Payment Terminal for QuickBooks®

QB Memorize Transactions and PT Recurring Billing

The Payment Terminal for QuickBooks® is able to display invoices and statement charges which are unpaid in QuickBooks®. For recurring billing, this means that we'll be using the "Memorized Transaction List" in QuickBooks® to manage and reproduce invoices or statement charges on a periodic schedule. Then you'll use the Payment Terminal to display these invoices or statements charges and process transacitons against them. This is a manual push of the button, with everything managed inside QuickBooks® and posted back immediately as each transaction goes through.

What's inside this document:

Storing a Payment Method per Customer:Job

A payment method must be stored in the Payment Terminal's PCI compliant vault for your customer:job before you can process a transaction on the Multiple Customer screen in the Payment Terminal.

- You can save payment methods without processing transactions.
- You can leave the single customers screen open and click the "refresh customers" button if you add a new Customer:Job(s) to QuickBooks®.
- You can save multiple credit card and an ACH payment method per Customer:Job and mark which one you want as "default" for Recurring Payments.
- CVV2 codes can not be saved with credit card payment methods per PCI compliance.

1. Select the Processing Account if you have more than one for this QuickBooks company file
2. Select "Unapplied Pmt" so the software does not search for Invoice if saving in multiplle cards
3. Select a Customer:Job you want to save a payment method to
4. Select Credit Card or ACH (E-Check) if you have activated an ACH/EFT account
5. Enter the Card or ACH information (You can same as many as you want per QuickBooks Customer:Job)
6. Enter the AVS (Billing Information) for this Payment Method (Credit Card or ACH/EFT)
   NOTE: "[_] Auto-Fill "Bill To" address; This fills in the AVS fields with the Customer Bill To address from QuickBooks.
7. Click [Save]. This saves the Payment Method and all AVS information to a secure vault and ties it to your QuickBooks Customer:Job. When you go back to this Customer:Job in the Payment Terminal, your saved payment methods will be displayed.
8. **OPTIONAL**: *To make a payment while saving the card, click [Process]*

QuickBooks® filter lists and the Payment Terminal

The Payment Terminal has 4 filters from QuickBooks® which you can use to organize and display the invoices and statement charges you need to process transactions against.

Customer **TYPE**
Customer **TERMS**
Customer **JOB TYPE**
Invoice **CLASS**

Payment Terminal FILTERS

Customer Type	⌄
Job Type	⌄
Invoice Terms	⌄
Class	⌄
Payment Method	⌄

QUICKBOOKS FILTERS

Edit Customer

Customer Name: Abercrombie, Kristy

Current Balance: 565.00   How do I adjust the current balance?

Tabs: Address Info | **Additional Info** | Payment Info

Categorizing and Defaults
Type: Residential
Terms: Net 30
Rep:

Price Level:
Custom Fields
Contract #:
B-Day: 1/1/65
Spouse's Name: Tim

Buttons: OK | Cancel | Notes | Help
☐ Customer is inactive

Edit Job

Job Name: Family Room

Current Balance: 555.00   How do I adjust the current balance?

Tabs: Address Info | Additional Info | Payment Info | **Job Info**

Job Status: Closed   Start Date   Projected End   End Date
Job Description: Remodel family room: Drywall, re-carpet, add...
Job Type: Remodel

Buttons: OK | Cancel | Notes | Help
☐ Job is inactive

Create Invoices

⏴ Previous ⏵ Next 💾 Save 🖨 Print ▾ ✉ Send ▾ 📦 Ship ▾ 🔍 Fi

Customer:Job
risty:Family Room:front wall ▾

Class
▾

Invoice

BILL TO

Setting up Auto Recurring Invoicing in QuickBooks

QuickBooks® will manage and auto create invoices for you to display in the Payment Terminal so you can process transactions against them. The following section will detail how you setup invoices in QuickBooks® to automatically duplicate according to the controls you set for each invoice or group of invoices.

The initial Invoice or Statement Change

1. Fill out or create an initial invoice or statement charge you want to have QuickBooks® duplicate on a periodic bases for your customer.
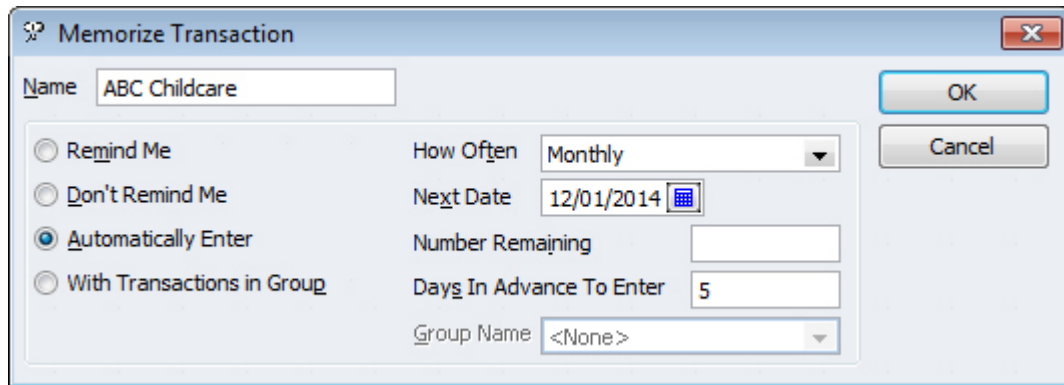   Note:
   a) **If you DO NOT [Save]** the initial invoice or statement charge, add the initial invoice to the "Number remaining" in setup 2 so QuickBooks auto creates the initial invoice or statement charge.
   b) **If you DO [Save]** the initial invoice or statement charge, reduce the "Number Remaining" in step 2 by 1 since the initial invoice or statement charge is already created and active in QuickBooks®.

   Remommended: Choose TERMS or a CLASS for your recurring invoices and statement charges. This will help you easily distinguish them form your daily invoives and statement charges so you can quickly filter them in the software Payment Terminal when you are ready to process transactions against them.
   ie: Monthly, 5th of the Month, 15th billing, etc. (Whatever works for you)

2. **Ctrl+M** to open the **Memorize Tranaction** window while on the open invoice or statement charge.

   Name (if different, enter a name that will help you recognize the transaction)
   ○ Automatically Enter (QuickBooks will duplicate the invoice automatically)
   How Often (Weekly, Monthly, etc.)
   Next Date (Date when you want QuickBooks to duplicate the next invoice)
   Number Remaining (If left BLANK, QuickBooks will duplicate forever until you say stop)
   Days In Advance to Enter (how many days prior to the above "Next Date" do you want QuickBooks to enter the invoice into QuickBooks)
   Click [OK] or [Record]

3. [Save & Close] or [Record] if you want the initial invoice or statement charge saved to QuickBooks.
   a. [X], Delete or [Restore] if you do not want the initial invoice saved to QuickBooks

4. **Ctrl+T** (Memorized Transaction List) to view Memorized invoices and statement charges.

Memorized Transaction List (Ctrl+T)

The Memorized Transaction List is where you will manage your recurring Invoices and Statement Charges. You can organize them into groups with the same recurring settings or sperate the recurring templates from your normal saved (memorized) Templates. You can also use Memorized to store and easily duplicate invoices for new orders, but this document focuses on auto duplicating invoices.

View ALL the columns

1. Click on **[Memorized Transaction]** or Alt+M
2. Select **Customize Columns**
3. **Add** all the fields from the left to the right side and click [OK]
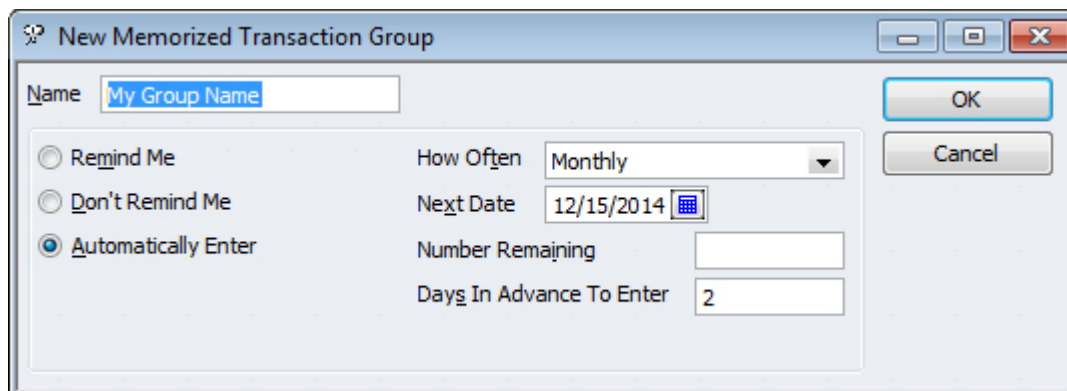
Columns and what they mean

1. The **Template Columns** are from the saved Invoice or Statement Charge
   a. **Transaction Name**
   b. **Type**
   c. **Source Account**
   d. **Amount**
2. The **Action Columns** are what you told QuickBooks® to do with the template
   a. **Frequency** (How often QuickBooks will create an Invoice or Statement Charge)
   b. **Auto** (✓ indicates that QuickBooks will automatically create this item)
   c. **Next Date** (next date set to create the Invoice or Stements Charge for)
   d. **Days in Advance** (How many days QuickBooks will auto create before "Next Date")
   e. **Number Remaining** (# of Auto creations left. If BLANK, it will create indefinitely)
   f. **Group Name** (Group the template is organized with)

Grouping Transactions

This is a handy way to group and view all the Invoice and Statement Charges with the same actions.

1. **Start on the Memorized Transaction List (Ctrl+T)**
2. **Create a Group** by clicking **[Memorized Transactions]** and choosing **New Group.**

3. **Name the group and Add the Actions** you want for this group.
4. **From the Memorized Transaction List:**
   - Select the Invoice or Statement Charge you would like to group
   - **Right Click** and choose **Edit Memorized Transaction**
   - Change the reminder to ⊙ **With Transactions in Group**
   - Select the Group Name for this Invoice or Statement Charge and click [OK]
5. You will see the selected Memorized Transaction move to under the Group Name you select.

Edit/Modify Memorized Invoices or Statement Charges

This is a handy way to edit/modify the Invoice or Statement Charges in the Memorized Transaction List.

1. **Highlight the invoice or statement charge** in the Memorized Transaction List window and use either **Alt+T** or **Double-Click**. This will open the saved invoice or statement charge.
2. Change the information or Class that needs modifying.
3. When done modifying, use **Ctrl+M** and click **[Replace]**
4. **Close** the invoice **WITHOUT** saving or **[Restore]** the statement charge to not save.
   Warning: If you SAVE the invoice or statement charge, you will create an additional invoice or statement charge within QuickBooks
5. The invoice or statement charge will now show your modifications in the list.

Managing Memorized Invoices or Statement Charges

Some handy shortcuts to manage the Invoices and Statement Charges in the Memorized Transaction List.

With the invoice or statement charge highlighted:

- **Permanently Delete** a memorized invoice or statement charge **(Ctrl+D)**
- **Deactivate but keep in the list** for a memorized invoice or statement charge **(Ctrl+E)**
  - then select "**Never**" in the How Often dropdown menu
- **Change the Actions/Options** for a memorized invoice or statement charge **(Ctrl+E)**
- **Print the Memorized Transaction List (Ctrl+P)**

Processing recurring invoices or statement charges with the Payment Terminal software

Now that you have invoice or statement charges in QuickBooks and setup to automatically generate, you'll use the Payment Terminal to display them and process transacitons against them. This is a manual push of the button with immediate post back to QuickBooks as each transaction is processed.

NOTICE: Elimiate potential errors when processing and posting back live to QuickBooks:

1. **Confirm that the invoices are Saved & Closed.**
2. **Confirm that the Customer:Job Accounts Receivable window is closed for statement charges.**
3. **Best if ONLY the Home Screen is open when using the Multiple Customer screen.**

Preparing to process recurring or invoices/statement charges

1. Save payment methods for your Customer:Jobs to our vault (Via the Single Customer screen).
2. Have open/unpaid invoices or statement charges in QuickBooks.
3. **For best results**, Close all open windows in QuickBooks except the Home screen.

Multiple Customer screen for processing across multiple Customer:Jobs

- **Search for Invoices and Statement Charges across a single or multiple Customer:Jobs**
- **Use Date Ranges and Search Filters** to display the invoices and statement charges.
- ⦿ **NO Payment info** can be used to display items without a payment method saved in the vault.
- Using Terms or Class can be very helpful in displaying just the invoices for that Terms or Class.
- You will process any invoice(s) that is ☑ and has a payment method saved.
- **[Process]** will start the processing
- **Results** will be displayed on the screen and shown in the table to the right of each item as each Invoice or Statement Charge is processed.
- To view **previous transactions** use Transaction History screen in the top menu under **Reporting**.

	Processing Account	Credit Card Account					Customer Type			Invoices & Stmt. Charges	
	Customer:Job	All Customers and Jobs					Job Type				
◉ Date			From	8/20/2013			Invoice Terms			○ With Payment Info	
○ Due Date			To				Class			○ No Payment Info	
○ Shipping Date			Older Than				Payment Method			◉ Both	
Group by	Individual Transactions		Search	Reset							

☑	Customer:Job	Number	Date	Due Date	Ship Date	Amt. Due	Pay Amt.	To Charge	Payment Type
☑	Z Other Data 10002	J1A-198	1/5/2014	01/05/2014	01/05/2014	$30.00	$30.00	$30.00	Visa - 1111
☑	Z Other Data 10002		1/6/2014			$5.55	$5.55	$5.55	Visa - 1111
☑	Z Other Data 10002	J1A-208	1/6/2014	01/06/2014	01/06/2014	$30.00	$30.00	$30.00	Visa - 1111
☑	Z Other Data 10002	J1A-218	1/7/2014	01/07/2014	01/07/2014	$30.00	$30.00	$30.00	Visa - 1111
☑	Z Other Data 10002		1/8/2014			$5.55	$5.55	$5.55	Visa - 1111
☑	Z Other Data 10002	J1A-228	1/8/2014	01/08/2014	01/08/2014	$30.00	$30.00	$30.00	Visa - 1111
☑	Z Other Data 10002		1/9/2014			$5.55	$5.55	$5.55	Visa - 1111
☑	Z Other Data 10002	J1A-238	1/9/2014	01/09/2014	01/09/2014	$30.00	$30.00	$30.00	Visa - 1111
☑	Z Other Data 10002		1/10/2014			$5.55	$5.55	$5.55	Visa - 1111
☑	Z Other Data 10002	J1A-248	1/10/2014	01/10/2014	01/10/2014	$30.00	$30.00	$30.00	Visa - 1111

SELECTED FOR PROCESSING: (33/286) $681.05　　**SUCCESS:**　　**FAILED:**　　**TOTAL CHARGED:**

Process

How to memorize invoices and transactions in QuickBooks

CREATE a Memorized Item: Must be done while the Invoice or Statement Charge (Accounts Receivable) window is open.
1. Enter the Invoice or Statement Charge as you would like it memorized
2. **Ctrl+M** or from the edit menu select "memorize"
   - Enter a name that will help you recognize the transaction
   - Complete the options: How often, Next Date to enter, Number of remaining payments
   - Select a Group Name if you want to group with other like items
3. **Ctrl+T** to view the Memorized Transaction List

Note: The Invoice or Statement Charge you used to create the memorized transaction can be saved as a valid transaction or cleared.

EDIT/MANAGE Memorized Invoices: From this list window (**Ctrl + T**) you can:
1. Permanently delete a memorized transaction- highlight and delete the transaction (**Ctrl + D**).
2. To keep the transaction on the list but not active, highlight and edit the transaction (**Ctrl + E**).
3. Change the date or the frequency by highlighting and edit the transaction (**Ctrl + E**).
4. Occasionally, there is a need to change the amounts within a memorized transaction (see below). Whenever a change to the amount is made, be sure to confirm that the date of the next transaction is correct.   The date of the next entry appears on the memorized transaction list (**Ctrl + T**).

MODIFY Memorized Invoices: Modifying a memorized invoice from the list window (**Ctrl + T**).
1. Highlight and enter the transaction
2. Change the information that needs modifying
3. **Ctrl + M** to memorized, and from the pop-up window, click on replace transaction
4. Clear the transaction window
5. Return to the memorized list (**Ctrl + T**) and review the settings of the memorized transaction (highlight and edit (**Ctrl + E**)

GROUPING Memorized Invoices: Grouping memorized invoices, from the list window (**Ctrl + T**).
   This is a handy way to group all the invoices with the SAME memorized options.
1. **Create a Group** by clicking on [Memorized Transaction] and choosing **New Group**
2. Name the group and Complete the options: How often, Next Date to enter, Number of remaining payments
3. From the Memorized Transaction List:
   - Select the invoice you would like to Group
   - **Right Click** and choose Edit Memorized Transaction
   - Change the reminder to (_) With Transaction in Group
   - Group Name: Select the group for this Invoice and click [OK]
4. You will see the Memorized Invoice move to under the group you selected and the Memorized Options will not be that of the Group it is a part of.