

# Secure QB Plug-In<sup>SM</sup> for QuickBooks®



## User Guide

SecureQB Plug-in, and Intuit, Inc. are separate legal entities, which are not affiliated with each other in any way by common ownership, management, control, or otherwise. The content, application, function, and performance of their systems and their individual products are the responsibility of each respective company.

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## **Overview**

Secure QB Plug-in for QuickBooks® allows merchants using Intuit® QuickBooks to process payment transactions utilizing their payment processing account. It is important to note that the customer information used by the plug-in is pulled from your QuickBooks program.

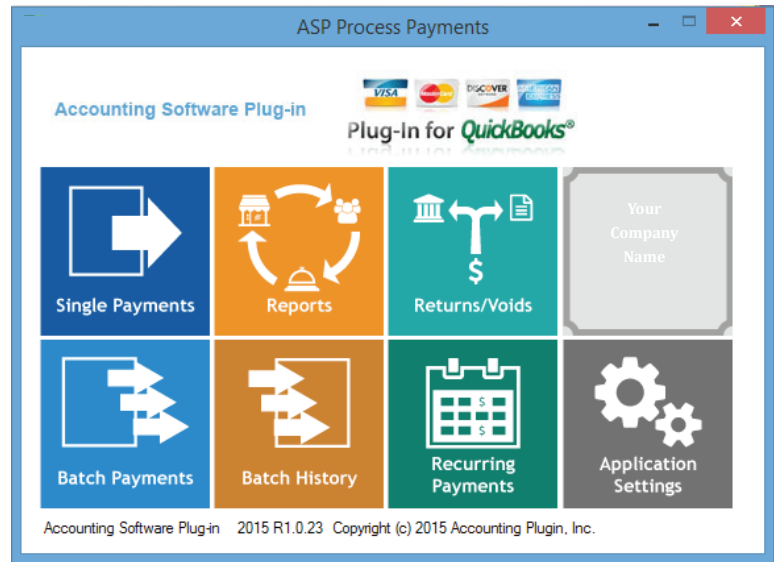
The software is not connected to, developed by, or technically supported by Intuit or any of their companies.

Secure QB Plug-in (or ASP) is not responsible for loss of data. It is the user's responsibility to properly and adequately secure their payment card data.

## Start the Secure QB Plug-in

To open the Secure QB Plug-in for QuickBooks, click the  icon on your desktop. This can be added to your toolbar for easy access.

The Navigation Menu is the quick start to processing and managing your payments. It will remain open until you close QuickBooks. If you click the [X] you will be given the option to either close or minimize the plug-in.

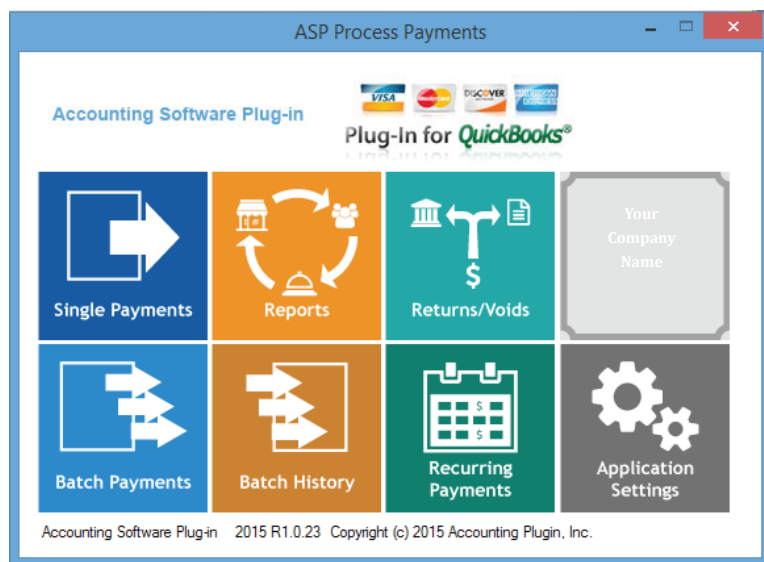
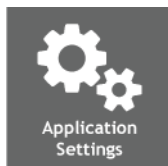


There are seven functions within the Navigation Menu:

- **Single Payments** – Used for processing credit cards and ACH/e-check transactions for a single customer's invoices or sales receipts.
- **Reports** – Used for viewing the payment history of all payments submitted using the plug-in.
- **Returns/Voids** – Used for processing the returns or voids of prior credit card payments.
- **Batch Payments** – Used for processing multiple credit card and ACH/e-check transactions. Multiple customer invoices or sales receipts may be viewed.
- **Batch History** – Used for viewing the payment history of batch payments.
- **Recurring Payments** – Used for establishing and editing recurring payments.
- **Application Settings** – Used to set the Secure QB Plug-in settings to work with QuickBooks.

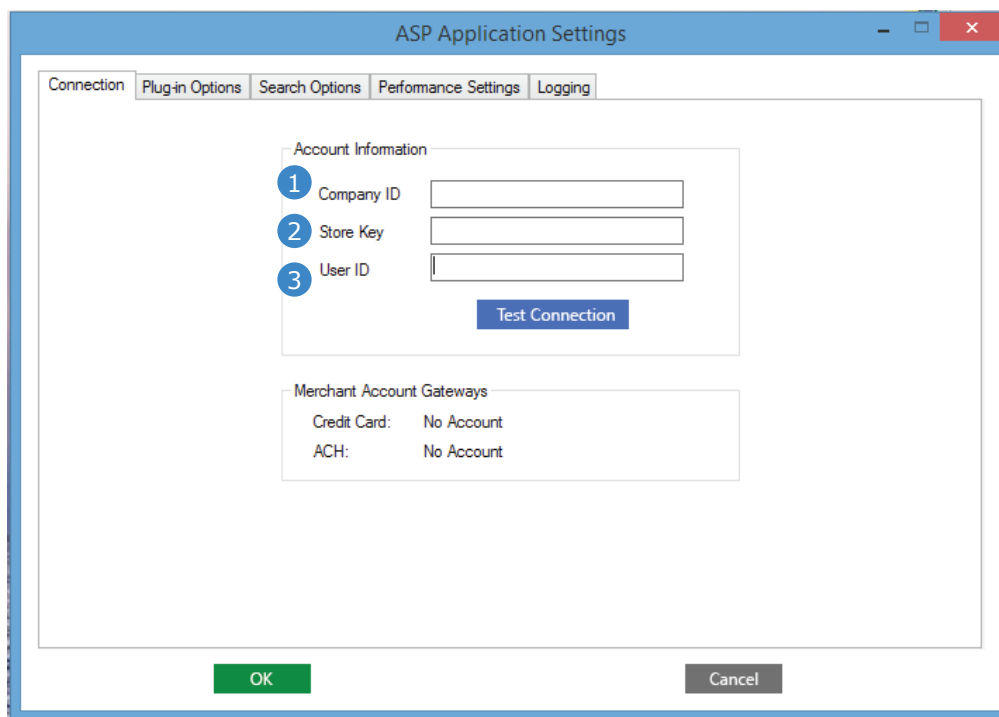
## Application Settings

Click on the Application Settings button



**❗ Before you process the first transaction, you must set up the unique information for each "Company" you have in QuickBooks on the Account Information page.**

### 1. Connection



ASP Application Settings

Connection Plug-in Options Search Options Performance Settings Logging

Account Information

1 Company ID

2 Store Key

3 User ID

Test Connection

Merchant Account Gateways

Credit Card: No Account

ACH: No Account

OK Cancel

### Account Information

Use the settings/credentials that you received in your welcome email to fill in the:

1. Company ID
2. Store Key
3. User ID

**Merchant Account Gateway:** When a secure connection is established, it will be noted as active for Credit Card, ACH or both.

## Secure QB Plug-in Options

Use the default options or make adjustments as defined below:

ASP Application Settings

Connection Plug-in Options Search Options Performance Settings Logging

1 Deposit To Account ☐ [dropdown]

2 Action to take when the X on the main menu is clicked [dropdown: close the plug-in]

3 Receipt Width 185 pixels [spinners]

Show Tip on receipt ☐

Show Debit Card Option ☐

Show Signature on receipt ☐

Clear payment info after processing ☐

Auto-fill AVS from QuickBooks ☐

Process payment but DO NOT post to QuickBooks ☐

4 Memos

Memo locations you want written to: ☒ Invoice ☒ Payment Record (Receive Payments)

Items to post to Memo field: ☒ Card Type & Last 4 Digits ☒ Notes ☒ Authorization #



5 ACH Defaults



5a Holder Type: Business [dropdown] 5b Acct Type: Checking [dropdown] 5c SEC Code: PPD [dropdown]

6 Location of Batch Reports C:\Users\Public\Documents\Accounting Software Plug-in\Batch Reports\ [text field] [button]

Restore Default

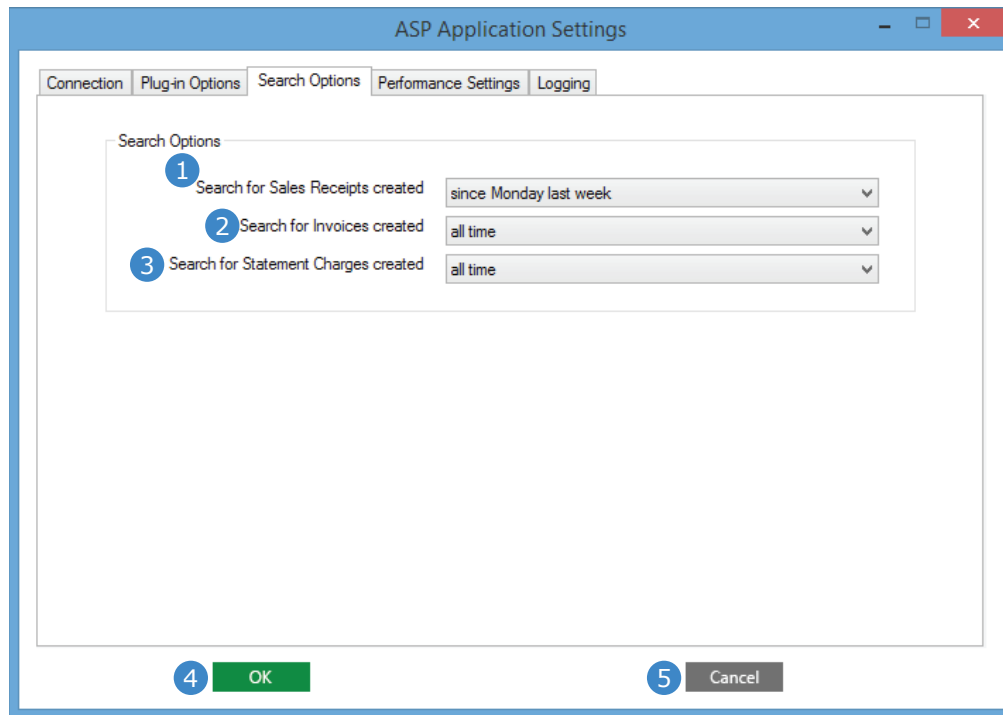
7 OK 8 Cancel

1. **Deposit To Account:** Select the default "Deposit To" account. The recommended setting is "Undeposited Funds" as this will allow you to verify funds deposited to your bank account before recording the correct amount into QuickBooks.
2. **Option for the  button:** Choose whether to minimize or close the plug-in when clicking the  button.
3. **Receipt Width:** Changing the width will increase or decrease the width of the receipt, the type size does not change.
4. **Memos:** Determine whether Memo information is posted to invoices and payment records, and what information to include.
5. **ACH Defaults:**
  - a. **Holder Type:** The defaults for this dropdown menu are "Business Account" or "Personal."
  - b. **Account Type:** The defaults for this dropdown menu are "Business Account" or "Checking." Alternative selection options for these menus are "Personal" and "Savings."
  - c. **SEC Code:** Select from the following choices in the drop down menu. This information is available from your merchant account representative and is determined when establishing the processing account.  
SEC Codes:

ARC	Accounts Receivable Check Conversion
PPD	Prearranged Payment Entry, Business to Personal, B2C
RCK	Represented Check Entry, NSF Check Recovery
TEL	Telephone Authorized Entry
WEB	Internet Authorized Entry
CCD	Cash Concentrated Disbursement, Business to Business, B2B
BOC	Back Office Check Conversion
6. Location where Batch Reports are stored on the computer. The default setting is recommended.
7. Click on  button to apply selections.
8. Click on  button to disregard selection changes.

## Search Options

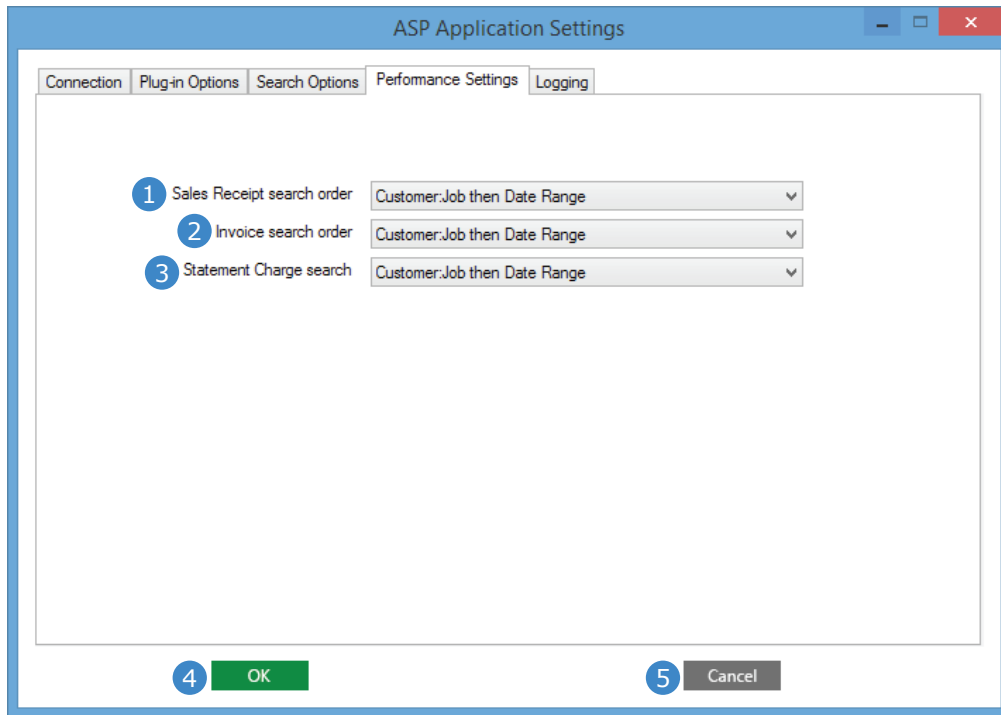
Use the default options or make adjustments as defined below:



1. Determine how far back the plug-in will search the QuickBooks files for Sales Receipts.
2. Determine how far back the plug-in will search the QuickBooks files for Invoices.
3. Determine how far back the plug-in will search for Statement Charges.
4. Click on **OK** button to apply selections.
5. Click on **Cancel** button to disregard selection changes.

## Performance Settings

Use the default options or make adjustments as defined below:

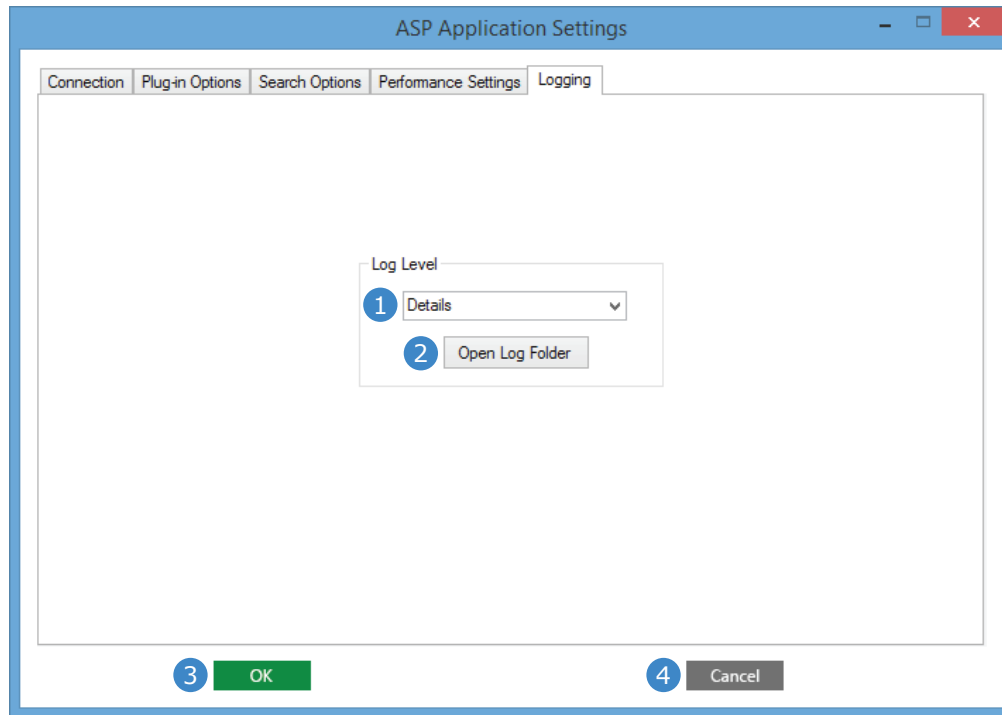


1. **Sales Receipts Search Order:** Use this dropdown to select how far back the plug-in will search for Sales Receipts.
2. **Invoice Search Order:** Use this dropdown to select how far back the plug-in will search for Invoices.
3. **Statement Charge Search Order:** Use this dropdown to select how far back the plug-in will search for Statement Charges.
4. Click on **OK** button to apply selections.
5. Click on **Cancel** button to disregard selection changes.



## Logging

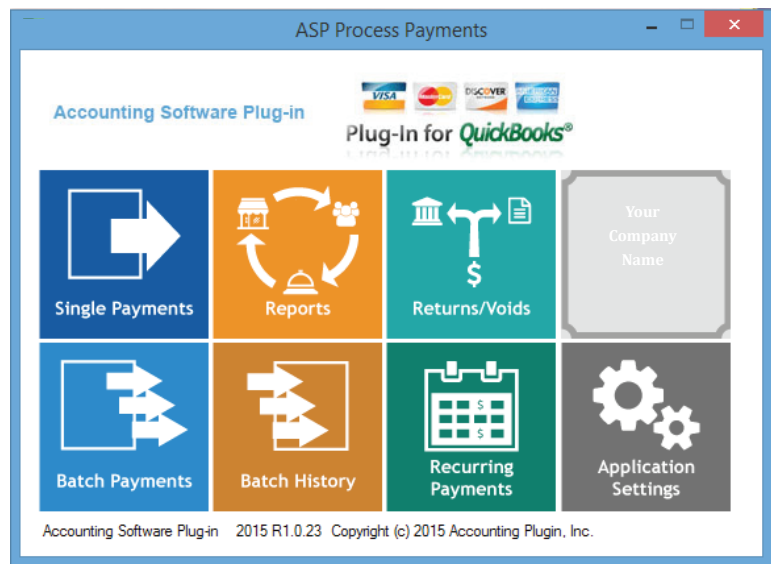
Use the default options or make adjustments as defined below:



1. Select how error messages are presented.
  - a. **Details: (Recommended Setting)** Details will display the full error code.
  - b. **Errors:** This is the default setting, but not the recommended setting, and will display a basic error message.
2. **Open Log Folder:** If this is selected, you will immediately be taken to the open log folder.
3. Click on **OK** button to apply selections.
4. Click on **Cancel** button to disregard selection changes.

## Single Payments

Click on the Single Payments button



**SINGLE PAYMENT PROCESSING**

1. ☒ Invoices / Statement Charges ☐ Sales Receipts (No Invoice)  
☐ Walk-in (No Invoice) ☐ Make One Time Unapplied Payment

2. Customer: Job Allard, Robert

5. Card Amount: 0.00 Search Total: \$14,510.00

3. Saved Credit Cards: Visa: AMANDA ROBERTS - 1111 (Default) **Swipe Card**

4. 

Date	Type	Number	Original Amt.	Amount Due	Pay Amt.
9/12/2018	Inv	1058	14,510.00	14,510.00	

6. **Process Payment**

### This screen is the Single Payment Screen

1. Choose payment for:
  - Invoice (pg 13)
  - Sales Receipt (pg 15)
  - One Time Unapplied Payment
2. Choose Customer Job
3. Set up payment information and save for future use (pg 11)
4. Select invoice or sales receipt to pay
5. Enter the total amount to be paid
6. Process Payment

Once a customer job has been selected, multiple sources for payment may be saved. From the saved cards (3) menu select **Customer: Job** Customers, Walk-in to see the saved card choices or add New Card.

## Set Up Payment Information for a Customer Record

### A. Credit Card Account Information:

To set up credit card payment information for a Customer Record, select the Credit Card radio button.

A

Credit Card E-Check

Saved Credit Cards Visa VISA - 1111 Default Card

1 Name on Card VISA Swipe Card

2 Credit Card # 4111 1111 1111 1111

3 Exp. Date 01 / 17 Batch Screen Default Method

4 CVV2 Save Card Delete

1. **Name on Card:** Enter the full name as it appears on the credit card. This defaults to all capital letters.
2. **Credit Card Number:** Enter the card number with no spaces. The card type will automatically appear below the card number.
3. **Exp Date :** Enter the month and year from the card in the format of MM/YY.
4. **CVV2:** Enter the CVV2 code from the card. The plug-in does not save this information to comply with PCI standards.



The 4-digit CVV2 code is on the front of American Express cards.

3-digit CVV2 code is on the back of Discover, MasterCard, and Visa cards.

Click on the **Save Card** button to save the credit card payment information with the Customer Record.

TIP: To mark the credit card payment method entered as the default payment method check ☒ **Batch Screen Default Method** box above the **Save Card** button.

TIP: After setting up a credit card payment method for a customer, you may designate it as the default credit card payment method by selecting it from the dropdown menu credit and clicking the **Default Card** button.

## B. ACH/e-Check Account Information

Once a customer job is selected, multiple sources of payment information may be saved. To set up ACH/e-Check account information for a Customer Record, select the e-Check radio button and enter the banking information in the box at the bottom left of the screen.

The screenshot shows a web form for setting up ACH/e-Check account information. At the top, there are two radio buttons: 'Credit Card' and 'E-Check'. The 'E-Check' button is selected and has a blue circle with the letter 'B' next to it. Below the radio buttons is a section titled 'Saved Accounts' with a dropdown menu showing '<Add New>' and a 'Default ACH' button. The main form area contains six numbered fields: 1. Routing #, 2. Account #, 3. Check #, 4. Account Type (Business), 5. Business Name, and 6. SEC Code (PPD). There is a 'Batch Screen Default Method' checkbox checked, and 'Save ACH' and 'Delete' buttons.

1. **Routing Number:** Enter the Routing Number for the bank from which the funds will be withdrawn. If you have the check in hand, the routing number for the bank is located on the bottom of the check and is the first 9 digits. Example: |: 123456789 |:
2. **Account Number:** Enter the Account Number for the bank account from which the funds will be withdrawn. If you have the check in hand, the account number for the bank is located on the bottom of the check and is the second set with typically 10 digits.
3. **Check #:** Enter the check number from the check for a check payment. If the payment is a non-face-to-face transaction, this may be left blank.
4. **Account Type:** The defaults for these two dropdown menus are "Business Account" and "Checking." Alternative selection options for these menus are "Personal" and "Savings."
5. **Business Name:** Enter the name as it appears on the check. If the name is hand-written or missing, you might need to contact the account holder for further verification.
6. **SEC Code:** Select from the following choices from the drop down menu.

SEC Codes:

ARC	Accounts Receivable Check Conversion
PPD	Prearranged Payment Entry, Business to Personal, B2C
RCK	Represented Check Entry, NSF Check Recovery
TEL	Telephone Authorized Entry
CCD	Cash Concentrated Disbursement, Business to Business, B2B
BOC	Back Office Check Conversion

Click on the **Save ACH** button to save the banking payment information with the Customer Record.

TIP: To choose the ACH payment account entered as the default payment method for batch payments for this customer, check the ☒ **Batch Screen Default Method** box above the **Save ACH** button.

TIP: After setting up an ACH payment method for a customer, you may designate it as the default ACH payment method by selecting that ACH payment method from the dropdown menu and clicking the **Default ACH** button.

TIP: ACH / e-Check returns are not available after the first ten minutes through your processing account at this time. Please issue a return for ACH e-Check transactions by issuing a physical check to the customer.

## Payment of an Invoice in the Single Payments Screen

The screenshot shows the 'ASP Single Payments' window. At the top, it says 'SINGLE PAYMENT PROCESSING'. Below this are four radio buttons: 'Invoices / Statement Charges' (selected), 'Sales Receipts (No Invoice)', 'Walk-in (No Invoice)', and 'Make One Time Unapplied Payment'. To the right is the 'Accounting Software Plug-in' section for 'QuickBooks®'. Below the radio buttons is a 'Customer: Job' dropdown menu showing 'Allard, Robert'. To the right of this is a 'Search' button. Below the customer field is a 'Card Amount' field showing '0.00' and a 'Search Total' of '\$14,510.00'. Below that is a 'Tax Amount' field. To the right of the tax amount is a 'PO# / Memo' field and a 'Customer Code' field. Below these is a 'Saved Credit Cards' section showing a 'Visa: AMANDA ROBERTS - 1111 (Default)' card. To the right of the credit card section is a 'QuickBooks Options' section with checkboxes for 'Update QB Customer Info', 'Copy to QB Billing', and 'Copy to QB Shipping'. Below the credit card section is a 'Swipe Card' button. To the right of the 'Swipe Card' button is the 'ASP Billing Info' section, which includes fields for 'First Name', 'Last Name', 'Company', 'Address Line 1', 'Address Line 2', 'City', 'State/Province', 'Zip/Postal', 'Country', 'Phone #', and 'Email'. At the bottom of the screen are two buttons: 'Review Information' and 'Process Payment'.

### To apply a payment against an invoice:

1. Click on the "Invoices / Statement Charges" radio button at the top of the screen
2. **Customer Job:** This field defaults to the first customer in your database in alphabetical order. Use the dropdown menu to select the customer job for the transaction or narrow the search by typing the customer's name in this field.
3. **QuickBooks Options:** Information from the Customer Job will populate to the bottom right. It is important to note that these fields may not populate completely if left incomplete in the QuickBooks Company File. Verify the information imported in the Address Line 1 and Address Line 2 fields and adjust accordingly.
  - a. To update the address in the QuickBooks customer job record, enter the new address information on the ASP Billing Info tab and click on the ☐ Update QB Customer Info box.
  - b. The ASP Billing Info section provides the ability to either use the customer's QuickBooks billing information or new billing information for credit cards or ACH processing, click on the ☐ Copy to QB Billing box.
  - c. To change the shipping address information in QuickBooks, enter the address updates on the "QB Shipping Information" tab and click on the ☐ Copy to QB Shipping box.

**Tip:** Any of these changes can be made to the Customer Job in QuickBooks and will automatically update the plug-in.

4. The invoices in the field to the top right of the screen are the customer's open invoices. Invoices are sorted from Oldest to Newest. Select the invoice or invoices for which the payment will be made.
5. **Card Amount:** Once an invoice has been selected, the invoice Amount Due will populate the Card Amount field. This amount can be changed for partial payments. The Amount Due shown in the Invoice List Field will reflect any partial payments made. If an amount greater than the invoice is entered into the Card Amount field, the payment processed will be applied to the specific invoice and the remainder will be applied using the default QuickBooks rules for applying payment of "First In – First Out".
6. **Tax Amount:** Tax Amount is pulled from the invoice in QuickBooks.
7. **PO# / Memo:** Option to add more information identifying the invoice that will post to QuickBooks.

## Payment of an Invoice in the Single Payments Screen: continued

**ASP Single Payments**

**SINGLE PAYMENT PROCESSING**

1 ☒ Invoices / Statement Charges ☐ Sales Receipts (No Invoice)  
☐ Walk-in (No Invoice) ☐ Make One Time Unapplied Payment

2 Customer: Job Allard, Robert

3 **QuickBooks Options**  
☐ 3a Update QB Customer Info ☐ 3b Copy to QB Billing ☐ 3c Copy to QB Shipping

4 **Accounting Software Plug-in**  
**Plug-In for QuickBooks®**

5 Card Amount 0.00 Search Total: \$14,510.00

6 Tax Amount

7 PO# / Memo Customer Code

8 ☒ Credit Card ☐ E-Check

9 **Saved Credit Cards**  
 Visa: AMANDA ROBERTS - 1111 (Default) Default Card  
 Name on Card AMANDA ROBERTS  
 Credit Card # 4111\*\*\*\*\*1111  
 Exp. Date 05 / 16  
 CVV2  
☒ Batch Screen Default Method  
 Save Card Delete

10 **ASP Billing Info**  
☐ Use Quickbooks Billing Info  
 First Name Amanda Last Name Roberts  
 Company  
 Address Line 1 92834 Chandler St.  
 Address Line 2  
 City Millbrae State/Province CA  
 Zip/Postal 94030 Country  
 Phone # 650-555-3422 Email rallard@myemail.com

11 [Review Information](#)

12 **Process Payment** Close

8. **Customer Code:** Level 2 data elements are placed in the Memo Field within QuickBooks.
9. Click on either the "Credit Card" or "E-Check" radio button to select the payment method. The plug-in defaults to Credit Card.
10. Select a saved credit card or ACH/E-Check payment method from the dropdown menu of saved accounts for the customer record, or choose Add New Card from the dropdown menu. The account data below the selection will populate based on the previously established payment method. As an alternative, you may click on the **Default Card** button to bring up the default payment method.
11. Review the information for the payment.
12. Click on the **Process Payment** button at the bottom of the screen to process the payment and update the QuickBooks invoice.

## Payment of a Sales Receipt

The Single Payment Processing screen can be used to process a sales receipt for a payment paid in full at the time of the purchase.

The screenshot shows the 'ASP Single Payments' window. At the top, there are radio buttons for 'Invoices / Statement Charges', 'Sales Receipts (No Invoice)' (selected), 'Walk-in (No Invoice)', and 'Make One Time Unapplied Payment'. To the right is the 'Accounting Software Plug-in' section for 'QuickBooks'. Below this is a table with columns: Date, Type, Number, Original Amt., Amount Due, Pay Amt. The main form area includes: 'Customer: Job' dropdown (Allard, Robert), 'Card Amount' (0.00), 'Cash Amount' (0.00), 'Total Amount' (0.00), 'PO# / Memo' field, 'Customer Code' field, 'Credit Card' / 'E-Check' radio buttons, a 'Saved Credit Cards' dropdown (Visa: AMANDA ROBERTS - 1111 (Default)), and a 'Swipe Card' button. Below the dropdown is a form for card details: Name on Card (AMANDA ROBERTS), Credit Card # (4111 1111 1111), Exp. Date, CVV2, and a 'Batch Screen Default Method' checkbox. At the bottom right, there is a 'Quickbooks Options' section with checkboxes for 'Update QB Customer Info', 'Copy to QB Billing', and 'Copy to QB Shipping'. Below that is the 'ASP Billing Info' section with fields for First Name (Amanda), Last Name (Roberts), Company, Address Line 1 (92834 Chandler St.), Address Line 2, City (Milbrae), State/Province (CA), Zip/Postal (94030), Country, Phone # (650-555-3422), and Email (rallard@myemail.com). At the bottom, there are buttons for 'Review Information', 'Process Payment', and 'Close'.

### To process a Sales Receipt:

1. Click on the "Sales Receipts (No Invoice)" radio button at the top of the screen.
2. **Customer Job:** This field defaults to the first Customer Job in your database in alphabetical order. Use the dropdown menu to select the Customer Job for the transaction or narrow the search by typing the customer's name in this field.
3. **Create New Sales Receipt:** Click on this button to open the "Enter Sales Receipt" page in QuickBooks. Complete the page to create a new sales receipt for your customer. Choose the "Save & Close" or "Save & New" buttons, and a pop-up window within the plug-in will appear instructing you to "Click OK to process payment for the newly created Sales Receipt." Choose "OK," refresh the sales receipt list to include the newly created Sales Receipt.
4. Sales receipts will appear in the field to the top right of the screen in the sales receipt field. Select the sales receipt for which the payment will be made.
5. **Card Amount:** If the sales receipt will be paid via credit card or E-Check, enter the amount in this field. Sales receipts must be paid in full.
6. **Cash Amount:** If the sales receipt will be paid with cash, enter the amount in this field.
7. **Total Amount:** Total Amount is pulled from the sales receipt created in QuickBooks.
8. **PO# / Memo:** Optional, to add more information identifying the sales receipt that will post to QuickBooks.
9. **Customer Code:** Level 2 data elements are placed in the Memo Field within QuickBooks.
10. Click on either the "Credit Card" or "E-Check" radio button to select the payment method. The plug-in defaults to Credit Card.
11. Select a saved credit card or ACH/E-Check payment method from the dropdown menu of saved accounts for the customer record, or choose Add New Card from the dropdown. The method data below the selection will populate based on the previously established payment method record. As an alternative, you may click on the **Default Card** button to bring up the default payment account information.
12. Review the information for the payment.
13. Click on the **Process Payment** button at the bottom of the screen to process the payment and update the QuickBooks receipt. Sales Receipts do not post a paid status.

## Receipt Printing

After any processed transaction for an invoice, sales receipt, or unapplied payments a screen will appear giving the option to print a receipt.

- Choose Print to print a receipt.
- Choose Close to close the window without printing.

The screenshot shows a 'Print Receipt' window with the following content:

Transaction Receipt  
Rock Castle Construction  
1735 County Road,  
Bayshore, CA, 94326  
650-555-1234

---

DATE: 2012-06-12 09:47:45

Customer Name: Baker, Chris  
Customer Email: ChrisB@samplename.com

SALE:

Invoice #:	1253
AUTH #:	1339519665
Discover	0012
TOTAL:	\$4.99

---

Payee: CHRIS BAKER TEST

X\_\_\_\_\_

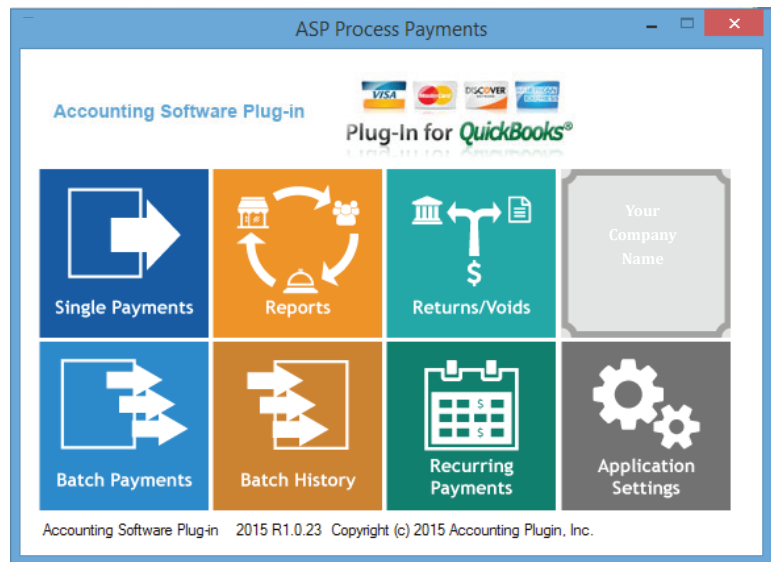
I AGREE TO PAY THE ABOVE TOTAL AMOUNT  
ACCORDING TO CARD ISSUER AGREEMENT  
(MERCHANT AGREEMENT OF CREDIT VOUCHER)

Print Close



## Reports

Click on the Reports button



ASP Payment History

### PAYMENT HISTORY

Customer/Job: All Customers and Jobs

Optional Search Filters:

- Customer Type: [Dropdown]
- Job Type: [Dropdown]
- Invoice Terms: [Dropdown]
- Class: [Dropdown]
- Payment Method: [Dropdown]
- Invoices & Stmt. Charges:
  - ☐ With Payment Info
  - ☐ No Payment Info
  - ☒ Both

Group by: [Dropdown] Search Reset

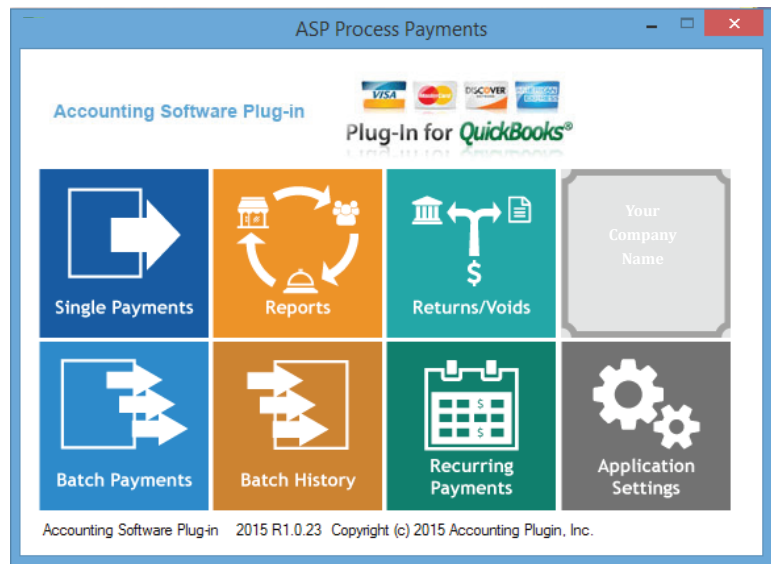
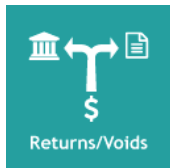
Customer/Job	Invoice Number	Charge Date	Charge Amount	Refunded Amount	Status	Auth Number	Credit Card Last 4	E-Check Last 4
Adam's Candy Shop	142	2/6/2015	\$50.00	\$1.00	ok	1832	0005	
Adam's Candy Shop	141	2/6/2015	\$10.00	\$1.00	ok	1818	0005	
Adam's Candy Shop	141	2/6/2015	\$10.00	\$1.00	ok	1817	0005	
Adam's Candy Shop	141	2/6/2015	\$10.00	\$1.00	ok	1816	0005	
Adam's Candy Shop	141	2/6/2015	\$10.00	\$1.00	ok	1815	0005	
Adam's Candy Shop	141	2/6/2015	\$10.00	\$1.00	ok	1814	0005	
Adam's Candy Shop	141	2/6/2015	\$10.00	\$1.00	ok	1812	1111	
Adam's Candy Shop	141	2/6/2015	\$10.00	\$1.00	ok	1811	0005	
Adam's Candy Shop	141	2/6/2015	\$20.00	\$1.00	ok	1810	1111	
Adam's Candy Shop	141	2/6/2015	\$20.00	\$1.00	ok	1809	1111	
Andres, Cristina	143	2/6/2015	\$50.00	\$1.00	ok	1833	1111	
Balak, Mike	116	2/6/2015	\$20.00	\$1.00	ok	1828	1111	
Balak, Mike	116	2/6/2015	\$10.00	\$1.00	ok	1822	1111	
Balak, Mike	116	2/6/2015	\$50.00	\$1.00	ok	1808	1111	
Balak, Mike	116	2/6/2015	\$50.00	\$0.00	ok	1807	1111	
Blackwell, Edward	144	2/6/2015	\$105.00	\$0.00	ok	1834	1881	

COUNT TOTAL: 33 SUCCESS: 21 TOTAL CHARGED SUCCESSFUL: \$1,763.00 FAILED: 12 TOTAL CHARGED FAILED: \$25,155.94

- From the navigation menu choose Reports to view the history of a payment made in the Single Payments Screen Items displayed in the history list are:
  - Customer Job
  - Invoice Number
  - Charge Date
  - Charge Amount
  - Refunded Amount
  - Status of Transaction
  - Authorization Number
  - Last 4 of card used
  - Last 4 of e-check account used

## Returns/Voids

Click on the Returns/Voids button



### Process a Returns/Void

The Returns/Voids screen displays all transactions processed. The list may be filtered by Customer Job and transaction date criteria in the Refunds/Voids List Screen.

ASP Returns / Voids Payment

Accounting Software Plug-in Plug-In for QuickBooks®

Customer: Job All Customers and Jobs

Optional Search Filters

From 5/5/2014 To Search Reset

Payment Eligible for Refund

Customer: Job	Invoice Number	Charge Date	Charge Amount	Refunded Amount	Refunded Date	Status	Charge Number	CC Last 4	ACH Last 4
<input type="checkbox"/> Abercrombie, Kristy		5/5/2015	\$1.00	\$1.00	5/5/2015	ok	2414		0002
<input type="checkbox"/> Abercrombie, Kristy		5/5/2015	\$1.00			ok	2413	3003	
<input type="checkbox"/> Abercrombie, Kristy		5/5/2015	\$1.00			ok	2412	1111	
<input type="checkbox"/>		4/30/2015	\$10.00			ok	2301		
<input type="checkbox"/> TCNP3-LAX-64	TCN12283	4/29/2015	\$1.00			ok	2282	1111	

COUNT TOTAL: 5 SUCCESS: 5 TOTAL CHARGES: \$14.00 TOTAL REFUNDED: \$1.00

**Return A Credit Card Transaction:** Double click on the specific transaction. The transaction detail will appear in the Single Transaction Returns/Voids Screen.

TIP: ACH / e-Check returns are not available after the first ten minutes through your processing account. Please issue a physical check to return any ACH e-Check transactions.

## Single Transaction Returns/Voids

Once a customer transaction is chosen from the Refunds/Voids List the Single Transaction Returns/Voids screen is displayed

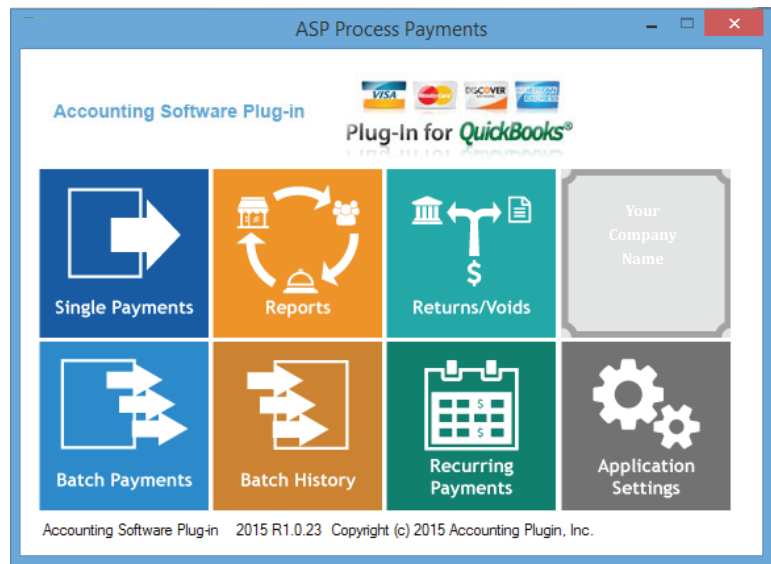
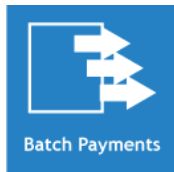
### Process Returns/Voids

1. The Customer Information Section displays the billing address used for the original transaction displays on the left side of the screen in the Customer Information section.
2. The Charge Information displays the payment method data, including the Charge Number (a transaction ID within the plug-in), last 4 digits of the account, the date, and the amount processed during the original transaction.
3. The amount to be refunded can be any amount up to the original payment amount.
4. Click on the **Process Refund/Void** button to process the Refunds/Voids.
5. Click on the **Close** button to return back to the main Refunds/Voids List screen. The refunded amount now displays in the "Refunded Amount" column for the transaction. If the refund failed during processing, the Status column will indicate "failed."

**TIP:** ACH / e-Check returns are not available after the first ten minutes through your processing account. Please issue a physical check to return any ACH e-Check transactions.

## Batch Payments

Click on the Batch Payments button



ASP Batch Payments

### BATCH PAYMENT PROCESSING

Accounting Software Plug-in Plug-In for QuickBooks®

Customer/Job: All Customers and Jobs

Optional Search Filters

1 ☒ Date From: 3/18/2014 To: Older Than: 3 ☐ Due Date ☐ Shipping Date

4 Group by: Customer and Jobs Search Reset

2 Customer Type Job Type Invoice Terms Class Payment Method Invoices & Stmt. Charges ☐ With Payment Info ☐ No Payment Info ☒ Both

Customer/Job	Number	Date	Due Date	Ship Date	Amt. Due	Pay Amt.	To Charge	Payment Type	Exp./SEC	Status/Resu
Allard, Robert:Remodel							\$0.00			
Allard, Robert:Remodel	1058	9/12/2018	09/27/2019	09/12/2018	\$14,510.00	\$14,510.00				
Burch, Jason:Room Addition							\$0.00			
Burch, Jason:Room Addition	1083	11/25/2018	12/25/2019	11/25/2018	\$1,005.00	\$1,005.00				
Campbell, Heather:Remodel							\$0.00			
Campbell, Heather:Remodel	1092	12/10/2018	12/25/2019	12/10/2018	\$13,900.00	\$13,900.00				
Cook, Brian:2nd story addition							\$0.00			
Cook, Brian:2nd story addition	1081	11/25/2018	12/25/2019	11/25/2018	\$5,418.00	\$5,418.00				
Cook, Brian:Kitchen							\$0.00			
Cook, Brian:Kitchen	1066	10/15/2018	11/14/2019	10/15/2018	\$700.00	\$700.00				
Cook, Brian:Kitchen	1080	11/25/2018	12/25/2019	11/25/2018	\$1,636.69	\$1,636.69				
Cook, Brian:Kitchen	FC 6	12/11/2018	01/10/2020	12/11/2018	\$5.95	\$5.95				
Cook, Brian:Kitchen	1098	12/15/2018	01/14/2020	12/15/2018	\$1,636.69	\$1,636.69				

SELECTED FOR PROCESSING: (0/21) \$0.00 SUCCESS: FAILED: TOTAL CHARGED:

5 Run Batch Close

### Process a Batch of Payments

Batch processing is typically done to collect payments for multiple customers at one time. Payments for batch processing will be performed against the payment method designated as the "Default Batch Payment Method" in the card record on the Single Payments screen. If no default batch payment method has been chosen for your Customer Job, there will be no selectable checkbox to process batch. Go into the Single Payments screen to find the specific Customer Job and save a "Default Batch Payment Method."

Payments will be applied using the default QuickBooks rules of "First In – First Out."

As the transactions are processed, the information for each transaction will update in the Status/Results column. The progress of the full batch can be viewed on the progress bar at the bottom of the screen.

## Batch Payments: continued

ASP Batch Payments

### BATCH PAYMENT PROCESSING

Accounting Software Plug-in  
Plug-In for QuickBooks®

Customer/Job: All Customers and Jobs

Optional Search Filters

1 ☒ Date From: 3/18/2014 To:  Older Than:   
☐ Due Date  
☐ Shipping Date

2 Customer Type:  Invoices & Stmt. Charges:   
Job Type:   
Invoice Terms:   
Class:   
Payment Method:

3 Group by: Customer and Jobs Search Reset

4

Customer/Job	Number	Date	Due Date	Ship Date	Amt. Due	Pay Amt.	To Charge	Payment Type	Exp./SEC	Status/Resu
Allard, Robert:Remodel							\$0.00			
Allard, Robert:Remodel	1058	9/12/2018	09/27/2019	09/12/2018	\$14,510.00	\$14,510.00				
Burch, Jason:Room Addition							\$0.00			
Burch, Jason:Room Addition	1083	11/25/2018	12/25/2019	11/25/2018	\$1,005.00	\$1,005.00				
Campbell, Heather:Remodel							\$0.00			
Campbell, Heather:Remodel	1092	12/10/2018	12/25/2019	12/10/2018	\$13,900.00	\$13,900.00				
Cook, Brian:2nd story addition							\$0.00			
Cook, Brian:2nd story addition	1081	11/25/2018	12/25/2019	11/25/2018	\$5,418.00	\$5,418.00				
Cook, Brian:Kitchen							\$0.00			
Cook, Brian:Kitchen	1066	10/15/2018	11/14/2019	10/15/2018	\$700.00	\$700.00				
Cook, Brian:Kitchen	1080	11/25/2018	12/25/2019	11/25/2018	\$1,636.69	\$1,636.69				
Cook, Brian:Kitchen	FC 6	12/11/2018	01/10/2020	12/11/2018	\$5.95	\$5.95				
Cook, Brian:Kitchen	1098	12/15/2018	01/14/2020	12/15/2018	\$1,636.69	\$1,636.69				

5

SELECTED FOR PROCESSING: (0/21) \$0.00 SUCCESS: FAILED: TOTAL CHARGED:

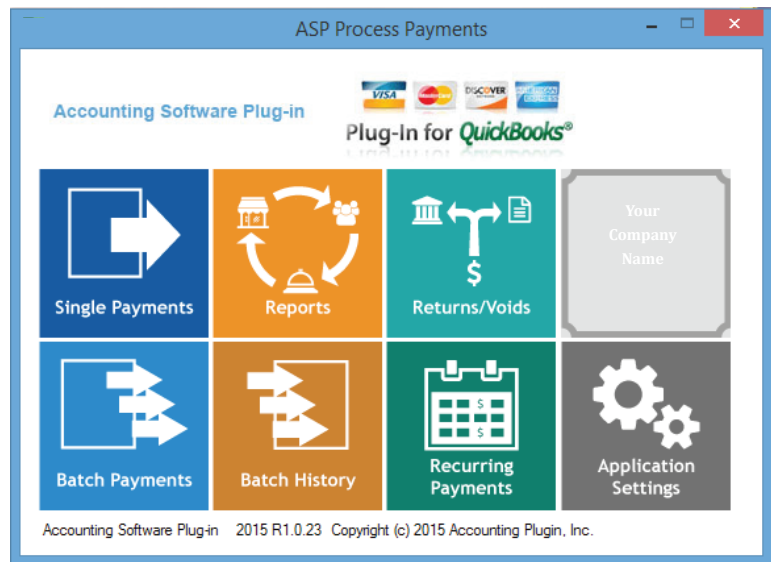
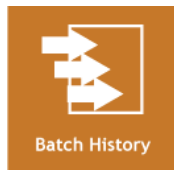
Run Batch Close

### To process a batch:

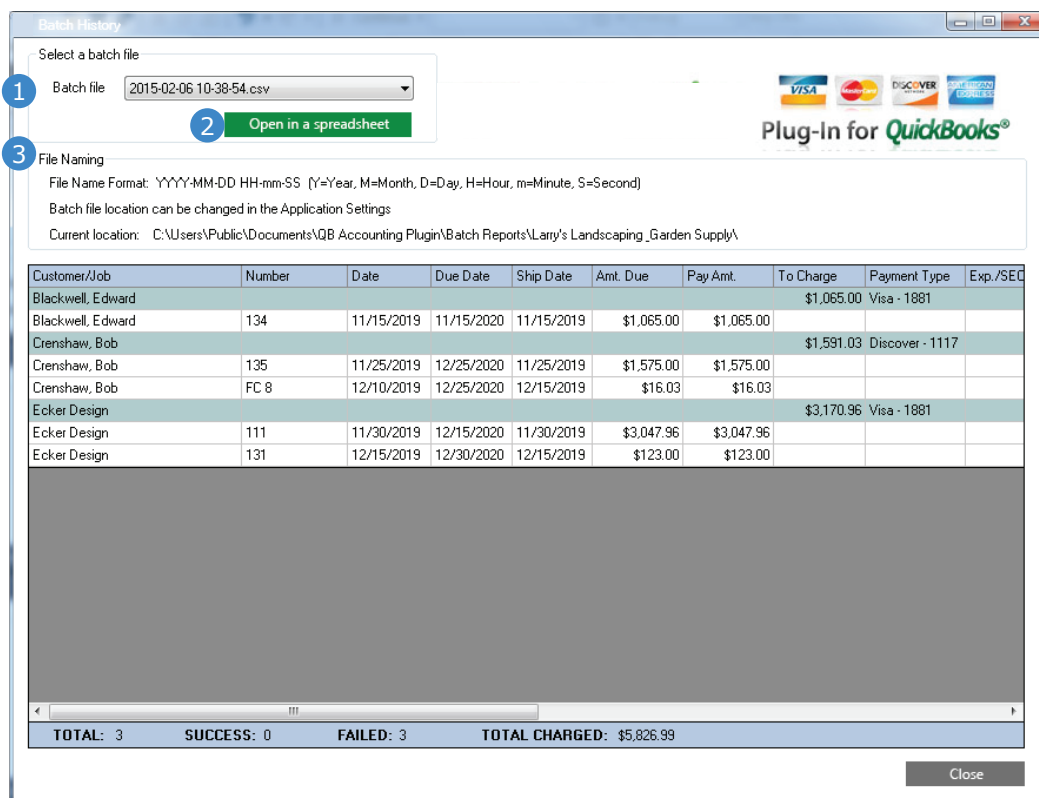
1. Search the customers on the batch processing list to select which accounts to bill at this time. The following is searchable criteria.
  - a. Search by Invoice Creation Date range.
  - b. Search by Shipping Date range.
  - c. Search by Invoice Due Date range.
2. The Optional Search Filters may be used to narrow the search to specific payment types stored in the plug-in.
3. Click the **Search** button to pull up the search results based on the filter choices.
4. Select all or select individual invoices for payment processing. Unselect an invoice by unchecking the checkbox. The payment amount may be edited by double clicking the Payment Amount field for the invoice you wish to edit. The email address may also be edited in the same manner using the corresponding field.
5. Click the **Run Batch** button to process all of the invoices checked.

## Batch History

Click on the Batch History button



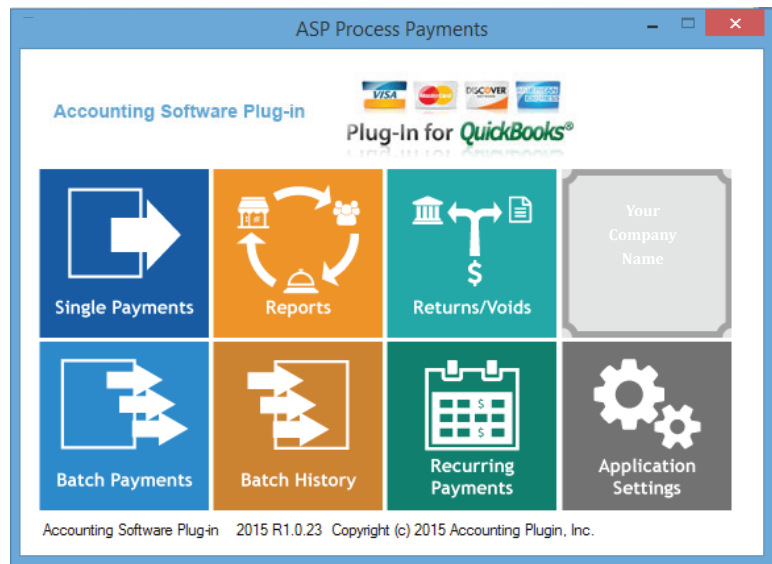
The Batch History screen allows you to view all previously processed batch payments and download a printable copy.



## Download History

1. **Batch File:** Click the drop down to view the list of previous batch reports. These files are saved in .csv format to the location specified under Application Settings every time you run a batch on the Batch Payments screen.
2. **Open in a spreadsheet:** This button will open the selected .csv file in the default spreadsheet program set for your computer.
3. **File Naming:** This shows the file naming scheme the plug-in uses and current file location.

## Recurring Payments



ASP Recurring Payments

**RECURRING PAYMENT**

1 ☐ Invoices / Statement Charges

2 Customer: Job Adam's Candy Shop

3 ☐ Credit Card ☐ E-Check

Saved Credit Cards: American Express: AMEX - 0005 Default Card

Swipe Card

Credit Card # 3782 000000000000

Exp. Date 01/18

CV2

Batch Screen Default Method

Save Card Delete

Type	Number	Date	Original Amount	Amount Due
Inv	146	12/15/2019	55.00	45.00

5 Create Payment Schedule

6 View Payment Schedule

7 Close

### To apply a payment against an invoice:

1. Click on the "Invoices / Statement Charges" radio button at the top of the screen.
2. **Customer Job:** This field defaults to the first customer in your database in alphabetical order. Use the dropdown menu to select the customer job for the transaction or narrow the search by typing the customer's name in this field.
3. Select a saved credit card or ACH/E-Check payment method from the dropdown menu of saved accounts for the customer record, or choose Add New Card from the dropdown menu. The account data below the selection will populate based on the previously established payment method. As an alternative, you may click on the **Default Card** button to bring up the default payment method.
4. The invoices in the field to the top right of the screen are the customer's open invoices. Invoices are sorted from Oldest to Newest. Select the invoice or invoices for which the payment will be made.


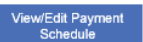

## Recurring Payments: continued

The screenshot shows the 'ASP Recurring Payments' window. At the top, it says 'RECURRING PAYMENT' and 'Accounting Software Plug-in Plug-In for QuickBooks®'. There are logos for Visa, MasterCard, Discover, and American Express. A large red 'COMING SOON' watermark is diagonally across the center.

Numbered callouts point to the following elements:

- 1. Invoice / Statement Charges search box
- 2. Customer dropdown menu (currently showing 'Adam's Candy Shop')
- 3. Credit Card / E-Check radio buttons (Credit Card is selected)
- 4. Table with columns: Invoice #, Type, Number, Date, Original Amount, Amount Due. The first row shows an invoice for 55.00 with an amount due of 45.00.
- 5. 'Create Payment Schedule' button
- 6. 'View/Edit Payment Schedule' button
- 7. 'Close' button

On the right side, there is a 'Saved Credit Cards' section with a dropdown menu showing 'American Express: AMEX - 0005'. Below this are fields for 'Name on Card' (AMEX), 'Credit Card #' (3782\*\*\*\*\*0005), 'Exp. Date' (01 / 18), and 'CVV2'. There are buttons for 'Swipe Card', 'Batch Screen Default Method', 'Save Card', and 'Delete'.

5. Click on the  button to create a payment schedule.
6. Click on the  button to edit the payment schedule of an invoice/statement charge.
7. Click on the  button to return back to the main window.



## Recurring Payments: continued

**ASP Recurring Payment Plan**

**SCHEDULE RECURRING PAYMENT**

Accounting Software Plug-in  
Plug-In for QuickBooks®

**1 Customer Information**  
First: **Adam** Last: **Bradley**  
Company: **Adam's Candy Shop**  
Phone: **555 5734** eMail:  
Ship To:  
**Adam's Candy Shop**  
**Adam Bradley**  
**1528 Kitty Bang Bang St.**  
**Fudge, CA 94555**

**2 Credit Card**  
Saved Credit Cards: **American Express: AMEX - 0005** **Default Card**  
Name on Card: **AMEX** **Swipe Card**  
Credit Card #: **3782\*\*\*\*\*0005**  
Exp. Date: **01 / 18** ☐ Batch Screen Default Method  
CVW2:  **Save Card** **Delete**

**3 Selected Invoice Information**  
Invoice No.: **146** Date: **12/15/2019** Org. Amt: **\$55.00** Amt Due: **\$45.00**

**4 Schedule Options**  
Start Date: **2/17/2015** Frequency: **Monthly** Payment Day: **First Day of Month** Number of Payments: **4**

**5 Payment Plans**

Type	Invoice No.	Invoice Date	Plan Number	Payment Due Date	Effective Payment Date	Original Amount	Tax Amount	Amount Due	Pay Amount
<input type="checkbox"/> Invoice	146	12/15/2019	1	3/1/2020	3/2/2015	\$55.00	\$0.00	\$45.00	<b>\$11.25</b>
<input type="checkbox"/> Invoice	146	12/15/2019	2	4/1/2020	4/1/2015	\$55.00	\$0.00	\$33.75	<b>\$11.25</b>
<input type="checkbox"/> Invoice	146	12/15/2019	3	5/1/2020	5/1/2015	\$55.00	\$0.00	\$22.50	<b>\$11.25</b>
<input type="checkbox"/> Invoice	146	12/15/2019	4	6/1/2020	6/1/2015	\$55.00	\$0.00	\$11.25	<b>\$11.25</b>

**COUNT TOTAL: 4** **FINANCIAL CHARGES TOTAL: \$45.00**

**6 Review Information** **Process Recurring** **8 Close**

1. The Customer Information Section displays the information used in the original transaction on the left side of the screen in the Customer Information section.
2. Select a saved credit card or ACH/E-Check payment method from the dropdown menu of saved accounts for the customer record, or choose Add New Card from the dropdown menu. The account data below the selection will populate based on the previously established payment method. As an alternative, you may click on the **Default Card** button to bring up the default payment method.
3. The Selected Invoice Information displays the Invoice No., Date, Original Amount, and the Amount Due from the selected invoice.
4. Schedule Options: Information from the selected invoice will import to the dropdowns in this section. Verify the information imported in the Start Date, Frequency, Payment Day, and Number of Payments dropdowns and adjust accordingly.
5. Select all or select individual invoices for payment processing. Unselect an invoice by unchecking the checkbox. The payment amount may be edited by double clicking the Pay Amount field for the invoice you wish to edit. The email address may also be edited in the same manner using the corresponding field
6. Review all information before clicking a button.
7. Click on the **Process Recurring** button to process invoices that are due to process on selected date.
8. Click on the **Close** button to return back to the main menu.