

AccountEdge[®] Merchant Services Setup Procedure

**(Credit Card Processing
And Direct Deposit)**

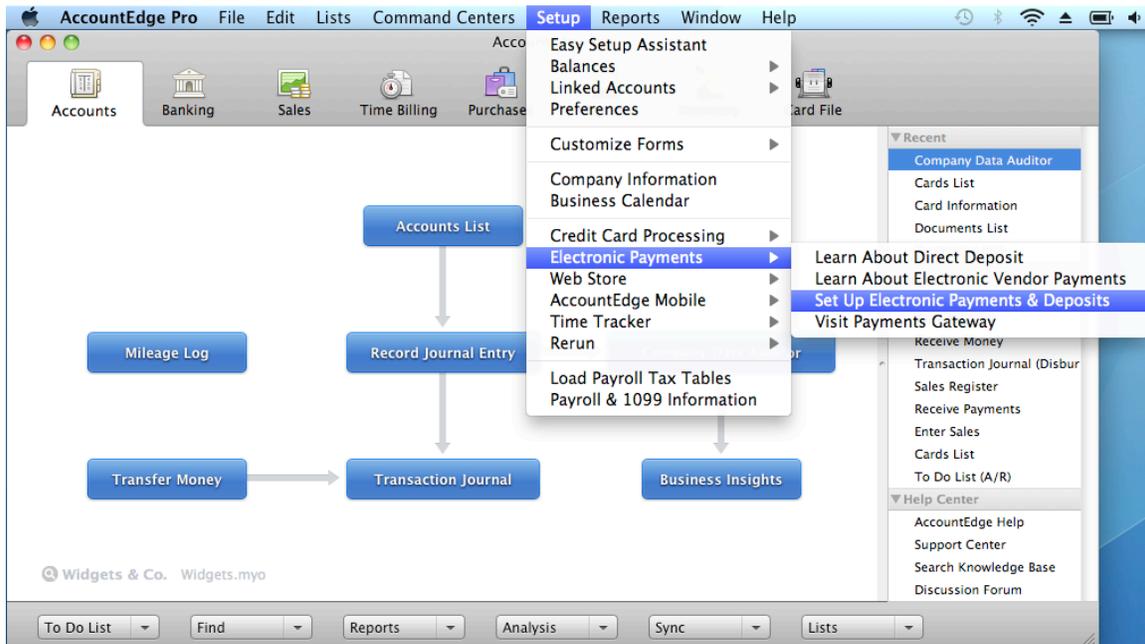
Merchant Services Setup in AccountEdge

When you established your Forte Payment Systems¹ Merchant Services account, you were given your Merchant ID, User ID, Password, API Login ID and Secure Transaction Key. Keep this information in a secure place. You will need this information to configure your AccountEdge for credit card processing. In the instructions below, you are requested to enter your password in your AccountEdge company file, along with your Merchant ID, User ID, API Login ID and Secure Transaction Key. (Your password in AccountEdge will not change, unless you are instructed to change it by a Customer Care representative.)

Direct Deposit / Vendor Payment Setup in AccountEdge Pro

To setup Direct Deposit and Vendor Payment Transaction Processing in AccountEdge Pro, you will need to enter your Merchant ID, User Name and Password information in the Business Services Setup window.

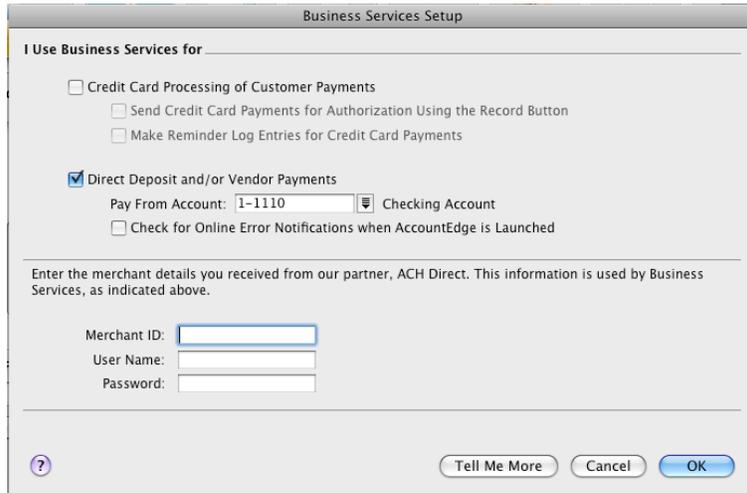
To start, select Setup → Electronic Payments → Set Up Electronic Payments & Deposits.



¹ Forte Payment Systems (formerly known as ACH Direct) is a registered ISO/MSP for HSBC.

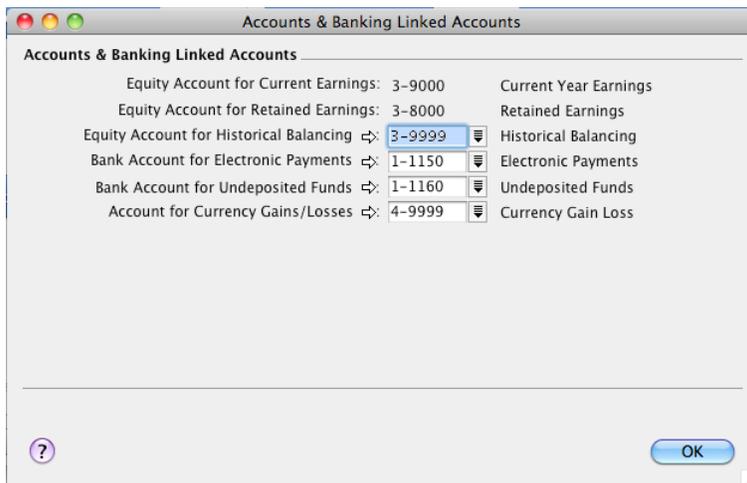
Check mark *Direct Deposit and/or Vendor Payments*.

Click on the *Pay From Account* drop-down menu and select the account where the funds are coming from. This is typically your main checking / operating account. Enter your Merchant ID, User Name and Password.



The image shows a dialog box titled "Business Services Setup". It contains several options and input fields. The "Direct Deposit and/or Vendor Payments" option is checked. Below it, the "Pay From Account" is set to "1-1110" and "Checking Account". There are also checkboxes for "Send Credit Card Payments for Authorization Using the Record Button", "Make Reminder Log Entries for Credit Card Payments", and "Check for Online Error Notifications when AccountEdge is Launched". At the bottom, there are input fields for "Merchant ID:", "User Name:", and "Password:". The dialog box has a "?", "Tell Me More", "Cancel", and "OK" buttons.

Click OK, here. Then click Setup → Linked Accounts → Accounts & Banking Accounts. Verify that there is a bank account for Electronic Transactions, and its number is different than that of Undeposited Funds and your main checking / operating account.



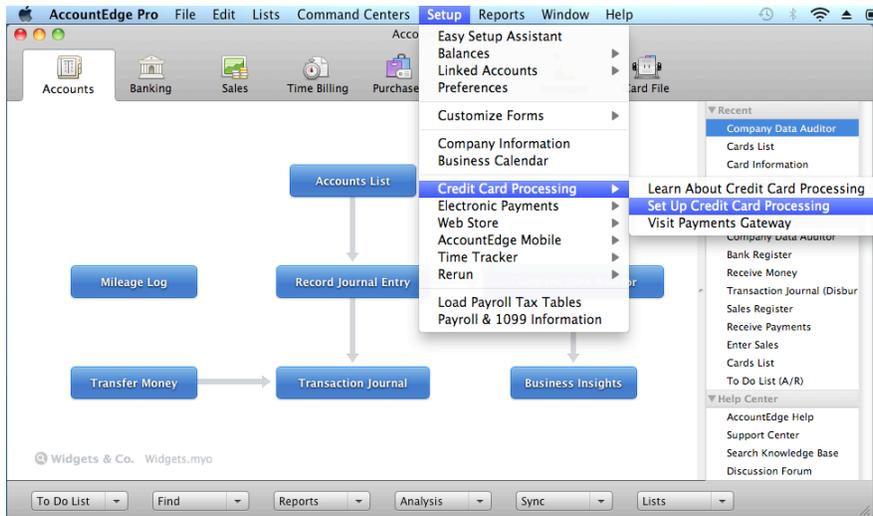
The image shows a dialog box titled "Accounts & Banking Linked Accounts". It contains a list of accounts and their corresponding numbers. The "Equity Account for Historical Balancing" is set to "3-9999". The "Bank Account for Electronic Payments" is set to "1-1150". The "Bank Account for Undeposited Funds" is set to "1-1160". The "Account for Currency Gains/Losses" is set to "4-9999". The dialog box has a "?", "OK", and "Cancel" buttons.

Your setup is complete. You are ready to process Direct Deposit and Vendor Payment Transactions in AccountEdge Pro.

Setup Credit Card Processing in AccountEdge

To setup Credit Card Processing in AccountEdge, you will need to enter your Merchant ID, User ID, Password, API Login ID and Secure Transaction Key in the Business Services Setup window. If you don't have this information, or have questions, you should contact Forte Payment Systems at 866.290.5400, option 2.

To start, select Setup → Credit Card Processing



You will see the following window in AccountEdge. Check mark *Credit Card Processing of Customer Payments*. Enter your Merchant ID, User Name, Password, API Login ID and Secure Transaction Key.

A screenshot of the 'Business Services Setup' window. The window title is 'Business Services Setup'. Under the heading 'I Use Business Services for', there are several options:

- Credit Card Processing of Customer Payments
 - Send Credit Card Payments for Authorization Using the Record Button
 - Make Reminder Log Entries for Credit Card Payments
- Direct Deposit and/or Vendor Payments
 - Pay From Account: 1-1110 (dropdown) Checking Account
 - Check for Online Error Notifications when AccountEdge is Launched

Below these options, there is a section for entering merchant details: 'Enter the merchant details you received from our partner, ACH Direct. This information is used by Business Services, as indicated above.'

Merchant ID:	<input type="text"/>	API Login ID:	<input type="text"/>
User Name:	<input type="text"/>	Secure Transaction Key:	<input type="text"/>
Password:	<input type="text"/>		

At the bottom of the window, there are three buttons: 'Tell Me More', 'Cancel', and 'OK'.

In AccountEdge Pro, if you check mark *Make Reminder Log Entries for Credit Card Payments*, your transaction will be recorded in the Reminder Log of your customer's card.

Click **OK** in your AccountEdge window to save your changes.

Congratulations! You are now ready to process credit card transactions.

One final note: you can store customer payment information on the customer's card in your AccountEdge company file, before transactions are made. That is, you can indicate the customer's credit card information, which will be stored on the Forte Payment Systems secure server, and a token representing the card will be stored on the customer's card. This is a secure, convenient way to record credit card information for recurring sales, and when Orders are recorded, where the card will be billed at a later time. For details on processing credit card payments, refer to the Credit Card Processing document.