

How to Receive Credit Card Payments in your Magaya System

Introduction

With the new release of Magaya software (version 8.0), we offer a new option to receive payments from your customers: collect payments by credit card. Features of this new payment method include processing payments by credit card or by e-check and giving your customers the option to pay online. The other method, PayCargo, is still available but it only supports ACH.

When a customer gives you their credit card or bank information, you can receive payments at any time in your Magaya system. If you have set up recurring invoices, you can now process the payment automatically also.

In this article we explain how to use this payment method in your Magaya system:

- First, you register online with the payment gateway (PaySimple),
- Then activate the payment option in your Magaya system,
- Next, set up payments accounts for your customers, and
- Receive the payments

Next month we will bring you more features for this payment option such as how your customers can pay their invoices online.

Register

Magaya uses PaySimple as the payment gateway. To begin using this new payment option, first you need to register at www.paysimple.com. Create a merchant account, and provide any information requested during the registration process. You will receive a user key and API key to connect your Magaya system to their service.

Activate the Payment Option in your Magaya System

To activate the payment option in your Magaya system, follow these steps:

- 1) Go to Maintenance > Configuration > Online Payments
- 2) Click the checkbox to enable online payments with PaySimple:
 - Enter your user key and API key from PaySimple. Click the "Test Connection" button so the credentials are validated.
 - Select the bank account that you want to use to receive payments and the bank account for the fees.
 - Select the date that you want the system to create online

payments for any recurrent invoices you have set up in your system.

- Check the box to allow the system to update online payment generation range. This will optimize how the system looks for invoices to pay. This is recommended.
- Click "Save".

Set Up Payment Options for a Customer

The benefits of entering this information include the ability to receive payments in your system. This is also useful if you have recurrent invoices already setup in your Magaya system; now you can run payments for these invoices automatically.

Steps:

- 1) Go to Maintenance > Customers and double-click on the customer's name to open their profile dialog box.
- 2) Go to the Payment Terms tab ("Pmt. Terms").
- 3) Click the "Payment Accounts" button. A dialog box opens. Click the "Add" button to open a screen for the account information.
 - Enter your customer's name.
 - Enter a description of the card or payment method such as Visa card. The description is required: If a customer gives you more than one payment method, you can name them to distinguish between them.

Customers

Billing Address | Other Addresses | Contacts | Rates | Charges | **Pmt Terms**

Payment Terms

Transactions are due after: 45 days.

The common type of payment is: Prepaid

The Credit Limit is: 0.00 USD

Parent Entity:

Invoice periodically: Weekly

TSA Compliance

This entity is a known shipper

Known shipper expiration date: 12/31/2010

Manage Online Payment Accounts

Payment Accounts...

- Select the type of account: credit card or e-check. If you select the e-check (ACH) method, fields will appear for the routing number and bank account number. Enter the information in the fields, and click OK to save.

Account Information

Account Holder information

First Name: Customer's First Name | Last Name: Customer Last Name

Description: Visa Corporate Account | Notes:

Billing Address: 8725 Nw 18th terrace, Miami, FL 33172, UNITED STATES

Payment Information

Credit Card eCheck (ACH)

Card Type: Visa

Card Number:

Exp. Date:

OK | Cancel | Help

When you enter the customer's credit card number or banking details, this information is not saved in your Magaya system; it is saved in the database of the service provider (PaySimple).

Receive Credit Card Payments

Now that you have entered your customer's credit card or banking information, you can receive payment for invoices that are in your Magaya system. This is very similar to receiving payments when a customer mails you a check. This example shows payment by credit card.

Steps:

1) Go to the Payments List, click "Add" and select "Customer Payment".

2) In the dialog box that opens, select the customer. This will activate the "Pay with" field.

3) Click the dropdown menu to select the payment method.

Accounting Transaction

Customer Payment | Attachments | Internal Notes

A/R Account: Accounts Receivable

Customer: Orlando Garden Shop

Deposit to:

Pay with: Visa card

Memo:	Description	Account Type
	American Express	Credit Card
	Visa card	Credit Card

Division: Visa card

Invoices | Add | Edit | Delete | Refresh | Print

4) Enter the other payment details as usual. The amount entered in the "Amount Received" field is the amount that will be charged to their credit card (or debited from their bank account). A partial payment can also be made.

5) To see a confirmation number for the payment, click on the button next to the "Pay with" field.

Pay with: Visa card

Click to confirm payment

The Confirmation screen opens, showing the transaction details.

Payment Confirmation

Payment Type: Credit Card

Account Type: Visa

Account Number: *****1111

Confirmation Number: 102656

Estimated Settled Date: 2011/05/10

Status: Authorized

Amount: \$ 23.00

OK

Just as with any payment method, your Payments List will be updated after you process the payment. The funds are sent directly to your bank, but you will need to go to the Deposits List in your Magaya system and "deposit" the payment so the deposit is updated in your Magaya system.

Next month, we will explain how to give your customers access to Magaya LiveTrack to pay their invoices online 24/7. ■