



User Guide

Chargent Connector for FFA

Version 1.0
June 9, 2016

Table of Contents

[Object: Company](#)

[Default Gateway](#)

[Chargent Automated Cash Matching](#)

[Object: Cash Entry](#)

[Chargent Cash Entry](#)

[ChargentUniqueKey](#)

[FFA Sales invoice](#)

[Object: Sales Invoice](#)

[Active Payment Request Link](#)

[Approved Chargent Authorization Present](#)

[Bill Date](#)

[Charge Amount](#)

[Chargent Automated Cash Matching Info](#)

[Chargent Automated Cash Matching Status](#)

[Chargent Automated Cash Matching Reference](#)

[Chargent Payment Status](#)

[Company Default Gateway](#)

[Payment Source](#)

[Payment Transaction](#)

[Sum of Chargent Transactions](#)

[Object: Chargent Order](#)

[Bank Account Last 4](#)

[Invoice Number](#)

[Object: Chargent Transaction](#)

[Automated Cash Matching](#)

[Automated Cash Matching Message](#)

[Automated Cash Matching Status](#)

[Cash Entry Line Item](#)

[Company Cash Matching Setting](#)

[FFA Invoice Date](#)

[FFA Invoice Number](#)

[FFA Sales Invoice](#)

[Object: Payment Request](#)

[Authorize Only](#)

[Hash Sum Before Reparenting](#)

[Invoicing](#)

[Cash Matching](#)

[Page Layouts](#)

[Overview](#)

[Duplicate Detection](#)

[Payment Console](#)

[Choose Existing Payment Source](#)

[Choose Create New Payment Source](#)

[Payment Requests](#)

[Color Code](#)

[Billing Address](#)

[Name Fields](#)

[Address Fields](#)

[Card Name](#)

[Processing Payment](#)

[Authorize](#)

[Register / Update Token](#)

[Charge](#)

[Capture Authorization](#)

[Creating a Request](#)

[Sending a Request](#)

[Considerations](#)

[Approved Authorization Present](#)

[Charge Amount](#)

[Modifying Sales Invoice after Payment Request is sent](#)

[Request URL](#)

[Creating a single request via API](#)

[Creating bulk requests via API](#)

[Example](#)

[Configuration](#)

[How it works](#)

[Payment Transaction](#)

[Sales Invoice](#)

[Error Handling](#)

[Overview](#)

[Scheduling Batch](#)

[Common Issues](#)

[Setup Sales Invoice](#)

[Status Updates](#)

[Capturing Authorizations](#)

Introduction

The Chargent Connector for FinancialForce Accounting (FFA) brings the ability to process credit card and bank account transfer (aka echeck, ACH, SEPA, direct debit) transactions directly to the FFA Sales Invoice and perform automated cash matching of those transactions against the Sales Invoice to FinancialForce Accounting.

Collection of payments can be streamlined by leveraging the connectors ability to store payment sources for a given customer and process payments against that source with ease. In addition, requests for payment can be sent via email which directs your customer to your own secure site to enter their payment information and make a payment against the invoice that generated the request.

Payments can be collected immediately, by a request link sent via email, or can be scheduled for processing on a later date.

All of these features can be accomplished without ever leaving the FinancialForce Invoice page layout by leveraging the seamless integration between Chargent, Salesforce, and FinancialForce Accounting.

Chargent Fields Overview

Object: Company

Default Gateway

| | |
|----------|---------------------------------|
| API Name | ChargentFFA_Default_Gateway__c |
| Feature | All |
| Notes | Global default for the company. |

Chargent Automated Cash Matching

| | |
|----------|---|
| API Name | ChargentSCMCM_Chargent_Automated_Cash_Matching__c |
| Feature | Automated Cash Matching |
| Notes | Enables automated cash matching for the company |

Object: Cash Entry

Chargent Cash Entry

| | |
|----------|---|
| API Name | ChargentSCMCM_Chargent_Cash_Entry__c |
| Feature | Automated Cash Matching |
| Notes | Internal flag set by the application. Only Cash Entries with this flag set to true will be used as part of the automated cash matching process. |

ChargentUniqueKey

| | |
|----------|---|
| API Name | ChargentSCMCM_ChargentUniqueKey__c |
| Feature | N/A |
| Notes | Internal field set by the application. Makes the cash entry record unique to the Invoice, Bank Account, Company, and transaction date |

FFA Sales invoice

| | |
|----------|--|
| API Name | ChargentSCMCM_FFA_Sales_Invoice__c |
| Feature | N/A |
| Notes | Internal field set by the application to link the cash entry to a specific invoice |

Object: Sales Invoice

Active Payment Request Link

| | |
|----------|---|
| API Name | ChargentFFA_Active_Payment_Request_Link_c |
| Feature | Payment Requests |
| Notes | Set by the application every time a new payment request is created for the Sales Invoice. |

Approved Chargent Authorization Present

| | |
|----------|--|
| API Name | ChargentFFA_ACAP_c |
| Feature | N/A |
| Notes | Internal field used by the application |

Bill Date

| | |
|----------|--|
| API Name | ChargentFFA_Charge_Date_c |
| Feature | Scheduled Payments |
| Notes | The date when the invoice will be picked up for batch processing |

Charge Amount

| | |
|----------|--|
| API Name | ChargentFFA_Charge_Amount_c |
| Feature | All |
| Notes | The amount that will be charged when the payment processed. By default this field will need to be populated manually, however, you can create a workflow rule to populate it automatically |

Chargent Automated Cash Matching Info

| | |
|----------|--|
| API Name | ChargentSCMCM_Automated_Cash_Matching_Info_c |
| Feature | Automated Cash Matching |
| Notes | Displays any system messages related to the automated cash matching process. |

Chargent Automated Cash Matching Status

| | |
|----------|---|
| API Name | ChargentSCMCM_Automated_Cash_Matching_Status_c |
| Feature | Automated Cash Matching |
| Notes | Displays the current status of the automated cash matching process. |

Chargent Automated Cash Matching Reference

| | |
|----------|---|
| API Name | ChargentSCMCM__Automated_Cash_Matching_Reference__c |
| Feature | Automated Cash Matching |
| Notes | Link to the FFA Matching Reference record upon successful matching. |

Chargent Payment Status

| | |
|----------|--|
| API Name | ChargentFFA__Payment_Status__c |
| Feature | Scheduled Payments |
| Notes | Indicates if the invoice is paid or if the invoice is set for future processing. |

Company Default Gateway

| | |
|----------|---|
| API Name | ChargentFFA__Company_Default_Gateway__c |
| Feature | All |
| Notes | Internal field to pull the value from the company record. |

Payment Source

| | |
|----------|---|
| API Name | ChargentFFA__Payment_Source__c |
| Feature | All |
| Notes | Will either be the source to use for scheduled payments or the sourced used for the last transaction. |

Payment Transaction

| | |
|----------|---|
| API Name | ChargentFFA__Payment_Transaction__c |
| Feature | All |
| Notes | The last transaction record against the Sales Invoice. DO NOT MANUALLY POPULATE |

Sum of Chargent Transactions

| | |
|----------|--|
| API Name | ChargentSCMC__Sum_of_Chargent_Transactions__c |
| Feature | All |
| Notes | The sum of all approved charges and refunds against the Sales Invoice. |

Object: Chargent Order

Bank Account Last 4

| | |
|----------|---|
| API Name | ChargentFFA_Bank_Account_Last_4_c |
| Feature | Payment Source |
| Notes | Internal field set by the application that indicates the last four digits of the bank account |

Invoice Number

| | |
|----------|--|
| API Name | ChargentFFA_Invoice_Number_c |
| Feature | All |
| Notes | Internal field set by the application. DO NOT MODIFY |

Object: Chargent Transaction

Automated Cash Matching

| | |
|----------|---|
| API Name | ChargentSCMCM_Automated_Cash_Matching_c |
| Feature | Automated Cash Matching |
| Notes | Internal field that determines if this transaction qualifies for processing by Chargent Automated Cash Matching |

Automated Cash Matching Message

| | |
|----------|---|
| API Name | ChargentSCMCM_Automated_Cash_Matching_Message_c |
| Feature | Automated Cash Matching |
| Notes | Displays any system messages related to the creation of the cash entry line item for this transaction |

Automated Cash Matching Status

| | |
|----------|---|
| API Name | ChargentSCMCM_Automated_Cash_Matching_Status_c |
| Feature | Automated Cash Matching |
| Notes | Displays the current status for the creation of the cash entry line item for this transaction |

Cash Entry Line Item

| | |
|----------|---|
| API Name | ChargentSCMCM_Cash_Entry_Line_Item_c |
| Feature | Automated Cash Matching |
| Notes | Link to the FFA Cash Entry Line Item created for this transaction |

Company Cash Matching Setting

| | |
|----------|--|
| API Name | ChargentSCMCM_Company_Cash_Matching_Setting_c |
| Feature | Automated Cash Matching |
| Notes | Internal flag for the current state of the Company Automated Cash Matching setting |

FFA Invoice Date

| | |
|----------|---|
| API Name | ChargentFFA_Invoice_Date_c |
| Feature | All |
| Notes | Internal field set by the application DO NOT MODIFY |

FFA Invoice Number

| | |
|----------|---|
| API Name | ChargentFFA_Invoice_Number_c |
| Feature | All |
| Notes | Internal field set by the application DO NOT MODIFY |

FFA Sales Invoice

| | |
|----------|--|
| API Name | ChargentFFA_Invoice_Date_c |
| Feature | Automated Cash Matching |
| Notes | Internal field set by the application as a lookup reference to the FFA Sales Invoice DO NOT MODIFY |

Object: Payment Request

Authorize Only

| | |
|----------|--|
| API Name | ChargentFFA_Authorize_Only_c |
| Feature | Payment Request |
| Notes | When set and customer executes the payment request link the payment will only be authorized and not captured |

Hash Sum Before Reparenting

| | |
|----------|---|
| API Name | ChargentFFA_Hash_Sum_Before_Reparenting_c |
| Feature | Payment Request |
| Notes | Internal field set by the application DO NOT MODIFY |

Invoicing

| | |
|----------|--|
| API Name | ChargentFFA_Invoicing_c |
| Feature | Payment Request |
| Notes | Internal field set by the application as a lookup reference to the FFA Sales Invoice DO NOT MODIFY |

Configuration Considerations

Cash Matching

Automated cash matching is enabled per company on the company record. You can enable it for one or all of your companies with FinancialForce.

Note: If cash matching is disabled when a transaction is created, the cash matching status on the transaction will be set to *N/A*. Enabling automated cash matching after the fact is not retroactive and will not create cash entries or line items for transactions created prior to enabling this feature.

Page Layouts

Implementation and layout presentation is completely up to you. In order to assist you with customizing and creating your page layouts we have provided layouts that you can use as a guide when determining what fields, related lists, and buttons to show on a given object. You can assign these page layouts to the profiles as you wish or create your own.

1. Chargent Order
2. Company
3. Chargent Transaction
4. FinancialForce Sales Invoice

Payment Sources

Overview

A payment source is a Chargent Order that holds the details of a single payment instrument such as a credit card or bank account. Payment sources can be used along with the Payment Console to collect payment on an invoice using previously stored payment information for the customer.

The payment source has the following visible fields:

1. Expiration Month Indicator
2. Expiration Date Indicator
3. Card Last 4
4. Card Type

5. Bank Account Last 4
6. Bank Account Type
7. Tokenization

A payment source can have any number of transaction against it across any number of invoices.

NOTE: Payment sources should not be directly modified. All additions and edits of a payment source will be handled by the application using the Payment Console and the Payment Request.

Duplicate Detection

The Chargent Connector for FinancialForce Accounting (FFA) performs duplicate detection for payment sources created using the payment console and the payment request features. This helps to prevent multiple Payment Sources of the same type for a single customer.

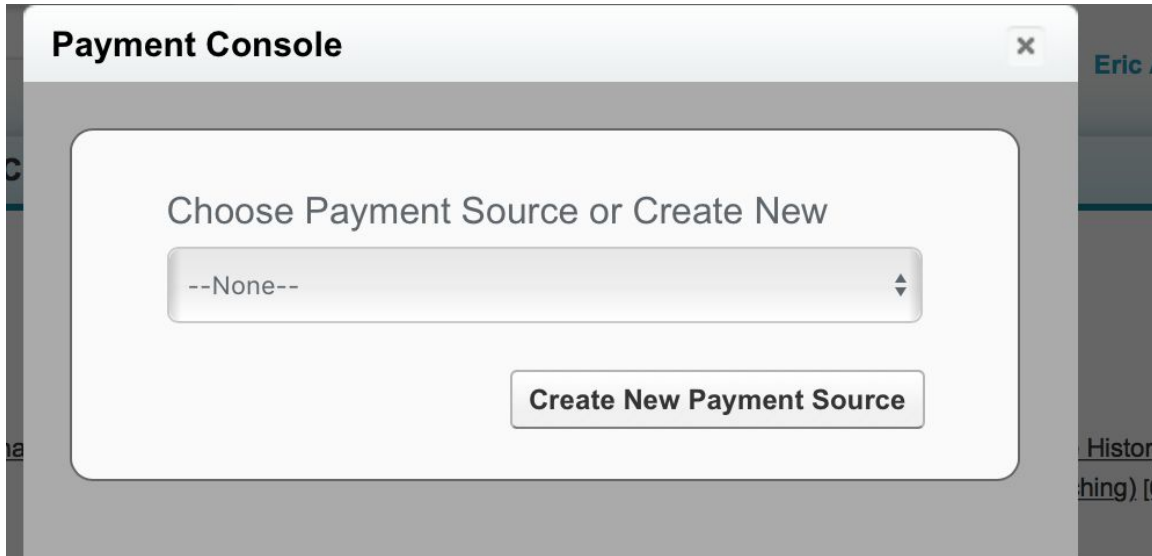
Duplication detection works by comparing existing Payment Sources for the Account linked to the invoice with an exact match to the following information entered by the user in the payment console or payment request:

1. Card or Bank Account Type
2. Card or Bank Last 4
3. Card Expiration Month Indicator
4. Card Expiration Year Indicator

If a duplicate is found a new payment source will not be created and the existing payment source will be used to process the payment.

Payment Console

After clicking the *Payment Console* button on the Sales Invoice, if an existing payment source exists for the customer you will be presented with the following screen:

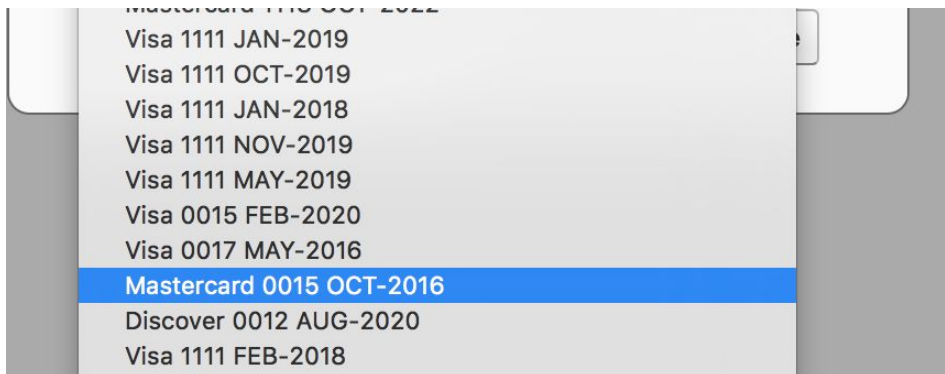


For here you can either choose an existing source or create a new payment source.

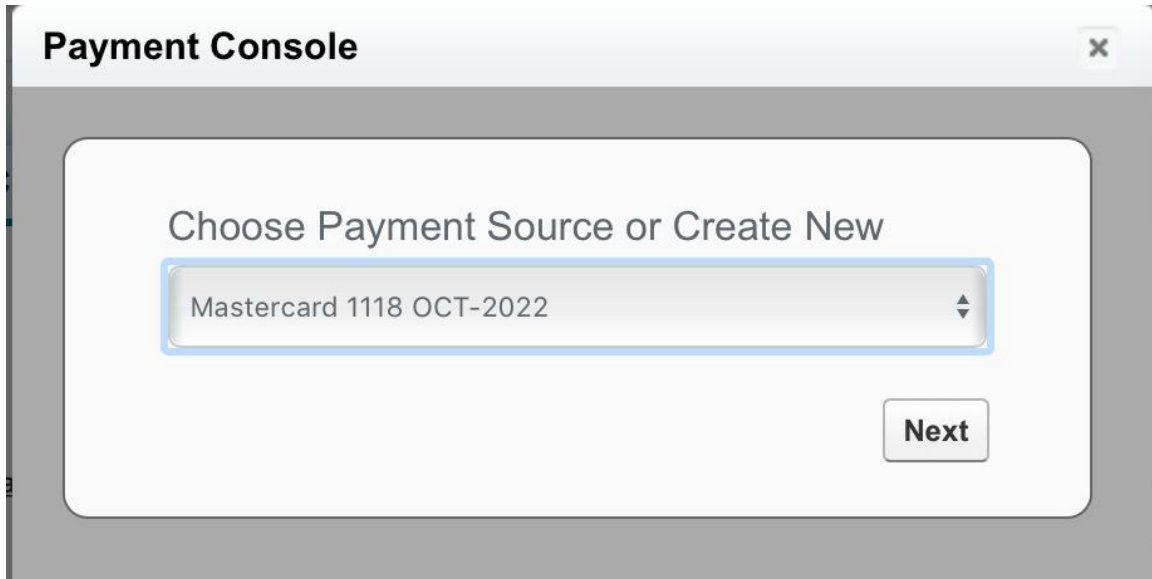
Choose Existing Payment Source

Existing payment sources are listed with the format: *Card or Bank Type, Account Last 4, Expiration Month-Expiration Year*

Mastercard 1118 Oct-2022



After selecting an existing source, the button will change from *Create New Payment Source* to *Next*



Click *Next* to continue to the payment details. (Discussed in the payment console section)

Choose Create New Payment Source

If you wish to create a new payment source, leave the select list option set to —None— and click *Create New Payment Source* at which time you will be taken to the payment details. (Discussed in the payment console section)

Payment Requests

For security of account information payment sources are **NOT** presented when executing a payment request. The customer will have to enter their payment instrument details in full.

However, Payment Sources are leveraged by the payment request feature as part of the duplicate detection. If the customer enters a source that already exists for the customer related to the invoice the existing source will be used for the payment.

Card Details Feature

Card Details is a Visualforce field / page that can be placed on the page layout for the Sales Invoice and Chargent Order, designed to help you easily identify the payment instrument information.

Additionally, for the Chargent Order (Payment Source) object, you can remove the actual payment instrument fields:

1. Card or Bank Account Number
2. Expiration Month
3. Expiration Year

from the page layout and show only this in-line page as an additional data security measure.

Color Code

The card details page is color coded as follows:

Green Card has complete information and is not expired

Card Details [Visa 1111 JAN-2019]

Yellow Information missing or the expiration date is within the next two (2) months.

Card Details [Invalid Card Expiration Date]

Card Details [Visa 1111 AUG-2016]

Red Credit Card expiration date has passed

Card Details [Visa 1111 MAY-2016]

Note: Although the label is *Card Details* this page also displayed information for bank accounts in the same manner.

Payment Console

The payment console allows your internal users to securely collect payment details directly from the FinancialForce Sales Invoice. If enabled on the gateway record, the amount can be modified to be different than the Charge Amount on the invoice.

Billing Address

Name Fields

Existing Payment Source – Populated from the Payment Source billing first and last name

New Payment Source – Blank, *unless*, there is an existing payment transaction on the sales invoice in which case the first and last name will be defaulted to the billing first and last name of the existing payment transaction.

Address Fields

Existing payment sources, the billing address will default to the billing address of the selected payment source

New Payment Source - the billing address will default to the billing address of the Account related to the invoice

Card Name

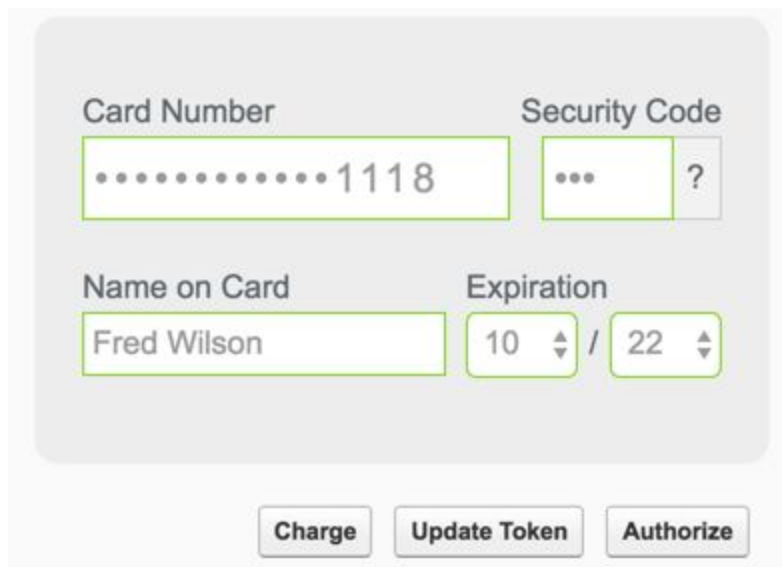
Existing Payment Source

1. Will be set to the value of the selected payment source billing name.
2. If you modify the billing first or last name, the card name will update accordingly.
3. You cannot modify the card name directly.

New Payment Source - the card name will default to the concatenation of the billing first and last name. If you modify the billing first or last name, the card name will be updated accordingly.

Processing Payment

After entering the required information, you can process the payment in one of the following ways (Depending on gateway record configuration):



The image shows a payment form with the following fields and buttons:

- Card Number:** A text input field containing ".....1118".
- Security Code:** A text input field containing "... ?".
- Name on Card:** A text input field containing "Fred Wilson".
- Expiration:** Two dropdown menus showing "10" and "22" separated by a slash.
- Buttons:** Three buttons labeled "Charge", "Update Token", and "Authorize".

Authorize

If enabled on the gateway record, you can perform an authorization against the payment source for the amount specified. This will validate the card and place a hold on the customer account for the specified amount.

Register / Update Token

If enabled on the gateway record, you can tokenize the card information. Tokenization converts the payment instrument details into a secure and reusable token.

If the payment source is an existing source, you can update the token with the new billing information

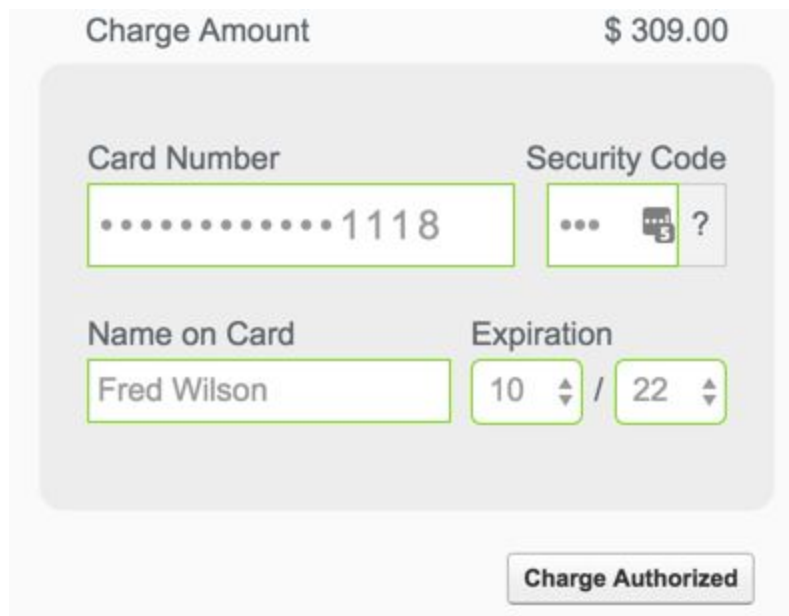
Note: Register Token does not validate that the card information is valid nor does it validate that the account has the available funds for the payment.

Charge

This will tokenize the card information, if enabled, and capture the payment for the amount specified.

Capture Authorization

If the payment transaction on the sales invoice is an approved authorization, launching the payment console will bypass the selection of the payment source and present you with the ability to *Charge Authorized*



The screenshot displays a payment console interface. At the top, it shows 'Charge Amount' as '\$ 309.00'. Below this, there are four input fields: 'Card Number' (containing '.....1118'), 'Security Code' (containing '... [card icon] ?'), 'Name on Card' (containing 'Fred Wilson'), and 'Expiration' (containing '10 / 22'). At the bottom of the form, there is a button labeled 'Charge Authorized'.

NOTE: If an existing authorization is present you will **NOT** be able to create a new payment request without either capturing or voiding the existing authorization.

Payment Request

The Payment Request feature allows you to send a web link to your customers that will allow them to securely pay for an invoice.

Creating a Request

To create a payment request, open the applicable Sales Invoice and click on the *Send Pay Request* button. If the button is not visible you may need to add it to the layout.

Send Pay Request

which will open the following dialog:

The screenshot shows a dialog box titled "Send Payment Request" with the following fields and controls:

- Send To:** A text input field.
- Billing contact:** A text input field with a magnifying glass icon for search.
- Amount:** A text input field containing the value "309.00".
- Authorize Only:** A checkbox that is currently unchecked.
- Notes:** A text area for entering additional information.
- Send Request:** A button at the bottom of the dialog.

| | |
|---------------------------|--|
| Send To | The email address of the recipient |
| Billing Contact | The Contact record of the recipient |
| Amount | The current Charge Amount value |
| Authorization Only | If true, the customer can only authorize the payment and not capture the payment |
| Notes | Any additional notes that you want the email notification to include |

Sending a Request

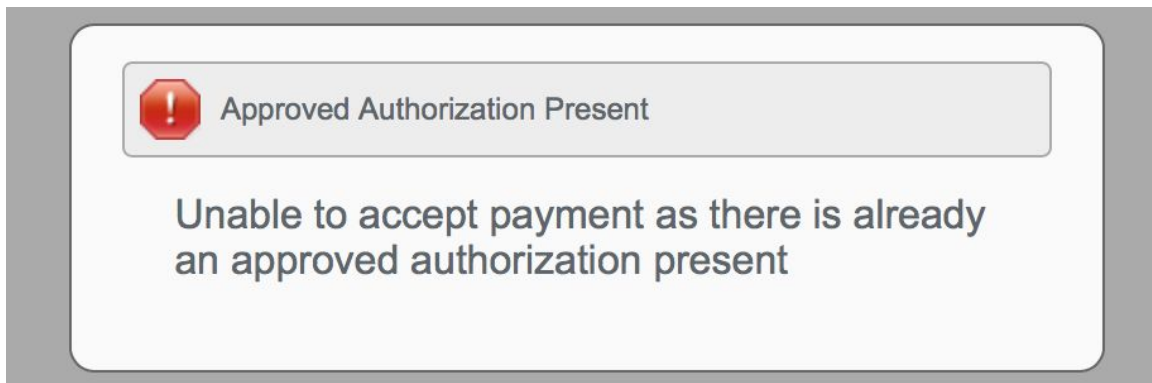
By default, the payment request is automatically sent to the *Send To* address or the *Billing Contact* email address if *Send To* is not populated. This is executed by the Salesforce Workflow Rule named *Payment Request Email*.

If you need to delay or stop the sending of the payment request email you must deactivate this workflow rule.

Considerations

Approved Authorization Present

If an authorization is present on the sales invoice and an existing payment request is executed, the customer will be presented with the following message



Charge Amount

The charge amount that will be applied to the payment request is the exact value of the *Charge Amount* field at the time the customer clicks the payment request link.

Modifying Sales Invoice after Payment Request is sent

The payment request link will always represent the invoice values at the time the customer clicks the link. If the charge amount changes after the payment request is sent there is no need to send a new payment request if a valid payment request is still present.

Request URL

The payment request URL is unique to the associated invoice and contains an encrypted parameter that allows the application to find the appropriate invoice.

Every time a new Payment Request is generated, the Sales Invoice *Active Payment Request* field will be updated with the new Payment Request URL. This field is only present to allow easy access to the URL by other applications like DocuSign, Conga, or Drawloop as well as use in email template merge fields.

If the Payment Request is paid, deleted, or otherwise invalidated the URL on the Sales Invoice will **not** be updated.

Creating a single request via API

There may be cases where you would like to automate the creation of payment requests based on business rules without the need for user interaction. This can be accomplished via custom apex code by executing the following method in the Chargent Connector for FFA application:

```
ChargentFFA_Global.createPaymentRequest (
    Id FFAObjectId,
    String emailAddress,
    Id contactId,
    String notes,
    Boolean authorizationOnly
)
```

Return Type: *Id* of the newly created Payment Request

Parameters:

| | |
|---------------------------|----------------------------------|
| Id FFAObjectId | The ID of the Sales Invoice |
| String emailAddress | The <i>Send To</i> email address |
| Id contactId | The <i>Billing Contact</i> Id |
| String notes | Any additional notes |
| Boolean authorizationOnly | True if only authorizing |

The above parameters correspond to the same fields that are present in the Payment Request dialog. If there are any errors that occur during the execution a ***Chargent_Exception*** will be throw which can be caught by your custom code.

Creating bulk requests via API

In cases where you will be processing Sales Invoices in bulk and need to automate the creation of the Payment Requests use the method described below.

```
ChargentFFA_Global.createPaymentRequests (
    Map<ID,ChargentOrders__Payment_Request__c> FFOBJECTTOPR
)
```

Return Type: *Map<ID, ChargentOrders__Payment_Request__c >*

The same map that you passed as a parameter to the method will be returned with the ID of each ChargentOrders__Payment_Request__c object populated.

Example

In your custom apex code you will need to populate a map of Sales Invoice Ids to ChargentOrders__Payment_Request__c objects.

```
Map<ID,ChargentOrders__Payment_Request__c> example = New
    Map<ID,ChargentOrders__Payment_Requests__c>();
```

The ChargentOrders__Payment_Request__c object that you put as a map value should have the following fields populated:

Mandatory

ChargentOrders__Email_Address__c *Send To* email address

Optional

ChargentOrders__Billing_Contact__c *Billing Contact* Id

ChargentOrders__Notes__c Additional notes

ChargentFFA__Authorize_Only__c True if only authorizing

IMPORTANT: DO NOT perform an Insert on the ChargentOrders__Payment_Request__c records as they will be inserted by the *createPaymentRequests* method.

If there are any errors that occur during the execution a ***Chargent_Exception*** will be thrown which can be caught by your custom code.

Automated Cash Matching

Configuration

Automated Cash Matching is enabled on the Company record. It is not retroactive in that transactions created prior to enable this feature will not be processed by the Chargent FinancialForce Automated Cash Matching application.

How it works

This process is an *asynchronous* process and the status of the process is indicated by the *Automated Cash Matching Status* on the Payment Transaction and the Sales Invoice.

Payment Transaction

When a payment transaction is created or updated the Automated Cash Matching process will evaluate the record as follows:

| | |
|------------------------|---|
| Approved Charge | Cash Entry and Cash Entry Line Item created Status updated to Completed or Error |
| Denied Charge | Not processed, status updated to <i>N/A</i> |
| Void Charge | Cash Entry Line Item deleted Status updated to <i>Deleted</i> |
| Approved Authorization | Status updated to <i>Pending</i> |
| Void Authorization | Status updated to <i>N/A</i> |
| Refund | Cash Entry and Cash Entry Line Item created Status updated to Completed or Error |
| Error Response Status | Status updated to <i>Complete</i> |

If an error occurs during the Automated Cash Matching process, the status is updated to *Error* and the *Automated Cash Matching Message* field will contain any information available about the cause of the error.

Sales Invoice

The Sales Invoice is matched to the cash entry and cash entry lines items created as a result of the transactions being processed if the following are true:

1. The *Sum of Chargent Transactions* is **equal to** the Invoice Total

AND

2. The Sales Invoice Status is **Complete** (Posted)

If the Sales Invoice is not posted when the totals are equal the *Chargent Automated Cash Matching Status* of the Sales Invoice will be set to *Error* and the *Chargent Automated Cash Matching Info* field should contain the message “Invoice is not posted”

If both conditions are met the Sales Invoice will be matched to the existing Cash Entry and Cash Entry Line Items related to that invoice.

If successful the *Chargent Automated Cash Matching Status* will be updated to complete and the *Chargent Cash Matching Reference* will be updated to link to the FinancialForce Matching Reference Record

Error Handling

If any error occurs during the cash matching process, the cause of the error will be store on the related record. If for any reason the records cannot be updated with the error message, a *Chargent Email Notification* record will be created and linked to the respective object.

During Error conditions where a cash entry or cash entry line item is created but the related transaction or Sales Invoice cannot be updated all database changes will be rolled back to prevent data skew and any error message will reflect the rollback.

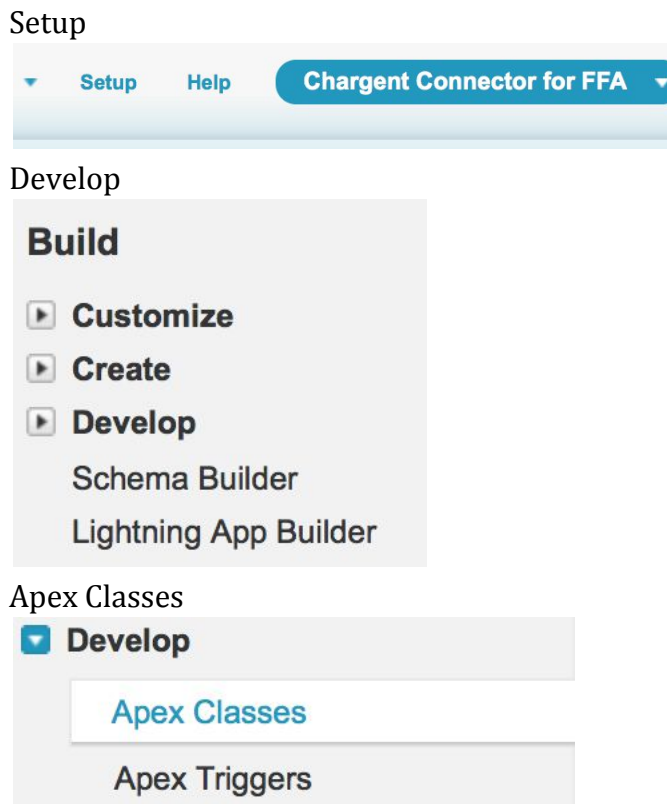
Auto Bill & Scheduled Payments

Overview

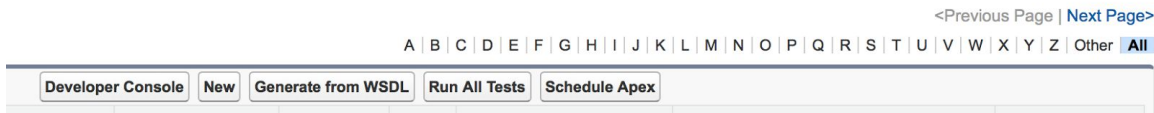
Payment against a Sales Invoice can be scheduled for future processing where a daily process will identify the Sales Invoice and use the assigned payment source to process the payment.

Scheduling Batch

To schedule the batch process you will need to navigate to the Apex Classes area of Salesforce setup:



Once there you click the *Schedule Apex* button



The schedule apex dialog will appear and you fill fill out out similar to this

Schedule Apex

Schedule an Apex class that implements the 'Schedulable' interface to be automatically executed on a weekly or monthly interval.

- | | |
|------------|---|
| Job Name | Any name you wish that describes what it is for you |
| Apex Class | batch_InvoicingScheduledPayment |
| Frequency | Weekly |
| Recurs on | Check everyday to make it a daily process |
| Start | Select the date you want the process to start |
| End | Select a date far in the future (30 yrs in this example) Once the end date passes the batch will not longer run until you reschedule it again |

Start Time Typically in the early AM

Once finished click *Save*

Common Issues

1. Unable to find the class named batch_InvoicingScheduledPayment
 - a. Under Apex Classes click *Compile All Classes*. Once complete follow the steps again
2. Batch only runs one day a week
 - a. Ensure you check all *Rekurs every week on days* to make it a daily process
3. Batch stops running
 - a. Under Setup->Monitor->Scheduled Apex
 - b. Check to ensure the batch is scheduled
 - i. If not, the end date may have passed, reschedule and set end date out many years
 - c. Ensure that the user who scheduled the batch is an active user
 - i. If not, *delete* the scheduled job and reschedule the batch

Setup Sales Invoice

The batch process looks for all invoices that match specific criteria each time it runs:

Payment Source Not null

Charge Amount Not null

Bill Now

All Sales Invoices with a *Chargent Payment Status* of *Bill Now* will be processed

Bill On Bill Date

Will be processed when the *Bill Date* field is equal to today

Status Updates

The *Chargent Payment Status* field will be updated as follows:

Paid Invoice Total is equal to the *Sum of Chargent Transactions*

Error If the scheduled payment was not approved

NOTE:

If the *Charge Amount* is not equals to the Invoice Total – *Sum of Chargent Transactions* when the scheduled process successfully captures the payment, the *Chargent Payment Status* will **NOT** be marked as paid and will remain either *Bill Now* or *Bill on Bill Date* depending on what it was previously set to.

Example: Invoice Total is \$100.00 and had a previous transaction for \$10.00. If set to *Bill Now* with a *Charge Amount* of \$80.00 the *Chargent Payment Status* will remain at bill now as the final *Sum of Chargent Transactions* will be \$90.00 and not equal to the Total invoice.

This means that during the next run of the batch process the invoice will again be picked up and a payment for the *Charge Amount* will again be collected. On the next run the total of the Invoice is now ***less than*** the *Sum of Chargent Transactions* and the status will continue to not be marked as paid.

Capturing Authorizations

If the Sales Invoice *Payment Transaction* is an approved authorization, when the batch process picks up the invoice the existing authorization will be captured instead of a new charge being placed