EMBEDDED PAYMENTS AND RECONCILIATION TOOL ERP PAY (EP) USER GUIDE FOR MERCHANTS

Quick Books Online Integration Version 1.0

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1 Getting Started

1.1 Connect Via Optimus to QuickBooks Online

The following steps outlines how to connect Via Optimus with QuickBooks Online.

- 1. Log into your QuickBooks Online account.
- 2. Click on the extension as shown in the figure below.



3. Enter your username and password and click on **SIGN IN** button as shown in the figure below.

	Buy now and save 50%	6 Subscribe now		
φυίοτουτ quickbooks	⊟∢ demo		FP	¢ 🕸 😋
+ New	+ Loso demo			
✓ BOOKMARKS	Get things done Business overview Cash flow Planner		Sign In Start managing your payments faster & better.	
v menu 🖉				
Dashboards >	Setup Checklist	BANK ACCOUNTS	erppaymerchant@yopmail.com	
Transactions >		Link your bank	2	
Sales >	Basic business info	See where your money can take control of your	· · · · · · · · · · · · · · · · · · ·	
Expenses >		GO GoBank		
Customers & leads >	Get paid online	Chase Bank	Remember Me Forgot Password	12
Reports	Make it easy for people to pay you	American Expr	SIGN IN	
Payroll >	@ quite ooks		Driver Drive LTerror of Control	
Time >	See how it works 1	:33	ViaOptimus. 2023	
Projects	(1) Set up online payments			
Budgets	Just add some info about your business, and then let us know where Go	E A M	Hide	
Taxes >	to deposit your payments. How our rates compare			
	Check out faster deposits You can get your funds sooner with instant deposit.			
Menu settings	(3) Order vour card reader	Get the OuickBooke m	ohile ann and ston	

> C

4

ann ann intuit com/an

4. Once you are logged-in successfully, the **CONNECT** button appears as shown in the figure below.



- 5. Click on **CONNECT** button. This will connect the to your QuickBooks Online.
- 6. Once the connection is successful, and starts displaying at the right bottom as shown in the figure below.



2 Dashboard

Dashboard depicts the invoices counts and payments graphs. The following steps outlines how to view dashboard.

- 1. Open by clicking on the icon at the right bottom as shown in the figure above.
- 2. Click on the **Home** in the left navigation menu as shown in the figure below.



3 Invoices

3.1 Open Invoices

The following steps outlines how to view open invoices listing.

1. Click on the Invoices menu in the left navigation as shown in the figure below.



- 2. It opens the Invoices screen.
- 3. The first tab **Open Invoices** pulls the Due and Over Due invoices from QuickBooks Online and displays in the grid as shown in the figure below.

EP	Invoice	es										>
		Open Invoices	3	Receive Payments	Statem	ents						
~											+ Create Invoice	e
₩ ~	Ł	Batch action	s •							Q Search Inv	voices	
5			INVOICE NO	CUSTOMER	DATE	DUE DATE	BALANCE	TOTAL	EMAIL STATUS	STATUS	ACTION	
			7852	Sam Anderson	01/01/2024	01/31/2024	\$100.05	\$100.05	Not Sent	Unpaid	Receive Payment	
			3698	Sam Anderson	01/01/2024	01/31/2024	\$70.00	\$70.00	Not Sent	Unpaid	Receive Payment -	
ല് ~			96455	Demo Customer	01/01/2024	01/31/2024	\$80.00	\$80.00	Not Sent	Unpaid	Receive Payment	
ទេដ			8416	Sam Anderson	01/01/2024	01/31/2024	\$3.00	\$3.00	Not Sent	Unpaid	Receive Payment -	
			7881	Test Customer185	01/01/2024	01/31/2024	\$50.00	\$50.00	processed	Unpaid	Receive Payment -	
			78569	james grill	01/01/2024	01/31/2024	\$100.00	\$100.00	processed	Unpaid	Receive Payment -	
			1009	John Mecellum	12/15/2023	01/14/2024	\$2.89	\$2.89	Not Sent	Unpaid	Receive Payment -	

3.1.1 Email Invoice to Customer

The following steps outlines how to email an invoice to customer.

- 1. You are on the **Open Invoices** screen.
- 2. Under the **Action** column, click on small down arrow of an invoice you wish to email as shown in the figure below.

	Q Se	arch Invoices
EMAIL STATUS	STATUS	ACTION
Not Sent	Unpaid	Receive Payment
Not Sent	Unpaid	Receive Payment 👻
Not Sent	Unpaid	Receive Payment 👻

3. This action expands the **Email Invoice** option as shown in the figure below.



- 4. Click on Email Invoice.
- 5. It pops up the dialog that shows the invoice no., customer name, balance and the customer's email as shown in the figure below.

EP	Invoi	ices										×
		Open Invoice	s	Receive Payments	Stateme	ents						
ŵ					Invoice N	io. 78411		×			+ Create Invoice	
Ľ		Batch action	ns •		Customer	: Sam Anders	son			Q Search Inv	voices	
3			INVOICE NO	CUSTOMER	Balance:	\$100.00			EMAIL STATUS	STATUS	ACTION	
Ê			78411	Sam Anderson	To:	samanderso	n.vo@outlook.con	1 🙁	Not Sent	Unpaid	Receive Payment 👻	
0			REC-02112941	Demo Customer					Not Sent	Unpaid	Receive Payment 👻	
ŝ			96455	Demo Customer	Payment I		Bank (ACU) Only		Not Sent	Unpaid	Receive Payment 👻	
			7881	Test Customer185	Card /		Bank (ACH) Only		processed	Unpaid	Receive Payment 👻	
			78569	james grill				Send	processed	Unpaid	Receive Payment 👻	
			1009	John Mecellum	12/15/2023	01/14/2024	\$2.89	\$2.89	Not Sent	Unpaid	Receive Payment 👻	
			1008	John Mecellum	12/15/2023	01/14/2024	\$1.20	\$1.20	Not Sent	Unpaid	Receive Payment 👻	
			1007	John Mecellum	12/15/2023	01/14/2024	\$7.00	\$7.00	Not Sent	Unpaid	Receive Payment -	

- 6. Click on **Send** button.
- 7. The confirmation message appears at the top right as shown in the figure below and invoice is emailed to customer successfully. Email includes the PDF invoice as an attachment and a Payment button.

	Invoice	S								Invoice emailed successfully			
		Open Invoices		Receive Payments	Statem	ients							
	Batch actions •									+ Create Invoice			
			n actions -								Q Search Invoices		
			INVOICE NO	CUSTOMER	DATE	DUE DATE	BALANCE	TOTAL	EMAIL STATUS	STATUS	ACTION		
			78411	Sam Anderson	01/03/2024	02/02/2024	\$100.00	\$100.00	Not Sent	Unpaid	Receive Payment -		
			REC-02112941	Demo Customer	01/02/2024	01/08/2024	\$50.00	\$50.00	Not Sent	Unpaid	Receive Payment		
			96455	Demo Customer	01/01/2024	01/31/2024	\$80.00	\$80.00	Not Sent	Unpaid	Receive Payment 🔹		
			7881	Test Customer185	01/01/2024	01/31/2024	\$50.00	\$50.00	processed	Unpaid	Receive Payment 🔹		
			78569	james grill	01/01/2024	01/31/2024	\$100.00	\$100.00	processed	Unpaid	Receive Payment 👻		
			1009	John Mecellum	12/15/2023	01/14/2024	\$2.89	\$2.89	Not Sent	Unpaid	Receive Payment 👻		
			1008	John Mecellum	12/15/2023	01/14/2024	\$1.20	\$1.20	Not Sent	Unpaid	Receive Payment		
			1007	John Mecellum	12/15/2023	01/14/2024	\$7.00	\$7.00	Not Sent	Unpaid	Receive Payment		

8. Customer will receive the invoice through email.



- 9. Then just click on the **Pay Button** it will automatically redirect to customer portal.
- 10. Enter the card details to pay invoice from customer portal.

← → C • a	api.viaoptimus.io/apps/customerportal/#/invoice/7c590f01490190db0ed02a5070e20f01		☆ FP む 🛛 🕒
	ERP PAY	Credit Card 📻	eCheck (ACH)
	ERP LLC	Amount	Remaining Balance
	123 Test Street Sterling, VI, 12345 (664) 464-4464	\$100.00	\$100.00
	erppaymerchant@yopmail.com	54*****5454	
		Expiration Date	Security Code
	Invoice # 78411	02 / 25	185
	02/02/2024	Name On Card	
		Sam Anderson	
	\$100.00	Street Address	
	Download Invoice (Pdf)	123 Test Street	
		Sterling	Virgi 🔻 12345
		Pau	v \$100.00
	Sam Anderson (564) 564-6464	Already have	an account? Log in
			or

- 11. Click on the **Pay Button** to pay invoice.
- 12. It will process the invoice successfully and generate a transaction receipt for customer.
- 13. Customer can also download the Invoice pdf.

→ C api.viaoptimus.io/apps/customerportal/#	#/invoice/7c590f01490190	0db0ed02a5070e20f01				☆ FP 쇼 🛛 🕒
	ERP P	v		-	Credit Card 📻	eCheck (ACH)
	ERP LI	ER	P PAY		Amount	Remaining Balance
	123 Test S Sterling, VI				\$100.00	
	(646) 464-	Trans Type:	CC Sale			
	erppaymerchant@	Customer Name:	Sam Anderson		54*****5454	
		Trans. Date: Sub Total:	01/03/2024 \$100.00			
		Total Amount:	\$100.00		Expiration Date	Security Code
	Invoice # 2	Inv/Sale#:	78411		02 / 25	
	02/02/2	Trans Status: Card #:	approved xxxxxxx5454			
		Card Type:	MasterCard		Name On Card	
		Card Holder:	Sam Anderson		Sam Anderson	
	\$100	Ref ID	003578716769		Street Address	
	<i>QIOO</i>			_	123 Test Street	
	Download Invo	"Thank you	for shopping with us"		120 1030 01000	
		*****	******	_	Sterling	Virgi 👻 12345
				Close		
					I	Pay \$100.00
	Sam Ander		Already ha	ve an account? Log in		
	(564) 564-64	64				or

3.1.2 Receive Payment

The following steps outlines how to receive payment.

- 3.1.2.1 Received Credit Card Payment
- 1. You are on the **Open Invoices** screen.
- 2. Under the **Action** column, click on **Receive Payment** for an invoice you wish to receive payment as shown in the figure below.

	Q Sea	arch Invoices
EMAIL STATUS	STATU S	ACTION
processed	Unpaid	Receive Payment -
Not Sent	Unpaid	Receive Payment -

 It opens the Payment dialog as shown in the figure below. The Card tab is selected by-default.

					Sam An	derson							
F (E	atch actions 🗸	\supset		Card	Bank					C	C Search Invoic	es	
		INVOICE NO 个	CUSTOMER	Please select a card profile 👻				•	FOTAL	EMAIL STATUS	STATUS	ACTION	
		18842	Mr Brian Smith Cu	Card Information				肉	\$45.00	processed	Unpaid	Receive Payment	
		64604	Sam Anderson	XXXX-XXXX-XXX	X-XXXX				\$15.00	processed	Unpaid	Receive Payment	
		64606	Sam Anderson	MM / YY		CVV		_	\$22.00	processed	Unpaid	Receive Payment	
		64607	Sam Anderson	Name On Card					\$16.00	processed	Unpaid	Receive Payment	
		89488	Mr Brian Smith Cu	Billing Informatio	on				\$70.00	processed	Unpaid	Receive Payment	
+		113147	Sam Anderson	Address	Charles		ZieCada		\$14.00	processed	Unpaid	Receive Payment	
		113151	Cooper and Bentor		States	•	ZipCode		\$15.00	processed	Unpaid	Receive Payment	
		CF- 89488_065711	Mr Brian Smith Cu	Save card f	Save card for future payments Cancel Pay \$15.00				\$1.40	Not Sent	Unpaid	Receive Payment	
		CF- 89488_115500	Mr Brian Smith Cu						\$1.40	Not Sent	Unpaid	Receive Payment	

4. Enter the card information and billing information as shown in the figure below.

Invoices				Sam Anderson									>
ŗ	Batch actions +	\supset		Card	Bank					C	C Search Invoice	es	
			CUSTOMER	Please select a card profile 👻			•	FOTAL	EMAIL STATUS	STATUS	ACTION		
		18842	Mr Brian Smith Cu	Card Information				¢	\$45.00	processed	Unpaid	Receive Payment	•
		64604	Sam Anderson	54*****5454					\$15.00	processed	Unpaid	Receive Payment	•
		64606	Sam Anderson	02 / 25		125			522.00	processed	Unpaid	Receive Payment	•
		64607	Sam Anderson	Sam Anderson					\$16.00	processed	Unpaid	Receive Payment	•
		89488	Mr Brian Smith Cu	Billing Information	n				\$70.00	processed	Unpaid	Receive Payment	-
+		113147	Sam Anderson	1550 Davisson S	Street Block 1	18			\$14.00	processed	Unpaid	Receive Payment	-
		113151	Cooper and Bento	NY	New Y	· ¥	10009		\$15.00	processed	Unpaid	Receive Payment	•
		CF- 89488 065711	Mr Brian Smith Cu	Save card for future payments Convenience Fee: \$0.30 (2.00%)			00%)		\$1.40	Not Sent	Unpaid	Receive Payment	-
		CF- 89488_115500	Mr Brian Smith Cu		Cano Pay \$1	cel 5 30			\$1.40	Not Sent	Unpaid	Receive Payment	•
	+	Batch actions -	Batch actions → Batch actions → INVOICE NO ↑ INVOICE NO ↑ <t< td=""><td>Batch actions - INVOICE NO ↑ CUSTOMER 18842 Mr Brian Smith Cu 64604 Sam Anderson 64606 Sam Anderson 64607 Sam Anderson 89488 Mr Brian Smith Cu + 113147 Sam Anderson 113151 Cooper and Benton CF- 89488_065711 CF- 89488_115500 Mr Brian Smith Cu</td><td>INVOICES Batch actions - INVOICE NO ↑ CUSTOMER 18842 18842 64604 64604 64606 64606 64607 89488 Mr Brian Smith Cu + 113147 Sam Anderson Billing Information 1550 Davisson S NY 113151 Cooper and Bentor CF- Mr Brian Smith Cu 89488_115500 Mr Brian Smith Cu</td><td>INVOICES Sam Anderson Batch actions → Customera INVOICE NO ↑ Customera 18842 Mr Brian Smith Cut 64604 Sam Anderson 64606 Sam Anderson 64607 Sam Anderson 64607 Sam Anderson 89488 Mr Brian Smith Cut + 113147 Sam Anderson 1550 Davisson Street Block * NY New Y 113151 Cooper and Bentor CF- Mr Brian Smith Cut Save card for future pa Convenience Fee CF* Mr Brian Smith Cut 89488_115500 Mr Brian Smith Cut</td><td>INVOICES Sam Anderson Batch actions → Customer INVOICE NO ↑ Customer 18842 Mr Brian Smith Customer 64604 Sam Anderson 64604 Sam Anderson 64606 Sam Anderson 64607 Sam Anderson 89488 Mr Brian Smith Customer 113151 Cooper and Bentor CF- 89488_055711 Mr Brian Smith Customer CF- 89488_115500 Mr Brian Smith Customer CF- 89488_115500 Mr Brian Smith Customer CF- 89488_115500 Mr Brian Smith Customer Cre- 89488_115500 Mr Brian Smith Customer Brian Smith Customer Save card for future payments Convenience Fee: \$0.30 (2.0)</td><td>INVOICES Batch actions → INVOICE NO ↑ Intermining Card Intermining Card</td><td>INVOICES Batch actions - INVOICE NO ↑ INVOICE NO ↑ INVOICE NO ↑ Internation Internation Internation Internation Internation Internation Internation Internation </td></t<> <td>INVOICES Sam Anderson Invoices Invoices Invoices Important Sam Anderson Important Sam Anderson Important Sam Anderson</td> <td>INVOICES Sam Anderson INVOICE NO 1 CUSTOMER INVOICE NO 1 Sam Anderson INV Sam Anderson INVOICE NO 1 Sam Anderson INITIATION Sam Anderson INV New Y * 10009 INV New Y * 10009 INVOIR Save Card for future payments Convenience Fee: \$0.30 (2.00%) Intel Nort Sent Internation</td> <td>Involces Sam Anderson Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer <td>Invokes Sam Anderson Batch actions - Invokes of the customer invokes Invokes of the customer invokes</td></td>	Batch actions - INVOICE NO ↑ CUSTOMER 18842 Mr Brian Smith Cu 64604 Sam Anderson 64606 Sam Anderson 64607 Sam Anderson 89488 Mr Brian Smith Cu + 113147 Sam Anderson 113151 Cooper and Benton CF- 89488_065711 CF- 89488_115500 Mr Brian Smith Cu	INVOICES Batch actions - INVOICE NO ↑ CUSTOMER 18842 18842 64604 64604 64606 64606 64607 89488 Mr Brian Smith Cu + 113147 Sam Anderson Billing Information 1550 Davisson S NY 113151 Cooper and Bentor CF- Mr Brian Smith Cu 89488_115500 Mr Brian Smith Cu	INVOICES Sam Anderson Batch actions → Customera INVOICE NO ↑ Customera 18842 Mr Brian Smith Cut 64604 Sam Anderson 64606 Sam Anderson 64607 Sam Anderson 64607 Sam Anderson 89488 Mr Brian Smith Cut + 113147 Sam Anderson 1550 Davisson Street Block * NY New Y 113151 Cooper and Bentor CF- Mr Brian Smith Cut Save card for future pa Convenience Fee CF* Mr Brian Smith Cut 89488_115500 Mr Brian Smith Cut	INVOICES Sam Anderson Batch actions → Customer INVOICE NO ↑ Customer 18842 Mr Brian Smith Customer 64604 Sam Anderson 64604 Sam Anderson 64606 Sam Anderson 64607 Sam Anderson 89488 Mr Brian Smith Customer 113151 Cooper and Bentor CF- 89488_055711 Mr Brian Smith Customer CF- 89488_115500 Mr Brian Smith Customer CF- 89488_115500 Mr Brian Smith Customer CF- 89488_115500 Mr Brian Smith Customer Cre- 89488_115500 Mr Brian Smith Customer Brian Smith Customer Save card for future payments Convenience Fee: \$0.30 (2.0)	INVOICES Batch actions → INVOICE NO ↑ Intermining Card Intermining Card	INVOICES Batch actions - INVOICE NO ↑ INVOICE NO ↑ INVOICE NO ↑ Internation Internation Internation Internation Internation Internation Internation Internation	INVOICES Sam Anderson Invoices Invoices Invoices Important Sam Anderson Important Sam Anderson Important Sam Anderson	INVOICES Sam Anderson INVOICE NO 1 CUSTOMER INVOICE NO 1 Sam Anderson INV Sam Anderson INVOICE NO 1 Sam Anderson INITIATION Sam Anderson INV New Y * 10009 INV New Y * 10009 INVOIR Save Card for future payments Convenience Fee: \$0.30 (2.00%) Intel Nort Sent Internation	Involces Sam Anderson Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer Involces no 1 Customer <td>Invokes Sam Anderson Batch actions - Invokes of the customer invokes Invokes of the customer invokes</td>	Invokes Sam Anderson Batch actions - Invokes of the customer invokes Invokes of the customer invokes

- 5. Click on Pay button.
- 6. The transaction starts processing as shown in the figure below.

EP	Invo	bices					×					×
		F Ba	itch actions 🔶	\supset						C Search Invoice	5	
ŵ				INVOICE NO 1	CUSTOMER			OTAL	EMAIL STATUS	STATUS	ACTION	
<u>۲</u>				18842	Mr Brian Smith Cu			45.00	processed	Unpaid	Receive Payment	
3				64604	Sam Anderson		5	15.00	processed	Unpaid	Receive Payment	-
Ŵ				64606	Sam Anderson		5	22.00	processed	Unpaid	Receive Payment	-
Ē				64607	Sam Anderson	Processing		516.00	processed	Unpaid	Receive Payment	
1 03				89488	Mr Brian Smith Cu		5	570.00	processed	Unpaid	Receive Payment	
l⊕ ₽		+		113147	Sam Anderson			514.00	processed	Unpaid	Receive Payment	
ŝ				113151	Cooper and Bentor			515.00	processed	Unpaid	Receive Payment	
				CF- 89488_065711	Mr Brian Smith Cu		5	51.40	Not Sent	Unpaid	Receive Payment	-
				CF- 89488_115500	Mr Brian Smith Cu		5	51.40	Not Sent	Unpaid	Receive Payment	-
							_					

7. Once the transaction is successfully processed, the transaction receipt appears as shown in the figure below.

You can also email and print the transaction receipt using the options available in transaction receipt dialog as shown in the figure below.

P	Invoices					×			Payment proce	ssed successfully	
	Batch actions	•		ER					Q Search Invoice	25	
ծ		INVOICE NO 1	CUSTOMER	Casta (ic,California,91384 123) 456-789		TOTAL	EMAIL STATUS	STATUS	ACTION	
ř		18842	Mr Brian Smith Cus	Trans. Type: Customer Name:	CC-Sale Sam Anderson		\$45.00	processed	Unpaid	Receive Payment	•
3		64604	Sam Anderson	Trans. Date: Sub Total:	Oct 23, 2023 \$15.00		\$15.00	processed	Unpaid	Receive Payment	•
:		64606	Sam Anderson	Conv. Fee: Total Amount:	\$0.30 \$15.30		\$22.00	processed	Unpaid	Receive Payment	•
		64607	Sam Anderson	Inv/Sale #: Trans. Status: Card #:	64604 APPROVED		\$16.00	processed	Unpaid	Receive Payment	•
}		89488	Mr Brian Smith Cus	Card Type: Card Holder:	MasterCard Sam Anderson		\$70.00	processed	Unpaid	Receive Payment	•
>	+	113147	Sam Anderson	Ref ID: Auth Response:	296257411084 Approval:A:PPS010		\$14.00	processed	Unpaid	Receive Payment	•
		113151	Cooper and Bentor	sam@yopmail.	com 🙁		\$15.00	processed	Unpaid	Receive Payment	•
		CF- 89488_065711	Mr Brian Smith Cus		Email Reciept		\$1.40	Not Sent	Unpaid	Receive Payment	•
		CF- 89488_115500	Mr Brian Smith Cus		Print Reciept		\$1.40	Not Sent	Unpaid	Receive Payment	•

8. The payment applies to an invoice and an invoice is marked as PAID in QuickBooks Online.

💿 Invoice	× +					\ \	/ – ø ×
← → C 🔒 app.qbo.in	tuit.com/app/invoice?txnlo	d=189			G	🕼 🖈 EP 🇯	Paused :
ℜ Invoice #64604					C Update lay	out B Take a tour	(향) ⑦ Help 🗙
Customer () Sam Anderson This customer is not tax exempt	Customer email () sam@yopmail.com	Cc/Bcc	Online payments	A more seamless way Let customers pay onlin your invoices with Quick Sign up for Payme 1	to get paid e directly through Books Payments. late Amount applied 0/23/2023 \$15.00	Payment no. 296257411084	PAYMENT STATUS PAID 1 payment made (\$15.00) VALUE
Billing address	Terms 🕐	Invoice date	Due date			Invoice no.	
Sam Anderson	Net 30 -	10/23/2023	11/22/2023			64604	
+ Shipping information		Create recurring invoice				Location of s	ale ree Ave, North Bergen,
Tags 💿			Manage tags				
Start typing to add a tag							
# PRODUCT/	SERVICE (?)	DESCRIP	ION	QTY	RATE	AMOUNT	ТАХ
III 1 Hours				1	15	15.00	ā
							≣ F ∩
						-	E P

3.1.2.2 Received Bank (ACH) Payment

- 1. You are on the **Open Invoices** listing.
- 2. Under the Action column, click on Receive Payment.
- 3. It opens the **Payment** dialog.
- 4. Switch to **Bank** tab as shown in the figure below.

EP	Invo	bices				Sam Ande	erson					×
		Open Invoice:	s	Receive Payments	Card	🔒 Bank						
~					Bank Information	on					+ Create I	nvoice
₩ ビ		Batch action	ns •		Account Hold	ler Name		_		Q Search Inv	voices	
5			INVOICE NO	CUSTOMER	Account Type	ber		•	EMAIL STATUS	STATUS	ACTION	
			REC-02112941	Demo Customer	Account Num	ıber		-1	Not Sent	Unpaid	Receive Payment	•
			3698	Sam Anderson	Save ban	k info for future	e payments		Not Sent	Unpaid	Receive Payment	-
<u>ت</u> م			96455	Demo Customer	🗌 Make Spli	it Payments			Not Sent	Unpaid	Receive Payment	-
7 67			7881	Test Customer185					processed	Unpaid	Receive Payment	-
			78569	james grill)	processed	Unpaid	Receive Payment	-
			1009	John Mecellum					Not Sent	Unpaid	Receive Payment	-
			1008	John Mecellum		Cance Pay \$70	.00	-1	Not Sent	Unpaid	Receive Payment	-
			1007	John Mecellum	12/15/2023	01/14/2024	\$7.00	\$7.00	Not Sent	Unpaid	Receive Payment	-

5. Enter the bank (ACH) information as shown in the figure below.

EP	Invoice	es				Sam And	lerson					×
		Open Invoices		Receive Payments	Card	A Bank						
					Bank Inform	nation					+ Create In	voice
公	_	Batch actions	. •)		Sam And	erson				Q Search Inv	bices	
<u> </u>	¥				Checkir	ng	*					
3			INVOICE NO	CUSTOMER	0360018	08			EMAIL STATUS	STATUS	ACTION	
			REC-02112941	Demo Customer	0360018	08			Not Sent	Unpaid	Receive Payment	•
			3698	Sam Anderson	Save	bank info for futur	e payments		Not Sent	Unpaid	Receive Payment	•
<u>ه</u>			96455	Demo Customer	Make	Split Payments			Not Sent	Unpaid	Receive Payment	•
र्छर			7881	Test Customer185					processed	Unpaid	Receive Payment	•
			78569	james grill)	processed	Unpaid	Receive Payment	•
			1009	John Mecellum					Not Sent	Unpaid	Receive Payment	•
			1008	John Mecellum		Cance Pay \$70	el).00		Not Sent	Unpaid	Receive Payment	•
			1007	John Mecellum	12/15/2023	01/14/2024	\$7.00 \$7.0	00	Not Sent	Unpaid	Receive Payment	-

- 6. Click on **Pay** button.
- 7. The transaction starts processing.
- 8. Once the transaction is successfully processed, the transaction receipt appears as shown in the figure below.

EP	Invoid	ces					×		Payment pr	ocessed successfully
	-	Open Invoice:	5	Receive Payments	E	RP PAY				+ Create Invoice
ش ۲	t	Batch action	15 •		123	ERP LLC Test Street Sterling			Q Search Inv	oices
5			INVOICE NO	CUSTOMER	s	Sterling,VI,12345 (646) 464-4464	- 1	EMAIL STATUS	STATUS	ACTION
			REC-02112941	Demo Customer	Trans. Type: Customer Name: Trans. Date:	ACH Sale Sam Anderson Jan 3, 2024	- 1	Not Sent	Unpaid	Receive Payment
			3698	Sam Anderson	Sub Total: Total Amount:	\$70.00 \$70.00		Not Sent	Unpaid	Receive Payment 👻
ු ක			96455	Demo Customer	Inv/Sale #: Trans. Status:	3698 APPROVED		Not Sent	Unpaid	Receive Payment 👻
\$			7881	Test Customer185	Account #: Account Type:	ECHK Som Anderson		processed	Unpaid	Receive Payment 👻
			78569	james grill	samanderson	n.vo@outlook.com 🛞	,	processed	Unpaid	Receive Payment 👻
			1009	John Mecellum		Email Reciept		Not Sent	Unpaid	Receive Payment 👻
			1008	John Mecellum		Print Reciept		Not Sent	Unpaid	Receive Payment 👻
			1007	John Mecellum	12/15/2023 01/14/	/2024 \$7.00	\$7.00	Not Sent	Unpaid	Receive Payment

9. The payment applies to an invoice and an invoice is marked as PAID in QuickBooks Online.

← → C 📼 app.qbo.intu	it.com/app/invoice?txnld=17						☆	8P 🖸 🗆	b :
							문 Take a tour	\$} ? ⊦	lelp 🗙
Customer ③ Sam Anderson	Customer email ⑦ samanderson.vo@ou	Cc/Bcc	Online payments Cards Fire Yea Bank transfer Kee	TTP A more Let cus your inv Sign up	e seamless way to get paid tomers pay online directly thro voices with QuickBooks Payme o for Payments	ugh ents.		PAYMENT PA 1 payment made	STATUS ID • (\$70.00) VALUE
Billing address	Terms 🕐	Invoice date	Due date				Invoice	no.	
Sam Anderson 123 Test Street	•	01/01/2024	01/31/2024				3698		
Sterling, VI 12345 US	Shin via	Create recurring invoice	Tracking no						
Shipping to									
Sam Anderson 123 Test Street Sterting, VI 12345 US									
Tags 🕐			Manage tags						
Start typing to add a tag									
# PRODUCT	I/SERVICE ⑦	DI	ESCRIPTION		QTY	RATE		AMOUNT	
III 1 Hours					1	70		70.00	[™] FP

3.1.2.3 Saving a Customer's Payment Card Details for Future Use

The following steps outlines how to save the card for future payments.

- 1. You are on the **Open Invoices** screen.
- 2. Under the Action column, click on Receive Payment.
- 3. It opens the Payment dialog.
- 4. Enter the card information and billing information.
- 5. Select the "Save card for future payments" checkbox as shown in the figure below.

EP	Invoices					Sam	Anderson					×
		Open Invoices	Recei	ve Payments	State	Card ABank						
仚						Please select a card pr	ofile	*				+ Create Invoice
Ľ	r(Batch actions -	\supset			Card Information		均			Q Search	Invoices
3			INVOICE NO	CUSTOMER		54*****5454			OTAL	EMAIL STATUS	STATUS	ACTION
Ŷ			64608	Sam Anderson		02/25	155		315.00	Not Sent	Unpaid	Receive Payment 👻
			158151	Mr Brian Smith Customer		Sam Anderson			330.06	processed	Unpaid	Receive Payment 👻
			251151	Mr Brian Smith Customer		Billing Information			90.00	Not Sent	Unpaid	Receive Payment 👻
l⊕ ☆			157455	Mr Brian Smith Customer		123 Test Street			60.00	Not Sent	Unpaid	Receive Payment 👻
Ť			99694	Mr Brian Smith Customer		NT N		20	330.00	processed	Unpaid	Receive Payment 👻
			SUB-23072447	Mr Brian Smith Customer		Make Split Paymen	ts		310.00	processed	Unpaid	Receive Payment 👻
			18842	Mr Brian Smith Customer		Convenience	Eee: \$0.30 (2.00%)		358.64	processed	Unpaid	Receive Payment 👻
			113151	Cooper and Benton LLC		(Cancel		315.00	processed	Unpaid	Receive Payment 👻
	+		113147	Sam Anderson		Pa	y \$15.30		14.00	processed	Unpaid	Receive Payment 👻

6. Click on **Pay** button.

7. After the successful transaction, the card information stores in customer vault against a customer you have received the payment for and it can be used in future transactions.

3.1.2.4 Paying an Invoice using the Customer's Saved Payment Card Profile

The following steps outlines how to use the stored card (profile) to process a payment.

- 1. You are on the **Open Invoices** screen.
- 2. Under the Action column, click on Receive Payment of an invoice you wish to receive payment for.
- 3. It opens the Payment dialog.
- 4. Click on arrow icon as shown in the figure below.

EP	Invoices	5			10		Sam An	derson					×
	-	Open Invoices	Recei	ve Payments	Stater	Card A Ba	ank		ţ				
۵	-(Batch actions -				Please select a ca	ard profile	3	•			Q Search	Invoices
	* `					Card Information			4				
2			INVOICE NO	CUSTOMER		XXXX-XXXX-XXXX-XX	XXX			TOTAL	EMAIL STATUS	STATUS	ACTION
\$			64608	Sam Anderson		MM / YY		CVV		\$15.00	Not Sent	Unpaid	Receive Payment 👻
			158151	Mr Brian Smith Customer		Name On Card				30.06	processed	Unpaid	Receive Payment 👻
			251151	Mr Brian Smith Customer		Billing Information				\$90.00	Not Sent	Unpaid	Receive Payment 👻
l⊕ ∽			157455	Mr Brian Smith Customer		Address				60.00	Not Sent	Unpaid	Receive Payment 👻
\$			99694	Mr Brian Smith Customer		City	States	▼ ZipCo	de	330.00	processed	Unpaid	Receive Payment 👻
			SUB-23072447	Mr Brian Smith Customer		Make Split Pay	ments	lyments		\$10.00	processed	Unpaid	Receive Payment 👻
			18842	Mr Brian Smith Customer						\$58.64	processed	Unpaid	Receive Payment 👻
			113151	Cooper and Benton LLC			Can	cel		\$15.00	processed	Unpaid	Receive Payment 👻
	+		113147	Sam Anderson			Pay \$1	15.00		314.00	processed	Unpaid	Receive Payment 👻

5. Select the card profile from the top dropdown as shown in the figure below.

EP	Invoices	6					Sam Anderson					×
		Open Invoices	Recei	ve Payments	State	Card	Bank					
命						Please select a	card profile	•				+ Create Invoice
∟	r(Batch actions -	\supset			Please select a card	d profile				Q Search I	nvoices
5			INVOICE NO	CUSTOMER		xxxx-xxxx-xxxx-545	14	Ť	OTAL	EMAIL STATUS	STATUS	ACTION
0			64608	Sam Anderson		xxxx-xxxx-410	H 🔶	Ť	\$15.00	Not Sent	Unpaid	Receive Payment 👻
			158151	Mr Brian Smith Customer		Name On Card			30.06	processed	Unpaid	Receive Payment 👻
			251151	Mr Brian Smith Customer		Billing Information	1		90.00	Not Sent	Unpaid	Receive Payment 👻
u⊕ ¢3			157455	Mr Brian Smith Customer		City	States 💌	ZinCode	60.00	Not Sent	Unpaid	Receive Payment 👻
Ĩ			99694	Mr Brian Smith Customer		Save card for	r future payments	Lipodo	330.00	processed	Unpaid	Receive Payment 👻
			SUB-23072447	Mr Brian Smith Customer		Make Split Pa	ayments		\$10.00	processed	Unpaid	Receive Payment 👻
			18842	Mr Brian Smith Customer					358.64	processed	Unpaid	Receive Payment 👻
			113151	Cooper and Benton LLC			Cancel		315.00	processed	Unpaid	Receive Payment 👻
	+		113147	Sam Anderson			Pay \$15.00		314.00	processed	Unpaid	Receive Payment 👻

6. It fetches the card information in the fields as shown in the figure below.

EP	Invoices					San	n Anderson				×
		Open Invoices	Recei	ive Payments	State	E Card					
命						xxxx-xxxx-xxxx-4101		•			+ Create Invoice
Ľ	r(Batch actions -	\supset			Card Information		肉		Q Search	Invoices
3			INVOICE NO	CUSTOMER		xxxxxxxxx4101		TOTAL	EMAIL STATUS	STATUS	ACTION
\$			64608	Sam Anderson		12/25	XXX	\$15.00	Not Sent	Unpaid	Receive Payment 👻
			158151	Mr Brian Smith Customer		Sam Anderson		330.06	processed	Unpaid	Receive Payment 👻
			251151	Mr Brian Smith Customer		Billing Information		390.00	Not Sent	Unpaid	Receive Payment 👻
⊕			157455	Mr Brian Smith Customer		123 test road		360.00	Not Sent	Unpaid	Receive Payment 👻
\$			99694	Mr Brian Smith Customer		Sterling L	Louisiana 👻 12222	330.00	processed	Unpaid	Receive Payment 👻
			SUB-23072447	Mr Brian Smith Customer		Make Split Paymer	nts	\$10.00	processed	Unpaid	Receive Payment 👻
			18842	Mr Brian Smith Customer				358.64	processed	Unpaid	Receive Payment 👻
			113151	Cooper and Benton LLC			Cancel	\$15.00	processed	Unpaid	Receive Payment 👻
	+		113147	Sam Anderson		Pi	ay \$15.00	\$14.00	processed	Unpaid	Receive Payment 👻

- 7. Click on **Pay** button.
- 8. The transaction processes successfully with the card on file.

3.1.2.5 Saving a Customer's Bank ACH Details for Future Use

The following steps outlines how to save the bank (ACH) for future payments.

- 1. You are on the **Open Invoices** screen.
- 2. Under the Action column, click on Receive Payment.
- 3. It opens the Payment dialog.
- 4. Switch to the **Bank** tab.
- 5. Enter the bank information.
- 6. Select the **"Save Bank for future payments"** checkbox as shown in the figure below.

					Sam Anderson				
	Open Invoices	Recei	ve Payments	State	Card ABank				
					Bank Information				+ Create Invoi
r(Batch actions -	\supset			Sam Anderson			Q Search	Invoices
		INVOICE NO	CUSTOMER		Checking •	OTAL	EMAIL STATUS	STATUS	ACTION
		64608	Sam Anderson		036001808	\$15.00	Not Sent	Unpaid	Receive Payment 👻
		158151	Mr Brian Smith Customer		Save bank info for future payments	330.06	processed	Unpaid	Receive Payment 👻
		251151	Mr Brian Smith Customer		Make Split Payments	90.00	Not Sent	Unpaid	Receive Payment 👻
		157455	Mr Brian Smith Customer			\$60.00	Not Sent	Unpaid	Receive Payment 🛛 🔫
		99694	Mr Brian Smith Customer			30.00	processed	Unpaid	Receive Payment 👻
		SUB-23072447	Mr Brian Smith Customer			\$10.00	processed	Unpaid	Receive Payment 👻
		18842	Mr Brian Smith Customer			358.64	processed	Unpaid	Receive Payment 👻
		113151	Cooper and Benton LLC		Cancel	315.00	processed	Unpaid	Receive Payment 👻
+		113147	Sam Anderson		Pay \$15.00	314.00	processed	Unpaid	Receive Payment -

- 7. Click on **Pay** button.
- 8. After the successful transaction, the bank information stores in customer vault against a customer you have received the payment for and it can be used in future transactions.

3.1.2.6 Paying an Invoice Using a Customer Saved Bank ACH Profile

The following steps outlines how to use the stored bank information (profile) to process a payment.

- 1. You are on the **Open Invoices** screen.
- 2. Under the Action column, click on Receive Payment of an invoice you wish to receive payment for.
- 3. It opens the Payment dialog.
- 4. Switch to the **Bank** tab.
- 5. Select the bank profile from the top dropdown as shown in the figure below.

		Sam Anderson	
Receive Payments	Stater	Card A Bank	
		Please select a card profile	
CUSTOMER	DATE	Please select a card profile	EMAIL STATUS
Sam Anderson	09/26/2023	xxxx-xxxxx-1808	Not Sent
Sam Anderson	09/26/2023	Account Number	Not Sent
Sam Anderson	09/25/2023	Account Holder Name	Not Sent
Sam Anderson	09/25/2023	Routing Number	Not Sent
Sam Anderson	09/25/2023	Save bank info for future payments	Not Sent
David Miller	09/12/2023	Make Split Payments	Not Sent
David Miller	09/12/2023		Not Sent
David Miller	09/12/2023		Not Sent
David Miller	09/12/2023	Cancel	Not Sent
		Pay \$5.00	Items nor name:

6. It fetches the bank information in the fields as shown in the figure below.

		Sam Anderson		
ceive Payments	State	E Card		
		xxxx-xxxxx-1808	•	
CUSTOMER	DATE	Bank Information		EMAIL STATUS
Sam Anderson	09/26/2023	Sam Anderson		Not Sent
Sam Anderson	09/26/2023	Account Type		Not Sent
Sam Anderson	09/25/2023	Routing Number		Not Sent
Sam Anderson	09/25/2023	200000001808		Not Sent
Sam Anderson	09/25/2023	Save bank info for future payments Make Split Payments		Not Sent
David Miller	09/12/2023			Not Sent
David Miller	09/12/2023			Not Sent
David Miller	09/12/2023			Not Sent
David Miller	09/12/2023	Cancel		Not Sent
		Pay \$5.00		

- 7. Click on **Pay** button.
- 8. The transaction processes successfully with the bank information on file.

3.1.3 Make Split Payments

You can choose to split the whole payment into multiple number of small payments, which are automatically charged on a monthly or weekly basis.

The following steps outlines how to make invoice payments in split.

- 1. You are on the **Open Invoices** screen.
- 2. Under the Action column, click on Receive Payment.
- 3. It opens the Payment dialog.
- 4. Enter the card and billing information.

5. Select the "Make Split Payment" checkbox as shown in the figure below.

			Sam Anderson		
yments	State	123			
		Sam Anderso	n		
		Billing Informa	tion		
MER	DATE	123 test stree	ət		EMAIL STATUS
nderson	09/19/2023	Test	New Y 👻	12345	Not Sent
stomer	09/18/2023	Save care	d for future payments		Not Sent
Ailler	09/12/2023	Make Spl	it Payments		processed
Ailler	09/12/2023	Choose Occura	nce*		Not Sent
Ailler	09/12/2023	No. of Cycles*			Not Sent
Ailler	09/12/2023				Not Sent
Ailler	09/12/2023	Select Start Dat	e*		Not Sent
			Cancel		Name arrange
			Pay \$25.99		iverita per page.

- 6. Select the **Frequency**: **Weekly** or **Monthly**
- 7. Enter No. of Cycles. (break invoice amount into how many splits)
- 8. Select the Start Date. (it is the date when first split payment will process)
- 9. The split amounts and their processing date auto fill in the fields as shown in the figure below.

		Sam Anderson		
Stater	123 test street			
	Test	New Y 👻	12345	
	Save card	for future payments		
DATE	Make Split	Payments		EMAIL STATUS
09/19/2023	Weekly		*	Not Sent
09/18/2023	No. of Cycles*			Not Sent
09/12/2023	- Select Start Date*			processed
09/12/2023	9/19/2023			Not Sent
09/12/2023	Select Start Date 9/19/2023	۲	\$ 12.99	Not Sent
09/12/2023	Select Start Date			Not Sent
09/12/2023	9/26/2023	1	\$ 13.00	Not Sent
		Cancel	l.	
		Pav \$25.99		items per page:
	States DATE 09/19/2023 09/12/2023 09/12/2023 09/12/2023 09/12/2023 09/12/2023	State 123 test street Test Test DATE Make Split 09/19/2023 Make Split 09/18/2023 Nsi et Cycles* 09/12/2023 Seect Start Date* 09/12/2023 Seect Start Date* 09/12/2023 Seect Start Date* 09/12/2023 Seect Start Date 09/12/2023 Seect Start Date	State 123 test street 123 test street 123 test street Test New Y Test New Y Save card for future payments Soree Occurated* Weekly 09/19/2023 09/12/2023 09/12/2023 09/12/2023 09/12/2023 09/12/2023 Sevent Start Date* 9/19/2023 09/12/2023 09/12/2023 Sevent Start Date 9/19/2023 Sevent Start Date 9/19/2023 Sevent Start Date 9/19/2023 Sevent Start Date 9/12/2023 Sevent Start Date 9/12/2023 Sevent Start Date 9/12/2023 Sevent Start Date 9/12/2023 Sevent Start Date 9/26/2023 Sevent Start Date 9/26/2023	State 123 test street 123 test street Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 Test New Y 12345 New Y 1245 New Y 125 New Y 12602023 127 128 129 129 129 129 129 129 129 12023 12023 12023 12023

10. Click on **Pay** button.

11. The invoice sets to process payments in a split successfully as shown in the figure below.

voices										×
Open is	nvoices	Receiv	e Paymenta	Statements						
r (Seco	actions +)							Q, 544	rch Invoices
	Ō	INVOICE NO	CUSTOMER	DATE	EVE GATE	BALANCE	10546	EMAIL STATUS	STATUS	ACTION
-	Q	1083	Sam Andeman	09/19/2023	10/19/2023	125.99	\$25.99	Not Sant	-	Facal-s Pajment 👻
INVOICE NO	AMO	ат	PW/WENT CAT	ć	CARD NO FAC	27 100		TATUS		ACTION
1083	\$12.5	9	09/19/2025		2000003454			SCHENGED		Ŧ
1053	513 (10	0926/2923		300000(\$454		4	anierskien -		Ŧ
	0	1077	Test Cestomer	09/15/2023	10/16/2023	\$1.00	\$1.00	Not Sant	-	Faceve Payment •
	O	1069	David Miller	06/12/2023	10/12/2023	311.00	575:00	processed		Reinig Parment

3.1.4 Partial Payments

The concept of partial payments and installment payments allow customers pay a fraction of the total amount for a product or service in installments until the total amount is paid.

1. Click on the **Invoices** menu in the left navigation as shown in the figure below.

EP	Dashboard		×
	Paid 81	Due Overdue	
ŵ	Paid Invoices	Due Invoices Overdue Invoices	
<u>۲</u>	-		
5	Payments 09-23-2023 to 10-23-2023	Approved Decline Due Payments 09-23-2023 to 10-23-2023	
	219/ 49/ 10	OO/ Paid	
	Average Monthly Approved Average Monthly Declined Average	U 70 Overdue ige Monthly Due Due	
10			
ſð			
®	25 Sep 27 Sep 29 Sep Oct'23 03 Oct 05 Oct 07 Oct 0	9 Oct 11 Oct 13 Oct 15 Oct 17 Oct 19 Oct 21 Oct	

- 2. It opens the Invoices screen.
- 3. Click on the **Received Payments** as shown in the figure below.

P	Invoice	es										>
		Open Invoices	;	Receive Payments	Statements							
ጔ				t							+ Create Invoice	
~	Ł	Batch action	s •							Q Searc	h Invoices	
5			INVOICE NO	CUSTOMER	INVOICE DATE	DUE DATE	BALANCE	TOTAL	EMAIL STATUS	STATUS	ACTION	
 			39565	Sam Anderson	01/11/2024	02/10/2024	\$5.00	\$5.00	Not Sent	Unpaid	Receive Payment -	
1			3978	Sam Anderson	01/11/2024	02/10/2024	\$100.05	\$100.05	Not Sent	Unpaid	Receive Payment -	
<u>م</u>			6044	Sam Anderson	01/11/2024	02/10/2024	\$96.00	\$96.00	Not Sent	Unpaid	Receive Payment 👻	
.⊕ მა			3669	Sam Anderson	01/11/2024	02/10/2024	\$80.00	\$80.00	Not Sent	Unpaid	Receive Payment 👻	
~			3995	ERP Pay Customer	01/11/2024	02/10/2024	\$20.00	\$20.00	Not Sent	Unpaid	Receive Payment	
			39674	Demo Customer	01/11/2024	02/10/2024	\$100.00	\$100.00	Not Sent	Unpaid	Receive Payment -	
			3258	Demo Customer	01/11/2024	02/10/2024	\$10.00	\$10.00	Not Sent	Unpaid	Receive Payment -	
			8539	John Mecellum	01/11/2024	02/10/2024	\$70.00	\$70.00	Not Sent	Unpaid	Receive Payment -	
			3987	james grill	01/11/2024	02/10/2024	\$90.00	\$90.00	Not Sent	Unpaid	Receive Payment -	

4. Click on the Received From to select the customer from listing.

P	Invoices					×
	Open Invoices	Receive Payments	Statements			
ົລ ≃	Received From Customer	Payment \$0.00	Amount			
				No Invoice(s) found		

- 5. The Customer open invoices will be show in listing as shown in the figure Below.
- 6. Click on the check icon to select the invoices for partial payment.

leceived From		P	ayment Amount				
Sam Anderson		×	\$135.00				
	Invoice No		Date	Original Amount	Amount Due	Payment	
	REC-09101651		01/09/2024	\$20.00	\$20.00	\$0.00	
	REC-09102024		01/09/2024	\$20.00	\$20.00	\$0.00	
	5646		01/10/2024	\$19.00	\$19.00	\$0.00	
	1785		01/11/2024	\$50.00	\$0.00	\$50.00	
	3669		01/11/2024	\$80.00	\$0.00	\$80.00	
	6044		01/11/2024	\$96.00	\$96.00	\$0.00	
	3978		01/11/2024	\$100.05	\$100.05	\$0.00	
	39565		01/11/2024	\$5.00	\$0.00	\$5.00	
Totals				\$390.05	\$255.05	\$135.00	
						Amount For Selected Invoices	
						Amount Due	\$13
						Applied	\$1
						Discount & Credits Applied	

- 7. Click on the **Pay Button** to pay the partial payments.
- 8. Enter the card information and billing information as shown in the figure below.

EP	In	voices				Sam Anderson			×
		Received From Sam Anderson	×	Payment Amoun \$135.00	Card	Bank			
ŵ			Invoice No	Date	54*****5454			Payment	
			REC-09101651	01/09/2024	02 / 25	185		\$0.00	
5 4			REC-09102024	01/09/2024	Sam Anderson			\$0.00	
Ĩ ■			5646	01/10/2024	Billing Information			\$0.00	
ē			1785	01/11/2024	123 Test Street			\$50.00	
[3669	01/11/2024	Sterling	Virginia 👻	12345	\$80.00	
ŝ			6044	01/11/2024	Save card for	future payment	5	\$0.00	
			3978	01/11/2024				\$0.00	
			39565	01/11/2024		Cancel		\$5.00	
		Totals			_	Pay \$135.00		\$135.00	

- 9. Click on Pay button.
- 10. Once the transaction is successfully processed, the transaction receipt appears as shown in the figure below.

EP	Invoices					×			×
	Received From		Payment Amoun						
	Sam Anderson	ı	× \$135.00						
				ER	P PAY				
ŵ		Invoice No	Date	24527.0			Pa	yment	
₩		REC-09101651	01/09/2024	Castaic,	California,91384		\$0	0.00	
		REC-09102024	01/09/2024	Trans. Type:	CC-Sale		\$0	0.00	
⊗ B		5646	01/10/2024	Customer Name: Trans. Date:	Sam Anderson Jan 11, 2024		\$0	0.00	
		1785	01/11/2024	Sub Total: Total Amount:	\$135.00 \$135.00		\$5	50.00	
[⊕		3669	01/11/2024	Trans. Status: Card #:	APPROVED XXXXXXXXXXXX5454		\$8	0.00	
¢		6044	01/11/2024	Card Holdon	MasterCard	_	\$0	0.00	
		3978	01/11/2024	samanderson.v	o@outlook.com		\$0	0.00	
		39565	01/11/2024		Email Reciept		\$5	5.00	
	Totals				Print Reciept		\$1	35.00	

4 Payments

The payments screen lists all the transactions processed through extension.

4.1 View Transactions

The following steps outlines how to view transactions.

1. Click on the **Payments** menu in the left navigation as shown in the figure below.



2. It opens the payments screen pulling up the transactions processed through as shown in the figure below. The payments screen displays transaction ID, invoice no, customer name, amount, transaction date & time, status transaction type and card number.

EP	Payments										×
	в								Q Search Transactions		
ŵ	TRANS.ID		INVOICE NO	CUSTOMER NAME	TRANS.AMOUNT	TRANS.DATE	STATUS	TRANS.TYPE	CARD NO / ACCT NO	ACTION	
2	2964014	31887	251151	Mr Brian Smith Customer	\$91.80	10/23/2023 5:51:27 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
	29653653	31156	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:39:17 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
×	2963974	30790	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:33:10 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
1	2963944	30187	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:23:08 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
<u>لے</u> الم	2963924	30024	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:20:24 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
¢	29652752	25449	99694	Mr Brian Smith Customer	\$30.60	10/23/2023 4:04:21 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
	29652452	22583	4851	Mr Brian Smith Customer	\$12.29	10/23/2023 3:16:45 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
	2964355	14873	89488	Mr Brian Smith Customer	\$71.40	10/23/2023 1:08:04 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
	2965375	32007	CF-64608_121746,CF- 113147_121751,64610,64611	Sam Anderson	\$20.40	10/23/2023 12:53:27 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
	2965345	30278	64608	Sam Anderson	\$0.00	10/23/2023 12:24:39 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~
	2963954	30252	64608	Sam Anderson	\$0.00	10/23/2023 12:24:13 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~
				Mr Brian Smith		10/03/0003 10-01-10 DM		CC Profile			

4.2 Void A Transaction

A void transaction is a transaction that is canceled by a merchant or vendor before it settles through a consumer's debit or credit card account. Voiding a transaction is typically done for accidental or incorrect transactions.

The following steps outlines how to void a transaction.

- 1. You are on the **Payments** screen.
- 2. Under the **Action** column, click on small down arrow of the transaction you wish to void as shown in the figure below.

	Q Search Transactions	s
TRANS.TYPE	CARD NO / ACCT NO	ACTION
ACH Sale	XXXXXX1808	Receipt 🗸 🗸
CC Sale	XXXXXX5454	Receipt ~
CC Sale	XXXXX5454	Receipt ~

- 3. This action expands more options.
- 4. Click on **Void** as shown in the figure below.

	Q Search Transactions							
TRANS.TYPE	CARD NO / ACCT NO	ACTION						
ACH Sale	XXXXXX1808	Receipt ~						
CC Sale	XXXXX5454	Receipt ~						
CC Sale	XXXXX5454	Receipt ~						
CC Profile Sale	XXXXX5454	Void						
CC Sale	XXXXX5454	Refund						
CC Sale	XXXXX5454	Print						

5. An alert dialog pops up as shown in the figure below; click on Yes button.

P	Paym	ients									×
	GF								Q Search Transactions		
ð		TRANS.ID	INVOICE NO	CUSTOMER NAME	TRANS.AMOUNT	TRANS.DATE	STATUS	TRANS.TYPE	CARD NO / ACCT NO	ACTION	
~		296401431887	251151	Mr Brian Smith Customer	\$91.80	10/23/2023 5:51:27 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
5		296536531156	158151	Mr Brian Smith	\$30.66	10/23/2023 5:39:17 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
_		296397430790	158151	Void Transaction			APPROVED	CC Sale	XXXXX5454	Receipt	~
		296394430187	158151	Are you s	ure you want to void this	transaction?	APPROVED	CC Sale	XXXXX5454	Receipt	~
à		296392430024	158151		No Yes		APPROVED	CC Sale	XXXXXX5454	Receipt	~
≩		296527525449	99694	Mr Brian Smith Customer	\$30.60	10/23/2023 4:04:21 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		296524522583	4851	Mr Brian Smith Customer	\$12.29	10/23/2023 3:16:45 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
		296435514873	89488	Mr Brian Smith Customer	\$71.40	10/23/2023 1:08:04 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		296537532007	CF-64608_121746,CF- 113147_121751,64610,64611	Sam Anderson	\$20.40	10/23/2023 12:53:27 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
		296534530278	64608	Sam Anderson	\$0.00	10/23/2023 12:24:39 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~
		296395430252	64608	Sam Anderson	\$0.00	10/23/2023 12:24:13 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~

6. The confirmation message appears and transaction voids successfully as shown in the figure below.

Payments							Transaction voided successfully			
GF							Q Search Transactions			
TRANS.ID	INVOICE NO	CUSTOMER NAME	TRANS.AMOUNT	TRANS.DATE	STATUS	TRANS.TYPE	CARD NO / ACCT NO	ACTION		
296401431887	251151	Mr Brian Smith Customer	\$91.80	10/23/2023 5:51:27 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~	
296536531156	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:39:17 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~	
296397430790	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:33:10 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~	
296394430187	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:23:08 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~	
296392430024	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:20:24 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~	
296527525449	99694	Mr Brian Smith Customer	\$30.60	10/23/2023 4:04:21 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	*	
296524522583	4851	Mr Brian Smith Customer	\$12.29	10/23/2023 3:16:45 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~	
296435514873	89488	Mr Brian Smith Customer	\$71.40	10/23/2023 1:08:04 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~	
296537532007	CF-64608_121746,CF- 113147_121751,64610,64611	Sam Anderson	\$20.40	10/23/2023 12:53:27 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~	
296534530278	64608	Sam Anderson	\$0.00	10/23/2023 12:24:39 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~	
296395430252	64608	Sam Anderson	\$0.00	10/23/2023 12:24:13 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~	
		Ma Baisa Carilla		10/00/0000 10:01 10 011		CC Duelle				

7. The voided transaction is nested (+) with original sale transaction in the grid as shown in the figure below.

P	Paym	ients									×
	GT								Q Search Transactions		
ъ	1	TRANS.ID	INVOICE NO	CUSTOMER NAME	TRANS.AMOUNT	TRANS.DATE	STATUS	TRANS.TYPE	CARD NO / ACCT NO	ACTION	
~	+	296401431887	251151	Mr Brian Smith Customer	\$91.80	10/23/2023 5:51:27 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
<u>হ</u>		296536531156	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:39:17 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
2		296397430790	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:33:10 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
5]		296394430187	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:23:08 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
€		296392430024	158151	Mr Brian Smith Customer	\$30.66	10/23/2023 5:20:24 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
Þ		296527525449	99694	Mr Brian Smith Customer	\$30.60	10/23/2023 4:04:21 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		296524522583	4851	Mr Brian Smith Customer	\$12.29	10/23/2023 3:16:45 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		296435514873	89488	Mr Brian Smith Customer	\$71.40	10/23/2023 1:08:04 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		296537532007	CF-64608_121746,CF- 113147_121751,64610,64611	Sam Anderson	\$20.40	10/23/2023 12:53:27 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		296534530278	64608	Sam Anderson	\$0.00	10/23/2023 12:24:39 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~
		296395430252	64608	Sam Anderson	\$0.00	10/23/2023 12:24:13 PM GMT+5	DECLINED	ACH Sale	XXXXXX1808	Receipt	~
				Ma Dalam Carilla		40/00/0000 40/04/40 DM		CC Destin			

8. To view the voided transaction, click on + sign and it expands the record with in the grid as shown in the figure below.

Payments										×
GF								Q Search Transactions		
TRANS.ID	INVOICE NO		CUSTOMER NAME 🕆	TRANS.AMOU	NT TRANS.DATE	STATUS	TRANS.TYPE	CARD NO / ACCT NO	ACTION	
- 296401431887	251151		Mr Brian Smith Customer	\$91.80	10/23/2023 5:51:27 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
TRANS.ID	INVOICE NO	CUSTOMER NAME	TRANS.AMOUN	т ті	RANS.DATE	STATUS	TRANS.	TYPE	ACTION	
296401431887	251151	Mr Brian Smith Customer	\$91.80	10)/23/2023 1:34:01 PM GMT+5	APPROVED	CC Voir	d	ē 🖸	
296536531156	158151		Mr Brian Smith Customer	\$30.66	10/23/2023 5:39:17 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
296397430790	158151		Mr Brian Smith Customer	\$30.66	10/23/2023 5:33:10 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
296394430187	158151		Mr Brian Smith Customer	\$30.66	10/23/2023 5:23:08 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
296392430024	158151		Mr Brian Smith Customer	\$30.66	10/23/2023 5:20:24 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
296527525449	99694		Mr Brian Smith Customer	\$30.60	10/23/2023 4:04:21 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
296524522583	4851		Mr Brian Smith Customer	\$12.29	10/23/2023 3:16:45 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
296435514873	89488		Mr Brian Smith Customer	\$71.40	10/23/2023 1:08:04 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
	CE-64608 121746 C	F.			10/23/2023 12:53:27 PM					

4.3 Refund A Transaction

Refunding a transaction returns the money to the customer. You can perform either a partial or a full refund on transaction. Only transactions that have already been settled can be refunded.

The following steps outlines how to refund a transaction.

- 1. You are on the **Payments** screen.
- 2. Under the **Action** column, click on small down arrow of a transaction you wish to refund as shown in the figure below.

	Q Search Transactions	
TRANS.TYPE	CARD NO / ACCT NO	ACTION
ACH Sale	XXXXXX1808	Receipt 🗸 🔶
CC Sale	XXXXXX5454	Receipt ~
CC Sale	XXXXXX5454	Receipt 🛩

- 3. This action expands more options.
- 4. Click on **Refund** as shown in the figure below.

	Q Search Transactions							
TRANS.TYPE	CARD NO / ACCT NO	ACTION						
ACH Sale	XXXXXX1808	Receipt ~						
CC Sale	XXXXXX5454	Void						
CC Sale	XXXXX5454	Refund						
CC Profile Sale	XXXXX5454	Print						
CC Sale	XXXXX5454	Receipt ~						

5. The dialog pops up as shown in the figure below.

E P	Payments									×
			Customer		GMT+5					
	296218407204	113147	Sam Anderson	\$7.00	10/23/2023 6:00:04 AM GMT+5	APPROVED	CC Profile Sale	XXXXX5454	Receipt	~
	293025532808	113148	Sam Anderson	\$22.00	10/20/2023 6:06:49 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
<u>ଜ</u>	293014430935	113146	Sam Anderson	\$12.00	10/20/2023 5:36:11 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
	293045535830	18841	Mr Brian Smith Customer	\$1.00	10/20/2023 1:57:11 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
ت ا	293039535692	113153	Cooper and Benton	action	10/20/2023 1:54:53 PM	APPROVED	CC Sale	XXXXXX5454	Receipt	~
Ē	293051435326	185466	Mr Refund Amount*	action		APPROVED	CC Sale	XXXXXX1111	Receipt	~
	293043434660	1854	Mr 550.00 Cu:			APPROVED	CC Sale	XXXXXX5454	Receipt	~
[⊕]	293034534398	3307	Sar	c	ancel	APPROVED	CC Profile Sale	XXXXXX5454	Receipt	~
ŝ	293038434394	47874	Sam Anderson	\$45.00	10/20/2023 1:33:15 PM GMT+5	APPROVED	CC Profile Sale	XXXXXX5454	Receipt	~
	293022532505	SUB-20114451	Mr Brian Smith Customer	\$50.00	10/20/2023 1:01:46 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
	293024432217	113154	Cooper and Benton LLC	\$22.00	10/20/2023 12:56:58 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
	293012531315	113155	Mr Brian Smith Customer	\$80.00	10/20/2023 12:41:56 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~

- 6. Enter the amount you wish to refund. You can perform either a partial or a full refund.
- 7. Click on **Refund** button.
- 8. The confirmation message appears and transaction refunds successfully as shown in the figure below.

P	Payments							Transaction refunded succes	sfully	
			Customer		GMT+5					
	296218407204	113147	Sam Anderson	\$7.00	10/23/2023 6:00:04 AM GMT+5	APPROVED	CC Profile Sale	XXXXX5454	Receipt	~
	293025532808	113148	Sam Anderson	\$22.00	10/20/2023 6:06:49 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
<u>ት</u>	293014430935	113146	Sam Anderson	\$12.00	10/20/2023 5:36:11 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
~	293045535830	18841	Mr Brian Smith Customer	\$1.00	10/20/2023 1:57:11 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
3	293039535692	113153	Cooper and Benton LLC	\$20.00	10/20/2023 1:54:53 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
	293051435326	185466	Mr Brian Smith Customer	\$90.00	10/20/2023 1:48:47 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
<u> </u>	293043434660	1854	Mr Brian Smith Customer	\$50.00	10/20/2023 1:37:41 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
ð	293034534398	3307	Sam Anderson	\$85.00	10/20/2023 1:33:19 PM GMT+5	APPROVED	CC Profile Sale	XXXXXX5454	Receipt	~
rê	293038434394	47874	Sam Anderson	\$45.00	10/20/2023 1:33:15 PM GMT+5	APPROVED	CC Profile Sale	XXXXX5454	Receipt	~
	293022532505	SUB-20114451	Mr Brian Smith Customer	\$50.00	10/20/2023 1:01:46 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
	293024432217	113154	Cooper and Benton LLC	\$22.00	10/20/2023 12:56:58 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
	293012531315	113155	Mr Brian Smith Customer	\$80.00	10/20/2023 12:41:56 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
						Items per page:	50 👻	1 – 50 of 513 < 💙		

9. The refunded transaction is nested (+) with original sale transaction in the grid as shown in the figure below.

EP	Paym	nents									×
		206218407204	4424.47	Customer	\$7.00	GMT+5 10/23/2023 6:00:04 AM	100001/50	CC Profile	YYYYYYE464	Respiret	
		230210407204	115147	Sam Anderson	37.00	GMT+5	APPROVED	Sale		Receipt	Ť
		293025532808	113148	Sam Anderson	\$22.00	10/20/2023 6:06:49 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	*
命		293014430935	113146	Sam Anderson	\$12.00	10/20/2023 5:36:11 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		293045535830	18841	Mr Brian Smith Customer	\$1.00	10/20/2023 1:57:11 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
		293039535692	113153	Cooper and Benton	\$20.00	10/20/2023 1:54:53 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
₽ B		293051435326	185466	Mr Brian Smith Customer	\$90.00	10/20/2023 1:48:47 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
		293043434660	1854	Mr Brian Smith Customer	\$50.00	10/20/2023 1:37:41 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
[]∂	+	293034534398	3307	Sam Anderson	\$85.00	10/20/2023 1:33:19 PM GMT+5	APPROVED	CC Profile Sale	XXXXXX5454	Receipt	~
¢	1	293038434394	47874	Sam Anderson	\$45.00	10/20/2023 1:33:15 PM GMT+5	APPROVED	CC Profile Sale	XXXXXX5454	Receipt	~
		293022532505	SUB-20114451	Mr Brian Smith Customer	\$50.00	10/20/2023 1:01:46 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		293024432217	113154	Cooper and Benton	\$22.00	10/20/2023 12:56:58 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
		293012531315	113155	Mr Brian Smith Customer	\$80.00	10/20/2023 12:41:56 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
							Items per page:	50 👻	1 – 50 of 100 < 🗲		

10. To view the refunded transaction, click on + sign and it expands the record with in the grid as shown in the figure below.

Payments										×
			Customer		GMT+5					
296218407204	113147		Sam Anderson	\$7.00	10/23/2023 6:00:04 AM GMT+5	APPROVED	CC Profile Sale	XXXXXX5454	Receipt	~
293025532808	113148		Sam Anderson	\$22.00	10/20/2023 6:06:49 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
293014430935	113146		Sam Anderson	\$12.00	10/20/2023 5:36:11 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
293045535830	18841		Mr Brian Smith Customer	\$1.00	10/20/2023 1:57:11 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
293039535692	113153		Cooper and Benton LLC	\$20.00	10/20/2023 1:54:53 PM GMT+5	APPROVED	CC Sale	XXXXXX5454	Receipt	~
293051435326	185466		Mr Brian Smith Customer	\$90.00	10/20/2023 1:48:47 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~
293043434660	1854		Mr Brian Smith Customer	\$50.00	10/20/2023 1:37:41 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
- 293034534398	3307		Sam Anderson	\$85.00	10/20/2023 1:33:19 PM GMT+5	APPROVED	CC Profile Sale	XXXXX5454	Receipt	~
TRANS.ID	INVOICE NO	CUSTOMER NAME	TRANS.AMOUNT	TRAN S.DATE		STATUS	TRANS.TYP	E	ACTION	
296563534877	3307	Sam Anderson	(\$50.00)	10/23/2023 1:4	11:18 PM GMT+5	APPROVED	CC Refund		ē 🖸	
293038434394	47874		Sam Anderson	\$45.00	10/20/2023 1:33:15 PM GMT+5	APPROVED	CC Profile Sale	XXXXXX5454	Receipt	~
293022532505	SUB-20114451		Mr Brian Smith Customer	\$50.00	10/20/2023 1:01:46 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
293024432217	113154		Cooper and Benton LLC	\$22.00	10/20/2023 12:56:58 PM GMT+5	APPROVED	CC Sale	XXXXX5454	Receipt	~
293012531315	113155		Mr Brian Smith Customer	\$80.00	10/20/2023 12:41:56 PM GMT+5	APPROVED	CC Sale	XXXXXX1111	Receipt	~

5 Recurring

5.1 Recurring Payments

Recurring Payments allows you to save time and reduce mistakes. By using recurring transactions, you can automate repetitive journal entries, set invoices to generate automatically for subscription-type customers, or automate writing of a check or entering a bill.

EP	Recurring Payme	ents						Recurring Payments									
										+ Create Recurring							
	RECURRING ID	CUSTOMER	AMOUNT	PERIOD	NO. OF OCCURRENCE	STARTED DATE	NEXT BILLING DATE	END DATE	STATUS	ACTION							
<u>ش</u>	23	Demo Customer	\$40.00	Daily	6	08/01/2024	\$40.00 on 01/09/2024	13/01/2024	ACTIVE								
5	22	Demo Customer	\$250.00	Daily	5	15/01/2024	\$250.00 on 01/16/2024	19/01/2024	TRAIL END NONE								
	21	Demo Customer	\$50.00	Weekly	2	01/01/2024	\$50.00 on 01/08/2024	15/01/2024	ACTIVE								
ii Di							Records per page	50 💌	1 – 3 of 3 < >								
I ⊕																	
¢																	

- 1. Click on the **Create Recurring** Button.
- 2. Select the **Customer** from the customer dropdown.
- 3. Select the Start Date, Product, Quantity, Rate, Amount and Interval period.

Recurring Paymer	nts		c	reate Recurring Invoice						Close
			С	Sam Anderson						×
RECURRING ID	CUSTOMER	AMOUNT PER	RI	lotaile						
27	Demo Customer	\$20.00 Mo	ont							
26	Sam Anderson	\$20.00 Mo	ont	Start Date						
25	John Mecellum	\$102.00 Dai	ily	1/9/2024	Ĝ					
24	Demo Customer	\$55.15 Dai	iily	Product	Description		Qty	Rate	Amount	
23	Demo Customer	\$40.00 Dai	iily							
22	Demo Customer	\$250.00 Dai	iily	Hours -			2	\$10.00	\$20.00	
21	Demo Customer	\$50.00 We	eel	Add Product						
				Interval						
				Monthly	*					
				No. Of Occurrence						
	Recurring Paymer RECURRING ID	RECURRING ID CUSTOMER 27 Demo Customer 28 Sam Anderson 29 Demo Customer 29 Demo Customer 20 Demo Customer 20 Demo Customer 21 Demo Customer	Recurring Payments Recurring iD customer AMOUNT PE 27 Demo Customer \$20.00 Mc 26 Sam Anderson \$20.00 Mc 25 John Mecellum \$102.00 Da 24 Demo Customer \$40.00 Da 23 Demo Customer \$40.00 Da 21 Demo Customer \$50.00 Wa	Recurring Payments AMOUNT PER RECURRING ID CUSTOMER AMOUNT PER 27 Demo Customer \$20.00 Mont 26 Sam Anderson \$20.00 Mont 25 John Mecellum \$102.00 Daily 24 Demo Customer \$40.00 Daily 23 Demo Customer \$250.00 Daily 21 Demo Customer \$50.00 Weet	Recurring Payments Create Recurring Invoice Recurring ID CUSTOMER 27 Demo Customer 28 Sam Anderson 29 John Mecellum 21 Demo Customer 22 Demo Customer 23 Demo Customer 24 Demo Customer 25 John Mecellum 26 Sam Anderson 27 Demo Customer 28 Sam Anderson 29 Demo Customer 20 Demo Customer 21 Demo Customer 25 Statt Date 21 Demo Customer 22 Demo Customer 23 Demo Customer 24 Demo Customer 250 Daily 21 Demo Customer 250 Monthiy Monthiy Monthiy	Create Recurring Invoice RECURRING ID CUSTOMER AMOUNT PERF 27 Demo Customer \$20.00 Mont 26 Sam Anderson \$20.00 Mont 25 John Mecellum \$102.00 Deti 24 Demo Customer \$55.15 Deti 23 Demo Customer \$20.00 Deti 21 Demo Customer \$20.00 Deti 21 Demo Customer \$50.00 Were 22 Demo Customer \$50.00 Were 23 Demo Customer \$250.00 Deti 24 Demo Customer \$250.00 Deti 25 Demo Customer \$250.00 Deti 26 No. Of Occurrence No. Of Occurrence	Create Recurring Invoice RECURRING ID CUSTOMER AMOUNT PER 27 Demo Customer \$20.00 Mon 26 Sam Anderson \$20.00 Mon 25 John Mecellum \$102.00 Daino 24 Demo Customer \$55.15 Daino 23 Demo Customer \$26.00 Daino 21 Demo Customer \$50.00 Daino 22 Demo Customer \$50.00 Daino 24 Demo Customer \$50.00 Daino 25 Demo Customer \$50.00 Daino 26 Demo Customer \$50.00 Daino 27 Demo Customer \$50.00 Daino 28 Demo Customer \$50.00 Daino 40 Product Interval Monthiy	Create Recurring Invoice Create Recurring Invoice Create Recurring Invoice Customer 27 Demo Customer \$20 00 More 28 Sam Anderson \$20 00 More 28 Sam Anderson \$20 00 More 28 Sam Anderson \$20 00 More 29 John Mecellum \$102 00 Deite 24 Demo Customer \$55 15 29 Demo Customer \$20 00 21 Demo Customer \$20 00 21 Demo Customer \$50 00 21 Demo Customer \$50 00 25 No. Of Occurrence 11 Interval	Create Recurring Invoice Create Recurring Invoice Create Recurring Invoice Customer 20 Demo Customer \$20.00 More 21 Demo Customer \$50.00 More 22 Demo Customer \$50.00 More 21 No. Of Occurrence Interval 10 Interval Interval	Create Recurring Invoice Recurring Payments Recurring Payments Recurring Invoice Create Recurring Invoice Customer Sam Anderson Sam Anderson

- 11. Enter the number of Occurrence.
- 12. Click on the **Save Button** to create a recurring invoice.

EP	Recurring Payme	ents			Create Recurring Invoice					Close
					Product	Description	Qty	Rate	Amount	
ŵ	RECURRING ID	CUSTOMER	AMOUNT	PERI	Hours		2	\$10.00	\$20.00	
⊾	27	Demo Customer	\$20.00	Mont	Add Product					
3	26	Sam Anderson	\$20.00	Mont	Interval					
	25	John Mecellum	\$102.00	Daily	Monthly	•				
	24	Demo Customer	\$55.15	Daily						
D	23	Demo Customer	\$40.00	Daily	No. Of Occurrence					
[]	22	Demo Customer	\$250.00	Daily	4					
¢	21	Demo Customer	\$50.00	Weel	End Date					
					4/8/2024	Ē				
										Save

13. After click on the save button, the recurring invoice will be show in the grid as shown in the figure below.

P	Recurring Payme	nts								×
									I	+ Create Recurring
<u>ጉ</u>	RECURRING ID	CUSTOMER	AMOUNT	PERIOD	NO. OF OCCURRENCE	STARTED DATE	NEXT BILLING DATE	END DATE	STATUS	ACTION
~	28	Sam Anderson	\$20.00	Monthly	4	09/01/2024	\$20.00 on 02/09/2024	08/04/2024	ACTIVE	$\bigcirc \times$
5	27	Demo Customer	\$20.00	Monthly	3	09/01/2024	\$20.00 on 02/09/2024	09/03/2024	ACTIVE	\bigcirc ×
9	26	Sam Anderson	\$20.00	Monthly	5	09/01/2024	\$20.00 on 02/09/2024	08/05/2024	CANCELS 2024-01-09	
	25	John Mecellum	\$102.00	Daily	4	09/01/2024	\$102.00 on 01/10/2024	12/01/2024	ACTIVE	\bigcirc ×
<u></u>	24	Demo Customer	\$55.15	Daily	3	09/01/2024	\$55.15 on 01/10/2024	11/01/2024	CANCELS 2024-01-09	
ð	23	Demo Customer	\$40.00	Daily	6	08/01/2024	\$40.00 on 01/09/2024	13/01/2024	ACTIVE	\mathbb{D} ×
ŝ	22	Demo Customer	\$250.00	Daily	5	15/01/2024	\$250.00 on 01/16/2024	19/01/2024	TRAIL END NONE	
	21	Demo Customer	\$50.00	Weekly	2	01/01/2024	\$50.00 on 01/08/2024	15/01/2024	ACTIVE	\square ×
							Records per pag	e 50 💌	1 – 8 of 8 <	

14. You can also view the recurring details by click on the action button.

Recurring	Pavi	ments
recounting	i ayı	nonto

EP

									+ Create Recurring
RECURRING ID	CUSTOMER	AMOUNT	PERIOD	NO. OF OCCURRENCE	STARTED DATE	NEXT BILLING DATE	END DATE	STATUS	ACTION
28	Sam Anderson	\$20.00	Monthly	4	09/01/2024	\$20.00 on 02/09/2024	08/04/2024	ACTIVE	 🔓 🗙
27	Demo Customer	\$20.00	Monthly	3	09/01/2024	\$20.00 on 02/09/2024	09/03/2024	ACTIVE	
26	Sam Anderson	\$20.00	Monthly	5	09/01/2024	\$20.00 on 02/09/2024	08/05/2024	GANCELS 2024-01-09	
25	John Mecellum	\$102.00	Daily	4	09/01/2024	\$102.00 on 01/10/2024	12/01/2024	ACTIVE	
24	Demo Customer	\$55.15	Daily	3	09/01/2024	\$55.15 on 01/10/2024	11/01/2024	GANCELS 2024-01-09	
23	Demo Customer	\$40.00	Daily	6	08/01/2024	\$40.00 on 01/09/2024	13/01/2024	ACTIVE	
22	Demo Customer	\$250.00	Daily	5	15/01/2024	\$250.00 on 01/16/2024	19/01/2024	TRAIL END NONE	
21	Demo Customer	\$50.00	Weekly	2	01/01/2024	\$50.00 on 01/08/2024	15/01/2024	ACTIVE	
						Records per pa	ge 50 ▼	1 – 8 of 8	
Recurring Payme	ents								×
Recurring Details									Close Preview
Started Next 09/01/2024 \$20.0	Invoice on February 09								
Recurring detail	IS Sam Anderson				Pilling Mothod				
Period No of Occurances	Monthly 4								
Recurring Amount Start Date End Date	\$20.00 09/01/2024 08/04/2024								

6 Customer Vault

Customer vault can be used to view the stored cards and bank, delete stored cards and bank and set the card or bank as default for batch payment processing.

6.1.1 Customers Credit Card

The following steps outlines how to view stored cards of the customers.

1. Click on the **Customer Vault** menu in the left navigation as shown in the figure below.



2. It opens the **Customer Vault** screen with Credit Card tab selected by-default as shown in the figure below.

EP	Customer Vault						×
		Credit Card	Bank				
<u>ଜ</u>						Q Search Customer Vault	
<u>~</u>	Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
\$	2838	Sam Anderson	sam credit card		*****5454	Default	*
	2840	Cooper and Benton LLC	cooper hooper		*****5454	Choose an option	~
	2842	Mr Brian Smith Customer	James	V15.6	*****************1111	Default	*
C ⊕	2837	Sam Anderson	Sam Anderson		***********4101	Choose an option	Ŧ
ŝ	2832	Brian Smith	Test	AUX SD	***********8431	Default	¥
					ltems per page:	50 v 1-5 of 5 < >	

6.1.1.1 Delete a Customer's Credit Card Profile

The following steps outlines how to delete a stored card of the customer.

- 1. You are on the Credit Card tab.
- 2. Under the Action column, click on small down arrow of the card profile you wish to delete as shown in the figure below.

	Credit Card	Bank				
					Q Search Customer Vault	
Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
2838	Sam Anderson	sam credit card	•	*********5454	Default	-
2840	Cooper and Benton LLC	cooper hooper		************5454	Choose an option	
2842	Mr Brian Smith Customer	James	VISA	************1111	Default	
2837	Sam Anderson	Sam Anderson	-	*************4101	Choose an option	
2832	Brian Smith	Test		***************************************	Default	
				items per page:	50 💌 1 – 5 of 5 <	

- 3. This action expands more options.
- 4. Click on **Delete Vault** to delete the customer vault profile as shown in the figure below.

EP	Customer Vau	lt					×
		Credit Card	Bank				
<u>ଜ</u>						Q Search Customer Vault	
<u>ح</u>	Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
_ ₽	2838	Sam Anderson	sam credit card		*****5454	Default	•
	2840	Cooper and Benton LLC	cooper hooper		*****5454	Choose an option	_
	2842	Mr Brian Smith Customer	James	VISA	*************1111	Default	
ſð	2837	Sam Anderson	Sam Anderson	=	*******************4101	Delete Vault	
¢	2832	Brian Smith	Test		************8431	Default	•
					ltems per page:	50 v 1-5 of 5 < >	

5. An alert dialog pops up; click on the **Yes** button.

P	Customer Vault						×
		Credit Card	Bank				
ບ ~						Q Search Customer Vault	
5	Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
≥	2838	Sam Anderson	Delete Profile?	_	*******5454	Delete Vault	*
1	2840	Cooper and Benton LLC	Are you sure you	want to delete this profile?	*****5454	Choose an option	*
3	2842	Mr Brian Smith Customer	No	Yes	**********1111	Default	¥
è	2837	Sam Anderson	_	_	***********4101	Choose an option	*
3	2832	Brian Smith	Test	and the second se	***********8431	Default	*
I					items per page:	80 v 1-5 of 5 < >	

6. The confirmation message appears and the stored card deletes successfully.

EP	Customer Vault						×
	Cre	dit Card E	Sank				
ŵ						Q Search Customer Vault	
2 B	Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
ŵ	2843	sam anderson	Sam Anderson	VI54	************5556	Default	*
	2840	Cooper and Benton LLC	cooper hooper		***********5454	Choose an option	~
	2842	Mr Brian Smith Customer	James	VI54	**************1111	Default	•
lð	2837	Sam Anderson	Sam Anderson	-	**************4101	Choose an option	*
¢	2832	Brian Smith	Test	ANA TO	****************8431	Default	Ŧ
					ltems per page: 5	0 v 1−5df5 < >	

6.1.1.2 Set a Customer's Credit Card Profile as Default

The following steps outlines how to set a stored card as default for a customer. It is used when customers have multiple cards stored and he wants to make one card profile as default for batch payment processing.

- 1. You are on the **Credit Card** tab.
- 2. Under the **Action** column, click on small down arrow of the card profile you wish to set as default as shown in the figure below.

						Customer vau
				Bank	Credit Card	
ar Vault	Q Search Customer Vault					
	Action	Card Number	Card Type	Cardholder Name	Customer Name	Vault ID
	Default	*******5556	VISA	Sam Anderson	sam anderson	2843
	Choose an option	********5454		cooper hooper	Cooper and Benton LLC	2840
	Default	***************************************	VISA	James	Mr Brian Smith Customer	2842
-	Choose an option	**********4101	-	Sam Anderson	Sam Anderson	2837
	Default	***************************************	And the	Test	Brian Smith	2832
5 <)	Default 0	Hems per page: 50		Test	Brian Smith	2832

- 3. This action expands more options.
- 4. Click on **Set as Default** as shown in the figure below.

	Customer Vault						×
		Credit Card	Bank				
t						Q Search Customer Vault	
2	Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
2	2843	sam anderson	Sam Anderson	VISA	*********5556	Default	*
	2840	Cooper and Benton LLC	cooper hooper		**********5454	Choose an option	Ŧ
]	2842	Mr Brian Smith Customer	James	VISA	************************1111	Default	Ŧ
>	2837	Sam Anderson	Sam Anderson	-	******************4101	Choose an option	v
3	2832	Brian Smith	Test	Aut to:	***************************************	Choose an option	
					ltems per page:	Set as Default	

5. An alert dialog pops up; click on the Yes button.

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Cu	stomer Vault						
	Credi	t Card	Bank				
						Q Search Customer Vault	
,	Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
:	2843	sam anderson	Sot to Dofault?		********5556	Default	•
:	2840	Cooper and Benton LLC	Set to Delauit?		*****5454	Choose an option	Ŧ
:	2842	Mr Brian Smith Customer	Are you sure you w	lo Yes	**********1111	Default	Ť
:	2837	Sam Anderson			************4101		-
:	2832	Brian Smith	Test	-	****************8431	Default	Ŧ
					ltems per page:	50 💌 1-5 of 5 < >	

6. The confirmation message appears and the card profile sets to default successfully as shown in the figure below.

P	Customer Vault					Profile set to default successfully	
	Cred	it Card	Bank				
ش						Q Search Customer Vault	
~ 5	Vault ID	Customer Name	Cardholder Name	Card Type	Card Number	Action	
	2843	sam anderson	Sam Anderson	VISA	***********5556	Choose an option	-
	2840	Cooper and Benton LLC	cooper hooper		***********5454	Choose an option	-
0	2842	Mr Brian Smith Customer	James	VISA	****************1111	Default	-
[ð	2837	Sam Anderson	Sam Anderson		**************4101	Default	•
¢	2832	Brian Smith	Test	and the	*****************8431	Default	•
					Items per page. 50	▼ 1-5 of 5 < >	

6.1.2 Customers Bank (ACH)

The following steps outlines how to view stored banks of the customers.

- 1. You are on the **Customer Vault** screen.
- 2. Switch to the **Bank** tab as shown in the figure below.

EP	Customer Vault						×
	c	Credit Card	Bank				
۵						Q Search Customer Vault	
5	Vault ID	Customer Name	Account holder Name	Bank Type	Account Number	Action	
ŵ	2841	cooper hooper	cooper hooper	5	*****1808	Default	•
					Items per page: 5	0 💌 1-1 of 1 < >	
l⊕ ¢3							

6.1.2.1 Delete a Customers Bank (ACH) Profile

The following steps outlines how to delete a stored bank of the customer.

- 1. You are on the **Bank** tab.
- 2. Under the Action column, click on small down arrow of the bank profile you wish to delete.
- 3. This action expands more options as shown in the figure below.

	Q Search Customer Vault
Account Number	Action Default
Items per page: 50	✓ 1−1 of 1 < >

4. Click on **Delete Vault** as shown in the figure below.

~

		Q Sea	rch Customer Vault		
e	Account Number	Action			
	*****1808		Default 👻		
			Choose an option		
	Items per page: 50	50 👻	1 - Default		
			Delete Vault		

5. An alert dialog pops up; click on the **Yes** button.

EP	Customer Vault						×
		Credit Card	Bank				
ŵ						Q Search Customer Vault	
2 5	Vault ID	Customer Name	Account holder Name	Bank Type	Account Number	Action	
Ŷ	2841	cooper hooper	COOPE Delete Profile?	_	*****1808	Delete Vault	¥
B			Are you sure	you want to delete this profile?	Items per page:	50 ❤ 1−1 of 1 < >	
				No			
© ©							

6. The confirmation message appears and the stored bank deletes successfully.

EP	Customer Vault					Profile deleted successfully
		Credit Card	Bank			
				No profile(s) found	Items per page: {	Q Search Customer Vault
Ø						

6.1.2.2 Set a Customer's Bank (ACH) as Default

The following steps outlines how to set a stored bank (ACH) as default for a customer. The purpose of setting bank profile as default is when customers has multiple banks (ACH) stored and he wants to have one bank profile as default for batch payment processing.

- 1. You are on the **Bank** tab.
- 2. Under the **Action** column, click on small down arrow of the bank profile you wish to set as default as shown in the figure below.

EP	Customer Vau	ılt					×
		Credit Card	Bank				
ŵ					Q	Search Customer Vault	
~ §	Vault ID	Customer Name	Account holder Name	Bank Type	Account Number	Action	
	2819	Sam Anderson	Sam Anderson	\$	*****1808	Choose an option	• •
	2814	Roger Binny Singh Duncan	John Mecellum	\$	******7890	Default	-
Ø	125	Nelson Gerald	test bank	\$	*****3123	Default	•
¢	124	Walkin Customer	test account	\$	*****1808	Default	~
	2825	David Miller	David Miller	\$	*****7890	Choose an option	•
	2810	Mark Wade	Mark Wade	\$	*****3123	Default	•
	131	John Paul	nmi echk	\$	*****7890	Default	•

- 3. This action expands more options.
- 4. Click on **Set as Default** as shown in the figure below.

EP	С	Customer Vault							×
			Credit Card	Bank	_				
ŝ							Q Search (Customer Vault	
2		Vault ID	Customer Name	Account holder Name	Bank Type	Account Number		Action	
		2819	Sam Anderson	Sam Anderson	\$	*****1808		Choose an option	-
		2814	Roger Binny Singh Duncan	John Mecellum	\$	*****7890		Choose an option	
[0]		125	Nelson Gerald	test bank	\$	*****3123		Set as Default	
¢		124	Walkin Customer	test account	\$	*****1808		Delete Vault	
		2825	David Miller	David Miller	\$	*****7890		Choose an option	-
		2810	Mark Wade	Mark Wade	\$	*****3123		Default	•
		131	John Paul	nmi echk	\$	*****7890		Default	*

5. An alert dialog pops up; click on the **Yes** button.

EP	Customer Vau	ult					×
		Credit Card	Bank				
۵						Q Search Customer Vault	
⊻						· · · · · · · · · · · · · · · · · · ·	
5	Vault ID	Customer Name	Set to Default?		× nt Number	Action	
	2819	Sam Anderson	Are you sure you want t	o set this profile as default?	308		•
	2814	Roger Binny Singh Duncan	No	Yes	'890	Default	-
Ø	125	Nelson Gerald	test bank	\$	*****3123	Default	•
¢	124	WalkIn Customer	test account	\$	*****1808	Default	-
	2825	David Miller	David Miller	\$	*****7890	Choose an option	•
	2810	Mark Wade	Mark Wade	\$	*****3123	Default	*
	131	John Paul	nmi echk	\$	*****7890	Default	•

6. The confirmation message appears and the bank profile sets to default successfully as shown in the figure below.

EP	Customer Vau	lt				Profile set to default successfully	
		Credit Card	Bank				
ඛ					Q	Search Customer Vault	
[~							
\$	Vault ID	Customer Name	Account holder Name	Bank Type	Account Number	Action	
	2819	Sam Anderson	Sam Anderson	\$	*****1808	Choose an option	•
	2814	Roger Binny Singh Duncan	John Mecellum	\$	*****7890	Default	*
0	125	Nelson Gerald	test bank	\$	****3123	Default	*
¢	124	WalkIn Customer	test account	\$	*****1808	Default	-
	2825	David Miller	David Miller	\$	*****7890	Choose an option	-
	2810	Mark Wade	Mark Wade	\$	*****3123	Default	-
	131	John Paul	nmi echk	\$	*****7890	Default	Ŧ

7 Settings

7.1.1 Payment Gateway

The following steps outlines how to configure a Card Connect payment gateway in Settings.

- 1. Click on the **Payment Gateway** tab.
- 2. It opens the Payment Gateway settings screen as shown in the figure below.

EP	Settings			
	General	Payment Gateway Convenience Fee Branding Alerts Change Pa	ssword	
ъ Г				
~		cardconnact		
5				
9		A First Data Company		
Ê.				
0		cardconnect oners simple and secure credit card payment processing for small, medium and enterprise businesses.		
à		Username		
⊕ ≫		testing		
<u>ب</u> ع		Paceunri		
		Merchant Id		
		Save		

- 3. Enter the gateway configuration that you have been provided.
- 4. Click on **save** button.
- 5. The confirmation message appears and gateway configuration setting saves successfully.

The following steps outlines how to configure a Nmi payment gateway in Settings.

- 1. Click on the **Payment Gateway** tab.
- 2. It opens the Payment Gateway settings screen as shown in the figure below.

Settings		
General	Payment Gateway Alerts Reminders Change Password	
	nm:	
NM	II's full commerce enablement platform powers payments in all the channels your merchants ed: in-store, mobile, online or unattended.	
	Usersname	
	testing	
	Password	
	Secret Key	
	Tokenization Key	
	Save	

- 3. Enter the gateway configuration that you have been provided.
- 4. Click on **save** button.
- 5. The confirmation message appears and gateway configuration setting saves successfully.

7.1.2 Convenience Fee

The following steps outlines how to set up convenience fee in Settings.

- 1. Click on the **Convenience Fee** tab.
- 2. It opens the Convenience Fee settings screen as shown in the figure below.

Do you want to charge a convenience	fee? No 🕒 Yes	
Create a new invoice for Convenie	ze fee in Quickbooks	
Append convenience fee as a line	am in an invoice in QuickBooks	
Convenience Fee Name 🕐		
CR Fee		
MasterCard (Max Rate 4%)*	Discover (Max Rate 4%)*	
2.00%	0.35%	
Visa (Max Rate 3%)*	AmericanExpress (Max Rate 3%)*	
3.00%	0.55%	
Save		

3. To enable convenience fee; click on toggle to set to **Yes** as shown in the figure below.

EP	Settings						
	General Payment Ga	eway Convenience Fee	Branding	Alerts	Change Password		
ŵ	Do you want to charge	a convenience fee? No	Yes				
۲	Create a new invoice for Convenience fee in Quickbooks						
5	Append convenience fee as a line item in an invoice in QuickBooks						
Q	Convenience Fee Name 🕐						
Ē	CR Fee						
0	MasterCard (Max Rate 4%)	Discove	er (Max Rate 4%)*				
ſ∌	2.00%	0.35	96				
ø	Visa (Max Rate 3%)*	Americ	anExpress (Max Rate	e 3%)*			
	3.00%	0.55	%				
	Save						

4. There are two options to apply convenience fee in an invoice.

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- If an option **"Create a new invoice for Convenience fee in QuickBooks"** is selected then new invoice will be created in QuickBooks Online for convenience fee amount.
- If an option **"Append convenience fee as a line item in an invoice in QuickBooks"** is selected then a convenience fee amount will be added as a line item in the same invoice in QuickBooks Online.

5. Enter the convenience fee name and the percentage in each card brand field as shown in the figure below.

EP	Settings						
	General Payment Gateway Convenience Fee Branding Alerts Change Passwor						
ፌ	Do you want to charge a convenience fee? No Ves						
Ľ	Create a new invoice for Convenience fee in Quickbooks						
3	Append convenience fee as a line item in an invoice in QuickBooks						
Ŷ	Convenience Fee Name 🕐						
Ē	CR Fee						
• 0	MasterCard (Max Rate 4%)* Discover (Max Rate 4%)*						
₿	2.00% 0.35%						
¢	Visa (Max Rate 3%)* AmericanExpress (Max Rate 3%)*						
	3.00% 0.55%						
	Save						

- 6. Click on **Save** button
- 7. The confirmation message appears and convenience fee setting successfully.

7.1.3 Branding

The following steps outlines how to upload company's logo. The logo reflects in invoice email, payment notification email and print receipt.

- 1. Click on the **Branding** tab.
- 2. It opens the Branding screen as shown in the figure below.

EP	Settings						×
	General	Payment Gateway	Convenience Fee	Branding	Alerts	Change Password	
					Upload Com	oany Logo	
窳							
⊾							
S					0		
10							
[⊕							
ŵ							

3. Upload the logo by clicking on the box and selecting your logo file from your hard drive. Logo files must be in one of the following accepted file formats like JPEG and PNG. JPEGs are designed to efficiently store high-quality digital photos packed with detail and color. They compress large images into much smaller file sizes, making them easier to share and upload online on the other hand the PNG file format is widely used on websites to display high-quality digital images. Created to exceed the performance of GIF files, PNGs offer not just lossless compression, but also a much broader and brighter color palette., PNG and that logo's must be no larger than 200px X 100px. We recommend logos sizes for the best results.



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