Global 3000
Service Pack Note

SOP - Payment Methods

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Project	ZS60_000297.docx
Version	1.0

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.

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

Customer Maintenance – Customer SOP Parameters

| 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).

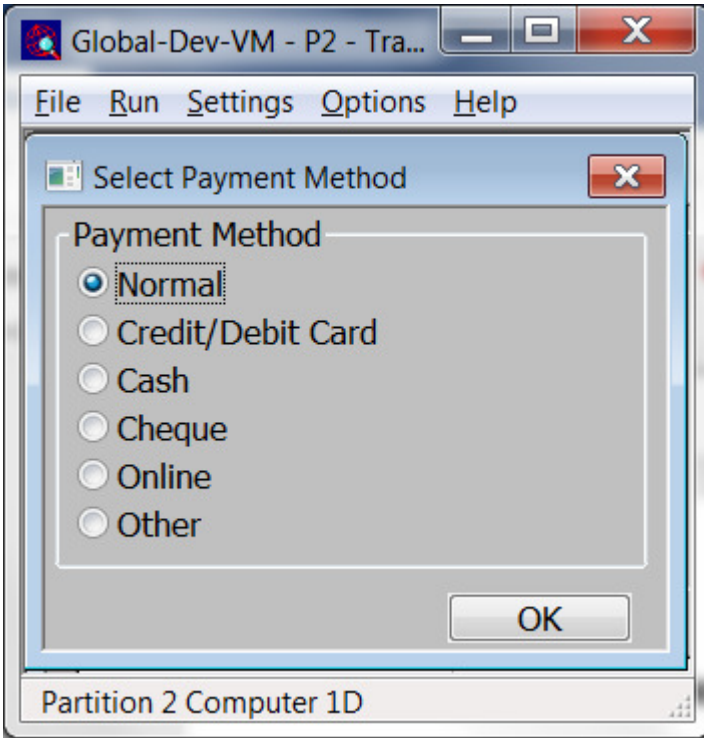| **Author**	DCP
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SOP – Set Account Defaults

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).

SOP – Sales Order Entry Header Details
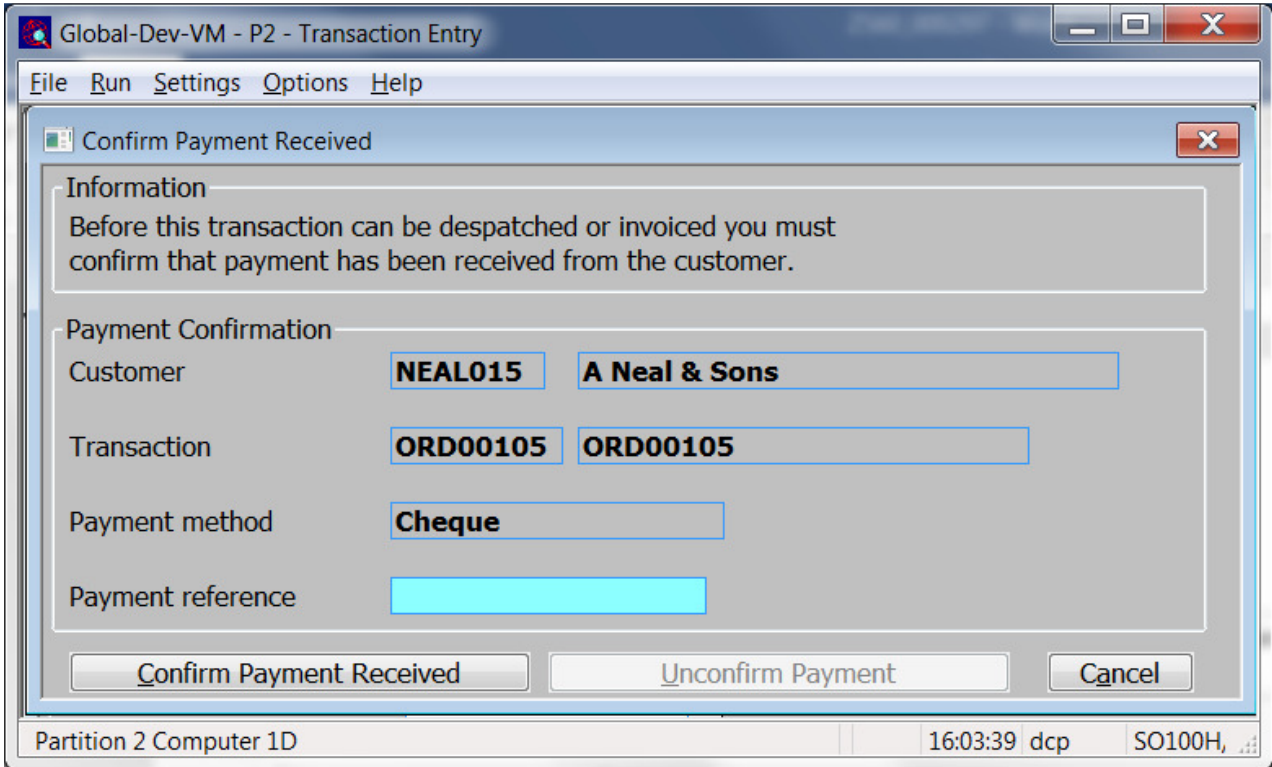

Payment method	This is the payment method for the transaction. Select one of the following:

- **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.