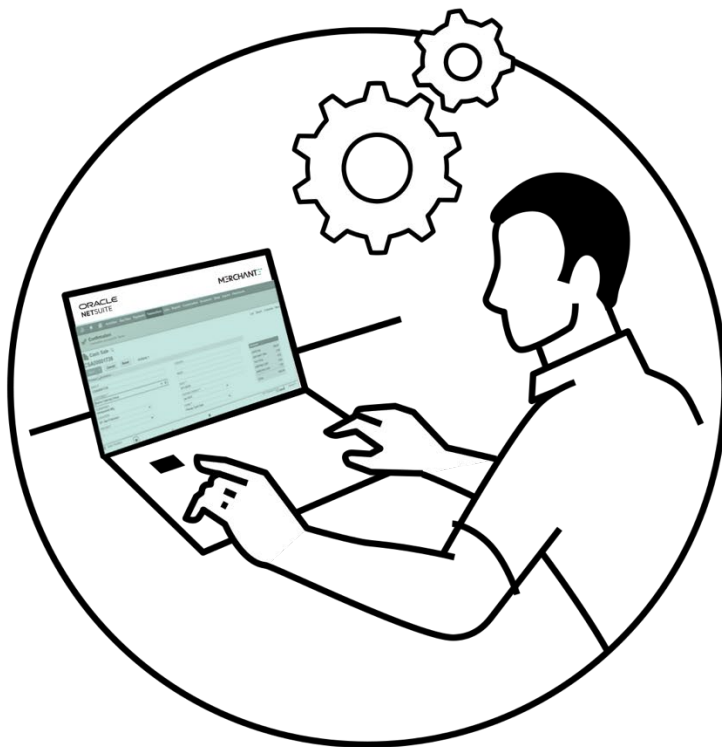




User Guide for

SuiteApp Bundles for SuitePayments.

Step-by-step instructions for enabling additional options for
SuitePayments in NetSuite



ORACLE
NETSUITE

SuiteCloud Developer Network

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April 15, 2022 | Version 1.0

Key Contacts

Information/Assistance	Contact Info
After you have set up SuitePayments, if you have questions about payments, authorization, declines, settlement and chargebacks, contact MerchantE Customer Care.	help@MerchantE.com
If you have questions during set-up of MerchantE for SuitePayments, or learning how to use it, contact your MerchantE sales representative.	Your MerchantE Sales Representative
Questions about how to setup and use any of the MerchantE services for NetSuite.	NetSuite section of the MerchantE User Guide Library
With questions about other MerchantE products and services, contact your MerchantE sales representative. If you don't know who to contact, use the NetSuite@MerchantE.com mailbox.	Your MerchantE Sales Representative or NetSuite@MerchantE.com

Card Swipe

Introduction

With MerchantE Card Swipe for SuitePayments, you can accept card present transactions in-person and on-the-go. Card Swipe is built for NetSuite and seamlessly integrates into the standard ERP order flows, providing a business-ready solution for merchants of all sizes.

MerchantE Card Swipe is a SuiteApp Bundle available through Suiteapp.com and is easily installed using the SuiteBundler option within your NetSuite account. As part of your MerchantE merchant account, Card Swipe enables lower card-present interchange rates that are easily tracked through consolidated billing statements.

Features, Functions and Benefits of Card Swipe:

- › USB card readers for secure plug-and-play capability with any PC
- › Portable card readers enable merchants to easily take payments on-the-go
- › Leverages card present pricing for reduced interchange fees
- › Integrated into existing NetSuite workflows for ease of usage
- › Easily installed using the SuiteBundler option within NetSuite for quick implementation and activation
- › Improves efficiency and accuracy in accepting credit card payments
- › Eliminates the need for costly investments in payment terminals

Supported Card Readers for Card Swipe for SuitePayments:

- › MagTek Dynamag USB (KB) Card Reader

While Card Swipe for SuitePayments does not support EMV cards at this time, we do offer an EMV device. If you would like more information, inquire at NetSuite@MerchantE.com.

If you have any questions at any point during the installation or use of Card Swipe, contact MerchantE Customer Care at help@MerchantE.com or 888.288.2692.

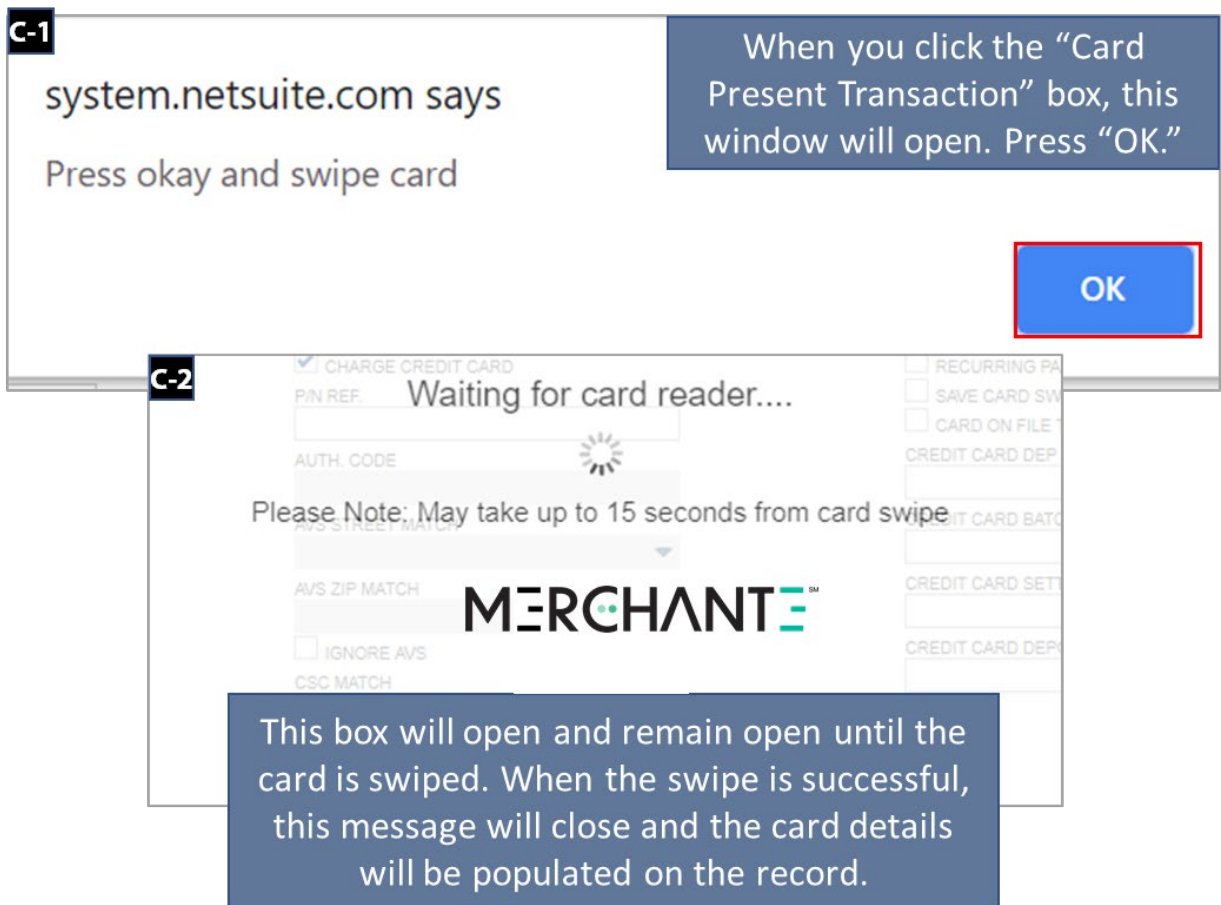
How to Use Card Swipe for SuitePayments

The Card Swipe functionality has been added to five screens within NetSuite:

- › Cash Sale
- › Sales Order
- › Accept Customer Payments (Invoice)
- › Customer Refund
- › Create Deposit

Each of these screens is pictured in the pages that follows, identifying where to find the “Card Present Transaction” checkbox to initiate a card swipe. For all screens the general process to accept card present payment is as follows:

- Within appropriate payment screen, click the “Billing” tab (or “Payment Method” or “Refund Method” – the name of this tab may vary due to your company’s customizations.)
- Click “Card Present Transaction”
- Follow prompt to swipe card



- Review credit card information that populated the fields to ensure it is correct
- When ready, click “Save”
- Transaction is processed; print receipt, if applicable
- Complete steps of payment according to payment type

Payment screens where card swipe can be found

Cash Sale

The screenshot shows the Oracle NetSuite 'Cash Sale' form. The 'Billing' tab is active, and the 'Payment' section is expanded. A red box highlights the 'CARD PRESENT TRANSACTION' checkbox, which is checked. A blue arrow points from this checkbox to a text box containing the instruction: 'When you click the box, you will be prompted to swipe the card. After swiping, the card details will populate the fields below.' Another blue arrow points from the 'Save' button at the bottom left to a text box containing the instruction: 'After card details populate fields, click "Save."' The form includes various input fields for customer information, sales details, and payment processing options.

Summary	
SUBTOTAL	0.00
DISCOUNT ITEM	0.00
TAX	0.00
SHIPPING COST	
HANDLING COST	
TOTAL	0.00

DATE	TRANSACTION	EVENT	HANDLING MODE	PAYMENT OPTION	RESULT	REASON	AMOUNT	VIEW DETAILS
No records to show.								

Sales Order

Activities Box Files Payments Transactions Lists Reports Customization Documents Setup Support Demo Framework Fixed Assets SuiteSocial

Sales Order List Search Customize

Save Cancel Auto Fill Reset Actions

Primary Information

CUSTOMER * <Type then tab> PROMISE DATE 11/28/2018

ORDER # SLS00000886 LOCATION

PO # CLASS

TERMS Net 30 DEPARTMENT

DATE * 11/24/2018 CUSTOM FORM * Z - HM Sales Order Form

Summary	
SUBTOTAL	0.00
TAX	0.00
SHIPPING COST	
HANDLING COST	
TOTAL	0.00

Sales Information

OPPORTUNITY SALES REP

LEAD SOURCE PARTNER

JOB CONTACT(S)

EMAIL SUBSIDIARY

Items Billing Shipping Gross Profit Activities Quote Approvals SQ Approval

Billing Information BILLING SCHEDULE

Billing Address BILL TO SELECT - Custom -

BILL TO

Payment

CARD PRESENT TRANSACTION

PAYMENT METHOD

CREDIT CARD SELECT

CREDIT CARD #

CSC

EXPIRES (MM/YYYY)

ISSUE NO.

VALID FROM / START DATE (MM/YYYY)

NAME ON CARD

CARD STREET

PAYMENT PROCESSING PROFILE

GET AUTHORIZATION

CREDIT CARD APPROVED

P/N REF.

AUTH. CODE

AVS STREET MATCH

AVS ZIP MATCH

CSC MATCH

RECURRING PAYMENT

SEND LINE-LEVEL DATA

SAVE CARD SWIPE

CARD ON FILE TRANSACTION

CREDIT CARD DEP REF

CREDIT CARD BATCH

CREDIT CARD SETTLED AMOUNT

CREDIT CARD DEPOSIT DATE

DATE	TRANSACTION	EVENT	HANDLING MODE	PAYMENT OPTION	RESULT	REASON	AMOUNT	VIEW DETAILS
No records to show.								

Save Cancel Auto Fill Reset Actions

When you click the box, you will be prompted to swipe the card. After swiping, the card details will populate the fields below.

After card details populate fields, click "Save."

Customer Deposit

Customer Deposit

Save | Reset | Cancel | Actions

CUSTOMER *
SALES ORDER
DEPOSIT #
DATE *
POSTING PERIOD

AMOUNT *
CURRENCY *
EXCHANGE RATE *
UNDER FUNDS
ACCOUNT

LOCATION
CLASS
MEMO
SUBSIDIARY
DEPARTMENT

Payment Method | History | Custom

CARD PRESENT TRANSACTION

PAYMENT METHOD
CHECK #
PAYMENT PROCESSING PROFILE
CREDIT CARD SELECT
CREDIT CARD #
CSC
EXPIRES (MM/YYYY)
ISSUE NO.
VALID FROM / START DATE (MM/YYYY)
NAME ON CARD
CARD STREET

CC APPROVED
 CHARGE CREDIT CARD
P.IN REF.
AUTH. CODE
AVS STREET MATCH
AVS ZIP MATCH
 IGNORE AVS
CSC MATCH
 RECURRING PAYMENT
 IGNORE CSC

SEND LINE-LEVEL DATA
 SAVE CARD SWIPE
 CARD ON FILE TRANSACTION
CREDIT CARD DEP REF
CREDIT CARD BATCH
CREDIT CARD SETTLED AMOUNT
CREDIT CARD DEPOSIT DATE

DATE	TRANSACTION	EVENT	HANDLING MODE	PAYMENT OPTION	RESULT	REASON	AMOUNT	VIEW DETAILS
No records to show.								

Save | Reset | Cancel | Actions

Accept Customer Payment

Payment

Save | Reset | Cancel | Actions

CUSTOMER *
 <Type then tab>

PAYMENT #
 PAY0000484

BALANCE 0.00 PENDING 0.00 CONSOLIDATED BALANCE 0.00

DATE *
 11/24/2018

POSTING PERIOD

UNDEP. FUNDS
 ACCOUNT 1000 Checking

CURRENCY *
 USA

EXCHANGE RATE *
 1.00

LOCATION

CLASS

MEMO

SUBSIDIARY

DEPARTMENT

CUSTOM FORM *
 HM Customer Payment

Summary

TO APPLY	
APPLIED	0.00
UNAPPLIED	

Apply | **Payment Method** | History | Custom

CARD PRESENT TRANSACTION

PAYMENT METHOD

CHECK #

PAYMENT PROCESSING PROFILE

CREDIT CARD SELECT

CREDIT CARD #

CSC

EXPIRES (MM/YYYY)

ISSUE NO.

VALID FROM / START DATE (MM/YYYY)

NAME ON CARD

CARD STREET

END LINE-LEVEL DATA

SAVE CARD SWIPE

CC APPROVED

CHARGE CREDIT CARD

CARD ON FILE TRANSACTION

PIN REF.

CREDIT CARD DEP REF.

AUTH. CODE

CREDIT CARD BATCH

AVS STREET MATCH

CREDIT CARD SETTLED AMOUNT

AVS ZIP MATCH

CREDIT CARD DEPOSIT DATE

IGNORE AVS

CSC MATCH

RECURRING PAYMENT

IGNORE CSC

DATE	TRANSACTION	EVENT	HANDLING MODE	PAYMENT OPTION	RESULT	REASON	AMOUNT	VIEW DETAILS
No records to show.								

Save | Reset | Cancel | Actions

When you click the box, you will be prompted to swipe the card. After swiping, the card details will populate the fields below.

After card details populate fields, click "Save."

Setting Up a Payment Method

Merchants choosing to utilize Card Swipe in NetSuite will need to set up a payment method.

1. **Navigate:** Setup → Accounting → Accounting Lists

A. Filter by “Payment Method”

The screenshot shows the Oracle NetSuite interface. The main content area is titled 'Accounting Lists' and includes a 'New' button and a 'Submit' button. Below these are 'FILTERS' with a dropdown menu set to 'Payment Method'. A table lists accounting lists with columns for 'INACTIVE' (checkboxes), 'EDIT | VIEW' (links), and 'INTERNAL ID'. The table contains 8 rows of data. On the right, a 'Setup Manager' sidebar is open, showing a navigation tree with 'Accounting Lists' selected, and a 'New' button is visible next to it.

B. Click “New” at the top of the page

C. Name the new payment method (e.g., “American Express – Swipe”)

D. “Payment Type” needs to be set as “Payment Card Swipe”

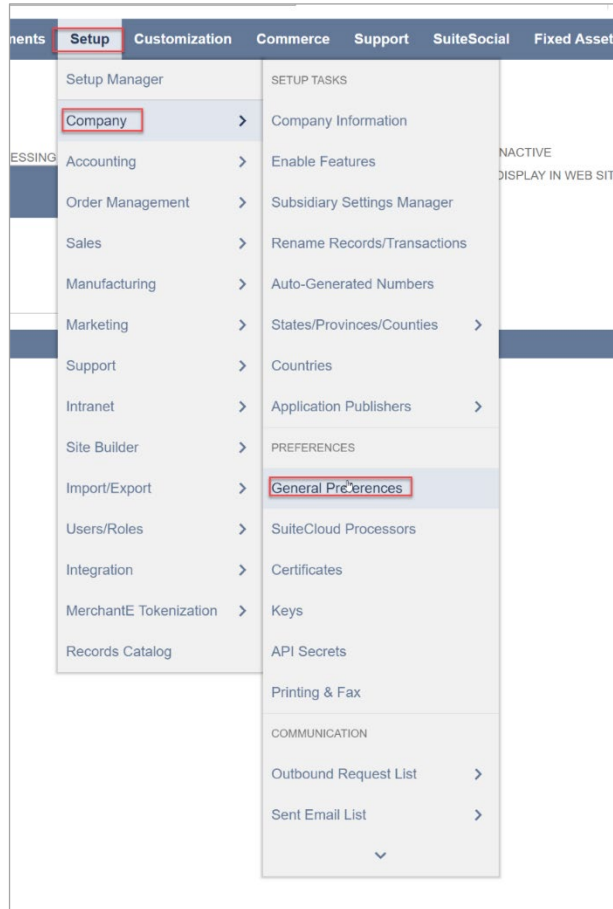
E. Highlight the “Associated Payment Processing Profile” if only adding Card Swipe. If simply setting up NetSuite, you will choose the Payment Method when creating the Payment Processing Profile.

F. Click on “Group with Undeposited Funds”

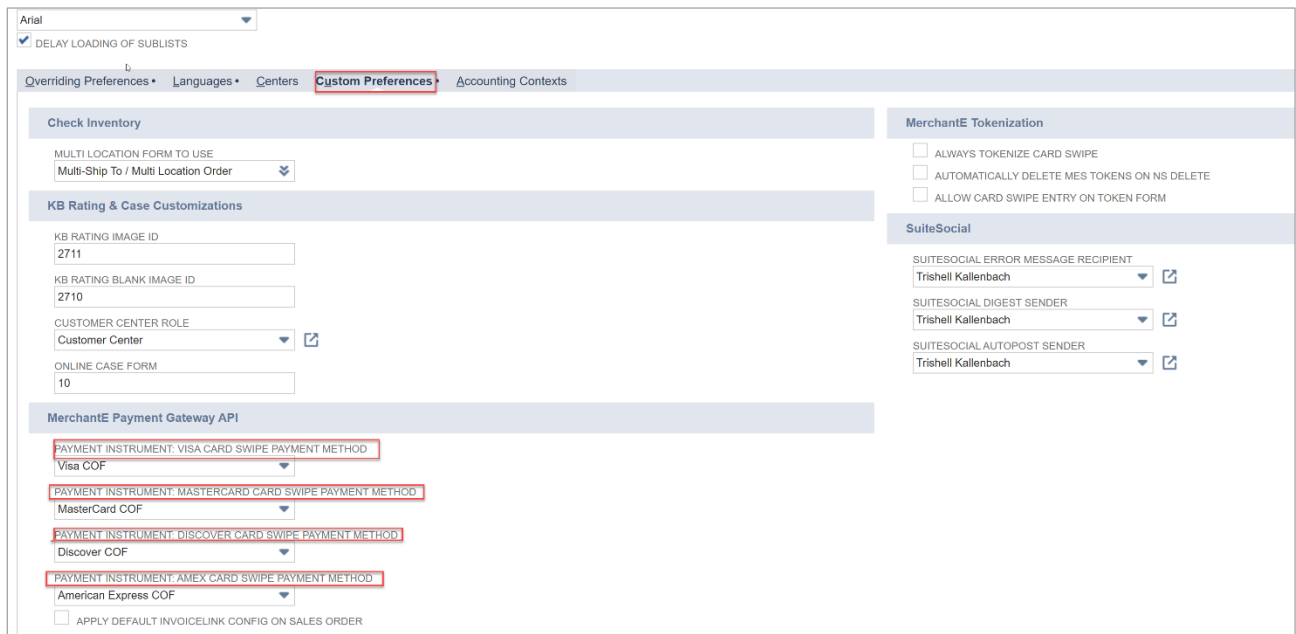
G. Click “Save”

The screenshot shows the 'Payment Method' setup form. The 'NAME' field contains 'American Express COF'. The 'TYPE' dropdown is set to 'Payment Card Swipe'. The 'ASSOCIATED PAYMENT PROCESSING PROFILES' dropdown is open, showing options like 'ACH Test', 'MeS API Test', 'Mike Test', and 'PG Test'. The 'GROUP WITH UNDEPOSITED FUNDS' radio button is selected. The 'DEPOSIT TO ACCOUNT' dropdown is also visible.

2. Navigate: Setup → Company → General Preferences



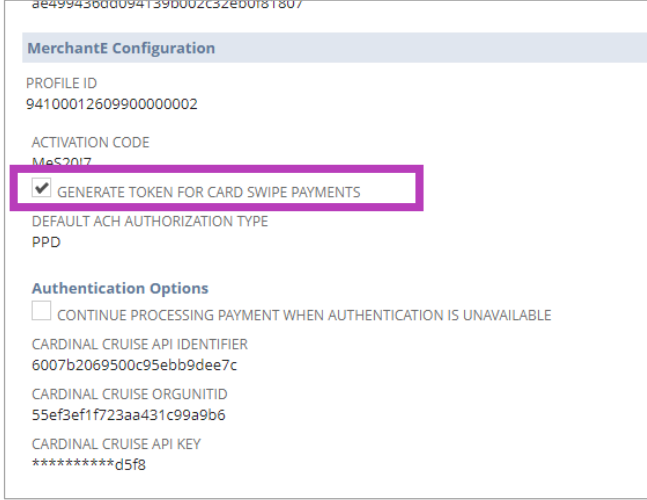
- Scroll down to the navigation bar and select “Custom Preferences”
- Under this tab, select the desired Payment Method for each card type under the “MerchantE Payment Gateway API” heading



Note:

To tokenize Card Swipe into a NetSuite Payment Card Token by default:

- First, you must be using MerchantE Tokenization, and you must choose to store the card on file.
- Check the box for “Generate Token for Card Swipe Payments” within the Payment Processing Profile



MerchantE Configuration

PROFILE ID
94100012609900000002

ACTIVATION CODE
MeS2017

GENERATE TOKEN FOR CARD SWIPE PAYMENTS

DEFAULT ACH AUTHORIZATION TYPE
PPD

Authentication Options

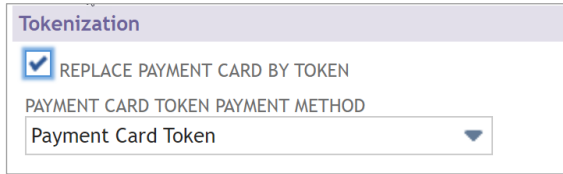
CONTINUE PROCESSING PAYMENT WHEN AUTHENTICATION IS UNAVAILABLE

CARDINAL CRUISE API IDENTIFIER
6007b2069500c95ebb9dee7c

CARDINAL CRUISE ORGUNITID
55ef3ef1f723aa431c99a9b6

CARDINAL CRUISE API KEY
*****d5f8

- Lastly, under Tokenization, you must check the box for “Replace Payment Card by Token”, and you must choose a payment method from the “Payment Card Token Payment Method” dropdown menu.



Tokenization

REPLACE PAYMENT CARD BY TOKEN

PAYMENT CARD TOKEN PAYMENT METHOD
Payment Card Token

Tokenization

Introduction

With MerchantE Card on File Tokens for SuitePayments, you can securely store cards on file to speed up future payments without storing actual credit card information within NetSuite. MerchantE Card Tokenization enables you to store a unique identifier in place of card information and removes the need to request credit card information from customers for each purchase.

Tokens can be used to process in-person, key-entered, MO/TO, eCommerce, subscription, and recurring transactions, and are compatible with all payment solutions integrated to MerchantE, even solutions outside of NetSuite. The Token Import Tool enables the import of payment card details from external systems into NetSuite to centralize financials and streamline the payment experience for customers.

Features, Functions and Benefits of Tokenization:

- › Remove friction and speed up customer checkout
- › Simplify PCI Compliance requirements
- › Tokenize existing stored credit cards and securely import to NetSuite all at once
- › Utilize the same token across NetSuite and MerchantE payment applications

Card on File Tokens with Account Updater reduces the number of declined card-on-file transactions. Updated account information is automatically applied to stored card data, addressing changes due to lost or expired cards, and ensuring tokens are always linked to active credit card accounts.

Setting Up a Payment Method

Merchants choosing to utilize Tokenization in NetSuite will need to set up a payment method for the payment card token.

1. **Navigate:** Setup → Accounting → Accounting Lists
 - A. Filter by “Payment Method”
 - B. Click “New” at the top of the page

Accounting Lists

New

FILTERS

Type
Payment Method

SHOW INACTIVES

EDIT VIEW	INTERNAL ID	DESCRIPTION
Edit View	14	ACH
Edit View	15	American Express-CoF
Edit View	6	AmericanExpress
Edit View	1	Cash
Edit View	2	Check
Edit View	3	Discover
Edit View	16	Discover-CoF
Edit View	29	General Token
Edit View	23	Invoice Link
Edit View	24	Magento Checkout
Edit View	4	MasterCard
Edit View	17	MasterCard-CoF
Edit View	30	MerchantE ACH
Edit View	31	Payment Card Token
Edit View	22	Refund by Ref
Edit View	26	VISA Test
Edit View	5	Visa
Edit View	28	Visa - Swipe
Edit View	18	Visa-CoF

- C. Create a “Name” for the new payment method; this can be very generic, or more specific (e.g., “Payment Card Token”)
- D. Set the “Type” to “Payment Card Token”
- E. If the Payment Processing Profile is showing in the “Associated Payment Processing Profile” box, select/highlight the profile
- F. Ensure that “Group with Undeposited Funds” is selected under the “Account” tab.
- G. Click “Save”

Payment Method

Save **Cancel**

NAME *
Payment Card Token

TYPE *
Payment Card Token

REQUIRES LINE-LEVEL DATA

ASSOCIATED PAYMENT PROCESSING PROFILES

- ACH Demo Only
- Demo Profile API - 2
- Demo Profile- API
- MT API
- Magento Demo-Test
- Me5 ACH Test

INACTIVE
 DISPLAY IN WEB SITE

Account Payment Visuals

GROUP WITH UNDEPOSITED FUNDS
 DEPOSIT TO ACCOUNT

ACCOUNT
-Enter first few letters then tab-

Save **Cancel**

2. If creating a new Payment Processing Profile, follow the steps below

- A. Enter a “Name” for the profile and select the correct “Subsidiary”
- B. Set the currency to “USA”, and select the “Settlement Bank Account” in which the transactions will be deposited
- C. Check the box for “Support Line-Level Data”
- D. Enter the “Profile Key”, “Profile ID” and “Activation Code”
- E. Select all “Supported Payment Methods” that apply
- F. Check the box for “Replace Payment Card by Token”
- G. Under “Payment Card Token Payment Method”, choose the payment method that was set up above.
- H. Click “Save”

SETTLEMENT CURRENCY
USA

CHARGE CURRENCIES *

- British pound
- Canadian dollar
- Euro
- Indian Rupees
- Japanese Yen

SETTLEMENT BANK ACCOUNT
Cash on Hand

SUPPORT LINE-LEVEL DATA
 PAYER AUTHENTICATION
 TEST MODE
 INACTIVE

Authentication Credentials

PROFILE KEY *

MerchantE Configuration

PROFILE ID *

94100010520200000002

ACTIVATION CODE *

MeS2017

GENERATE TOKEN FOR CARD SWIPE PAYMENTS

DEFAULT ACH AUTHORIZATION TYPE

Authentication Options

CONTINUE PROCESSING PAYMENT WHEN AUTHENTICATION IS UNAVAILABLE

Java Core Migration Assistant

Migrate Credentials

MIGRATE FROM JAVA CORE PROFILE

Payment Information

SUPPORTED PAYMENT METHODS

- Discover-CoF
- General Token
- Link to Pay
- Magento Checkout
- MasterCard
- MasterCard-CoF
- MerchantE ACH
- Payment Card Token
- Refund by Ref
- Visa

GATEWAY REQUEST TYPES

- Authentication
- Authorization
- Capture Authorization
- Credit
- Refund
- Sale
- Void Authorization

Tokenization

REPLACE PAYMENT CARD BY TOKEN

PAYMENT CARD TOKEN PAYMENT METHOD

Payment Card Token

Save Cancel

Automated Clearing House (ACH) Transactions

Introduction

ACH with MerchantE offers you a safe, simple and secure means to accept payments directly from customers' bank accounts. As businesses transition to electronic payment options for their customers, ACH is a cost-effective, secure alternative to checks.

With MerchantE for SuitePayments integrated to native NetSuite, you have a centralized payment acceptance environment that supports your customers to pay with their preferred method, selecting from ACH, credit, debit or prepaid cards.

ACH can be used for one-time and recurring payments and is supported in NetSuite ERP, SuiteCommerce Advanced and MerchantE Invoice Link.

Features, Functions and Benefits of ACH Payment Method:

- › Compelling option for businesses still paying by check
- › Typically, lower cost than credit cards or check processing
- › Eliminates employee intervention handling of checks
- › Accelerates receipt of funds compared to checks
- › Reduces risk of fraud and cost of returned checks
- › Deposits for ACH transactions can be reconciled right within NetSuite

Pre-Installation

Merchants choosing to add ACH to credit card processing in NetSuite will first have to enable Payment Instruments.

1. **Navigate:** Setup → Company → Enable Features
 - A. Click on the "Transaction" sub tab
 - B. Scroll down and click the box next to "Payment Instruments"
 - C. Click "Save"

CREDIT CARD PAYMENTS
RECEIVE CREDIT CARD PAYMENTS FROM CUSTOMERS. NETSUITE OFFERS MERCHANT ACCOUNT SERVICES OR YOU CAN USE YOUR OWN.

CREDIT CARD SOFT DESCRIPTORS
USE SOFT DESCRIPTORS FOR CREDIT CARD TRANSACTIONS.

PAYPAL INTEGRATION
PROCESS PAYMENTS THROUGH PAYPAL.

ELECTRONIC FUNDS TRANSFER
DEDUCT APPROVED AMOUNTS FROM YOUR CUSTOMERS' BANK ACCOUNTS.
BY ENABLING THIS FEATURE, YOU AGREE TO THE ACH PROCESSING [TERMS OF SERVICE](#)

ACH VENDOR PAYMENTS
USE ACH TRANSACTIONS TO DEPOSIT APPROVED AMOUNTS INTO YOUR VENDORS' BANK ACCOUNTS AND TO PAY EMPLOYEE EXPENSE REPORTS.
BY ENABLING THIS FEATURE, YOU AGREE TO THE ACH PROCESSING [TERMS OF SERVICE](#)

PAYMENT INSTRUMENTS
IMPROVED HANDLING OF VARIOUS PAYMENT INSTRUMENTS, INCLUDING PAYMENT CARDS AND TOKENS.

Save Cancel Reset

Setting up ACH in NetSuite

Now that Payment Instruments have been enabled, you can add an ACH payment method.

1. **Navigate:** Setup → Accounting → Accounting Lists

A. Filter by "Payment Method"

The screenshot shows the NetSuite interface for 'Accounting Lists'. The 'Type' filter is set to 'Payment Method'. The table below shows the list of accounting lists:

INACTIVE	EDIT VIEW	INTERNAL ID
<input type="checkbox"/>	Edit View	14
<input checked="" type="checkbox"/>	Edit View	9
<input type="checkbox"/>	Edit View	6
<input type="checkbox"/>	Edit View	15
<input checked="" type="checkbox"/>	Edit View	1
<input type="checkbox"/>	Edit View	2
<input type="checkbox"/>	Edit View	3
<input type="checkbox"/>	Edit View	16
<input type="checkbox"/>	Edit View	8

The navigation menu on the right shows the path: Setup > Accounting > Accounting Lists > New.

- B. In the list of payment methods, check to see if ACH is listed.
- C. If ACH is not listed, click “New”

Accounting Lists

New | **Submit**

FILTERS

Type
Payment Method

SHOW INACTIVES

INACTIVE	EDIT VIEW	INTERNAL ID	DESCRIPTION
<input type="checkbox"/>	Edit View	14	ACH
<input checked="" type="checkbox"/>	Edit View	9	American Express
<input type="checkbox"/>	Edit View	6	American Express
<input type="checkbox"/>	Edit View	15	American Express-CoF
<input checked="" type="checkbox"/>	Edit View	1	Cash

- D. Enter “ACH” as the “Name” of the Payment Method
- E. For “Type”, select “ACH”
- F. Highlight any Payment Processing Profiles you want to be able to process ACH transactions through
- G. Click “Save”

Payment Method List Search More

Save | **Cancel** | **Actions**

NAME *
ACH

TYPE
ACH

REQUIRES LINE-LEVEL DATA

ASSOCIATED PAYMENT PROCESSING PROFILES

- ACH Demo Only
- Demo Profile API - 2
- Demo Profile-API
- MT API
- Magento Demo-Test
- MeS ACH Test

INACTIVE
 DISPLAY IN WEB SITE

Account | **Payment Visuals** | **Workflow**

GROUP WITH UNDEPOSITED FUNDS
 DEPOSIT TO ACCOUNT

Once you have the payment method set up and added to the payment processing profile, you are ready to process an ACH transaction. To do this you will need to open one of the following: sales order, cash sale, payment, or deposit.

After setting up the sales order, cash sale or payment, you will need to go to the payment tab or billing tab, depending on the form.

- H. From the Payment page of the order form, select “New” for Payment Option

When selecting “New”, the Payment Instrument box will populate on your screen. This is where you will set up the ACH record.

- I. On this page, change “Type” to “ACH”
- J. Change “Payment Method” to “ACH”
- K. Fill in the “Account Type”, “Account Number”, “Routing Number” and “Limit”

L. Click “Save”

Automated Clearing House

Save **Cancel**

Primary Information

TYPE * ACH	PAYMENT METHOD * ACH
CUSTOMER * By The Beach Cafe	MEMO
MASK *	LIMIT *
	STATE Unknown
	<input type="checkbox"/> INACTIVE
	<input checked="" type="checkbox"/> PRESERVE ON FILE
	<input type="checkbox"/> DEFAULT

Details

BANK ACCOUNT NUMBER *	ACCOUNT TYPE * Checking
ROUTING NUMBER *	BANK NAME
ACCOUNT OWNER NAME *	

Customer Consent

CUSTOMER CONSENT
I, By The Beach Cafe, authorize to initiate a recurring ACH debit to my account in the amount of \$ on 3/31/2022.

Save **Cancel**

You will be directed back to the Payment page where you will now have more options available.

M. Verify that the Payment Processing Profile is correct

N. “Handling Mode” should be set to “Process”

O. Select the appropriate “Default ACH Authorization Type”

“PPD” - Prearranged Payment and Deposit entry. Used to credit or debit a consumer account.

“CCD” - Corporate Cash Disbursement. Primarily used for business-to-business transactions.

“TEL” - Telephone Initiated-Entry.

MerchantE Configuration

PROFILE ID *
9410001052020000002

ACTIVATION CODE *
MeS20!7

GENERATE TOKEN FOR CARD SWIPE PAYMENTS

DEFAULT ACH AUTHORIZATION TYPE

PPD
CCD
TEL

CARDINAL CRUISE ORGUNITID

CARDINAL CRUISE API KEY

Java Core Migration Assistant

Migrate Credentials

MIGRATE FROM JAVA CORE PROFILE

P. Click "Save"

You will receive a confirmation screen once you save. Scroll down to the "Payment Method" tab to verify the request went through. If successful, you should have an alphanumeric "P/N REF" value showing, and a "Payment Event" showing.

Confirmation
Transaction successfully Saved

Payment PAY2301230123197 **NOT DEPOSITED**

[Edit](#)
[Back](#)
[Print](#)
[Share](#)
[Actions](#)

Primary Information

PAYMENT # PAY2301230123197	ACCOUNT 1090 Undeposited Funds	Summary
CUSTOMER Acme Systems Incorporated	DATE 1/31/2020	APPLIED 24.90
MEMO	POSTING PERIOD Jan 2020	UNAPPLIED 0.00
BALANCE PENDING CONSOLIDATED BALANCE -660.45 90.23 -660.45	SUBSIDIARY Honeycomb Mfg.	
CURRENCY USA	LOCATION	
EXCHANGE RATE 1.00		

[Apply](#)
[Payment Method](#)
[Relationships](#)
[Communication](#)
[System Information](#)
[Custom](#)
[Classification](#)
[EFT](#)
[Configuration Details](#)
[Box Files](#)

CREDIT CARD DEP REF
 PAYMENT OPTION
Checking*****1111
 CREDIT CARD BATCH
 CREDIT CARD DEPOSIT DATE
 CREDIT CARD SETTLED AMOUNT

PAYMENT PROCESSING PROFILE
ACH Demo Only
P/N REF
bb3c4c40e219406caea7273d2afdf786
 SOFT DESCRIPTOR
 SAVE CARD SWIPE
 CARD ON FILE TRANSACTION

SELECT CARD ON FILE
 CARD PRESENT TRANSACTION
 MES ACH AUTHORIZATION TYPE
PPD
 SWIPE CREDIT CARD

Payment Events

DATE	TRANSACTION	EVENT	HANDLING MODE	PAYMENT OPTION	RESULT	REASON	AMOUNT	VIEW DETAILS
1/31/2020 5:40 am	Payment #PAY2301230123197	Sale	Process	Checking*****1111	Accept	Operation was successful	24.90	View

Note: You can also override the Default ACH Authorization Type on a per-transaction basis once the default type has been saved.

2. **Navigate:** Sales Order → Billing tab → Payment section.

A. Select the desired “MerchantE ACH Authorization Type” to override your saved *Default* setting for this single transaction.

“PPD” - Prearranged Payment and Deposit entry. Used to credit or debit a consumer account.

“CCD” - Corporate Cash Disbursement. Primarily used for business-to-business transactions.

“TEL” - Telephone Initiated-Entry.

If you leave this field blank, your saved ‘Default ACH Authorization Type’ will be used.

The screenshot shows the Oracle Netsuite interface for a Sales Order. The 'Billing' tab is active, and the 'Payment' section is expanded. A dropdown menu for 'MERCHANT ACH AUTHORIZATION TYPE' is open, showing the following options: '- NEW -', 'PPD', 'CCD', and 'TEL'. The 'TEL' option is highlighted. Below the dropdown, there are checkboxes for 'CARD PRESENT TRANSACTION', 'SWIPED CREDIT CARD', 'SAVE CARD SWIPE', and 'CARD ON FILE TRANSACTION'. The 'Summary' table in the top right corner shows the following values:

Summary	
SUBTOTAL	0.00
DISCOUNT ITEM	0.00
TAX TOTAL	0.00
SHIPPING COST	
TOTAL	0.00