



Global 3000 Service Pack Note SOP - Payment Methods

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Project	ZS60_000297.docx		
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INTRODUCTION

This service pack removes the credit card handling from SOP and provides new payment methods.

The existing credit card processing in SOP was added a number of years ago and pre-dates the existing data protection rules. Having consulted with the resellers and our direct users it has been determined that it is extremely unlikely that many sites are using the feature. This coupled with the extremely large amount of work involved in meeting current data protection legislation and gaining accreditation means that the most prudent way forward is to remove the current credit card processing entirely.

Update (20/03/2018)

The EU's General Data Protection Regulation (GDPR) applies from 25 May 2018. It supersedes the UK Data Protection Act 1998. The new law brings a 21st century approach to data protection. It expands the rights of individuals to control how their personal information is collected and processed, and places a range of new obligations on organisations to be more accountable for data protection. The new regulations impose hefty fines on organisations that are not compliant, as such the removal of the existing credit card processing within SOP is imperative.

The following functions and options have been removed:

- SOP Sales Order Entry – Credit Card Payments
- SOP Transaction Desktop – Credit Card Payments
- SOP Credit Card Processing – On-line Authorisation
- SOP Credit Card Processing – Manual Authorisation
- SOP Credit Card Processing – Payment Submission
- SOP Credit Card Processing – Voice Referrals
- SOP Credit Card Processing – Removed Payment Requests
- SOP Credit Card Processing – Credit Card Maintenance
- SOP System Parameters – Credit Card Prefixes
- Administration Parameters – System Codes/Credit Card Types

The payment method for SOP transactions can be set to one of 'Normal', 'Cash', 'Credit/Debit Card', 'Cheque', 'Online' or 'Other'.

If the payment method for a transaction is 'normal' SOP invoice print posts an invoice to Debtors Ledger, the customers' payment must then be recorded by entering a manual receipt in Debtors Ledger.

For all other payment methods the user must confirm that payment has been received before goods can be despatched/invoiced. SOP invoice print then posts an invoice and receipt to Debtors Ledger which are allocated to each other (for foreign currency transactions the receipt is generated using the same exchange rate as the invoice).

Note, if prior to invoicing multiple despatches are made for a transaction with a payment type that is not 'normal', payment is only confirmed for the first despatch and a single receipt encompassing the entire amount invoiced is posted to Debtors Ledger.

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DOCUMENTATION CHANGES

SOP Credit Card Handling

The following functions and options have been removed:

- SOP Sales Order Entry – Credit Card Payments
- SOP Transaction Desktop – Credit Card Payments
- SOP Credit Card Processing – On-line Authorisation
- SOP Credit Card Processing – Manual Authorisation
- SOP Credit Card Processing – Payment Submission
- SOP Credit Card Processing – Voice Referrals
- SOP Credit Card Processing – Removed Payment Requests
- SOP Credit Card Processing – Credit Card Maintenance
- SOP System Parameters – Credit Card Prefixes
- Administration Parameters – System Codes/Credit Card Types

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Customer Maintenance – Customer SOP Parameters

The screenshot shows the 'Customer SOP Parameters' window. Key fields include:

- SOP Details:**
 - Main price list: MAINGBP
 - Special price list: [Empty]
 - Allow sale of products stocked at all locations:
 - Restrict to location: [Empty]
 - Delivery code: VAN
 - Default location: STH
 - Trade discount scheme: ELEC
 - Trade discount level: 2
 - Delivery charge: [Empty]
 - Line/Trailer comment: [Empty]
 - Negotiated discount: 0.00%
 - Delivery confirmation: [Empty]
 - Number of labels: 0
 - Payment method: Cash
 - Cross-border cash book: [Empty]
- Email Settings:**
 - Email quotations?: Email: [Empty]
 - Email acknowledgements?: Email: [Empty]
 - Email delivery notes?: Email: [Empty]
 - Email invoices and credit notes?: Email: [Empty], Cc Email: [Empty]
- SOP Settings:**
 - Back orders?: Allowed
 - Allow part delivery?:
 - Combine orders for deliveries?:
 - Allow part invoice?:
 - Acknowledgements required?:
 - Combine invoices?:
 - Email confirmation of delivery?:

Payment method This provides a default payment method for the customer. Select one of the following:

- Normal
- Cash
- Credit/Debit Card
- Cheque
- Online
- Other

This can be overridden for individual SOP transactions as required.

Note When the payment method is normal SOP invoice print posts an invoice to Debtors Ledger, the customers' payment must then be recorded by entering a manual receipt in Debtors Ledger. For all other payment methods the user must confirm that payment has been received before goods can be despatched/invoiced. SOP invoice print then posts an invoice and receipt to Debtors Ledger which are allocated to each other (for foreign currency transactions the receipt is generated using the same exchange rate as the invoice).

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SOP – Set Account Defaults

Account	Customer Name	Outstanding Orders
ANDE001	Anderton Ltd	1441.61
ANDR001	Andrew Leonard Ltd	0.00
ANDR010	Andrews Estate Agents	0.00
BLAK001	Blakelock Insurance Brokers	0.00
BROW001	Brownhouse of Preston	7178.00
CUPI001	C.U.P. International	0.00
DAVI001	Davies & Brown	0.00
DESI010	Design Graphics Ltd	0.00

SOP Details

Main price list: MAINGBP
Special price list:
 Allow sale of products stocked at all locations
Restrict to location:
Delivery code: VAN
Default location: STH
Trade discount scheme: ELEC
Trade discount level: 2

Delivery charge:
Line/trailer comment:
Negotiated discount: 0.00%
Delivery confirmation:
Number of delivery labels: 0
Payment method: Cash
Cross-border invoice cash book:

SOP Settings

Back orders?: Allowed
 Part deliveries allowed?
 Combine orders for deliveries?
 Part invoicing allowed?
 Acknowledgements required?
 Combine invoices?

Buttons: Search, Missing A/c's, Discounts, Amend, Apply, Close

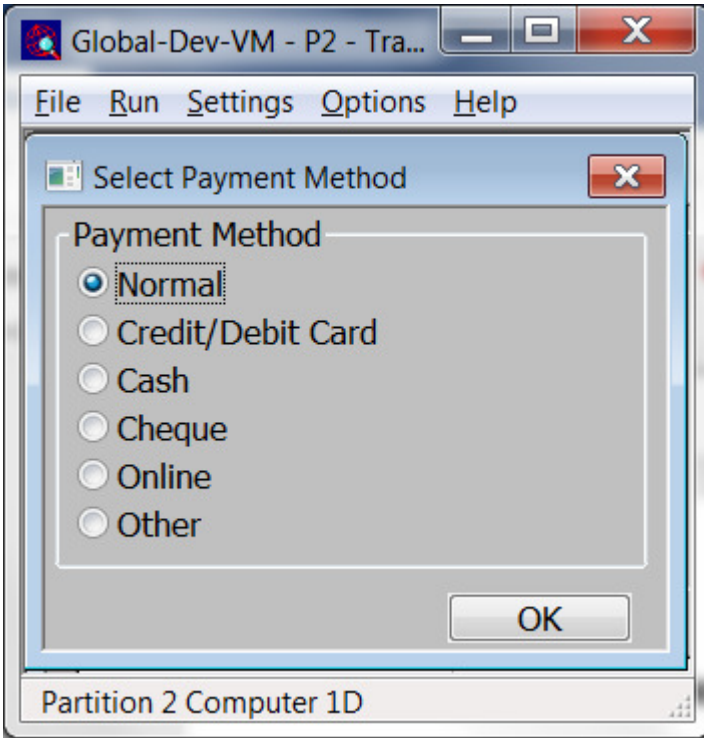
Payment method This provides a default payment method for the customer. Select one of the following:

- Normal
- Cash
- Credit/Debit Card
- Cheque
- Online
- Other

Note When the payment method is normal SOP invoice print posts an invoice to Debtors Ledger, the customers' payment must then be recorded by entering a manual receipt in Debtors Ledger. For all other payment methods the user must confirm that payment has been received before goods can be despatched/invoiced. SOP invoice print then posts an invoice and receipt to Debtors Ledger which are allocated to each other (for foreign currency transactions the receipt is generated using the same exchange rate as the invoice).

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SOP Transaction Desktop – Payment Method



Payment method This is the payment method for the transaction. Select one of the following:

- **Normal**
- **Cash**
- **Credit/Debit Card**
- **Cheque**
- **Online**
- **Other**

Note When the payment method is normal SOP invoice print posts an invoice to Debtors Ledger, the customers' payment must then be recorded by entering a manual receipt in Debtors Ledger. For all other payment methods the user must confirm that payment has been received before goods can be despatched/invoiced. SOP invoice print then posts an invoice and receipt to Debtors Ledger which are allocated to each other (for foreign currency transactions the receipt is generated using the same exchange rate as the invoice).

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SOP – Sales Order Entry Header Details

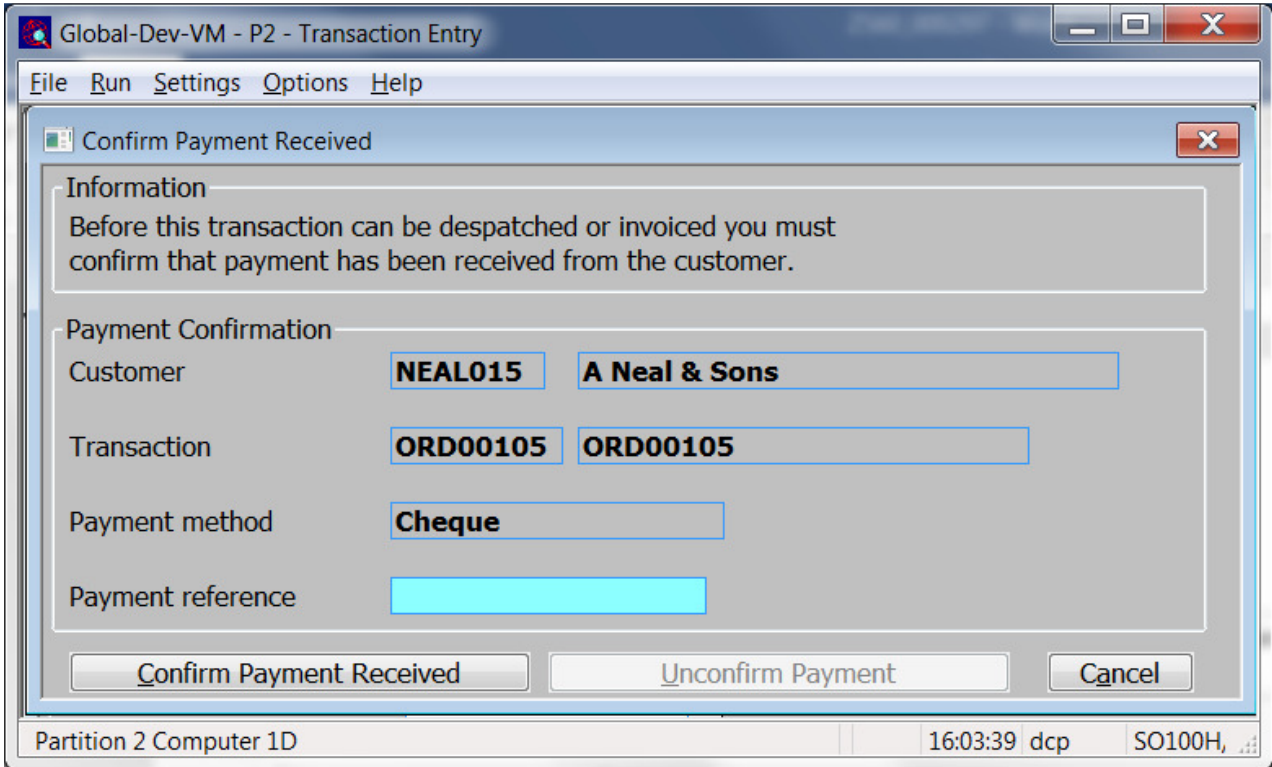
Payment method This is the payment method for the transaction. Select one of the following:

- **Normal**
- **Cash**
- **Credit/Debit Card**
- **Cheque**
- **Online**
- **Other**

Note When the payment method is normal SOP invoice print posts an invoice to Debtors Ledger, the customers' payment must then be recorded by entering a manual receipt in Debtors Ledger. For all other payment methods the user must confirm that payment has been received before goods can be despatched/invoiced. SOP invoice print then posts an invoice and receipt to Debtors Ledger which are allocated to each other (for foreign currency transactions the receipt is generated using the same exchange rate as the invoice).

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SOP – Confirm Payment Received



Purpose This window is used to confirm that a payment has been received for transactions where the payment method is **not** 'normal'.

Note On exit from a transaction requiring payment confirmation, this window will automatically appear unless the user does not have authorisation to confirm payments; in which case a warning that the transaction cannot be despatched/invoiced is displayed in its place.

Prompts:

- Account** *(Display only)* The account and account name.
- Transaction** *(Display only)* The transaction (order or invoice) number and reference.
- Payment method** *(Display only)* The payment method for the transaction.
- Payment reference** This can be used to enter a reference for the payment made by the customer, for example the authorisation code from the merchant for credit card payments or the cheque number for cheque payments.

Buttons:

Confirm Payment Received Press this to confirm that the customer payment has been received.

Note You will not be able to despatch stock or invoice the transaction until you confirm that the customers' payment has been received.

Unconfirm Payment Press this to unconfirm the payment.

Note If the transaction has been part invoiced, unconfirming the payment has no effect on the items already invoiced.

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