NODUS® Technologies, Inc.

A division of EVO

PayFabric

For Microsoft Dynamics 365 Business Central

User Guide

October, 2021

PayFabric®

Contents

Introduction

PayFabric for Microsoft Dynamics 365 Business Central connects Microsoft Dynamics 365 Business Central with the payment processing services of PayFabric. This document covers how to configure and utilize the functionality available with the PayFabric for Microsoft Dynamics 365 Business Central Extension.

PayFabric

PayFabric is a cloud-based payment acceptance engine and storage hub that can be integrated with any application with ease and simplicity. PayFabric offers transaction processing for both credit card and eCheck transactions while achieving the highest standards of security.

PayFabric Receivables

PayFabric Receivables is an additional service that is available to be added to PayFabric. With automatic bi-directional integration between PayFabric Receivables and Microsoft Dynamics 365 Business Central, merchants can automate their collections processes by providing their customers with a portal to view and pay invoices.

Installation

The PayFabric extension can be installed onto Microsoft Dynamics 365 Business Central from the Extension Marketplace.

Updates

The release notes contain information on the latest updates to this extension.

> https://www.nodus.com/documentation/PayFabric-For-Microsoft-Dynamics-365-Business-Central-Release-Notes.pdf

Support

For support related inquires or for questions not found within this document, contact Nodus Support for further assistance.

Contact Method	Address/Numbers
Email	support@nodus.com
Website	http://www.nodus.com/customers/
Telephone	(909) 482-4701

Setup

Permissions

The following user permissions sets are available once the Extension is installed. Permissions must be assigned to continue with the setup and usage of the Extension.

Permission	Access
NODUS PF All Access	Full access to all available functionality for this extension
NODUS PF MGT	Full access to the PayFabric functionality in the following pages • PayFabric Setup • PayFabric Receivables Setup • Payment Methods • PayFabric Gateway Account Profiles • PayFabric Outgoing Records • PayFabric Incoming Records • PayFabric Integration Configuration • Invoice Types
NODUS PF View	Access to view PayFabric data in the following pages • PayFabric Wallet • Customer Contact • Sales Orders and Sales Invoices • Cash Receipt Journals • PayFabric Transaction List
NODUS PF Processing	Access to view, perform actions and process PayFabric transactions in the following pages • PayFabric Wallet • Customer Contact • Sales Orders and Sales Invoices • Cash Receipt Journals • PayFabric Transaction List • Invoice Types
NODUS PF Integration	Access to triggers to enable the automatic integration for PayFabric Receivables. This permission should be assigned to all users with access to customers, sales orders, sales invoices and cash receipt journals.

PayFabric Setup

Create a PayFabric Account

The organization must first be setup in PayFabric. If a new account is needed, go to one of the following pages to setup an account:

- Live Production Account: Contact Sales@PayFabric.com
- Testing Sandbox Account: https://sandbox.payfabric.com/Portal/Account/Register

Create a Device

The following steps can be used to create a Device in PayFabric to authenticate the connection between PayFabric and Microsoft Dynamics 365 Business Central.

1. Log into the desired PayFabric account
2. From the left menu, navigate to **Settings** > **Dev Central**
3. On the 'DEV Central' page, select the **Themes** tab
4. Click the '**Create New +**' button and enter a name for the theme such as 'Business Central'.
5. Click the below link to obtain the CSS code for the Business Central Theme http://www.nodus.com/Downloads/PayFabric/Themes/BusinessCentral/BusinessCentral18.1.css.txt
6. Copy all the text from the page
7. Browse back to the PayFabric page and paste the copied text into the '**Custom.css**' field
8. Click the below link to obtain the JS code for the Business Central Theme http://www.nodus.com/Downloads/PayFabric/Themes/BusinessCentral/BusinessCentral18.1.js.txt
9. Copy all the text from the page
10. Browse back to the PayFabric page and paste the copied text into the '**Custom.js**' field
11. Click the **Save** button to save the changes to the theme
12. After the save is complete, select the **Device Management** tab
13. Click the **Generate** button to present the fields for creating a Device
14. Populate the **Device Name** field with a name such as Business Central
15. Populate the **Password** and the **Confirm Password** fields with a secure password. Please take note of this password as it will be used again shortly.
16. Click the **Confirm** button to generate the device
17. Take note of the **Device ID** as it will be used shortly.
18. In the Device List, click the Shirt icon in the **Default Theme** column for the newly created device
19. Select the Theme name for the Theme that was created in the previous steps
20. Click the **Confirm** button to save changes.
21. Repeat steps 13 through 17 to create a device for PayLink processing. During step 14, use a name such as "PayLink" to refer to this PayLink Device.
22. In the upper left dropdown menu, change the dropdown to **PayLink**
23. A prompt should appear to enable the PayLink service. If unable to activate the PayLink service from this page, please contact sales@PayFabric.com or your PayFabric partner to enable the PayLink Service.
24. After the PayLink is enabled, the Settings page should be displayed to connect the Paylink device. Click the **Change** button, choose the PayLink device from the Device name menu and provide the associated password.

25. Click the **Save** button to apply the changes.

Setup a Gateway Account Profile

In order to process transactions, a Gateway Account Profile should be setup in the PayFabric account. The page for setting up a Gateway Account Profile can be found in the menu under **Settings → Gateway Account Profiles.**

For more information on setup of the Gateway Account Profile and using PayFabric in general, please see the PayFabric Portal Guide.

https://www.nodus.com/documentation/PayFabric-User-Guide.pdf

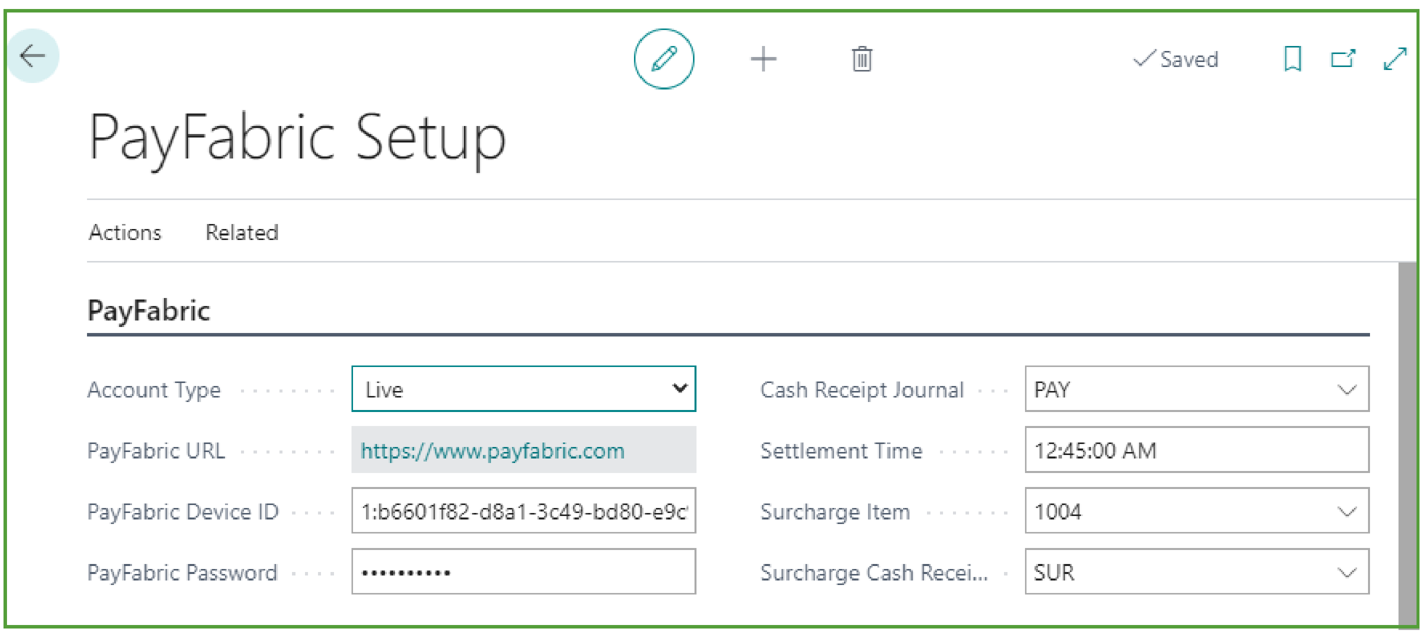
Microsoft Dynamics 365 Business Central Setup

The following process will configure the connection to PayFabric

1. Navigate to the **PayFabric Setup** page (Administration > PayFabric > PayFabric Setup)
2. Populate the fields based on the below table

Field	Value
Account Type	Based on the PayFabric environment being used, set this value to Live or Sandbox
PayFabric URL	This field will automatically be set after the account type is configured
PayFabric Device ID	Set this value to the PayFabric Device ID created for Business Central during the previous Create a Device section
PayFabric Password	Set this value to the password associated to the PayFabric Device ID for Business Central
Cash Receipt Journal	This value should be set to the Cash Receipt Journal Batch where PayFabric Payments should be sent
Settlement Time	This time should be set to the time to match up with the settlement time of the payment gateway. This value is used to determine if a Void or Refund transaction should be processed in the event of a Reversal.
Surcharge Item	Item to be added to transactions processed against open Sales Orders and Sales Invoices that include a surcharge. With this setting configured, the selected item will automatically be added to the Sales Order or Sales Invoice after the transaction is successfully processed with a credit card surcharge included.

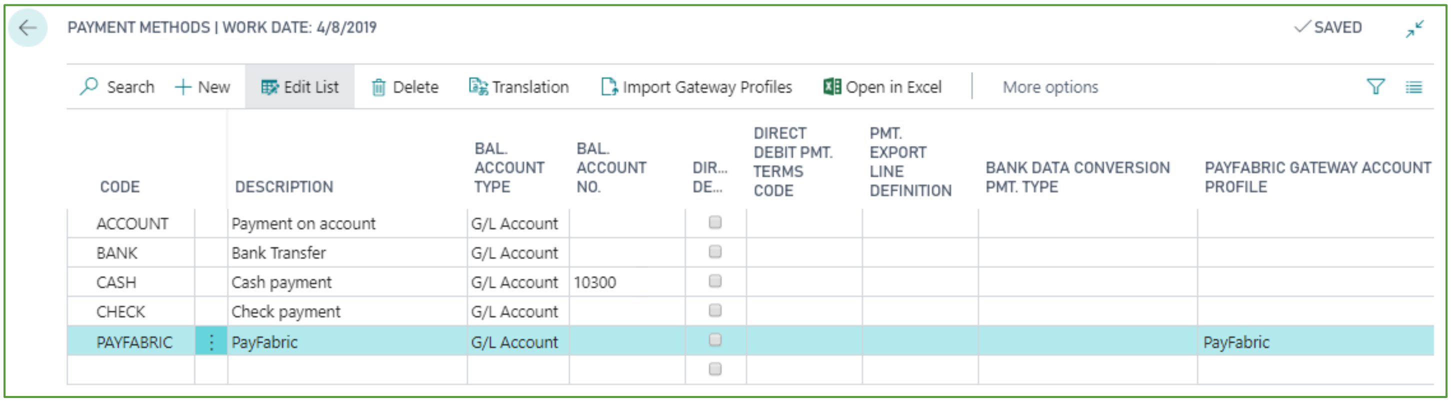
	The selected item must have a Type of Non-Inventory
Surcharge Cash Receipt Journal	Cash receipt journal for surcharge invoices that are created when transactions are processed for Cash Receipt Journal payments that contain a surcharge. With this setting configured, an invoice will be created in the associated Cash Receipt Journal after transactions are successfully processed with a credit card surcharge included.
PayLink Device ID	Set this value to the PayFabric Device ID created for PayLink during the previous Create a Device section
PayLink Device Password	Set this value to the password associated to the PayFabric Device ID for PayLink
PayLink Default Transaction Type	Select the default transaction type to be used for PayLink transactions
Allow SMS	Enable the ability to send PayLinks to a mobile phone using a text simple messaging service.



3. After the settings have been configured, in the **Actions** menu, select the **Test PayFabric** and **Test PayLink** options to verify if the information is configured correctly. If prompted to allow requests to an external service, select the **Allow Always** option so the extension can always communicate to PayFabric.
4. From the Related Menu, click the **Payment Methods** option to jump to easily jump to the Payment Method Code Setup section.

Payment Method Code Setup

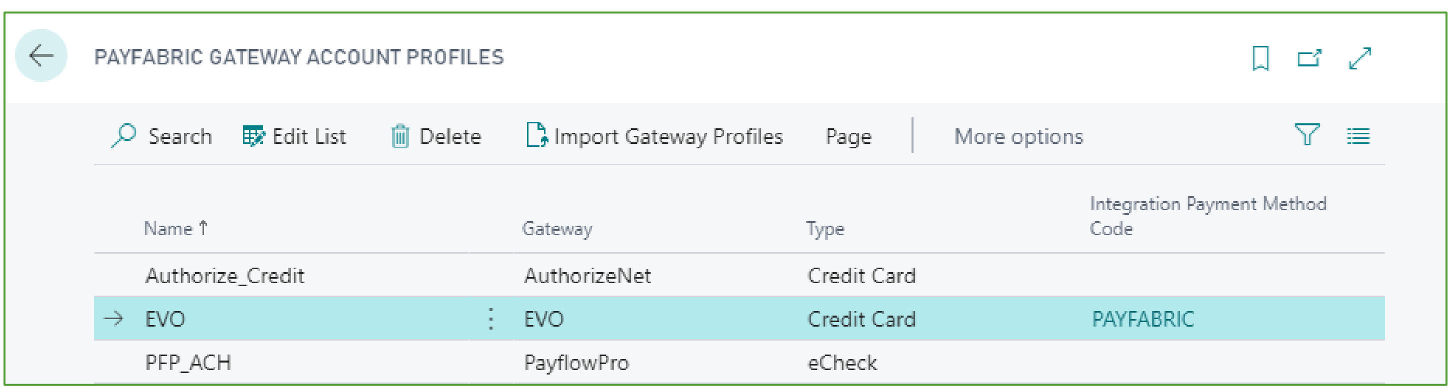
The following process will configure the relationship between a Payment Method Code and a PayFabric Gateway Account Profile.



1. Navigate to the **Payment Methods** page (Sales and Marketing > Setup > Payment Methods)
2. In the menu, click the **Import Gateway Profiles** button. This will populate the dropdown menu in the PayFabric Gateway Account Profile column.
3. For each Payment Method code that is to be used for PayFabric Processing with a PayFabric Gateway Account Profile, populate the **PayFabric Gateway Account Profile** column.
4. For each Payment Method code that is to be used for sending Payment Links, assign the Payment Method code to a **Default PayLink Credit Card Gateway** and/or a **Default PayLink eCheck Gateway**.

PayFabric Gateway Account Profile Setup

The PayFabric Gateway Account Profile page displays the available PayFabric Gateway Account Profiles that are connected to electronic payment processing accounts inside Business Central. The Integration Payment Method Code assigned to a Payment Gateway Account Profile will be used for payments that are being integrated either PayLink or from an outside application connected to PayFabric through the API.



To assign a Payment Method Code to be used with the Payment Gateway Account Profile:

1. Navigate to the **PayFabric Gateway Account Profiles** page
2. If the list is blank, click the **Import Gateway Profiles** button to retrieve any setup Gateway Account Profiles from PayFabric.

3. In the **Integration Payment Method Code** column, select a Payment Method code to be used for integrated payment records.

PayFabric Receivables Setup

Activate PayFabric Receivables

PayFabric Receivables can be activated from the PayFabric account by selecting the **Receivables** option in the upper-left dropdown menu. After selecting this option for the first time, there will be a prompt to enable PayFabric Receivables and then to create a Portal Name.

Gather Settings Information

During the installation, the following information will be needed from the PayFabric Receivables Portal. Navigate to the **Settings** page to locate the below information.

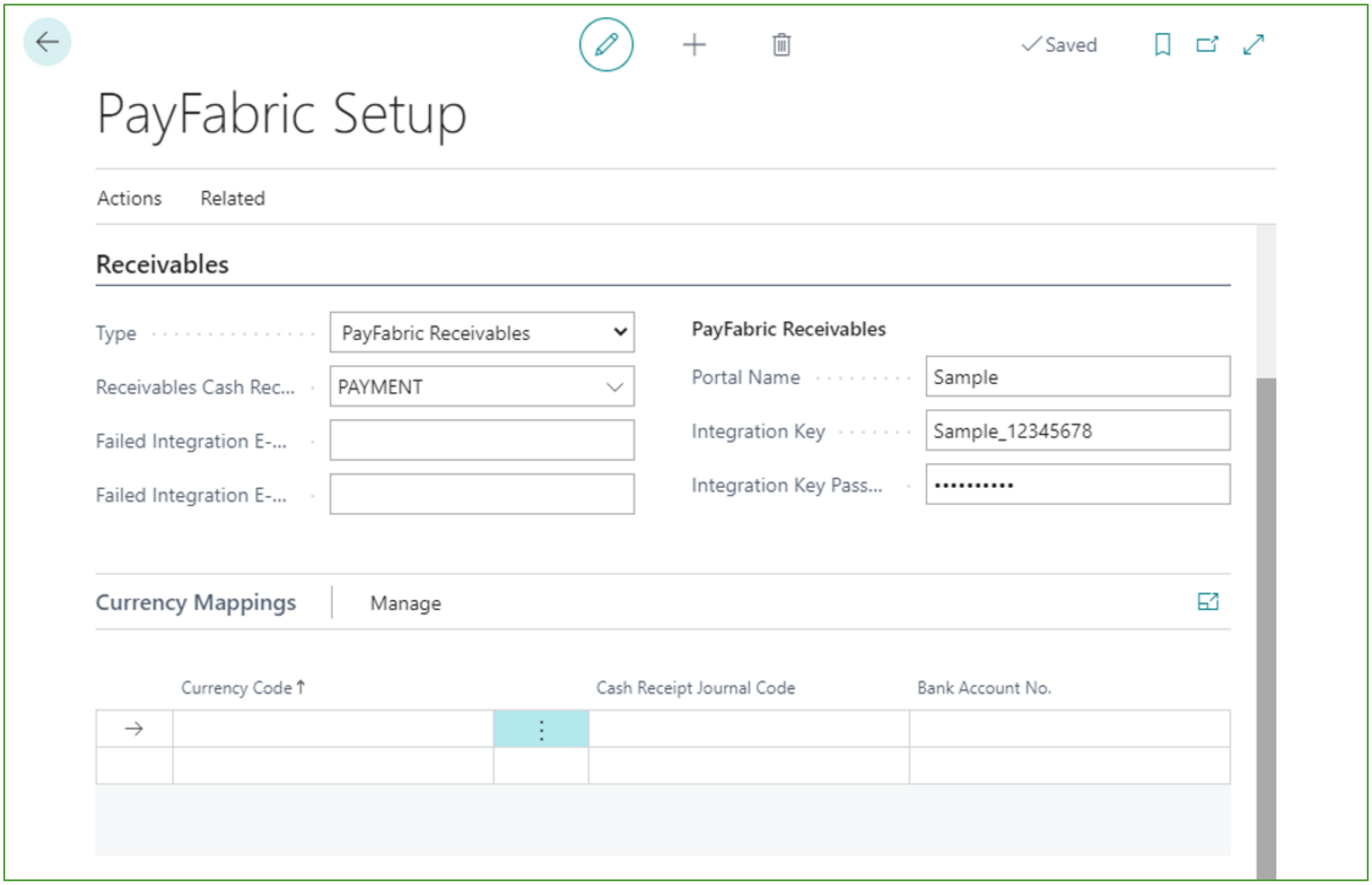
1. From Information section under Company, take note of the **Portal Name**
2. From the Security section under Integration, take note of the **Integration Key & Password**. Use the Copy to Clipboard buttons to copy the values.

Microsoft Dynamics 365 Business Central Setup

The following process will configure the connection to PayFabric Receivables

1. Navigate to the **PayFabric Setup** page (Administration > PayFabric > PayFabric Setup)
2. Populate the fields based on the below table

Field	Value
Type	Set this value to **PayFabric Receivables**
Receivables Cash Receipt Journal	Select the desired Cash Receipt journal where payments from PayFabric Receivables will be sent to.
Failed Integration E-mail To	Populate this field with an email address allowed to send emails based on the SMTP Mail setup
Failed Integration E-mail From	Populate this field with the email address of an employee who will would be able to troubleshoot if the integration between Microsoft Dynamics 365 Business Central and PayFabric Receivables has any errors.
Portal Name	Set this value to the PayFabric Receivables Portal Name
Integration Key	Set this value to the PayFabric Receivables Integration Key
Integration Key Password	Set this value to the PayFabric Receivables Integration Key Password
Currency Mapping	If any additional currencies besides the company operating currency are to be used with PayFabric Receivables, add a row for each currency and set the Cash Receipt Journal code where the payments should be directed to.



3. After the settings have been configured, in the **Actions** menu, select the **Test Receivables** option to verify if the information is configured correctly.

Invoice Type Setup

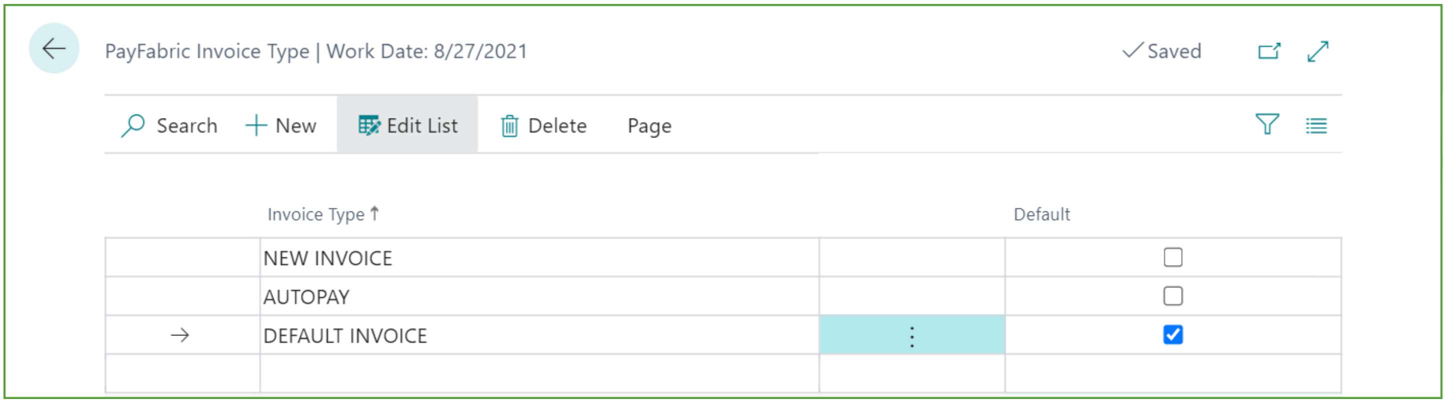
The PayFabric Invoice Type page is used to configure the available Invoice Types that will be available to be assigned to invoices. By assigning an Invoice Type to an invoice, certain behaviors in PayFabric Receivables can be configured to respond based on the assigned Invoice Type. For example:

- Invoice Notifications and Invoice Reminder emails can be configured to only be sent for invoices assigned to desired Invoice Types
- AutoPay can be configured to only automatically pay invoices assigned to desired Invoice Type
- The Invoice Template can be assigned to specific Invoice Types to change the template used for displaying invoices.

To create a new Invoice Type to be used with your Business Central account:

1. Navigate to the PayFabric Setup page
2. From the **Related** menu, Select the **Invoice Types** option
3. Click the **New** button to add a new Invoice Type

4. Enter a name in the **Invoice Type** column
5. If the Invoice Type should be used as the default Invoice Type assigned to new invoices, mark the checkbox in the **Default** column



Currency Setup and Initial Mass Integration

1. Navigate to the **PayFabric Outgoing Records** page (Administration > PayFabric > PayFabric Outgoing Records)
2. From the **Queue Records** menu, select the **Queue All Currencies** option. The Currency records should be populated into the table.
3. From the **Send Records** menu, select the **Send** option.
4. Wait a few moments and the Currencies should clear from the queue, this means they are being integrated to PayFabric Receivables successfully.
5. After the currencies integrate successfully, select the following items from the **Queue Records** menu to queue the initial mass integration
   a. Queue All Customers
   b. Queue All Invoices
   c. Queue All Ledger Records

PayFabric Receivables Currency Setup

1. Log into PayFabric at https://www.payfabric.com/Portal/Account
2. Using the dropdown menu in the upper left select the **Receivables** option
3. From the menu, navigate to the **Settings** page
4. Select the **Transaction Processing** card from the Payments section
5. Select the desired currency for processing from the list
6. Configure the settings for the currency based on the information below.

Setting	Value
Credit Card Gateway Account Profile	Select the desired Gateway Account Profile to be used for Credit Card Transactions for this currency. If none are available, a Gateway Account Profile needs to be setup on PayFabric

eCheck Gateway Account Profile	Select the desired Gateway Account Profile to be used for eCheck Transactions for this currency. If none are available, a Gateway Account Profile needs to be setup on PayFabric
Payment ID Prefix	Set this value to the desired prefix for the Cash Receipt Payments that will be sent to Microsoft Dynamics 365 Business Central for payments in this currency.

7. For any additional currencies that need to be setup for processing transactions, select the currency in the dropdown and repeat the above configuration.

Additional PayFabric Receivables Information

For additional information on PayFabric Receivables including additional setup procedures and usage information, please refer to the PayFabric Receivables User Guide.

https://www.nodus.com/documentation/PayFabric-Receivables-User-Guide.pdf

Configure Integration Job

The following process will configure the jobs for automatic integration between Business Central and PayFabric. There are two separate jobs to setup for PayLink and for PayFabric Receivables.

1. Navigate to the **Job Queue Entries** page
2. Select the **+ New** option to open a new Job Queue Entry Card
3. Populate the information as noted in the below table

Field	Value
Object Type to Run	Set this value to **Codeunit**
Object ID to Run	For PayLink, set this value to **70117032** For PayFabric Receivables, set this value to **70117021**
Recurrence	It is recommended enable the job to run every day, enable the switch for each day of the week
Starting Time	It is recommended to set this value to 12:00:00 AM
Ending Time	It is recommended to set this value to 11:59:00 PM
No. of Minutes between Runs	It is recommended to set this value to 1
Inactivity Timeout period	It is recommended to set this value to 25

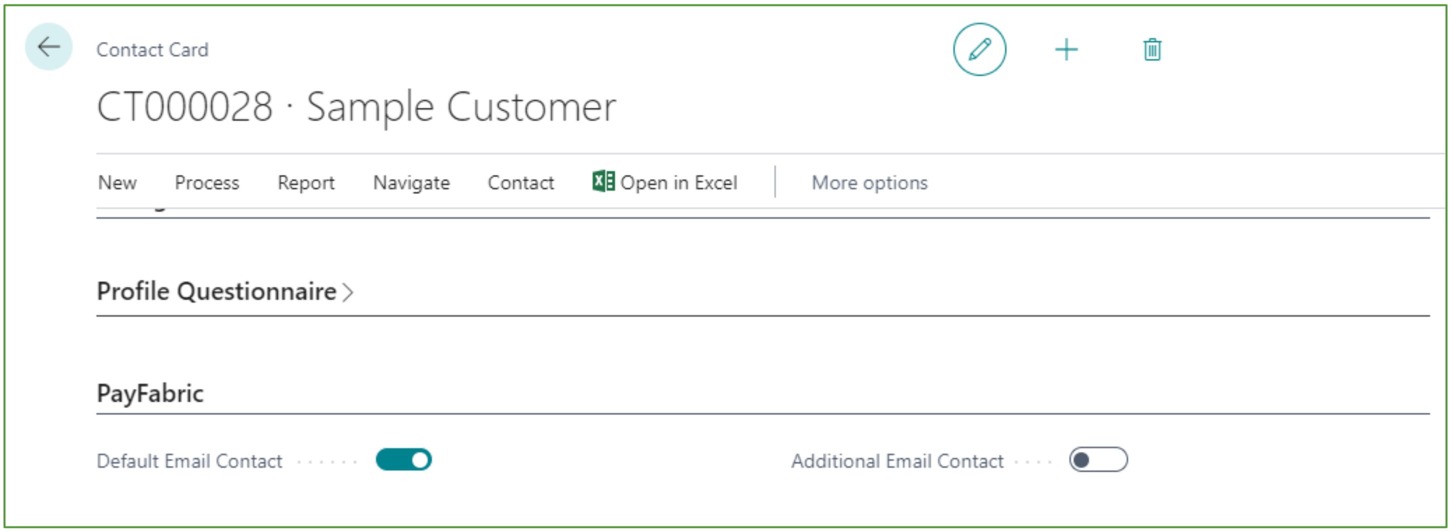
4. After the settings have been configured, from the **Process** menu, select the **Set Status to Ready** option.

5. Repeat this process for PayFabric Receivables if needed.

Customer Email Setup

Multiple options are available for controlling the contact to receive email communication from PayFabric such as transaction receipts, PayLink Notifications and Invoice Reminders.

By default, email notifications will be sent to the email address of the contact directly on the customer record. To change the default recipient of emails, navigate to the PayFabric section of any contact on the customer record and enable the **Default Email Contact** switch.

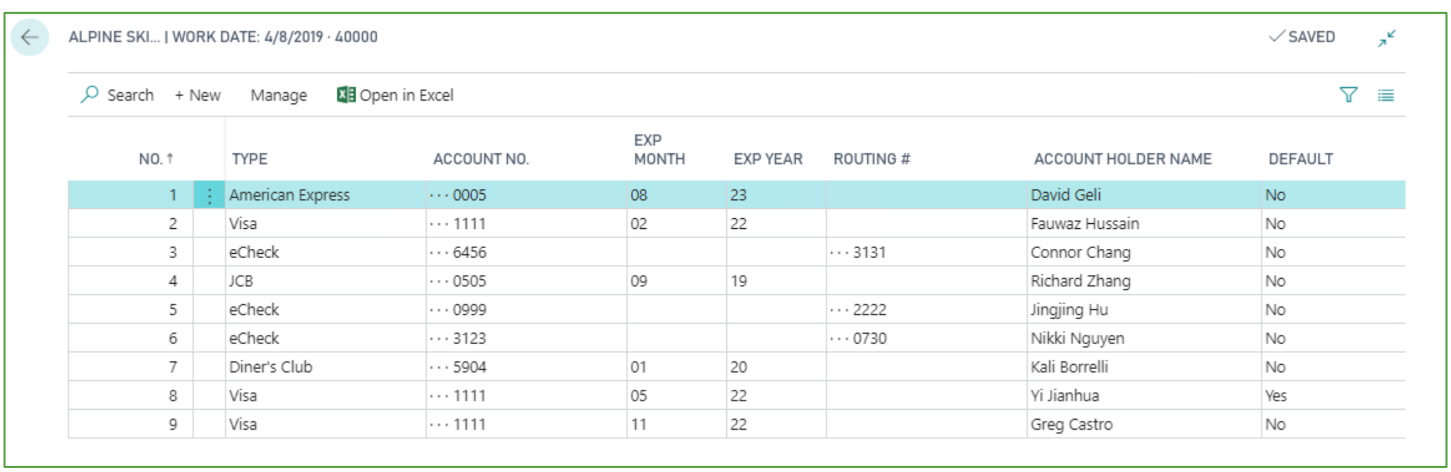


To setup any additional contacts to receive a copy of PayFabric email communication by default, mark the **Additional Email Contact** switch for those contacts.

Features

PayFabric Wallet

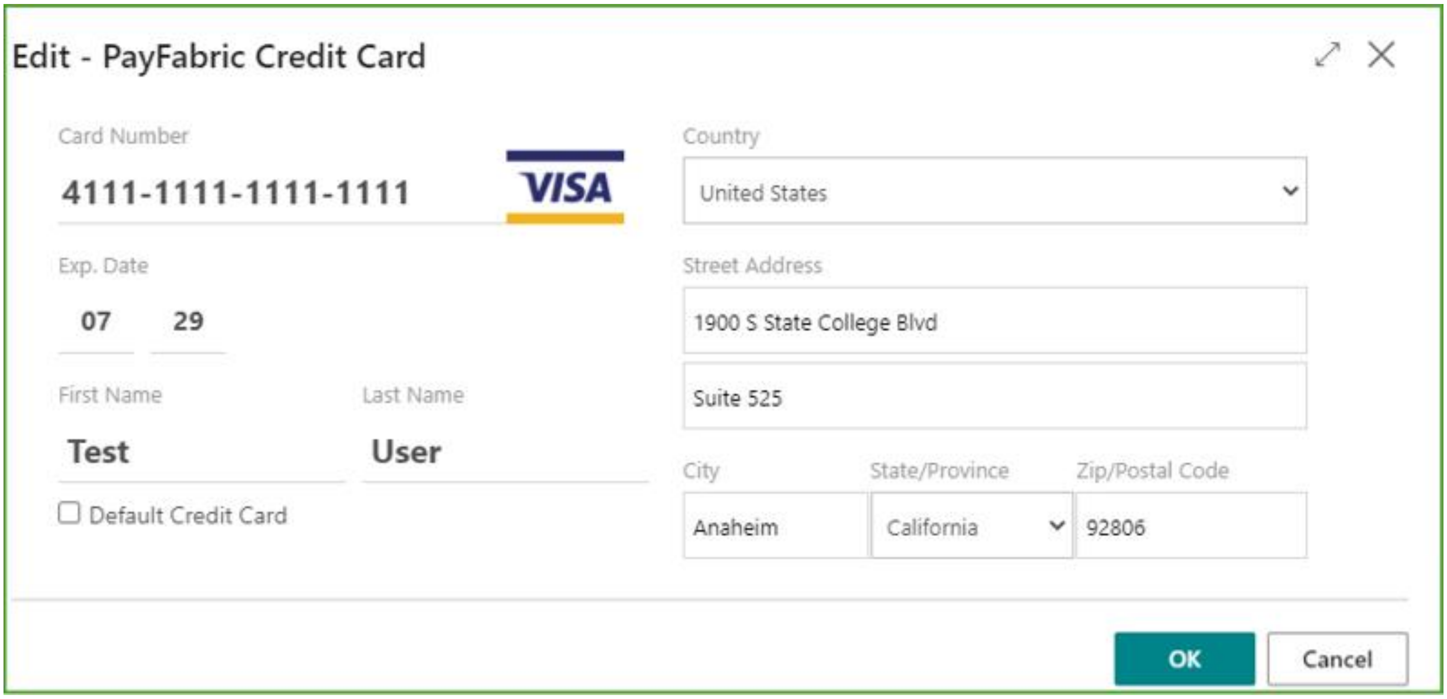
The PayFabric Wallet is where the customer's payment methods can be saved. To access the PayFabric Wallet, select the **Wallet** option from the **PayFabric** menu while viewing a customer record.



NO. ↑	TYPE	ACCOUNT NO.	EXP MONTH	EXP YEAR	ROUTING #	ACCOUNT HOLDER NAME	DEFAULT
1	American Express	··· 0005	08	23		David Geli	No
2	Visa	··· 1111	02	22		Fauwaz Hussain	No
3	eCheck	··· 6456			··· 3131	Connor Chang	No
4	JCB	··· 0505	09	19		Richard Zhang	No
5	eCheck	··· 0999			··· 2222	Jingjing Hu	No
6	eCheck	··· 3123			··· 0730	Nikki Nguyen	No
7	Diner's Club	··· 5904	01	20		Kali Borrelli	No
8	Visa	··· 1111	05	22		Yi Jianhua	Yes
9	Visa	··· 1111	11	22		Greg Castro	No

Add a new Payment Method through Direct Input

To add a new payment method directly through the user interface, select the **+ New** option from the menu and then select **Credit Card** or **eCheck** based on the desired payment method to add. A form will then be displayed to provide the payment method details.

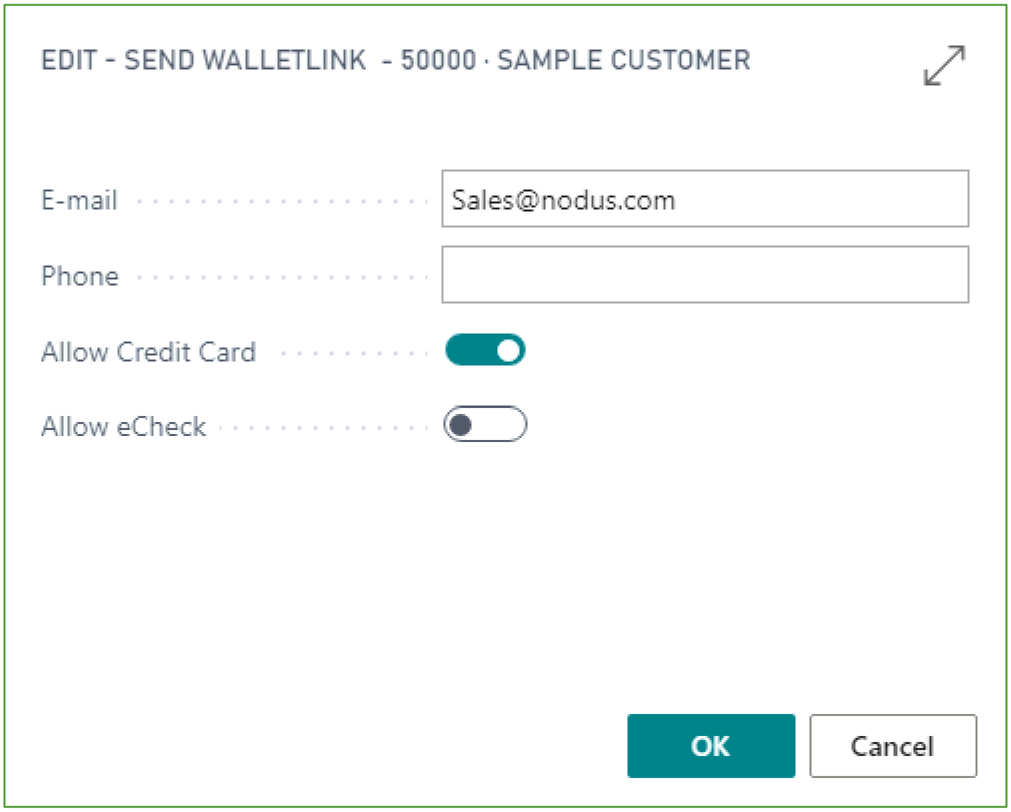


Add a new Payment Method through WalletLink

To allow a customer to directly enter their own credit card or eCheck information, a WalletLink can be sent to provide the customer with a secure channel to provide their sensitive account information without the Business Central user having any contact with it. A WalletLink can be sent from two locations:

- From the Customer Card, the **WalletLink** option is available within the **PayFabric** menu
- From the Customer Wallet, the **WalletLink** option is available within the **+ New** menu

Once the WalletLink option is selected the Send WalletLink window will appear to prompt the user to confirm the details of the WalletLink.



Field	Description
E-mail	The email address for the recipient of the WalletLink
Phone	The mobile phone number for the recipient of the WalletLink. This option is only available if the **Allow SMS** option is configured from the PayFabric Setup page.
Allow Credit Card	Enabling this option allows the recipient of the WalletLink to provide a Credit Card payment method
Allow eCheck	Enabling this option allows the recipient of the WalletLink to provide an eCheck payment method

After sending the WalletLink, the recipient will receive the email or text SMS message with a link to a page that will allow them to securely enter their account information. Once the process has been completed, the account information will appear as option in the customer's wallet.

View Saved Payment Detail

To view details of a saved payment method, select any payment method from the PayFabric Wallet and then select the **View** option from the **Manage** menu. The payment method details will then be displayed.

Edit Saved Payment Detail

To view details of a saved payment method, select any payment method from the PayFabric Wallet and then select the **Edit** option from the **Manage** menu. The payment method details will then be displayed.

Remove Saved Payment Method

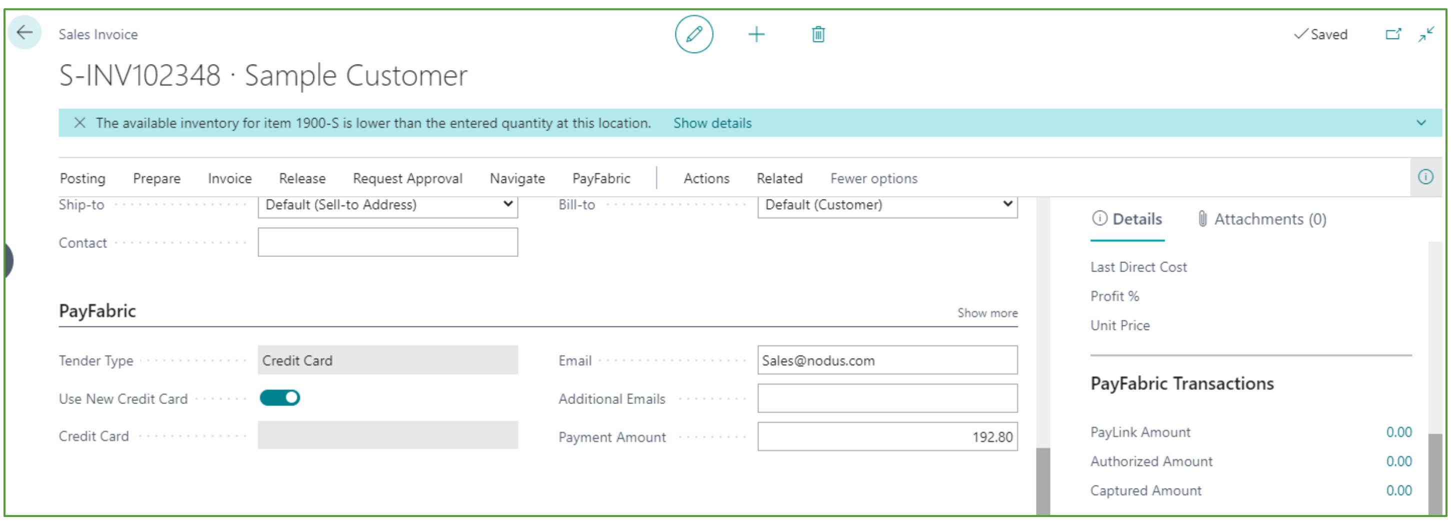
To remove a saved payment method, select any payment method from the PayFabric Wallet and then select the **Delete** option from the **Manage** menu.

Sales Orders and Sales Invoices

Prepare a Sales Document for a PayFabric Transaction

Preparing a sales document in advance can allow for early configuration of the payment transaction and enable the ability to process multiple transactions in bulk.

To prepare a sales document to use PayFabric payment processing, the **Payment Method Code** in the Invoice Details section must be configured in the Payment Method Code Setup to be associated to a PayFabric Payment Gateway Profile, a Default PayLink Credit Card Gateway or a Default PayLink eCheck Gateway.



Once the Payment Method Code is selected, the fields in the PayFabric section will be populated based on the selected type of Payment Method Code.

The following fields available regardless of the Payment Method Code:

Field	Description
Email	The email address used for PayLink emails, email receipts and PayFabric Receivables invoice email notifications.

	This field will automatically be populated based on the email address of the contact designated as the Default Email Contact setup on the customer account of the document's Bill-To customer.
Additional Emails	Any additional e-mail addresses to be copied on PayLink emails, email receipts and PayFabric Receivables invoice email notifications. This field will automatically be populated based on the email addresses of any contacts designated as an Additional Email Contact setup on the customer account of the document's Bill-To customer.
Invoice Type	The type of invoice assigned to the sales order or sales invoice to be used for classification of the invoice for PayFabric Receivables. The options for this field and the default Invoice Type can be configured from the Invoice Type Setup.

The following fields are available if the Payment Method Code is configured with either a PayFabric Payment Gateway Profile, a Default PayLink Credit Card Gateway or a Default PayLink eCheck Gateway:

Field	**Description**
Tender Type	This read-only field will display the Tender Type of the transaction based on the Payment Method Code. The available options that would be displayed are PayLink, Credit Card or eCheck.
Payment Amount	The default amount for the transaction. This field is automatically calculated based on the following formula: [Document Amount] – [Sum of Pending PayLink Transactions] – [Sum of Pending Authorization Transactions] – [Sum of Approved Transactions] This amount is automatically recalculated whenever the document amount changes or a transaction is processed. If it is desired to stop the recalculation when the document amount changes, enable the Lock Payment Amount switch.
Lock Payment Amount	Enabling this switch will disable the automatic recalculation of the Payment Amount field when adjustments are made to the document amount.

The following fields are available if the Payment Method Code is configured with a PayFabric Payment Gateway Profile:

Field	Description
Use New…	Enabling this switch will indicate that a new credit card or eCheck payment method will be used on the transaction. If a default Credit Card or eCheck exists in the customer's PayFabric Wallet, this field will automatically be disabled.
Credit Card or eCheck	This field will be enabled if the Use New… switch is disabled. Clicking the lookup option in this window will present a list of Credit Card or eCheck payment methods saved in the customer's PayFabric Wallet. If a default Credit Card or eCheck exists in the customer's PayFabric Wallet, it will automatically be selected for the transaction.
Schedule Type	This dropdown menu can be used to set the value that will be used to describe the purpose of the transaction. The available options are Unscheduled, Recurring and Installment. This field is only available if the Payment Method Code is associated to a PayFabric Gateway Profile for Credit Cards.
Entry Class	The ACH Entry Class Code is a three-letter code used to identify the payment type. The following Entry Class Codes are available: • CCD – Corporate Credit/Debit Entry • PPD – Prearranged Payment and Deposit Entry • TEL – Telephone-Initiated Entry • WEB – Internet Initiated Entry This field is only available when initiating a Sale or Authorization transaction if the Payment Method Code is configured with a PayFabric Payment Gateway Profile setup with a Type of eCheck and a Gateway of EVO ACH.

The following fields are available if the Payment Method Code is configured with a Default PayLink Credit Card Gateway or a Default PayLink eCheck Gateway:

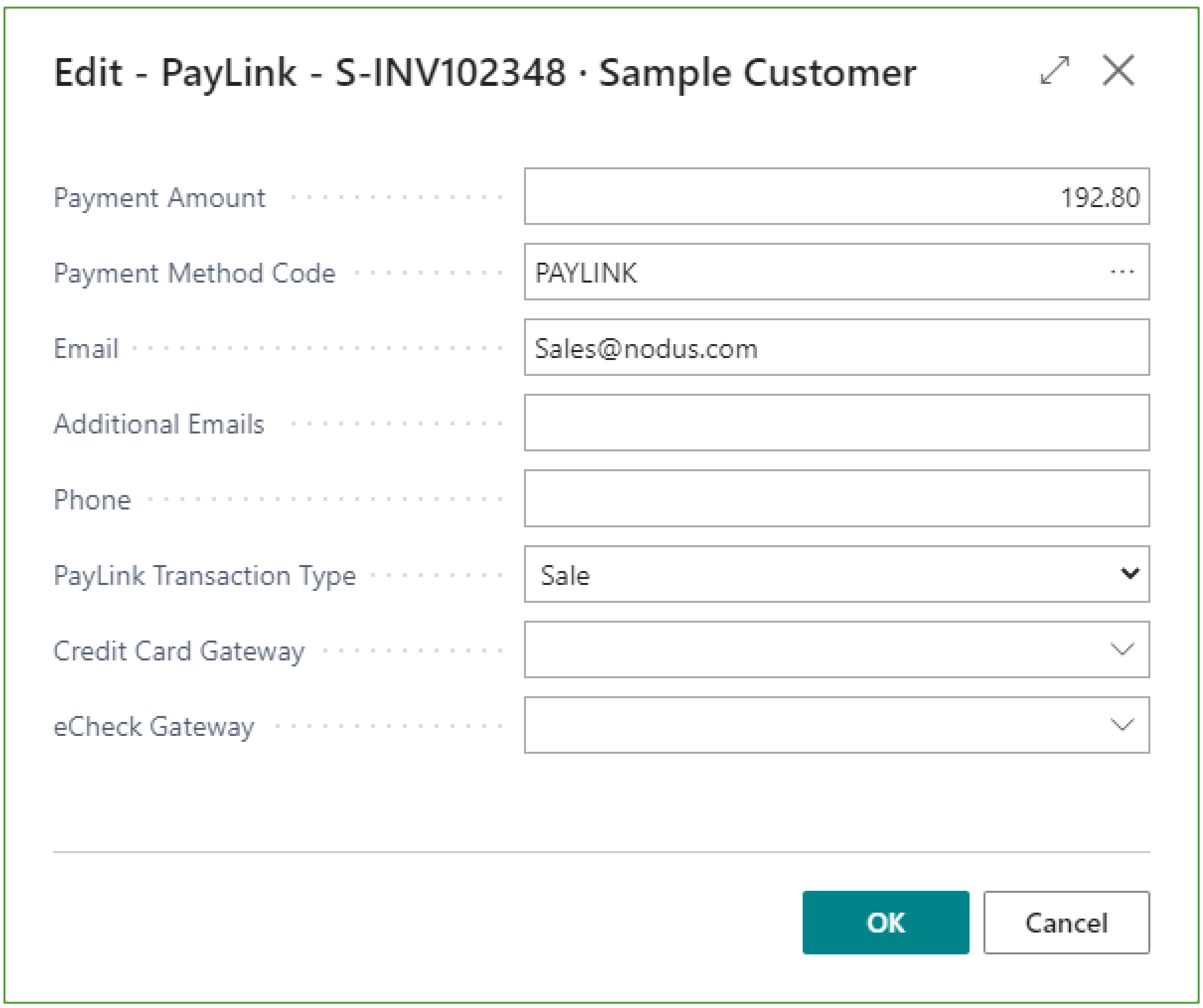
Field	Description
Phone	The mobile phone number for the recipient of the PayLink. This option is only available if the **Allow SMS** option is configured from the PayFabric Setup page.
PayLink Transaction Type	The transaction type to be used when the PayLink is completed. The following options are available • Sale – The transaction will be captured immediately. • Authorization – The transaction will be authorized to be captured at a later time. If this option is selected, the document will be unable to be posted until the transaction is captured or cancelled.

PayLink Credit Card Gateway	Enabling this option allows the recipient of the PayLink to use a Credit Card for the transaction.
PayLink eCheck Gateway	Enabling this option allows the recipient of the PayLink to use an eCheck as the payment method for the transaction. This option will not be available if the PayLink Transaction Type is set to Authorization.

PayLink Transaction

A PayLink Transaction sends a link to a customer directly to allow the customer to initiate the electronic payment. This allows the customer to provide their own payment details on a secure page so the Business Central user never needs to have any contact with sensitive credit card or banking account information.

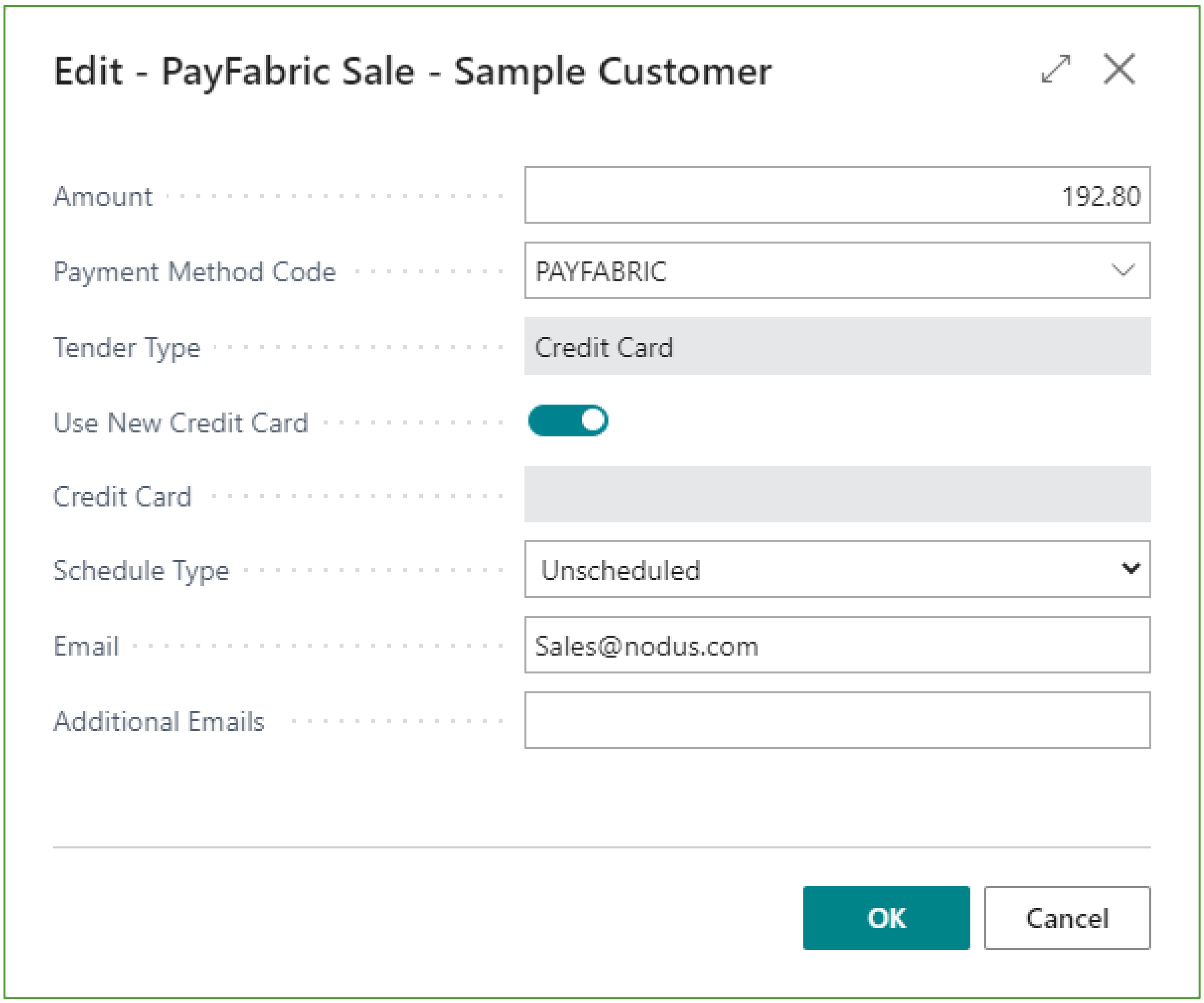
To initiate the PayLink transaction select the **PayLink** option from the **PayFabric** menu to open the PayLink window. The fields in the PayLink window will be automatically populated based on the values configured on the sales document. For more information, review the Prepare a Sales Document for a PayFabric Transaction section.



Once the values are set as desired, click the **OK** button to initiate the PayLink to be sent. After the PayLink is sent, the PayLink Amount will be updated in the FactBox pane on the right. After the PayLink is paid by the sales document will be updated as the PayLink Job receives the update.

Sale Transaction

A Sale transaction makes a request for an immediate capture of a payment without a previous authorization. To initiate a Sale transaction, select the **Sale** option in the **PayFabric** menu to open the PayFabric Sale window. The fields in the PayFabric Sale window will be automatically populated based on the values configured on the sales document. For more information, review the Prepare a Sales Document for a PayFabric Transaction section.



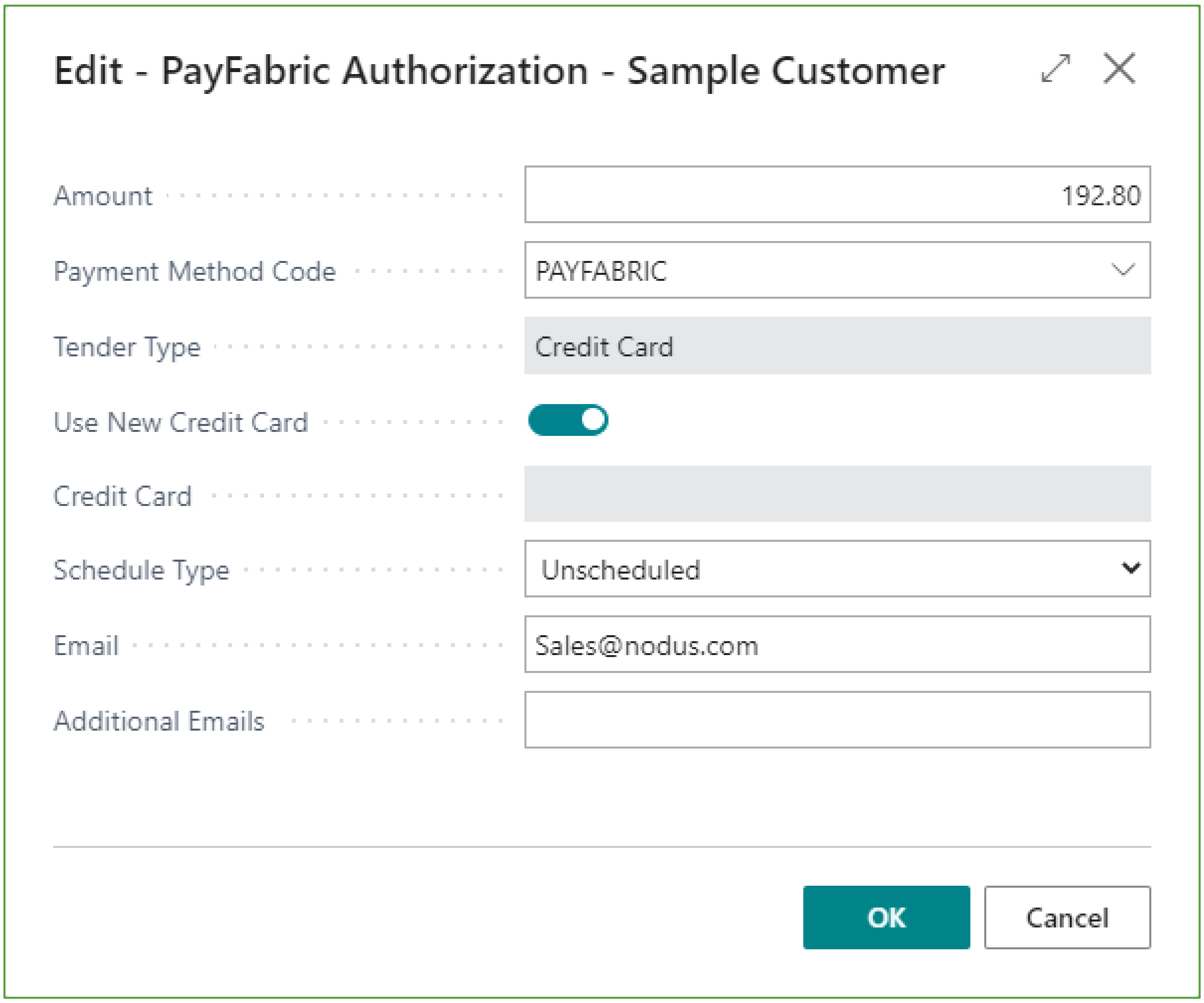
Once the values are set as desired, click the **OK** button to initiate the Sale Transaction

- If a payment method is populated in the Credit Card or eCheck field, then that payment method will be used for the transaction.
- If a payment method is not populated in the Credit Card or eCheck field, then a payment form will be displayed for provide the payment details for the payment.

After the Sale transaction is approved, the Captured Amount will be updated in the FactBox pane on the right. If a surcharge was included in the transaction, a surcharge line item will be added to the sales document based on the configuration in the PayFabric Setup.

Authorization Transaction

An Authorization transaction makes a request to verify and hold the funds for a payment that will be captured in the future. Authorization type transactions are only available if the Payment Method is associated to a Payment Gateway Profile that is setup to process Credit Cards. To initiate an Authorization transaction, select the **Authorization** option in the **PayFabric** menu to open the PayFabric Authorization window. The fields in the PayFabric Authorization window will be automatically populated based on the values configured on the sales document. For more information, review the Prepare a Sales Document for a PayFabric Transaction section.



Once the values are set as desired, click the **OK** button to initiate the Authorization Transaction

- If a payment method is populated in the Credit Card field, then that payment method will be used for the transaction.

- If a payment method is not populated in the Credit Card field, then a payment form will be displayed for provide the payment details for the payment.

After the Authorization transaction is approved it will be placed in a pending status and the Authorized Amount will be updated in the FactBox pane on the right. The funds will be held for a set amount time determined by the cardholder's bank or until a Capture transaction is processed for the authorization.

Capture Transaction

A Capture transaction makes a request to capture the funds held by a pending Authorization transaction. To initiate a Capture transaction, select the **Capture** option in the **PayFabric** menu when a pending Authorization has already been processed against the associated document.

- If a single pending Authorization is associated to the document, the PayFabric Capture window will be opened to determine the amount of the transaction to be captured.
- If multiple pending Authorizations are associated to the document, the user will be directed to the PayFabric Transactions List to determine which transaction(s) should be captured after selecting the Capture option from the menu.

After the Capture transaction is approved, the Authorized and Captured Amount will be updated in the FactBox pane on the right. If a surcharge was included in the transaction, a surcharge line item will be added to the sales document based on the configuration in the PayFabric Setup.

Processing Multiple Transactions in Bulk

From the Sales Order or Sales Invoice List page, single or multiple PayFabric Transactions can be processed in bulk. The following conditions must be set on the document in advance to enable processing in bulk.

- PayLink
  - The Payment Method Code must be associated to a Default PayLink Credit Card or eCheck Gateway
  - Either Email or Phone must be populated
  - The Payment Amount must be greater than zero
- Sale
  - Payment Method Code must be associated to a PayFabric Gateway Profile
  - A Credit Card or eCheck must be assigned
  - The Payment Amount must be greater than zero.
- Authorization
  - The Payment Method Code must be associated to a Credit Card PayFabric Gateway Profile
  - A Credit Card must be assigned
  - The Payment Amount must be greater than zero.
- Capture
  - The record must have exactly one previously processed Authorization Transaction. The Capture transaction will be processed based on the remaining amount of the document.

Reversal Transaction

A Reversal transaction will reverse a previously processed transaction associated to the document. To initiate a Reversal transaction, select the **Reversal** option in the **Actions > PayFabric** menu when a Pending or Approved Authorization, Sale or Capture transaction has already been processed against the associated document.

- If a single pending or approved transaction is associated to the document, it will be reversed when the Reversal option is selected from the menu.
- If multiple pending or approved transaction are associated to the document, the user will be directed to the PayFabric Transactions List to determine which transaction(s) should be reversed after selecting the Reversal option from the menu.

Based on time the original transaction was processed, the type of the transaction and the Settlement Time setting from the PayFabric Setup page, a Void or a Refund transaction will be processed to reverse the transaction. A Void transaction can only be processed before the original transaction is settled and will reverse the original transaction and the charge will not be seen on bank statements. A Refund transaction will process a new reversing transaction to counter the original transaction and this transaction will be seen on bank statements.

- If the original transaction is a pending Authorization, then a Void transaction will be processed.
- If the original transaction is an approved Capture or Sale transaction and the next Settlement Time has not yet occurred, then a Void transaction will be processed.
- If the original transaction is an approved Capture or Sale transaction and the next Settlement Time has already occurred, then a Refund transaction will be processed.

After the Reversal transaction is approved, the Authorized and Captured Amount will be updated in the FactBox pane on the right. If a surcharge was included in the reversed transaction, the surcharge item that was originally added will be removed from the sales document.

Cancel PayLink

To cancel a sent PayLink transaction, select the **Cancel PayLink** option from the **Actions > PayFabric** menu.

- If a single pending PayLink transaction is associated to the document, it will be cancelled when the Cancel PayLink option is selected from the menu.
- If multiple pending PayLink transactions are associated to the document, the user will be directed to the PayFabric Transactions List to determine which PayLink transaction should be cancelled after selecting the Cancel PayLink option from the menu.

Refresh PayFabric Information

For instances where the document may be updated outside of the current user's process such as a customer providing their payment information using a WalletLink, the **Refresh** option from the **Actions > PayFabric** menu may be used to refresh the data that may have occurred from an outside process through PayFabric.

View Transactions

To view currently available transactions, click the number in the PayFabric Transactions section of the FactBox on the right to open the PayFabric Transactions List.

Posting

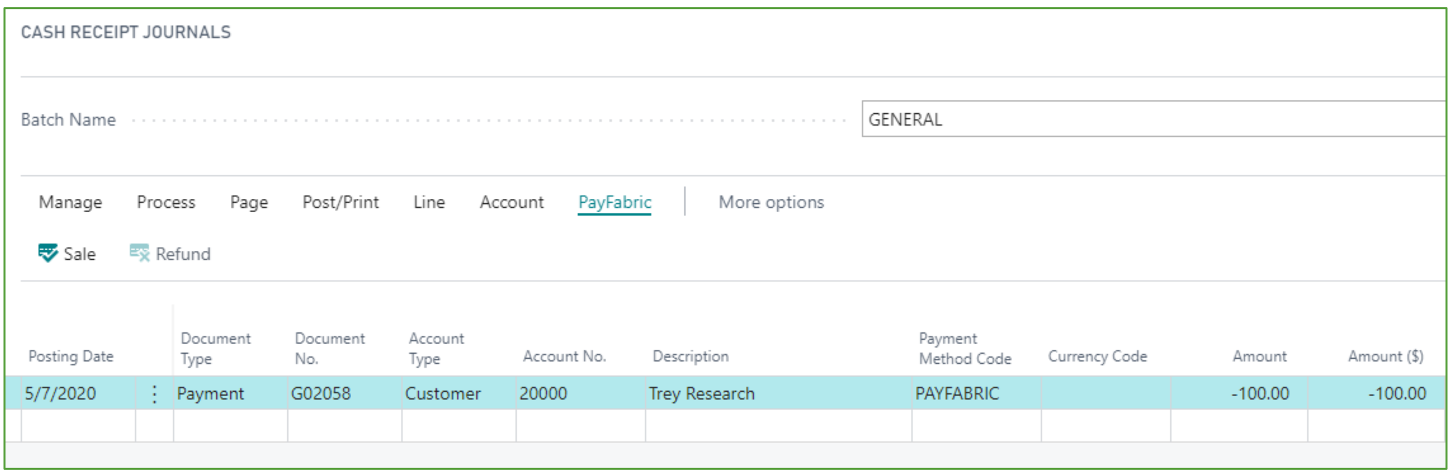
Approved Capture and Sale transactions will become Cash Receipt Journal lines when the document is posted. The Cash Receipt Journal setting from the PayFabric Setup will be utilized to determine which Batch the Cash Receipt Journals will be created in. If there are any pending Authorizations on the documents, the posting process will be blocked until those Authorizations are captured or reversed.

Create Cash Receipt Journal Payment before Posting

If it is desired to create a Cash Receipt Journal Payment record prior to posting the invoice, the **Create Payment** option in the **Actions > PayFabric** menu can be utilized. When clicked a prompt will be provided to allow the user to record any Captured transactions against the sales document. Once the Cash Receipt Journal Payment record is created a prompt will appear to open the Cash Receipt Journal.

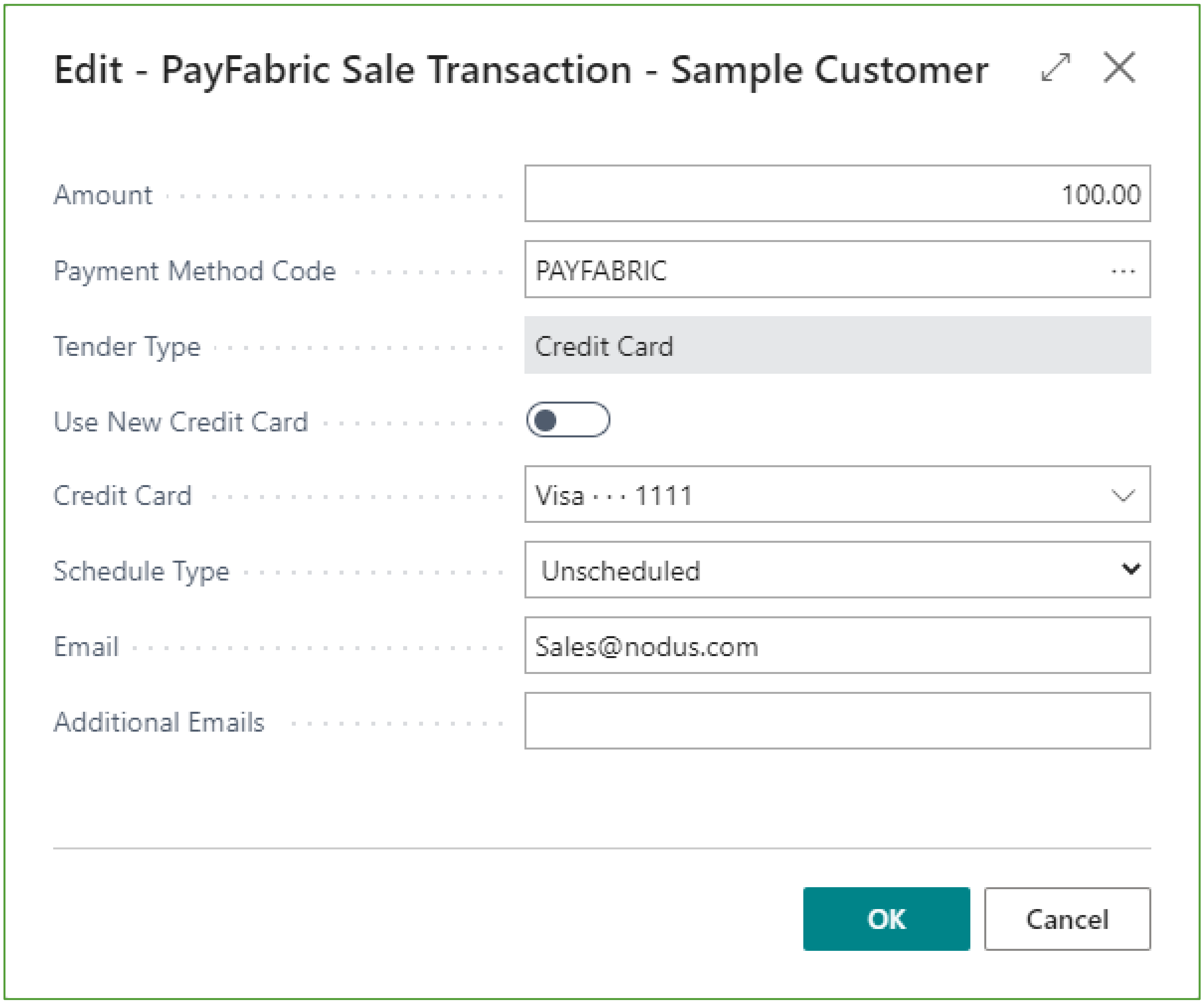
Cash Receipt Journal

Sale Transaction



A Sale transaction makes a request for an immediate capture of a payment. A Sale transaction can be initiated by selecting the **Sale** option in the **PayFabric** menu while selecting a record with the following conditions:

- Document Type = Payment
- Account Type = Customer
- Account No. = Populated with a customer record
- Amount = A negative number



When the Sale option is selected, it will open the PayFabric Sales Transaction window with the following options to select before processing a transaction.

Field	Value
Amount	This will be used as the amount for the transaction. This value will automatically be populated based on the amount of the selected record. If this value is modified, the Amount value will be updated on the Cash Receipt Journal record after the transaction is successfully processed.
Payment Method Code	The Payment Method Code will be used to determine the PayFabric Gateway Profile that will be used to process the transaction. This value will automatically be populated if a Payment Method Code is included on the Cash Receipt Journal record. The Payment Method Code will be updated on the Cash Receipt Journal record after the transaction is successfully processed.

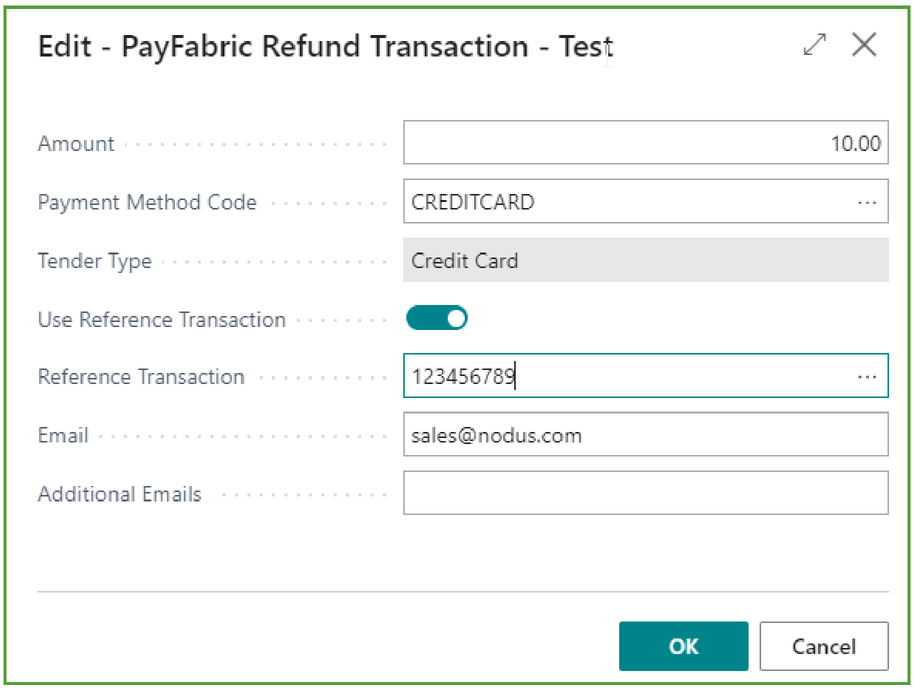
Tender Type	The Tender Type to be used for the transaction, either Credit Card or eCheck. This value will automatically be populated based on the supported tender type of the PayFabric Gateway Profile associated to the Payment Method Code.
Use New Credit Card / eCheck switch	This switch will control if a new Credit Card or eCheck payment method will be used in the transaction.
Credit Card/eCheck	The saved payment method to be used on the transaction. If the customer has a default payment method, it will automatically be populated into this field. Any other saved payment methods for the customer can be selected from the dropdown menu. This field is only available if the Use New Credit Card / eCheck switch is disabled.
Schedule Type	This dropdown menu can be used to set the value that will be used to describe the purpose of the transaction. The available options are Unscheduled, Recurring and Installment. This dropdown menu is only available if the Payment Method Code is associated to a PayFabric Gateway Profile for Credit Cards.
Email	The email address used for the recipient of the email receipt. This field will automatically be populated based on the email address of the contact designated as the Default Email Contact setup on the customer account of the document's Bill-To customer.
Additional Emails	Any additional e-mail addresses to be copied on the email receipt. This field will automatically be populated based on the email addresses of any contacts designated as an Additional Email Contact setup on the customer account of the document's Bill-To customer.
Entry Class	The ACH Entry Class Code is a three-letter code used to identify the payment type. The following Entry Class Codes are available: • CCD – Corporate Credit/Debit Entry • PPD – Prearranged Payment and Deposit Entry • TEL – Telephone-Initiated Entry • WEB – Internet Initiated Entry This field is only available if the Payment Method Code is configured with a PayFabric Payment Gateway Profile setup with a Type of eCheck and a Gateway of EVO ACH
OK button	Clicking this button will initiate the transaction. If the Use New Credit Card / eCheck switch is enabled, a prompt will appear to enter new

	payment method details. After the transaction is approved, if a surcharge was included in the transaction, a surcharge invoice will be created in the cash receipt journal based on the configuration in the PayFabric Setup.

Refund Transaction

A Refund transaction makes a request for a return of funds to a customer. A Refund transaction can be initiated by selecting the **Refund** option in the **PayFabric** menu while selecting a record with the following conditions:

- Document Type = Refund
- Account Type = Customer
- Account No. = Populated with a customer record
- Amount = A positive number



When the Refund option is selected, it will open the PayFabric Refund Transaction window with the following options to select before processing a transaction.

Field	Value
Amount	This will be used as the amount for the transaction. This value will automatically be populated based on the amount of the selected record. If this value is modified, the Amount value will be updated on the

	Cash Receipt Journal record after the transaction is successfully processed.
Payment Method Code	The Payment Method Code will be used to determine the PayFabric Gateway Profile that will be used to process the transaction. This value will automatically be populated if a Payment Method Code is included on the Cash Receipt Journal record. The Payment Method Code will be updated on the Cash Receipt Journal record after the transaction is successfully processed.
Tender Type	The Tender Type to be used for the transaction, either Credit Card or eCheck. This value will automatically be populated based on the supported tender type of the PayFabric Gateway Profile associated to the Payment Method Code.
Use Reference Transaction switch	Determine if the refund will utilize a previous transaction to refer to while processing the transaction. In a typical business scenario a Refund transaction should be using a previously processed transaction as a reference. Disabling this switch will allow processing of a non-referenced transaction using a new or saved payment method.
Reference Transaction	This field is to be populated with the transaction to be referenced during the refund transaction. This option is only displayed if the Use Reference Transaction switch is enabled.
Use New Credit Card / eCheck switch	This switch will control if a new Credit Card or eCheck payment method will be used in the transaction. This option is only displayed if the Use Reference Transaction switch is disabled.
Credit Card/eCheck	The saved payment method to be used on the transaction. If the customer has a default payment method, it will automatically be populated into this field. Any other saved payment methods for the customer can be selected from the dropdown menu. This field is only available if the Use New Credit Card / eCheck switch is disabled.
Email	The email address used for the recipient of the email receipt. This field will automatically be populated based on the email address of the contact designated as the Default Email Contact setup on the customer account of the document's Bill-To customer.
Additional Emails	Any additional e-mail addresses to be copied on the email receipt. This field will automatically be populated based on the email addresses of any contacts designated as an Additional Email Contact setup on the customer account of the document's Bill-To customer.

<table>
<tr><td>Entry Class</td><td>The ACH Entry Class Code is a three-letter code used to identify the payment type. The following Entry Class Codes are available:
CCD – Corporate Credit/Debit Entry
PPD – Prearranged Payment and Deposit Entry
TEL – Telephone-Initiated Entry
WEB – Internet Initiated Entry
This field is only available in if the following conditions are met:
The Payment Method Code is configured with a PayFabric Payment Gateway Profile setup with a Type of eCheck and a Gateway of EVO ACH
The Reference Transaction switch is disabled
The Use New eCheck switch is disabled</td></tr>
<tr><td>OK button</td><td>Clicking this button will initiate the transaction. If the Use New Credit Card / eCheck switch is enabled, a prompt will appear to enter new payment method details.

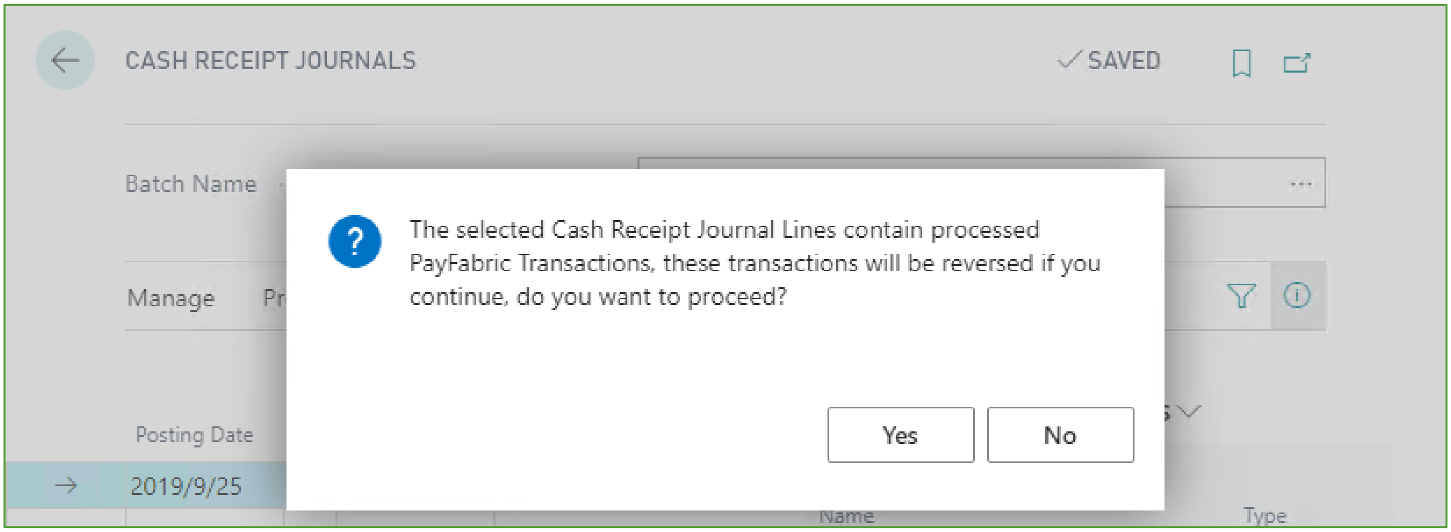
After the transaction is approved, if a surcharge was included in the transaction, a surcharge credit memo will be created in the cash receipt journal based on the configuration in the PayFabric Setup.</td></tr>
</table>

Transaction Reversal

When a Cash Receipt Journal line that is associated to a PayFabric Transaction is deleted a prompt to issue a reversal will be presented. By selecting **Yes** at the prompt, the associated PayFabric Transaction(s) will be reversed.

If a failure does occur for any reversals, the PayFabric Transaction Key can be removed from the Cash Receipt Journal Line to allow the line to be deleted. It is recommended to verify the PayFabric Transaction is properly reversed ensure the records are synchronized between Business Central and PayFabric.

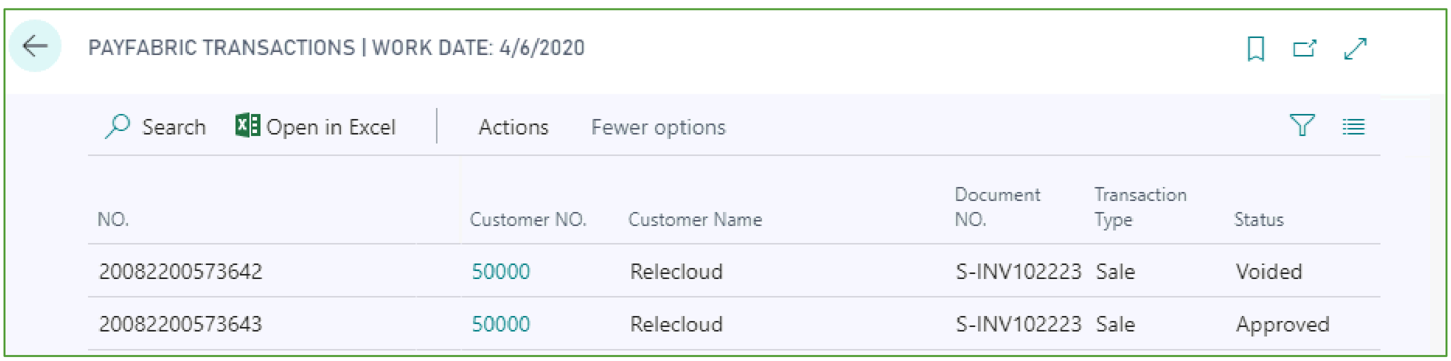
If the transaction being reversed included a surcharge, the surcharge invoice will automatically be attempted to be deleted. If the surcharge invoice or credit memo is not available, then a prompt will be returned to allow the reversal to continue without reversing the surcharge record.



Lists

PayFabric Transactions

The PayFabric Transactions list allows for users to view all of the transactions created through PayFabric through Business Central.



NO.	Customer NO.	Customer Name	Document NO.	Transaction Type	Status
20082200573642	50000	Relecloud	S-INV102223	Sale	Voided
20082200573643	50000	Relecloud	S-INV102223	Sale	Approved

Capture Transactions (Multiple)

Transactions with a Transaction Type of Authorization and a status of Pending can be captured in mass from this page. Select the desired row(s) to be captured and select the **Capture** option from the **Actions** menu. The following options are available for capturing a transaction:

- Authorized Amount – This option will capture the authorization transactions based on the authorized amount.
- Document Amount – This option will capture the authorization transactions based on the amount of the document they are associated to. This option is only available for authorization transactions associated to documents with only one associated transaction
- Custom Amount – This option allows for a custom amount to be captured for an authorization transaction, this option is only available for one transaction at a time.

Reverse Transactions

A Reversal transaction can be processed from the PayFabric Transactions List. The functionality for the Reversal transaction is the same as when processing a reversal from as Sales Order or Sales Invoice.

Cancel PayLink

To cancel a sent PayLink transaction, select the **Cancel PayLink** option from the **Actions** menu.

Delete Transaction Record

The Delete action can be used to only remove PayFabric transaction records from Business Central. This action does not reverse the selected transactions. To delete PayFabric Transactions, select the desired records to delete and select the **Delete** option from the **Actions** menu.

PayFabric Outgoing Records

The PayFabric Outgoing Records list provides a view of the records that are planned to be exported to PayFabric Receivables. Any Customers, Invoices or Ledger items that are updated are automatically triggered to be added to this list. This list should naturally clear as records are automatically sent to PayFabric Receivables through the configured job on the Job Queue Entry page.

Mass Export records to PayFabric Receivables

To mass export records to PayFabric Receivables, using the menu, navigate to the **Queue Records** menu and select the option for the type of record to export. This may take considerable time and all future updates will be queued behind this mass export so it is recommended to begin this process when activity is low.

Manually Export records to PayFabric Receivables

To manually export records to PayFabric Receivables outside of the automated Job Queue, click the **Send** option from the **Send Records** menu.

Test PayFabric Receivables Integration

To test the integration with PayFabric Receivables by sending a single record, click the **Test** option from the **Send Records** menu. The PayFabric Integration Test window will open with the following options:

- **Record Type**: Type of record to be sent in the test.
- **Record ID**: Identifier for the record based on the record type.
  - Currency – Currency Code
  - Customer – Customer No.
  - Sales Invoice, Ledger Invoice, Ledger Record – Entry No.
- **Test Type**
  - Check Only – Only determine if the record can be located and check the data that would be sent to PayFabric Receivables.
  - Check & Send – Locate the record and send the single record to PayFabric Receivables.

After providing the information, click the **Ok** button to test the PayFabric Receivables Integration. After the test is complete, the Download Log option can be used to save a record of the test for further analysis.

PayFabric Incoming Records

The PayFabric Outgoing Records list provides a view of the records that are imported from PayFabric Receivables and PayLink. This list should automatically be populated as records are pulled from PayFabric using jobs setup on the Job Queue Entry page.

Manually check for incoming records

To manually import records from PayFabric Receivables outside of the automated Job Queue, click the **Retrieve Receivables Records** or **Retrieve PayLink Records** options in the menu.

API

Transaction Integration POST API

The Transaction Integration API allows for transactions processed on PayFabric outside of Business Central to be connected to Business Central Sales Orders, Sales Invoices and Cash Receipt Journal Payments.

The following process would be a typical scenario for utilizing this API:

1. A transaction is processed on PayFabric from another application and PayFabric will return a PayFabric Transaction Key.
2. The application uses the Business Central API to create a Sales Order, Sales Invoice or a Cash Receipt Journal Payment.
3. The application uses the Business Central Transaction Integration POST API to connect the PayFabric Transaction to the created Sales Order, Sales Invoice or Cash Receipt Journal Payment.

After the process is complete, the integrated transaction record should behave as if it was processed directly from within Business Central. This will allow for cases such as pending authorizations to be captured in Business Central and processed transactions to be reversed in Business Central.

HTTP Request

Replace the URL prefix for Dynamics 365 Business Central depending on the environment by following the Microsoft guidelines.

POST businesscentralPrefix/Nodus/PayFabric/v5.0/companies(id)/PFTransactions

Request headers

Header	Value
Authorization	Basic {Token}, Required
Content-Type	application/json

Request Body

In the request body, supply a JSON representation of a PFTransactions object. The following values are available for this API.

Property	**Type**	**Description**
PayFabricTransactionKey	String, maximum size 20, Required	The PayFabric Transaction Key from the PayFabric Processed Transaction
DocumentType	String, maximum size 30, Required	The Type of the document to connect the PayFabric transaction with. Must be one of the following values: • Order • Invoice • CashReceiptJournalPayment
DocumentID	String, maximum size 20, Required	The identifier for the document to be connected with the PayFabric transaction.

Response

If successful, this method returns a **201 Created** response code and a PFTransactions object in the response body.

Example

```
POST https://{businesscentralPrefix}/Nodus/PayFabric/v5.0/companies({id})/PFTransactions

Content-type: application/json

{
        "PFTransactionKey": "20030900043767",
        "DocumentID": "S-INV102222",
        "DocumentType": "Invoice"
}
```

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