Guideline xls-PAYCODE

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Content

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1.0	22.07.2014	Florian Thoma	First released version
1.1	15.10.2014	Florian Thoma	Added necessary project type "SOFORT Gateway" for using xls-Paycode
1.2	21.11.2014	Thomas Nietsch	New feature: Paycode batch creation (and various other improvements)
1.3	16.06.2015	Florian Thoma	New features: English language support, full screen mode

Document Distribution

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1. Introduction

This document describes how to use SOFORT Überweisung PAYCODE (following Paycode) with the provided Excel Tool "xls-Paycode" (version 1.06 and higher). SOFORT can provide a trial version. With the trial version you can generate up to 100 Paycodes. If you decide to use this tool, you can order the full version for 249 EUR (gross price) for an enterprise licence (multi user licence and support) or a single user licence and support for only 49 EUR.

If you use a multi user licence and you want to save copies, please use either F12 "Save as" within the file or use the file system to generate copies.

The following steps are necessary:
1. Enter the credit transfer data such as amount, transaction purposes and validity dates.
2. Generate a Paycode (incl. Paycode link).
   Or use the batch processing function to generate several Paycodes and links at once.
3. Send the Paycode or Paycode link to the consumer.
4. The consumer can then enter this Paycode on the site www.sofort.com/paycode or he clicks on the Paycode link.

xls-Paycode is available in languages German and English.
We recommend reading the complete document before using the tool.

Please note:
In the SOFORT backoffice you have to set up a new project or use an existing one of type "SOFORT Gateway" (which uses the SOFORT XML API).

In addition, we will explain how to use the xls-Paycode Excel file, in more detail, what you have to configure and the different ways how you can create and/or send Paycodes to your customers.

2. Menu guidance

First you need to open the xls-PAYCODE Excel file.

On the top of the page you see different tabs as illustrated

Figure 1 - xls-Paycode Navigation

Short description of the tabs:

- **Create:**
  Here you can create single Paycodes and e.g. copy&paste them into your invoices.
  Please see For further processing in merchant's systems.

- **Batch:**
  Here you can create several Paycodes at once using the batch creation function.
  Please see Paycode batch creation.
- **Status:**
  Here you get an overview of the created Paycodes and you can check the status (open or used) for all Paycodes.
  Please see Overview of created Paycodes.
- **Templates:**
  Here you can create templates for prefilling the data for the credit transfer which are amount, the reasons and validity (from/to).
  Please see Using templates.
- **E-Mail:**
  Here you can send E-Mails to your customers. The Paycode will automatically be created and included. You can add and save an E-Mail message template. The E-Mails will be sent via your E-Mail client (Microsoft Outlook, Mozilla Thunderbird or IBM Notes).
  Please see Sending Paycode emails.
- **Info:**
  If you have clicked on this tab a new tab "Settings" appears as illustrated
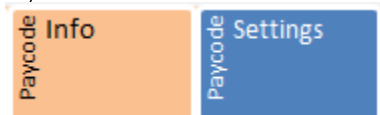
Figure 2 - Settings

- **Info:**
  Here you get a short introduction to the excel program and it is also explained how you can order a full licence.
  Please see Technical Configuration.
- **Settings:**
  Here you can set up your merchant data which you have obtained from SOFORT, which are the account number, the project id and your API-Key. You can also set up URLs to which your customers will be redirected after the payment.
  Please see Technical Configuration.

3. Technical Configuration

For using this program you have to configure it with your data obtained from SOFORT. If you do not know where to find these data, please get in touch with our integration team by email integration@sofort.com or by phone +49(0)89/2020889-400.

We recommend to be logged into the SOFORT administration portal before starting the configuration.

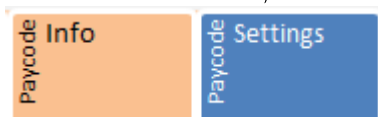Click on the tab **Info**, then on **Settings**

Figure 3 - Configuration "Settings"

3.1. Mandatory settings

The only mandatory data is the so-called configuration key.

Figure 4 - Mandatory settings (Configuration key)

You should enter your data for SOFORT Überweisung Paycode.
Therefore click on the change button and enter your password. The default password is "12345".
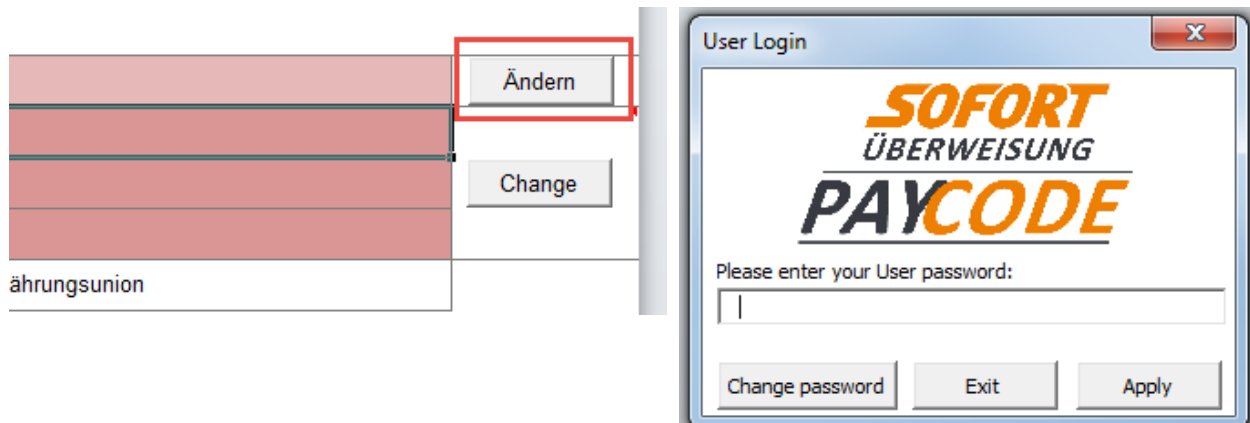
Figure 5 - Replace the configuration key

The configuration key consists of your account number, project id and API-key separated with colons as follows:

- **Configuration key** = [accountnumber]:[project_id]:[api-key]
  Example: 12345:678912:142d73sw0e4174d5e3fjd328c7d1eda7

The data for Customer number, Project Number and API Key will be automatically filled in after you have entered the configuration key. If the format for the configuration key is wrong, these fields consist of error "#Wert".

To save your changes, please click on **Schützen** (English: Protect). You are ready to use this program.

3.2. Optional settings

You can also set up some optional values. These are not mandatory for creating Paycodes.

Figure 6 - Optional settings

The optional settings in more detail described below:

- **Success URL:**
  The success url redirects the consumer to this URL after the SOFORT Banking transaction is finished successfully. If you do not set up a value, SOFORT uses the project settings instead or displays a transaction summary to the consumer.
- **Cancel URL:**
  The cancel url redirects the consumer to this URL e.g. in case of abortion of the payment process via a click on the cancel button. If you do not set up a value, SOFORT uses the project settings instead or displays a cancel message to the consumer.
- **Notification e-mail:**
  For successfully used Paycodes (successful SOFORT Überweisung/SOFORT Banking Transaction) SOFORT sends an email to this address (merchant email) to inform the merchant about status changes.
- **Currency:**
  Here you can choose the currency the consumer has to pay with.
  Please contact SOFORT for detailed information about the provided currencies due to some prerequisites in the countries.
- **Language:**
  The language of the user interface can be changed here.
- **Use a proxy server:**
  Change this switch to "Ja" (English: yes) if your company network requires a proxy server to be used instead of direct internet connections to external servers.
- **Proxy IP-Adresse:Port** (Englisch: proxy IP address:port):
  If proxy server usage is enabled (see setting above), the IP address and port number of the proxy server have to be entered here.
- **Select E-mail program:**
  Here you can choose the E-Mail software to be used with the Paycode E-Mail function.

NOTE:
Regarding the success and abort URLs, we recommend not setting up your standard shop plug-in URLs because the shop may not recognize the customer session. If you need assistance, please get in touch with SOFORT.

4. Create Paycodes

There are different ways of creating Paycodes which depend on the use case.

NOTE:
You can use templates (Using templates) for the bank transfer data (amount, purposes, validity dates) instead of directly entering these data.

4.1. For further processing in merchant's systems

If you only want to create Paycodes for further processing within your own systems, then we recommend to use the **Create** tab for generating single Paycodes or the **Batch** tab for creating several Paycodes at once.

Create Paycode

Figure 7 - Create Paycode – enter data

1. Step – Enter the data for the credit transfer
   Enter the data which should be prefilled in the payment wizard of SOFORT Überweisung/SOFORT Banking.

   - Reason 1:
     Here you should enter a unique identifier, e.g. Order ID or Reminder ID, for your reconciliation process of your finance department. This value appears in the banking statement of the consumer and the merchant. This value must not exceed 27 characters and we do not recommend the use of umlauts (ä, ö, ü) and special characters.
   - Reason 2:
     Here you can enter a second transaction purpose. This value must not exceed 27 characters and we do not recommend the use of umlauts (ä, ö, ü) and special characters.
   - Amount:
     Here you can enter the amount the consumer has to pay.
     Format: 1000,00 (no thousands separator)
   - Valid from [DD.MM.YYYY]:
     Here you can enter a validity date from which the Paycode is valid. Can also be in the future.
     You can enter the date directly into the field or select it from the calendar. 🗓

- Valid until [DD.MM.YYYY]:
  Here you can enter a validity date. Up to that date the consumer can use the Paycode. After that date the Paycode is expired and cannot be used anymore. This date must not be earlier than the "valid from" date and in the future.
  You can enter the date directly into the field or select it from the calendar. 🗓

  If you are using Paycode templates (see Using templates) it's also possible to prefill the data by choosing a template from the dropdown list **Select a template**.

2.

Figure 8 – Select a template for creating a Paycode

3. Step – Create the Paycode
   Click on **Generate SOFORT Banking Paycode** as illustrated.

Figure 9 - Create SOFORT Banking Paycode

4. Step - Copy&Paste the Paycode
   For further processing within your own systems you can copy&paste the Paycode and Hyperlink and e.g. include it on your invoices or email reminders.

Paycode batch creation

Figure 10 - Paycode batch creation – enter data

1. **Step – Enter the data for the credit transfers**
   You can enter several data records line by line. For each record, enter the data which should be prefilled in the payment wizard of SOFORT Überweisung/SOFORT Banking.

   - **Amount:**
     Here you should enter the amount the consumer has to pay.
     Format: 1000,00 (no thousands separator)
   - **Reason 1:**
     Here you should enter a unique identifier, e.g. Order ID or Reminder ID, for your reconciliation process of your finance department. This value appears in the banking statement of the consumer and the merchant. This value must not exceed 27 characters and we do not recommend the use of umlauts (ä, ö, ü) and special characters.
   - **Reason 2:**
     Here you can enter a second transaction purpose. This value must not exceed 27 characters and we do not recommend the use of umlauts (ä, ö, ü) and special characters.
   - **Valid from:**
     Here you can enter a validity date from which the Paycode is valid. Can also be in the future.
     You can enter the date directly into the field (format "DD.MM.YYYY hh:mm:ss") or select it from the calendar.
   - **Valid until:**
     Here you can enter a validity date. Up to that date the consumer can use the Paycode. After that date the Paycode is expired and cannot be used anymore. This date must not be earlier than the "valid from" date and in the future.
     You can enter the date directly into the field (format "DD.MM.YYYY hh:mm:ss") or select it from the calendar.

   You can efficiently import a large number of data records if you copy them from another Excel spreadsheet into the clipboard (e.g. using the shortcut Ctrl-C) and paste them into the list on the Batch tab of "xls-Paycode" (shortcut Ctrl-V):

Figure 11 – Copy & paste input data for Paycode batch creation

2. Step – Start the Paycode batch creation
   Click on "Paycodes generieren" (English: Create Paycodes) and wait until a message is displayed that all Paycodes have been successfully generated.

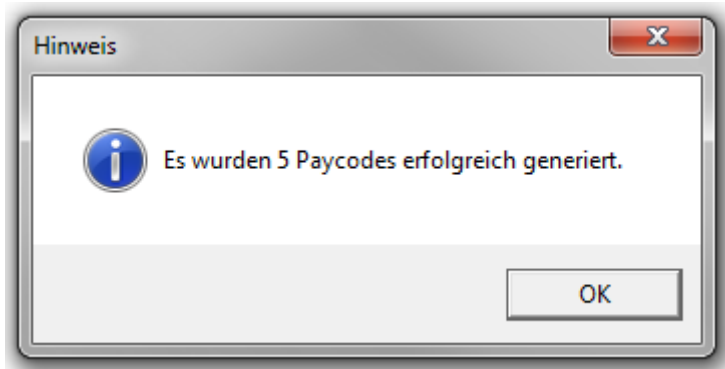Figure 12 – Start the Paycode batch creation

Figure 13 – Success message of the Paycode batch creation

3. **Copy&Paste the Paycodes**
   For further processing within your own systems you can copy&paste the Paycodes and Hyperlinks and e.g. include them on your invoices or email reminders.

4.2. Sending Paycode emails

If you want to send emails directly through this program we recommend navigating to the tab E-**Mail**. A Paycode will automatically be included in the email. The email will be sent through your email client, e.g. Outlook.

Figure 14 - Sending Paycode emails

1. Step – Configure your email
   First we recommend to enter the following data:
   - E-Mail recipient (To):
     Here you can enter the recipient email (To).
   - E-Mail copy (CC):
     Here you can enter further email recipients (CC).
   - Subject:
     Here you can enter the email subject.
   - Message:
     Below the subject you can enter the message you want to send to your customers.
     Within this email message you can also use replacement parameters as follows.

     If language is set to English (see Optional settings):
     - <REASON1>
     - <REASON2>
     - <AMOUNT>
     - <VALID-FROM>

- <VALID-UNTIL>
- <PAYCODELINK>
- <PAYCODE>
- <CURRENCY>

If language is set to German (see Optional settings):
- <VERWENDUNGSZWECK1>
- <VERWENDUNGSZWECK2>
- <BETRAG>
- <GUELTIG-AB>
- <GUELTIG-BIS>
- <PAYCODELINK>
- <PAYCODE>
- <WAEHRUNG>

Please note:
Please do not mix English and German replacement parameters. You have to use the English replacement parameters if you have set the language to English or the German replacement parameters if you have set the language to German.

These replacement parameters will be replaced with the values from the tab **Create**.

If you are using Paycode templates (see Using templates) it's also possible to generate a Paycode and send an E-Mail without switching to the tab **Create**. Just choose a template from the dropdown list **Select a template** and a new Paycode and Hyperlink will be generated at once using the values from the selected template.
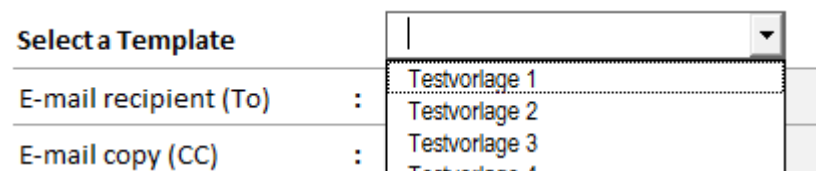

Figure 15 – Select a template for creating a Paycode and sending an E-Mail

2. Step – Create the Paycode email
   Next step would be to click on E-Mail erstellen (English: Create email) as illustrated

Figure 16 - Send email

The emails will be sent through your email client, e.g. Outlook. Default setting is to open the email client so you can review or edit the message before sending it out.
Alternatively you can select "E-Mail sofort senden" (English: Send emails immediately) and the emails will also be sent through your email client but you cannot review or edit them.

Figure 17 - Send emails immediately

3. **Step – Send the emails**
   Last step is to send your emails to your customer.

5. Using templates

You can also use templates for prefilling the bank transfer data. Therefor please navigate to the **Templates** tab.

Figure 18 - Using templates

In the illustration above you can see different columns.

- **Template:**
  Here you must enter a unique name for the template.
- **Reason 1:**
  Here you should enter a unique identifier, e.g. Order ID or Reminder ID, for your reconciliation process of your finance department. This value appears in the banking statement of the consumer and the merchant. This value must not exceed 27 characters and we do not recommend the use of umlauts (ä, ö, ü) and special characters.

- **Reason 2:**
  Here you can enter a second transaction purpose. This value must not exceed 27 characters and we do not recommend the use of umlauts (ä, ö, ü) and special characters.
- **Amount:**
  Here you can enter the amount the consumer has to pay. The currency is configured
  Format: 1000,00 (no thousands separator)
- **Valid from:**
  Here you can enter a validity date from which the Paycode is valid. Can also be in the future.
  You can enter the date directly into the field (format "DD.MM.YYYY hh:mm:ss") or select it from the calendar. 🗓
- **Valid until:**
  Here you can enter a validity date. Up to that date the consumer can use the Paycode. After that date the Paycode is expired and cannot be used. This validity date must not be earlier than the "valid from" date and in the future.
  You can enter the date directly into the field (format "DD.MM.YYYY hh:mm:ss") or select it from the calendar. 🗓

To use a template please choose one from the dropdown list as follows:

Figure 19 - Choose a template

You also get a confirmation when you have chosen a template. Then the data from the template will automatically be used for creating Paycodes.

6. Overview of created Paycodes

Through the navigation tab **Status** you get an overview of the generated Paycodes and you can also query the status of the Paycodes in this view.
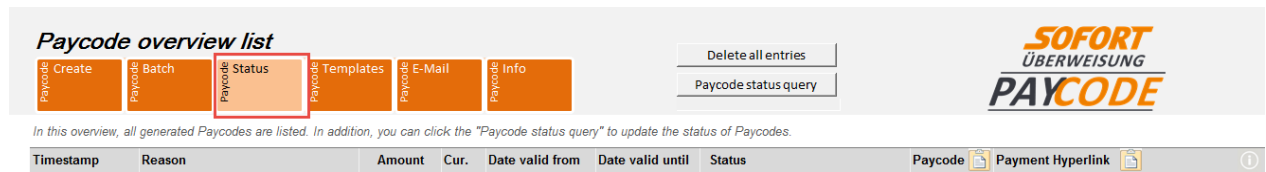
Figure 20 - Overview of created Paycodes

The following data is displayed in this view:

- **Timestamp:**
  This is the date and time when the Paycode was created.
- **Reason:**
  Shows the combined reasons.
- **Amount:**
  The amount the customer should pay or has paid (depending on the Paycode status).
- **Cur.** (currency):
  The currency the customer has to pay or has paid with.
- **Date valid from:**
  The validity date from which the Paycode is valid.
- **Date valid until:**
  The validity date until which the Paycode is valid.
- **Status:**
  The status of the Paycode. Could be
    - Open: not used yet.
    - Used: already used. If the Paycode was used by the customer, you get also the unique SOFORT Überweisung/SOFORT Banking transaction ID.
    - Expired: cannot be used anymore.
- **Transaction ID** (unlabeled column):
  The unique transaction ID of SOFORT Überweisung/SOFORT Banking. Will only be displayed if the status is "used".
- **Paycode:**
  The created Paycode.
- **Payment Hyperlink:**
  This is the link the user can click on to start the payment process.

You can do the following actions:

Figure 21 - Status view actions
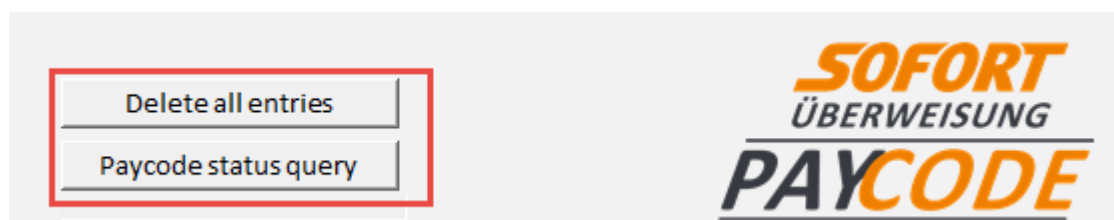
- **Delete all entries:**
  If you click on this button all entries will be deleted.
- **Paycode status query:**
  If you click on this button the status for each listed Paycode will be queried.
  - Open: not used yet.
  - Used: already used. If the Paycode was used by the customer, you get also the unique SOFORT Überweisung/SOFORT Banking transaction ID.
  - Expired: cannot be used anymore

7. Support & Contact

Don´t hesitate to contact the SOFORT team for further assistance.

You may either send us an email at service@sofort.com or fill out our support form at https://www.sofort.com/eng-DE/general/verkaeufer/kontakt/.

We are glad to assist you in technical issues at +49 89 20 20 889 - 400 or via mail integration@sofort.com.

Business hours: Monday to Thursday: 8:30 am to 6:00 pm
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