

QUICKPAY

USER GUIDE

27.1.0.2722

04/02/2026

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1 INTRODUCTION

This user guide provides a comprehensive walkthrough for using the **QuickPay for Dynamics 365 Business Central**. It includes clear, step-by-step instructions to help users configure the connector, manage payments efficiently, and streamline daily operations.

The guide covers the following topics:

- Configuring the QuickPay
- Generating QR codes and secure payment links
- Retrieving and monitoring payment status based on business needs
- Processing payments for posted sales invoices
- Processing payments for reminders
- Managing logs and retention settings
- Accessing app-related help resources directly within Business Central

2 PRE-REQUISITES

To use the QuickPay, the following prerequisites must be met:

- **Permission Set:** A relevant permission set specifically to the App must be assigned to the user.
- **Vipps MobilePay Account:** A valid and fully onboarded Vipps MobilePay merchant account with active credentials is required before using the connector.
- **Basic Navigation Skills:** Users should be familiar with standard navigation and daily operations in Dynamics 365 Business Central.
- **QuickPay Setup:** The app must be fully configured before use.

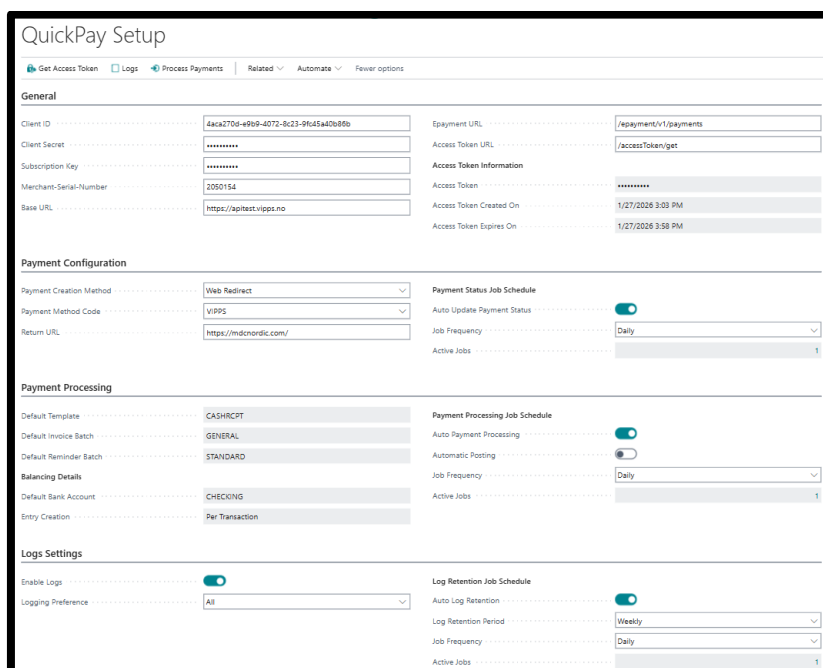
3 QUICKPAY SETUP

To configure the solution, navigate to the QuickPay Setup page and fill in the following fields:

Field	Description
Client ID	Provided by Vipps MobilePay. Identifies your client integration.
Client Secret	Confidential key used for authentication with Vipps MobilePay.
Subscription Key	Subscription key obtained from Vipps MobilePay.
Merchant Serial Number	Unique merchant identifier provided by Vipps MobilePay.
Payment Creation Method	Defines how payments are initiated. Supported options are QR Code and Web Redirect. Once a payment is initiated for a document using one method, it cannot be changed for that document.
Return URL	Available only when Web Redirect is selected. Specifies the URL to which Vipps MobilePay redirects the user after payment.
Payment Method Code	Links the app to a payment method. QR codes or payment links are generated only for documents/customers using this payment method. Creating a dedicated payment method for Vipps MobilePay is recommended.
Auto Update Payment Status	Creates a recurring background job to automatically retrieve payment statuses for relevant documents. When disabled, the corresponding job is set to On-Hold.
Default Bank Account	Bank account used as the balancing account for Cash Receipt Journal postings of captured Vipps payments.
Entry Creation	Determines how payments are recorded in the cash receipt journal; a separate balancing entry for each payment or combine all payments from the same day into a single balancing entry.
Default Template	Cash Receipt Journal Template used for Vipps MobilePay payments.

Default Invoice Batch	Batch used for Vipps MobilePay invoice transactions in the selected journal template.
Default Reminder Batch	Batch used for Vipps MobilePay reminder transactions in the selected journal template.
Auto Payment Processing	Creates a background job to automatically transfer eligible documents to the Cash Receipt Journal.
Automatic Posting	Available when auto payment processing is enabled. Automatically posts Cash Receipt Journal lines created for invoices. Journal lines associated with reminders require manual posting.
Enable Logs	Determines whether logs are created.
Logging Preference	Specifies the type of events to log, such as failures only or all events.
Auto Log Retention	Creates a recurring background job to manage log retention.
Log Retention Period	Determines how long logs are kept, in line with the selected retention frequency.
Job Frequency	Defines how often the background job runs, such as for payment status updates, payment processing, or log retention.
Active Jobs	Number of active background jobs for payment status retrieval, payment processing, and log retention.

Attached is the snippet for Vipps Integration Setup page.



QuickPay Setup

Get Access Token | Logs | Process Payments | Related | Automate | Fewer options

General

Client ID: 4aca270d-e910-4072-8c23-9f6a5a40b86b | Payment URL: /payment/v1/payments
 Client Secret: ***** | Access Token URL: /accessToken/get
 Subscription Key: ***** | Access Token Information
 Merchant-Serial-Number: 000154 | Access Token: *****
 Base URL: https://api-test.vipps.no | Access Token Created On: 1/27/2026 3:03 PM
 Access Token Expires On: 1/27/2026 3:58 PM

Payment Configuration

Payment Creation Method: Web Redirect | Payment Status Job Schedule:
 Payment Method Code: VPPS | Auto Update Payment Status:
 Return URL: https://mdcnordic.com/ | Job Frequency: Daily
 Active Jobs: 1

Payment Processing

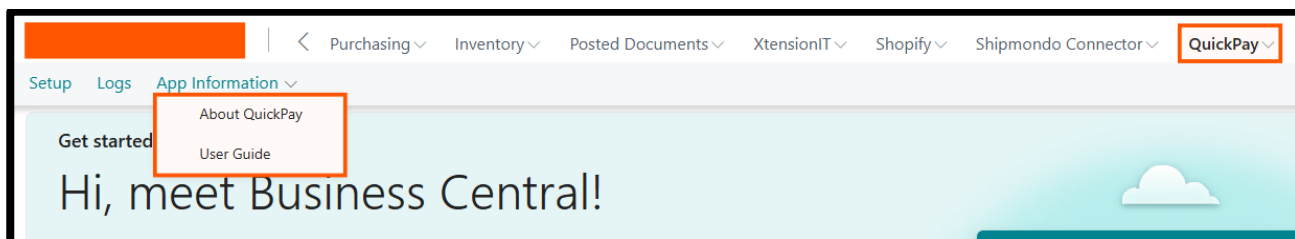
Default Template: CASHRCPT | Payment Processing Job Schedule:
 Default Invoice Batch: GENERAL | Auto Payment Processing:
 Default Reminder Batch: STANDARD | Automatic Posting:
 Balancing Details | Job Frequency: Daily
 Default Bank Account: CHECKING | Active Jobs: 1
 Entry Creation: Per Transaction

Logs Settings

Enable Logs: | Log Retention Job Schedule:
 Logging Preference: All | Auto Log Retention:
 Log Retention Period: Weekly
 Job Frequency: Daily
 Active Jobs: 1

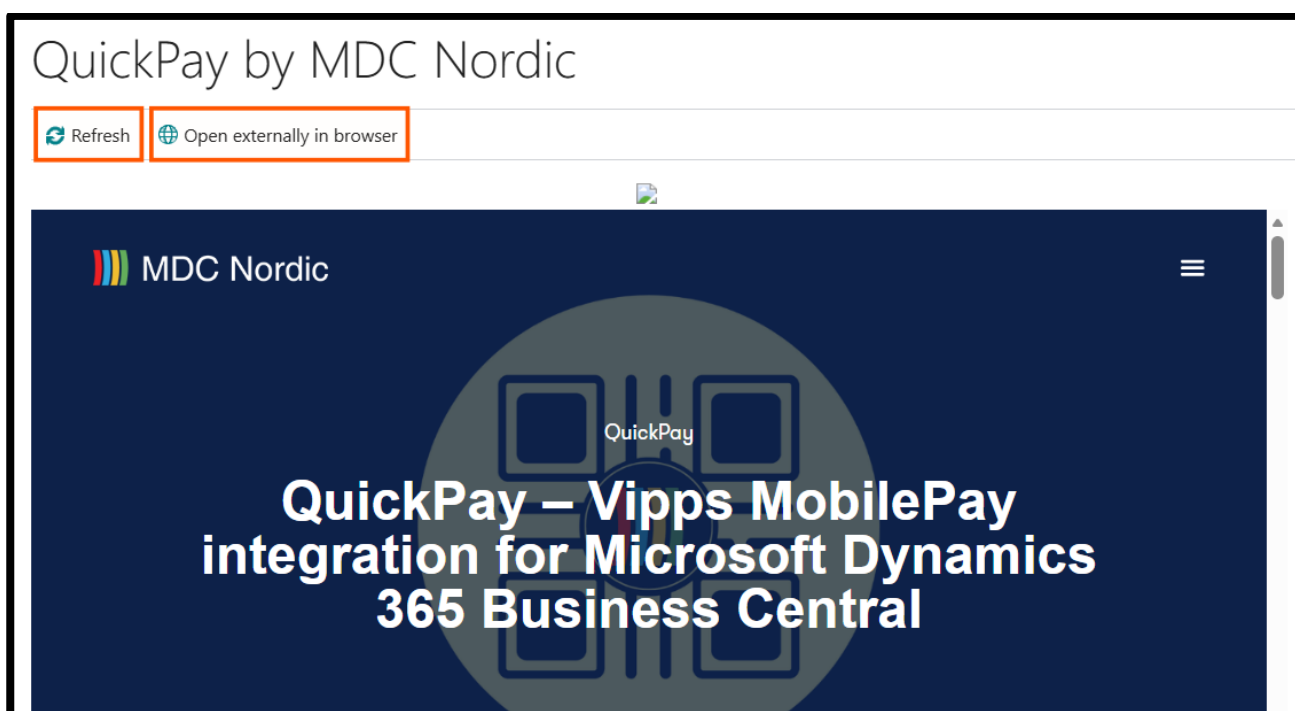
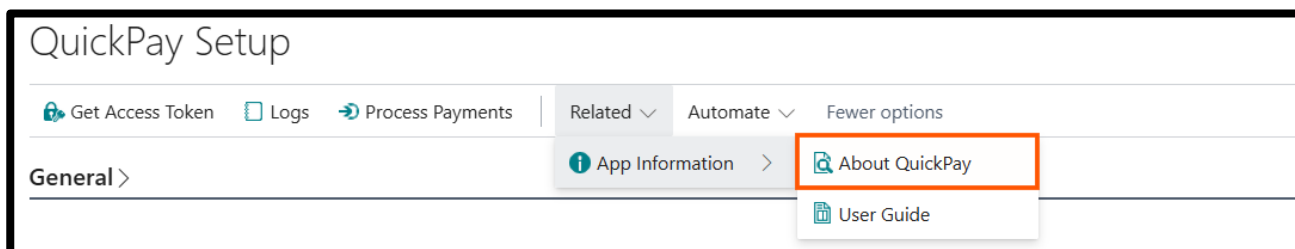
4 App Information

You can access the following help or information resources for QuickPay either from the QuickPay Setup page or directly from the main menu.



4.1 About QuickPay

On the Setup page, you can use About QuickPay action to view details related to the App.

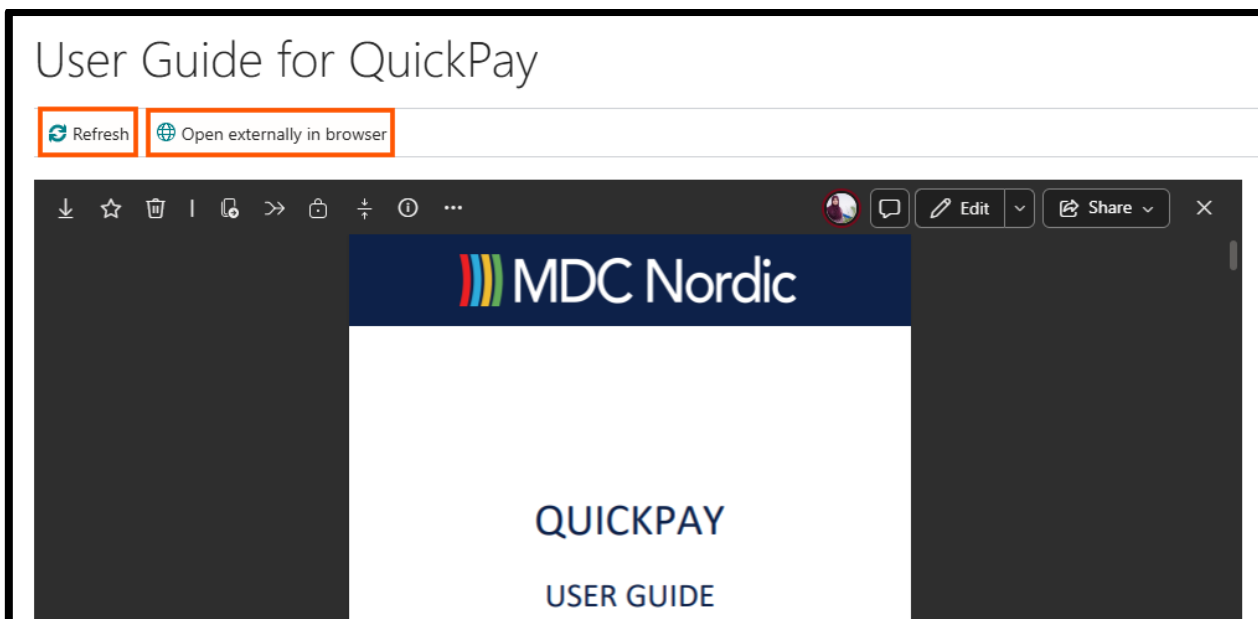
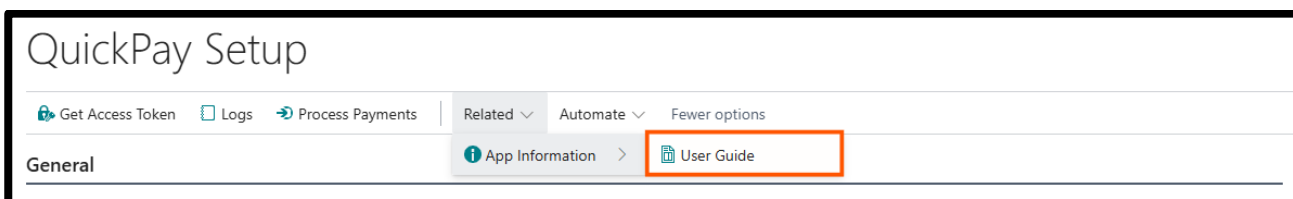


Refresh: Updates the information displayed on the page.

Open Externally in Browser: Opens the User Guide in a new browser tab.

4.2 User Guide

On the Setup page, users can use the User Guide action to access the app’s user documentation.



Refresh: Updates the information displayed on the page.

Open Externally in Browser: Opens the User Guide in a new browser tab.

5 GENERATING PAYMENT

5.1 Prerequisites

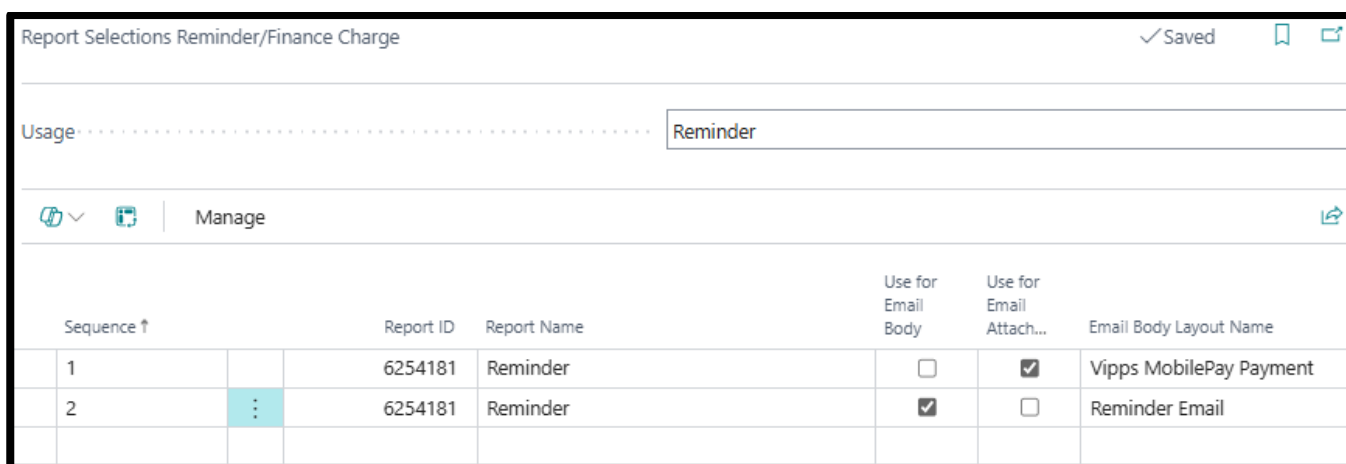
Before generating payments, ensure the following:

- A dedicated payment method for QuickPay must be created and assigned to customers (for reminders) or documents (for invoices) and in the connector setup.
- Document No must be between 8 and 64 characters.
- Configure the reminder report; this step is not needed for posted sales invoices.

5.2 Configuring Reminder Report

To generate payments for reminders, configure the reminder report in Business Central:

1. Open the **Report Selections - Reminder/Finance Charge** page.
2. Locate Report ID **6254181** (Reminder).
3. Select "Reminder Email" for the Email Body Layout.
4. Select "Vipps MobilePay Payment" for the Email Attachment Layout.

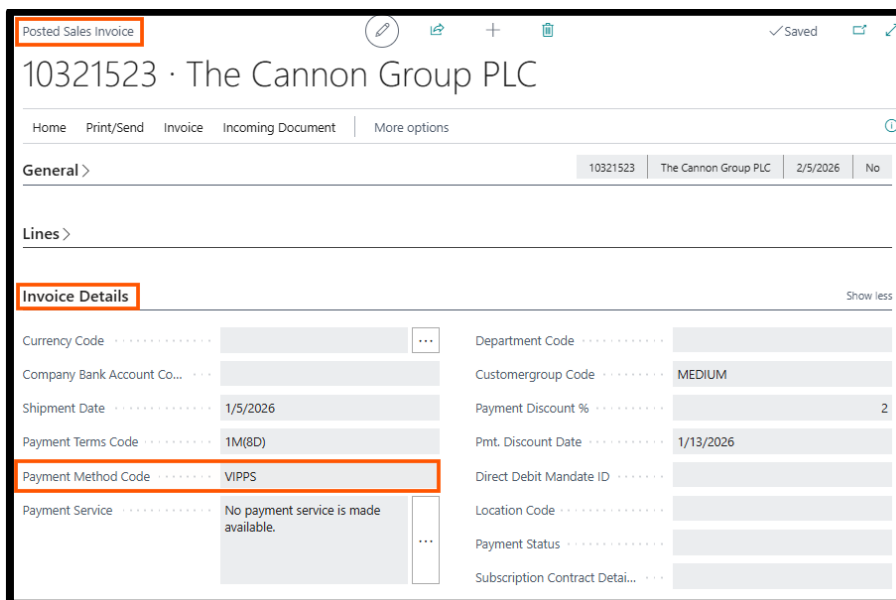


Sequence ↑	Report ID	Report Name	Use for Email Body	Use for Email Attach...	Email Body Layout Name
1	6254181	Reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vipps MobilePay Payment
2	6254181	Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reminder Email

5.3 Payment Generation Flow

A QR code or payment link can be generated only for documents:

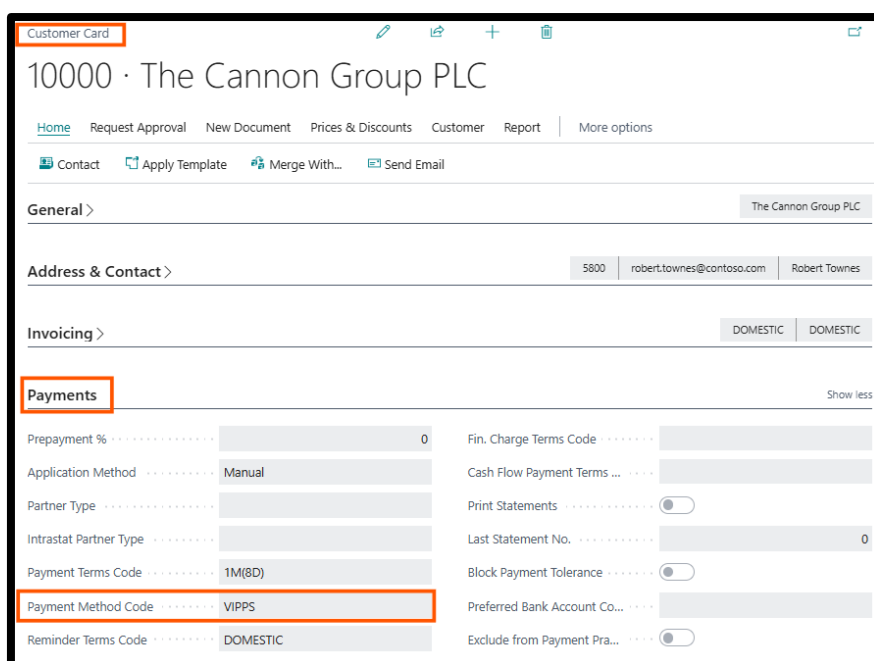
- **Posted Sales Invoices** - where the invoice's payment method matches the payment method configured in setup.



The screenshot shows a 'Posted Sales Invoice' form for 'The Cannon Group PLC' with invoice number 10321523. The 'Invoice Details' section is highlighted with a red box and contains the following fields:

Currency Code		Department Code	
Company Bank Account Co...		Customergroup Code	MEDIUM
Shipment Date	1/5/2026	Payment Discount %	2
Payment Terms Code	1M(8D)	Pmt. Discount Date	1/13/2026
Payment Method Code	VIPPS	Direct Debit Mandate ID	
Payment Service	No payment service is made available.	Location Code	
		Payment Status	
		Subscription Contract Detai...	

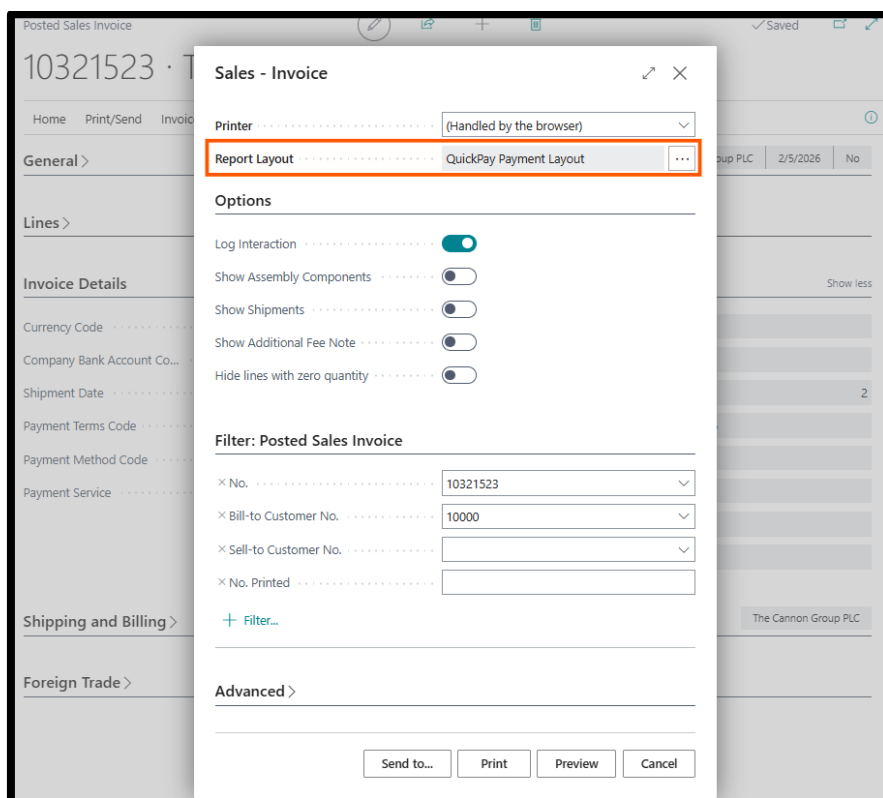
- **Issued Reminders** - where the payment method specified on the relevant customer card matches the payment method configured in setup.



The screenshot shows a 'Customer Card' form for 'The Cannon Group PLC' with card number 10000. The 'Payments' section is highlighted with a red box and contains the following fields:

Prepayment %	0	Fin. Charge Terms Code	
Application Method	Manual	Cash Flow Payment Terms ...	
Partner Type		Print Statements	<input type="checkbox"/>
Intrastat Partner Type		Last Statement No.	0
Payment Terms Code	1M(8D)	Block Payment Tolerance	<input type="checkbox"/>
Payment Method Code	VIPPS	Preferred Bank Account Co...	
Reminder Terms Code	DOMESTIC	Exclude from Payment Pra...	<input type="checkbox"/>

When a document report is sent or opened, the system automatically generates the web redirect link or QR code accordingly.



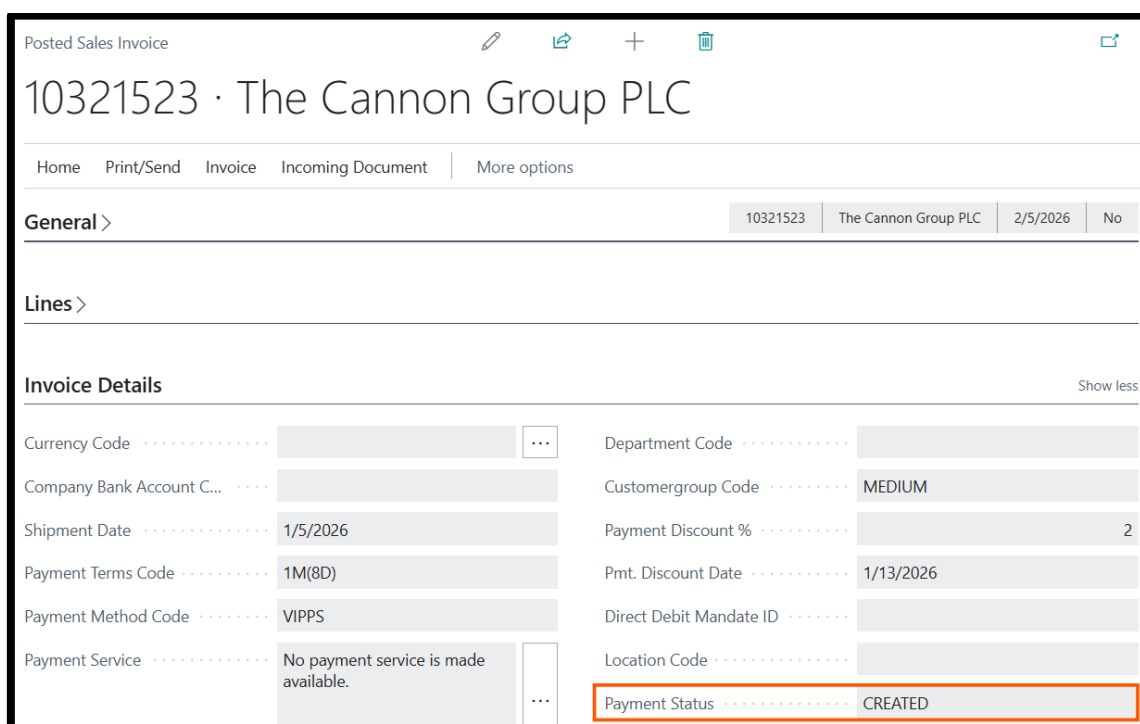
QR codes and payment links are displayed at the bottom of the report.

The Cannon Group PLC		Robert Townes		192 Market Square		5800 Nyborg		Denmark	
Faktureres til kundendr.	10000	Sælger							
Fakturanr.	10321523	Mail							
Bilagsdato	5. januar 2026	Telefon							
Forfaldsdato	5. februar 2026	Registreringsnr.							
Betalingsbetingelser	1 Month/2% 8 days	SE/CVR-nr.							
Betalingsform	Vipps	Bank							
Partnertype		Gironr.							
Speditørkode		IBAN							
Pakkesporingsnr.									
					Faktura CRONUS International Ltd. 5 The Ring Westminster 9900 Kugleby Denmark Jim Olive dev@gmail.com 0666-666-6666 12345678 DK77777777 World Wide Bank 888-9999 GB 12 CPBK 08929965044991				
Nummer	Beskrivelse	Afsendelse sdato	Antal	Enhed	Enhedspris ekskl. moms	Moms pct.	Linjebeløb ekskl. moms		
1896-S	ATHENS Desk	05-01-26	1	stk	5.560,00	25	5.560,00		
					Subtotal		5.560,00		
					Momsbeløb		1.390,00		
					I alt KR inkl. moms		6.950,00		
Momsbeløbspecifikation									
Moms-id	Moms pct.	Momsgrundlag	Momsbeløb						
STANDARD	25	5.560,00	1.390,00						
Click to Pay Now									

On the Posted Sales Invoices/Issued Reminders page, a dedicated field clearly displays the current **payment status**. The status is updated based on the response from Vipps MobilePay and can be one of the following:

- CREATED
- ABORTED
- EXPIRED
- CANCELLED
- CAPTURED
- REFUNDED
- AUTHORIZED
- TERMINATED

Initially, the status is empty. Once the document report is sent or viewed, the status updates to **CREATED**.



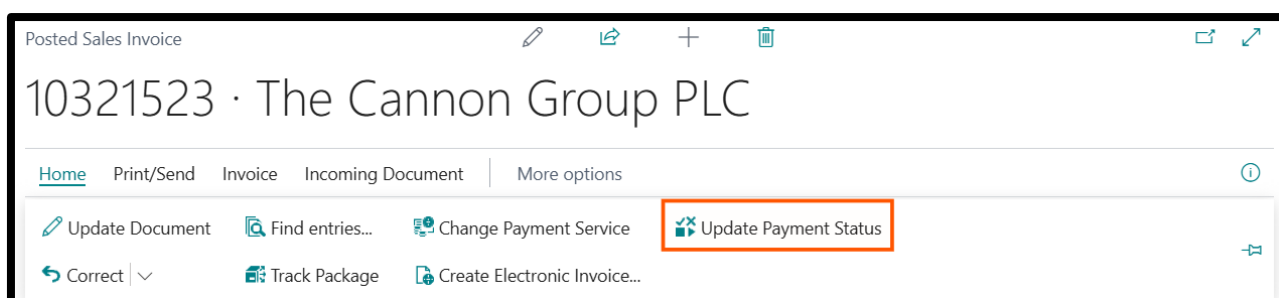
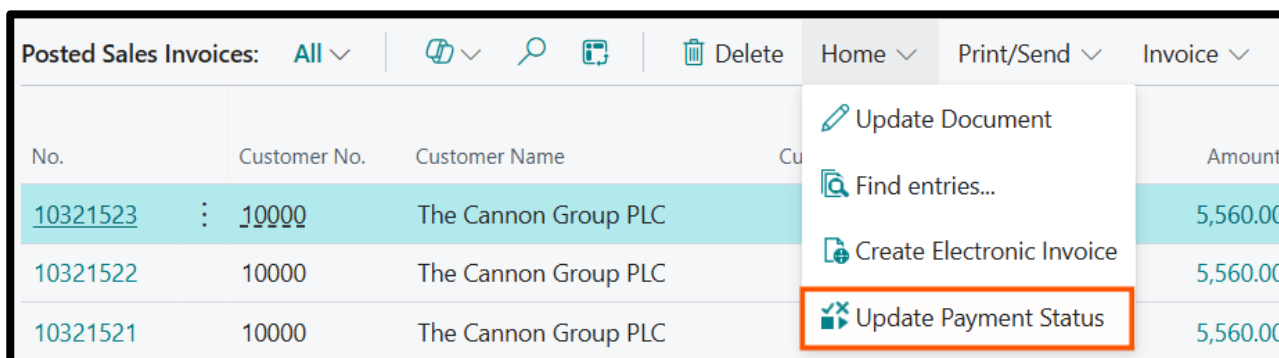
Note: Once a QR code or payment link has been generated for a document, it remains unchanged for that document, even if the Payment Method Creation configuration in setup is modified later.

6 UPDATING PAYMENT STATUS

The payment status of a document can be updated in two ways: manually or through a scheduled process.

6.1 Manual Update

Users can manually update the payment status directly from the actions available on the list or card pages of the relevant documents (Posted Sales Invoices / Issued Reminders).

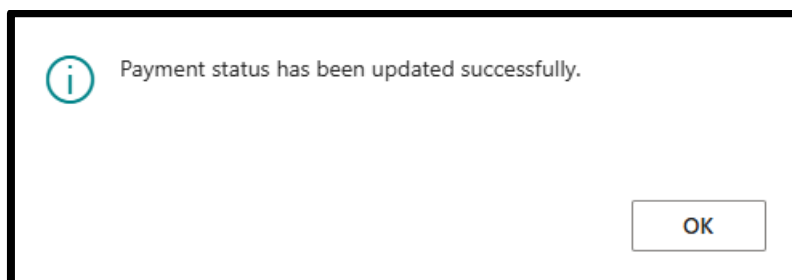



Posted Sales Invoices: All | Delete | Home | Print/Send | Invoice

No.	Customer No.	Customer Name	Amount
<u>10321523</u>	: 10000	The Cannon Group PLC	5,560.00
10321522	10000	The Cannon Group PLC	5,560.00
10321521	10000	The Cannon Group PLC	5,560.00

Update Document | Find entries... | Create Electronic Invoice | **Update Payment Status**

When the action is triggered, the system communicates with the Vipps MobilePay API to retrieve the latest payment information and updates the selected document in real time.



No.	Customer No.	Customer Name	Currency Code	Due Date	Amount	Amount Including VAT	Remaining Amount	Payment Status
10321523	10000	The Cannon Group PLC		2/5/2026	5,560.00	6,950.00	6,950.00	CAPTURED
10321522	10000	The Cannon Group PLC		2/1/2026	5,560.00	6,950.00	6,950.00	
10321521	10000	The Cannon Group PLC		2/1/2026	5,560.00	6,950.00	6,950.00	

6.2 Automated Update (Job Queue)

For automated updates, enable **"Auto Update Payment Status"** under the Payment Configuration Fast-tab on the QuickPay Setup page. These settings apply to both posted sales invoices and issued reminders documents.

- Enabling this creates a recurring job queue to fetch payment statuses for relevant documents automatically.
- The retrieval frequency can be adjusted using the Job Frequency field.
- Users can view the number of active jobs and navigate to the corresponding job queue via Active Jobs.

QuickPay Setup

Get Access Token | Logs | Process Payments | Related | Automate | Fewer options

General >

Payment Configuration

Payment Creation Method Web Redirect <input type="button" value="v"/> Payment Method Code VIPPS <input type="button" value="v"/> Return URL https://mdcnordic.com/	Payment Status Job Schedule Auto Update Payment Status <input checked="" type="checkbox"/> Job Frequency Daily <input type="button" value="v"/> Active Jobs 1
--	---

This automated process ensures that payment statuses remain up to date without manual intervention, making it ideal for high-volume environments.

6.3 Common Payment Statuses

Below are some of the most encountered payment statuses and their meanings:

- **CREATED** - Payment has been successfully initiated; a QR code or web link has been generated for the customer.
- **AUTHORIZED** - Customer has accepted the payment request; payment is authorized but not yet captured.
- **CAPTURED** - Payment has been successfully received and processed.
- **EXPIRED** - Customer did not complete the payment within the allowed timeframe.
- **ABORTED** - Customer actively declined or cancelled the payment process.

7 PAYMENT PROCESSING

Users can configure payment processing settings under the Payment Processing fast-tab on the QuickPay Setup page. These settings apply to both posted sales invoices and issued reminders documents.

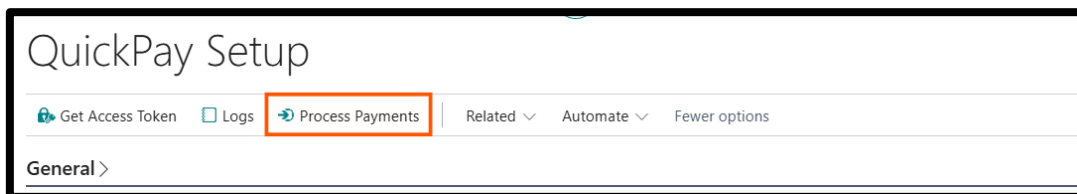
Documents are processed and posted based on the following conditions:

1. Payment status is CAPTURED.
2. Document status is Open (only applicable for invoices).
3. The document has not yet been mapped to the Cash Receipt Journal (see field "Transferred to Cash Rept Jnl").
4. Payment processing details are defined on the setup page.

Note: For reminders, creating a Cash Receipt Journal entry set "Transferred to Cash Rept Jnl" to true, and deleting it does not reset the status. For posted sales invoices, deleting the journal entry will update the status.

7.1 Manual Payment Processing

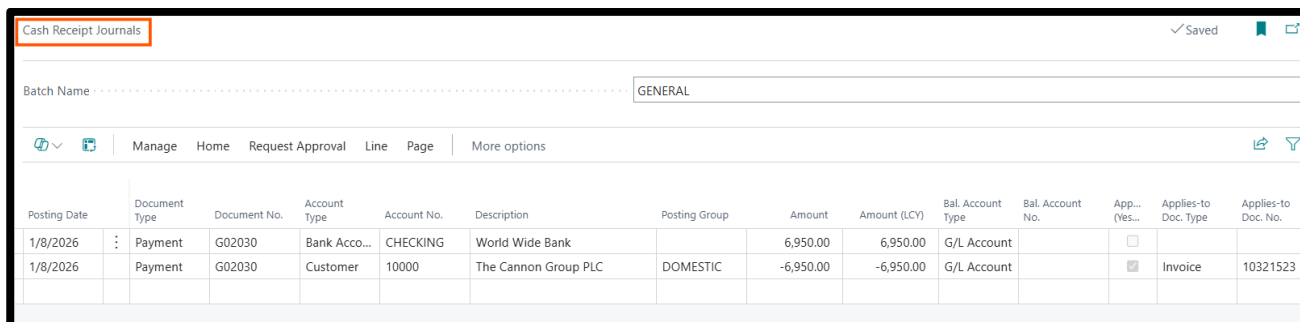
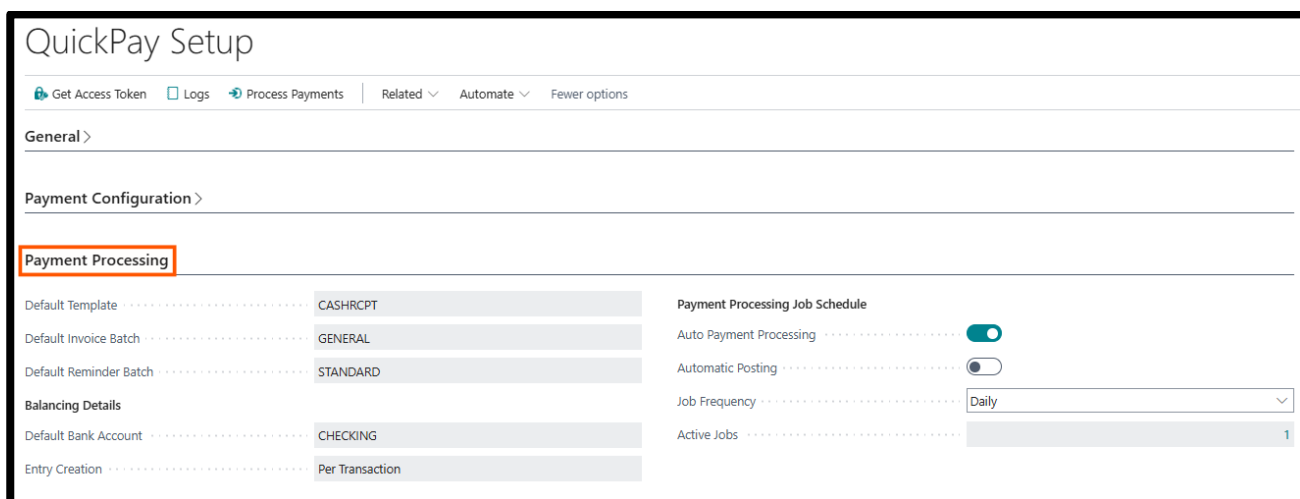
Users can manually process the payments directly from the action **“Process Payments”** available on the QuickPay Setup page.



7.2 Automated Payment Processing

To enable automatic payment processing, provide the required bank and journal details and enable **“Auto Payment Processing”** under the payment processing Job Schedule.

A recurring job queue automatically maps eligible invoices and reminders into the Cash Receipt Journal, based on the above conditions.



7.3 Automatic Posting

If **Automatic Posting** is enabled, the “Process Payment” action or the job queue automatically posts the mapped lines for invoices. For reminders, Cash Receipt Journal lines must be posted manually.

After successful posting:

- Invoice statuses are set to **CLOSED** automatically.
- For reminders, users must navigate to the relevant customer and apply the related ledger entries corresponding to the reminder lines. Once applied, the ledger entries are marked as **CLOSED**.

No.	Customer No.	Customer Name	Currency Code	Due Date	Amount	Amount Including VAT	Remaining Amount	Payment Status	Closed
10321523	10000	The Cannon Group PLC		2/5/2026	5,560.00	6,950.00	0.00	CAPTURED	Yes
10321522	10000	The Cannon Group PLC		2/1/2026	5,560.00	6,950.00	6,950.00		No
10321521	10000	The Cannon Group PLC		2/1/2026	5,560.00	6,950.00	6,950.00		No
10321520	10000	The Cannon Group PLC		2/1/2026	5,560.00	6,950.00	6,950.00		No

8 LOG MAINTAINACE

8.1 Log Creation

Logs of the communication between Business Central and Vipps MobilePay are generated according to the configuration on the QuickPay Setup page.

Logs are created only when **“Enable Logs”** is enabled under the Logs Settings fast-tab. Users can control the level of logging by selecting the logging preference, such as failures only or all events.

QuickPay Setup

[Get Access Token](#)
[Logs](#)
[Process Payments](#)
Related ▾
Automate ▾
Fewer options

General >

Payment Configuration >

Payment Processing >

Logs Settings

Enable Logs

Logging Preference All ▾

Log Retention Job Schedule

Auto Log Retention

Log Retention Period Weekly ▾

Job Frequency Daily ▾

Active Jobs 1

Logs can be accessed from the QuickPay Setup page by selecting the **“Logs”** action.

QuickPay Setup

[Get Access Token](#)
[Logs](#)
[Process Payments](#)
Related ▾
Automate ▾
Fewer options

General >

Payment Configuration >

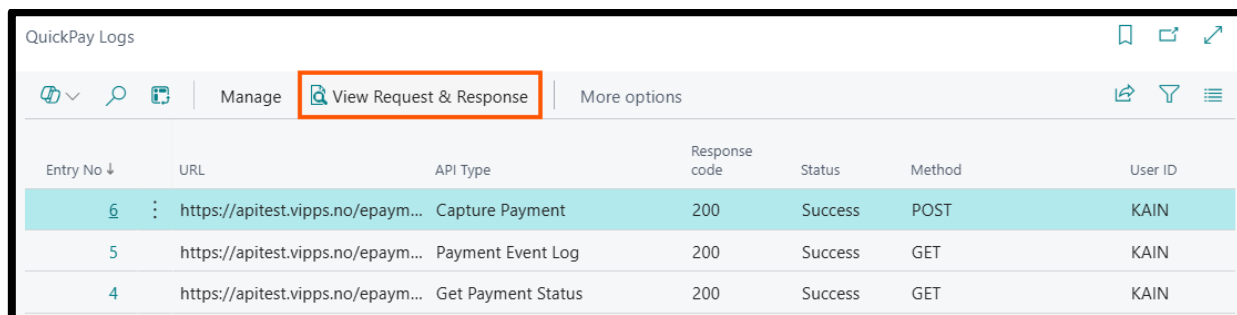
Payment Processing >

QuickPay Logs

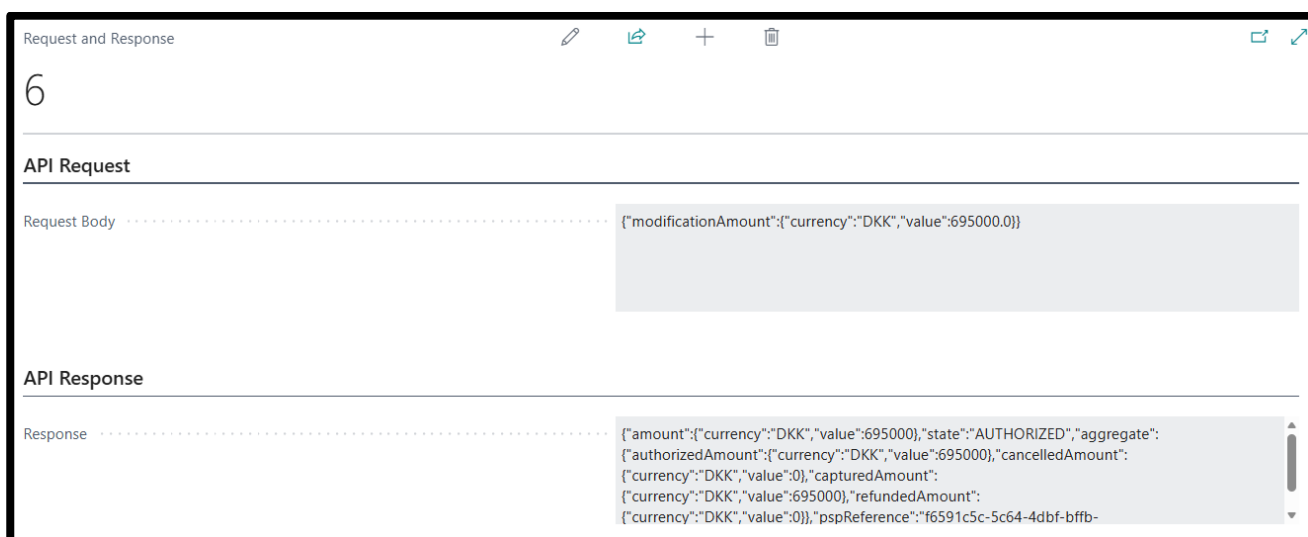
[Manage](#)
[View Request & Response](#)
More options

Entry No ↓	URL	API Type	Response code	Status	Method	User ID
6	https://apitest.vipps.no/epaym...	Capture Payment	200	Success	POST	KAIN
5	https://apitest.vipps.no/epaym...	Payment Event Log	200	Success	GET	KAIN
4	https://apitest.vipps.no/epaym...	Get Payment Status	200	Success	GET	KAIN
3	https://apitest.vipps.no/epaym...	Get Payment Status	200	Success	GET	KAIN
2	https://apitest.vipps.no/epaym...	Redirect URL Generation	201	Success	POST	KAIN
1	https://apitest.vipps.no/accessT...	Access Token Generation	200	Success	POST	KAIN

Detailed information, including the request body and response, can be viewed by clicking on the **“View Request & Response”** action.



Entry No ↓	URL	API Type	Response code	Status	Method	User ID
6	https://apitest.vipps.no/epaym...	Capture Payment	200	Success	POST	KAIN
5	https://apitest.vipps.no/epaym...	Payment Event Log	200	Success	GET	KAIN
4	https://apitest.vipps.no/epaym...	Get Payment Status	200	Success	GET	KAIN



Request and Response

6

API Request

Request Body `{"modificationAmount":{"currency":"DKK","value":695000.0}}`

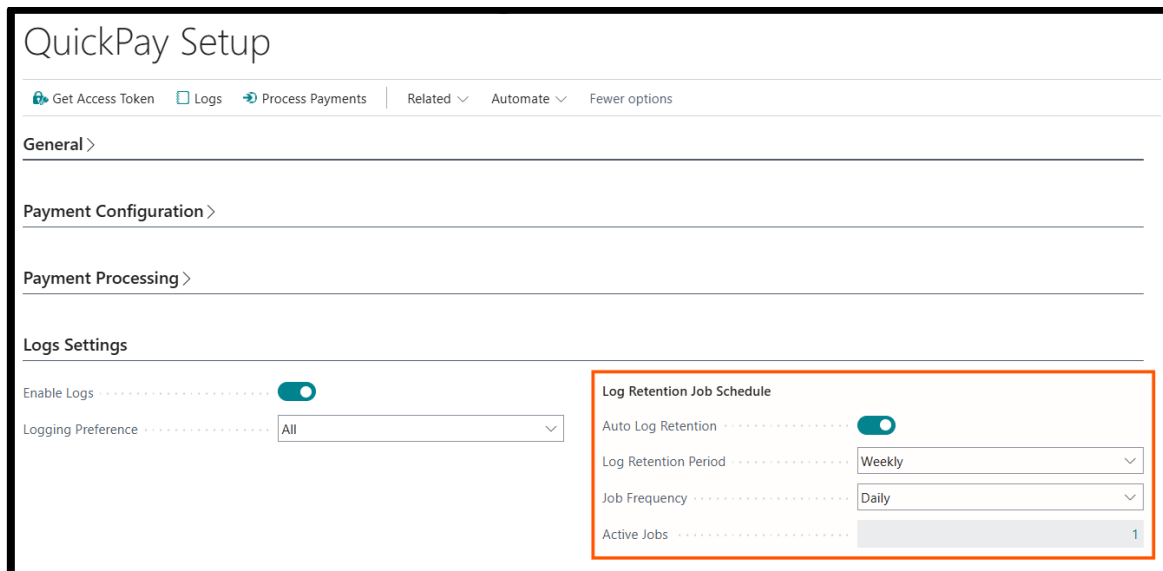
API Response

Response `{"amount":{"currency":"DKK","value":695000},"state":"AUTHORIZED","aggregate":{"authorizedAmount":{"currency":"DKK","value":695000},"cancelledAmount":{"currency":"DKK","value":0},"capturedAmount":{"currency":"DKK","value":695000},"refundedAmount":{"currency":"DKK","value":0}},"pspReference":"f6591c5c-5c64-4dbf-bffb-`

8.2 Log Retention Policy

User can define log retention policy from the QuickPay Setup page under the Logs Settings fast-tab.

- When **“Auto Log Retention”** is enabled, a recurring job queue is created to delete logs that exceed the configured retention period.
- Users can define how long logs are kept by selecting a value in the “Log Retention Period” field.
- Users can also control how often the retention job runs by configuring “Job Frequency”



When Auto Log Retention is disabled, the retention job is set to On Hold and will not run again until it is re-enabled.

9 ROLE CENTER

On the Role Center page, you can view the complete summary of the app activities.

You can view real time quantity of created, payment processing awaiting and pending Vipps payments. You can click on any of the cue tiles to view the relevant records.

