Creating and Managing a Payment Link

Ikhokha Payment Links for Business Central

1. Prerequisites

Before creating a payment link, ensure the following setup is complete:

- The **Ikhokha Payment Links** add-on is installed and enabled in **Business Central**.
- **Authentication** is correctly configured using your *Application Key* and *Application Key Secret*.
- The integration is set to the appropriate mode (*Sandbox* or *Production*).

2. Add Ikhokha Fields to Report Layouts

Ensure the following **Ik_*** fields are added to your current layouts for supported reports:

- **Sales Order Confirmation**
- **Sales Proforma Invoice**
- **Sales Quote**

These fields allow the **payment link** or **QR code** to be displayed directly on customer-facing documents.

3. Access the Ikhokha Payment Link FactBox

1. Navigate to a **Sales Order**, **Sales Quote**, or **Sales Invoice**.
2. If the **Ikhokha Payment Link FactBox** is not visible, use **Personalization** to enable it:
   - Click the gear icon (⚙) → *Personalize*.
   - Add the **Ikhokha Payment Link FactBox** to the page.
   - Exit personalization mode.

4. Create a Payment Link

1. In the **Ikhokha Payment Link FactBox**, select the **Create Payment Link** action from the FactBox menu.
2. When the link is successfully created:

  - A **Payment Link** entry will appear in the FactBox.
  - Its **Status** will display as **Active**.
  - The link and optional QR code will be available for printing on supported reports.

5. Query Payment Link Status

To check the payment status of an active link:

1. Select the **Active Payment Link** entry in the FactBox.
2. Choose **Query Link Status** from the FactBox menu.
3. If the payment has been completed:
   - The **Status** will automatically update to **Complete**.
   - If not yet paid, the status remains **Active**.

6. View Payment Link Details

- To view detailed information about a payment link:
  1. Select the payment link in the FactBox.
  2. Choose **View** from the FactBox menu.
- The **Payment Link Card** provides:
  - Additional transaction details.
  - Timestamps.
  - Access to the same actions (Query, Logs etc.) directly from the card.

7. Review Payment Logs

To troubleshoot or audit link activity:

1. From the **FactBox**, select **Payment Logs** from the menu.
2. The **Payment Logs** page displays:
   - Any **current** or **historical** errors that occurred for the selected document.
   - Helpful for diagnosing communication or authorization issues.

8. Notes

- Only one **Active Payment Link** can exist per document at a time.
- The integration currently supports **ZAR currency**, with **multi-currency** support coming soon.

- Documents with unpaid links can be optionally restricted from posting until payment completion, this can be done from the setup.