SecureQBPlugin.com

Financial Payment Plugin For QuickBooks®

The Quick and Easy
Payment Plugin for QuickBooks®

Revision 2.2.48

Contents

Overview

Our Plugin for QuickBooks® financial payment software is an optional software which allows merchants using Intuit® QuickBooks® to process payment transactions utilizing each merchant's own merchant account. While pulling information from within Intuit® QuickBooks® and then posting Customer payment records back saving time and money.

Our software is not connected, developed or supported technically by Intuit® or any of their companies. This is merchant software developed for use with independent Credit Card and ACH merchant account providers.

Preparations & Requirements

There are several things you should complete before you start:

- Obtain and establish a working Credit Card and/or ACH merchant account and have the connection information we'll need to connect to your merchant account.
  - We do not supply merchant accounts. This must be obtained through your merchant account provider.
- Have the email received after signing up with the following information:
  - Company ID
  - Store Key
  - User ID
- The "administrator rights" to your computer.
- Download/Install Microsoft's .NET Framework 4.0 (With any additional Microsoft updates after)
  - This can be found at the following Microsoft Location: http://www.microsoft.com/download/en/details.aspx?id=17851&WT.mc_id=MSCOM_EN_US_DLC_DETAILS_121LSUS007996

⚠ BEFORE you install any software for QuickBooks, make sure you close QuickBooks Completely prior to installation. Within QuickBooks: **Edit > Preferences… > General > My Preferences …**
Un-check **[ ] Keep QuickBooks running for quick startups**

⚠ Always BACKUP your Company and Customer Information prior to adding any software.

Requirements and Notes

- ✓ The Plugin works with QuickBooks® software 2009 and later (Including 2014).
  - ! Earlier version are likely compatible but are not supported.
- ✓ Versions: Pro, Premier, Enterprise and Accountant (Must be installed on hardware you control and manage. Works with Desktop and Server environments)
- ✓ QuickBooks® software Not Supported as of Version 2.2.48:
  - ! QuickBooks® for MAC, QuickBooks® Online, QuickBooks® POS
- ✓ Windows®: XP, Vista, Windows7 and Windows 8 / 8.1
  - ! Windows® XP is no longer supporting .net updates, there is no guarantees. work
- ✓ An active merchant processing account. Please have this ready before the installation process. See your Merchant Account Representative if you do not have one or call CPA Merchant Solutions at (866) 927-7180 for a free quote and account comparison.
- ✓ The Plugin will not work with POS or Online software from QuickBooks® or other vendors.
- ✓ Please turn off QuickBooks® during the installation.
- ✓ If you are going to swipe Credit Cards, make sure you have the equipment installed and working properly prior to installation. Page 6 section is the list of equipment we have tested and verified to work best with the Plugin for QuickBooks.

Requirements Questions and Answers

Question	Answer
What **version of QuickBooks®** does this Plugin work with?	This Plugin was tested in all the currently supported: **QuickBooks® (US versions) 2009 and later**. ➢ The Plugin may work with older versions of QuickBooks® software however we are not actively supporting them at this time. ➢ **QuickBooks® Pro** is the most popular version and the version this Plugin was geared towards. ➢ **QuickBooks® Premier, Enterprise & Accountant** versions were also tested and are compatible.
Does this Plugin work with **QuickBooks® Online**? QBO and QBOA	This Plugin does not work with the "Online" version of QuickBooks® (QBO and QBOA). They will be supported in later releases. Please let us know if you use the online version so we can make sure you are informed upon its release.
Does this Plugin work with All **Windows Operating Systems**?	This Plugin was tested in all the current Microsoft supported Windows operating systems Win Vista and newer (Including Win 8). ! Windows Vista is NOT recommended for QuickBooks® software! ➢ Note: This Plugin may or may not work with operating systems older than Win Vista. ➢ Older Versions are: Win XP, 2000, Win NT, Win ME, Win 98, Win 95, Win 3.11
What versions of QuickBooks® are supported running with what version of **Microsoft Windows**?	The following are Plugin supported versions: ➢ QuickBooks® 2014 on Windows XP, Vista, Win 7 and Win 8. ➢ QuickBooks® 2013 on Windows XP, Vista, Win 7 and Win 8. ➢ QuickBooks® 2012 on Windows XP, Vista, Win 7 and Win 8. ➢ QuickBooks® 2010 and 2011 on Windows XP, Vista, Win 7 and Win 8.. ➢ QuickBooks® 2008 and 2009 on Windows XP and Vista. ➢ QuickBooks® 2007 on Windows XP and Vista. ➢ QuickBooks® 2006 on and Windows XP. ➢ QuickBooks® 2005 on Windows XP
Do I need to **back-up** my QuickBooks® **Company Files** before I install this Plugin?	This Plugin does not touch any of the QuickBooks® files, company files, or registry files for your QuickBooks® software. It pushes and pulls information back and forth through a secure session. ➢ Good common practice for QuickBooks® is to not have your Company Files in the QuickBooks® directory or in a common folder like "My Documents" or "Desktop". ➢ Back-ups should be in 2 locations: Hard Drive and another location: CD, USB, Network Backup Drive, external Backup Drive, etc. ➢ Good common practice is to back-up of your QuickBooks® Company Files prior to any installation or updates to QuickBooks® or Plugins which interact with it. Short answer: It would be a good idea, just in case.

Notes on QuickBooks® and Plugin Modules

The following are tech notes we've created while building this Plugin. They are intended for reference and do not apply to everyone who uses Plugin Modules. They are good reference and can help in minor issues, if you receive them, while using Plugin Modules.

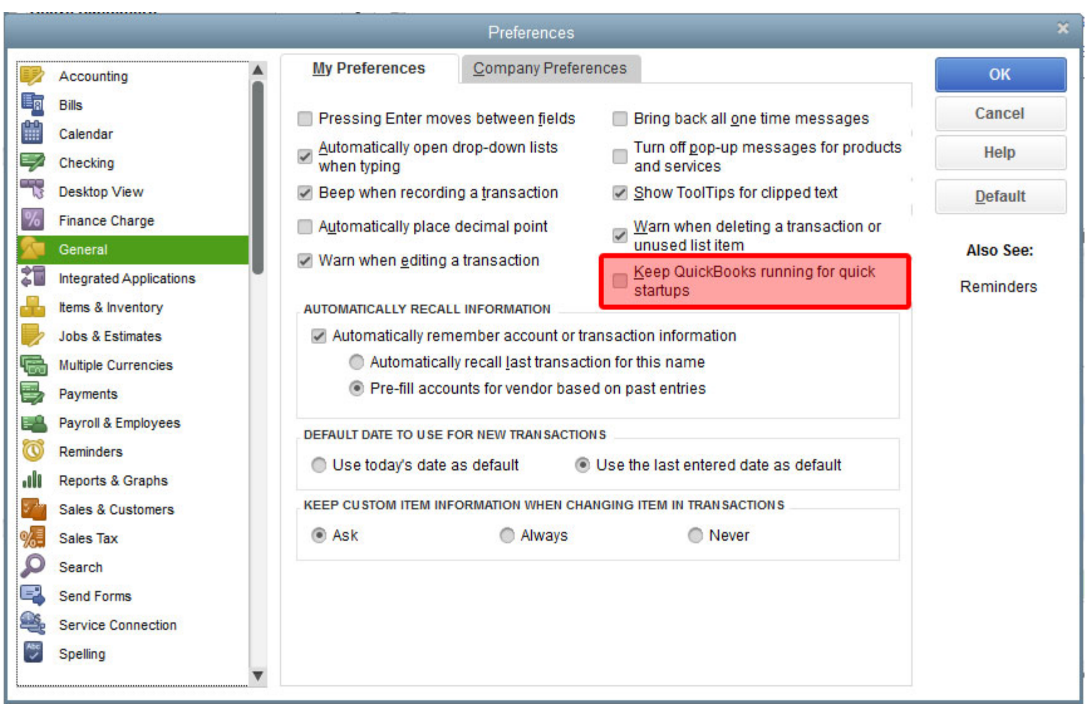
- **The first time you run the Plugin it may take 5-30 seconds to open, depending on your computer.**

- **Restarting the Computer**
  Once you have Run Setup.exe and Register/Subscribe the Plugin to QuickBooks, it's always good practice to restart our computer. Most Plugin Modules will require this because the Registry Files need to finish updating prior to running your new software properly.
  - You may not need to restart the computer if you have turned off (Unchecked) the preference **Keep QuickBooks® running for quick startups** in Edit\Preferences… within QuickBooks.

- **Good Practice:**
  - **When closing QuickBooks®, you should always use File \ Exit.**
    There is a known issue with QuickBooks® when just hitting [X] to close which prevents some services to not end. This may cause issues with some versions of QuickBooks® on Windows computers.

  - **Keep QuickBooks® running for quick startups**
    This preference may cause issues after the installation of Plugin Modules. It is located at:

    Edit \ Preferences… \ My Preferences (TAB)



This preference is not needed and may cause issues while installing Plugins which to talk to QuickBooks®. Turn Off (Uncheck) this preference until after the Plugin is installed. Once everything is working and the Plugin is in the Customer Drop Down menu, you can turn this preference back on.

Equipment

The Plugin is compatible with most Credit Card swipe readers. The system is configured to be compatible with several types of readers and scanners. If your reader or scanner is not listed, it may or may not work 100%. The readers and scanners we have tested are listed below. Please let us know if your hardware is not listed and we will look into adding it to our supported products list.

> ⚠ *We do not supply physical tech support for any of these products. If your reader or scanner is not in proper working order, please contact the manufacture for assistance.*

Recommended USB Credit Card swipe reader:

Note: Most Card Readers will work with this Plugin. Please contact us if you are having issues.
As long as the Card Reader has "Keyboard Immolation" it should work.

MagTek Mini USB Swipe Card Reader

Magnetic Stripe Reader – Color: Black
Dimensions: 1.23" Height x 1.28" Width x 3.94"
Length: Interfaces/Ports: USB - 2.0 USB
Keyboard Wedge: Certifications & Standards
System: Windows/MAC device with a USB port
Type: Keyboard Immolation / Secure Data Spec

USB Credit Card Reader/Swiper

Magnetic Stripe Reader – Color: Black
Dimensions: 1.00" Height x 1.00" Width x 3.5"
Length: Interfaces/Ports: USB - 2.0 USB
Keyboard Wedge: Certifications & Standards
System: Windows/MAC device with a USB port
Type: Basic Keyboard Immolation

Installation Program

QuickBooks Installation

The installation of the Financial Payment Plugin for QuickBooks® should be installed on computers with QuickBooks® already installed and working. If you have not installed QuickBooks® on the computer and have at least 1 Customer, please pause here and install QuickBooks® prior to the Plugin.

Microsoft .NET Framework 4.0 Client Profile

If you have questions about the installation of .NET Frameworks 4.0 Client Profile, the Q & A below should answer them. If you have further questions on if you should install this on your computer attached to a network with other users, please be sure to consult with your Network Administrator prior to installing any software program.

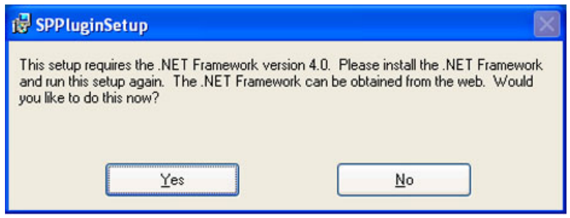
.NET Framework 4.0 Questions and Answers

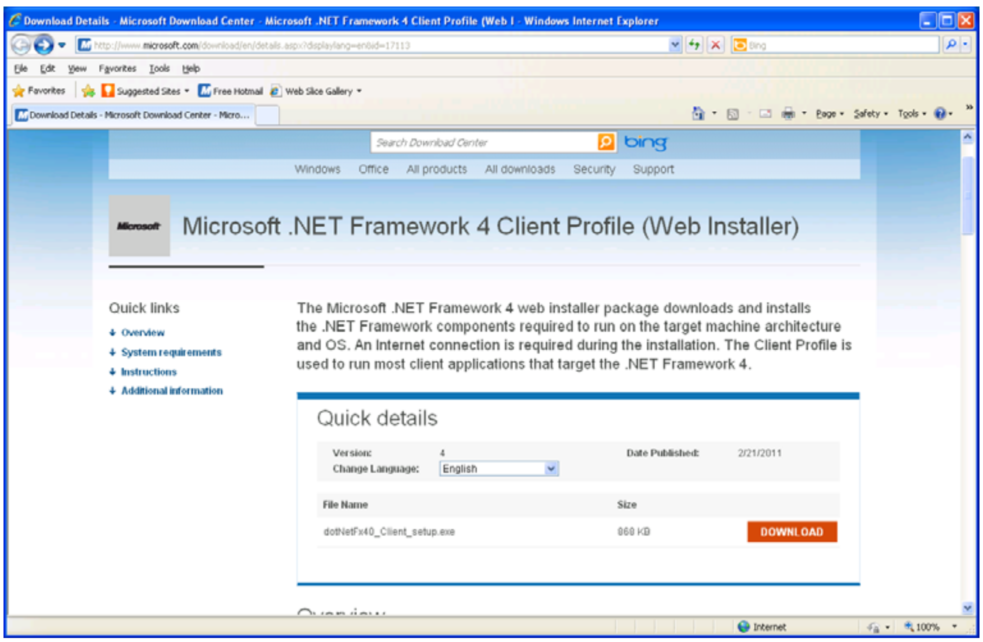
Question	Answer
During installation I was prompted to install Microsoft **.NET Framework 4.0** Client Profile. Do I NEED this?	Yes. The Plugin was created with the latest version of .NET and you will need to install it for the Plugin to function 100%. .NET Framework 4.0 was released by Microsoft in August 2009. Regular Windows Updates should have updated this to your computer. If you have not elected to install .NET 4.0, you will need to update your computer prior to installing the Plugin. ➢ See your Network Administrator for network compatibility and access to administrator mode to install this on your computer.
Which Windows OS do I need to run .NET Framework 4.0?	Supported Operating Systems: Windows XP SP3 Windows Server 2003 SP2 Windows Vista SP1 or later Windows Server 2008 Windows 7 and SP1 Windows Server 2008 R2 and SP1 Windows 8 Windows Server 2012
Do I need a 32-Bit or 64-Bit system?	Supported Architectures: x86 (32-Bit) x64 (64-Bit)
What Hardware do I need?	Hardware Requirements: Recommended Minimum: Pentium 1 GHz or higher with 512 MB RAM or more Minimum disk space: x86 = 850MB x64 = 2 GB
What else might I need?	Misc. Requirements: Windows Installer 3.1 or later Internet Explorer 9 or later (Mozilla FireFox is recommended)

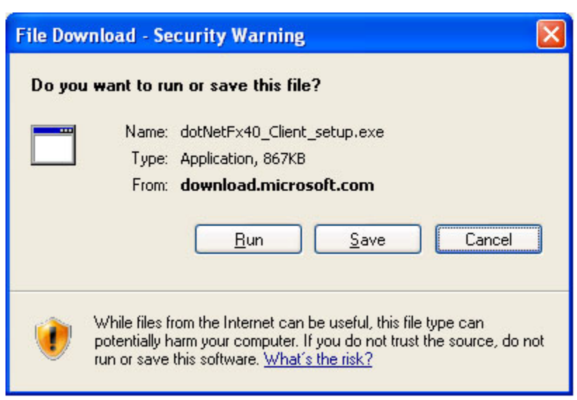
Starting the Installation of the Plugin

To start the installation, double click Setup.exe

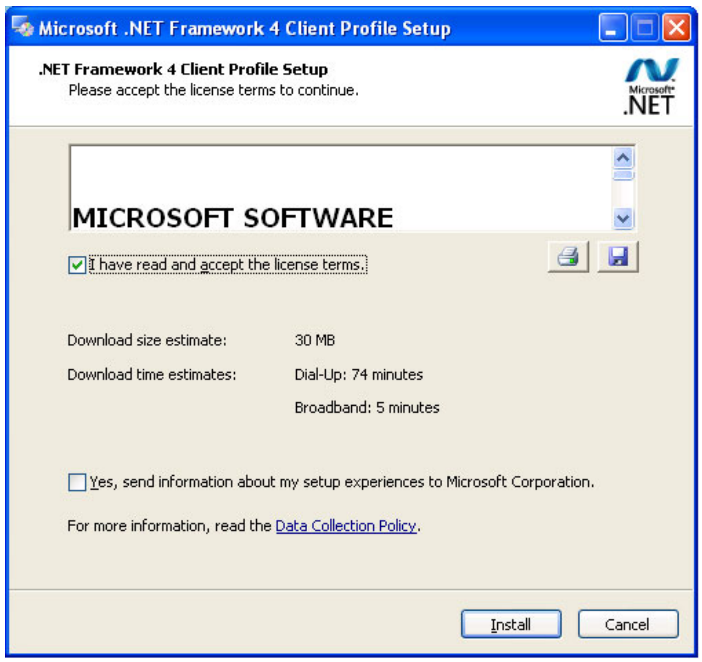
The setup program will first check and see if the computer has Microsoft .Net Framework installed. If it's missing or needs updating, the program will direct you to install it. Just follow these easy steps to install:

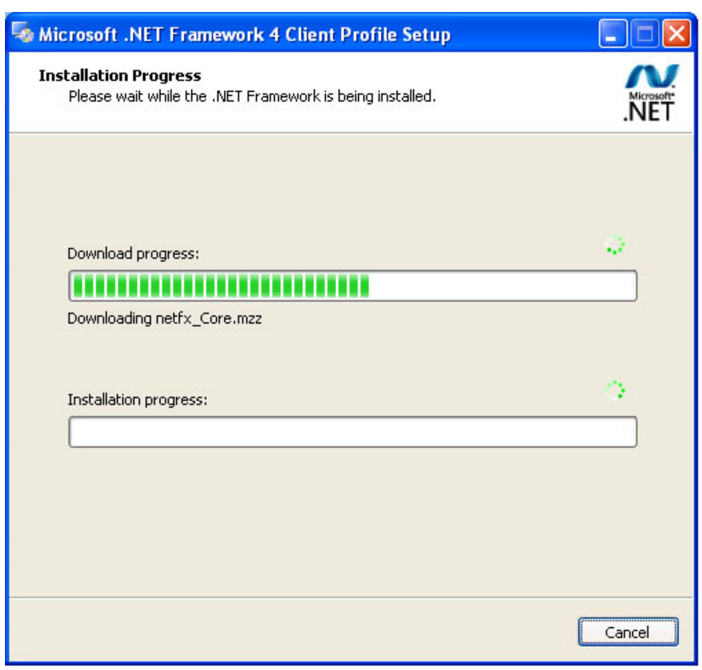


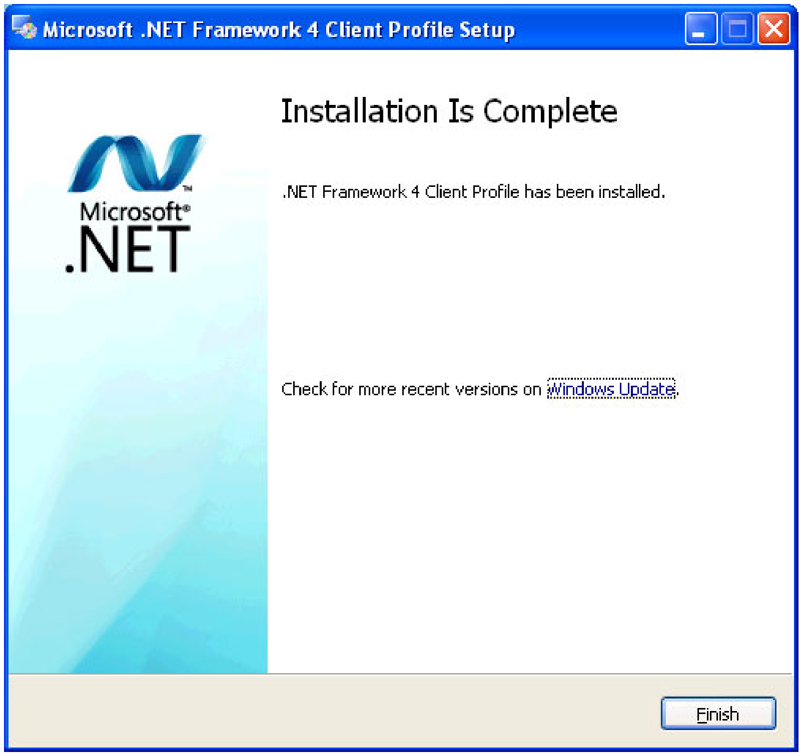


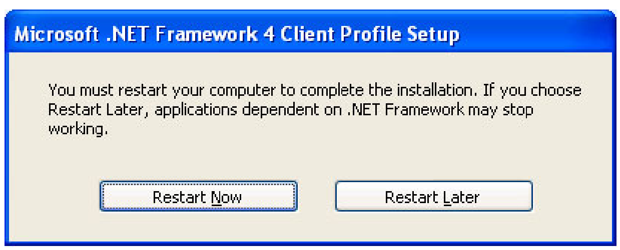



Internet Explorer - Security Warning
Do you want to run this software?
Name: dotNetFx40_Client_setup.exe
Publisher: Microsoft Corporation
More options
Run
Don't Run
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?


Microsoft .NET Framework 4 Client Profile Setup
.NET Framework 4 Client Profile Setup
Please accept the license terms to continue.
Microsoft .NET
MICROSOFT SOFTWARE
I have read and accept the license terms.
Download size estimate:
30 MB
Download time estimates:
Dial-Up: 74 minutes
Broadband: 5 minutes
Yes, send information about my setup experiences to Microsoft Corporation.
For more information, read the Data Collection Policy.
Install
Cancel


Microsoft .NET Framework 4 Client Profile Setup
Installation Progress
Please wait while the .NET Framework is being installed.
Microsoft .NET
Download progress:
Downloading netfx_Core.mzz
Installation progress:
Cancel





Restart your computer: Rebooting your computer at this point will elevate possible errors while loading additional software and the normal operation of your computer.

When you have time later or during your normally schedule Microsoft updates, you will need to load the Security Updates for .NET Framework 4.0. To check for updates manually, clicking:

Start Menu / All Programs / Windows Update

Note: The download "should" contain the latest updated software from Microsoft; however it's good practice for you to check the Windows Update Center just in case.

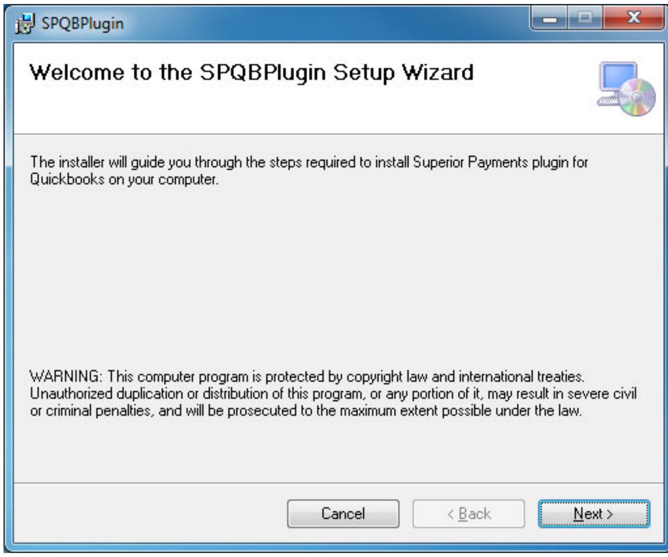
Double click the Setup.exe to start the installation again. If everything is up to date, the program will go into the Setup Wizard and start to install.

Proceed to the next section.

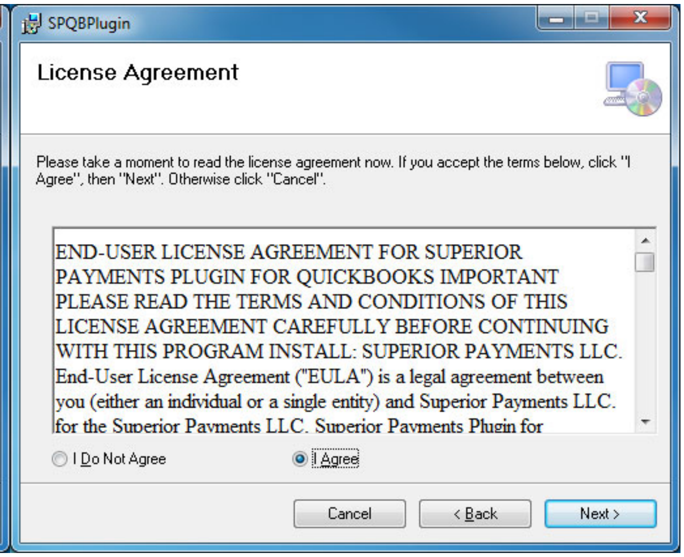
Installation Setup Wizard

If you have .NET Frameworks 4.0 installed the installation will go through the following steps to continue the process. The Steps are straight forward:

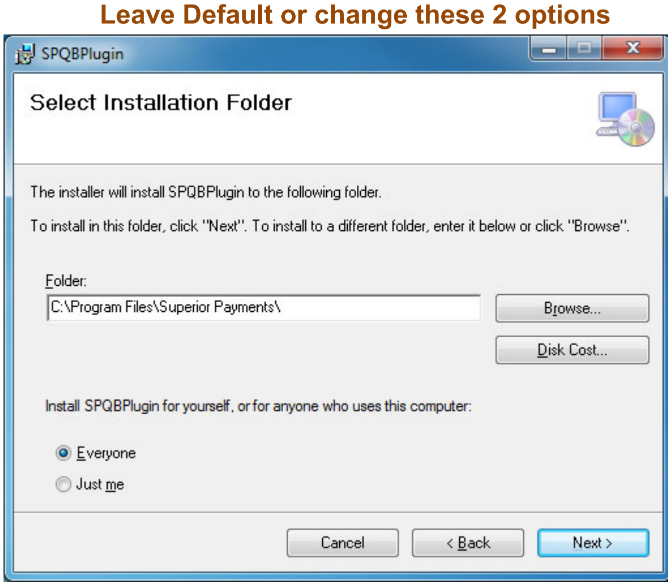
Simple click Next



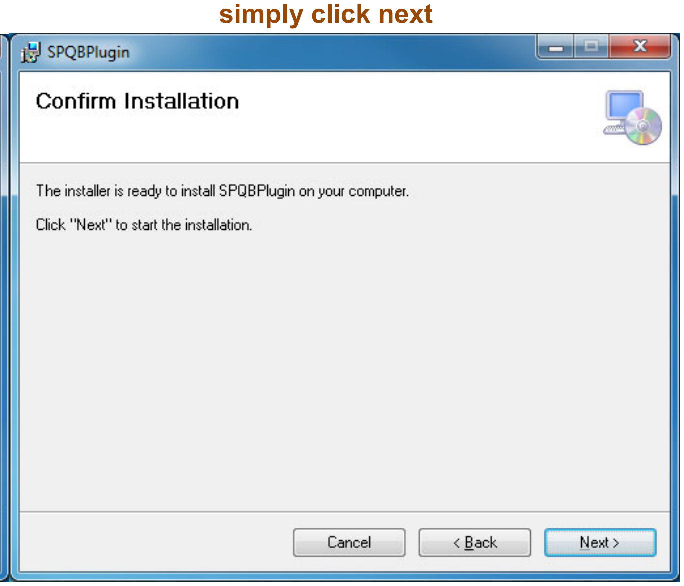
Click "I Agree" and then Next



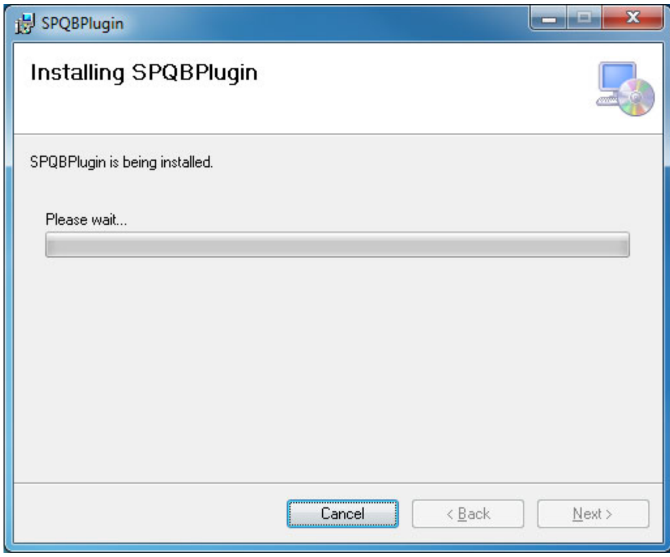
Leave Default or change these 2 options



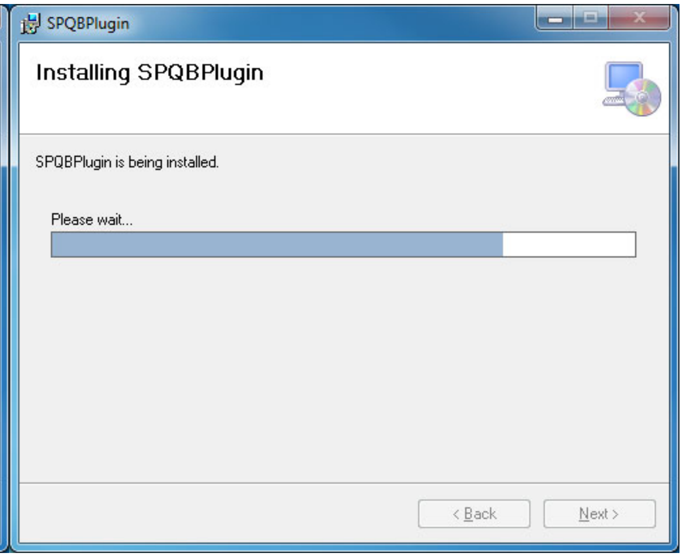
simply click next



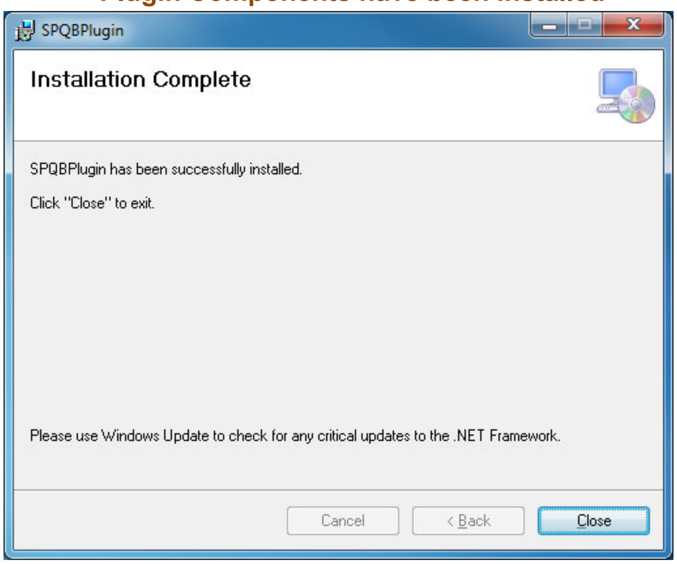
Installer will check the system again



Installer will install the Plugin Components



Plugin Components have been installed



This completes the automated process for the installation. There are just a couple more steps to complete the installation.

Continue to the next section for subscribing the Plugin with your QuickBooks software.

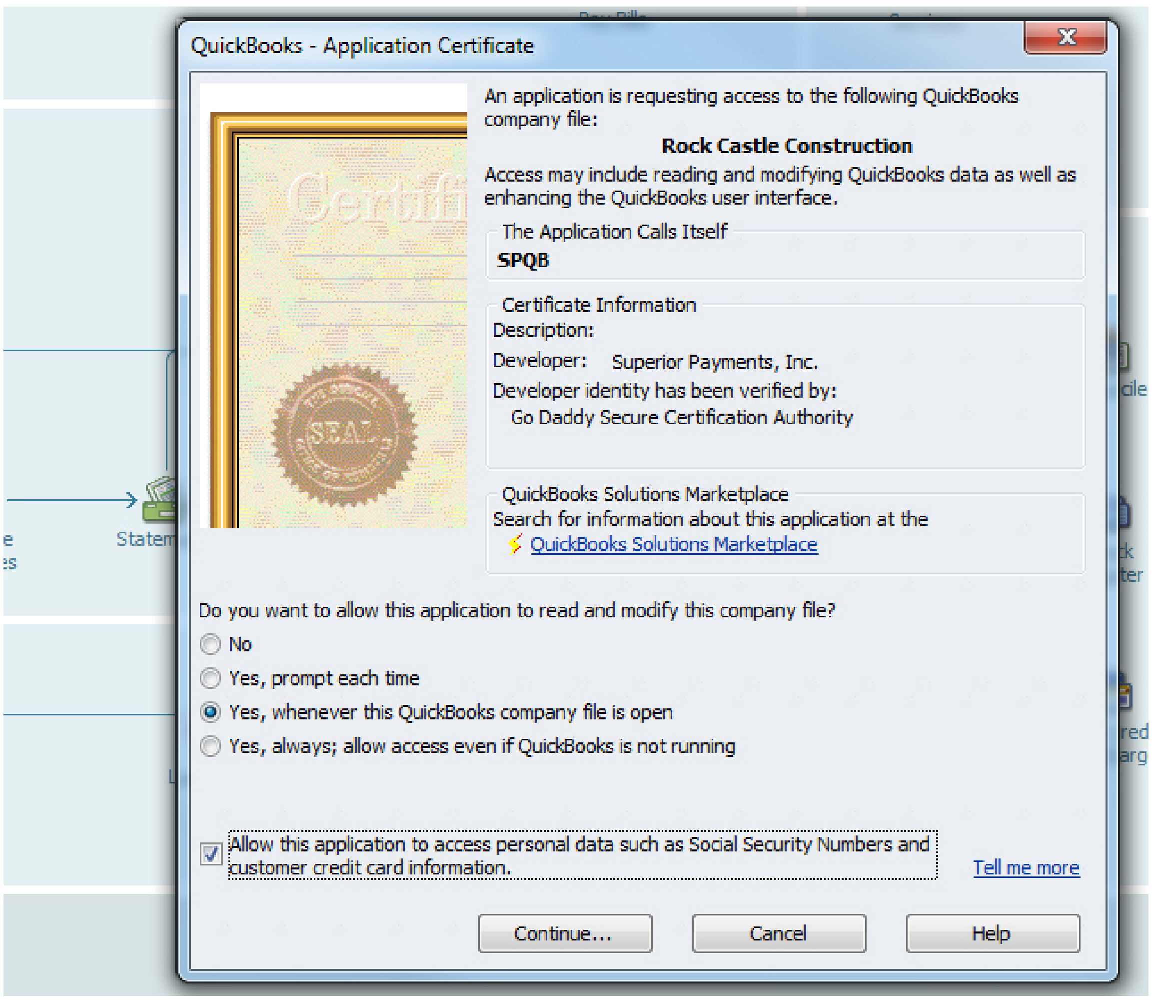
Finalizing your Installation

Win Vista, Win7 & 8 along with any Server installations: You MUST run QuickBooks 1 time as Administrator so the Plugin software can register and subscribe within QuickBooks®. After you complete this section by accepting the certificate and making sure the Plugin shows up in the Customer Menu, you will close and restart QuickBooks® as you normally do.

Run QuickBooks® in "Administrator" mode. All Plugin and add-on software for QuickBooks® requires you to run in Administrator mode 1 time in order for the Plugin software to Register, Subscribe, and appear in the Customer drop down menu.

- Go to your **Icon for QuickBooks®**
- Right-click on the QuickBooks Icon and select "**run as administrator**"
- Open the company file you are attaching your merchant accounts to.

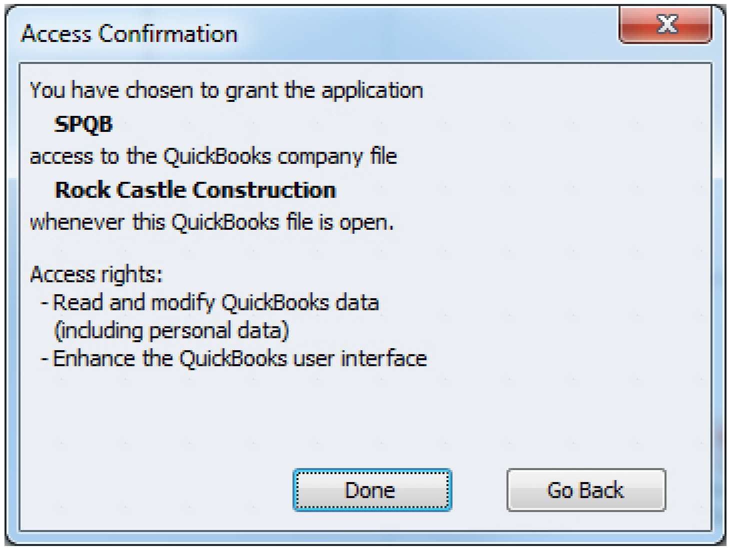
QuickBooks – Application with Certificate Pop-up



When you see this Click or Check the following:

- **Yes, whenever this QuickBooks company file is running**
- **CHECK - Allow this application to access personal data such as Social Security Numbers and customer credit card information.**

Then click **Continue**



When you see one of these, Click **[Done]** to continue

- Follow any additional QuickBooks® prompts until you are at the "**home**" screen
- Close QuickBooks® with **File \ Exit**.

Restart The Computer.

NOTE: If you **Turn off (Uncheck)** "Keep QuickBooks® running for quick startups" located in the drop down menu **Edit \ Preferences… and d**epending on your Operating system and the version of QuickBooks you are using, you may not need to restart your computer in order to start using the Plugin.

When you have restarted the computer you can start QuickBooks normally.

Installation Questions and Solutions

If you have questions about the installation or minor issues installing the plugin, the Q & A section below contains answers to them.

Question	Solution
I have **Windows Vista** and I'm having issues.	Windows Vista might need additional file to run the Plugin: Needed: QBFC10.dll Go to this link and download/Install this .dll file. If it's still not working, Uninstall SPQBPlugin and , run the Plugin Setup.msi software file again.
I Installed the Plugin Module: I do not see the Plugin in the Customer pull down menu.	Run the "**Register the plugin in QuickBooks**" file ➢ Location: Start menu\All Programs\Register the plugin in QuickBooks ➢ This is also caused by QuickBooks not shutting down completely when installing the Plugin software. Be sure to uncheck QuickBooks running for quick startups in the preferences and try again.
I ran "Register the Plugin in QuickBooks" : I do not see the Plugin in the Customer pull down menu.	Run QuickBooks® in "Administrator" mode. All Plugin Modules require QuickBooks® to be run in Administrator mode in order for the Plugin to appear in the drop down menu. ➢ Go to your **Icon for QuickBooks**® ➢ Right-click on the QuickBooks Icon and select "**run as administrator**" ➢ Follow the prompts until you are at the "**home**" screen ➢ **Turn off (Uncheck)** "Keep QuickBooks® running for quick startups" located in the drop down menu **Edit \ Preferences…** ➢ Close QuickBooks® with **File \ Exit**.
Can I **register or subscribe** the Plugin by hand?	The Plugin should register and subscribe to QuickBooks automatically. ➢ You can do this by hand if needed. This information is in the last section of this document
I ran QuickBooks® in administrator mode: I do not see the Plugin in the Customer pull down menu in administrator mode.	Even though you must run QuickBooks® the first time in administrator mode, the Plugin will likely not show up in the menu until the computer is restarted. ➢ After you run QuickBooks® in administrator mode and you get to the "home" page, restart your computer.
I restarted the computer: I do not see the Plugin in the Customer pull down menu in administrator mode.	Complete the following steps: ➢ Open **Task Manager** and go to the **Processes** tab and keep this open while doing the next steps. ➢ Open QuickBooks® normally and **turn off (Uncheck)** "Keep QuickBooks® running for quick startups" located in the drop down menu **Edit \ Preferences…** ➢ Close QuickBooks® with **File \ Exit**. ➢ Check **Task Manager** and see that **QBW32.EXE** has completely stopped (Missing from the processes) *Errors can occur if QuickBooks® does not fully close before running it again.* ➢ Run "**Register the** Plugin **in QuickBooks**" ➢ Run QuickBooks® in **administrator mode** ➢ **Restart** the computer ➢ Run QuickBooks® normally.

Question	Solution
I restarted the computer: I launched the QuickBooks Icon and got: **Runtime Error!** Program: C:\Program Files\.....\qbw32.exe	The Runtime Error! is caused because QuickBooks is already running in the background from when QB was opened in administrator mode. Quick Fix is: ➢ Right-click on the QuickBooks Icon and select "**run as administrator**" ➢ Follow the prompts until you are at the "**home**" screen ➢ **Turn off (Uncheck)** "Keep QuickBooks® running for quick startups" located in the drop down menu **Edit \ Preferences…** ➢ Close QuickBooks® with **File \ Exit**. ➢ Wait 5-15 seconds for the program to close. ➢ You can see QBW32.exe disappear from Task Manager ➢ Click The QuickBooks Icon as normal ➢ QuickBooks will open normally
Can I **TURN ON** the option to **"Keep QuickBooks running for quick startups"**?	After the Initial setup, Administrator Mode, and you have QuickBooks running in normal mode with the Payment Plugin showing in the Customer Menu Pull Down … Yes. ➢ **Turn on (Check)** "Keep QuickBooks® running for quick startups" located in the drop down menu **Edit \ Preferences…** ➢ Close QuickBooks® with **File \ Exit**. ➢ Wait 5-15 seconds for the program to close. ➢ You can see QBW32.exe remains in Task Manager ➢ Click The QuickBooks Icon as normal ➢ QuickBooks will open normally

Additional Questions and Answers

Question	Answer
Logo/Banner on the Plugin after I installed the software. ! I don't see my Company Logo ! I see a banner to put company information in the Application Settings	There is a default banner for all users when you first install the Plugin. Your Logo/Banner will appear only after the "Account Information" is completed in the Application Settings. To do this: ➢ Go to the Plugin | Start Here Plugin. ➢ Click on Application Settings ➢ Fill in the "Account Information" section ➢ Click OK. ➢ File\Close Company ➢ Wait 5-15 seconds for the Company file to close ➢ Open the QuickBooks® company file. Your Logo/Banner will now appear now in the Plugin.
Application Settings: **I don't have "Account Information"** to put in the fields	You will need "Account Information", to use the Process Payment module. *(You will need 1 for each Company in your QuickBooks)* A couple ways to get Account Information: Check with your Account Representative for your Account Information.

Additional Questions and Answers (…continued)

Question	Answer
QuickBooks® opening in **minimized mode** after I installed the Plugin.	This is most commonly related to QuickBooks® not stopping when you last closed QuickBooks. ➢ Open **Task Manager** and go to the **Processes** tab and keep this open while doing the next steps. ➢ Open QuickBooks® normally and **turn off** "Keep QuickBooks® running for quick startups" located in the drop down menu **Edit \ Preferences…** ➢ Close QuickBooks® with **File \ Exit**. ➢ Check **Task Manager** and see that **QBW32.EXE** has completely stopped (Missing from the processes). ➢ Restart QuickBooks® normally. You should see it open normally now and not in minimized mode.
Do I need a Card Reader to use this Plugin?	No. A Card Reader will speed up the process if you have the physical cards in hand and possibly give you a discount on your merchant account. ➢ Without a Card Reader, simple enter the information by hand
Do I need a Check Reader to use this Plugin?	No. A Check Reader will speed up the process if you have the physical checks in hand. ➢ Without a Check Reader, simple enter the information by hand
Which Card and Check Readers does this Plugin support?	The list of tested readers is on page 6 of this document under Equipment. If you have a Credit Card Reader, make sure to check that the hardware was working prior to the installation of the Plugin software.
I have done all the Solutions: I do not see the Plugin in the Customer pull down menu.	This Plugin was tested in all the currently supported Windows operating systems and current QuickBooks® (US versions) 2004 and later. Please let us know if you still have questions about the installation. Our support team will contact you and help you resolve your questions. ➢ Email us at **cs@secureQBplugin.com** ➢ Website support: **www.secureqbplugin.com**

Processing Transactions with the Plugin

To open the Financial Payment Plugin for QuickBooks®, click on “SecureQB Plug-in” on your desktop.

Plugin Start Here Navigation Menu

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

Application Settings – Set the Merchant Processing Settings for the Plugin.

- Set your Account information for your Customer Vault and Gateway
- Set Search for Sales Receipts create within parameters
- Select server Installation if this is installed on a server w/ performance search options
- Set which type of logs you want to view, error or details

Single Payments – The primary screen for processing Credit Cards and ACH (E-Check) transactions.

- Apply a **Credit Card** transaction to **All Open Invoices** for a customer
- Apply an **ACH (E-Check)** transaction to **All Open Invoices** for a customer
- Apply **a Credit Card** transaction to a **Specific Invoice** for a customer
- Apply an **ACH (E-Check)** transaction to a **Specific Invoice** for a customer
- Apply a **Credit Card** transaction to an **Existing Sales Receipt** for a customer
- Apply an **ACH (E-Check)** transaction to an **Existing Sales Receipt** for a customer
- Apply a **Credit Card** transaction to a **New Sales Receipt** for a customer
- Apply an **ACH (E-Check)** transaction to a **New Sales Receipt** for a customer
- Apply and update the Customer Vault at our secure Gateway.
- Update the Customer Record with a click of a button
- Create a New Sales Receipt
- Swipe Card Capable
- PO# passes to Customers Statement and back to MEMO Field in QuickBooks.
- Customer Code will show up on the Receipt and proccessed with the transaction

Payment History – This opens the Merchant Back Office to the reports section in a secure browser.

- Search and review all transaction attempted and/or completed by the Plugin.
- This does NOT replace your Merchant Gateway Portal but can be used to quickly check and save transactions from the Plugin
- This report will NOT include any transaction completed outside the Plugin interface at this time.

Batch Payments – The primary screen for BATCH Credit Cards and ACH (E-Check) transactions.

- Apply a **Credit Card** transaction to **All Open Invoices** for a customer
- Records a record of the transactions in your default folder (Application Settings)
- All Customer:Job transaction data must be first save to the Vault for Batch to complete a transaction. Vault storage can be completed from the Single Payments screen by entering the customer:job transaction information and checking the box: "Batch Screen Default Method". This will NOT process a transaction but simply save the payment method for future use or within Batch.

Batch History – From this screen you can view previous batch reports.

- **All batch Runs** are copied to a .csv file located on your QuickBooks host computer/server.
- The file location will be indicated on the Batch Reports screen
- The default file location is C:\Users\Documents\SPQB\Batch Reports\. This is a hidden file to most users unless changed by the user or network administrator.
- This file location can be changed in Application Settings under Plug-in Options
- You can view the Batch Reports in a spreadsheet software simply by clicking a button

Upcoming releases – These features will be available shortly or replaced with others.

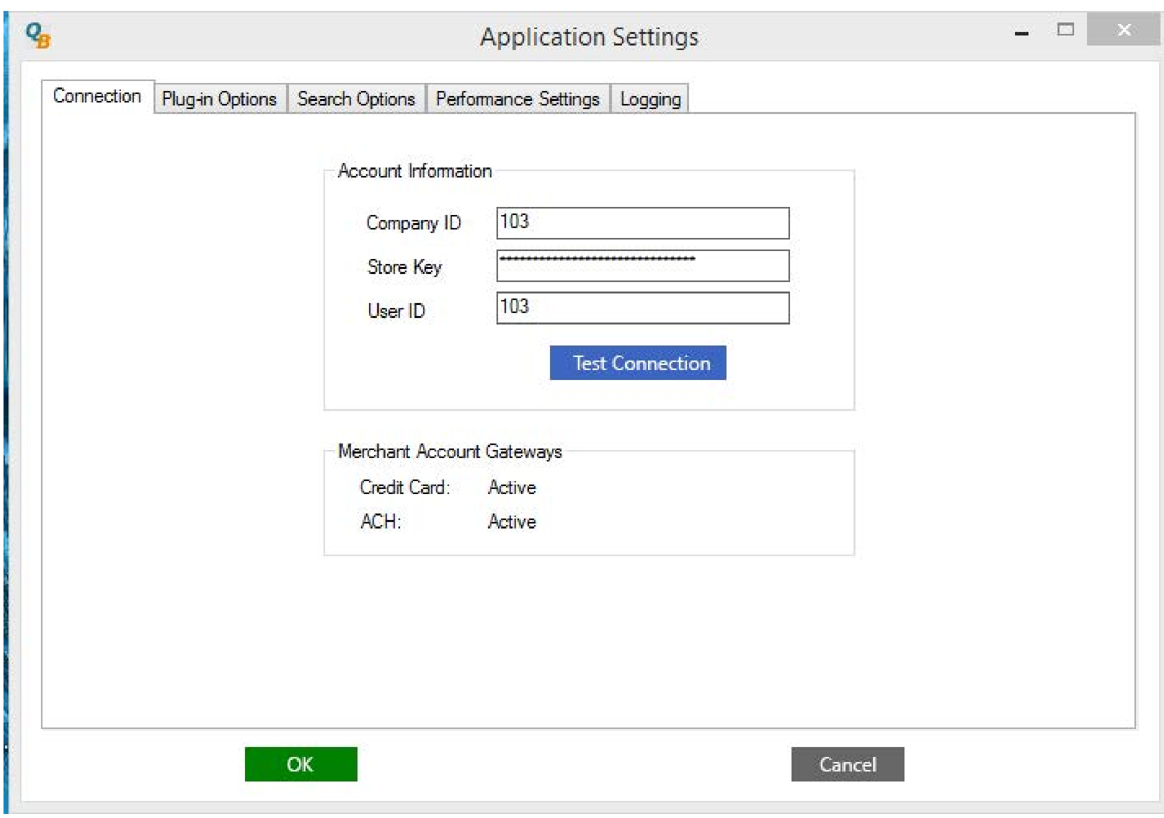
- **Outgoing Payments:** Make outgoing ACH vendor payments
- **Email Payments:** This will allow Merchants to email their customers the Invoice from QuickBooks® and have them pay it online within a secure portal.
- **Automated Recurring Payments:** Recurring payments can be done within QuickBooks using the "Memorize Invoice" function: create Invoice > Edit > Memorize Invoice CTRL+M. Then just use the Batch Screen to run transactions which can be sorted by filters. The upcoming feature will automate this through the vault so you will not need to run Batch, rather just synchronize with the Vault.

Update Available – An Update link will appear on the bottom of the Navigation Menu when there is a new release of the software. Click the link to be directed to the software update page of www.secureqbplugin.com. From here you can update your software if you want to. You do NOT need to update your software if you do not want to.

Application Settings Menu

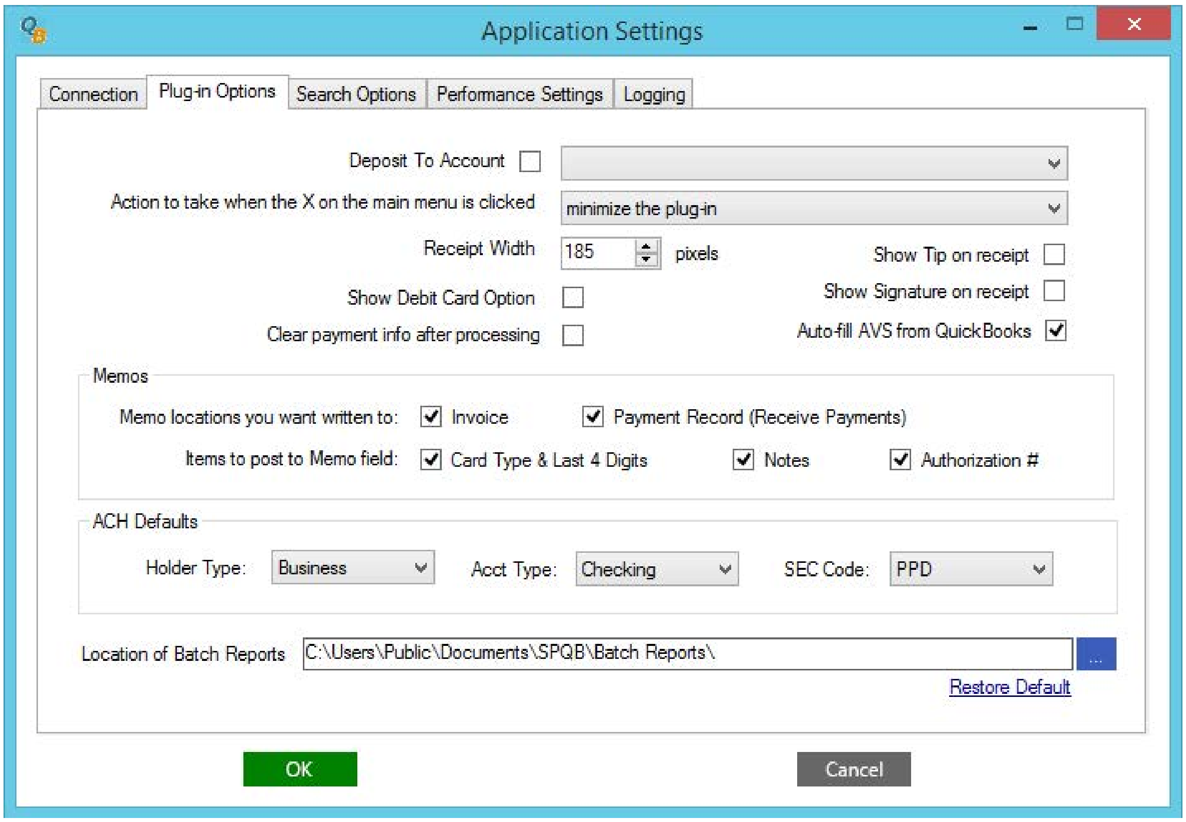
REQUIRED:

- **Set your Account Information for your Customer Vault and Gateway**
  - Company Id: Unique for each Company
  - Store Key: Unique for each Company
  - User Id: Unique for each User



First Time and before you process a transaction: This may need to be setup for each "Company" you have in QuickBooks®. Since each Company may or may not have the same merchant account, these steps may need to be duplicated for each one. You may have unique information for each one to enter on this page.

- **Plug-in Options:**
  - Action to take when X on the main menu is clicked eith close the plug-in or minimze the plug-in
  - Location of Batch Reports



Optional:

- **Deposit To Account:** Choose the account you want to deposit to or leavea at default
  Default deposit to account: "Undepoist ed Funds"

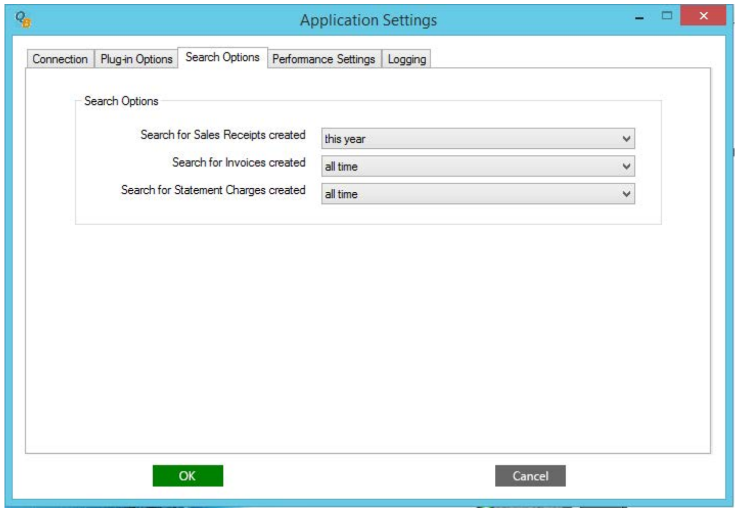
- **Memos:** Can choose what shows up on your memos after processing a transaction

  - Memo locations you want written to or Items to post to Memo field

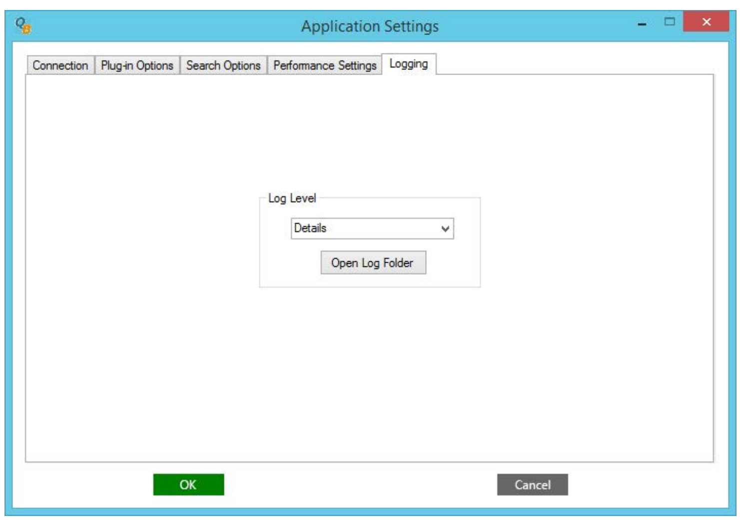
- **ACH Defaults:** Holder Type, Acct Type, SEC Code

Once the information is completed, Click OK to save your changes.

- **Search Options:**
  - Search for Sales Receipts created
  - Search for Invoices created
  - Search for Statement Charges created



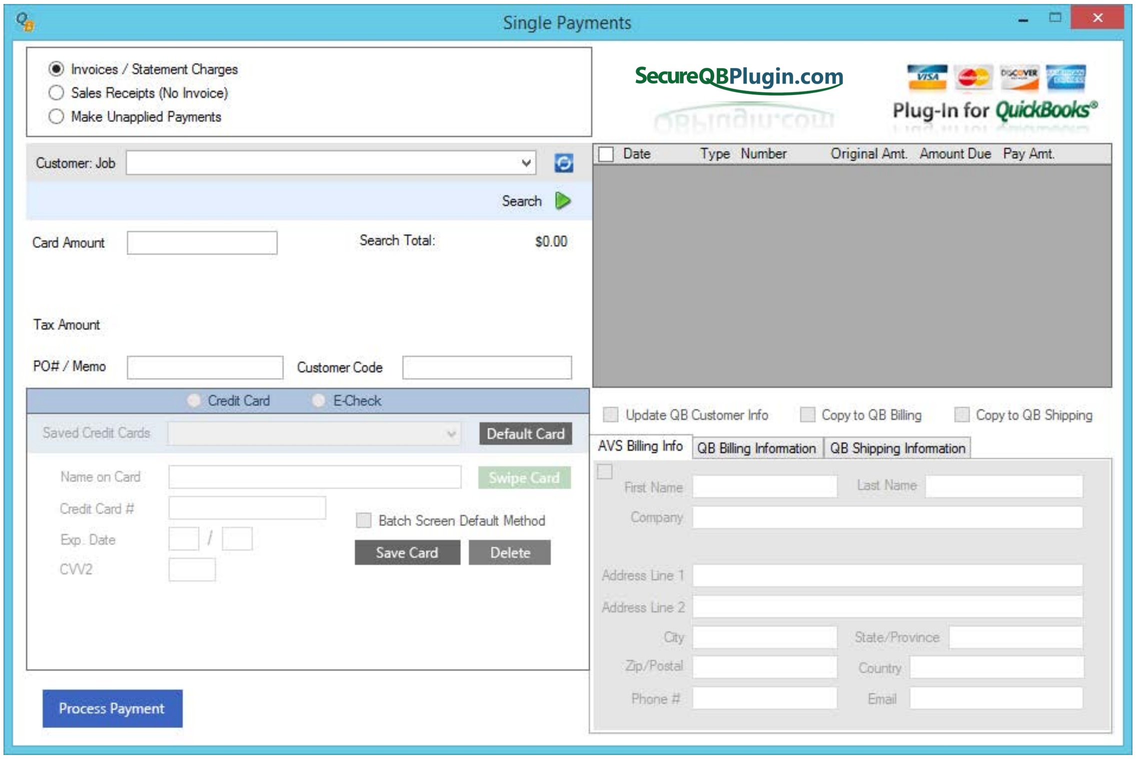
- **Performance Settings: (Check Server Installation if installed on server)**
  - Sales Receipt search order
  - Invoice search order
  - Statement Charge search order



- **Logging: (Log Level)**
  - Errors Only
  - Details

Processing Payments Screen

1) **Invoices / Statement Charges** – This is the default choice for this screen.

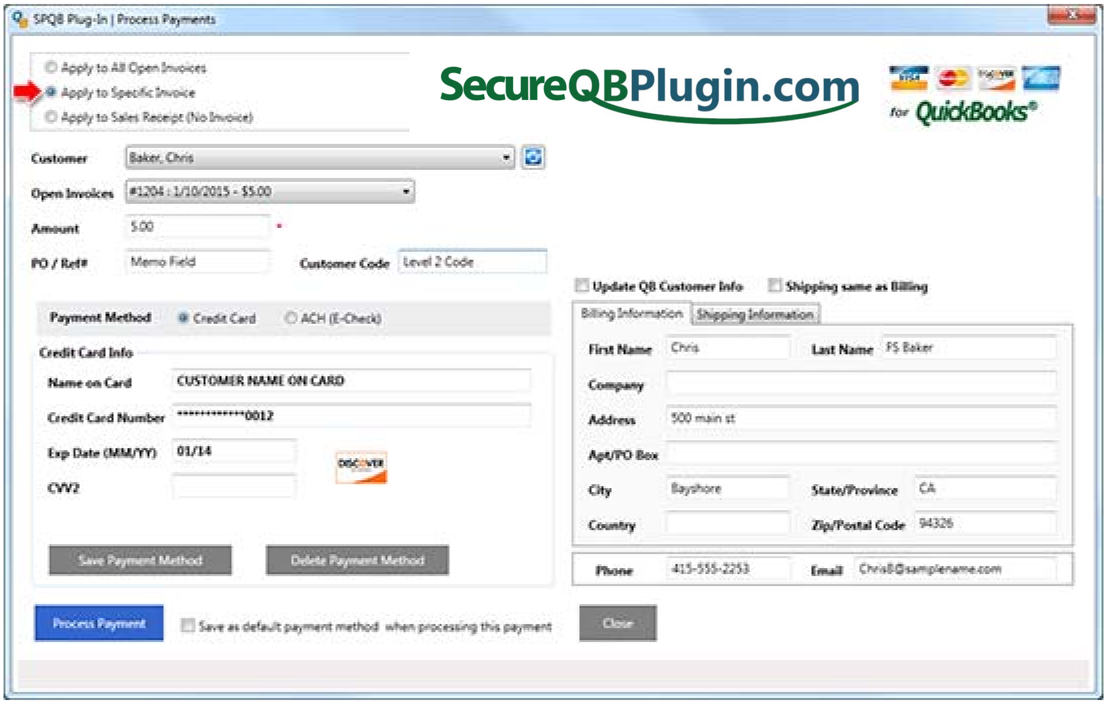


Invoices / Statement Charges screen for transactions

Fields to note:

- **Customer: Job** This field defaults to your first customer in your database. Select the drop down to select the customer for the transaction. You can choose the main customer or one of its sub-customers.
  - This will populate the customer record to the right with the information from the customer record in QuickBooks®.
  - Customer:Jobs will appear in alphabetical order
- **Card Amount:** Once a invoice has been selected the invoice amount due will be populated. This amount can be changed for partial payments after clicking off the card amount you will see in the upper right that now the Pay Amt has updated.
- **Tax Amount:** This amount is being pulled with the invoice from QuickBooks®
- **PO# / Memo**: Optional if you need more information to be posted back to QuickBooks® on your invoice / statement charge
- **Customer Code**: This is a Level 2 type function allowing information to be passed to the customers Statement. This also is placed in the MEMO FIELD within QuickBooks®.
- **Update Customer Record**: Option to change the customer record in QuickBooks®. You can update the customer record in QuickBooks® to the information on the payment screen.
  - **Caution:** *Formatting for this option are the default formats for QuickBooks®. Due to the way QuickBooks® stores the address line 1 and 2 fields; this may not always be accurate and may change your preferred layout for other areas of QuickBooks® like Invoices, Sales Receipt, etc.*
- **Save Card:** This button allows you to save Payment Methods to the vault WITHOUT charging the customers card or check. You can store them for future purchases and invoicing.

2) **Apply to Specific Invoice** – This choice applies a payment amount to a specific invoice of a customer. A receive payment record will be created upon the successful completion of the transaction. The payment processed will be applied to the invoice chosen.

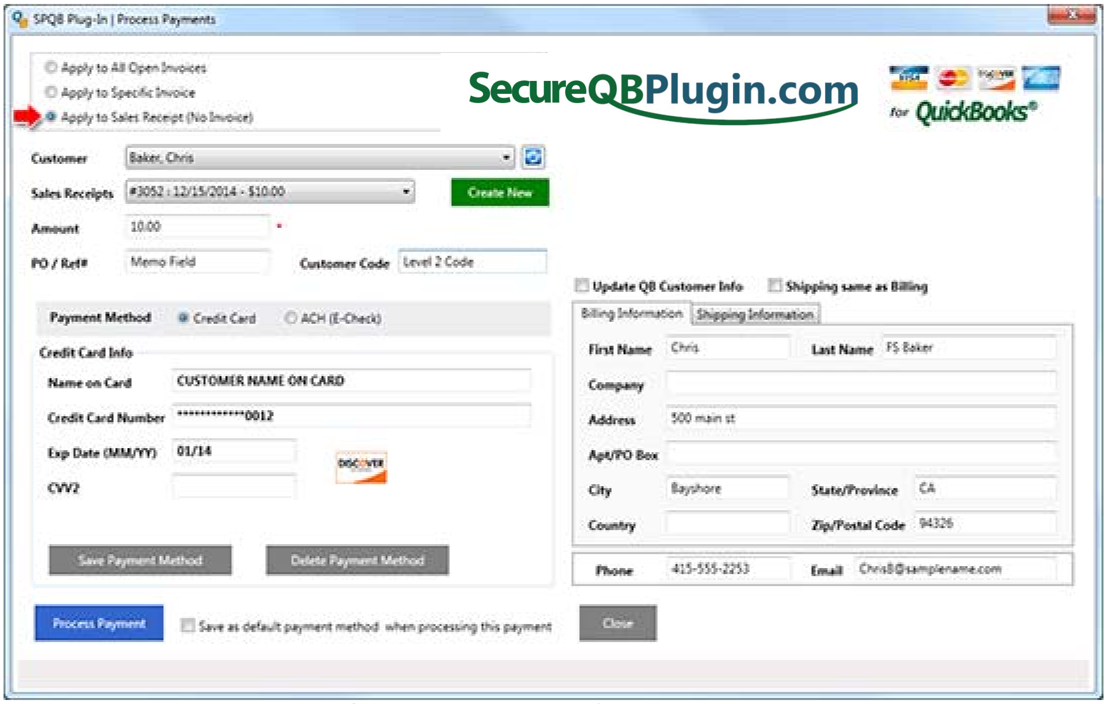


Apply to Specific Invoice screen for transactions

Fields to note:

- **Open Invoices:** The invoices in the field are the customers Open Invoices. Invoices are sorted from Oldest to Newest and the Amount for the invoice selected will appear in the Amount field.
- **Customer:** This field defaults to your first customer in your database. Select the drop down to select the customer for the transaction. You can choose the main customer or one of its sub-customers.
  - This will populate the customer record to the right with the information from the customer record in QuickBooks®.
  - Customer:Jobs will appear in alphabetical order
- **Amount:** The default amount in the field is the customers Open Invoice. You can adjust this to be greater or less than the amount due. This field is the amount used for the current transaction. If an amount greater than the invoice is in the 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".
- **Total Due:** This field will not appear.
- **Payment Method**: Credit Card or ACH (E-Check) – The Credit Card is defaulted for all customers. If the customer had a previous transaction, the information from the vault for that previous transaction will appear in the fields. You can change the default information for the vault by clicking the check box just above the "Process and Close" button.
- **Update Customer Record**: Option to change the customer record in QuickBooks®. You can update the customer record in QuickBooks® to the information on the payment screen.
  - **Caution:** *Formatting for this option are the default formats for QuickBooks®. Due to the way QuickBooks® stores the address line 1 and 2 fields; this may not always be accurate and may change your preferred layout for other areas of QuickBooks® like Invoices, Sales Receipt, etc.*
- **Save Default Payment Method:** This button allows you to save Payment Methods to the vault WITHOUT charging the customers card or check. You can store them for future purchases and invoicing.
- **PO / Ref#:** This is a Level 2 type function allowing information to be passed to the customers Statement. This also is placed in the MEMO FIELD within QuickBooks®.

3) **Apply to Sales Receipt (No Invoice)** – This choice will create a new Sales Receipt record upon the successful completion of the transaction, and does not require an invoice in QuickBooks®.



Apply to Sales Receipt screen for transactions

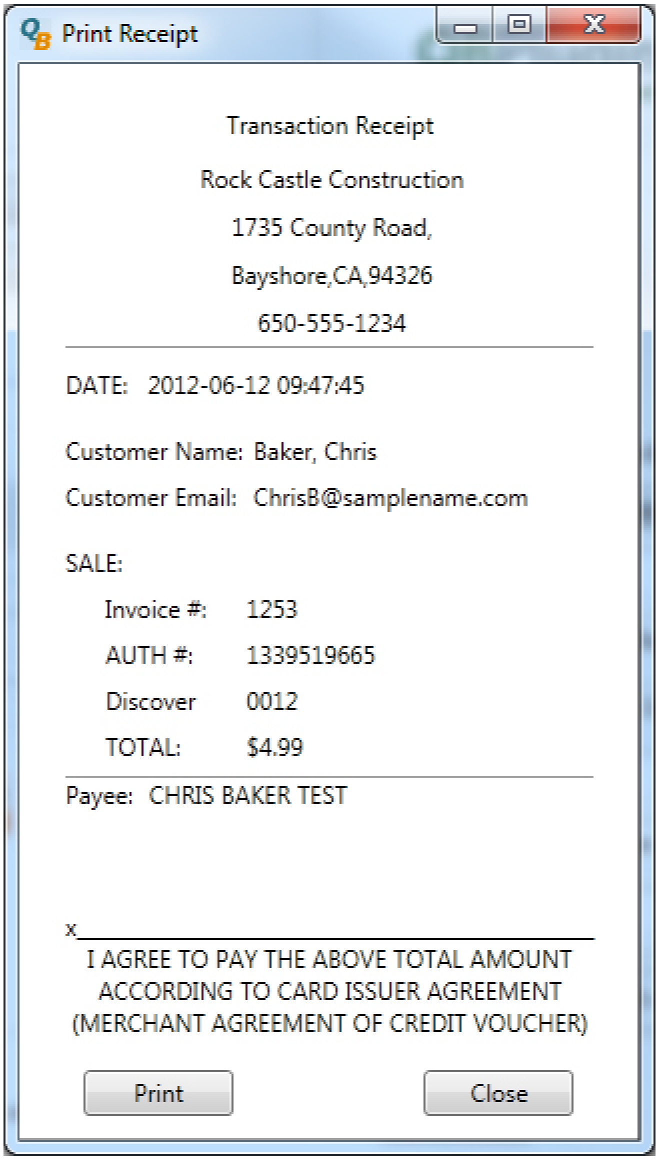
Fields to note:

- **Sales Receipts:** The receipts in the field are all the customers Sales Receipts. Receipts are sorted from Oldest to Newest and the Amount for the Sales Receipt selected will appear in the Amount field.
  - ***Note:** All the receipts for a customer will appear in the drop down menu. Be careful to select the correct Sales Receipt for the transaction.*
- **Create NEW:** This button opens the "Enter Sales Receipt" page in QuickBooks®. Enter a new Sales Receipt for your customer. When you click either the "Save & Close" or the "Save & New" buttons, a pop-up window on the Plugin will appear giving you the choice to "Click OK to process payment for newly created Sales Receipt".
  - ***Note:** If you click "OK", the Sales Receipt pull down will refresh with your new Sales Receipt and the amount will appear in the Amount field.*
- **Customer:** This field defaults to your first customer in your database. Select the drop down to select the customer for the transaction. You can choose the main customer or one of its sub-customers.
  - *This will populate the customer record to the right with the information from the customer record in QuickBooks®.*
- **Amount:** The default amount in the field is the customers Sales Receipt amount. You can adjust this to be greater or less than the amount due. This field is the amount used for the current transaction. If an amount greater than the invoice is in the amount field, the payment processed will be applied to the specific receipt and the remainder will be applied using the default QuickBooks® rules for applying payment of "First In – First Out".
- **Total Due:** This field will not appear.
- **Payment Method**: Credit Card or ACH (E-Check) – The Credit Card is defaulted for all customers. If the customer had a previous transaction, the information from the vault for that previous transaction will appear in the fields. You can change the default information for the vault by clicking the check box just above the "Process and Close" button.
- **Update Customer Record**: Option to change the customer record in QuickBooks®. You can update the customer record in QuickBooks® to the information on the payment screen.
  - **Caution:** *Formatting for this option are the default formats for QuickBooks®. Due to the way QuickBooks® stores the address line 1 and 2 fields; this may not always be accurate and may change your preferred layout for other areas of QuickBooks® like Invoices, Sales Receipt, etc.*
- **Save Default Payment Method:** This button allows you to save Payment Methods to the vault WITHOUT charging the customers card or check. You can store them for future purchases and invoicing.
- **PO / Ref#:** This is a Level 2 type function allowing information to be passed to the customers Statement. This also is placed in the MEMO FIELD within QuickBooks®.

Receipt Printing

Receipt Printing – **After you process a transaction, a screen will appear giving you the option to print a receipt.**

- **If you want to print the receipt, click PRINT**
- **If NOT, simply click Close.**

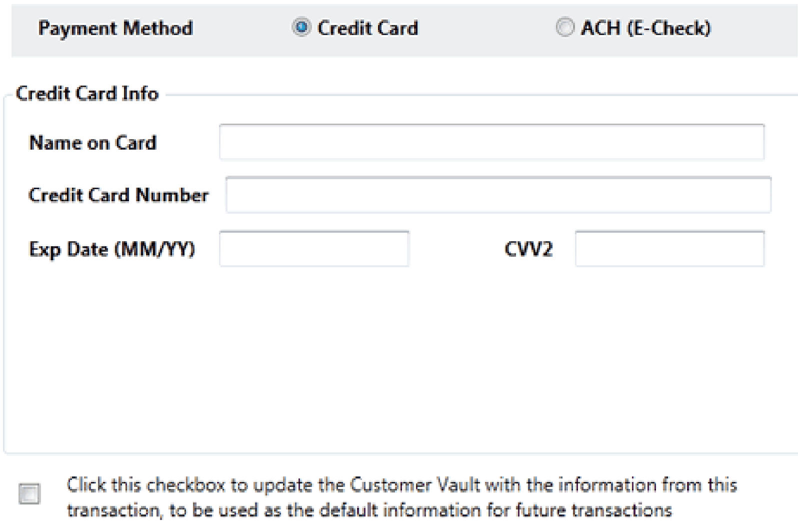


This receipt will print on most thermal printers 2 1/4", 3 1/8", and normal 8 1/2x11 network printers

After you click Print, the Computers default print window will appear to choose the printer.

Additional Processing Information

Credit Card Transactions – The Credit Card transaction is the default transaction for the Plugin.



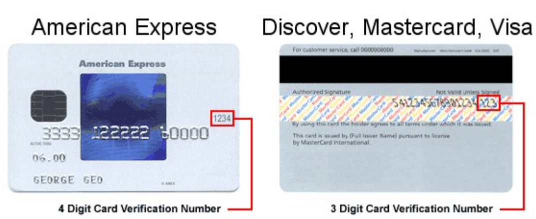
- **Name on Card:** Enter the full name as it appears on the credit card. Capitalization does not matter in this field.

- **Credit Card Number:** Enter the card number with no spaces. If you see the last 4 digits of the card in the field, you may not have to enter the card number again. If you completed a previous transaction for the selected customer, the Secure Vault will populate the field with the last 4 digits of the card on file. To use a different card, simply type the card in the field.

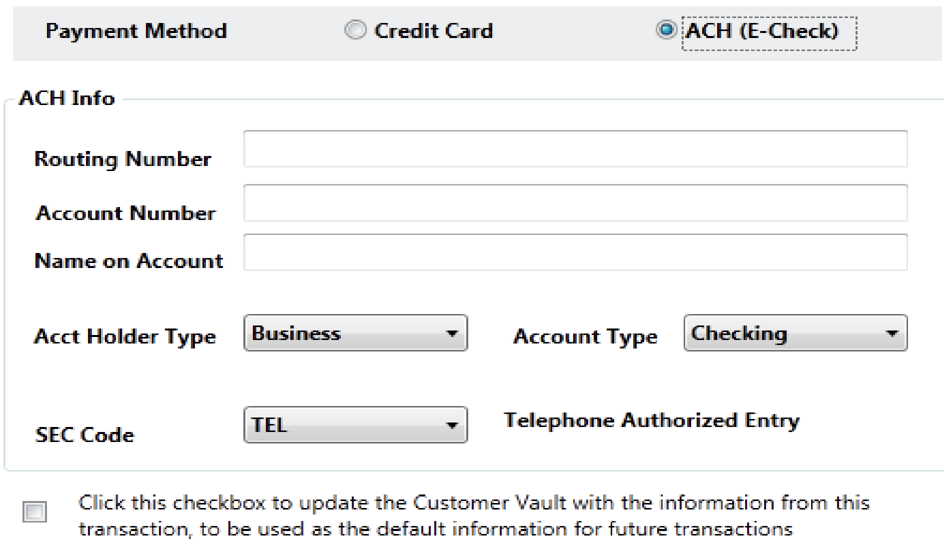
  - ➢ The Card type will appear below for whatever card you enter

- **Exp Date (MM/YY):** Enter the Month and Year as it appears on the card MM/YY.

- **CVV2:** Enter the CVV2 code from the card into the field. Credit Cards will have the CVV2 code located in different places.
  - o Master Card, Visa, and Discover card usually have the CVV2 code on the back of the card and are 3 digits.
  - o American Express is typically on the front of the card and is 4 digits.



ACH (E-Check) Transactions – Select the ACH by simply clicking on the radio button next to ACH (E-Check).



- **Routing Number:** Enter the Routing Number for the bank the funds will be withdrawn from. 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 **|:**

- **Account Number:** Enter the Account Number for the bank account the funds will be withdrawn from. 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.

- **Name on Account:** Enter the name as it appears on record at the bank for the account number entered in the Account Number field. This is typically the name printed on the check. If it is hand written or missing, you might need to contact the bank or account holder.

- **Acct Holder Type:** Default is **Business** account. If the transaction is a personal account, just click and select "**Personal**" from the drop down menu.

- **Account Type:** Default is **Checking** account. If the transaction is a savings account, just click and select "**Savings**" from the drop down menu.

- **SEC Code:** Default is **TEL** (Telephone). If the transaction is a different SEC Code, just click and select a different SEC Code from the drop down menu.

  Current Types of SEC Codes:
  - **PPD** **Prearranged Payment Entry**
  - **PPD** **Prearranged Payment Entry - Faxed**
  - **RCK** **Represented Check Entry**
  - **TEL** **Telephone Authorized Entry**
  - **TEL-IVR** **Telephone Authorized Entry - IVR**
  - **WEB** **Internet Authorized Entry**
  - **CCD** **Cash Concentrated or Disbursement**

Contact Fields – Contact fields have 2 sections: Billing Info and Shipping Info. The Plugin will attempt to pull the customer contact information from QuickBooks® Customer Center. Due to the way QuickBooks® stores the address line 1 and 2 fields; this may not populate 100%. Check the fields and adjust accordingly.

These fields might be optional depending on your merchant account and transaction types you are processing. Below are the available fields:

Billing Info:

- **First Name**
- **Last Name**
- **Company**
- **Address1**
- **Address2**
- **City**
- **State** *(Enter the 2 digit State code)*
- **Zip**
- **Country** *(Enter the 2 digit Country code)*

Shipping Info:

- **First Name**
- **Last Name**
- **Company**
- **Address1**
- **Address2**
- **City**
- **State** *(Enter the 2 digit State code)*
- **Zip**
- **Country** *(Enter the 2 digit Country code)*

Phone: Enter the Customers Phone if not populated

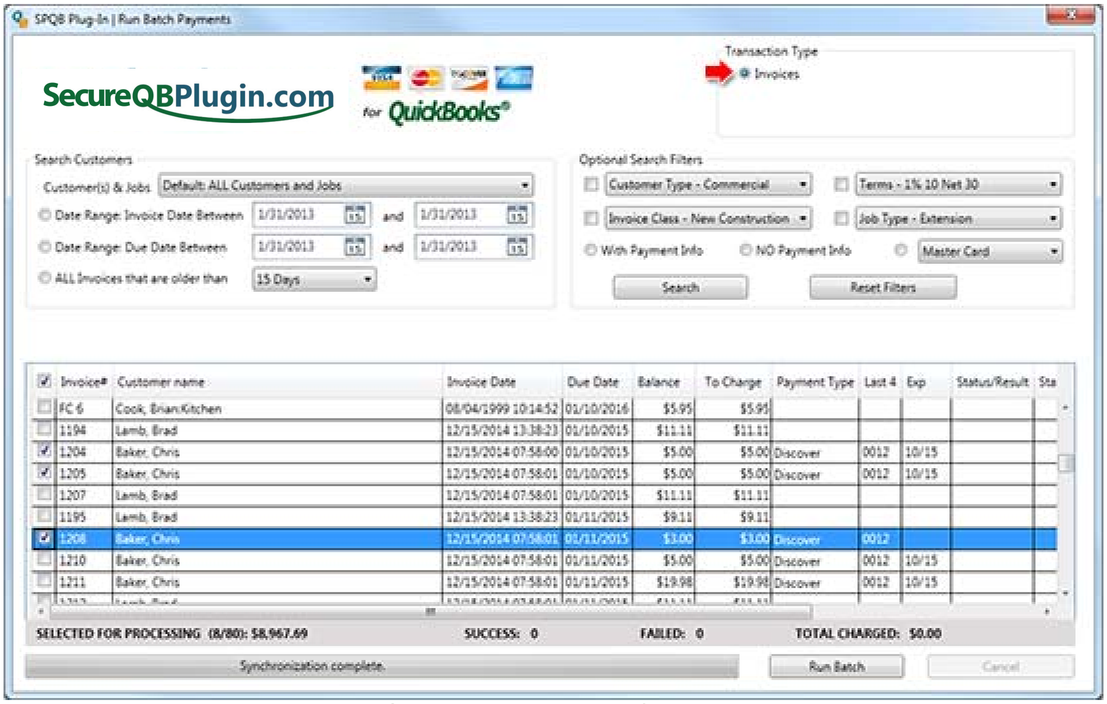
Email: Enter the Customers Email if not populated

Update Customer Record – Option to change the customer record in QuickBooks®. You can update the customer record in QuickBooks® to the information on the payment screen.

Caution: *Formatting for this option are the default formats for QuickBooks®. Due to the way QuickBooks® stores the address line 1 and 2 fields; this may not always be accurate and may change your preferred layout for other areas of QuickBooks® like Invoices, Sales Receipt, etc.*

Run Batch Screen

Batch Invoice Processing – This is the default choice for this screen to apply a payment amount to all invoices of a customer. The additional 5 Transaction Types will be displayed in upcoming releases. A receive payment record will be created upon the successful completion of the transaction. The payment processed will be applied using the default QuickBooks® rules for applying payment.



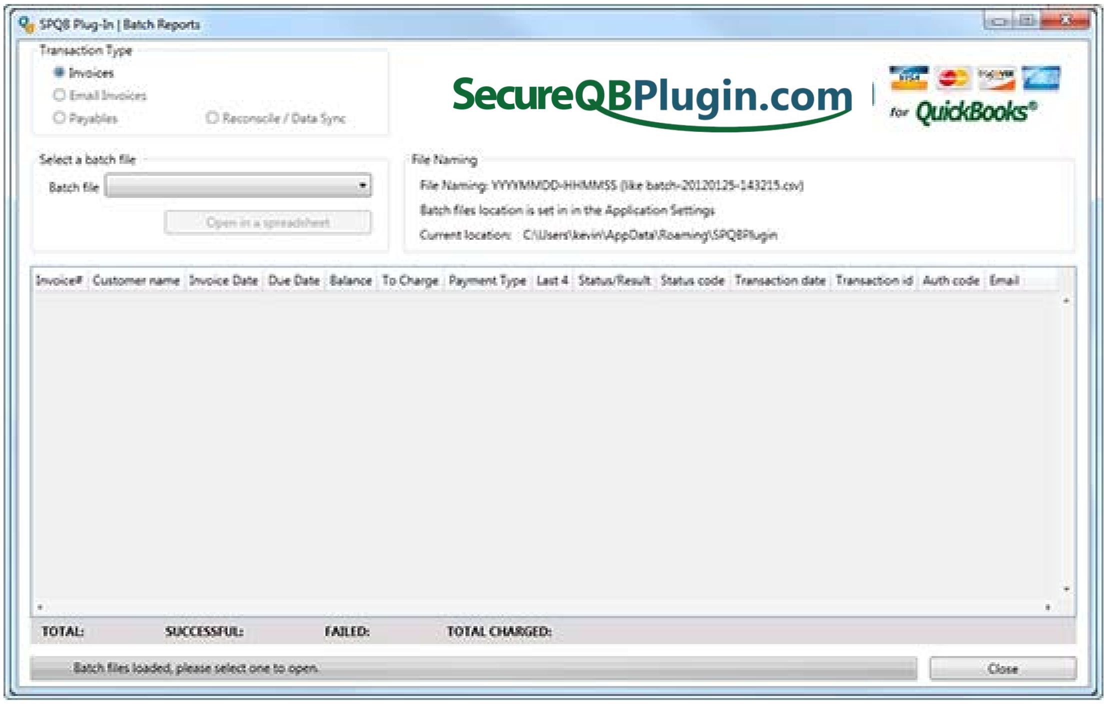
Apply to All Open Invoices screen for transactions

Fields to note:

- **Search Customers:** These filters can either search your entire database of Open Invoices for payment or narrow the search to a specific invoice.
  - **Customer(s) & Jobs:** All your active customers in QuickBooks®
  - **Date Range by Invoice Date:** Searches by the Invoice Creation Date
  - **Date Range by Due Date:** Searches by the Invoice Due Date
  - **All Invoices Older Than:** Bulk Due or Over Due Invoices
- **Optional Search Filters:** Narrows the search to specific Payment Types
  - Optional Filters will only filter this level if the customer Payment Method is already in the Vault.
  - This filter will NOT filter any Payment Method store within your QuickBooks® Software.
- **QuickBooks Filters:** Use the 4 filters from QuickBooks to mark your Customers and Invoices. Then simple choose the filter, the filter name from the pull-down and click Search to view the results.
- **Batch Invoice Area:** This displays your Search Results from your filter choices. You can:
  - **Select individual Invoices:** Default selects all the invoices. You can click an invoice to NOT be paid.
  - **Columns can move and sort:** You can drag and drop or sort the columns.
  - **Columns in the screen from filter:** Invoice #, Customer Name, Invoice Date, Due Date, Amount, Balance, To Charge, Payment Type, Last 4 digits of the stored card from the vault.
  - **Columns in the screen once transactions are processed:** Status/Result, Status code, transaction Date, Transaction ID, Authorization Code, Email.
- **Live Transaction Detail:** As the transactions are processed, the information for each transaction will appear in the Batch Invoice Area. You will also see the progress at the bottom of the screen with a count and progress bar.
- **Batch Results:** ALL Batch Results are saved to the Default Folder indicated under you Application Setting on the “Start Here” Screen of the plugin. Files are saved in .csv format and can be viewed at any time.

Batch Reports Screen

Batch Report Viewing – This is the screen you can view all previously processed batch runs. This uses files located on your computer at the location designated in the Application Settings of the QBPlugin. Simply click on Batch Report from the Start Here screen.



View all Previous Batch Runs

Field notes:

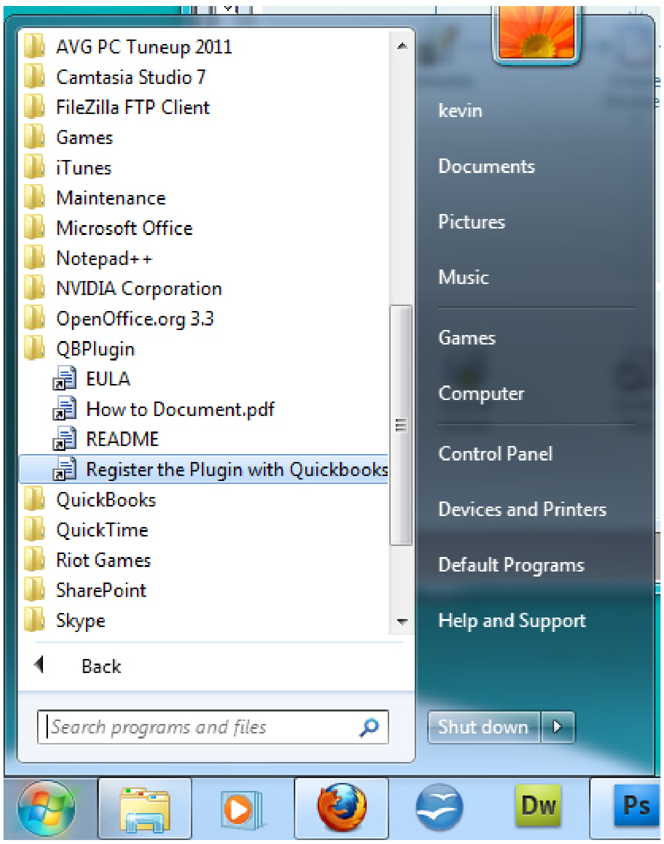
- **Batch File: Opens the location you have specified in the Application Settings and pulls up any previous batch run report.**
  - **These files are saved in .csv format to this location every time you run a Batch on the Batch Invoice Processing Screen.**
  - **Click the pull down to view the list of previous reports**
- **Open in a spreadsheet: This will take the selected .csv file and open it on your desktop in your computers default spreadsheet program. Most likely this will be either Microsoft Excel or Open Office ODF Spreadsheet**
- **File Naming: This show you the file naming scheme the Plugin uses and current file location.**

Additional Information

Subscribing your Plugin with your QuickBooks software

This is only needed if you are troubleshooting the plugin because of errors and is a very easy step and just takes a couple click of your mouse. Just click:

Start \ All Programs \ QBPlugin \ Register the plugin in QuickBooks



When you see the following pop-up on your screen, Subscription in COMPLETE with QuickBooks.