JDF Multi-Use

John Deere Financial Multi-Use Account Integration (JDF Multi-use) is the brand name of a set of financing products from John Deere Credit (JDC). This service was formerly known as 'Farm Plan'. A JDF Multi-use card is a lot like a credit card, except it does not have a magnetic strip and can only be used at JDF Multi-use merchants (there are more than 5400 of these). JDC works with merchants to design specific Credit Incentive Plans. For example, no payments on seed until October and no payments on purchases over $500 for 6 months.

JDC may also purchase a company's AR. Instead of the company waiting for a customer to pay for a purchase, JDC reimburses the company the next day and then collects from the customer. The following explains how to set up the JDF Multi-use sale type/payment method for use in Agvance for both Quick Tickets and Payments on Accounts. John Deere Credit and SSI personnel will assist with the setup necessary for this module.

Contact Information

| John Deere Financial Multi-Use Account Integration Support	800-255-5127
New Merchant Information	https://merchantservice.deere.com
Agvance Support	800-752-7912

JDC Setup

JDF Multi-Use setup can be found at *Agvance / Accounting / Setup / A/R / JDC Setup*. Upon opening the JDC Setup module for the first time, there will be a prompt to call SSI if an activation is needed. *JDC Setup* is used to establish and maintain Credit Plan Numbers, Descriptive Billing Codes, Merchant Numbers, Terminal Numbers, and Preferences. It also allows exporting a list of customers to send to the John Deere Credit Corporation for JDF Multi-Use setup, and then JDF Multi-Use accounts may be imported for these customers.

Before setup in Agvance can begin, JDC must provide the appropriate Merchant Numbers, Terminal Numbers, Credit Plan Numbers, and Descriptive Billing Codes.

Note: Be sure to allow enough time for the John Deere Merchant Services representative to get the required set up information.

Preferences

To set up the URL given by John Deere Credit, navigate to *Accounting / Setup / A/R / JDC Setup / Setup / Preferences*, and enter *https://connect2.deere.com/POS/services/TransactionBroker*.
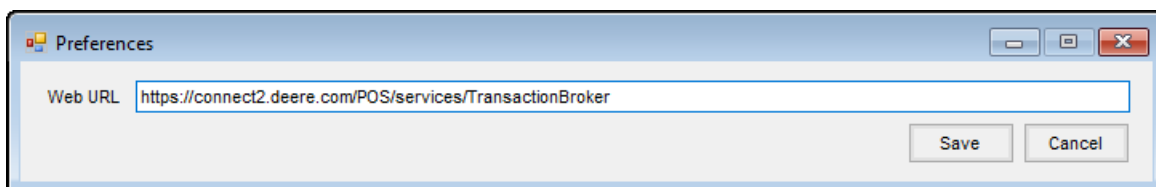
Setting up JDC Information

Merchant and Terminal Numbers

To obtain Merchant and Terminal Numbers, retailers who use JDF Multi-Use must contact their John Deere Merchant Services representative, who will provide these numbers. Retailers may already have a JDF Merchant Number(s) and a Terminal Number(s) for the organization; however, a new or additional Terminal Number for POS and the Payment on Account through Agvance may be required. Retailers should be assigned one Terminal Number for each location for use with the Agvance interface. The John Deere Merchant Services representative will assist in meeting the needs for the Terminal Numbers.

Note: Be sure the John Deere Merchant Services representative is aware this set up is for the Agvance interface.

1. To add a Merchant Number, select **Add** on the *Select a Merchant Number* window under *Setup / Merchant Numbers*. Each JDF Multi-Use Merchant Number must be set up individually.

2. Select the *JDC Type* of *JDF Multi-use*.

3. Type in the *JDC Merchant Number*. This number must be eight digits.

4. In the grid, enter one or more *Terminal Numbers*. These must be 15 digits.

5. The *Device Capability Code* is not required for a JDF Multi-Use merchant and can be left blank.

6. The JDC Disclosure prints at the bottom of the Payment receipt and the Quick Ticket receipt if no disclosure is returned by the JDF Multi-Use transaction.

7. To edit or delete Merchant Numbers and/or Terminal Numbers, select **Edit** or **Delete** on the *Select a Merchant Number* screen.

Canadian Merchant Setup

Merchant

Add or edit the Merchant at *Accounting / Setup / AR / JDC Setup/Edit a Merchant*. Select *JDF Canada* if the Merchant is in Canada. For companies operating in Quebec, select *In Quebec*.

Selecting *In Quebec* displays a *JDC Disclosure (French)* option. If a customer prefers French and a JDF Disclosure is not received from JDF during a transaction, the text in this section prints on the Payment Receipt and Quick Ticket receipt.

Note: See the customer setup section for information on specifying French.

Customer Setup

Navigate to *File / Open / Customers* and edit the customer file. On the *Miscellaneous Info* tab, for companies not in Quebec, the *Postal Code* is in the Canadian format.

If the Merchant is set to *In Quebec*, the *Miscellaneous Info* tab has an added column *Prefers French*.

Credit Plan Numbers (CPN)

Credit Plan Numbers are special incentive programs that may be available for specific products and/or specific time periods. The *Add a CPN* window allows a Credit Plan Number to be added. To add a CPN, click **Add** on the *Select a CPN* window under *Setup / Credit Plan Numbers*. Select **Save** after entering a *CPN* and *Description*. *Begin Date* and *End Date* are both optional. Use the **Edit** and **Delete** buttons on the *Select a CPN* window to edit or delete a CPN.

CPNs are defined by JDC and are retailer specific except for one universal code. This universal CPN must be set up in Agvance before any Payment processing takes place. On the *Add A CPN* window, set the default *CPN* to *00249* and the *Description* to *REGULAR PURCHASE*.
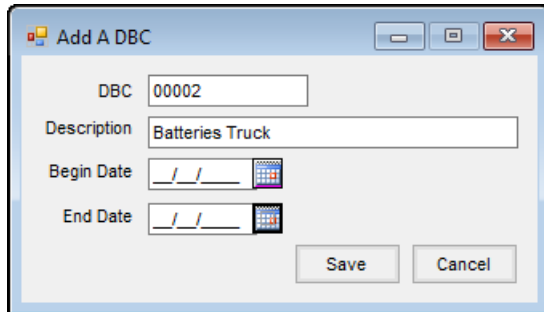
If a CPN is only applicable to specific products, those products should be billed on separate Invoices in Agvance. When the payment is taken on the Invoice and sent to JDC, the special incentive will only be applied to the total dollar amount for those products.

Descriptive Billing Codes (DBC)

The Descriptive Billing Code is used to describe what type of product is being purchased. A DBC is required on any transaction that has a CPN other than the default CPN of 00249. Descriptive Billing Codes are assigned by JDC.

The *Add a DBC* window allows a Descriptive Billing Code to be added. To add a DBC, click **Add** on the *Select a DBC* window under *Setup / Descriptive Billing Codes*. Select **Save** after entering a *DBC* and *Description*. *Begin Date* and *End Date* are both optional. Use the **Edit** and **Delete** buttons on the *Select a DBC* window to edit or delete a DBC.

The following default Descriptive Billing Codes should be added to be used when a credit is being transmitted to JDC: *DBC* of *00960* with a *Description* of *Refund of Finance Charge*, *DBC* of *00970* with a *Description* of *Billing Correction*, and *DBC* of *00980* with a *Description* of *Returned Merchandise*. No *Begin Date* or *End date* is needed.

Setting up JDF Multi-Use Account Numbers for Customers

Merchants are able to save JDF Multi-Use account numbers on customers' accounts to speed up the transaction process, as well as maintain accuracy. JDF Multi-Use numbers must be 10 digits. Once the JDF Multi-Use number is entered and the customer file is saved, the *Account #* is encrypted.

If the *Display JDF Multi-use Numbers* option is selected at *Accounting / Setup / Preferences* on the *General* tab, the JDF account numbers will fully display on the *Miscellaneous Info* tab on the Customer profile.

JDF Multi-Use numbers for customers are set up at *Accounting / Customers* on the *Miscellaneous Info* tab.

Note: If JDF Multi-Use has not been activated, the grid in the bottom of the window is not available.
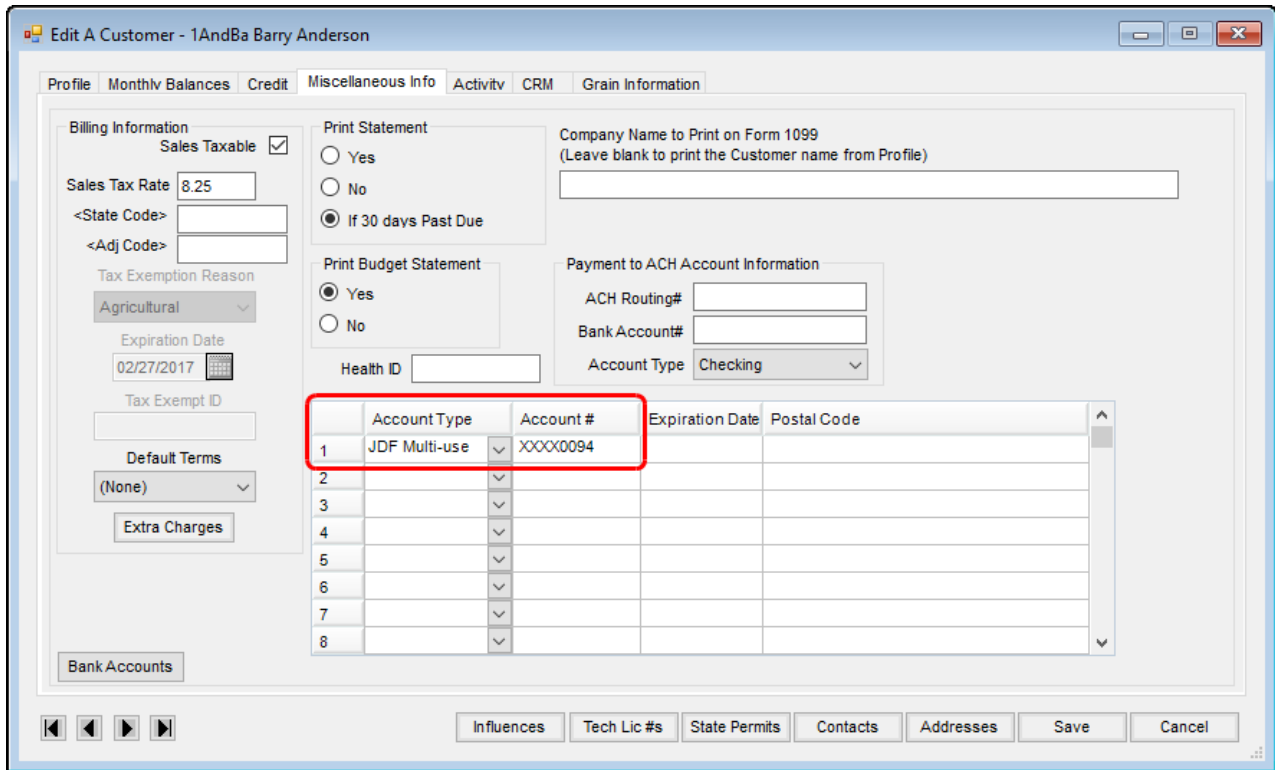
Transfers

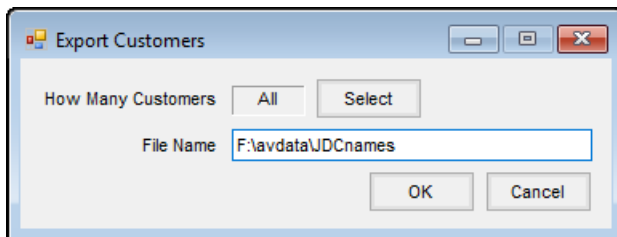New JDF Multi-Use merchants may export a list of Agvance customers which JDC then uses to set up the customers with JDF Multi-Us0e accounts. After these customers have been assigned JDF Multi-Use account numbers, JDC sends the file back to the merchant so these account numbers can be imported into Agvance.

Export

To export the list of accounts, in the *JDC Setup* area select *Transfers / Export*. When the *Export Customers* window opens, the option is available to select all customers or a specific group of customers to be set up with JDF Multi-Use accounts.

In the *File Name*, type the path and name of the file for exporting the list of accounts, and select **OK**. The resulting data file includes the customer ID, first name, last name, address, city, state, zip, phone, and tax ID.

After the file has been exported, open it in Excel, and edit the 16th column (column P) to specify the type of JDF Multi-Use account each customer should be assigned. JDC will help with this account type assignment if needed.

- B = Commercial

- G = Governmental

- C = Consumer

- F = Agricultural – Business Accounts

- I = Individual Agricultural Accounts

Once the account type assignment has been done, the file is ready to be sent to JDC.

Import
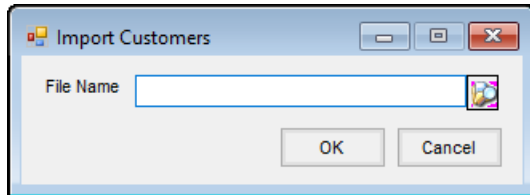
JDC Setup allows a list of JDF Multi-Use account numbers assigned by JDC to be imported. The import file must be a tab delimited (*.txt*) file type. To import the list of accounts, select *Import* from the *Transfers* menu in the *JDC Setup* area, and specify the file to import. The account numbers for the customers are imported into the *Miscellaneous* tab of the customer file.

Note: The file JDC sends may be saved as an Excel (*.xls*) file and may have extra rows at the top or end of the file. If so, open the file with Excel, and remove all header and footer rows. Also, check for any customers in the file that have a JDF Multi-Use account number that is less than 10 digits. Add leading zeroes to the number as necessary to make it 10 digits in length. Delete any rows in the file with blank account numbers. The JDF Multi-Use account numbers for these customers may be added manually in Agvance. Save the file as a tab delimited (*.txt*) file. Make sure there are no lingering blank lines at the end of the file.

Using JDF Multi-Use in Agvance

JDF Multi-use is available at the Quick Ticket as a sale type. It is also available as a Pay Method on the *Payment on Accounts* screens.

Before processing JDF Multi-Use transactions, the customer must have a JDF Multi-Use account set up by John Deere Credit. The merchant must also have Credit Plan Numbers, Descriptive Billing Codes, Merchant Numbers, Terminal Numbers, and the Web URL set before processing transactions.

Using JDF Multi-use as the Sale Type on a Quick Ticket

JDF Multi-use is available on Quick Tickets. After clicking the **Quick Tickets** button in Agvance Accounting, enter the Quick Ticket transaction information as normal. Choose **Take Payment** to select the *JDF Multi-use* sale type.

When the Quick Ticket is complete, click **Tender** and then **Save**.

If the *Pay Method* is *JDF Multi-use*, the *Transfer JDC Information* screen displays to collect additional information and send the transaction to JDC. Please see the *Transferring JDC Information* section below.

If a *JDF Multi-use* Quick Ticket is voided, Agvance displays the *Transfer JDC Information* screen and sends a reversing transaction to JDC.

Using JDF Multi-Use as the Pay Method for a POA

JDF Multi-use is available as a *Pay Method* on the *Payment on Accounts* and *Receive Payment(s) on Account* screens.

Payment on Accounts   ✕

Date 05/15/2020   Payment Number 78

<Customer ID> 12345   Larry Baker

Payment Amount [   ] Regular ▾

	Regular	Prepay	U/A Cash	Budget
Before	4555.93	0.00	0.00	0.00
After	943.43	0.00	0.00	0.00

Clear Locks

Description

Discount Amount [   ]   <Disc Acct>   4100-00

Total Credit   0.00   Control # [   ]

Sort Invoices by   Standard ▾

☐ Use U/A Cash

Auto Apply

	Pay Method	Ref #	Pay Amount	Surcharge	Apply S ^
1	▶ Check ▾				[
2	▾				[▾

		Date	Invoice#	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms ^
1	☐	12/20/2018	49	08/20/2018	1344.15	494.15	Expired	0.00	494.15	(None)
2	☑	05/08/2020	80	05/15/2019	3612.50	3612.50	05/18/2...	14.25	3598.25	2/10n30
3	☐	05/31/2019	85	06/20/2019	436.28	436.28	Expired	0.00	436.28	(None)
4	▶ ☐	08/21/2019	86	08/13/2019	13.00	13.00	Expired	0.00	13.00	(None)

View Invoices

Apply   Untag All   Print Form

Totals   14.25   3598.25

☑ Print on Save   ☐ Issue Check

Save   Cancel

Receive Payment(s) on Account

Check which customers you are receiving payment from.   These Payments will automatically be applied against the invoice you just created.

Payment Number 50   Date 10/18/2017

		ID	Name	Gross	Disc	Payment Total	Pay Method 1	Ref #	Use UAC	UAC Balance
1	▶ ☑	1AcrDH	Drew & Holly Acres	5082.00	101.64	4980.36	JDF Multi-... ▾		☐	50.00

Clear Locks   Apply

<Disc Acct>   4100-01

Description [   ]

Control # [   ]

☐ Print Receipts   Save   Cancel

When the Payment is saved, if the *Pay Method* is *JDF Multi-use*, the *Transfer JDC Information* screen displays to collect additional information and send the transaction to JDC. Please see the *Transferring JDC Information* section below.

If a *JDF Multi-use* Payment is voided, Agvance displays the *Transfer JDC Information* screen and sends a reversing transaction to JDC.

Note: Line item detail is sent to JDC only if one Invoice is being fully paid with the Payment. If a partial Invoice is paid with *JDF Multi-use*, the total Payment amount is sent to JDF Multi-use without any line item detail. If multiple Invoices are going to be paid, then separate Payments must be taken for each Invoice.

Note: Discounts may be entered when creating the Payment for Quick Tickets, Payments on Account, or roll-

through payments. Only the net Payment amount is transmitted to JDC. No information about the discount is sent.
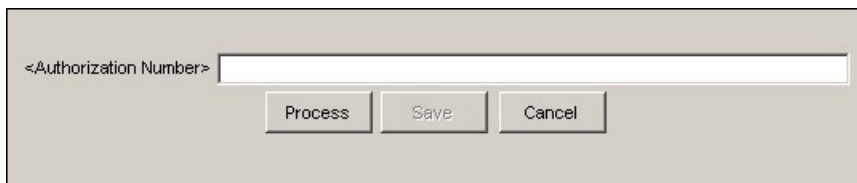
JDF Multi-use Preauthorizations

JDF Multi-use preauthorizations are available at *Accounting / A/R / JDF Multi-use Preauthorization* and can be used to preauthorize and lock in an amount on the customer's JDF Multi-Use account. The preauthorization can then be used on a regular JDF Multi-Use transaction.
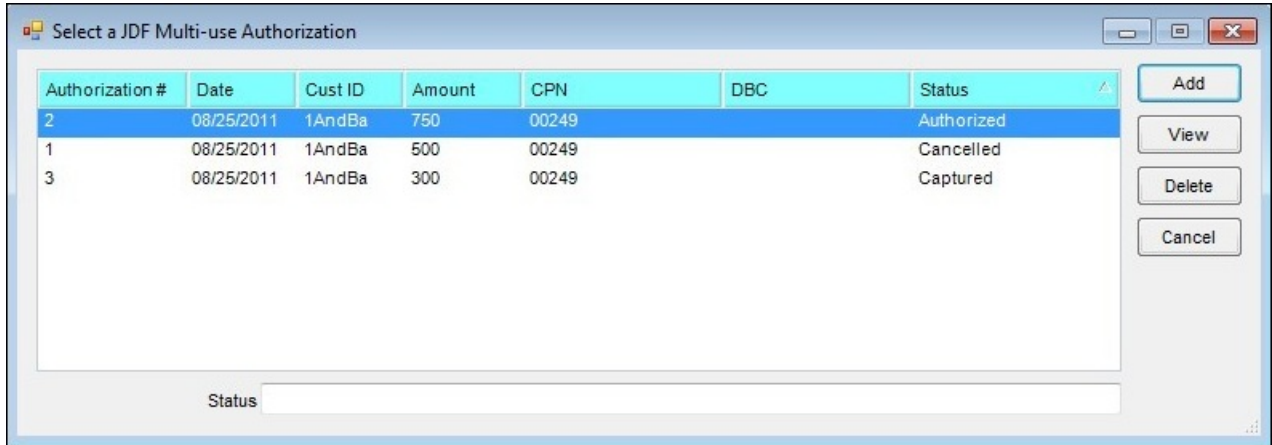
Preauthorizations may be added, viewed, or deleted. If a preauthorization is deleted, a 'Cancel Authorization' transaction is submitted to JDC. The **Cancel** button on the *Add A JDF Multi-use Authorization* screen closes the window; it does not cancel the authorization.
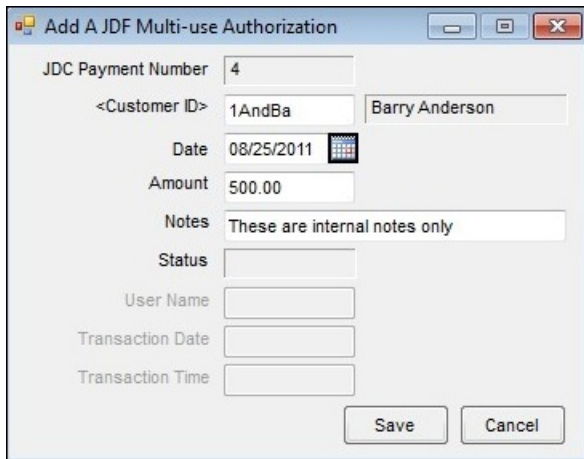
A new authorization may be added by specifying the *Customer ID*, *Date*, and *Amount*.
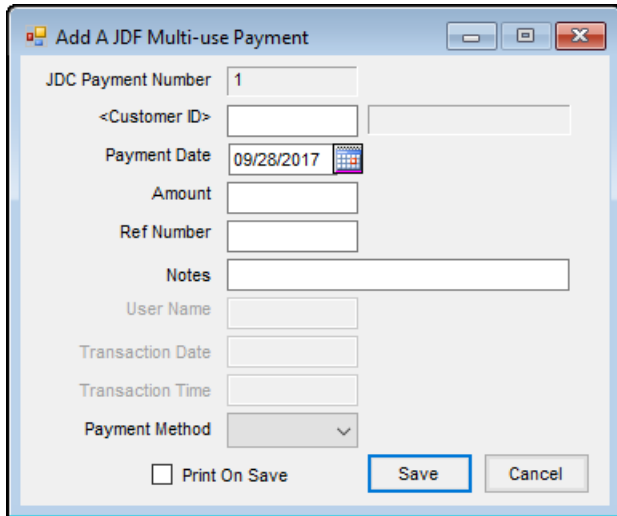

To use a preauthorization, double-click in the *Authorization* field on the *Transfer JDC Information* screen, and select a preauthorization.

Note: Preauthorizations do not affect the customer's A/R balance or the G/L.

Making a Payment on a JDF Multi-Use Account

If a customer would like to make a payment on their JDF Multi-Use account, the *A/R / JDF Multi-Use Payment* menu option is used. This transaction is not a Payment against their A/R with the company.

- **Customer ID** – Double-click to select the customer.
- **Payment Date** – Enter the date for the Payment.
- **Amount** – Enter the amount of the Payment.
- **Ref Number** – Optionally, enter a reference number, such as the check number.
- **Notes** – These are optional.

After clicking **Save**, the *Transfer JDC Information* screen displays to collect additional information and send the transaction to JDC. Please see the *Transferring JDC Information* section below.

Note: This transaction debits the Cash on Hand account set up for the current location and credits the account set up for the JDF Multi-use payment method of the current location. If the customer selected is from somewhere other than the default location, a location conflict message is displayed and posting is done accordingly.

Deleting a JDF Multi-Use Payment

A JDF Multi-Use Payment may be deleted by navigating to *Accounting / A/R / JDF Multi-use Payment*, selecting the Payment, and choosing **Delete**. Deleting the transaction does not transmit any information to JDC. It also does not reverse the journal entry for the original Payment. Manually reverse the journal entry for the original payment, and contact JDC directly to void the transaction on their records.

Transferring JDC Information

When one of the following Agvance documents is saved with a *JDF Multi-use* sale type or *Pay Method*, a *Transfer JDC*

Information screen displays to collect additional information and send the transaction to JDC.

- Quick Ticket
- Payment on Account
- JDF Multi-use Preauthorization
- JDF Multi-use Payment

Processing JDF Multi-Use Transactions

If processing a JDF Multi-Use transaction, the screen above displays and must be completed.

- **Merchant Number** – Defaults to the JDF Multi-Use *Merchant Number* last used.
- **Terminal Number** – Defaults to the JDF Multi-Use *Terminal Number* last used.
- **Amount** – Defaults from the Agvance document. This is not editable.
- **Card Number** – Contains a list of JDF Multi-Use account numbers for the selected customer. A number may be selected or a new number entered. The account number defaults if it is saved in the customer profile.
- **Invoice number** – Defaults from the Agvance document but may be changed.
- **Original Invoice** – Defaults from the Agvance document if the Agvance document is being reversed or voided but may be changed. These numbers are displayed on the customer's JDF Multi-use statement.
- **Credit Plan Number (CPN)** – For regular purchases, the CPN must be *00249*. JDC assigns the CPN for each Special Terms or Incentives program.

- **Descriptive Bill Code (DBC)**
    - For regular purchases (CPN 00249), the DBC is not required.
    - For other CPNs, the DBC is required.
    - For returns or credits (any negative transactions), the DBC must be one of the following.
        - **00960** – Refund of Finance Charge
        - **00970** – Billing Correction
        - **00980** – Returned Merchandise
- **Serial Number** – This is not required. It displays on the JDF Multi-use statement.
- **Model Number** – This is not required. It displays on the JDF Multi-use statement.
- **Authorization Number**
    - For most transactions, the *Authorization Number* is left blank and is returned by JDC when the transaction is processed.
    - If the customer has a preauthorization, double-click in the *Authorization Number* field to select which preauthorization this transaction should use. For details on how to create preauthorizations, please see the JDF Multi-use Preauthorizations section above.

After entering the required fields, choose **Process** to process the transaction. A window displays to show the status of the transaction. When the transaction is complete, select **Save**. A log record is written to the *JDCTransaction* table.

Possible JDF Multi-Use Transaction Results

- **Approved** – If the transaction is approved, an *Authorization Number* is returned in the text field of the *Transfer JDC Information* window. The transaction is ready to be saved.
- **Review** – If the transaction requires further review, the message displays a phone number to call along with a reference number to reference the transaction over the phone. If John Deere Credit authorizes the transaction over the phone, the cashier is given an *Authorization Number* to enter in the *Authorization Number* field, and then select **Process**. The response should now be approved and the transaction saved.
- **Declined** – If the transaction is denied authorization by JDC, a different method of payment must be selected.
- **Error** – If an error occurs, the details of the error are displayed in a message.

Processing Negative JDF Multi-Use Transactions

Processing a negative JDF Multi-use transaction is very similar to processing a purchase transaction. If the amount is negative, Agvance automatically submits a 'Credit' request instead of a 'Purchase' request so the amount is credited to the customer's JDF Multi-Use account.

When a negative transaction is sent, a DBC is required. The three options for a negative transaction are 00960, 00970, and 00980 (Refund of Finance Charge, Billing Correction, or Returned Merchandise).

There are several situations that will cause a transaction to be negative, including the following:

- Paying a credit Invoice
- Voiding a Payment
- Reversing a Payment
- Taking a negative Payment