



VAULT

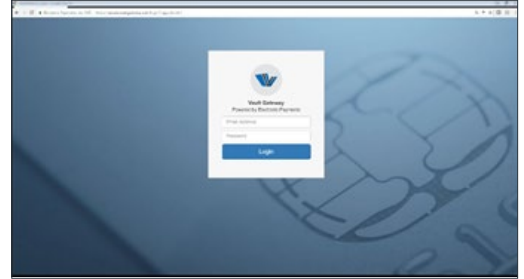
100 PLUGIN

POWERED BY

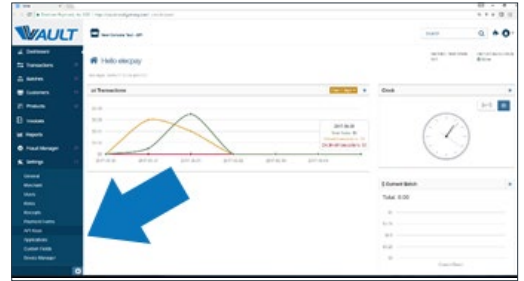
 **Electronic**Payments

1. OBTAIN MERCHANT ACCOUNT AND LOGIN INFORMATION

1. You will receive an email from **support@usaepay.com** with your Vault Gateway Source Key.
2. **<https://secure.vaultgateway.com/login>** - Change your password after your initial login.



3. Once you've logged in, from the Home screen click the Settings tab to locate your API Keys.



2. DOWNLOAD DOCUMENTATION AND INSTALLS

Download information from the Vault link. The information available will be:

- **AR6400-Z02-500-DIST.EXE** – Download if your Sage version is 2013 or 500.xx.
- **AR6400-Z02-510-DIST.EXE** – Download if your Sage version is 2014 or 510.xx.
- **AR6400-Z02-520-DIST.EXE** – Download if your Sage version is 2015 or 520.xx.
- **AR6400-Z02-530-DIST.EXE** – Download if your Sage version is 2016 or 530.xx.
- **AR6400-Z02-540-DIST.EXE** – Download if your Sage version is 2017 or 540.xx.
- **Vault100PluginSetup.Zip** – Download for your Vault workstation installs.

Note: Download all PDFs and review. All other documents are instructional and explain how to process credit cards, a Gateway document, and a copy of this manual.

3. BEFORE INSTALLATION CHECKLIST

1. Make a backup file of the **MAS90** directory after verifying all SAGE 100 users are logged out of the system.
2. Verify all **AR Invoice**, **SO Invoice**, and **AR Cash Receipt** batches have been updated.
3. If using Sage 100 Premium, make sure a full SQL backup of the **MAS_XXX** is performed.
4. Confirm which type of server you are using. If the programs are being installed on a **MAS 200 Client/Server System**, the installation **MUST** occur on the server.

If the programs are being installed on a **SQL Server System**, the SQL Server is required to load the install from the server.

5. Review the credit card processing and Gateway document from downloads.

3. BEFORE INSTALLATION CHECKLIST (CONTINUED)

5. For SAGE 100 companies that have previously processed credit cards:
 - All credit card processing should be completed prior to installation.
 - Create a **Crystal Report** for SO_SalesOrderPayment.M4T & Backup
 - All deposits in **Sales Order** should be voided so they can be reentered through the new Vault – Payment Type Category="D". (this is necessary because the old GUID is attached to that deposit)
 - Depending on your financial institution, preauthorizations are held for variable amounts of time. They will drop off when a corresponding transaction comes through. Payment Type Category="P" (the spin program will clear all items in the SO_SalesOrderPayment file – this is necessary because the Preauthorization is attached to old GUID)
 - When the new menu function is processed, all existing Customer Credit Card information will be cleared as that information was created through a different Vault system.
 - We recommend creating a **Crystal Report** if you wish to have the name/address information to reenter if the card information is not available:
 - Create a **Crystal Report** on the AR_CUSTOMERCREDITCARD.M4T, which lists all Customer/Credit Card information (as available) so this information can be re-added through the new Vault system.

Note: *There is no capability of exporting existing full credit card numbers. The **Crystal Report** can only provide existing credit card records as it pertains to address and last 4 digits of the card.*
 - Backup the existing AR_CUSTOMERCREDITCARD.M4T to a new extension or location to preserve data in the event that additional information is necessary during new credit card setups.
6. Existing **Country Codes** should be reviewed to verify all old 3 digit codes are valid ISO 3 digit codes. These will be converted to 2 digit **ISO Codes** later on. These codes can be verified by visiting: www.nationsonline.org/oneworld/country_code_list.htm.

Note: *If there are old existing 3 digit Country Codes which are not standard ISO codes, there is no need for a 2 digit conversion. Contact your reseller or Vault representative to request a special program for additional conversions.*

4. INSTALL VAULT GATEWAY CONFIGURATION TOOL

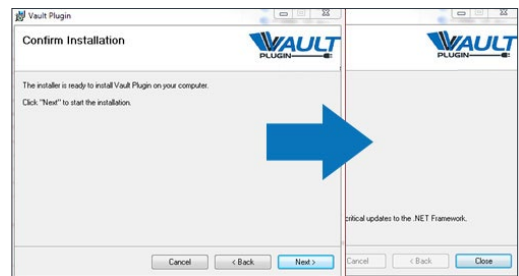
Note: Retrieve your credentials prior to the Vault100 install. (See Section 1.)

The Vault100 Plugin should be installed on every workstation that is processing credit cards.

1. Extract the Vault100PluginSetup.zip you downloaded in Step 2 and save it to your desktop.
2. Run the MSI or the .exe file to install the Vault100 Plugin Gateway Configuration tool.



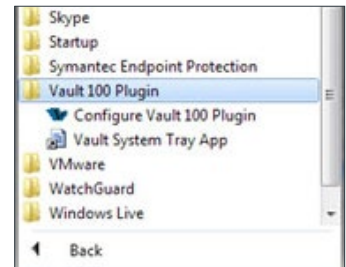
3. Follow the directions to save the Vault100 plugin and select the preferred user access.
4. Confirm installation. Complete installation on the workstation by selecting **Close**.



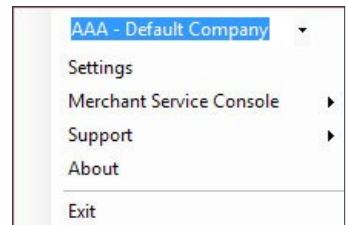
5. CONFIGURE VAULT100 PLUGIN

Note: Retrieve your credentials prior to the Vault100 install. (See Section 1.)

1. Once you have installed the Vault100 Plugin, go to the Start Menu and select **Vault System Tray App** so it loads to your Tray.

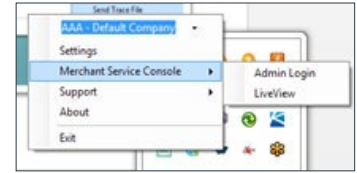


2. Right click on your **Vault System Tray Icon**, to view the **Default Company Selector**. If you do not have multiple companies, you don't need to do anything.
3. If you have multiple companies, click on **Settings** and go to **Add Company**. Make sure the 3 digit Company Code from Sage100 matches the company in the Vault100 plugin.

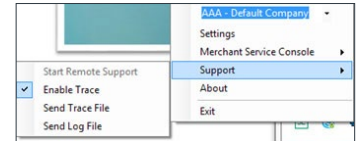


5. CONFIGURE VAULT100 PLUGIN (CONTINUED)

4. **Gateway Configuration** – System Tray Icon – Vault100 UI.
5. **Merchant Service Console** enables you to access reporting.



6. **Admin Login** is to access Merchant Support Center (MSC) and view merchant statements, ACH deposits, batches, and truncated card numbers.
7. **LiveView™** shows your current batch activity in real-time.
8. **Support** offers a quick link to email an encrypted trace/log file in the event we need to troubleshoot plugin issues.



Note: In some cases your network may not allow email access. If this happens you will need to go to the file where the plugin is installed and copy the trace file.

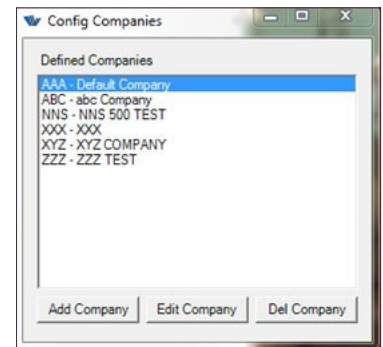
9. The **About** function provides the plugin's current version and support information.



Company Credentials – Gateway Keys

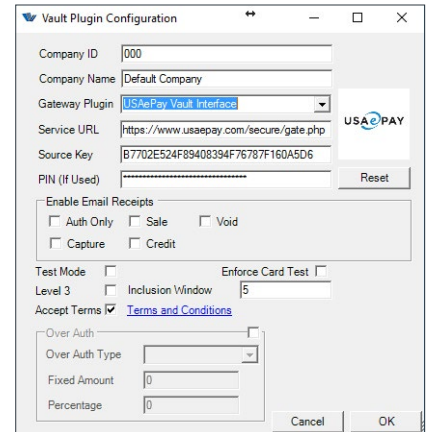
Used for adding a company, company credentials, and receiving Login ID & Trans key.

1. As long as each company has gateway credentials, you can add as many companies as you need. You must match your SAGE company codes or the first company that populates in the list will be used for interface. You will need a Merchant Account for each company and a Gateway Account for each company tied to one Merchant Account.
2. Your **Login ID** and **Trans Key** were obtained in Section 1.
3. If **RECEIPTS** are to be utilized, **ENABLE RECEIPT EXPORTING** must be checked and a new directory under the C:\VAULT 100 Plugin directory must be created prior to selecting the option.



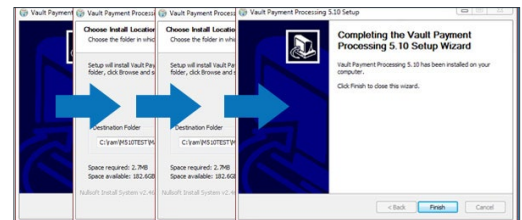
5. CONFIGURE VAULT100 PLUGIN (CONTINUED)

4. **Inclusion Window** – this variable defaults to 5 and should not be changed.
5. Click on **Accept Terms**.
6. Select **OK** to exit.



6. INSTALL SAGE VAULT INTEGRATION

The Sage installation occurs only on the Server and must be installed with **ADMINISTRATOR** rights.

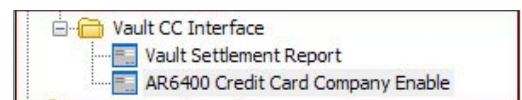


7. SETUP SAGE VAULT INTEGRATION

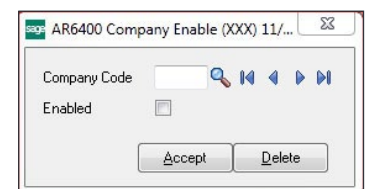
1. This install creates a new directory and file under the MAS90 directory. This file, when active, indicates the user wants to utilize the new Vault Payment Processing gateways as described in this document. The file MAS90\AR6400\Z02ACTIVE must be installed.

Note: If a different credit card interface is required, then the Z02ACTIVE file can be renamed to Z02ACTIVE.

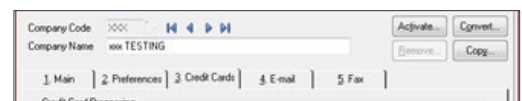
2. Access the **Vault CC Interface** menu and select **AR6400 Credit Card Company Enable**.



- a. Add each company code that is to be integrated with credit card processing:
 - i. Add all company codes through one company to populate the system file.



- b. Select the **Credit Card Processing** and **Enable Vault Credit Card Processing** boxes.
- c. Verify by selecting the **Company Maintenance** box.



7. SETUP SAGE VAULT INTEGRATION (CONTINUED)

3. If Payment Types are already setup, selecting the ADD CARD button in AR Customer will launch the Sage Exchange installation.
 - a. After you select **YES to install the Sage Exchange**, the installation will briefly pause. Wait until this process has completed.

4. Utility programs are processed at the console prompt within Sage.

- a. To get to the console prompt use the FILE/RUN function and type SYZCON in the box which then dumps to the > prompt.

```
Type BYE to exit console mode...
->|
```

- b. The first utility program is **AR_Z02CLR.M4P** which clears credit card information which was processed through the previous Vault.

```
Type BYE to exit console mode...
->RUN "AR_Z02CLR.M4P
```

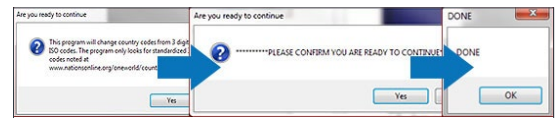
- i. This process should only be utilized once as it will clear all current credit card information.
- ii. This program will remove all existing entries from the AR_CUSTOMERCREDITCARD.M4T file.
- iii. This program will remove all records from SO_SalesOrderPayment.M4T.
- iv. This program will remove all existing credit card information from AR_Customer.M4T.



- c. The second Utility program is the Country Code Conv. This program converts existing 3 digit country codes to the required 2 digit ISO codes.

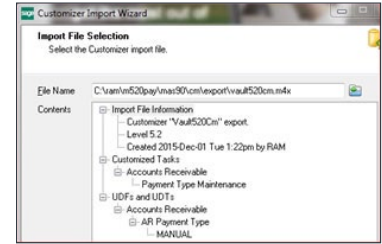
```
Type BYE to exit console mode...
->RUN "AR_Z02ZIP.M4P|
```

- i. This option can be utilized several times if necessary.
- ii. The process does not remove the existing 3 digit codes as the process does not alter the history files.
- iii. The process will add any 2 digit ISO codes that it translates to the SY_COUNTRY data table.
- iv. The process only searches for standard 3 digit ISO codes and converts them to standard 2 digit ISO codes. All codes should have been reviewed and verified in Section 3, Step 7.
- v. All new customers should be entered using the new 2 digit Country Codes.



7. SETUP SAGE VAULT INTEGRATION (CONTINUED)

- Setup Manual Custom office Flag for Payment Type
 - Utilize the **Custom Office/Customizer Import Wizard** to import the VAULTXXXCM. "XXX" indicates the version.
 - The import will add the UDF_MANUAL to the AR_PAYMENTTYPE file and screen.
 - Review the User Manual for information on when the UDF should be utilized.



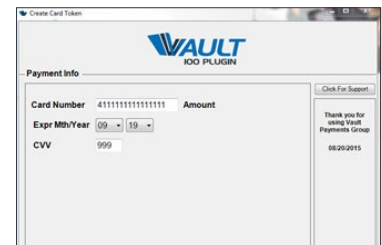
8. TEST VAULT INTEGRATION (REQUIRES LIVE CARD)

- Review the Credit Card and Gateway Processing documents from Section 2.
- Access **Customer Maintenance** and re-enter credit cards through the **NEW CARD** functionality. This will provide a new token from the new Vault.
- Access **Sales Order** and add Deposits to the credit cards.
- Access **Sales Order** and **PreAuth** amounts as necessary.

Note: This may be done at the same time as the deposit if applicable.

VAULT INTERFACE

- Top of screen indicates function.
- Create Card Token** creates a new GUID for Sage 100.
- Update Card Token** allows you to make updates to the card number/address can occur when a GUID exists.



- Billing address is available to enter/edit – make sure to utilize 2 digit country codes.
- The **Submit** button processes credit card information and returns authorized information to AR Invoicing, Cash Receipts, Sales Order, Sales Invoicing.

Void and Refund processes are silent.

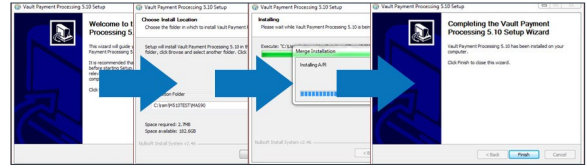


9. RE-INSTALLATION FOR SAGE VAULT INTEGRATION AND VAULT WORKSTATION

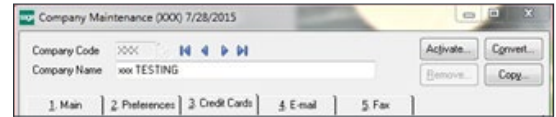
The following steps should be followed when there is an update to the SAGE or Vault Workstation:

- For the SAGE Change – proceed with the following instructions.

The Sage installation occurs only on the Server. Install with **ADMINISTRATOR** rights.



- Access Company Maintenance and go to the Credit Card tab – there should be a check mark in the ENABLE CREDIT CARD & ENABLE VAULT CREDIT CARD PROCESSING



If there are existing Vault entries on the AR UTILITIES menu they can be removed by processing the next steps:

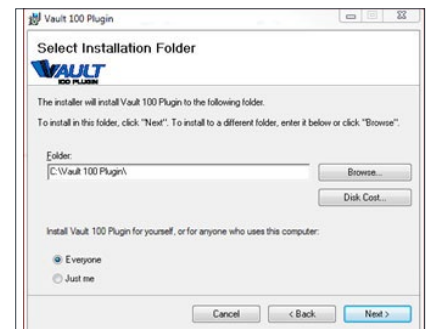
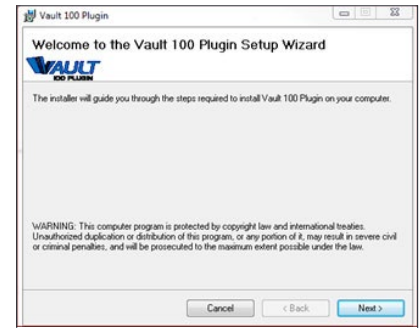
- Use FILE / RUN / SYZCON process.
- At the console prompt type **RUN "Z02MENU"**.
- When it completes you will be back at the MAS menu.
- Use FILE/RUN and type **SY_MENU_UI** into the box.
 - Click on **ACCEPT**, then **CLOSE**.

After this process the Vault menu items will be removed from the AR Utilities menu.

VAULT WORKSTATION REINSTALL

The Vault100 Plugin should be installed on each workstation processing credit cards and any update should be accomplished on all workstations at the same time. Workstation UAC / DEP should be disabled.

1. Shut down the Tray Icon for Vault – right click on the tray icon (bottom right) for Vault (small blue V) and click on EXIT
2. Use the Control Panel function to remove programs and remove the Vault Program. Do not manually remove programs or data.
3. Use the Vault100PluginSetup.zip you downloaded in Step 3. Extract the file to your desktop.
4. Run the MSI or the .exe file to install the Vault100 Plugin gateway configuration tool.
5. Follow the directions to save the Vault100 plugin and select the preferred user access.



9. RE-INSTALLATION FOR SAGE VAULT INTEGRATION AND VAULT WORKSTATION (CONTINUED)

6. Confirm Installation, then finish the workstation installation by selecting Close.

