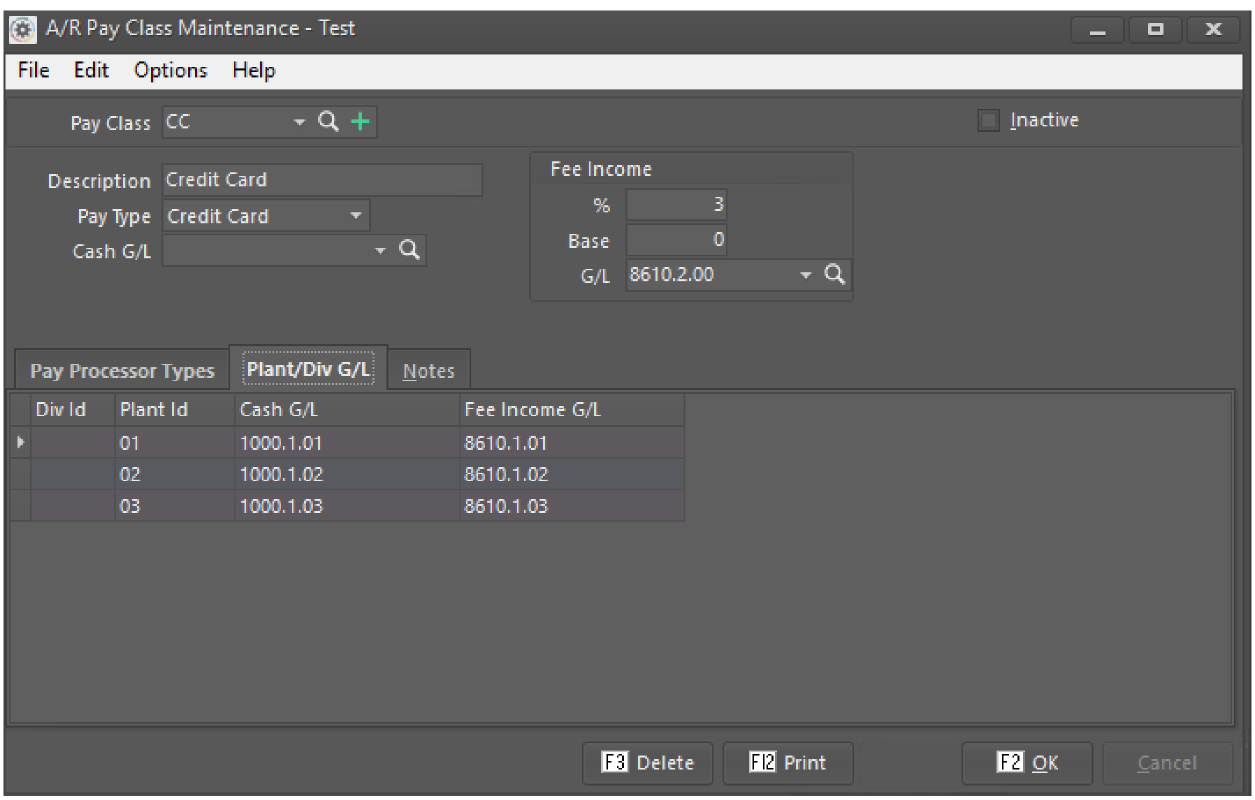
NEW process with COD Payments (Keystone 5.4+)

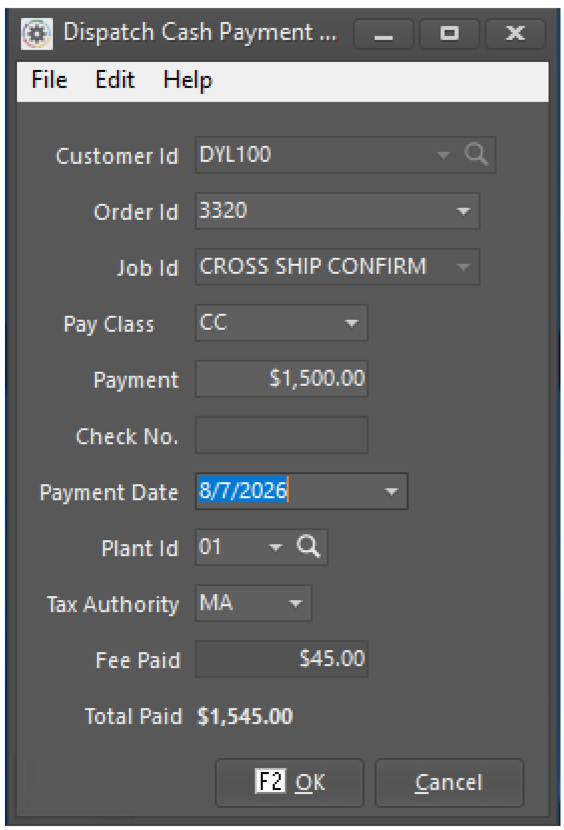
Pay Class Maintenance:

- 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.**



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.



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.