

The Score

Volume 19 Issue 2

Understanding Credit Card Processing and Integrated Payments

Many business owners and rising star entrepreneurs hit roadblocks when it comes to credit card processing. They understand money, they understand payments, they know that it is in their best interest to secure the best rates possible anytime money changes hands. The problem? Professionals, business owners, and entrepreneurs alike all become experts in their business and their respective fields – not in payments.

APS Payments is an Adagio Developer Partner that adds credit card processing to Adagio.

You don't have to know everything about payments in order to get the best rates for your business. The free, downloadable APS Merchant's Guide will go through some of the finer points of credit card processing, important definitions, and how the whole ecosystem works.

With COVID-19 and social distancing guidelines in place, integrated and omni-channel payment solutions have gone from a nice to have to a must have solution in order to maintain cashflow. How do you select the best omni-channel payments provider for Adagio? Most merchants agree that it is important to get the best rates, but there is a lot more to consider.

Your payment solution can impact:

- Your customer satisfaction
- Your cash flow
- Your workflow efficiency
- Your bottom line

An Economic Payment Solution

APS Payments works diligently to get you the lowest credit card processing rates, reduce your risk, and provide the best solutions for your business. Batch processing, seamless integrations,


and automation tools such as recurring billing increase your business' efficiency and improve cash flow. From multiple payment methods to multiple currencies, APS provides trustworthy service for every business and every payment. What's more, they do this all at a negative cost to your company.

Secured By APSPAYS Vault

The APSPAYS Vault is fully integrated within Adagio, allowing you to store customer payment credentials for future use without ever storing your customers credit card data locally on your own servers.

The APSPAYS Vault is a 100% PCI-DSS compliant gateway with many reporting tools for reconciliation. Use our tokenized protection and data encryption to further enhance your security and protect yourself from the risk of data breach and heavy fines.

Learn all the ins and outs of choosing the best payment processor for your business by downloading the Merchant's Guide to Integrated Payment Processing from APS Payments. This free guide can help you stay informed on the fundamentals, features, and trends to secure the best possible payments solutions for your business.



Merchant's Guide to Integrated Payment Processing

Select the best omni-channel payments provider for your business

Download the guide today to ensure you select the right payment solutions provider for your needs.

Need A Toolkit?

During the normal course of business, accounting data can become cluttered, unwieldy, and less user-friendly. Customer and vendor numbers can be accidentally repeated, company consolidations can wreak havoc with a chart of accounts, and inventory item lists can become long, repetitive, and less relevant.

The Toolkit for Adagio is a collection of utilities essential for Adagio users who wish to maintain their data in an orderly fashion. The Toolkit uses the Adagio "look & feel", and offers similar functionality in security, data entry, reporting, import/export and backup, so Adagio users are immediately familiar with the Toolkit's working environment.

Learn more about Adagio Toolkit's various functions and how they might help you declutter your accounting data here: <https://www.dakotasoftware.com/products/toolkit-adagio/>

Brought to you by...



BAMPH Consulting Services
 29A Microsoft Drive, Elizabeth Park
 Christ Church BB15092 Barbados
 Cell: (246) 230-5277
 Tel: (246) 271-0681 / 2
 Email: PeterB@BAMPH.biz
 Web: www.BAMPH.biz

New User Printer Issues

Question: When our new user prints a check the check prints off centre - 1cm left and 1cm high - cutting off some of the writing. We are using blank check stock. When other users print checks, they print correctly. Everyone is using the same check template/specification.

Any suggestion how to correct this?

Answer: It may be their Windows screen resolution size. It needs to be 100% and right now it may be set to larger. After you fix the setting you will need to reboot your computer for the change to take effect.

Or, If you're using Windows 10, it's more likely that it's the Windows Regional Settings.

On the machines that are printing correctly, in the Windows control panel, go to Clock and Region > Change date, time or number formats > Administrative tab. Note if the "Language for non-Unicode programs" is English Canada or English US. Then go to the machine that is not printing correctly and follow the same steps and if it's not the same, click on the "Change system locale..." button and make it the same as the other machines. This change will also require a reboot.

Non-Billable Entries on Memos

Question: We have an employee that made a mistake and unchecked billable when he entered his time in Time&Billing. The entry now shows up on the billing memos with hours but no \$. Is there any way to get rid of this entry or have it not show up on the billing memos?

Answer: If you want to reverse any posted time or disbursement billing transactions, you can do this from within the Edit Dockets (Files) function. You might have changed the terminology for Docket/File.

Edit the customer/docket record to which the time was posted to by mistake. Go to the Current WIP tab and load records for the date of the incorrect entry. When you see the time entry you want to reverse, right-click on that record in the grid and choose to 'Reverse/Transfer WIP'.

A screen will appear that will allow you to choose to create a Reversing Time Batch entry, or Transfer it to a different Docket (by reversing the original and recreating it for a different customer/docket). In your case it sounds like you want to Reverse the entry, so that you can re-enter the time with the correct values. What I believe would print on the Billing memo is the original transaction, the reversing correction, and the correct time entry. You may be able to 'Final Bill' just the incorrect and reversing entry in a billing batch entry for 0.00, so that you can run the Purge T&B Ledger process for just that customer and docket to remove those 2 entries for Billing Memo report to not include them. We highly recommend backing up your data prior to attempting the Final Bill posting and Purge T&D Ledger process, in case you are not happy with the results.

There is no 'unpost' function in Time&Billing to delete incorrectly posted transactions from the WIP. Instead, a Reversing transaction will always be created that would net the original entry values for the docket to zero.

Purchase Orders Prepayment

Question: Is there a way to create an invoice in PO prior to receiving the items (in order to pay it prior to actual receipt)?

Answer: Yes. Enter a manual check in AP and select Prepayment as the type. If you know what the invoice number is going to be, then fill that in-it will save a step.

This will credit cash and debit AP.

When you eventually receive the PO as an invoice and post it in AP it will automatically offset against the prepayment.

If you didn't know the invoice number, you will have to match up the invoice and the prepayment via a zero dollar manual check.

You can find more tips like this in the Softrak Technical Support Forum at www.softrak.com through the Client Portal.