

NEW process with COD Payments (Keystone 5.4+)

Pay Class Maintenance:

- ACH, CASH, CC, CHECK, DEBIT, UNKNOWN
 - These are setup by Default. More can be added if needed.
- To add a FEE to the CC or ACH:
 - Select the PAYCLASS (In the example below we are using CC)
 - **Fee Income %** - The % Fee applied when using the selected PayClass.
 - **Fee Income Base** – The Base used (This is a \$ amount) For example, you can put a \$1.00 base for ACH to cover your ACH cost.
 - **Fee Income GL** – The GL account that the PayClass fee will be posted to.
- **A/R Pay Class Maintenance Info:**
 - **Cash GL** - The Default Cash GL used
 - **Pay Processor Type Tab** – This is how you can communicate with the website via Xplor Pay.
 - **Plant/Div GL:** Allows you to set up different GL codes for different plants or GL's.
 - **IF you have different bank accounts for different plants or Divisions you can fill this out.**

A/R Pay Class Maintenance - Test

File Edit Options Help

Pay Class CC [Inactive]

Description Credit Card

Pay Type Credit Card

Cash G/L

Fee Income

% 3

Base 0

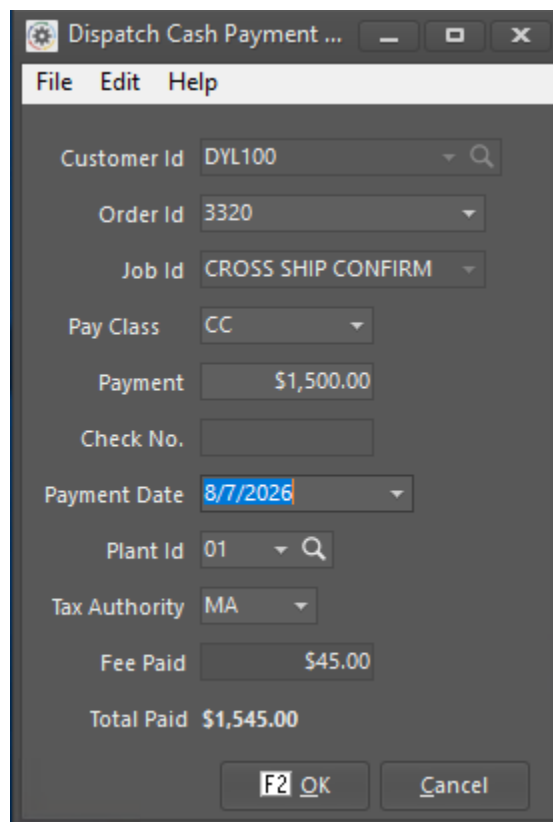
G/L 8610.2.00

Pay Processor Types	Plant/Div G/L	Notes	
Div Id	Plant Id	Cash G/L	Fee Income G/L
▶	01	1000.1.01	8610.1.01
	02	1000.1.02	8610.1.02
	03	1000.1.03	8610.1.03

F3 Delete F12 Print F2 OK Cancel

Creating an order payment:

- **If you do not have the ability to create order payments, you can reach out to Support to get this turned on. 1-800-548-9754**
- Dispatch -> Cash Payment Entry
- Fill the order payment out like normal.
- Choose the appropriate Pay Class (How is the customer paying?)
 - By Selecting a Pay class with a Fee % or Base \$ this will calculate when selected.
 - This information is carried from Dispatch to Cash Posting
 - It is no longer required to put the CC Fee on the order, this will calculate the 3%. (This example is calculating 3% based on the Pay Class maintenance. This will calculate the % and or Base that you have setup)
 - The payment/Fee information can be printed on the receipt.



The screenshot shows a software window titled "Dispatch Cash Payment ...". It has a menu bar with "File", "Edit", and "Help". The window contains several input fields and dropdown menus for creating a cash payment entry. The fields are as follows:

Field	Value
Customer Id	DYL100
Order Id	3320
Job Id	CROSS SHIP CONFIRM
Pay Class	CC
Payment	\$1,500.00
Check No.	
Payment Date	8/7/2026
Plant Id	01
Tax Authority	MA
Fee Paid	\$45.00
Total Paid	\$1,545.00

At the bottom of the window, there are two buttons: "F2 OK" and "Cancel".

Creating a Ticket payment:

- You can create a Ticket Payment using the Ticketing Module or Dispatch Module.
- The option to accept payments on COD tickets must be enabled.
 - Please reach out to support if you want this option to be enabled.
- Upon generating a COD ticket with the option turned on you must fill out the following:
 - Name and Address information
- Choose the Pay Class based on how the customer is paying
 - By Selecting a Pay class with a Fee % or Base \$ this will calculate when selected.
 - This information is carried to Cash Posting
 - It is no longer required to put the CC Fee on the order, this will calculate the 3%. (This example is calculating 3% based on the Pay Class maintenance. This will calculate the % and or Base that you have setup)
 - The payment/Fee information can be printed on the ticket.

Ticket Payment

Name

Address 1

Address 2

City

State/Zip

Pay Class

CC

Subtotal

\$1,050.00

Sales Tax

\$52.50

Tkt Total

\$1,102.50

Amt Appl

1102.50

Fee Paid

33.08

Total Paid

\$1,135.58

F2 OK

Cancel