

Payment Providers

Installation and setup



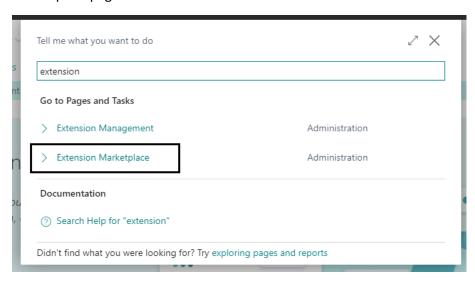
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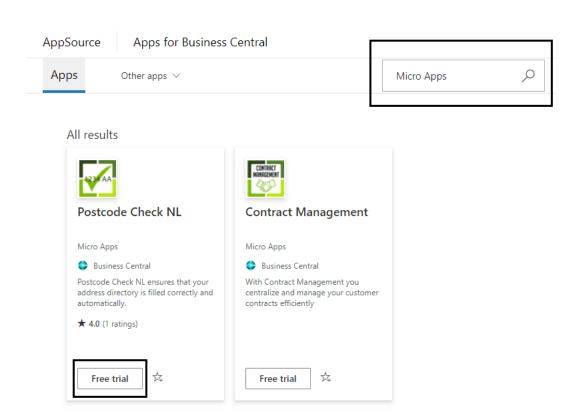


Installation

All apps are available through the Microsoft Marketplace for Business Central extensions/apps. From here you can automatically install the extension and make it available within every company in your Business Central environment. Click on the search icon and type Extension to go to the extension marketplace page.



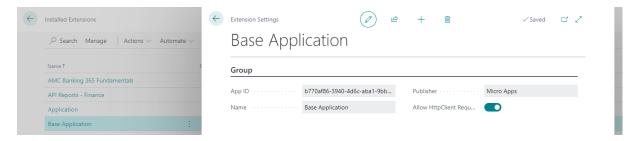
Search for your app and click on Free Trial. Confirm your details and click again on Free Trial. Your App is getting installed and is visible on the extensions page.





Configuration base application

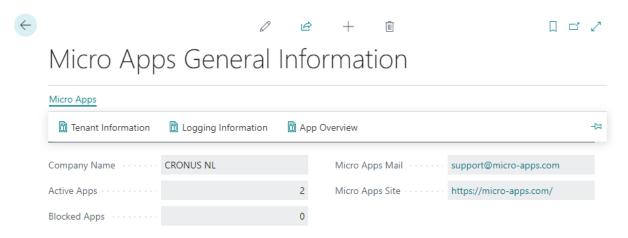
To be able to use the application correctly, you need to make sure that the field "Allowing HttpClient Request" is checked for the Base Application. During the setup you'll get a message saying to activate this field. If the message did not appear, go to the page "Extension Management" and click on the Base Application by Micro Apps. You'll see basic information of the app and also the field "Allowing HttpClient Request". Make sure that the field is checked.



After downloading and installing the application, the setup wizard will automatically show up. During the setup you'll have to register at Micro Apps.

Registering

Before you can use the application, you'll need to register. This can be done in the "Tenant Information" page. Navigate to "Micro Apps General Information" and click on "Micro Apps". You'll see 3 buttons: Tenant Information, Logging Information and App Overview. To register you'll need to click on "Tenant Information".



On the next page you need to fill in your information. After filling in your information, you can click on "Register or Update Tenant Information." If there're any changes to the company information, you can fill the fields again and click on the same button. The information will be updated in our systems.











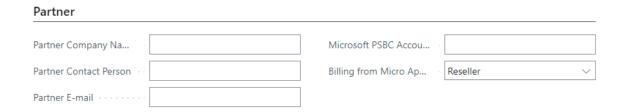






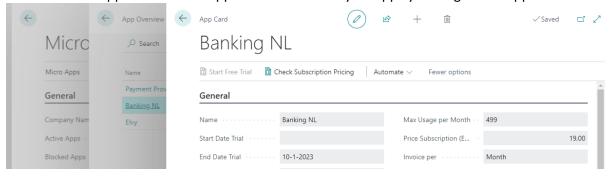
Register or Update Tena	nt Information 🛅 Update Tena	nt InfoCompany Information	More options
Company			
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If you've bought Micro Apps through a Reseller, you'll need to fill in their information. This can also be done on the "Micro Apps Tenant Information" page. Billing will be done through the reseller.



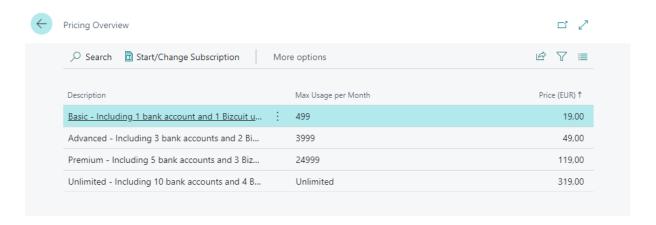
Activating Trial or Subscription

Before you finally can use your app, we need to activate before starting using it. Apps may contain different subscriptions see https://micro-apps.com/ for pricing and contract details. By uninstalling one of your apps, don't forget to uninstall it within the base application to stop the billing process. (See the next page to uninstall your app). Go back to the "Micro Apps General Information" page and click on "Micro Apps" and select "App Overview". Select your app by clicking on the app name.





If you want to test our app, you can start a free trial period by clicking on "Start Free Trial". If you want to start your subscription, click on "Check Subscription Pricing". Select the subscription that fits your needs and click on "Start/Change Subscription".



CSV-Format

To correctly use the app, the CSV file needs to have a certain format for the columns. Each providers has a certain format. If your file has a different one, you'll get an error when importing it. The format will be explained below for each provider.

Adyen

The following columns are need for importing Adyen CSV format:

Columns	
Company Account	Net Credit (NC)
Merchant Account	Commission (NC)
Psp Reference	Markup (NC)
Merchant Reference	Scheme Fees (NC)
Payment Method	Interchange (NC)
Creation Date	Payment Method Variant
TimeZone	Modification Merchant Reference
Type	Batch Number
Modification Reference	Reserved4
Gross Currency	Reserved5
Gross Debit (GC)	Reserved6
Gross Credit (GC)	Reserved7
Exchange Rate	Reserved8
Net Currency	Reserved9
Net Debit (NC)	Reserved10



Paypal

The following columns are need for importing Paypal CSV format:

Columns	
Date	Transaction Reference
Time	Customer Email
Time Zone	Customer Name
Description	Bank Account
Currency	Shipment Cost
Gross	VAT
Costs	Invoice Reference
Net	Reference Txn Id
Saldo	

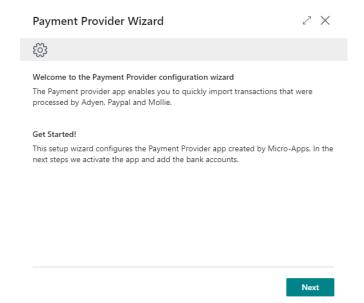
Mollie

The following columns are need for importing Mollie CSV format:

Columns	
Date	CustomerName
Payment Method	CustomerBankAccount
Currency	CustomerBic
Amount	PayoutCurrency
Status	PayoutAmount
ID	MerchantReference
Description	SentBackAmount

Setup

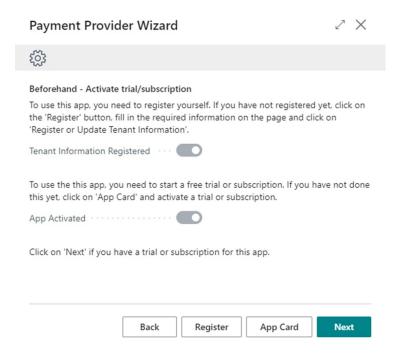
Once the installation is completed, you'll need to setup the app. This can be done with the Payment Providers Wizard. The wizard contains all the necessary steps to complete the setup for the application. It automatically popups after installing the application from the AppSource.





Pre-setup

If this is your first time installing a Micro Apps application, then you'll need to register. Click on the "Next" button. You will see the following page. On this page you can register yourself at Micro Apps and activate a trial or subscription.



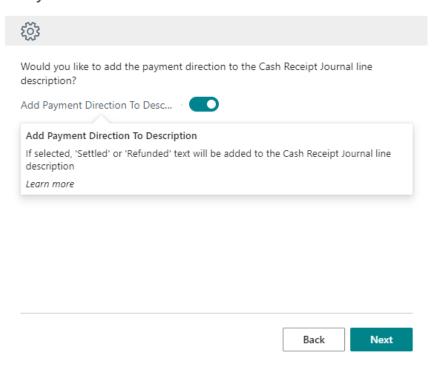
To register, click on the "Register" button. After registering, you also need to activate the trial or subscription. To activate the trial or subscription, press the "App Card" button. This will take you to the card page of the Payment Providers application. When choosing the trial, keep in mind that you can use the app for 2 weeks free of charge. After the trial period, you'll need to activate the subscription. When you've registered at Micro Apps and activated a trial or subscription, the 2 fields in the image above are checked.

Add Payment Direction to Description

If both fields are checked, you can click on "Next" to go to the next page. On this page the wizard will ask you the following question: "Would you like to add payment direction to the Cash Receipt Journal line description?" If this is checked, the Payment Direction text will be added to the Cash Receipt Journal line description. Click on "Next" to continue the setup.

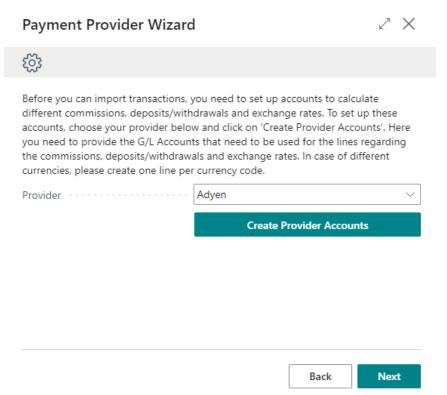


Payment Provider Wizard



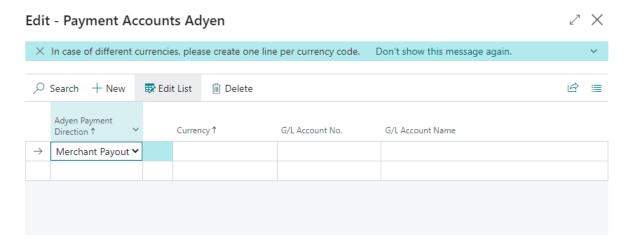
Creating provider accounts

Before you can import transactions, you'll need to set up accounts to calculate different commissions, deposits/withdrawals and exchange rates. To set up these accounts, choose a provider as shown in the image below.

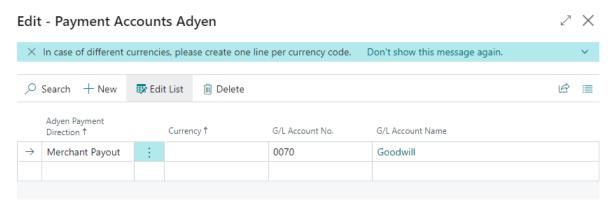




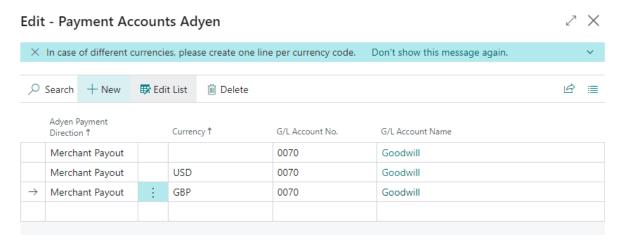
The payment provider "Adyen" is used as example. Click on "Create Provider Accounts". The page "Payment Accounts Adyen" will be shown. "Adyen" will be replaced for other providers. On this page you can set up the G/L Accounts that needs to be associated with the Payment Direction.



Foreach Payment Direction you can set the Currency Code and G/L Account number field. The G/L Account name is automatically filled in after choosing a G/L Account number. In this example "Merchant Payout" is chosen.



When you're going to use different currencies (E.G. EUR, USD and GBP), you'll need to create one line per currency.

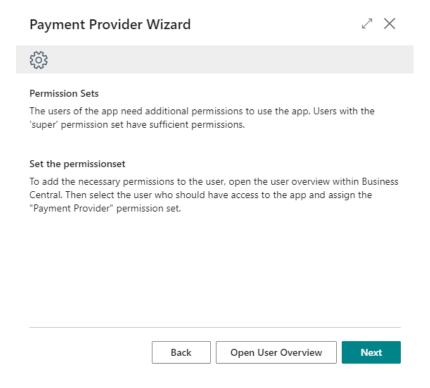


If you're done with the accounts for the payment directions go back to the wizard and click on "Next".



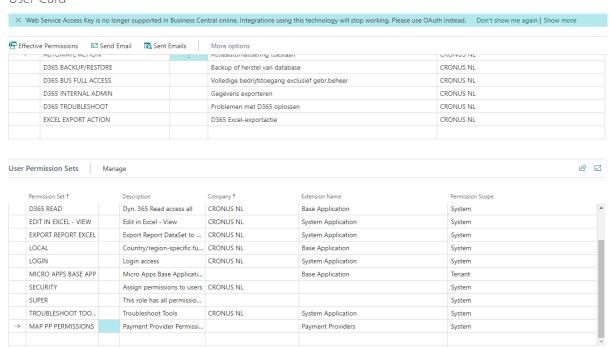
Permission sets

To be able to use the app, users need additional permissions. Users that have the "Super" permission set have sufficient permissions. They will not need any additional permissions. To add the additional permission to other users, go to the "Users" page. You can use the search bar or click on "Open User Overview".



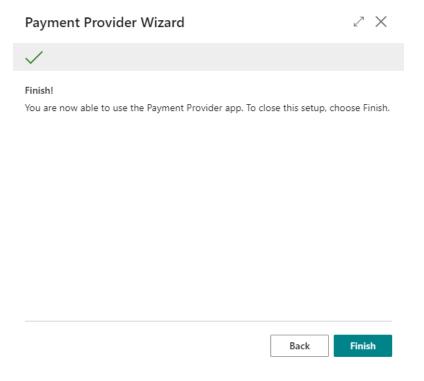
Go to the user that needs the permission and add the "MAP PP Permissions". This permision set is made during the installation of the application.

User Card



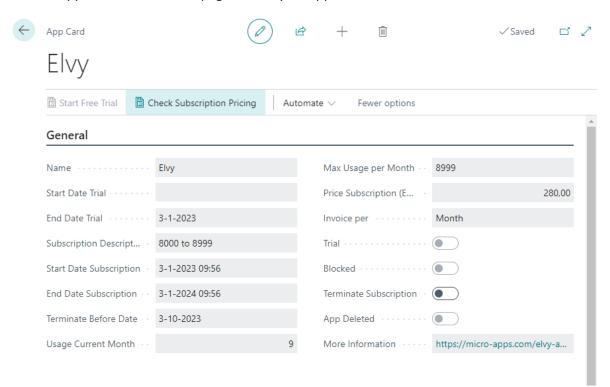


Go back to the wizard and click on "Next". You'll be finished with the setup of the Payment Providers application. Click on "Finish" to leave the wizard.



Deactivating subscription

To deactivate tour subscription, go to "Micro Apps General Information", click on "Micro Apps" and then on "App Overview". On this page choose your app.

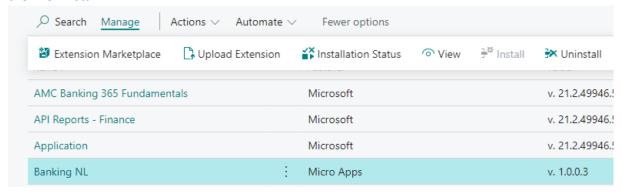




On this page you'll see a field called "Terminate Subscription". Check this field to deactivate your Subscription. At the end of your subscription date the app will be blocked. During the period of when you've checked this field and the end of your subscription date, you can change your mind by unchecking the field. Be aware of the fact that 3 months before your subscription end, you cannot change this field. If the field is checked, you'll need to make new subscription. If the field is not checked, your current subscription will extended by 1 year.

Uninstalling

To uninstall your app, you can follow the default step of Business Central to uninstall. Go to "Extension Management" and choose the app that you want to uninstall. Next click on "Manage" and then "Uninstall".



A new screen will open and Business Central will ask you if you want to delete the extension data. To completely uninstall the app, check this field. After uninstalling the app, you can choose to unpublish the app or not. You can do this by clicking on "Unpublish" under the "Manage" tab.

