

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



**User Guide**  
**661-772-7584**  
**SecureQBPlugin.com**

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## Contents

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


## **Overview**

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

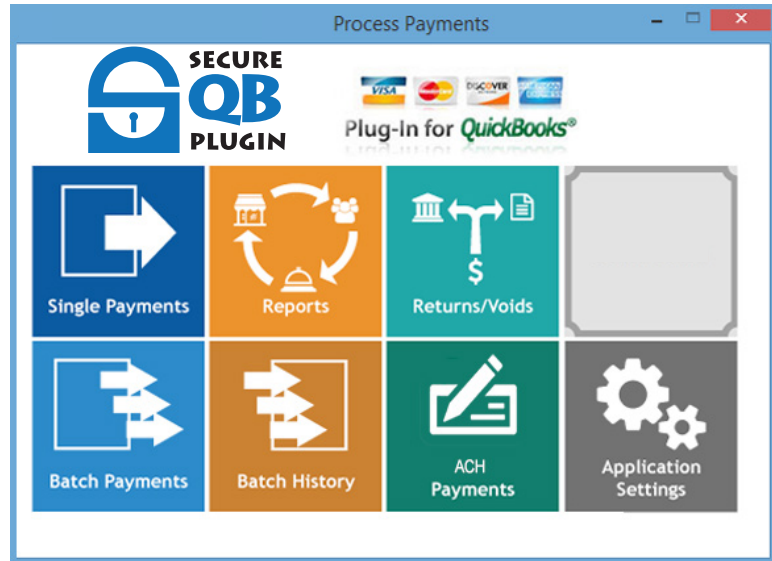
The software is not connected to, developed by, or technically supported by Intuit or any of their companies.

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

## Start the Secure QB Plug-in

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

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

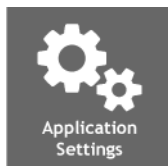


There are seven functions within the Navigation Menu:

- **Single Payments** – Used for processing credit cards and ACH/e-check transactions for a single customer's invoices or sales receipts.
- **Reports** – Used for viewing the payment history of all payments submitted using the plug-in.
- **Returns/Voids** – Used for processing the returns or voids of prior credit card payments.
- **Batch Payments** – Used for processing multiple credit card transactions. Multiple customer invoices or sales receipts may be viewed and credit card payment collected.
- **Batch History** – Used for viewing the payment history of batch payments.
- **Recurring Payments (Not available at this time)** – Used for establishing and editing recurring payments.
- **Application Settings** – Used to set the Secure QB Plug-in settings to work with QuickBooks®.

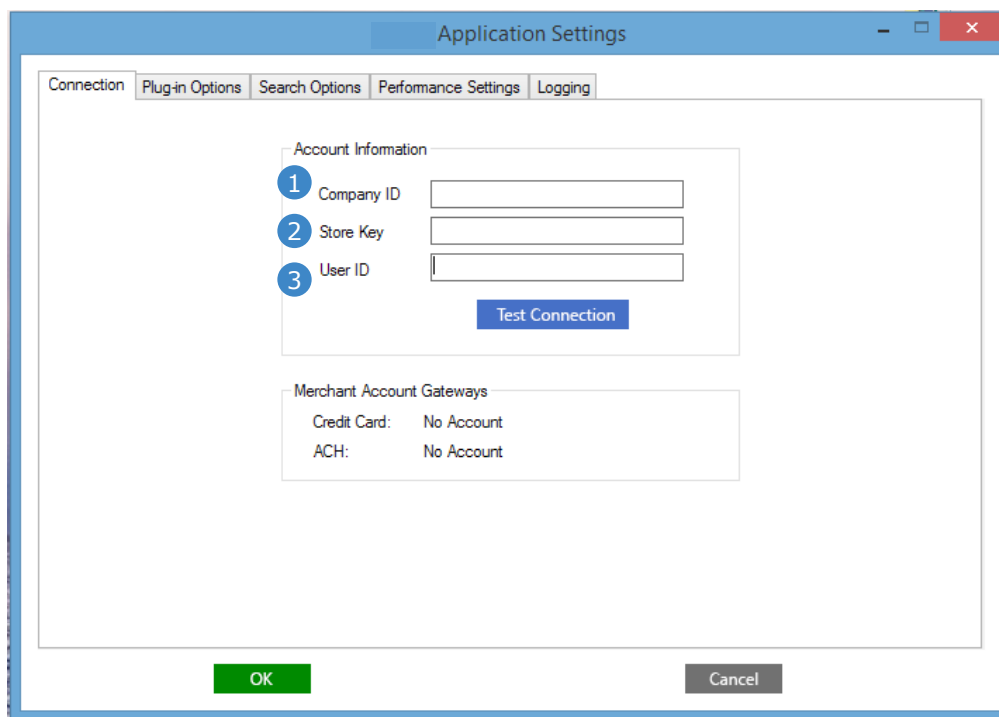
## Application Settings

Click on the Application Settings button



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

### 1. Connection



### Account Information

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

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

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

## Secure QB Plug-in Options

Use the default options or make adjustments as defined below:

Application Settings

Connection Plug-in Options Search Options Performance Settings Logging

1 Deposit To Account ☐ [dropdown]

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

3 Receipt Width 185 pixels Show Tip on receipt ☐

Show Debit Card Option ☐ Show Signature on receipt ☐

Clear payment info after processing ☐ Auto-fill AVS from QuickBooks ☐

Process payment but DO NOT post to QuickBooks ☐

4 Memos

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

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



5 ACH Defaults



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

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

Restore Default

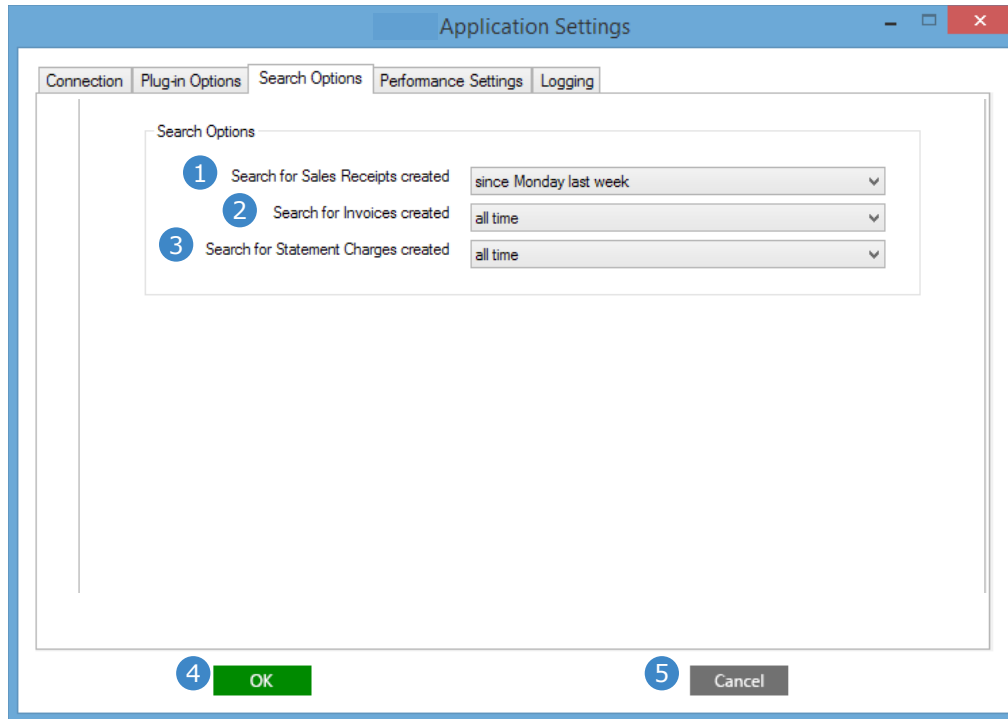
7 OK 8 Cancel

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

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

## Search Options

Use the default options or make adjustments as defined below:



1. Determine how far back the plug-in will search the QuickBooks® files for Sales Receipts.
2. Determine how far back the plug-in will search the QuickBooks® files for Invoices. (It is recommended you choose a time frame that reflects your business records and enhances speed for larger files)
3. Determine how far back the plug-in will search for Statement Charges.
4. Click on **OK** button to apply selections.
5. Click on **Cancel** button to disregard selection changes.

## Performance Settings

Use the default options or make adjustments as defined below:

The screenshot shows a window titled "Application Settings" with a blue header bar. Below the header is a tabbed interface with five tabs: "Connection", "Plug-in Options", "Search Options", "Performance Settings" (which is selected), and "Logging". The "Performance Settings" tab contains three numbered items, each with a label and a dropdown menu:

- 1 Sales Receipt search order: Customer:Job then Date Range
- 2 Invoice search order: Customer:Job then Date Range
- 3 Statement Charge search: Customer:Job then Date Range

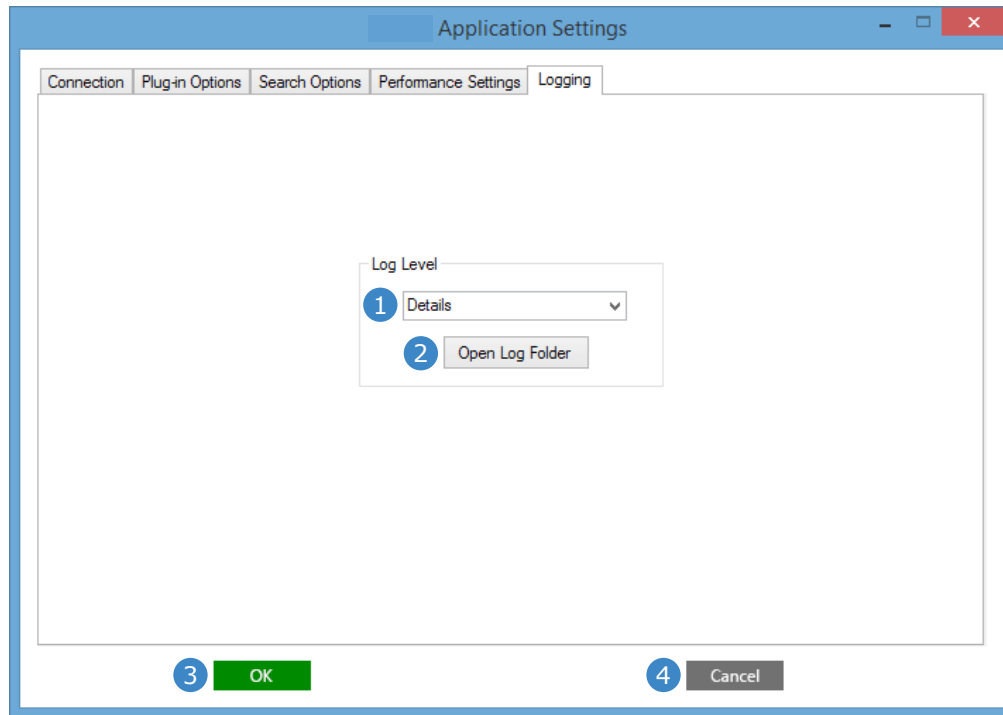
At the bottom of the dialog, there are two buttons: a green "OK" button (labeled 4) and a grey "Cancel" button (labeled 5).

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



## Logging

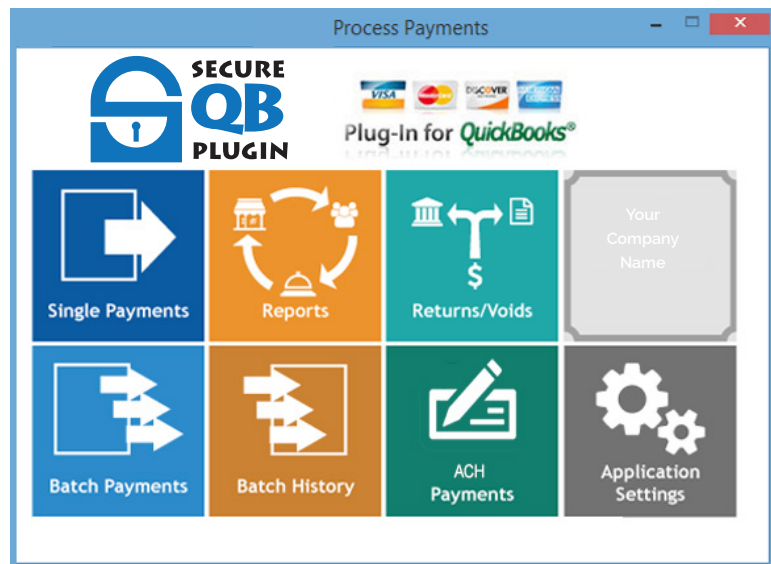
Use the default options or make adjustments as defined below:



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

## Single Payments

Click on the Single Payments button



**SINGLE PAYMENT PROCESSING**

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

2 Customer: Job Allard, Robert

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

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

A Credit Card B E-Check

4

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

6 **Process Payment** Close

### This screen is the Single Payment Screen

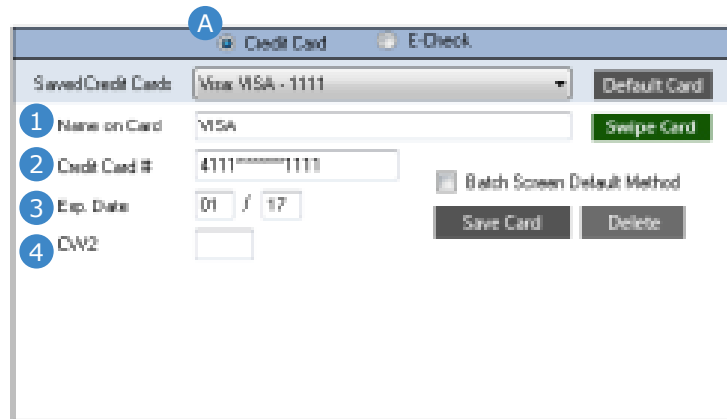
1. Choose payment for:
  - Invoice (pg 13)
  - Sales Receipt (pg 15)
  - One Time Unapplied Payment
2. Choose Customer Job
3. Set up payment information and save for future use (pg 11)
4. Select invoice or sales receipt to pay
5. Enter the total amount to be paid
6. Process Payment

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

## Set Up Payment Information for a Customer Record

### A. Credit Card Account Information:

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



1. **Name on Card:** Enter the full name as it appears on the credit card. This defaults to all capital letters. This name should also match the name selected for the AVS Billing Information, if there is no name listed here, type it in and select update QuickBooks® Billing information.
2. **Credit Card Number:** Enter the card number with no spaces. The card type will automatically appear below the card number.
3. **Exp Date :** Enter the month and year from the card in the format of MM/YY.
4. **CVV2:** Enter the CVV2 code from the card. The plug-in does not save this information to comply with PCI standards.



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

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

\*Click on the **Save Card** button to save the credit card payment information and the visual Name and billing address. This creates a Card Manager Record and a token to be used.

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

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

## B. ACH/e-Check Account Information

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

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

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

SEC Codes:

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

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

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

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

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

## Payment of an Invoice in the Single Payments Screen

The screenshot shows the 'Single Payments' window with the following elements and callouts:

- 1**: Radio buttons for 'Invoices / Statement Charges' (selected), 'Sales Receipts (No Invoice)', 'Walk-in (No Invoice)', and 'Make One Time Unapplied Payment'.
- 2**: 'Customer: Job' dropdown menu showing 'Allard, Robert'.
- 3**: 'QuickBooks® Options' section with checkboxes for 'Update QB Customer Info', 'Copy to QB Billing', and 'Copy to QB Shipping'.
- 3a**: 'ASP Billing Info' tab.
- 3b**: 'QB Billing Information' tab.
- 3c**: 'QB Shipping Information' tab.
- 4**: Table of open invoices with columns: Date, Type, Number, Original Amt., Amount Due, Pay Amt. One invoice is listed: 9/12/2018, Inv, 1058, 14,510.00, 14,510.00.
- 5**: 'Card Amount' field showing 0.00 and 'Search Total' showing \$14,510.00.
- 6**: 'Tax Amount' field.
- 7**: 'PO# / Memo' and 'Customer Code' fields.
- 8**: 'Credit Card' radio button (selected) and 'E-Check' radio button.
- 9**: 'Saved Credit Cards' dropdown menu showing 'Visa: AMANDA ROBERTS - 1111 (Default)'.
- 10**: 'Name on Card' (AMANDA ROBERTS), 'Credit Card #' (4111\*\*\*\*1111), 'Exp. Date' (05 / 16), and 'CVV2' field.
- 11**: 'Review Information' button.
- 12**: 'Process Payment' button.

### To apply a payment against an invoice:

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

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

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

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

**SINGLE PAYMENT PROCESSING**

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

2 Customer: Job Allard, Robert

4

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

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

6 Tax Amount

7 PO# / Memo Customer Code

8

9 ☒ Credit Card ☐ E-Check

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

Name on Card AMANDA ROBERTS **Swipe Card**

Credit Card # 4111\*\*\*\*\*1111 ☒ Batch Screen Default Method

Exp. Date 05 / 16 **VISA** Save Card Delete

CW2

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

ASP Billing Info QB Billing Information QB Shipping Information

☐ Use Quickbooks Billing Info

First Name Amanda Last Name Roberts

Company

Address Line 1 92834 Chandler St.

Address Line 2

City Millbrae State/Province CA

Zip/Postal 94030 Country

Phone # 650-555-3422 Email rallard@myemail.com

11 Review Information 12 Process Payment Close

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

## Payment of a Sales Receipt

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

The screenshot shows the 'Single Payments' window with the 'SINGLE PAYMENT PROCESSING' title. It features a 'SECURE QB PLUGIN' logo and 'Plug-In for QuickBooks®' branding. The interface includes several sections: a top navigation bar with radio buttons for 'Invoices / Statement Charges', 'Sales Receipts (No Invoice)', 'Walk-in (No Invoice)', and 'Make One Time Unapplied Payment'; a 'Customer: Job' dropdown menu; a 'Search' button; input fields for 'Card Amount', 'Cash Amount', and 'Total Amount'; a 'PO# / Memo' field; a 'Customer Code' field; a 'Create New' button; a 'Credit Card' / 'E-Check' radio button selection; a 'Saved Credit Cards' dropdown menu; a 'Default Card' button; a 'Swipe Card' button; a 'Batch Screen Default Method' checkbox; a 'VISA' logo; an 'Update Card' button; a 'Delete' button; a 'Quickbooks Options' section with checkboxes for 'Update QB Customer Info', 'Copy to QB Billing', and 'Copy to QB Shipping'; an 'ASP Billing Info' section with tabs for 'ASP Billing Info', 'QB Billing Information', and 'QB Shipping Information'; a 'Use Quickbooks Billing Info' checkbox; and a 'Process Payment' button. The bottom right corner has a 'Close' button. Numbered callouts (1-13) are placed over various elements: 1 points to the 'Sales Receipts (No Invoice)' radio button; 2 points to the 'Customer: Job' dropdown; 3 points to the 'Create New' button; 4 points to the 'Date' column header in the sales receipt list; 5 points to the 'Card Amount' input field; 6 points to the 'Cash Amount' input field; 7 points to the 'Total Amount' input field; 8 points to the 'PO# / Memo' field; 9 points to the 'Customer Code' field; 10 points to the 'Credit Card' radio button; 11 points to the 'Saved Credit Cards' dropdown menu; 12 points to the 'Review Information' link; and 13 points to the 'Process Payment' button.

### To process a Sales Receipt:

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

## Receipt Printing

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

- Choose Print to print a receipt.
- Choose Close to close the window without printing.
- There is an option to Turn Off receipt display in the Application Settings.

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

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

---

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

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

SALE:

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

---

Payee: CHRIS BAKER TEST

X\_\_\_\_\_

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

Print Close



## Reports

Click on the Reports button



ASP Payment History

PAYMENT HISTORY

Customer/Job: All Customers and Jobs

Optional Search Filters

Customer Type:  Invoices & Stmt. Charges

Job Type:  With Payment Info

Invoice Terms:  No Payment Info

Class:  Both

Payment Method:

Group by:  Search Reset

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

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

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

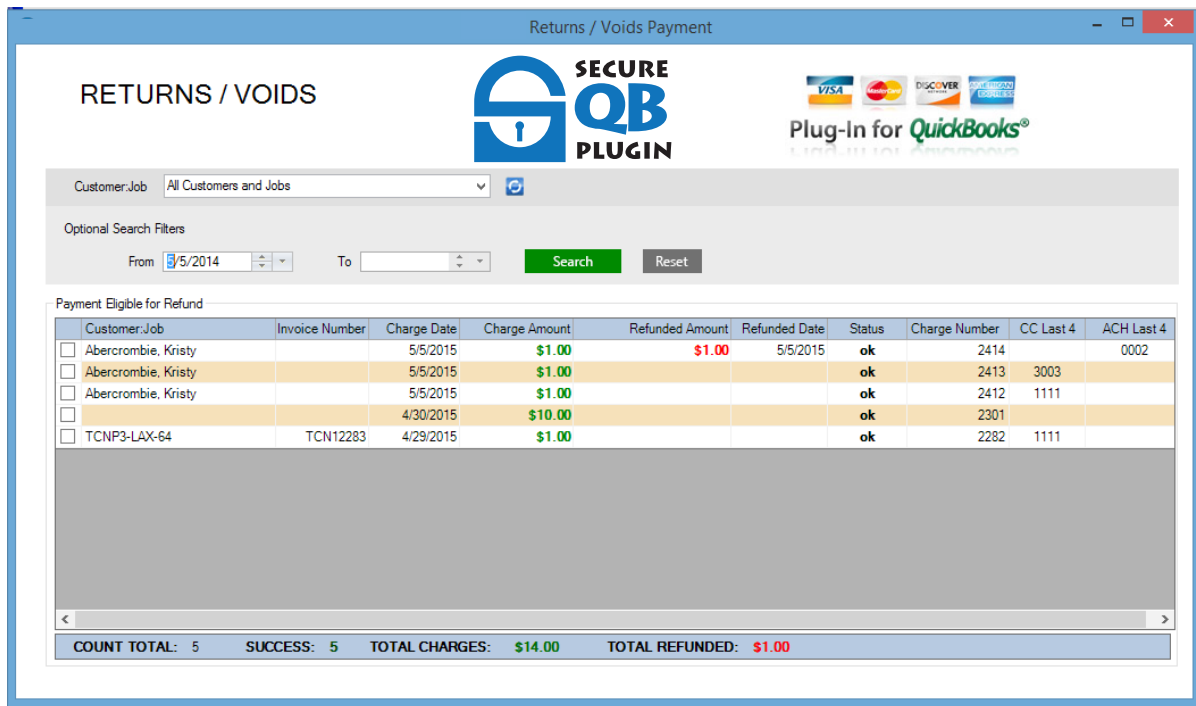
## Returns/Voids

Click on the Returns/Voids button



### Process a Returns/Void

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



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

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

## Single Transaction Returns/Voids

Process Returns / Voids

### PROCESS RETURNS / VOIDS

**1** Customer Information

First Name: Kristy Last Name: Abercrombie

Company:

Kristy Abercrombie  
5647 Cypress Hill Rd

City: Bayshore

State: CA Zip: 94326 Country:

Phone: 415-555-6579

email: kristy@samplename.com

**2** Charge Information

Charge Number: 2413

Credit/ECheck Last 4: 3003

Charge Date: 5/5/2015

Amount: \$1.00

**3** Return Amount: \$1.00

**4** Process Refund/Void

**5** Close

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

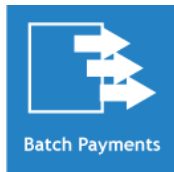
### Process Returns/Voids

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

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

## Batch Payments

Click on the Batch Payments button



**BATCH PAYMENT PROCESSING**

Accounting Software Plug-in

Customer/Job: All Customers and Jobs

Optional Search Filters

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

4 ☒ Customer and Jobs Search Reset

Customer Type Job Type Invoice Terms Class Payment Method

Invoices & Stmt. Charges

☐ With Payment Info ☐ No Payment Info ☒ Both

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

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

5 Run Batch Close

### Process a Batch of Payments

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

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

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

## Batch Payments: continued

**BATCH PAYMENT PROCESSING**

**SECURE QB PLUG-IN**

VISA, MasterCard, DISCOVER, American Express

Plug-In for QuickBooks®

Customer/Job: All Customers and Jobs

Optional Search Filters

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

☐ Due Date

☐ Shipping Date

Group by: Customer and Jobs

3 Search Reset

2 Customer Type:  Invoices & Stmt. Charges:

Job Type:

Invoice Terms:

Class:

Payment Method:

☐ With Payment Info

☐ No Payment Info

☒ Both

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

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

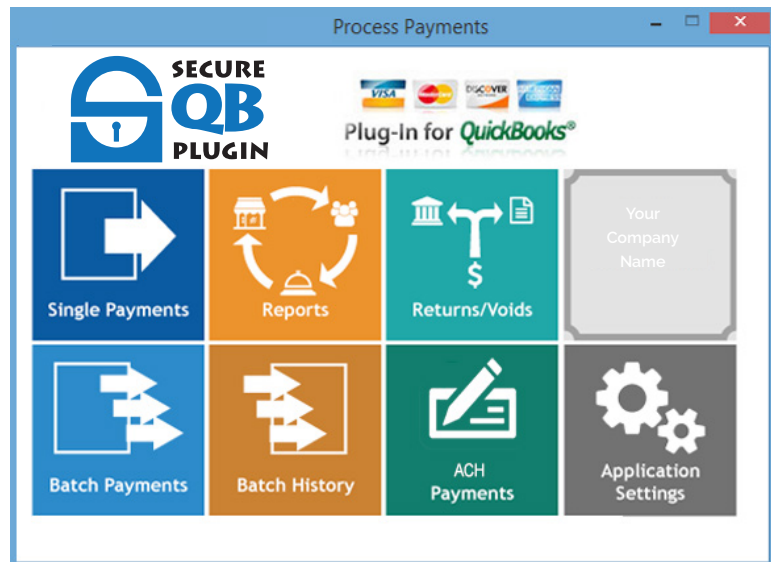
5 Run Batch Close

### To process a batch:

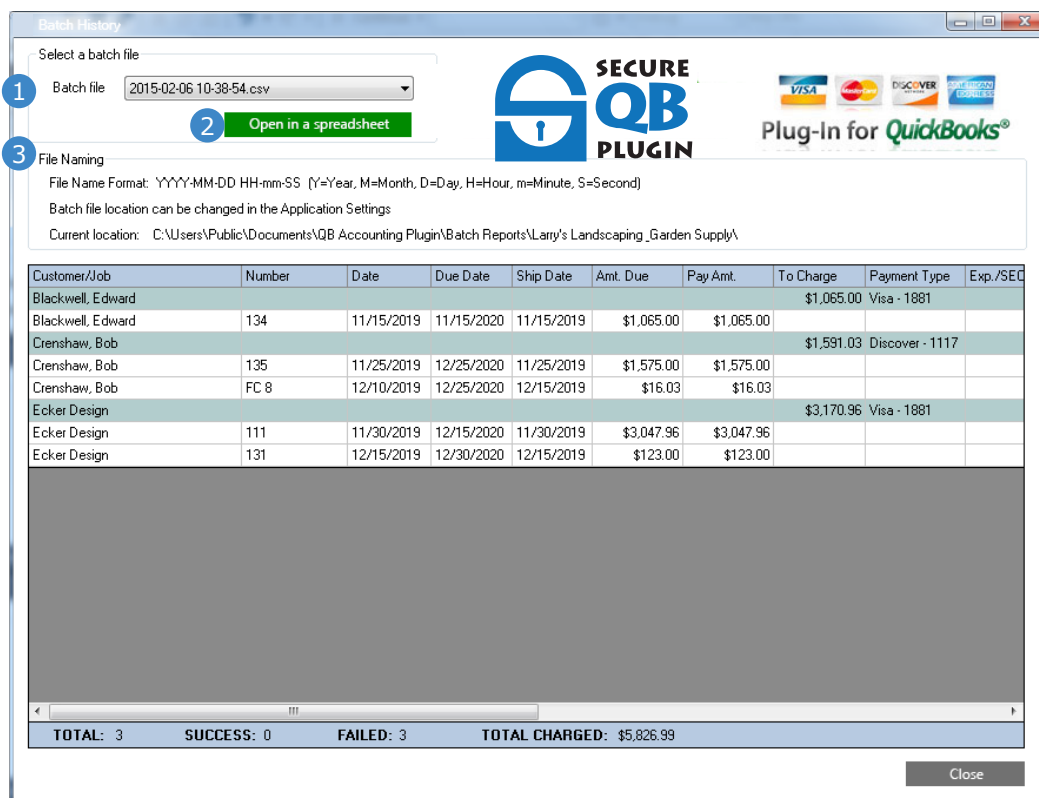
- Search the customers on the batch processing list to select which accounts to bill at this time. The following is searchable criteria.
  - Search by Invoice Creation Date range.
  - Search by Shipping Date range.
  - Search by Invoice Due Date range.
- The Optional Search Filters may be used to narrow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

## Batch History

Click on the Batch History button



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



## Download History

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

## Recurring Payments

Recurring Payments are never created withing the SecureQB Plug-In.

There are many options to set up the memorized invoice feature in your QuickBooks® software. The following is meant to be a help but is in no way definitive instructions on this QuickBooks feature. Please consult your manual or Intuit Pro Advisor for assistance.

ENTITY	ITEM CODE	DESCRIPTION	PRICE EACH	CLA
	Gardening	Weekly gardening services	25.00	

How to create a memorized Invoice within your QuickBooks® Software:

Enter the invoice the way you want it memorized. Do NOT click save.

Note: If certain fields contain information that may change, leave those fields blank. For example, you can leave the Memo field blank.

Go to the QuickBooks® Edit menu and select Memorize [Invoice]. With the invoice open on the screen, select Edit > Memorize Invoice.

Add to my Reminders List: The invoice will be added to the Memorized Transactions section of your Reminders list. When you choose this option, you need to fill in the How Often field.

Do Not Remind Me: The transaction will NOT be added to your Reminders list.

Automate Entry: The Invoice will be automatically entered when it is due. When you choose this option, you need to fill in the How Often and Next Date fields.

Reminders:

If you set up an automatic schedule for a transaction, make sure your Next Date is set to a day in the future.

When filling in the Number Remaining field, note that it includes the Next Date transaction.

Enter any other necessary information in the Memorize Transaction window, and then select OK.

Select Save & Close or Save & Next to enter the memorized Invoice now.

If you are only entering the transaction information for future use, choose the Clear button and close the window.