Configure payments, providers, and reconciliation

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Payments and reconciliation administration

This page covers the accounting records used to make payment options available, review payment
activity, create matching rules, and review electronic-invoicing proxy identities.

If you need to…	Go to…
Configure a provider or its payment options	Configure payment providers and methods
Follow a state-dependent provider or method path	Handle provider and method conditions
Review stored payment details or payment activity	Review payment tokens and transactions
Create matching rules for reconciliation	Create reconciliation models
Review EDI or accounting payment-method references	Review EDI proxy users and Accounting Payment Methods
Continue payment follow-up work	Payments and follow-ups
Continue electronic-invoicing work	Electronic invoicing and local reporting
Continue broader accounting work	Accounting dashboard, journals, and bank activity

A payment provider is the service configuration that makes payment options available. A payment
method is a named payment method that providers can support. A payment token records stored payment
details, while a payment transaction records a payment attempt and its state. A reconciliation

model defines how bank activity is matched and which counterpart entries are created. An EDI proxy
user holds the identity fields used by an electronic-invoicing connection. Accounting Payment
Methods are read-only accounting reference records with a name, payment type, and code.

Before you start

Prerequisites

- Have access to the Accounting configuration area. Some lists are restricted to particular
  accounting permissions.
- For provider configuration, know whether the provider is installed and whether its state is
  disabled, test, or enabled.
- For a currency-restricted provider, have the currencies to select in **Available Currencies**.
- For a transaction action, open a transaction whose **State** is authorized.
- For reconciliation work, know the intended **Rule Type**, matching journals, amount rule, and
  partner-matching information.

Provider installation and state determine which provider pages and controls appear. A disabled
provider hides payment-method controls and publication controls. A provider that requires a
currency makes **Available Currencies** required while it is not disabled.

Find and open an accounting record

Use the Accounting configuration area to reach the lists for Payment Providers, Payment Methods,
Payment Tokens, Payment Transactions, Reconciliation Models, EDI Proxy Users, and Accounting
Payment Methods. The available actions use list, kanban, and form views according to the record
type. Accounting Payment Methods use list and form views, and their search includes

Payment
Method and **Payment Type**.

Prerequisites

- You know which record type matches the work you need to do.
- You have the required Accounting access.

Steps

1. Open the Accounting configuration area.
2. Choose the record type that matches your task.

If you need to…	Choose…
Configure payment services	Payment Providers or Payment Methods
Review stored payment details	Payment Tokens
Review payment activity	Payment Transactions
Create matching rules	Reconciliation Models
Review electronic-invoicing identities	EDI Proxy Users
Review accounting payment references	Accounting Payment Methods

3. Search the list by the available record name or reference.
4. Open the record you need to review or configure.

Result: The selected accounting list or record is on screen.

Configure payment providers and methods

Use a payment provider to control availability and provider settings. Use a payment method to
review the options supported by providers.

Prerequisites

- You have opened a provider or payment-method record.
- You know the countries, currencies, and provider options that apply.

Steps

1. In a provider record, enter the provider **Name** and select its **State**.
2. In **Payment Methods**, review the methods available to the provider.

3. Set **Allow Tokenization**, **Capture Manually**, or **Allow Express Checkout** when those controls are available.
4. Set **Maximum Amount**, **Available Currencies**, and **Available Countries** for provider availability.
5. Choose the provider path that matches its state.

If the provider is…	Select…
Not installed	**Install** or **Upgrade**
Disabled	**Activate**

6. Select **Enable Payment Methods** to manage the methods available to the provider.
7. In a payment-method record, review **Name**, **Code**, **Primary Payment Method**, and **Active**.
8. Review **Supported Countries**, **Supported Currencies**, and **Providers**.
9. If the method is primary, review its **Brands** page.

The Payment Providers list does not provide a create form; use the provider duplication route when you need another provider record.

Review the provider message fields when they are available: **Pending Message**, **Authorization Message**, **Done Message**, and **Cancel Message**.

In the payment-method configuration, review **Support Tokenization**, **Support Express Checkout**, **Support Refund**, and **Supported by**.

Warning: `Warning Creating a payment provider from the CREATE button is not supported. Please use the Duplicate action instead.` Use the **Duplicate** action when you need another provider record rather than creating one from the **CREATE** button.

Warning:

```
These properties are set to match the behavior of providers and that of their integration with
```

Empty state — Payment Methods: `No payment methods found for your payment providers.`

Result: The provider or payment method shows the availability and option settings you entered.

Handle provider and method conditions

Provider installation, provider state, currency requirements, and whether a method is primary
change the controls and pages available to you.

Prerequisites

- You have opened the provider or method record.
- You can see its current state and whether the method is primary.

Steps

1. Choose the path that matches the record.

If the record is…	Use this path
Not installed	Use **Install**, **Upgrade**, or the available installation option.
Disabled	Use **Activate** before managing payment-method or publication settings.
Configured to require a currency and not disabled	Complete **Available Currencies**.
A primary payment method	Open **Brands** when brand settings are needed.
Not a primary payment method	Continue with the available method settings.

2. Review the provider **Configuration** and **Messages** pages after the condition is handled.
3. If publication is available, use **Published** or **Unpublished** to identify the current publication state.

Result: The record is on the branch that matches its installation, state, currency, and primary-method settings.

Review payment tokens and transactions

Use a payment token to review stored payment details. Use a payment transaction to review a payment
reference, amount, parties, provider, and current state.

Prerequisites

- You have opened the Payment Tokens or Payment Transactions list.
- For transaction actions, the transaction **State** is authorized.

Steps

1. Open a payment token to review **Payment Details**, **Payment Method**, **Partner**, **Provider**,
   Provider Ref, and **Company**.
2. Select **Payments** to open transactions linked to the token.
3. Open a payment transaction and review its details.

Area	Fields
Transaction	**State**, **Reference**, **Source Transaction**, **Amount**, **Payment Method**, **Provider**, **Company**, **Provider Reference**, **Token**, **Created on**, **Last State Change**
Contact details	**Partner**, **Address**, **Email**, **Phone**, **Language**
Related activity	**Child transactions**, **Message**

4. Choose the transaction action when **State** is authorized.

Action	Condition
Capture Transaction	**State** is authorized.
Void Transaction	**State** is authorized and the transaction must be voided.

   Confirmation: `Are you sure you want to void the authorized transaction? This action can't be undone.`

Empty state — Payment Tokens: `There is no token created yet.`

Empty state — Payment Transactions: `There are no transactions to show`.

Payment Token and Payment Transaction forms are not editable.

Result: The token or transaction details are on screen, or the authorized transaction has been sent to the selected action.

Create reconciliation models

Use a reconciliation model to match bank transactions with reusable conditions and counterpart
entries.

Prerequisites

- You have opened Reconciliation Models.
- You know the **Rule Type**, matching journals, and any amount, text, partner, or tolerance rules
  needed for the model.

Steps

1. Open a reconciliation model and enter its **Model Name**.
2. Select the **Rule Type**.
3. Set **Auto-validate**, **To Check**, **Past Months Limit**, or **Matching Order** when the selected rule type presents them.
4. In **Bank Transactions Conditions**, choose **Journals Availability** and set **Match Amount**.
5. Enter the amount limits that the selected **Match Amount** rule requires.
6. For invoice matching, set **Allow Payment Tolerance** and **Match Same Currency** when those
   fields are available.
7. Set the matching **Label**, **Note**, **Reference**, or **Partner** conditions that apply.
8. Add the applicable **Partner Mapping** values.
9. In **Counterpart Entries**, enter **Account**, **Amount Type**, **Journal**, **Taxes**, **Analytic Distribution**, **Force Tax Included**, and the line **Label** as needed.
10. Select **Journal Entries** to review journal entries associated with the model.

When **Match Amount** requires a range, the minimum and maximum amount fields are required for the
matching choice. When neither payment-reference regex nor narration regex is present, the matching
row requires one of them: `Narration regex is required; otherwise payment-reference regex is required`.

Empty state — Reconciliation Models: `Create a new reconciliation model`.

Result: The reconciliation model contains its matching conditions and counterpart entries.

Review EDI proxy users and Accounting Payment Methods

Use EDI Proxy Users to review electronic-invoicing identities. Use Accounting Payment Methods to
review reference records identified by **Name**, **Payment Type**, and **Code**.

Prerequisites

- You have access to the Accounting configuration area.
- You know whether you are reviewing an EDI identity or an accounting payment-method reference.

Steps

1. Open EDI Proxy Users to review **Proxy Type**, **Client ID**, **EDI Identification**, **Private Key**, and **Refresh Token**.
2. Open Accounting Payment Methods to review **Name**, **Payment Type**, and **Code**.
3. In the Accounting Payment Methods search, use **Payment Method** to search by name.
4. Use **Payment Type** to group the Accounting Payment Methods list.

The EDI Proxy Users list is read-only. Accounting Payment Methods are also read-only: their form
and list do not provide create, edit, or delete actions.

Empty state — Accounting Payment Methods: `None declared in the Accounting Payment Methods action`.

Result: The EDI identity or Accounting Payment Methods reference is available for review.

When the requested page does not load

If a requested Accounting page opens the theme customizer instead, do not use that screen as the
payment or reconciliation list. The visible product controls are **Menu Style**, **Font Type**, **Preloader Option**, **Theme Colors**, **Brand Color**, **Background Color**, **Sidebar**

Color,
Chatter Position, **Save**, **Reset To Default**, and **Close**.

The page may also show `Session Expired`. The landed route in this case is `/web#action=apps_menu`, rather than the requested Accounting route.

What you see	What to do
`Session Expired`	Sign in again, then reopen the Accounting configuration area.
The theme customizer with **Menu Style** and **Theme Colors**	Return to the Accounting configuration area and choose the required record type again.
The requested page title is absent	Do not continue with provider, method, token, transaction, reconciliation, EDI, or Accounting Payment Methods work on that screen.

Result: You are either back at the requested Accounting list or have a clear hand-off for help.

What to do next

Provider-specific credentials belong with Payment Providers. Provider status messages belong on
the Payment Providers **Messages** page. Transaction status and messages belong with Payment
Transactions.

- Continue payment follow-up work in Payments and follow-ups.
- Continue electronic-invoicing work in Electronic invoicing and local reporting.
- Continue bank and journal activity in Accounting dashboard, journals, and bank activity.
- If the Accounting route continues to land at the theme customizer, use Getting help.