

# Sage Pay User Guide for Sage 200

# Table of Contents

|     |                                  |    |
|-----|----------------------------------|----|
| 1.0 | Getting Started                  | 3  |
| 2.0 | Activating Sage Pay              | 4  |
| 3.0 | Setting up your Merchant Account | 8  |
| 4.0 | Processing Payments              | 11 |

# 1.0 Getting Started

To take full advantage of the Sage Pay features within Sage 200 you will need to contact your Business Partner to enable the payment module. , You will also need the following:

- Sage 200 A live Sage Pay account
- A Mail & Telephone order payment merchant bank account number to enable you to accept card payments through the virtual terminal

To find out more about Sage 200 and how it can support your business please visit:

<http://www.sage.co.uk/business-resources/big-business-advice/sage-200-resources.html>

## 1.1 How to apply for a Sage Pay account

If you're an existing Sage 200 customer and new to Sage Pay, it's easy to get up and running with accepting card payments. Simply fill in our online application form and we'll guide you through each step. Once we receive your, we'll be in touch within 48 hours. You will also need to speak with your Business Partner to enable the payment module.

Click to apply now: <https://support.sagepay.com/apply/>

## 1.2 Applying for a merchant bank account

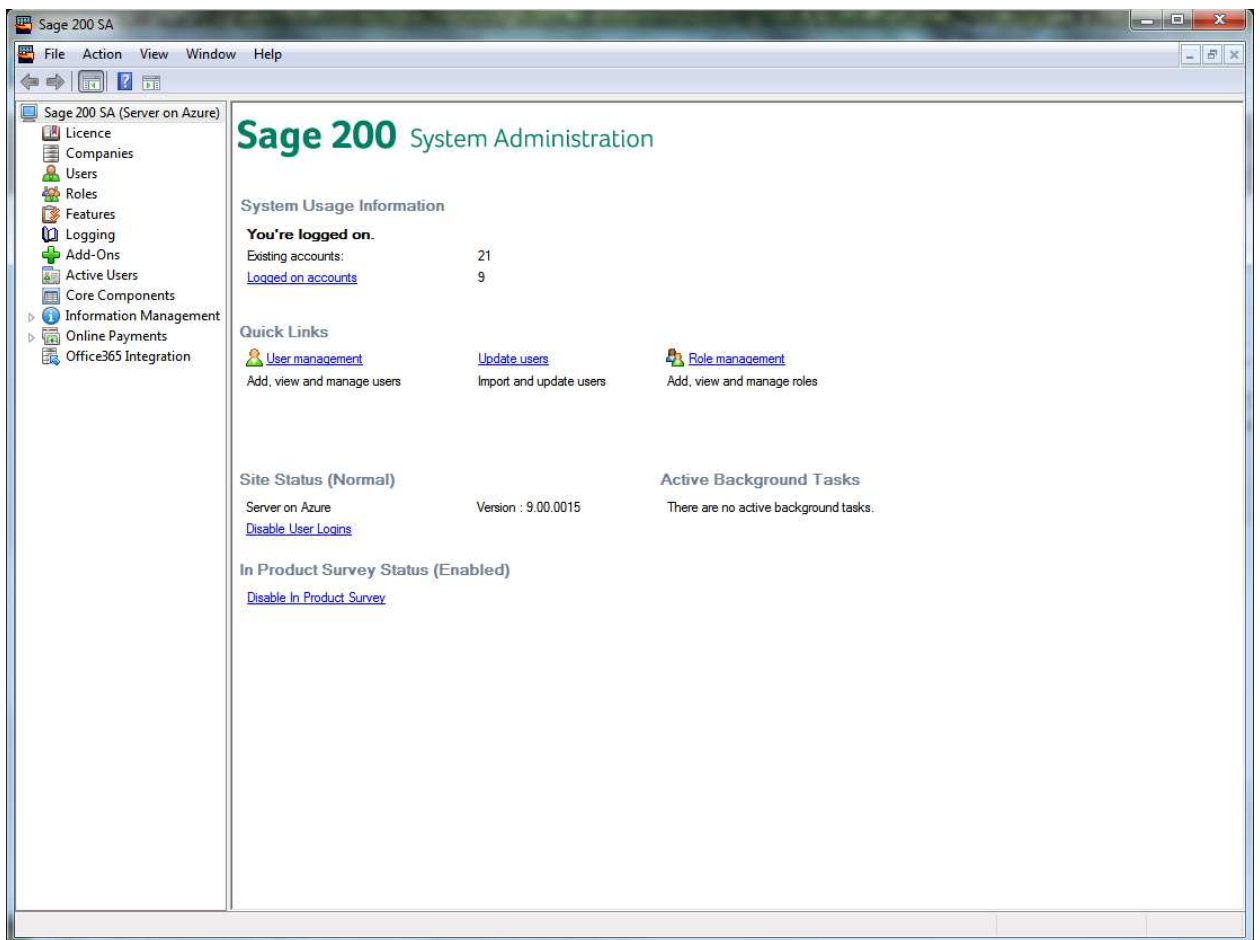
When creating a new Merchant Account, or if you're looking to switch – we make it easy for you. Opening a Merchant Account with Sage Pay gives you competitive transaction charges, no long term contract commitments and a central place to take care of any of your payments queries. Take a look at our website ([www.sagepay.com/merchant-services](http://www.sagepay.com/merchant-services)) or contact our sales team on 0845 111 44 66 for more information.

## 2.0 Activating Sage Pay

Before you begin, enter your server IP address in Sage Pay settings.

**Note: If you are using Sage 200 Online, this is your Windows Azure Server IP address.**

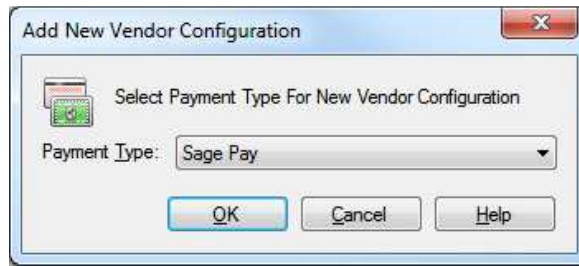
1. To activate Sage Pay online payments within your Sage 200 software, open System Administration.



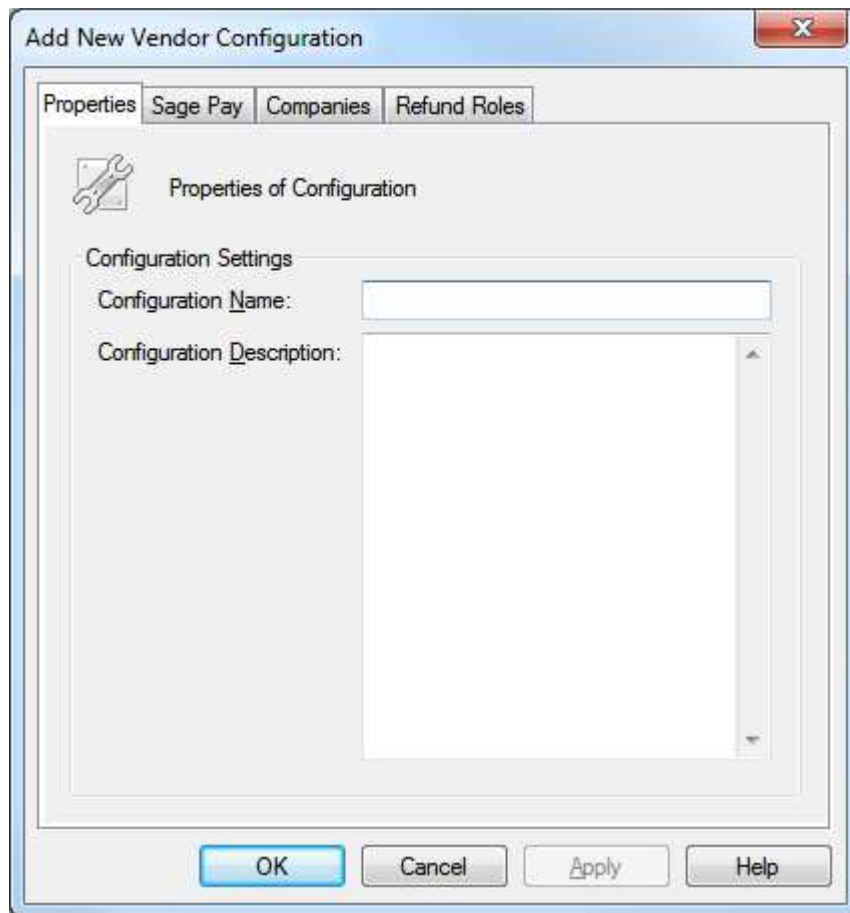
2. Enter your Sage Pay vendor account details

- a. From **Online Payments**, right click **Vendor Accounts** and select **Add New Vendor Configuration**.

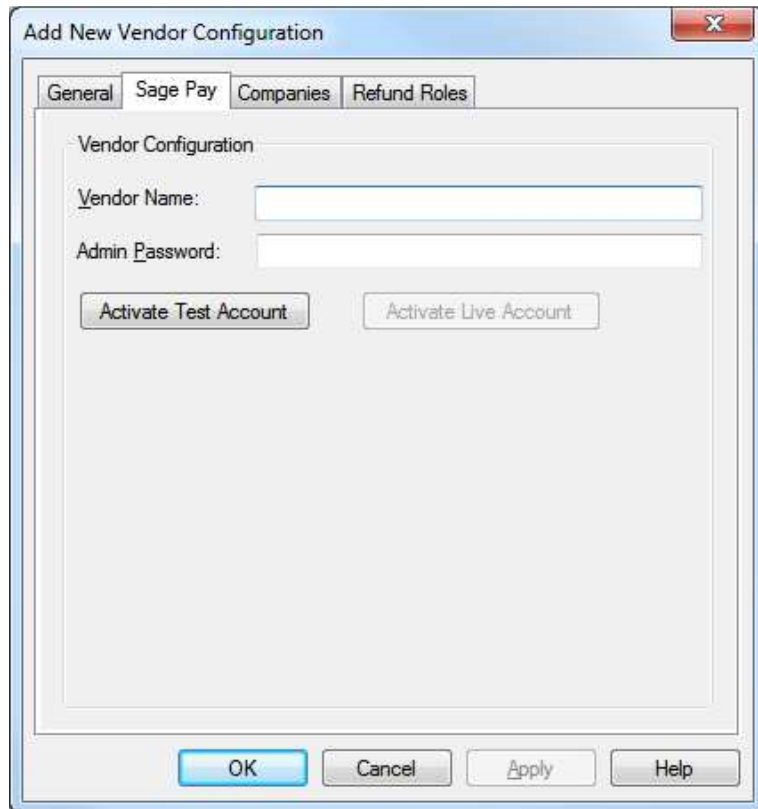
- b. Select **Sage Pay** from the drop-down list and click **OK**.



3. Under the **General** tab, enter a **Configuration Name**.

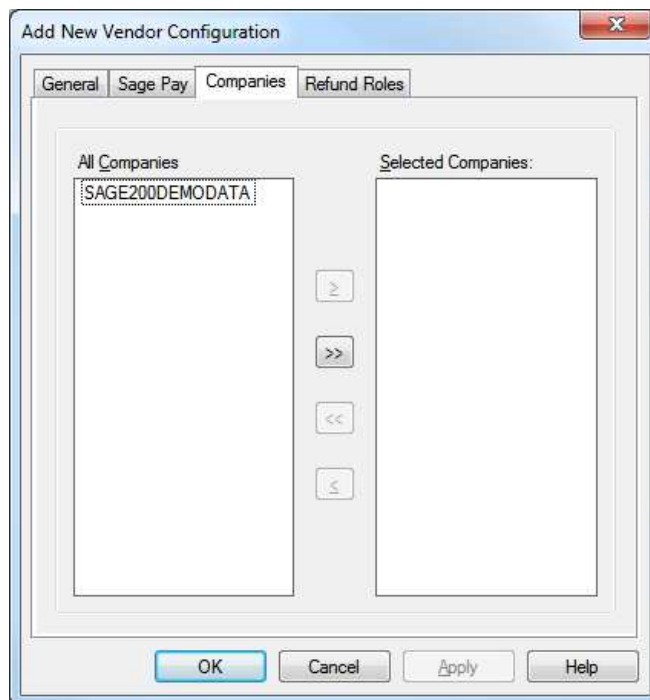


- Under the **Sage Pay** tab, enter your **Sage Pay Vendor Name** and **Admin Password**.



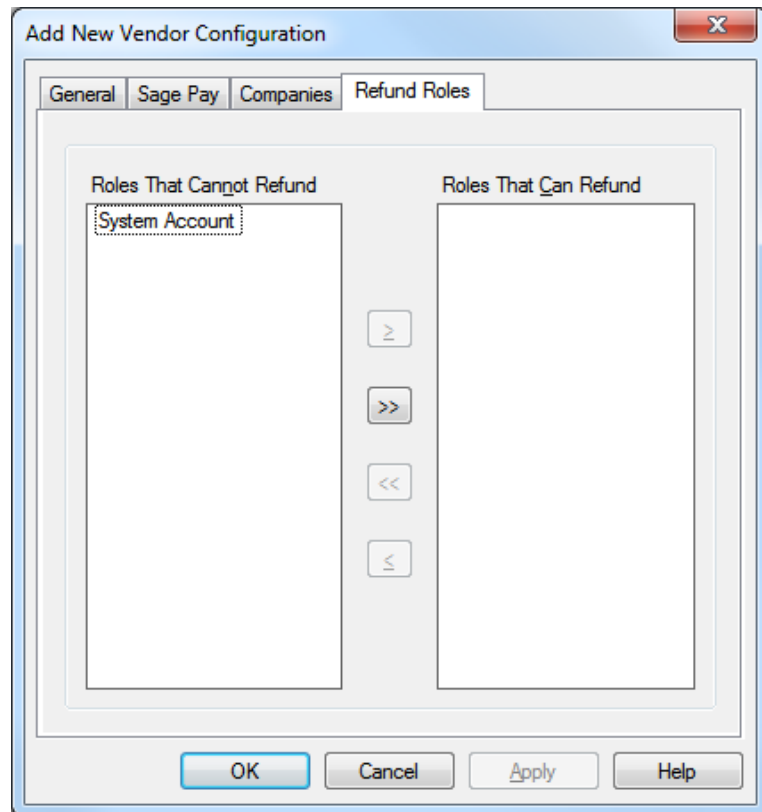
The screenshot shows a dialog box titled "Add New Vendor Configuration" with a close button (X) in the top right corner. The dialog has four tabs: "General", "Sage Pay", "Companies", and "Refund Roles". The "Sage Pay" tab is selected. Inside the dialog, there is a section labeled "Vendor Configuration" containing two text input fields: "Vendor Name:" and "Admin Password:". Below these fields are two buttons: "Activate Test Account" and "Activate Live Account". At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

- Under the **Companies** tab, choose the Sage 200 companies that will use online payments.

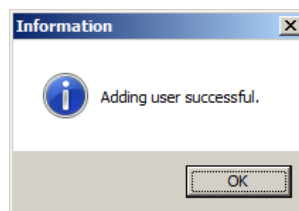


The screenshot shows the same "Add New Vendor Configuration" dialog box, but with the "Companies" tab selected. The dialog is divided into two main sections: "All Companies" on the left and "Selected Companies:" on the right. The "All Companies" list contains one item, "SAGE200DEMOTATA", which is highlighted with a dashed border. Between the two lists are four arrow buttons: a right-pointing arrow (≥), a double right-pointing arrow (>>), a double left-pointing arrow (<<), and a left-pointing arrow (≤). At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

- Under the **Refund Roles** tab, choose the Sage 200 roles that are authorised to make refunds. All Sage 200 users within your chosen roles will be able to process online refunds in Sage 200.



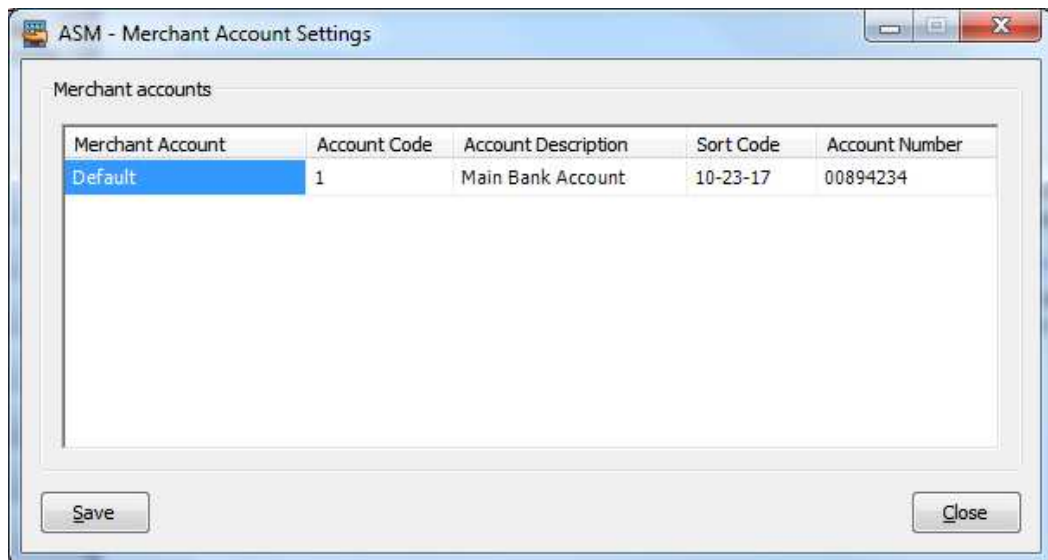
- If your Sage Pay account is not already live, return to the **Sage Pay** tab and click **Activate Test account**. A Sage 200 user will now be added to your Sage Pay Test account, and you'll receive this message:



- Now you'll be able to **Activate Live Account**. When you click this, you'll receive the same message as before, which adds the same Sage 200 user this time to your Sage Pay Live account. It will also complete the required testing to go live by **automatically** performing a £1 payment to your Test account and refunding this payment.

## 3.0 Setting up your Merchant Account

1. Select **Accounting System Manager > Settings > Merchant Account Settings**.
2. If you've already set up a Cash Book account, click on **Account Code** and select a **cash book account reference**.
3. If you haven't set up a Cash Book account, click in **Account Number** and select a **nominal account number**.
4. Click **Save** on your merchant account settings.



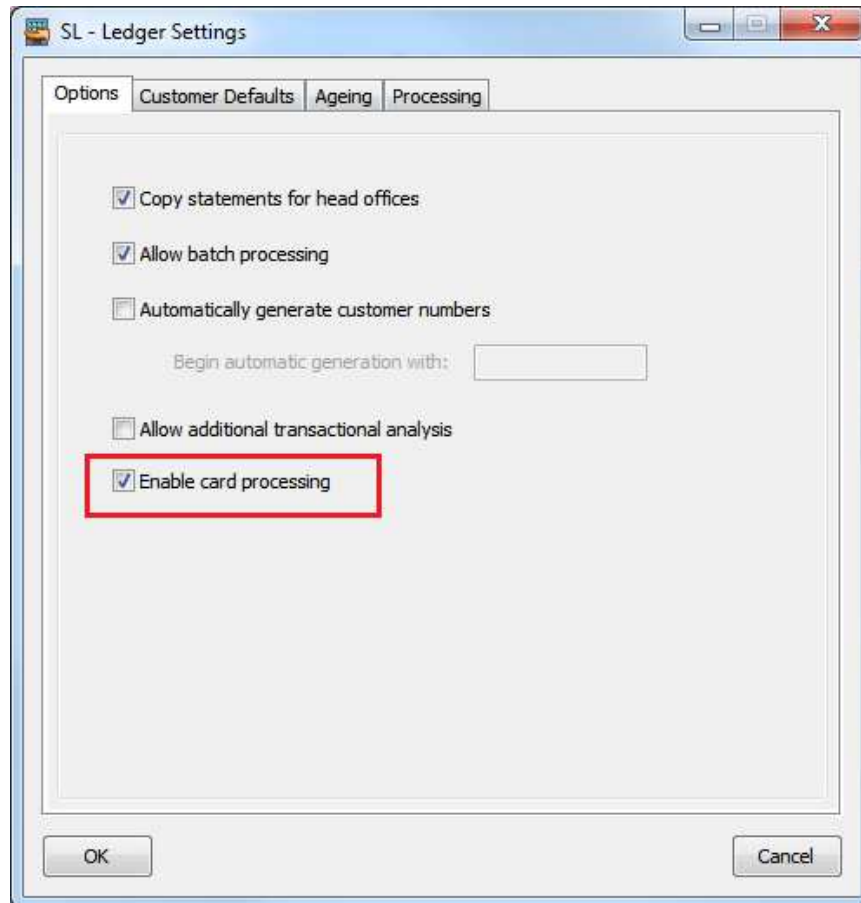


### 3.1 Enabling card processing

You can process online payments in the **Sales Ledger** and **Sales Order Processing** modules.

To enable card processing in these modules:

1. For **Sales Ledger** go to **Sales Ledger > Utilities > Ledger Setup > Ledger Settings > Options**.



2. For **Sales Order Processing** go to **Sales Order Processing > SOP Utilities > System Setup > SOP Settings > Order Entry**.

The screenshot shows a software window titled "SOP - Sales Order Processing Settings". It has several tabs: "Document Numbering", "Order Entry" (selected), "Default Accounts", "Order Processing", "Printing", and "Intrastat".

Under the "Order line entry" section, there are two groups of options:

- Allow entry of:**
  - Both standard and free text items
  - Standard items only
  - Free text items only
- Allow amendment of:**
  - Analysis codes
  - Nominal codes

Under the "Order header entry" section:

- Allow amendment of:**
  - Analysis codes

Under the "Payment with order" section:

- Allow payments to be recorded during full order entry
  - Invoice payment with order immediately
  - Enable card processing (highlighted with a red box)

Under the "Order taken by" section:

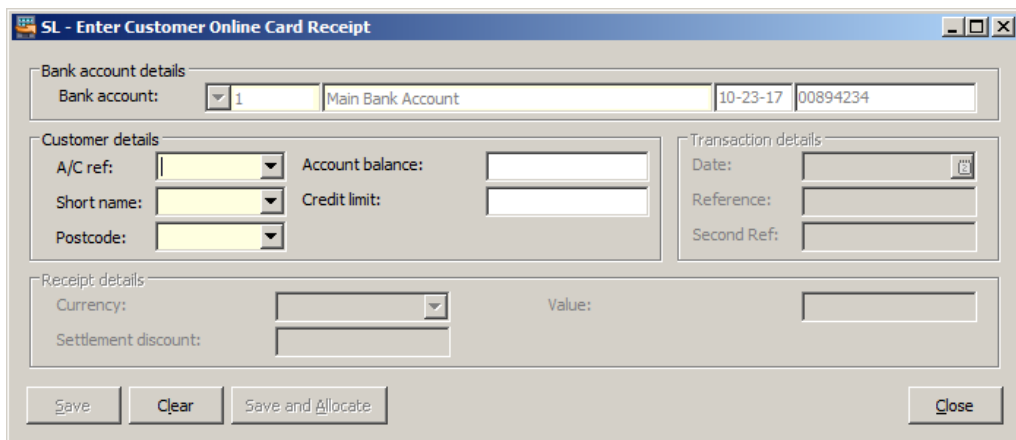
- Use the user's logon name as the order taker

At the bottom of the window are "OK" and "Cancel" buttons.

## 4.0 Processing payments

### 4.1 Process a payment in Sales Ledger

1. Select Sales Ledger > Enter transactions > Online Card Receipt.
2. Enter the details of the receipt and click Save.

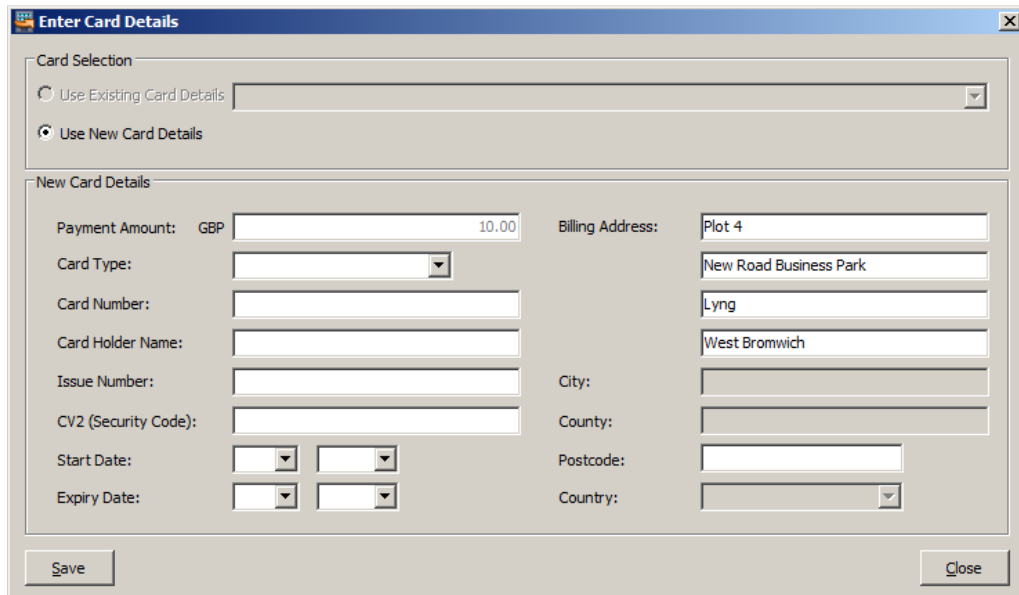


The screenshot shows a software window titled "SL - Enter Customer Online Card Receipt". It contains several sections for data entry:

- Bank account details:** Bank account: 1, Main Bank Account, 10-23-17, 00894234.
- Customer details:** A/C ref: [dropdown], Short name: [dropdown], Postcode: [dropdown], Account balance: [text], Credit limit: [text].
- Transaction details:** Date: [text], Reference: [text], Second Ref: [text].
- Receipt details:** Currency: [dropdown], Settlement discount: [text], Value: [text].

Buttons at the bottom include "Save", "Clear", "Save and Allocate", and "Close".

3. Enter the card details and click Save.



The screenshot shows a software window titled "Enter Card Details". It contains the following sections:

- Card Selection:** Radio buttons for "Use Existing Card Details" and "Use New Card Details" (selected).
- New Card Details:** Payment Amount: GBP 10.00, Card Type: [dropdown], Card Number: [text], Card Holder Name: [text], Issue Number: [text], CV2 (Security Code): [text], Start Date: [dropdown], Expiry Date: [dropdown], Billing Address: Plot 4, New Road Business Park, Lyng, West Bromwich, City: [text], County: [text], Postcode: [text], Country: [dropdown].

Buttons at the bottom include "Save" and "Close".

## 4.2 Process a payment when entering Sales Orders

### 1. Create a Sales Order.

Order Details | Delivery & Invoicing | Payment with Order

Account selection

Customer account  Cash account

A/C ref: BIR002

Short name: CooksCoo

Postcode:

Name: Cook's Cookers Company

By default supply from: WAREHOUSE

Order detail

Order no: TBA

Order status: Live

Document date: 14/03/2011

Date requested: 14/03/2011

Date promised: 14/03/2011

Customer order no:

Show values  Show quantities

| Item                | Description | Quantity | Unit Price | Disc. % | Tax Rate | Net |
|---------------------|-------------|----------|------------|---------|----------|-----|
| No items to display |             |          |            |         |          |     |

Add Items... Edit Item... Delete Item Move Up Move Down

Exchange rate

Rate: 1.000000 Currency: Pounds Sterling

Subtotals

Goods: £ 0.00

Charges: £ 0.00

Ord disc: £ 0.00

Totals

Net: £ 0.00

Tax: £ 0.00

Gross: £ 0.00

Save Save and Generate PO Clear Order Profit... Copy Order... Close

### 2. Select the Payment with Order tab and select Online Card Payment from the Payment Method drop-down list. Click Save.

Order Details | Delivery & Invoicing | Payment with Order

Record payment and invoice

Record payment with order

Full payment

Invoice payment with order immediately

Payment: £ 343.66

Reference:

Method: Online Card Payment

Description: Online Card Payment

Payment Declared: 0.00

Payment Undeclared: 343.66

Declared Payment Remaining: 0.00

Save Save and Generate PO Clear Order Profit... Copy Order... Close

3. Enter the card details and click Save.

**Enter Card Details**

Card Selection

Use Existing Card Details

Use New Card Details

New Card Details

Payment Amount: GBP

Card Type:

Card Number:

Card Holder Name:

Issue Number:

CV2 (Security Code):

Start Date:

Expiry Date:

Billing Address:

City:

County:

Postcode:

Country: