified By	Stratten Waldt, 5/17/2021, 11:26 AM

Edit Delete Clone

- ○ For bank accounts, you will need to include the following information:
  - ■ **Account Name**
  - ■ **Account Number**
  - ■ **Routing Number**
  - ■ **Account Type** (checking or savings)
- ○ Click **Save**.

Creating Invoices

The Invoice object is used to capture charges. By default, PayLink treats Opportunities as the core billing object, and there are default functionalities that can be used to generate invoices of specific values and on specific schedules related to the opportunity. An opportunity is not necessary to charge a payment method, but only Opportunities have automation around calculating the value of an invoice or defining a schedule for the invoices to either be generated or processed. Invoices can also be associated with Accounts or Contacts. Opportunities will be covered directly after this section.

- Go to an **Account** or **Contact** where you would like to add an invoice.
- Add the **Invoices related list** to the page by editing the layout.
- Click **New Invoice** and fill in the necessary fields.
  - **Amount** – the amount to be charged
  - **Payment Date** – the date on which the invoice is to be charged.
  - **Charge Immediately** – if a new invoice is saved with this checked, the system will attempt to process the transaction immediately upon saving.
  - **Don't Charge Automatically** – if this is checked, the invoice will be excluded from any automation that would normally charge an invoice on a specific date.
  - **Payment Method** – if a specific payment method is associated here, it will be used to process this transaction. If this is left blank, the default payment method from the associated account or contact will be used instead.
- Click **Save**.

Invoices also have several buttons:

- **Charge Now** attempts to make a payment for the invoice using the associated payment method.
  - If you had previously clicked the **Charge Now** button then the status would be Approved.
- **Synchronize** gets the current status of the payment and updates it each time you click it.

Creating Invoices from an Opportunity

It is recommended that you add the fields **Payment Method** and **Contact** to your Opportunity page layout. Payment Method allows you to specify which card or bank account should be used for invoices associated with this opportunity. Contact is included because the opportunity does not have a standard lookup to the contact object.

When creating a new opportunity, you can choose to generate and process an invoice immediately. If you add the **Charge Immediately** checkbox field to your invoice layout, checking it and saving will automatically create an invoice related to the opportunity for the value in the **Amount** field. It will also attempt to immediately run the charge. If you do not specify a payment method, it will attempt to use any payment method marked as Default from the associated account or contact.

You can also create invoices ahead of time using either scheduled or recurring invoices (see next page).

Scheduling Invoices

- Click the **Schedule Invoices** button on the opportunity.
- By default, this will use the **Amount** field from the opportunity to determine the total value of the invoices you are scheduling.
- The calculated value **Balance Minus Pending** subtracts the total value from related invoices from the Amount field. This helps minimize the possibility of overpayment. This field can be changed manually if you would like to generate invoices totaling more than that value.
- Enter a value in **Number of Payments** to define how many invoices to use to distribute this value.
- **Frequency** lets you choose what timeframe should divide the payment dates.
- Setting the **Start Date** establishes the date for which the first invoice should apply.

Stage History [2]

Opportunity Detail	Edit Delete Clone Sharing Make Payment Schedule Invoices		
Opportunity Owner	👤 Stratten Waldt [Change]	Amount	$100.00
Private	☐	Expected Revenue	$20.00
Opportunity Name	Test 4-14 | 0756	Close Date	4/14/2021
Account Name		Next Step	
Type		Stage	Needs Analysis
Lead Source	Purchased List	Probability (%)	20%
		Primary Campaign Source	
Order Number		Main Competitor(s)	
Current Generator(s)		Delivery/Installation Status	
Tracking Number			

Recurring Invoices (open-ended)

- In order to set up recurring charges for an opportunity, you need to add the following fields to the opportunity page layout.
  - **Invoice Start Date** – the date on which you would like the first invoice to be generated and processed.
  - **Next Invoice Date** – the next date on which an invoice should be created and run. This will increment automatically when an invoice is generated for a specific day.
  - **Recurring Day** – either a day of the month or a day of the week. If the day of the month is not available for a specific month (such as 31 for February), it will run on the last day of that month.
  - **Schedule Type** – lets you define the frequency with which the invoice should recur: Daily, Weekly, Monthly, or Annually.
  - **Recurring Amount** – the value for each invoice.
  - **Recurring - Active** – check this box to activate the recurring invoices. This will work in conjunction with the **Schedule Recurring Invoices** Check Payment Job type.

▼ Payment

Charge Immediately	☐	**Payment Method**	PM-00000020
Amount Paid		**Contact**	Andy Young

▼ Recurring Invoices

Invoice Start Date	4/20/2021	**Next Invoice Date**	4/20/2021
Recurring Day	20	**Schedule Type**	Monthly
Recurring Amount	$20.00	**Recurring - Active**	✓

Created By	Stratten Waldt, 4/14/2021, 7:56 AM	**Last Modified By**	Stratten Waldt, 4/19/2021, 9:44 AM
Description			
Custom Links	Delivery Status		