

Updating the Merchant ID of a Branch

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If you are changing from one Merchant ID to another, or the user has added a new Merchant ID, that will not automatically take effect. The Merchant ID is configured on the Branch table of Sedona Setup. To update the Merchant ID, go to Sedona Setup. Select the "Branches" option, select the Branch you would like to update, select the new Merchant ID from the drop-down, and Apply it.



Note - If the MID on a branch is changed, any payment methods that were tokenized under the original MID will no longer function. A token migration is required which requires data work from both Forte and SedonaSupport. See separate document regarding adding a new merchant ID, for details on steps for token migrations. Make sure those steps are completed before changing the branch MID, or the existing payment methods will fail.

The screenshot shows the Sedona Office Setup (Sedona Security) application. The left sidebar lists various setup options, with "Branches" highlighted in red. The main window displays the "Branches" table, which lists various branches with columns for Branch, Description, Alternate Address, GL Code, and Inactive status. Below the table, there is a "Branch Edit" form. The "Branch" field is set to "Alabama", "Description" is "Alabama", and "GL Code" is "03". The "Merchant Id" field is highlighted in red, showing a dropdown menu with options: "210778", "210778", "155815", and "9999". The "Invoice Address" field is set to "2", and the "Email Template" is set to "Sedona Office Invoice Test". The "From" field is "Sedona Email" and the "Email" field is "SedonaEmail@SedonaOffice.com". The "Apply", "New", and "Delete" buttons are at the bottom right.

Branch	Description	Alternate Address	GL Code	Inactive
MUST ASSIGN	**MUST ASSIGN**	ASI 3433 Plains Blvd. Amarillo, TX 79102 M...	88	N
123 test	123 test	123 Test 123 Main 48404	99	N
ADI Integration	ADI Integration	ADI Gobalal Distribution C/o Margaret Enzien...	12	N
Alabama	Alabama	SedonaSecurity PO Box 9648 Chagrin Falls...	03	N
Americas Best	Americas Best	ASI 3433 Plains Blvd. Amarillo, TX 79102 M...	43	N
Ashlee Test	Ashlee Test	Ashlee Test 123 Main 49272 Pleasant Lake...	77	N
AU	Australia	AU Security 8 Kendall Lane Sydney, NSW ...	42	N
Boss Systems	Boss Systems	Boss Systems 445 tabby rd Canton Mi	90	N
collection branch	collection branch	ASI 3433 Plains Blvd. Amarillo, TX 79102 M...	45	N
Cycle Billing Bran...	Cycle Billing Bra...	ASI 3433 Plains Blvd. Amarillo, TX 79102 M...	27	N
Dons Test Branch	Dons Test Branch	ASI 3433 Plains Blvd. Amarillo, TX 79102 M...	33	N
FL	FL Branch	SedonaSecurity PO Box 9648 Chagrin Falls...	05	N
Forte Live Test	Forte Live Test	ASI 3433 Plains Blvd. Amarillo, TX 79102 M...	99	N

☐ Include Inactive

Branch Edit ☐ Inactive

Branch: Alabama Invoice Address: 2

Description: Alabama

GL Code: 03

Merchant Id: 210778

Invoice Address: SedonaSecurity
PO Box 9648
Chagrin Falls, OH 48022

Email Template: Sedona Office Invoice Test

From: Sedona Email

Email: SedonaEmail@SedonaOffice.com

Apply New Delete