

Secure QB Plug-InSM 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.

Contents

Overview	3
Start the Secure QB Plug-in	4
Application Settings	5
Connection	5
Plug-in Options	6
Search Options	7
Performance Settings	8
Logging	9
Single Payments	10
Payment of an Invoice	13
Payment of a Sales Receipt	15
Receipt Printing	16
Reports	17
Returns/Voids	18
Batch Payments	20
Batch History	22
Recurring Payments	23

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.

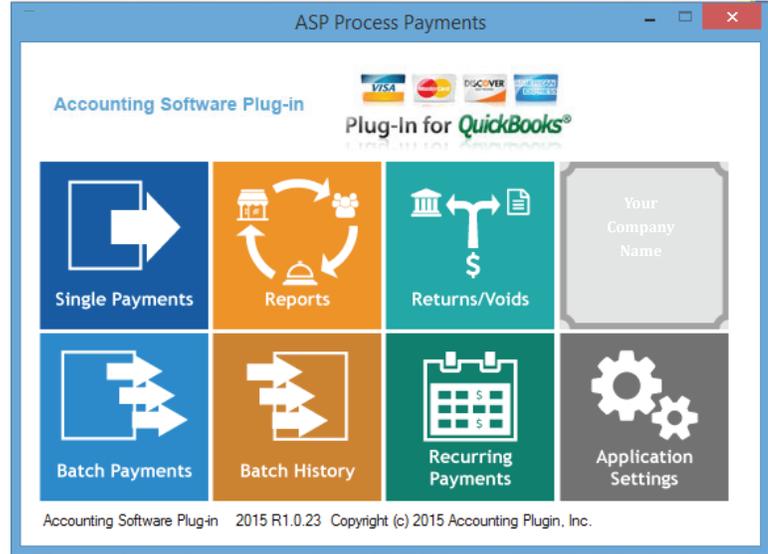
The software is not connected to, developed by, or technically supported by Intuit or any of their companies.

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.

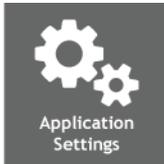


There are seven functions within the Navigation Menu:

- **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.

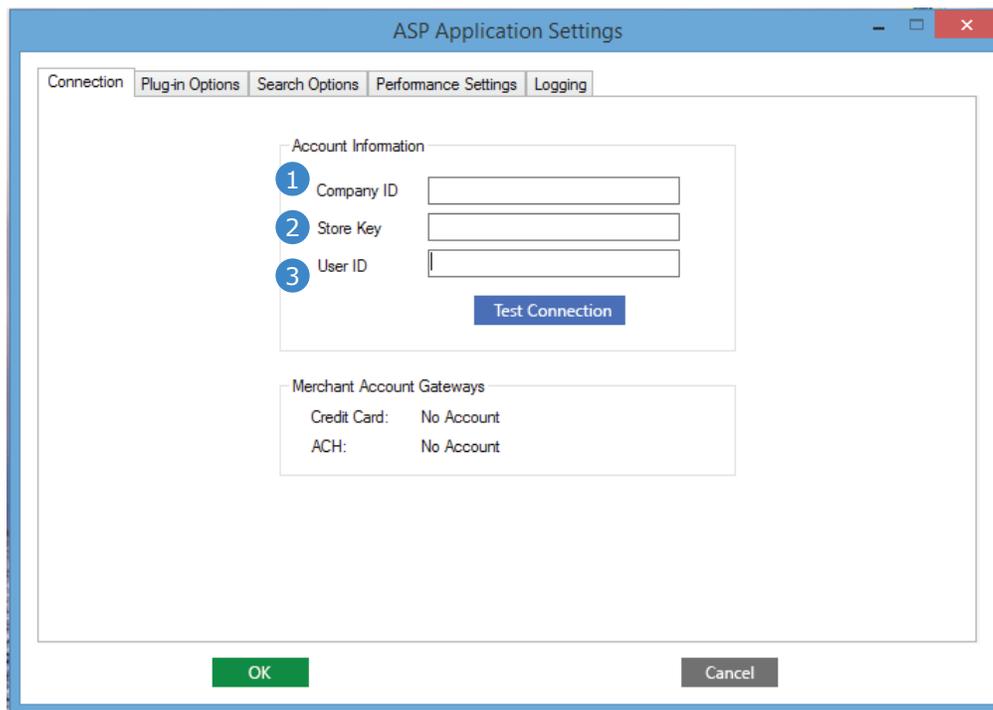
Application Settings

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



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

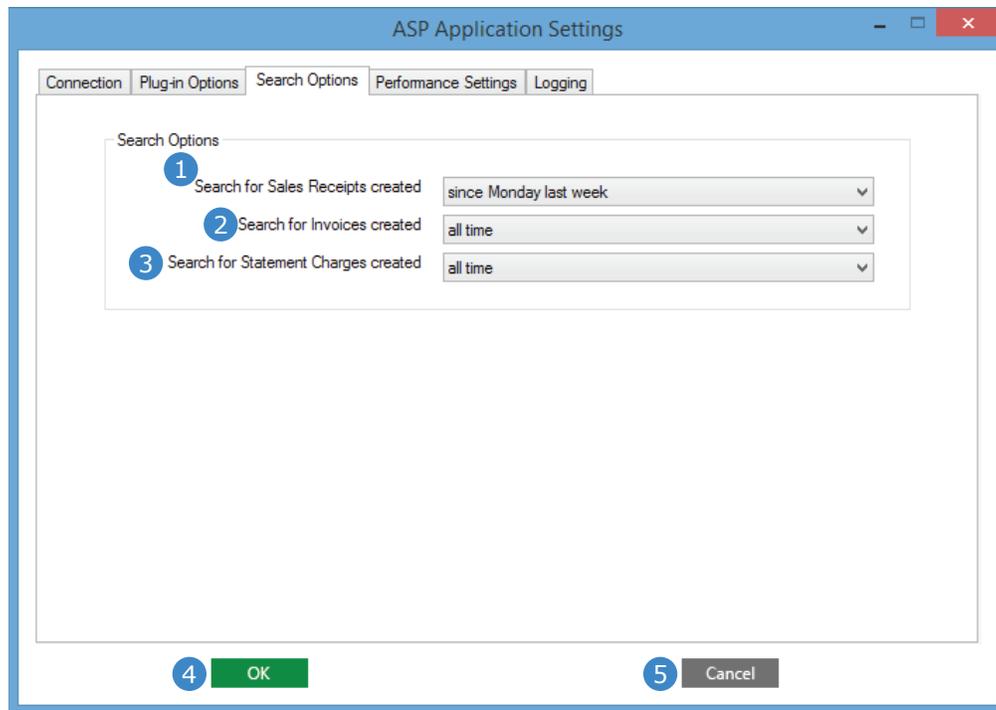
Use the default options or make adjustments as defined below:

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

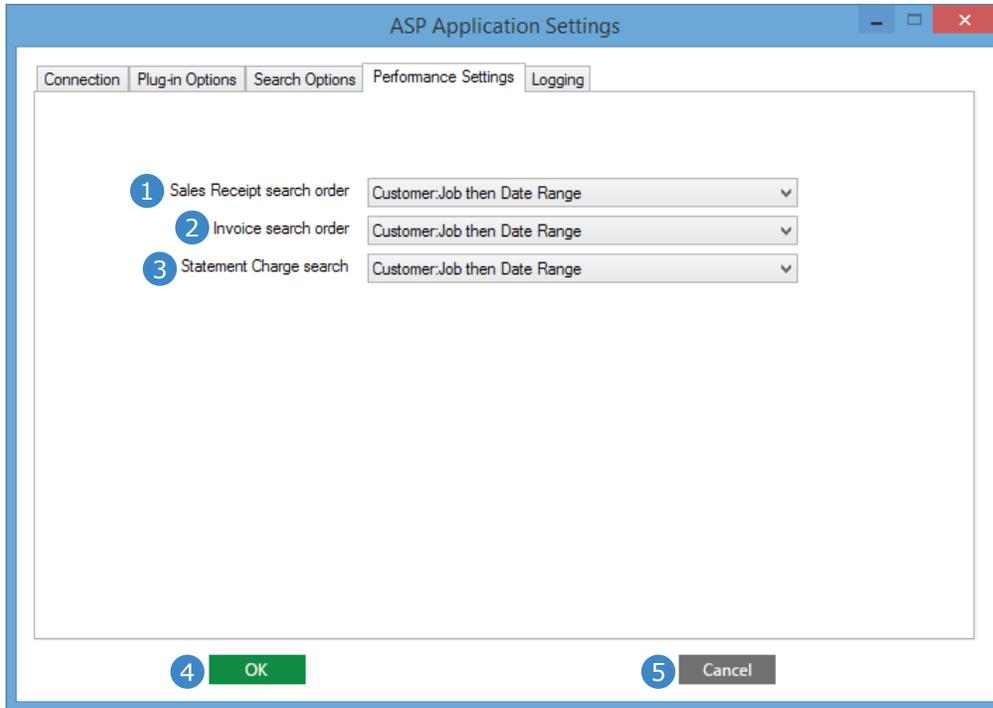
Use the default options or make adjustments as defined below:



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

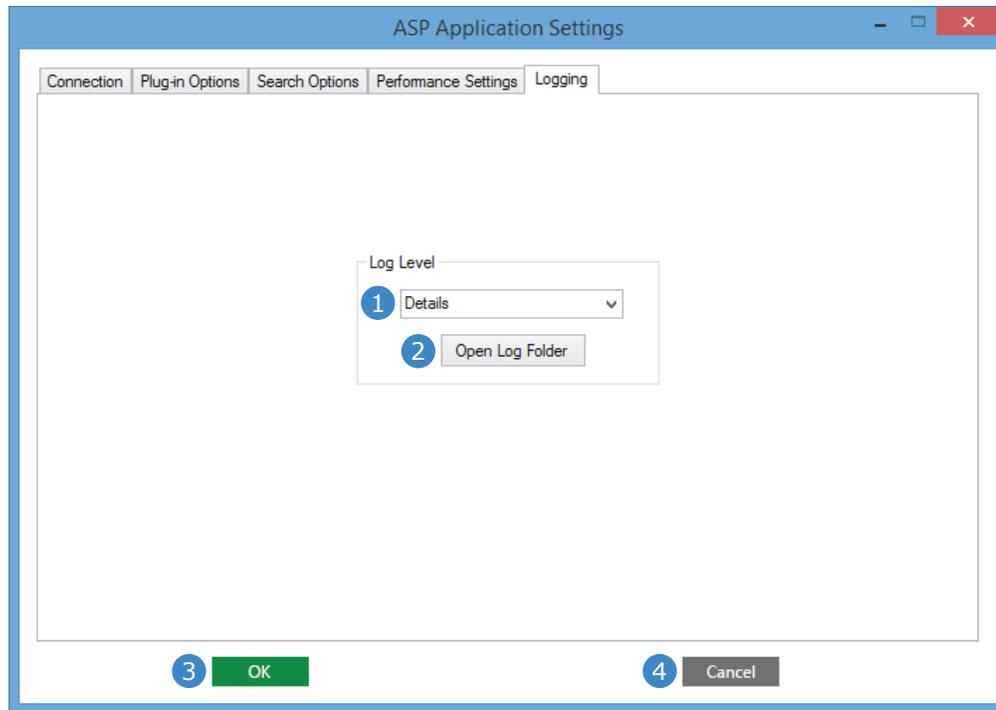
Use the default options or make adjustments as defined below:



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

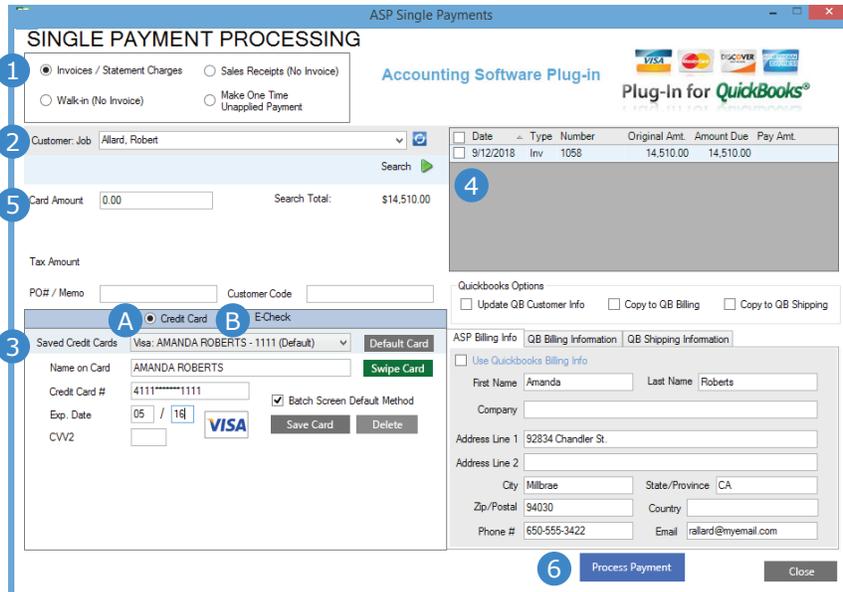
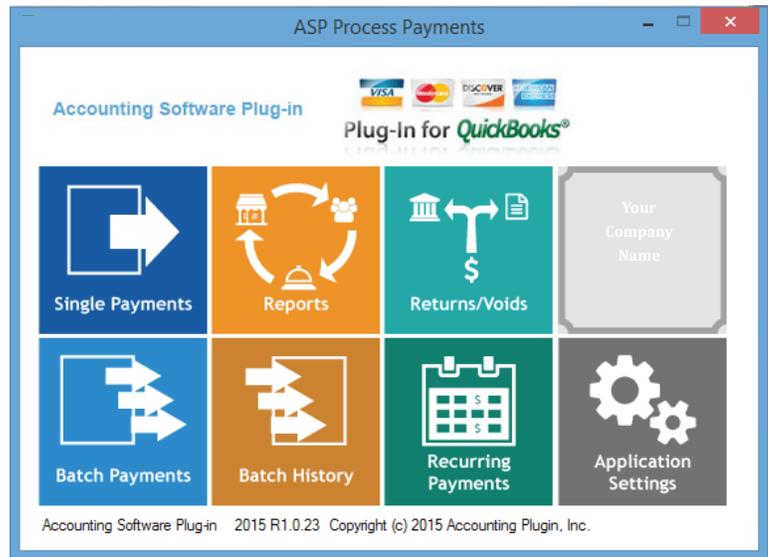
Use the default options or make adjustments as defined below:



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



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.

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 software interface for setting up ACH/e-Check account information. At the top, there are two radio buttons: 'Credit Card' (unselected) and 'E-Check' (selected). Below this is a 'Saved Accounts' section with a '<Add New>' dropdown and a 'Default ACH' button. The main form area contains six numbered fields: 1. Routing # (text input), 2. Account # (text input), 3. Check # (text input), 4. Account Type (dropdown menu with 'Business' selected), 5. Business Name (text input), and 6. SEC Code (dropdown menu with 'PPD (Prearranged Payment & Deposit)' selected). To the right of the fields are a checked checkbox for 'Batch Screen Default Method', a 'Save ACH' button, and a 'Delete' button.

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

ASP Single Payments

SINGLE PAYMENT PROCESSING

Accounting Software Plug-in
Plug-In for QuickBooks®

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
 Update QB Customer Info Copy to QB Billing Copy to QB Shipping

3a 3b 3c

4

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

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

6 Tax Amount

7 PO# / Memo Customer Code

8

9

10 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

ASP Billing Info QB Billing Information QB Shipping Information
 Use Quickbooks Billing Info
 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 Email rallard@myemail.com

11 Review Information 12 Process Payment 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. **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

The screenshot displays the 'ASP Single Payments' window. At the top, it says 'SINGLE PAYMENT PROCESSING'. There are four radio button options: 'Invoices / Statement Charges' (selected), 'Sales Receipts (No Invoice)', 'Walk-in (No Invoice)', and 'Make One Time Unapplied Payment'. A search bar contains 'Allard, Robert'. Below this, there are fields for 'Card Amount' (0.00) and 'Search Total' (\$14,510.00). A 'Tax Amount' field is also present. A 'PO# / Memo' field is followed by a 'Customer Code' field. A dropdown menu for 'Saved Credit Cards' shows 'Visa: AMANDA ROBERTS - 1111 (Default)'. Below this, fields for 'Name on Card', 'Credit Card #', 'Exp. Date', and 'CW2' are visible. A 'Swipe Card' button is next to the card details. A 'Batch Screen Default Method' checkbox is checked. A 'VISA' logo is shown. To the right, there are 'QuickBooks Options' checkboxes: 'Update QB Customer Info', 'Copy to QB Billing', and 'Copy to QB Shipping'. Below these are tabs for 'ASP Billing Info', 'QB Billing Information', and 'QB Shipping Information'. A 'Use Quickbooks Billing Info' checkbox is present. Fields for 'First Name', 'Last Name', 'Company', 'Address Line 1', 'Address Line 2', 'City', 'State/Province', 'Zip/Postal', 'Country', 'Phone #', and 'Email' are filled out. At the bottom, there are buttons for 'Review Information', 'Process Payment', and 'Close'. A table on the right shows invoice details: Date (9/12/2018), Type (Inv), Number (1058), Original Amt. (14,510.00), Amount Due (14,510.00), and Pay Amt. (14,510.00). Numbered callouts 1 through 12 are placed throughout the interface to indicate key steps.

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.

ASP Single Payments

SINGLE PAYMENT PROCESSING

Invoices / Statement Charges **1** Sales Receipts (No Invoice)

Walk-in (No Invoice) Make One Time Unapplied Payment

Accounting Software Plug-in

Plug-In for QuickBooks®

2 Customer Job: Allard, Robert

4 Date Type Number Original Amt. Amount Due Pay Amt.

5 Card Amount: 0.00

6 Cash Amount: 0.00

7 Total Amount: 0.00

3 Create New

8 PO# / Memo **9** Customer Code

Credit Card **10** E-Check

11 Saved Credit Cards: Visa: AMANDA ROBERTS - 1111 (Default) Default Card

Name on Card: AMANDA ROBERTS **Swipe Card**

Credit Card #: 4111*****1111

Exp. Date: /

CV2:

Batch Screen Default Method Update Card Delete

Quickbooks Options

Update QB Customer Info Copy to QB Billing Copy to QB Shipping

ASP Billing Info QB Billing Information QB Shipping Information

Use Quickbooks Billing Info

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 Email: rallard@myemail.com

12 Review Information **13** Process Payment Close

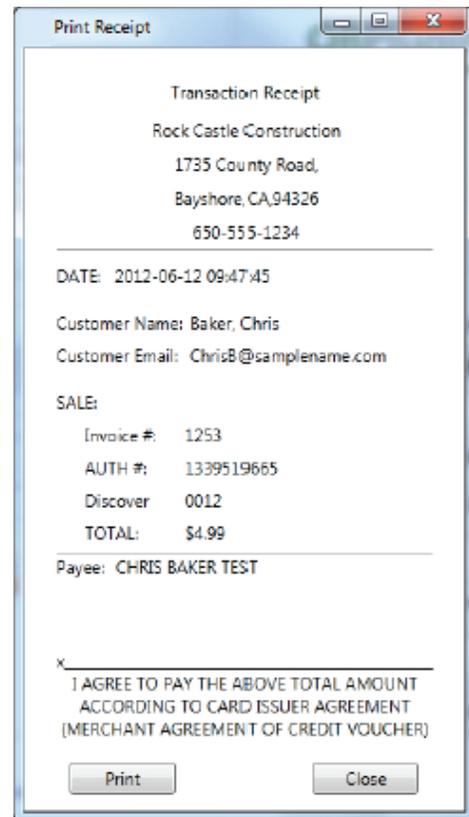
To process a Sales Receipt:

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:
 Job Type:
 Invoice Terms:
 Class:
 Payment Method:

Invoices & Stmt. Charges

With Payment Info
 No Payment Info
 Both

Group by:
 Search
 Reset

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

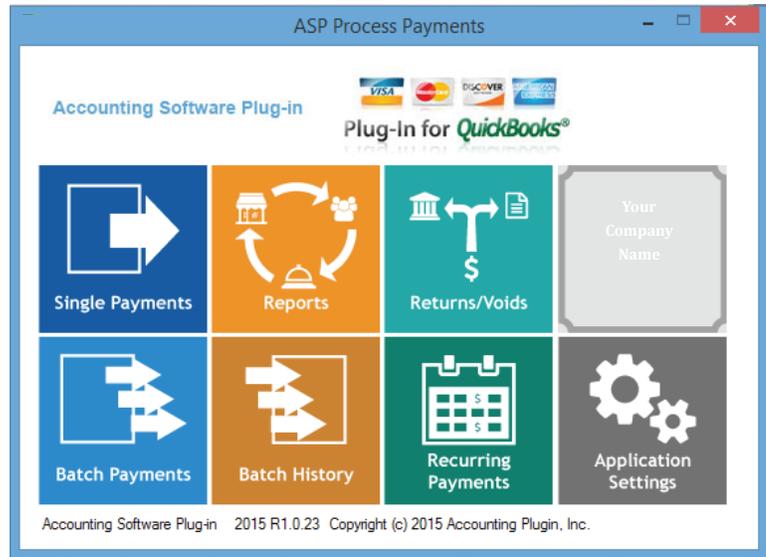
COUNT TOTAL: 33 SUCCESS: 21 TOTAL CHARGED SUCCESSFUL: \$1,763.00 FAILED: 12 TOTAL CHARGED FAILED: \$25,155.94

1. 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

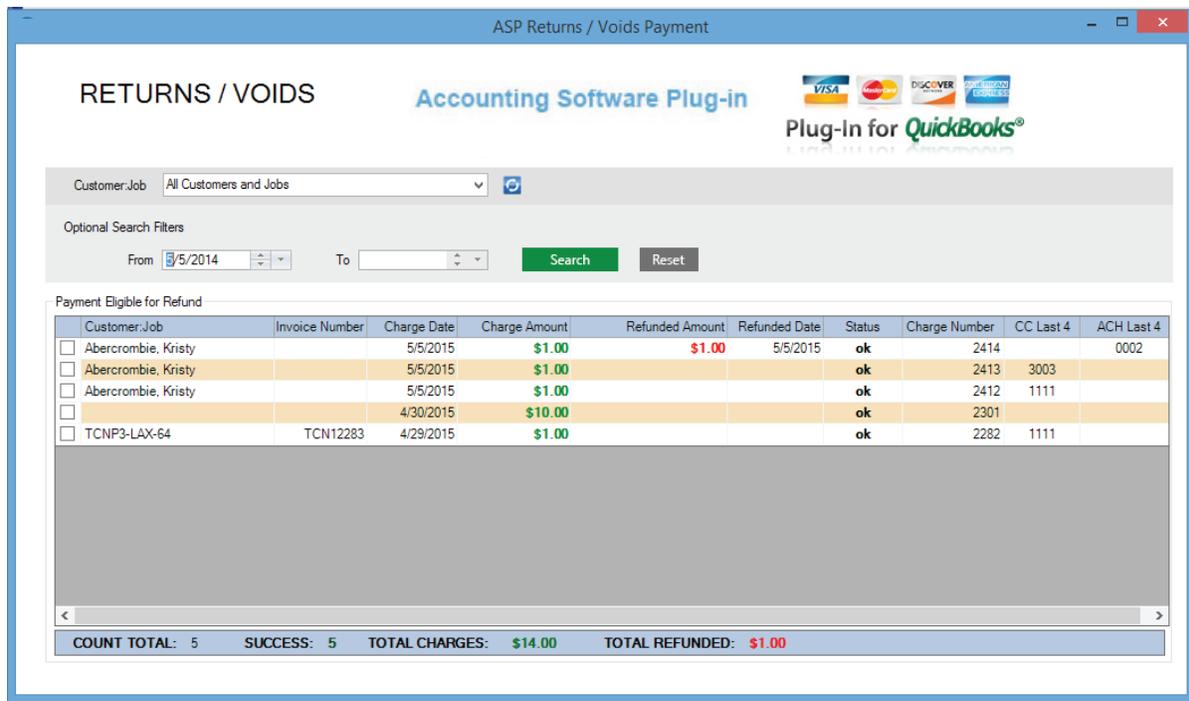
Returns/Voids

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.



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

ASP Process Returns / Voids

PROCESS RETURNS / VOIDS

Accounting Software Plug-in

Plug-In for QuickBooks®

1 Customer Information

First Name: Kristy Last Name: Abercrombie

Company:

Kristy Abercrombie
5647 Cypress Hill Rd

City: Bayshore

State: CA Zip: 94326 Country:

Phone: 415-555-6579

email: kristy@samplename.com

2 Charge Information

Charge Number: 2413

Credit/ECheck Last 4: 3003

Charge Date: 5/5/2015

Amount: \$1.00

3 Return Amount:

4 Process Refund/Void

5 Close

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

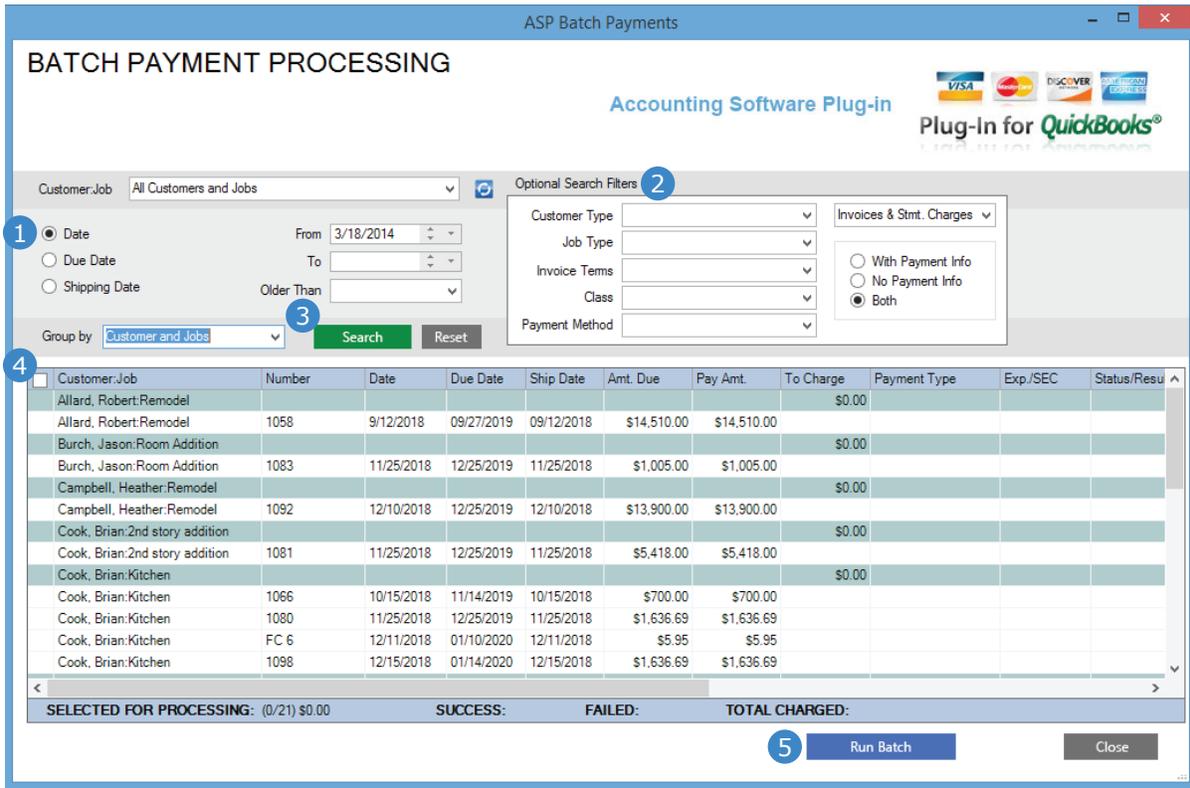
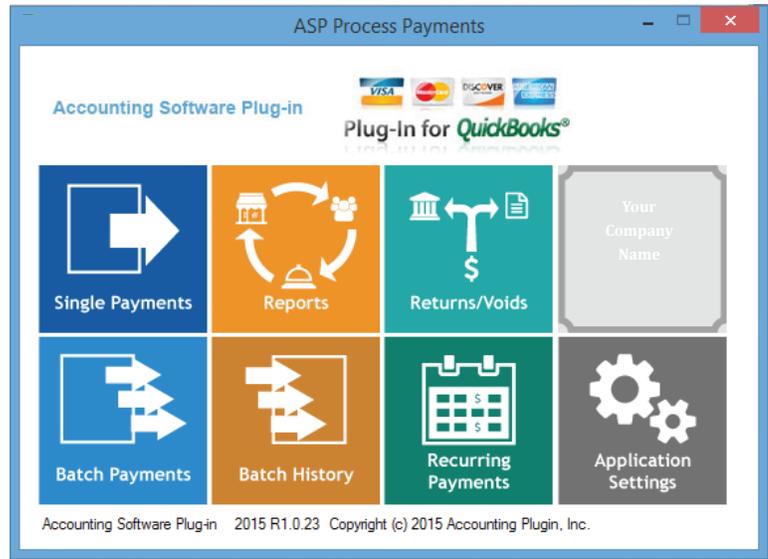
Process Returns/Voids

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



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

With Payment Info

No Payment Info

Both

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:

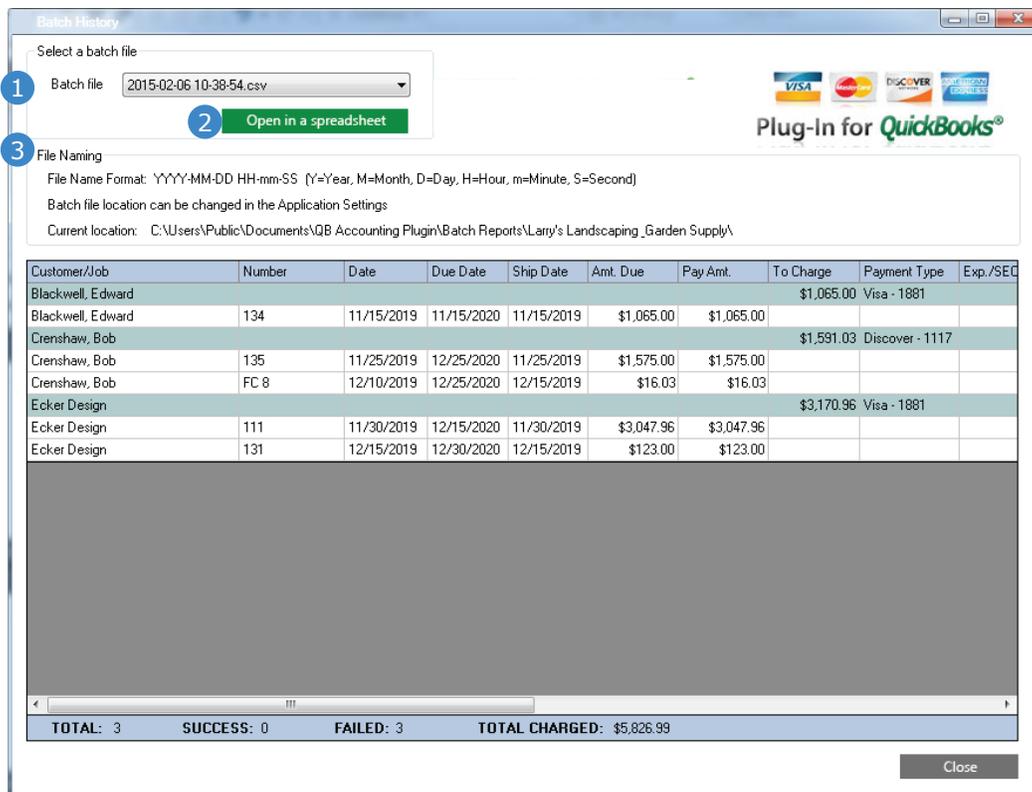
1. Search the customers on the batch processing list to select which accounts to bill at this time. The following is searchable criteria.
 - a. Search by Invoice Creation Date range.
 - b. Search by Shipping Date range.
 - c. Search by Invoice Due Date range.
2. The Optional Search Filters may be used 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



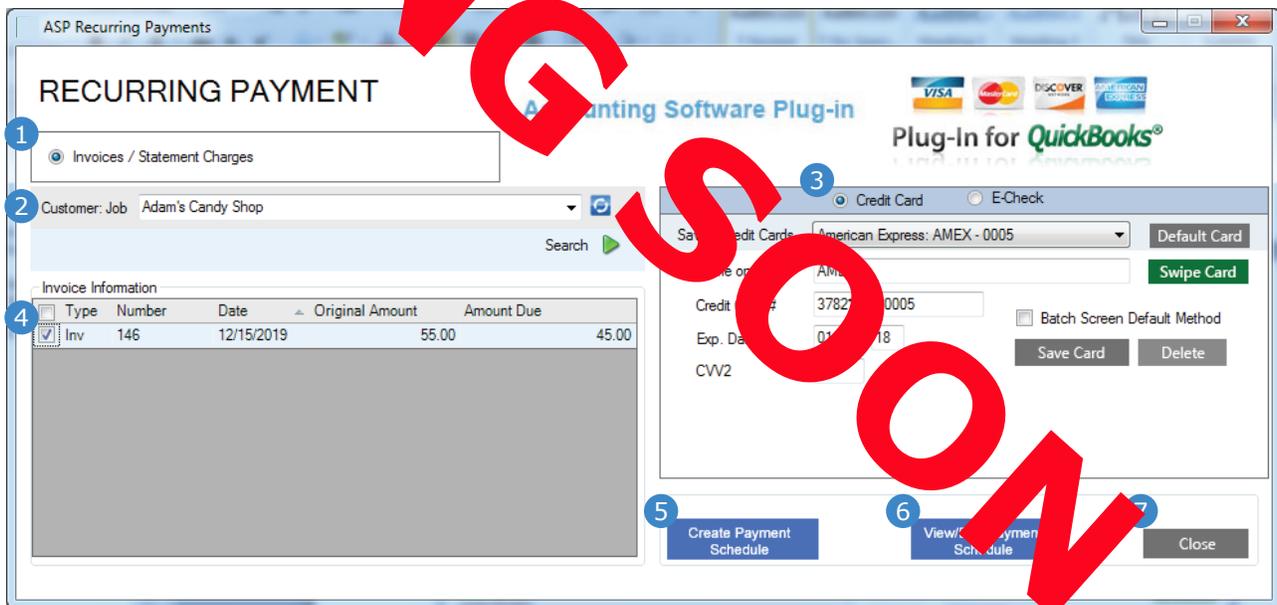
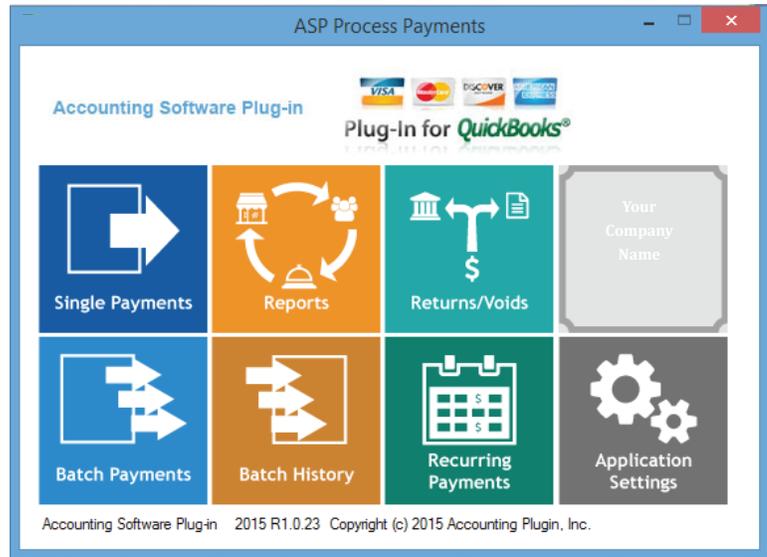
The Batch History screen allows you to view all previously processed batch payments and download a printable copy.



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



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

ASP Recurring Payments

RECURRING PAYMENT

Accounting Software Plug-in
Plug-In for QuickBooks®

1 Invoices / Statement Charges

2 Customer: Adam's Candy Shop

3 Credit Card (selected) / E-Check

4

Type	Number	Date	Original Amount	Amount Due
Inv		12/15/17	55.00	45.00

5 Create Payment Schedule

6 View/Edit Payment Schedule

7 Close

5. Click on the **Create Payment Schedule** button to create a payment schedule.
6. Click on the **View/Edit Payment Schedule** button to edit the payment schedule on an invoice/statement charge.
7. Click on the **Close** 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®

Customer Information

First: **Adam** Last: **Bradley**

Company: **Adam's Candy Shop**

Phone: **555 5734** eMail: [redacted]

Ship To: **Adam's Candy Shop**
Adam Bradley
1528 Kitty Bang Bang St.
Fudge, CA 94555

Payment Method: Credit Card E-Check

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: [redacted] **Save Card** **Delete**

Selected Invoice Information

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

Schedule Options

Start Date: **2/17/2015** Frequency: [redacted] Payment Day: **First Day of Month** Number of Payments: **4**

Payment Plans

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

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

Review Information **Process Recurring** **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.