PaperCut | Moneris Quick Start Guide

Contents

Overview

This guide supplements the *Payment Gateway Module* documentation and provides a guide to installing, setting up, and testing the *Payment Gateway* module for use with *Moneris Checkout* (*https://www3.moneris.com/mpg*).

You can download the main *Payment Gateway Module* documentation from:

http://www.papercut.com/files/pcng/ext/payment-gateway/PaymentGatewayModule.pdf

Moneris Checkout is a credit card processing gateway provided, backed, and secured by Moneris Solutions. Moneris Solutions is one of North America's leading processors of debit and credit card payments.

The PaperCut Payment Gateway Module uses the Moneris *Checkout* service. This integration method ensures that credit card data entry and validation is performed on the secured Moneris server. PaperCut itself never "sees" the card details. This design approach ensures that users' information is protected and PCI certification is not required.

Set up and testing should take around 30 minutes. No system level restart is required; however, the PaperCut Application Server will be restarted during the installation process. If other administrators are using the PaperCut administration interface at this time, it is advisable to warn them of the pending restart.

This document is written assuming the reader has good server administration skills and is experienced with general PaperCut administration.

Prerequisites

You must be using **PaperCut NG/MF version 19.0 or later**.

You must have a **registered and active merchant Moneris Checkout account**. You'll need the login information during setup. If you want to trial the service, contact Moneris for more information about free test accounts. You can also find more information on the Moneris Testing a Solution page.

Stage 1: Configure the Moneris Checkout Paypage

Perform the following configuration steps under your Moneris merchant account.

1. Log in to the Merchant Resource Center: https://www3.moneris.com/mpg/

2. Navigate to **Admin > Store Settings** and make note of the *api-token* ("API Token"). You will need it in Stage 2.

3. Navigate to **Admin > Moneris Checkout Configuration**.

4. Click the **Create Profile** button. A new store/page is created under your account for use by PaperCut.

5. Make note of the `checkout-id` ("Checkout ID"). You will use it in Stage 2.

> Checkout :
> exampleStore3

6. Set **Checkout** *Type* to "*I have my custom order form and want to use Moneris simply for payment processing*".

7. Set **Transaction Type** to **Purchase**.

8. Uncheck **Order Summary (Cart) details**.

9. Under **Order Confirmation > Order Confirmation processing**, select **Use Own Page**.

10. Under **Customizations**, select **Enable Fullscreen option**.

11. Select any other options that are applicable to your configuration.

12. Click **Save**. Your store is now configured

Stage 2: Install and configure the Payment Gateway Module

1. The *Payment Gateway Module* will function during the PaperCut NG 40-day trial period. After this, the module must be licensed. If you have been supplied with a new license, install it now. For instructions, see [Installing a license](#) in the PaperCut Manual.

2. Download the Payment Gateway module from the PaperCut website at:

   http://www.papercut.com/files/pcng/ext/payment-gateway/pcng-payment-gateway-module.exe

3. Install the module into **the same directory** as PaperCut NG/MF. This is normally

   ```
   C:\Program Files\PaperCut NG, or
   C:\Program Files\PaperCut MF
   ```

4. In a text editor, open the file:
   ```
   C:\Program Files\PaperCut NG\server\lib-ext\ext-payment-
   gateway-moneris-checkout.properties
   ```

5. Locate the line `moneris-checkout.enabled=N` and change the N to **Y**. This enables the Moneris Checkout module.

6. Locate the following lines and add the required details to the right of the =.

Line	Required details
`moneris-checkout.store-id=`	The store id that you use to log in into the Moneris merchant configuration.
`moneris-checkout.api-token=`	From your Stage 1, step 2 notes.
`moneris-checkout.checkout-id=`	From your Stage 2 Step 5 notes.

7. To change the default locale from English to French, locate the line `moneris-checkout.language=` and change its value from `en` to `fr`.

8. Configure other options in this file as discussed in *General Configuration Options* in the [Payment Gateway Module](#) documentation. Options include limits on the amount to transfer, access groups, and custom error messages. The comments in the configuration provide guidance about the values and their possible uses.

9. **Save** the file and exit the text editor.

10. Restart the PaperCut Application Server via **Control Panel > Administrative Tools > Services** and wait 30 seconds.

11. Check for any obvious error message at the end of this file:
    ```
    C:\Program Files\PaperCut NG\server\logs\server.log
    ```

Stage 3: Test

Unfortunately, Moneris does not offer a special test mode in live projection store accounts. Hence the only way to test the production store is to perform a real transaction. To perform the test, you will need a valid credit card.

1. Log in to PaperCut's end-user interface as a standard user (non-admin user). A new link called **Add Credit** should appear on the left.

2. Click the **Add Credit** link.

3. In the **Amount to add** dropdown, select a **small** amount to add, then click **Add value**.

   Username
   hoain (Hoai Nguyen)

   Current balance
   $2.00

   Amount to add

   [$2.00   ∨]

   [Add value]

4. Enter the credit card details and follow the directions on the Moneris Paypage.

5. After finishing the payment process, you will see the receipt on the PaperCut UI.

   Transaction Receipt

   The transaction was successful and funds have been deposited to your account. If you require a receipt please retain or print this page.

   Transaction Type
   Purchase

   Date / Time
   2022-08-29 05:27:15

   Transaction Amount
   CAD 2.00

   Order ID
   hoain1661761815076_mcp

   Item Description
   Credit for account

   Cardholder
   Hoai Nguyen

   Resp Code - Message
   027 - Approved

   Bank Reference Number
   660144980013161300

   Bank Auth Code
   KN9190

   ISO Code
   01

   [print] [continue]

6. Continue and confirm that the value is placed on the user's PaperCut account and the transaction is listed in their transaction receipt. If you have any problems, see the Troubleshooting sections.

Transaction History

TRANSACTION DATE ↓	TRANSACTED BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE	COMMENT
Aug 29, 2022 4:27:18 PM	hoain	$2.00	$4.00	Payment gateway	External funds added by payment gateway [hoain1661761815076]
Aug 29, 2022 3:33:05 PM	hoain	$2.00	$2.00	Payment gateway	External funds added by payment gateway [hoain1661761815075]

Export/Print PDF

7. If you want to refund this test transaction, in your Moneris Merchant login go to **Terminal > Refund**. You can find more information about refunding a transaction in the Moneris Merchant documentation.

Stage 4: Go live

Your system is now fully configured. Take some time before formally announcing the availability of the service to consider:

- Should I make some visual style changes to the Paypage?
- Do I need to review the default error messages PaperCut Payment Gateway configuration files? It might be useful, for example, to provide the name of a person or center to contact in the event of an error or query.
- Occasionally you might need to issue refunds. Ensure someone in the organization is tasked with this responsibility and is trained in the use of the Moneris Refund Terminal.
- Do I need to set up an accounts reconciliation procedure and/or coordinate reporting with my accounts department?
- How computer savvy are my users? Do I need to write a short internet page or information sheet on how to use the service?

Troubleshooting

Administrators might find information in the following log files useful when trying to troubleshoot setup/configuration problems or issues reported by end-users.

Payment Gateway Event Log
This log contains gateway-specific error messages and events.

```
C:\Program Files\PaperCut NG\server\logs\payment-gateway\event.log
```

Application Log
This log contains general application-specific error messages and events.

```
C:\Program Files\PaperCut NG\server\logs\server.log
```

Transaction Log
This log contains a list of successful transactions in a tab-delimited form.

```
C:\Program Files\PaperCut NG\server\logs\payment-gateway\transaction.log
```

And of course, you can always contact your reseller or Authorized Solution Center for assistance. You can find their contact information in your PaperCut Admin interface on the **About** page.