



# Sage 100 ERP Newsletter

From Business Computer Associates, Inc.

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Contact Information

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## UNDERSTANDING LEVEL 3 CREDIT CARD PROCESSING For Sage 100 ERP

Sage 100 ERP customers can now take advantage of **Level 3 Credit Card Processing**. This new functionality for the [Sage Payment Solutions](#) platform allows you to qualify for lower rates when processing business, commercial, and government payments. Here's what you need to know.

### What is Level 3 Processing?

Level 3 processing expands your payment processing capabilities beyond the typical consumer transaction by allowing you to process business-to-business (B2B) and business-to-government (B2G) purchase cards. That's because B2B and B2G transactions are considered "lower risk" and carry much lower interchange rates. This means that merchants like you are charged less per transaction and for other fees like charge-backs.

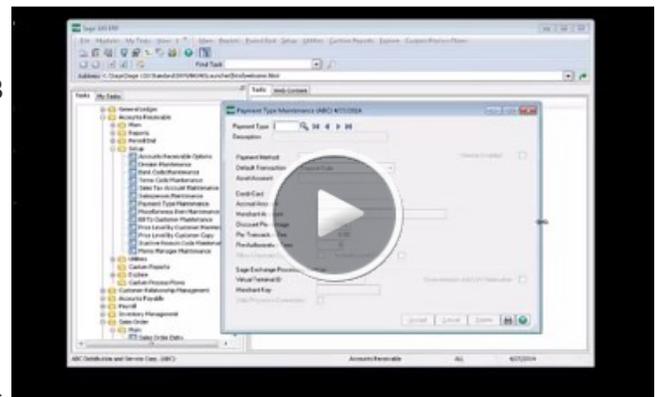
In exchange for these lower rates, your credit card processing system must be able to transmit detailed payment information (such as merchant name, tax amount, customer code, duty amount, etc.) in order to complete each transaction. **That's where Level 3 Processing comes in.**

When you activate Level 3 Processing for Sage 100 ERP, you can securely process government, commercial, and corporate purchase cards while automatically providing the level 3 detail required for each transaction without any added effort or manual data entry.

### What Are the Benefits?

When you activate Sage 100 ERP Level 3 Processing you can:

- Sell to companies using purchase cards
- Sell to government agencies
- Save money on transaction costs
- Build relationships with large corporations and government agencies
- Simplify invoicing and reporting
- Eliminate manual data entry for Level 3 processing



Video: Level 3 Processing Activation in Sage 100 ERP

### Ready to Get Started?

[Contact us](#) for more information about Level 3 Credit Card Processing for Sage 100 ERP or for help setting up a Sage Payment Solutions account.

**\*Note:** In order to use level 3 credit card processing you must be on Sage 100 ERP Version 2013 or 2014. Contact us if you need to upgrade.

# Working with User Defined Fields

When you originally implemented Sage 100 ERP, you probably made some important decisions about your chart of account structure, account segments, and other aspects of accounting and reporting.

But what happens if your tracking and reporting needs change over time? That's where **User-Defined Fields (UDFs)** can help. Let's take a look.

## What is a User-Defined Field?

User-defined fields can be added to any table in the Sage 100 ERP database. As the name suggests, these custom fields are defined and created by the user (that's you!) and allow you to store and track additional transaction detail that may not be provided as a standard field in Sage 100.

You can create UDFs without the need for custom development, technical support, or modifying the database. Plus, the data you enter in your UDFs can be configured to carry through to your reports, orders, and invoices.

## The Customization You Need

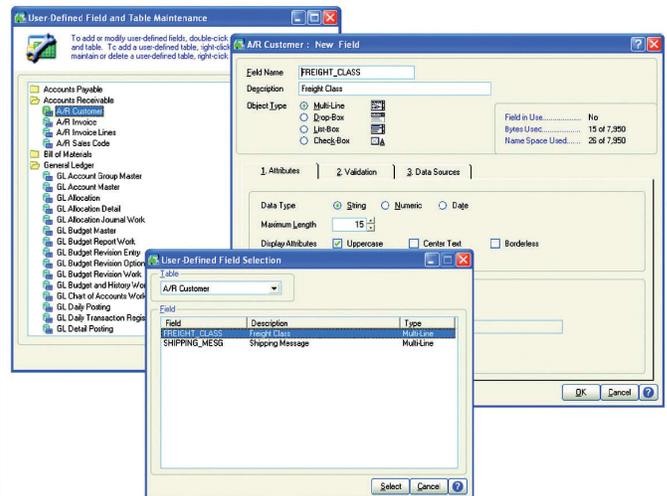
User-defined fields can be extremely useful for tracking special events, seasonal projects, or any non-financial data you want to track.

For example, you can create a UDF that stores and tracks a customer's reward level based on dollars spent. That UDF can be set up to flow into in the Sales Order Invoice to adjust for special pricing or shipping discounts.

## Keeps Your Chart of Accounts Clean

One of the nice things about user-defined fields is that you can set them up and run detailed reports without adding new account numbers, segments, or anything else that might muddy up and complicate your chart of accounts.

Using "disposable" UDFs can keep your chart of accounts from growing unnecessarily large, complex, and messy.



## How to Create a User-Defined Field

To create a UDF we recommend that you use **Customizer** which is part of the [Custom Office](#) module for Sage 100 ERP. Here are the steps to follow:

1. Expand Custom Office and Main. Double-click **User-Defined Field and Table Maintenance**.
2. Expand the module folder.
3. Select the table (entity), and click the **Edit Fields** button.
4. Click the **Add** button.
5. In the **Add Field** window, enter the field name and description.
6. Select an object type, and specify the UDF attributes.
7. Click the **Validation** tab and enter data validation types, if desired. Click **OK**.
8. In the **User-Defined Fields** window, click **OK**.

**That's It - you've successfully created a new UDF!**

[Contact us](#) to learn about working with user-defined fields or if you need help adding UDFs to a Crystal Report.

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