



Advania Card Settlements Setup and Instructions

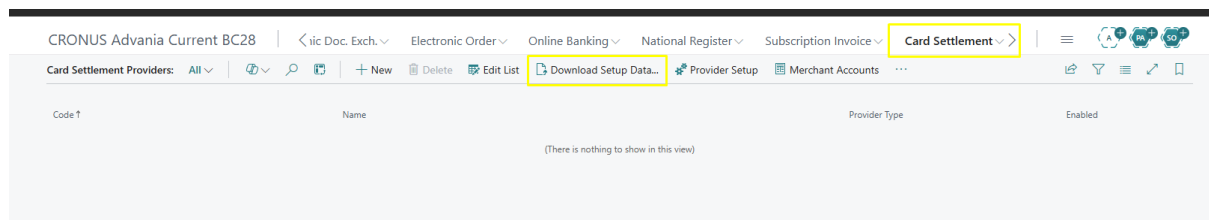


1 OVERVIEW

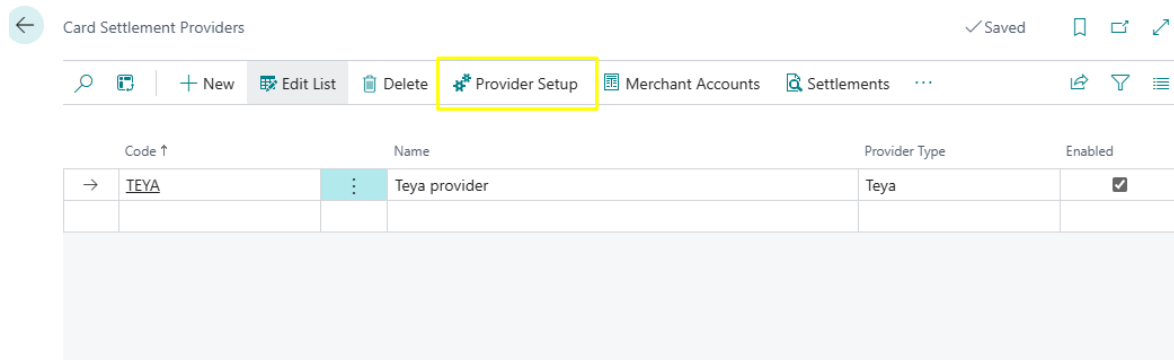
Advania Card Settlement connects Business Central to card payment providers to automatically download daily settlement data and turn it into general journal entries.

2 SETTING UP A PROVIDER

1. Open **Card Settlement Providers** (search for it, or from the role center under Administration) and click on **Download Setup Data** to download setup data for providers.



2. After data is downloaded with the provider row selected, click **Provider Setup** to open the provider-specific authentication card.



You can add more than one provider row if you work with multiple payment providers, or multiple contracts with the same provider.

3 CONFIGURING TEYA AUTHENTICATION

1. From **Card Settlement Providers**, select your Teya row and click **Provider Setup**.

2. Fill in the fields on the **Teya Provider Setup** card:

← Teya Provider Setup
 ✎
🔗
+
🗑️
✓ Saved
🔖
↗️

TEYA

Authentication

User Name

Password Is Set
☐

Password

Service Endpoint

4. Back on **Card Settlement Providers**, turn on **Enabled** for the provider row.

← Card Settlement Providers
 ✓ Saved
🔖
🔗
↗️

🔍
🔖
+ New
Edit List
🗑️ Delete
📄 Download Setup Data...
⚙️ Provider Setup
📄 Merchant Accounts
...
🔗
🔍
☰

Code ↑		Name	Provider Type	Enabled
→ TEYA	⋮	Teya provider	Teya	☒

- Enabling a provider validates your app license and checks that the required setup fields are filled in. If anything is missing, you'll get an error describing what to fix.

4 SETTING UP MERCHANT ACCOUNTS

Each provider can have one or more merchant accounts — these link the provider's merchant identifiers to your Business Central bank/G-L accounts.

1. From **Card Settlement Providers**, select the provider row and click **Create Merchant Account** (or search for **Provider Merchant Accounts**) to create merchant accounts for specific provider.

CRONUS IS | < Extensions | EDI | Project | Subscription Invoice | Document Sending Service | Approvals | Bakvordur | Electronic Tax Return | Card Settlement |

Card Settlement Providers: All | + New | Delete | Edit List | Download Setup Data... | Provider Setup | Merchant Accounts | **Create Merchant Account...**

Code ↑	Name	Provider Type	Enabled
TEYA	Teya provider	Teya	☒

Create Merchant Account - TEYA

General

Provider Code TEYA

Merchant ID *

Description

Currency Code

Account Mapping

Payout Bank Account

Merchant Bank Accou... ..

Fees G/L Account No.

OK Cancel

← Provider Merchant Accounts ✓ Saved

+ New | Edit List | Delete | Edit | View | Open Settlements

Provider Code ↑ ▼	Merchant ID ↑	Description	Currency Code
→ TEYA	9256684		
TEYA	9275444		

Field	Description
Provider Code	The provider this account belongs to (defaults from context when opened via a provider)
Merchant ID	The merchant identifier as issued by the provider
Description	A friendly description of the merchant account
Currency Code	Default currency for this merchant's settlements
Payout Bank Account No.	Bank account that receives the net payment

Merchant Bank Account No.	Bank account representing the merchant's own balance
Fees G/L Account No.	G/L account used to book provider commissions/fees

3. Repeat for every merchant account you need. Merchant IDs only need to be unique **within** a provider — the same Merchant ID value can be reused across different providers.

5 DOWNLOADING SETTLEMENTS

5.1 MANUAL DOWNLOAD (SINGLE MERCHANT)

1. From Card Settlement Provider click on Merchant Accounts to see all of the merchant accounts for that provider, select one and open the card page

CRONUS IS < Extensions ▾ EDI ▾ Project ▾ Subscription Invoice ▾ Document Sending Service ▾ Approvals ▾ Bakvordur ▾ Electronic Tax Return ▾ Card Settlement ▾ > ≡			
Card Settlement Providers: All ▾ 🔍 + New 🗑 Delete 📋 Edit List 📄 Download Setup Data... ⚙ Provider Setup 📋 Merchant Accounts 🏠 Create Merchant Account... ⌵ 📄 📄			
Code ↑	Name	Provider Type	Enabled
TEYA	Teya provider	Teya	☒

2. Click **Download Settlements**.

Provider Merchant Account






✓ Saved

🔖

📄

TEYA · 9256684

📄 Download Settlements

📄 Open Settlements

General

Provider Code

TEYA

Description

Merchant ID

9256684

Currency Code

Account Mapping

Payout Bank Account No.

ERL

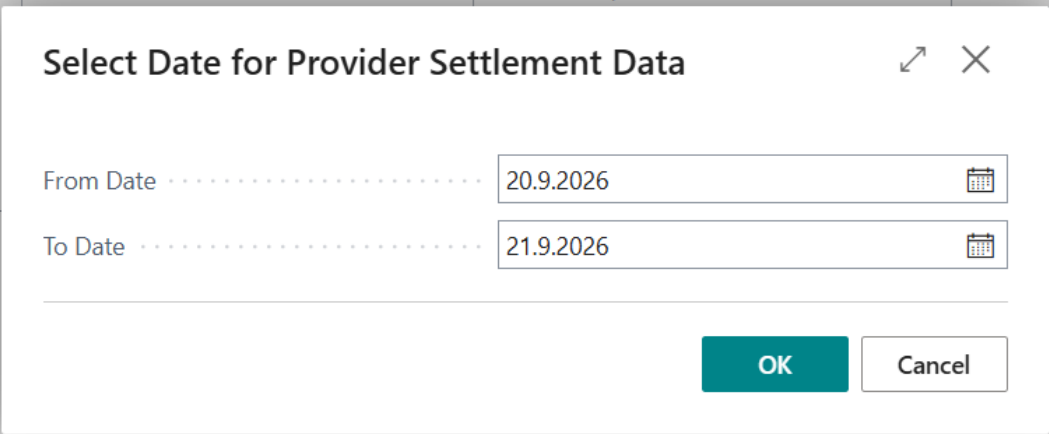
Fees G/L Account No.

10120

Merchant Bank Account No.

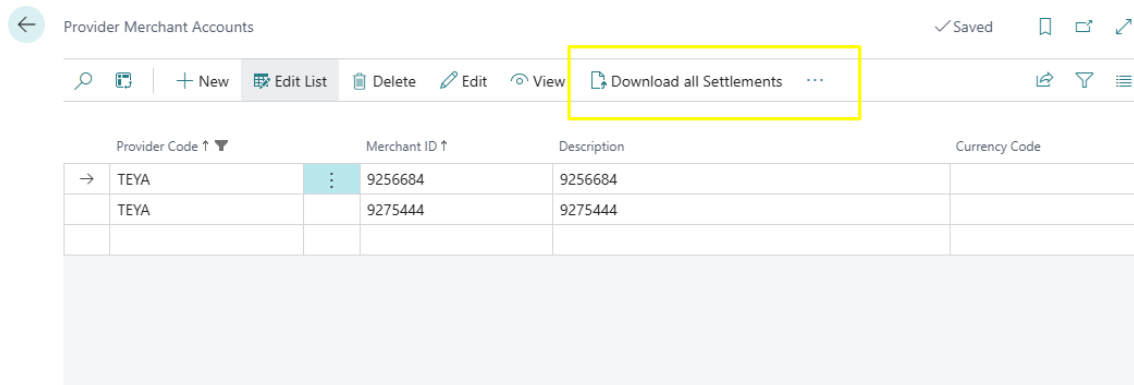
ERL

3. Choose a **From Date** and **To Date**, then confirm.



4. The settlements, batches, and deductions for that period are imported. Duplicate settlements (same provider, merchant, date, and settlement run number) are automatically skipped.

You can also download all settlements for all merchant accounts by clicking on the action Download All Settlements.



Provider Code	Merchant ID	Description	Currency Code
TEYA	9256684	9256684	
TEYA	9275444	9275444	

5.2 SCHEDULED DOWNLOAD (ALL PROVIDERS/MERCHANTS)

1. Open **Card Settlement Providers**.

2. Click **Schedule Job Queues** — this creates the two recurring job queue entries (download + journal creation) if they don't already exist.

Card Settlement Providers ✓ Saved 🔖 🔗

× License for application "Advania Card Settlement" has type Active. Don't show again

🔍 📄 + New 🗑️ Edit List 🗑️ Delete ⚙️ Provider Setup 📄 Available Merchants 📄 Merchant Accounts ⋮

Code ↑	Name	Enabled
→ TEYA	Teya provider	☒

Settlements

Schedule Job Queues

Open Download Job Queue

Open Journal Job Queue

3. Use **Open Download Job Queue** / **Open Journal Job Queue** to review or adjust the schedule (default: daily, download at 06:00, journal creation at 07:00).

The download job automatically loops through every **enabled** provider and every merchant account belonging to it, so new merchant accounts are picked up without further configuration.

6 REVIEWING SETTLEMENTS

Three list pages are available (search by name, or reach them via **Card Settlement Providers → Settlements**):

← Provider Settlements 🔖 🔗

🔍 📄 + New 🗑️ Edit List 🗑️ Delete ✎ Edit 👁 View 🔍 Open Settlement details 📄 Create Journal Entries

Filters

Provider: TEYA Merchant Account: 9256684

Currency Code: ISK Posted: All

Provider Code ↑	Merchant ID	Settlement Date	Settlement Run Number	Amex Amount	Amount	Commission	CUP Amount	Currency Code	Deductic
→ TEYA	9256684	27.2.2026	26058352...	0	100	0	0	ISK	
TEYA	9256684	3.3.2026	26062352...	0	45	0	0	ISK	
TEYA	9256684	5.3.2026	26064352...	0	0	0	0	ISK	
TEYA	9256684	19.3.2026	26078352...	0	55	0	0	ISK	
TEYA	9256684	20.3.2026	26079352...	0	0	0	0	ISK	
TEYA	9256684	23.3.2026	26082352...	0	-55	0	0	ISK	
TEYA	9256684	26.3.2026	26085352...	0	0	0	0	ISK	
TEYA	9256684	7.4.2026	26097352...	0	0	0	0	ISK	
TEYA	9256684	9.4.2026	26099352...	0	0	0	0	ISK	
TEYA	9256684	15.4.2026	26105352...	0	0	0	0	ISK	
TEYA	9256684	22.6.2026	26173352...	0	0	0	0	ISK	
TEYA	9256684	30.6.2026	26181352...	0	1	0	0	ISK	
TEYA	9256684	11.9.2026	26254352...	0	2	0	0	ISK	

Page	Shows
Provider Settlements	All settlements, with header filters for Provider, Currency Code, Merchant Account, and Posted status
Provider Settled	Only settlements that have already been posted to a general journal
Provider Unposted Settled	Only settlements still waiting to be posted

On the **Provider Settlements** page, use the filter fields at the top of the page (Provider, Currency Code, Merchant Account, Posted) to narrow down the list — the lines below update automatically as you change a filter.

Open a settlement to see its card, which includes the related **Settlement Batches** and **Settlement Deductions**.

7 POSTING SETTLEMENTS TO GENERAL JOURNAL

Settlements are posted as three general journal lines per settlement:

1. **Payment** → Payout Bank Account
2. **Deduction** (fees) → Fees G/L Account
3. **Net to merchant** → Merchant Bank Account (balancing line)

To post manually:

1. Open **Provider Settlements** (or **Provider Unposted Settled**).
2. Select one or more unposted lines.
3. Click **Create Journal Entries**.

←

Provider Settlements

✓ Saved

🔖

📄

↗

🔍

📄

+ New

Edit List

Delete

Edit

View

Open Settlement details

Create Journal Entries

🔗

🔍

☰

Filters

Provider

TEYA

▼

Merchant Account

9256684

▼

Currency Code

▼

Posted

All

▼

Provider Code	Merchant ID	Settlement Date	Settlement Run Number	Amex Amount	Amount	Commission	CUP Amount	Currency Code	
→ TEYA ▼	9256684	27.2.2026	26058352...	0	100	0	0	ISK	
TEYA	9256684	3.3.2026	26062352...	0	45	0	0	ISK	
TEYA	9256684	5.3.2026	26064352...	0	0	0	0	ISK	
TEYA	9256684	19.3.2026	26078352...	0	55	0	0	ISK	
TEYA	9256684	20.3.2026	26079352...	0	0	0	0	ISK	
TEYA	9256684	23.3.2026	26082352...	0	-55	0	0	ISK	
TEYA	9256684	26.3.2026	26085352...	0	0	0	0	ISK	
TEYA	9256684	7.4.2026	26097352...	0	0	0	0	ISK	
TEYA	9256684	9.4.2026	26099352...	0	0	0	0	ISK	
TEYA	9256684	15.4.2026	26105352...	0	0	0	0	ISK	
TEYA	9256684	22.6.2026	26173352...	0	0	0	0	ISK	
TEYA	9256684	30.6.2026	26181352...	0	1	0	0	ISK	
TEYA	9256684	11.9.2026	26254352...	0	2	0	0	ISK	
TEYA	9256684	21.9.2026	26264352...	0	4	0	0	ISK	

4. The journal lines are created in the shared Provider journal template/batch, and the settlement(s) are marked as **Posted** with the resulting **Document No.**

Posting also happens automatically through the scheduled **Journal Creation** job .