PayFabric

For Microsoft Dynamics 365 Business Central

User Guide

January 2026

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/payfabric-for-microsoft-dynamics-365-business-central-release-notes/

Support

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

Contact Method	Address/Numbers
Email	support@nodus.com
Website	https://www.nodus.com/support/
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 • Payment Request Templates • AutoPay Request Templates
NODUS PF View	Access to view PayFabric data in the following pages • PayFabric Wallet • Customer Contact • Sales Quotes, 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 Quotes, Sales Orders and Sales Invoices • Posted Sales Invoices • Cash Receipt Journals • PayFabric Transaction List
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 https://www.nodus.com/BusinessCentral201-css
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 https://www.nodus.com/BusinessCentral201-js
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 set up 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/PayFabric-User-Guide

Setup PayFabric Receivables

The steps in this section only need to be completed if PayFabric Receivables is planned to be used.

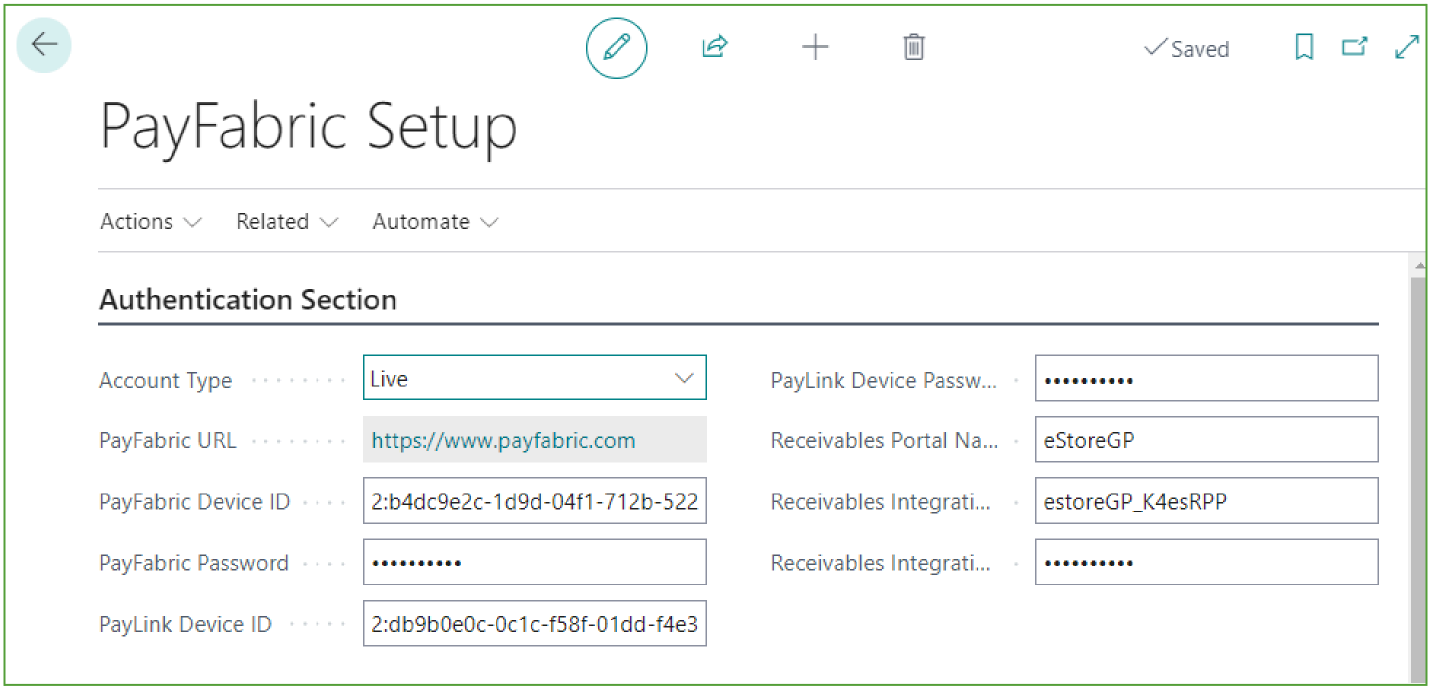
1. From the upper left menu in PayFabric, select the **Receivables** option
2. If prompted, to set up a Portal Name, provide the name for the receivables portal.
3. From the left menu, navigate to the Settings page
4. In the Company section of the settings, navigate to the **Information** pane.
5. Take note of the **Portal Name** as it will be used later in the installation.
6. Close the Information pane.
7. In the Integration section of the settings, navigate to the **Security** pane.
8. 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:

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

Field	Value
Account Type	Based on the PayFabric environment being used, set this value to Live or Sandbox. The live option is only available in the Business Central Production environment
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
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
Receivables Portal Name	If noted earlier, set this value to the PayFabric Receivables Portal Name
Receivables Integration Key	If noted earlier, set this value to the PayFabric Receivables Integration Key
Receivables Integration Key Password	If noted earlier, set this value to the PayFabric Receivables Integration Password



3. After the settings have been configured, in the **Actions** menu, based on what is applicable, select the **Test PayFabric**, **Test Receivables,** 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.

Preferences Setup

The following process will configure customized settings according to specific business needs

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

Field	Value
Authorization before Release	This setting controls the preferences for an Authorization transaction to be processed during the Sales Order Release process. The following options are available: • Automatic – automatically processes an Authorization transaction before the release process if a credit card wallet record or a reference transaction is assigned to the document • Prompt – presents a prompt to process an Authorization transaction before release

	• Disabled – no additional action will take place during the Sales Order release process
Capture on Post	This setting controls the preferences for a pending Authorization transaction to be captured upon posting a Sales Order or Sales Invoice. The following options are available: • Prompt based on the Document Amount – presents a prompt to capture the authorization during posting where the default amount will be based on the remaining amount that has not already been associated with the transaction. • Prompt based on the Capture Amount Calculation – presents a prompt to capture the authorization during posting where the default amount will be based on the Capture Amount Calculation setting. • Automatic – automatically processes a capture if a previous authorization exists for the document. The amount will be adjusted to be the lesser of the document amount or the authorization amount.
Capture Amount Calculation	This setting controls the preferences to Capture or Authorize based on the amount preference for a Sales Order. The following options are available: • By Invoice Amount - Capture or authorize based on the invoicing amount • By Document Amount - Capture or authorize based on the total document amount
Sale on Post	This setting controls the preferences for a Sale transaction to be processed during the posting of a Sales Order or Sales Invoice. The following options are available: • Automatic – automatically processes a Sale transaction if a credit card or eCheck wallet record is assigned to the document(s) • Prompt – presents a prompt to process a Sales transaction before posting • Disabled – No additional action will take place during the Business Central Posting process for this setting
Create Payment Application	This setting controls the preferences for the application of a Cash Receipt Journal record to a prepayment invoice prior to posting the Sales Order. The following options are available:

	• Automatic – automatically apply the created cash receipt journal record to a prepayment invoice associated to the Sales Order • Manual – the cash receipt journal record will not be automatically applied after it is created from a Sales Order
Reauthorization on Partial Shipment	This setting controls the preference to reauthorize the remaining document when posting a partially shipped invoice from Sales Order. The following options are available: • Automatic - automatically reauthorize the remaining document amount after partially shipment • Prompt - presents a prompt to reauthorize the remaining document amount on the Sales Order • Disabled - No additional action will take place to authorize the remaining document amount after partial shipment
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
Default Cash Receipt Journal	This value should be set to the Cash Receipt Journal Batch where PayFabric Payments should be sent
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.
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, add non taxable and disable allow invoice disc
Send Comment Items	Allow comment type line items to appear on invoices in PayFabric Receivables if enabled

Invoice Display	This setting controls the invoice display preference for PayFabric invoice email notifications and the customer portal in Sales Order or Sales Invoice. The following options are available: • PayFabric Invoice Template - automatically uses the configured Invoice Template from PayFabric Receivables. • Most Recent Attachment - automatically uses the most recently uploaded PDF attachment file • Report Selection - Sales - automatically uses the Sales Invoice report layout from Business Central
PayLink Default Transaction Type	Select the default transaction type to be used for PayLink transactions
Allow PayLink SMS	Enable the ability to send PayLinks to a mobile phone using a text simple messaging service

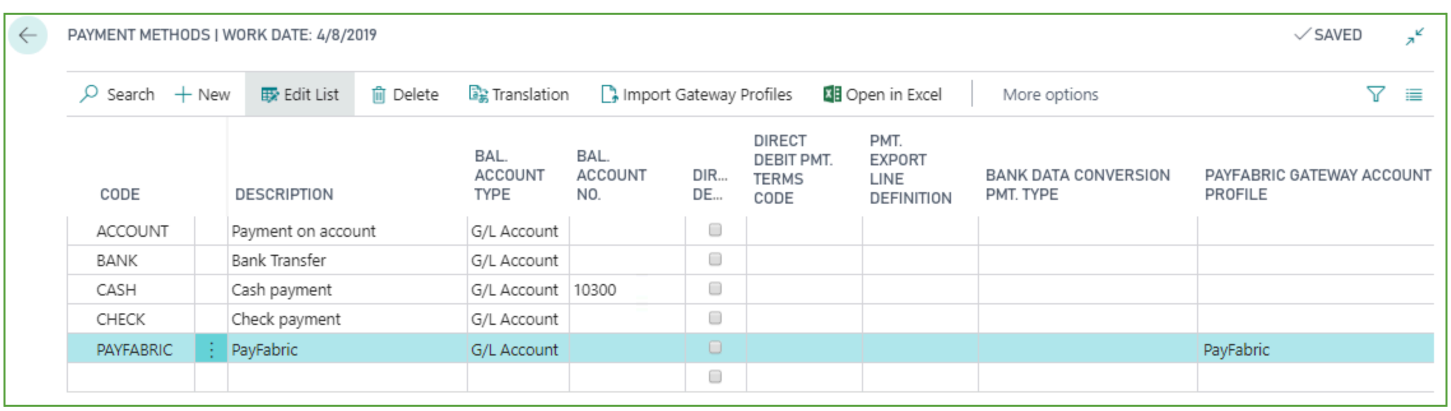
Payment Method Mapping

The Payment Method Mapping displays the mapping table of Payment Methods to Cash Receipt Journal Batches, and Payment Method Codes. This allows payment records to be split into Cash Receipt Journal batches based on the type of payment methods used in the transactions.

If a payment record is not matched with any created mapping from the table, it will be organized based on the Default Cash Receipt Journal setting.

Payment Method Code Setup

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

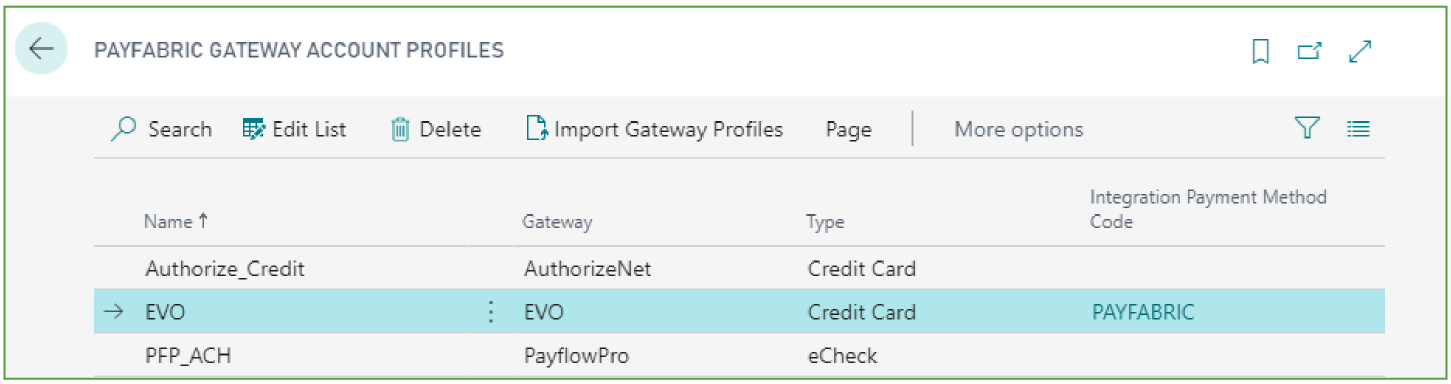


1. Navigate to the **Payment Methods** page (Sales and Marketing > Setup > Payment Methods)
2. In the menu, click the **Import Gateway Profiles** button. This will populate the dropdown menu in the PayFabric Gateway Account Profile column.

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.



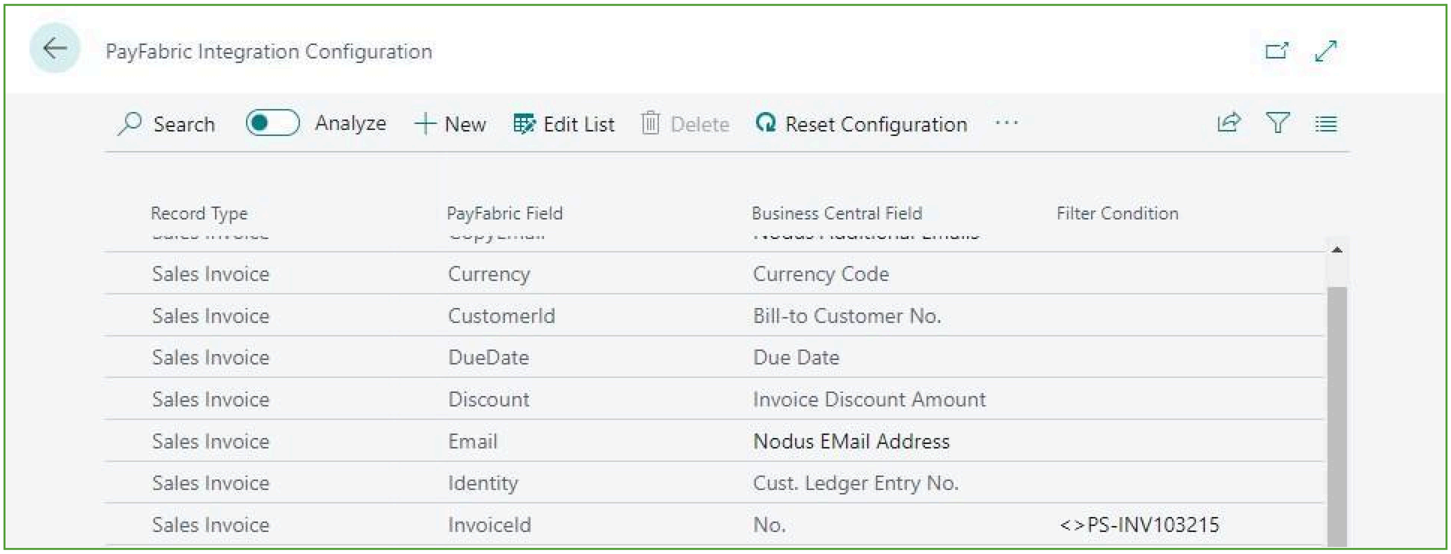
To assign a Payment Method Code to be used with the Payment Gateway Account Profile:

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.

Integration Configuration

This section is only relevant if PayFabric Receivables is activated.

The PayFabric Integration Configuration page is used to provide custom fields mapping and filtering for Business Central data such as Customers, Finance Charge Memos, Sales Invoices and Service Invoices, when they are sent to PayFabric Receivables.



To configure additional fields mapping, open the **Integration Configuration** page from the **Related** menu of the **PayFabric Setup** page.

Setting	Value
Record Type	The type of record to send from Business Central to PayFabric Receivables.
PayFabric Field	The target field used for integration mapping.
Business Central Field	The original field used for integration mapping.
Filter Condition	The criteria to filter the records to be sent to PayFabric Receivables. If blank, all records will be sent. The filter condition accepts any Business Central criteria for sorting, searching, and filtering.

Invoice Type Setup

This section is only relevant if PayFabric Receivables is activated.

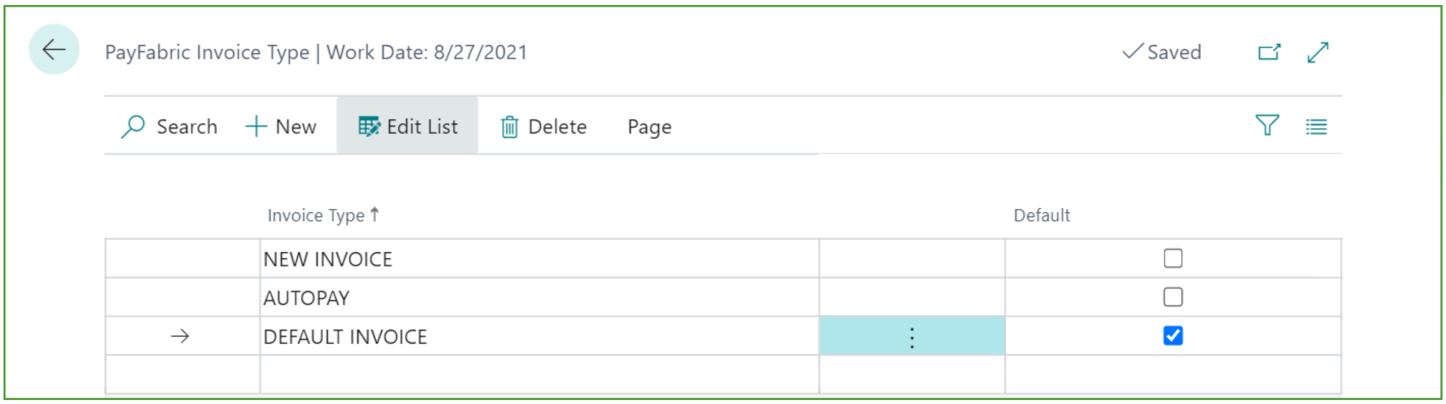
The PayFabric Invoice Type page is used to configure the available Invoice Types that will be available to be assigned to invoices. By assigning an Invoice Type to an invoice, certain behaviors in PayFabric Receivables can be configured to respond based on the assigned Invoice Type. For example:

- 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



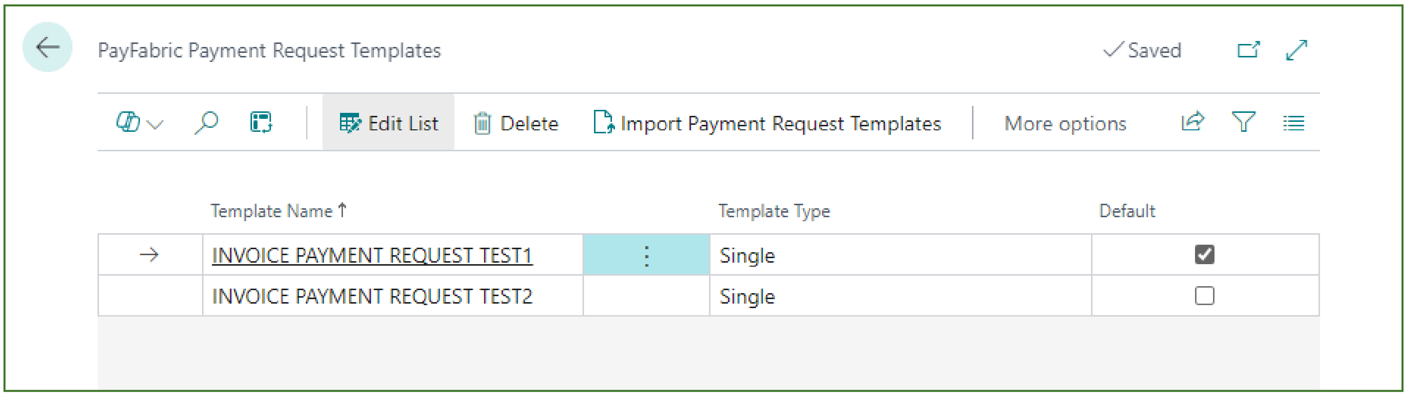
Payment Request Templates

This section is only relevant if PayFabric Receivables is activated.

The PayFabric Payment Request Templates page is used to configure the available Payment Request Templates that will be utilized when sending out payment reminders for customers to pay for outstanding invoices.

To create a new Payment Request template to be used with your Business Central account:

1. Setup the Payment Request Email template within PayFabric Receivables
   (*Please refer to the PayFabric Receivables User Guide for more information on setting up an email template.)*
2. Navigate to the PayFabric Setup Page
3. From the **Related** menu, select the **Payment Request Templates** option
4. If the list is blank, click the **Import Payment Request Templates** button to retrieve any setup Payment Request Template from PayFabric Receivables.
5. If the Payment Request Template should be used as the default Payment Request Template for sending the outstanding invoice reminder, mark the checkbox in the **Default** column



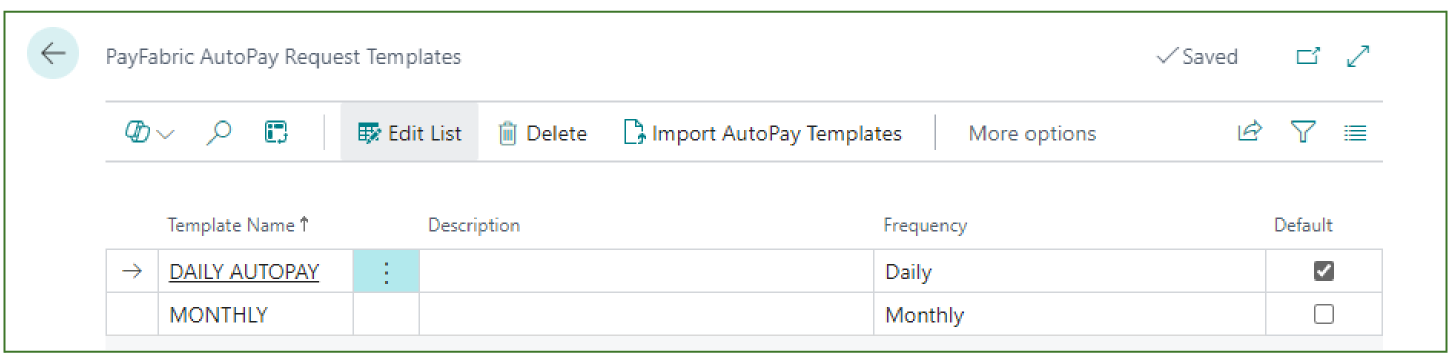
AutoPay Request Templates

This section is only relevant if PayFabric Receivables is activated.

The PayFabric AutoPay Request Templates page is used to configure the available AutoPay Request Templates that will be utilized when sending out AutoPay requests for customers to sign up for recurring payments.

To create a new Payment Request template to be used with your Business Central account:

1. Navigate to the PayFabric Setup Page
2. From the **Related** menu, select the **AutoPay Templates** option
3. Click on **Import AutoPay Templates** to sync all AutoPay templates created in PayFabric Receivables
6. If the AutoPay Template should be used as the default AutoPay Template for sending the automatic payment plan request, mark the checkbox in the **Default** column



Initial Mass Integration

This section is only relevant if PayFabric Receivables is activated.

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 Items
    c. Queue All Ledger Records

PayFabric Receivables Currency Setup

This section is only relevant if PayFabric Receivables is activated.

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 set up 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/payfabric-receivables-user-guide/

Configure Integration Job

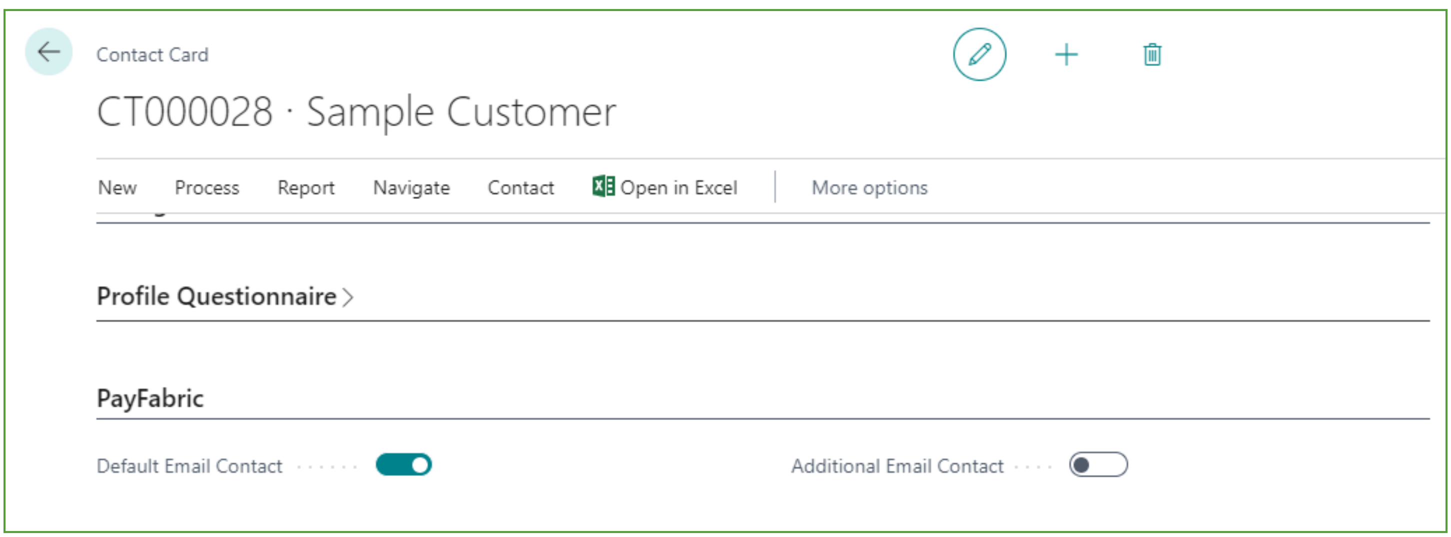
The following process will configure the jobs for automatic integration between Business Central and PayFabric. There are two separate jobs to setup for PayLink and for PayFabric Receivables.

1. Navigate to the **PayFabric Setup** page
2. Click on **Actions** > **Create PayFabric Jobs**
3. Once the message "The automatic integration between Business Central and PayFabric has been configured. Would you like to run it?" shows up, click on Yes to start running the jobs
4. To view the details for created jobs, open 70117032 and 70117021 from the Job Queue Entries page.

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

Features

Customers

The following options are available from the PayFabric menu on the Customers page when viewing a customer record.

Wallet

Opens the customer's PayFabric Wallet.

WalletLink

Opens a window to send a WalletLink to the customer for secure entry of credit card or eCheck account information.

Pay Invoices

This option is only available if PayFabric Receivables is activated.

Opens a page to allow the user to view & pay a customer's outstanding invoices. Completed payments will automatically be recorded as cash receipt journal records.

This functionality utilizes PayFabric Receivables to initiate the payment. For more information on this functionality, please refer to the Pay Invoices section of the PayFabric Receivables User Guide.

AutoPay

This option is only available if PayFabric Receivables is activated.

Opens a page to allow a user to view and manage a customer's automatic payments.

This functionality utilizes PayFabric Receivables to manage the customer's automatic payments. For more information on this functionality, please refer to the AutoPay section of the PayFabric Receivables User Guide.

AutoPay Request

This option is only available if PayFabric Receivables is activated.

Opens a window to send an AutoPay Request to the customer for the customer to enroll in recurring payment plans.

Portal Users

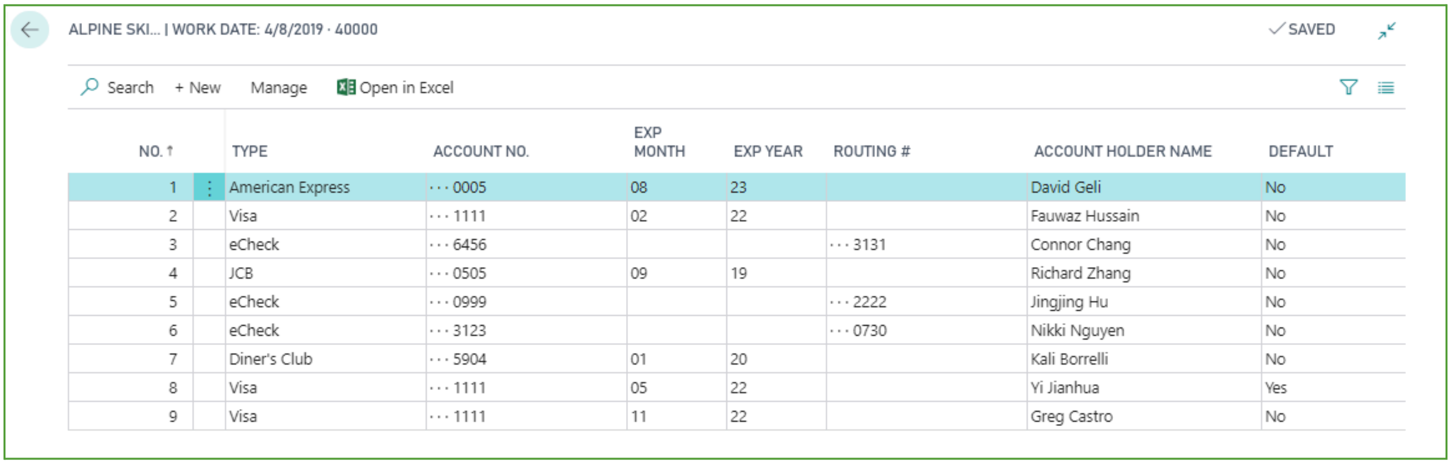
This option is only available if PayFabric Receivables is activated.

Opens a page to allow a user to invite and manage users in customers' self service portal.

This functionality utilizes PayFabric Receivables to manage the users in the customer portal. For more information on this functionality, please refer to the Users section of the PayFabric Receivables User Guide.

PayFabric Wallet

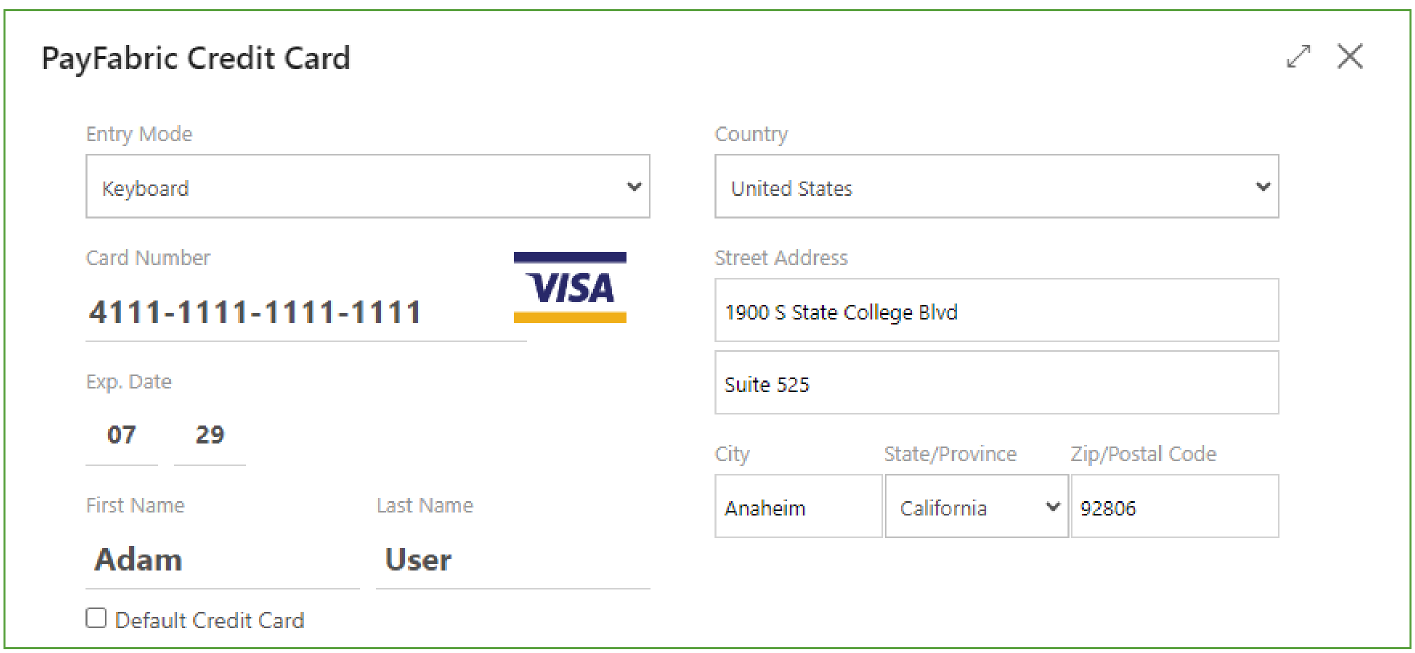
The PayFabric Wallet is where the customer's payment methods can be saved. To access the PayFabric Wallet, select the **Wallet** option from the **PayFabric** menu while viewing a customer record.



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.

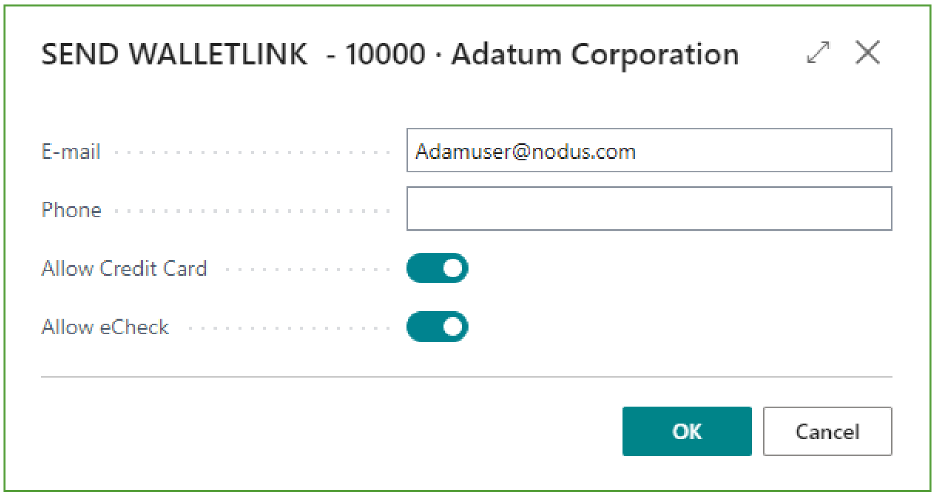


Add a new Payment Method through WalletLink

To allow a customer to enter credit card or eCheck information directly onto PayFabric, 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 PayLink 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 for secure entry of account information. Once the process has been completed, the account information will appear as an 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.

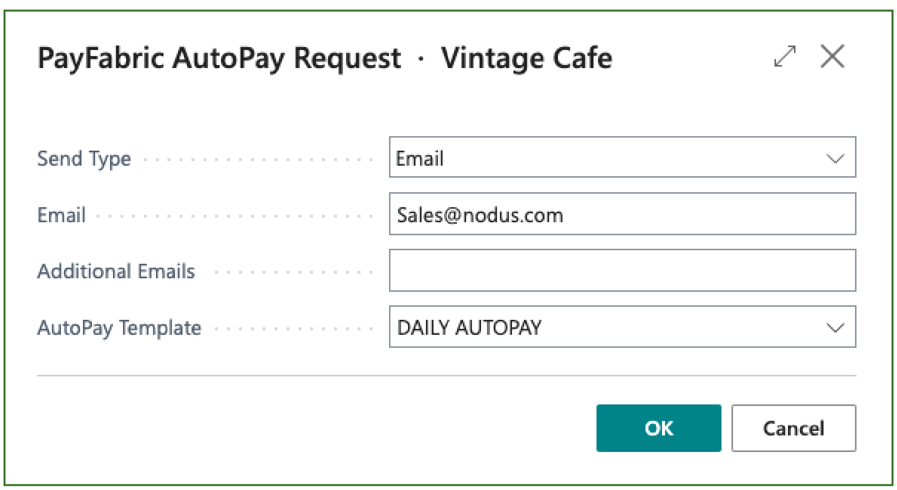
Remove Saved Payment Method

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

PayFabric AutoPay Request

To enable customers to set up an automatic payment plan, an **AutoPay Request** can be sent via email, providing them with a link, all without requiring any interaction from a Business Central user. In addition, a QR code and URL link can be generated for a Business Central user to send through other channels.

Once the AutoPay Request option is selected, the AutoPay Request window will appear to prompt the user to confirm the details of the request.



Field	Description
Send Type	Choosing Email as the option allows the recipient to receive an email notification.

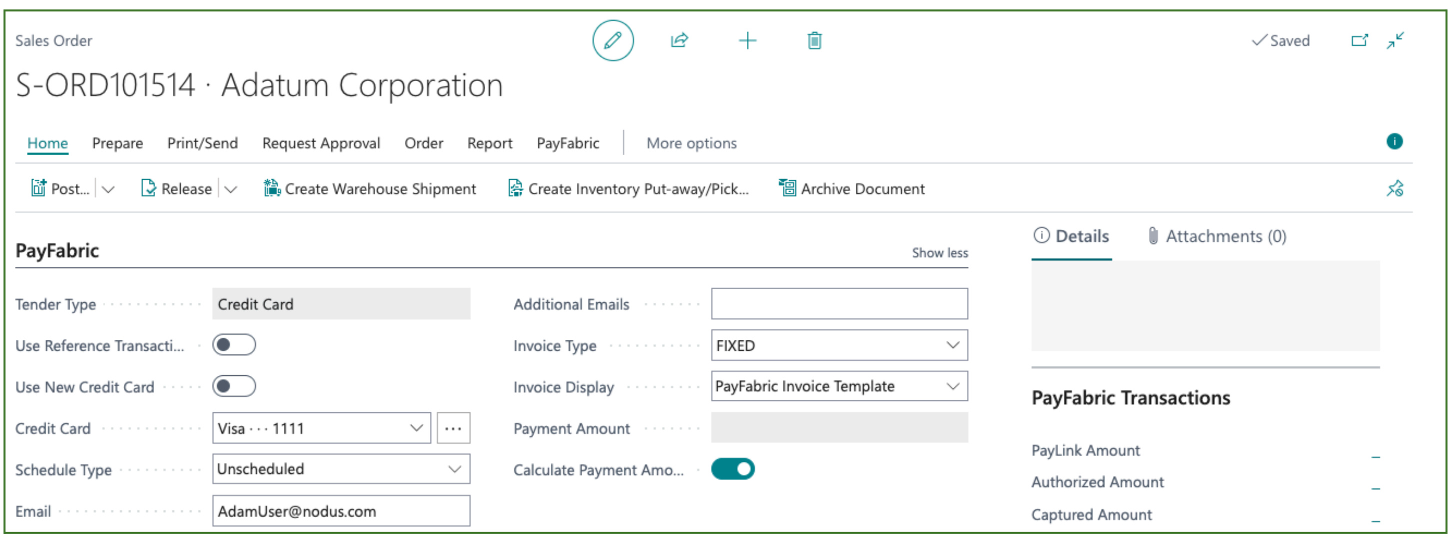
	Choosing Link as the option allows the user to generate an AutoPay request link and QR code for external uses.
Email	The email address for the recipient of the AutoPay Request
Additional Emails	The additional email address for additional recipients of the AutoPay Request
AutoPay Template	The list of AutoPay Request Templates that have been synchronized from PayFabric Receivables. To learn about how to synchronize all the AutoPay Email templates, visit AutoPay Request Templates section.

Sales Quotes, 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 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 email 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.
Invoice Display	The display of the invoice utilized on PayFabric invoice Email notifications and on the customer portal. The field will automatically be populated based on the selection made from the PayFabric Setup. The following fields are available: ● PayFabric Invoice Template - Uses the Invoice Template configured in PayFabric Receivables ● Most Recent Attachment - Automatically selects the most recent attachment as the invoice display ● Selected File - Manually choose an attachment pdf file as the invoice display ● Report Selection - Sales - Automatically selects the Sales Invoice report layout from Business Central
Invoice Display File	This field specifies the filename of attachment to be used in PayFabric invoice email notifications and on the customer portal. Selecting the lookup button will present a list of available PDF files to use as the invoice display file. This option is only displayed if the 'Selected File' option is chosen from Invoice Display settings.

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	This field is enabled when the Calculate Payment Amount switch is disabled. When available, the default amount is automatically calculated based on the Capture Amount Calculation: [Document/Invoice Amount] – [Sum of Pending PayLink Transactions] – [Sum of Pending Authorization Transactions] – [Sum of Capture Transactions]
Calculate Payment Amount	When enabled, the Payment Amount will be automatically calculated when a PayLink, Authorization, or Sale transaction is initiated. When disabled, the Payment Amount field will be available for the user to enter the desired amount for the transaction.

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

Field	Description
Use Reference Transaction	This switch will control if the Sale/Authorization transaction will utilize a previous transaction to refer to while processing the transaction. 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 previously processed transaction to be referenced during the Sale/Authorization transaction. Selecting the lookup button will present a list of the available transactions to use as a reference. This option is only displayed if the Use Reference Transaction switch is enabled.
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 with a PayFabric Gateway Profile for Credit Card.
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 transaction if the Payment Method Code is configured with a PayFabric Gateway Profile setup with a Type of eCheck and a Gateway of EVO ACH or Global ACH.

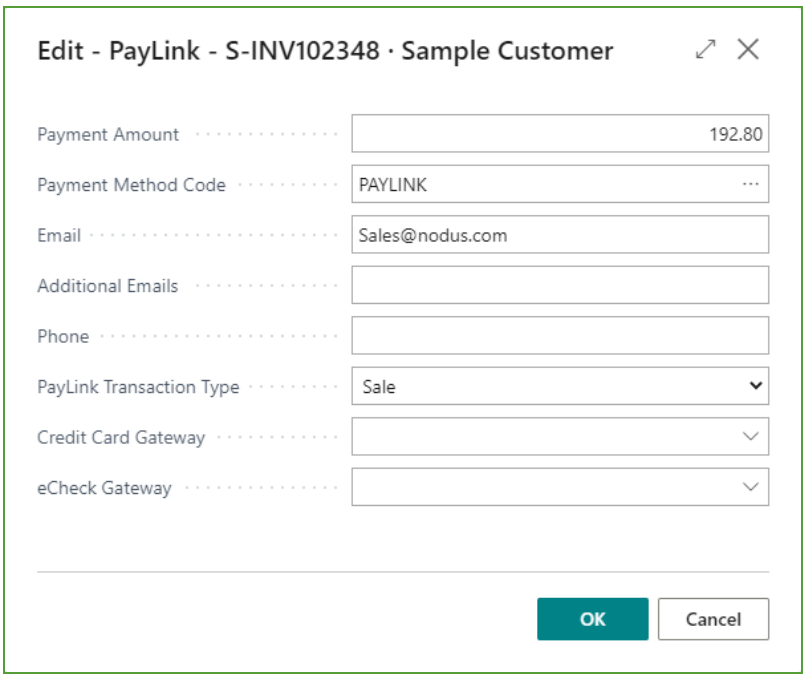
The following fields are available if the Payment Method Code is configured with a Default PayLink Credit Card Gateway or a Default PayLink eCheck Gateway:

Field	Description
Phone	The mobile phone number for the recipient of the PayLink. This option is only available if the **Allow PayLink 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 later. If this option is selected, the document will be unable to be posted until the transaction is captured or canceled.
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 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.

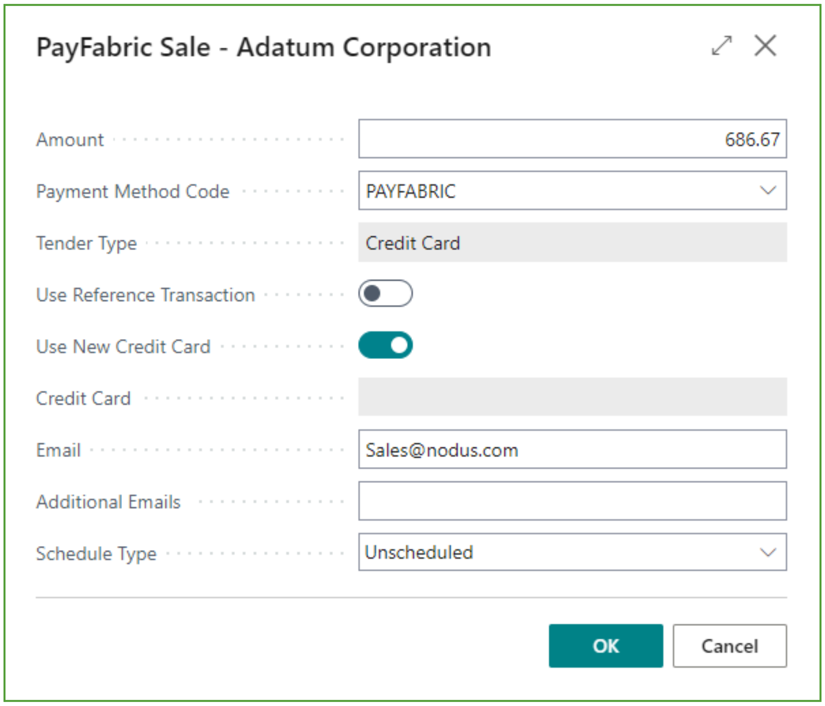


Once the values are set as desired, click the **OK** button to initiate the PayLink to be sent. After the PayLink is sent, the PayLink Amount will be updated in the FactBox pane on the right. After the PayLink is paid, the sales document will be updated as the PayLink Job receives the update.

Note: Developers can extend the PayLink functionality via the ***Nodus PF Create PayLink (Codeunit 70117038).***

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.



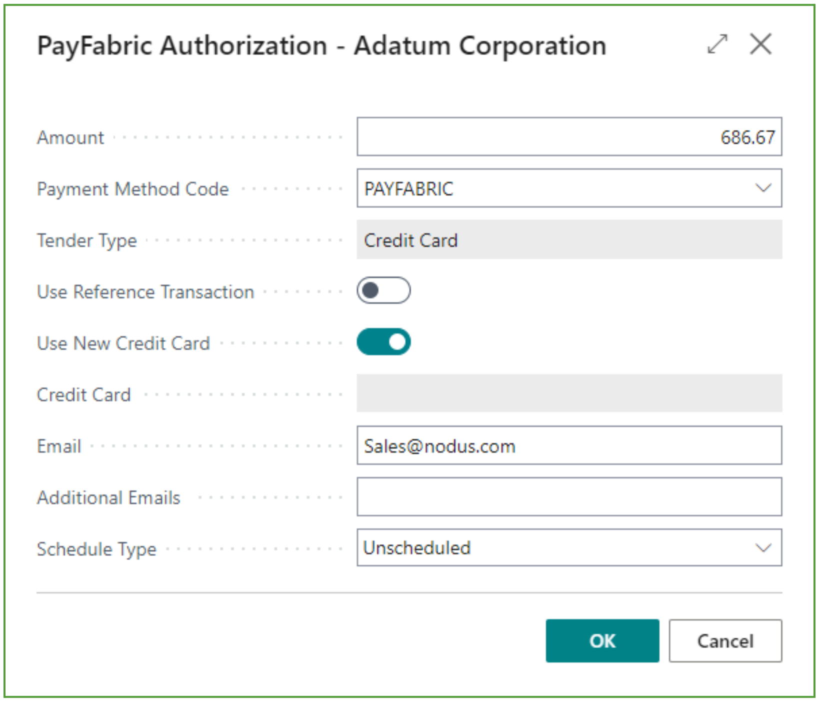
Once the values are set as desired, click the **OK** button to initiate the Sale Transaction

- 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 to 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 with a PayFabric 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 to 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 of 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 with the document, the PayFabric Capture window will be opened to automatically determine between the Authorized and the Document amount of the transaction to be captured.
    - If **Capture Amount Calculation** is set to **By Invoice Amount**, the PayFabric Capture window will be populating the remaining unpaid invoicing amount from the Statistics table as the payment amount.

  - If **Capture Amount Calculation** is set to **By Document Total**, the PayFabric Capture window will be populating the remaining unpaid document amount as the payment amount.
- If multiple pending Authorizations are associated with 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.

Note: Developers can extend the Authorization and Capture transactions functionalities via the ***Nodus PF Process Transaction (Codeunit 70117037)***

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, eCheck, or Reference Transaction 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 or Reference Transaction must be assigned
  - The Payment Amount must be greater than zero.

- **Capture**
  - The record must have exactly one previously processed Authorization Transaction. By default, the Capture transaction will be processed based on the lower amount between the authorized amount and the remaining unpaid amount of the document.
  - **Capture Authorized Amount** will process Capture transactions based on the authorized amount

- **Capture Document Amount** will process Capture transactions based on the remaining unpaid amount of the document.

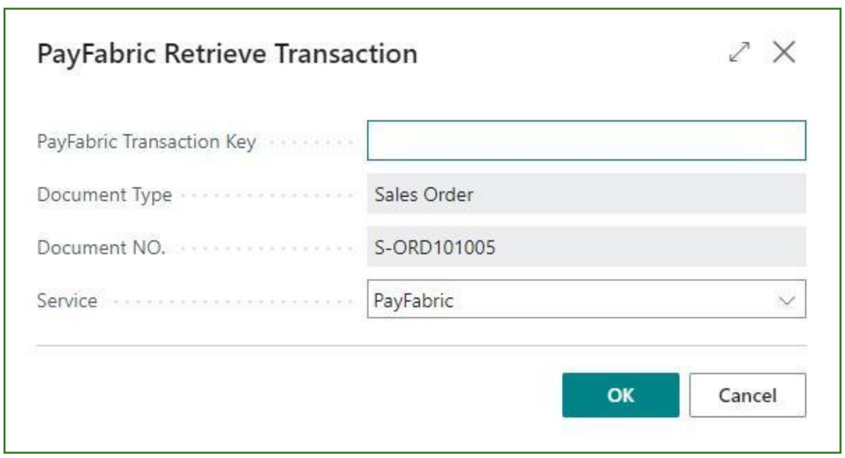
Sales Quote Conversion

Paylink, Authorization, and Captured transactions processed in Sales Quote are automatically transferred to Sales Order or Sales Invoice when Sales Quote is manually converted into a Sales Order or Sales Invoice.

*Note: If the Sales Quote is converted to Sales Order or Sales Invoice via API, transactions are transferable with additional development using the **Nodus PF Sales Quote (Codeunit 70117047)**.*

Retrieve Transaction

A Retrieve transaction allows PayFabric Transaction processed outside of Business Central to be retrieved and attached to Sales Orders, Sales Invoices, and Cash Receipt Journal Payment records. To initiate a Retrieve Transaction, select the **Retrieve Transaction** option in the **PayFabric** menu.



When the Retrieve Transaction option is selected, it will open the PayFabric Retrieve Transaction window with the following options.

Field	Description
PayFabric Transaction Key	The PayFabric Transaction Key from the PayFabric processed transaction.
Document Type	The type of the document to connect the PayFabric transaction with. This value is auto-populated based on the document type of where the Retrieve Transaction window is opened from: Sales Order, Sales Invoice, or Cash Receipt Journal

Document NO.	The identifier for the document to be connected with the PayFabric transaction. This value is auto-populated based on the current document number.
Service	The PayFabric service that the PayFabric transaction originates from. If blank, the default value is set to "PayFabric".

*Note: Developers can utilize **Nodus PF Transaction Integr. (Codeunit 70117039)** to integrate PayFabric Transactions and Paylinks into Business Central.*

Reversal Transaction

A Reversal transaction will reverse a previously processed transaction associated with the document. To initiate a Reversal transaction, select the **Reversal** option in the **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 with the document, it will be reversed when the Reversal option is selected from the menu.
- If multiple pending or approved transactions are associated with 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 the 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. The Void transaction 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 **PayFabric** menu.

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

Sales Order Release

Based on the Authorization before Release setting from the PayFabric Setup, an authorization transaction can be prompted to be processed or automatically be processed upon the release of a Sales Order. The following conditions must be true for the Authorization transaction to be triggered upon the Release of the Sales Order.

- The Authorization Before Release setting from the PayFabric Setup is set to Automatic or Prompt
- Payment Method Code must be assigned to a PayFabric Gateway Profile configured for credit card transactions
- Payment Amount is greater than zero
- The Credit Card field is assigned to a saved credit card in the customer's PayFabric wallet or a Reference Transaction is assigned to the document

Capture on Posting

Based on the Capture on Post setting from the PayFabric Setup, a pending authorization transaction can be prompted for processing or automatically processed upon the posting of a Sales Order or Sales invoice.

Sale on Posting

Based on the Sale on Post setting from the PayFabric Setup, a Sale transaction can be prompted to be processed or automatically be processed upon the posting of a Sales Order or Sales Invoice. The following conditions must be true for the Sale transaction to be triggered upon the posting of the Sales Order or Sales Invoice.

- The Sale on Post setting from the PayFabric Setup is set to Automatic or Prompt
- Payment Method Code must be assigned to a PayFabric Gateway Profile
- Payment Amount is greater than zero
- The Credit Card or eCheck field is assigned to a saved payment method in the customer's PayFabric wallet or a Reference Transaction is assigned to the document

Reauthorization on Partial Shipment

Based on the Reauthorization on Partial Shipment setting from the PayFabric Setup, an Authorization transaction can be prompted to be processed or automatically be processed upon partial shipping of a Sales Order.

- The Reauthorization on Partial Shipment setting from the PayFabric Setup is set to Automatic or Prompt
- Payment Method Code must be assigned to a Credit Card PayFabric Gateway Profile
- Payment Amount is greater than zero
- Sale on Post or Capture on Post is triggered
- Completely Shipped status is No

Revenue Recognition on 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 Journal records will be created.

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 **Record Payment** option in the **PayFabric** menu can be utilized. Based on the Create Payment Application setting from the PayFabric Setup, the cash receipt journal record can be automatically applied to an existing prepayment invoice at the time of creation.

Note: Developers can extend the Record Payment functionalities via the **Nodus PF Record Payments (Codeunit 70117045)**.

Posted Sales Invoices

Update a Posted Sales Invoice Document

To update the PayFabric fields such as email, additional email addresses, and invoice types on a Posted Sales Invoice, use the **Update Document** option in the **Home** menu on a Posted Sales Invoice.

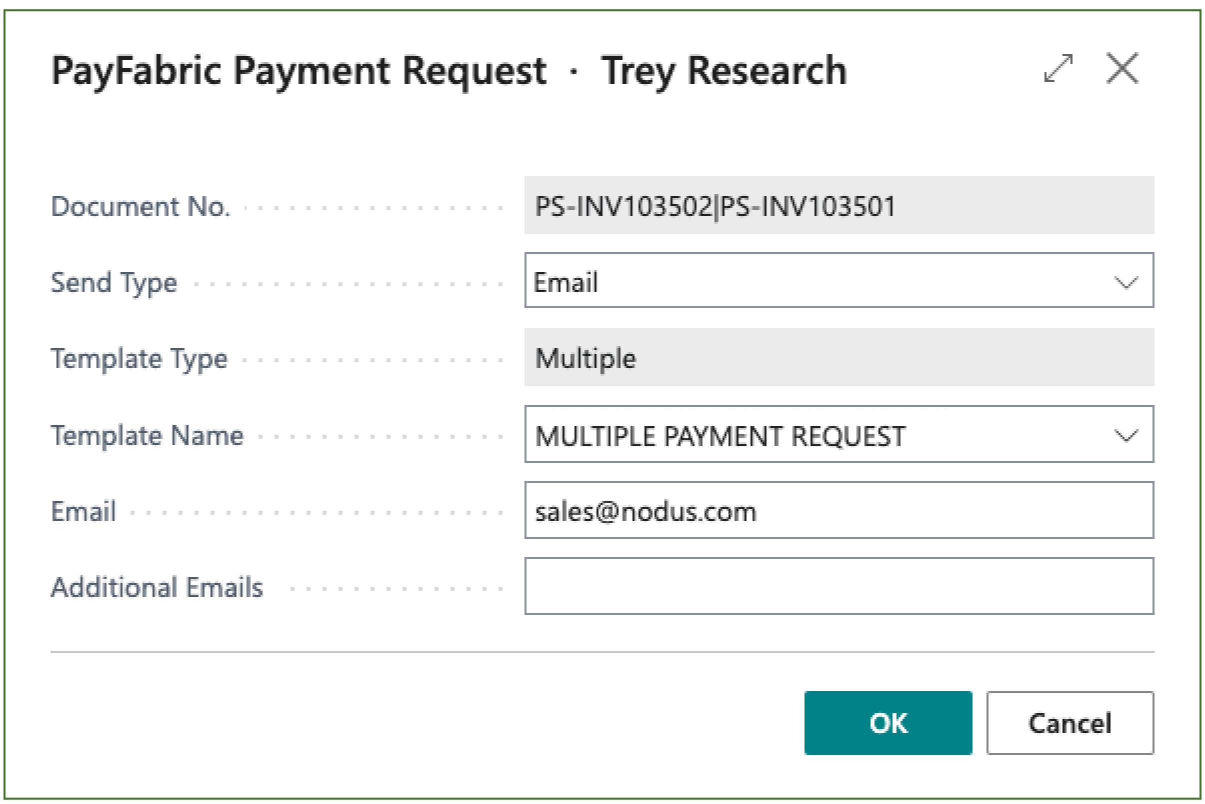
By updating the Posted Sales Invoice document, particularly the email field, the customer will be able to receive payment request emails, simplifying the payment collection process for users.

Payment Request

This section is only relevant if PayFabric Receivables is activated.

A Payment Request generates a payment reminder or a payment link for the customer to initiate an electronic payment. Bulk Payment Requests can be sent when multiple Posted Sales Invoices are selected.

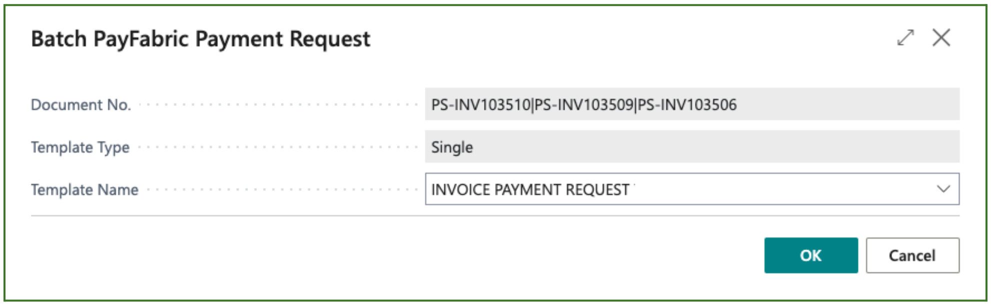
To initiate a Payment Request from the Posted Sales Invoices page, select one or more invoices with a balance greater than zero and then select the **Payment Request** option in the **PayFabric** menu to open the PayFabric Payment Request window. The fields in the PayFabric Payment Request window will be automatically populated based on the selected Posted Sales Invoice and the default Payment Request template configured in PayFabric Setup.



When one Posted Sales Invoice is selected and the PayFabric Payment Request window opens, it will populate the window with the following options.

Field	Description
Document No.	The identifier for the document to be connected with the PayFabric transaction. This value is auto-populated based on the current document number.
Send Type	The send type specifies the option to generate a payment request link or send a payment request email. Email is automatically populated as the default option.
Template Type	The type of the template is automatically populated based on the number of selected posted sales invoices. ● Multiple: If multiple invoices are selected for the same customer, they will be bundled together into a single payment request. ● Single: Each selected posted sales invoice will be sent out as a separate payment request.
Template Name	The template will be populated based on the default template configured from Payment Request Templates. If no default is set, the first email template from the list will be populated.
Email	The email address used for Payment Request email notifications. This field will automatically be populated based on the email address from the Posted Sales Invoice document. If multiple posted sales invoices are selected for the same customer, the email address from the invoice with the most recent posting date will be populated.
Additional Emails	Any additional email addresses to be copied on Payment Request email notifications. This field will automatically be populated based on the email addresses of any additional emails from the Posted Sales Invoice document. If multiple posted sales invoices are selected for the same customer, the email address from the invoice with the most recent posting date will be populated.

To initiate bulk Payment Requests, select multiple Posted Sales Invoices with a balance greater than zero for different billing customers and then select the **Payment Request** option in the **PayFabric** menu to open the PayFabric Payment Request - Batch window.

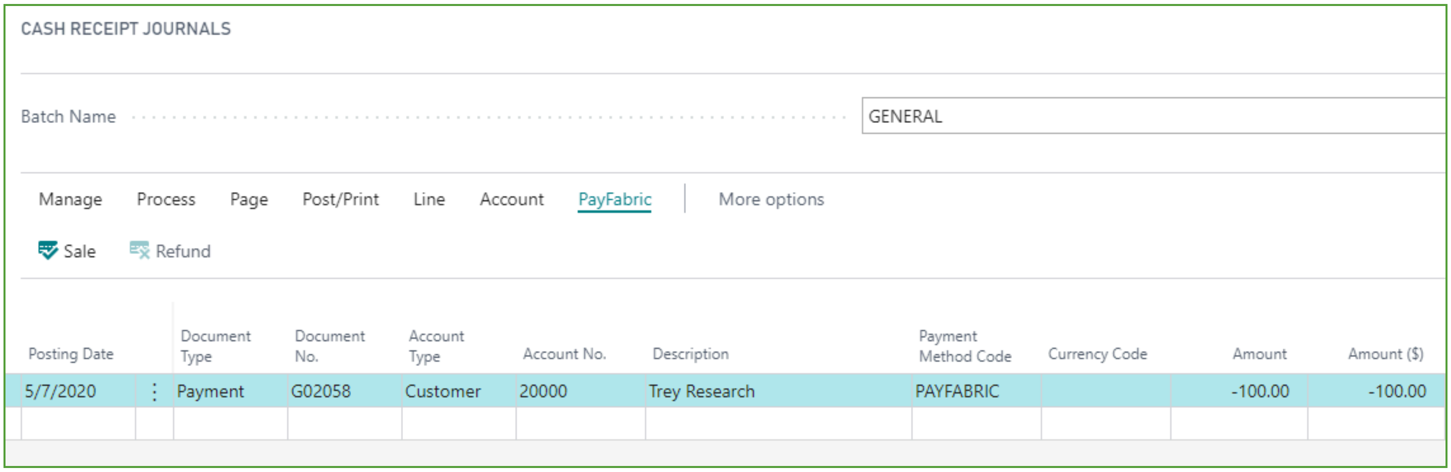


When multiple Posted Sales Invoice is selected and PayFabric Payment Request – Batch window opens, it will populate the window with the following options.

Field	Description
Document No.	The identifier for the document to be connected with the PayFabric transaction. This value is auto-populated based on the current document number.
Template Type	The template type of Single will be automatically populated, which means that each selected posted sales invoice will be sent out as a separate payment request.
Template Name	The template will be populated based on the default template configured from Payment Request Templates. If no default is set, the first email template from the list will be populated.

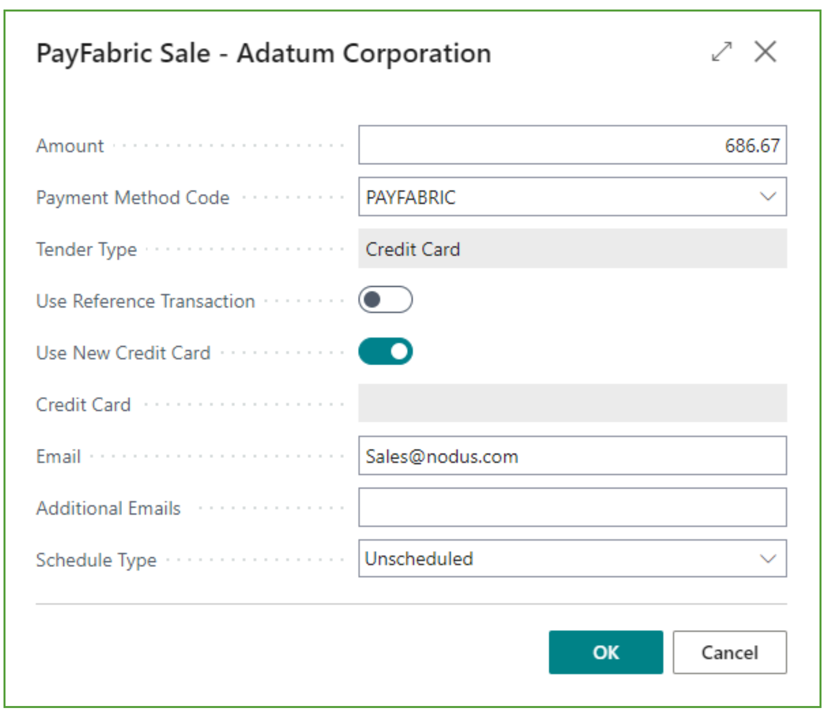
Cash Receipt Journal

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 Reference Transaction switch	This switch will control if the Sale will utilize a previous transaction to refer to while processing the transaction. 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 Sale 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.
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

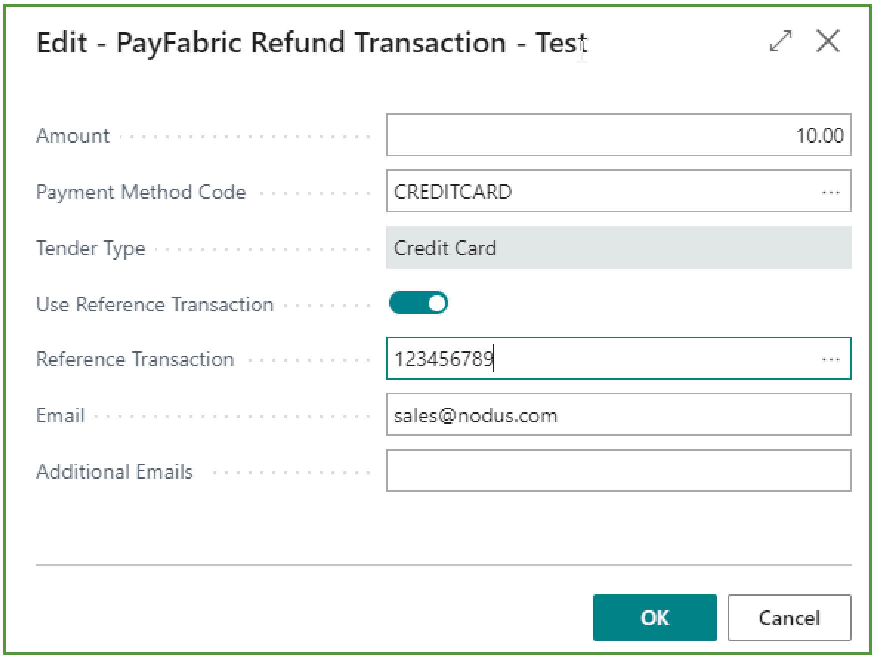
	available if the Payment Method Code is associated with a PayFabric Gateway Profile for Credit Cards.
Email	The email address used for the recipient of the email receipt. This field will automatically be populated based on the email address of the contact designated as the Default Email Contact setup on the customer account of the document's Bill-To customer.
Additional Emails	Any additional email 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 or Global 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 email 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 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 or Global ACH ● The Reference Transaction switch is disabled

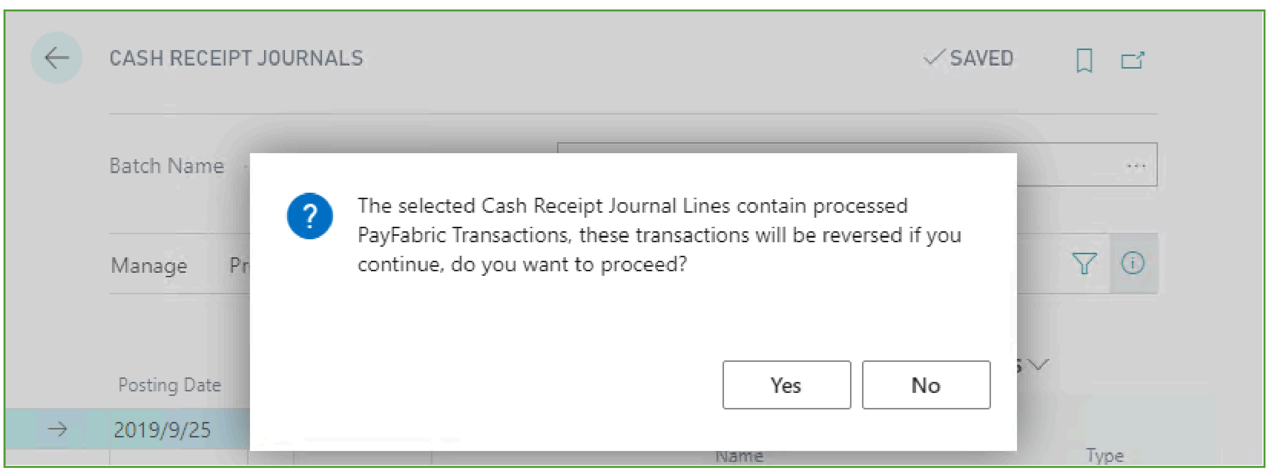
	• The Use New eCheck switch is disabled
OK button	Clicking this button will initiate the transaction. If the Use New Credit Card / eCheck switch is enabled, a prompt will appear to enter new payment method details. After the transaction is approved, if a surcharge was included in the transaction, a surcharge credit memo will be created in the cash receipt journal based on the configuration in the PayFabric Setup.

Transaction Reversal

When a Cash Receipt Journal line that is associated with 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 to ensure the records are synchronized between Business Central and PayFabric.

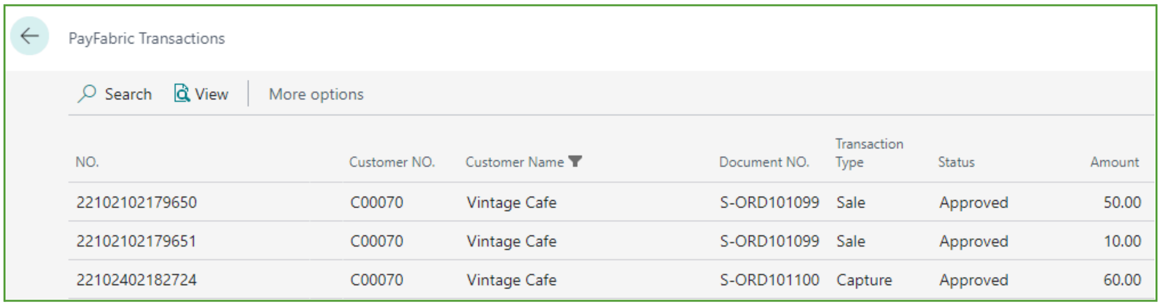
If the transaction being reversed included a surcharge, the surcharge invoice will automatically be attempted to be deleted. If the surcharge invoice or credit memo is not available, then a prompt will be returned to allow the reversal to continue without reversing the surcharge record.



Lists

PayFabric Transactions

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


PayFabric Transactions

Search View More options

NO.	Customer NO.	Customer Name	Document NO.	Transaction Type	Status	Amount
22102102179650	C00070	Vintage Cafe	S-ORD101099	Sale	Approved	50.00
22102102179651	C00070	Vintage Cafe	S-ORD101099	Sale	Approved	10.00
22102402182724	C00070	Vintage Cafe	S-ORD101100	Capture	Approved	60.00

View Associated Document

To view the document associated with the PayFabric Transaction, select the **View** option from the **Actions** menu, or hover over a record, then click on the three dots menu and select the **View** option.

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 with. 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 a 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 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 (Payments, Finance Charge Memo, Credit Memo, etc) 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.
  - Item - Item No.
  - Sales Invoice, Service Invoice, Finance Charge Memos, 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 Incoming 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 import records manually from PayFabric Receivables outside of the automated Job Queue, click the **Retrieve Receivables Records** or **Retrieve PayLink Records** options in the menu.

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