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Deposit Checks QuickBooks Module Documentation

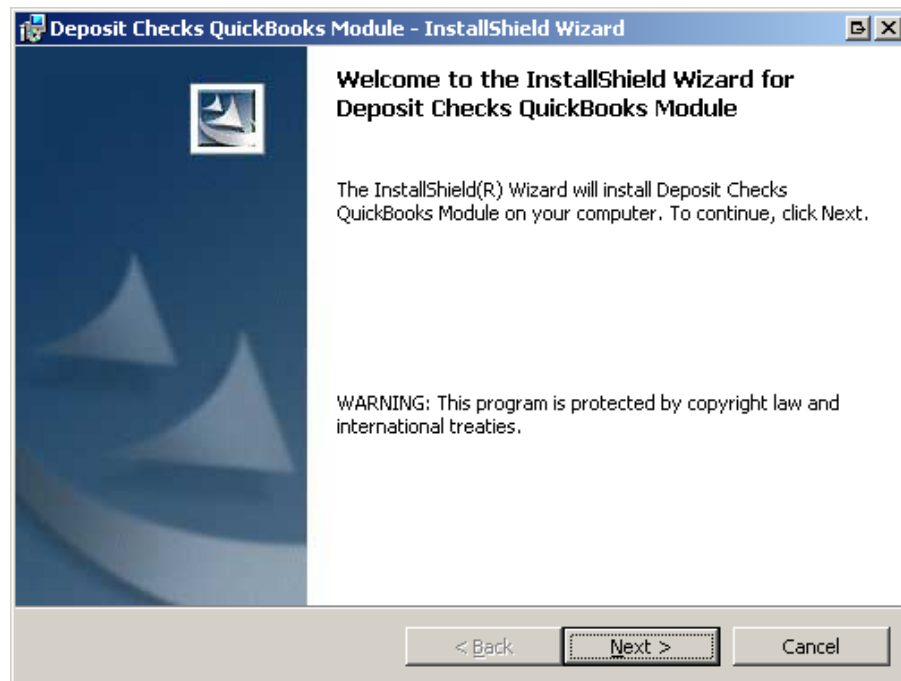
The Deposit Checks QuickBooks Module is extremely easy to use and makes it very simple for any merchant using QuickBooks to easily process electronic transactions without ever leaving your QuickBooks environment.

The QuickBooks Module supports both credit card transactions and ACH transactions.

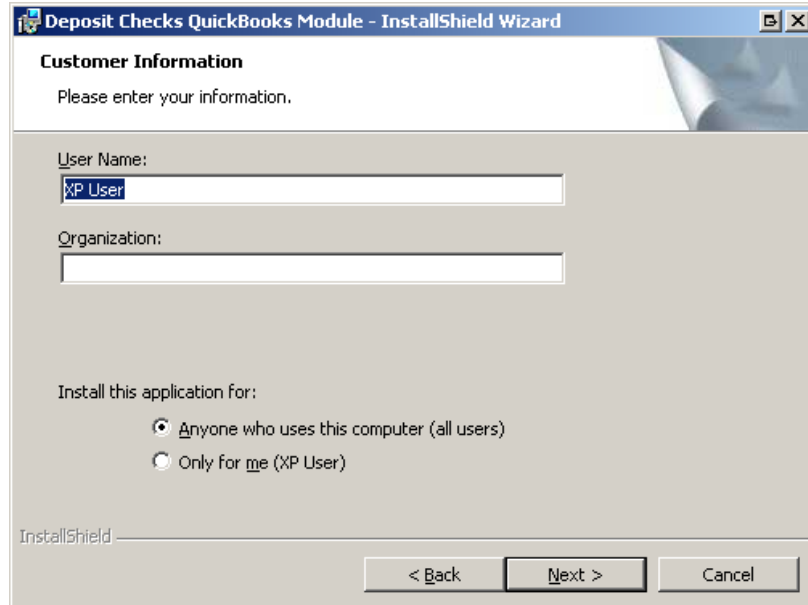
Installation

NOTE: This must be installed on all computers using QuickBooks.

To get started, use the DepositChecksQBModule.exe to install. Follow these steps:



- Click **Next**



Deposit Checks QuickBooks Module - InstallShield Wizard

Customer Information

Please enter your information.

User Name:
XP User

Organization:

Install this application for:

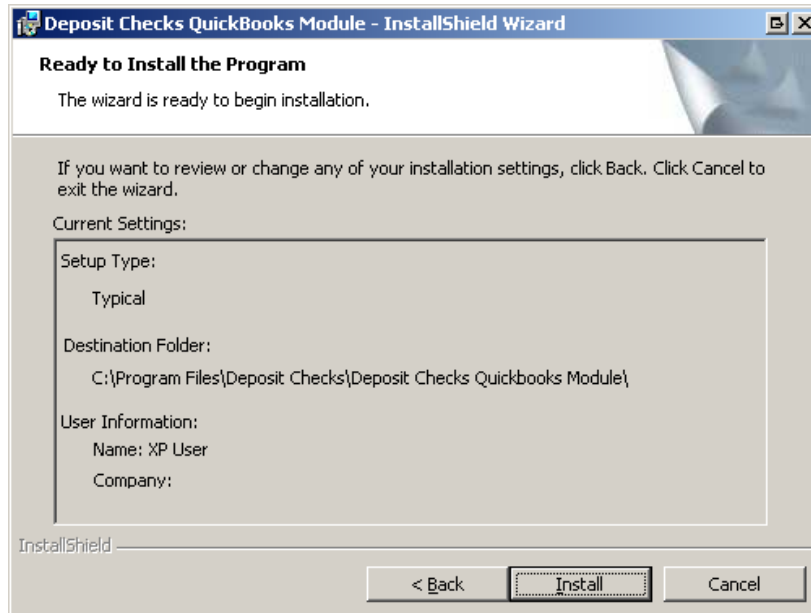
☒ Anyone who uses this computer (all users)

☐ Only for me (XP User)

InstallShield

< Back Next > Cancel

- Enter your User Name and Organization, then click **Next**



Deposit Checks QuickBooks Module - InstallShield Wizard

Ready to Install the Program

The wizard is ready to begin installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

Current Settings:

Setup Type:
Typical

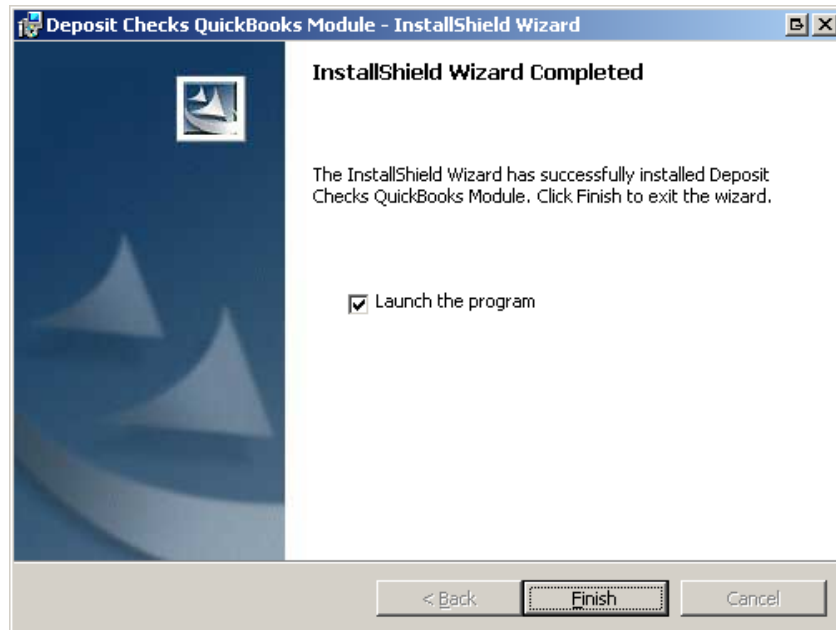
Destination Folder:
C:\Program Files\Deposit Checks\Deposit Checks Quickbooks Module\

User Information:
Name: XP User
Company:

InstallShield

< Back Install Cancel

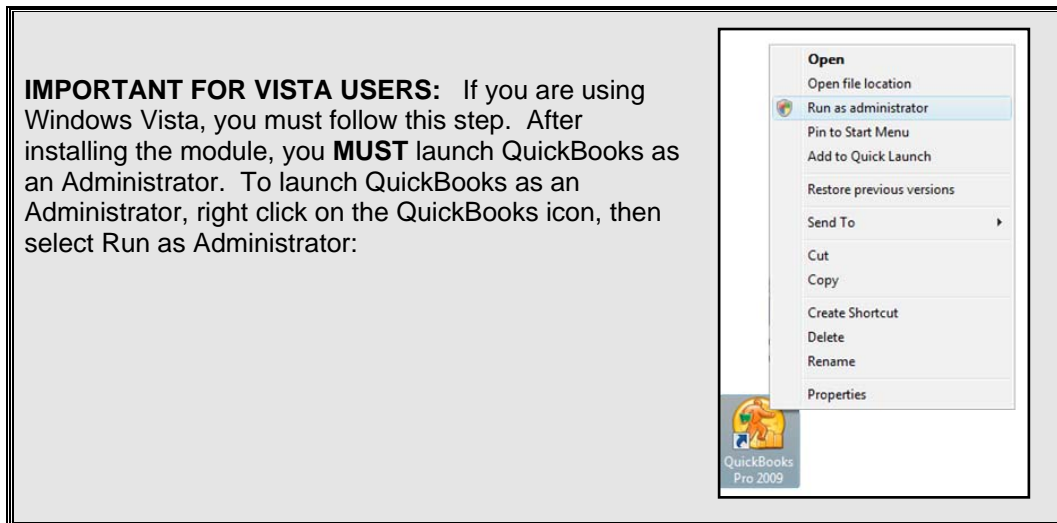
- Click **Install**



- When setup completes, make sure **Launch the Program** is selected, then click **Finish**.
- Note: You will not see any effects from launching the program until you launch QuickBooks. The program installs the QB module into QuickBooks and continues running in the background as you work with QuickBooks. When you choose to run a transaction, the module invokes handles the processing. If you do not select **Launch the Program** the module will not be fully installed until the next reboot.
- A startup shortcut will be created that will run each time you reboot your computer. This remains in the background until you execute a transaction in QuickBooks.

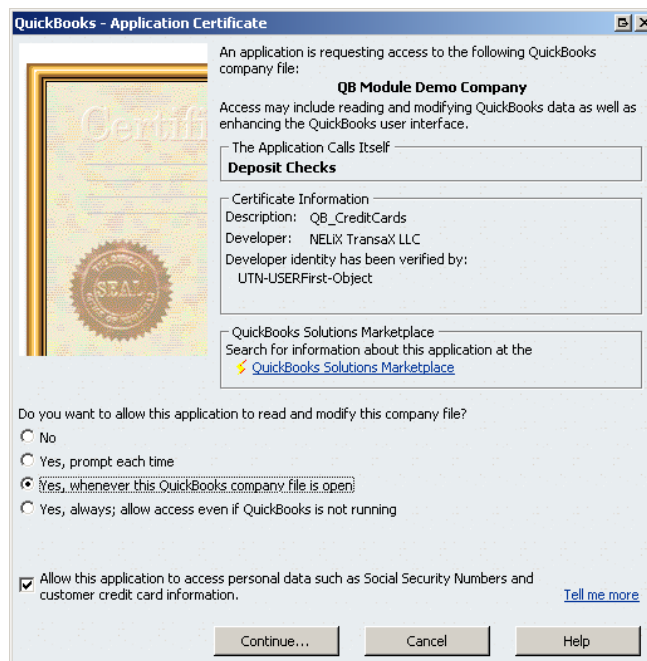
Initial Setup

Granting Permission



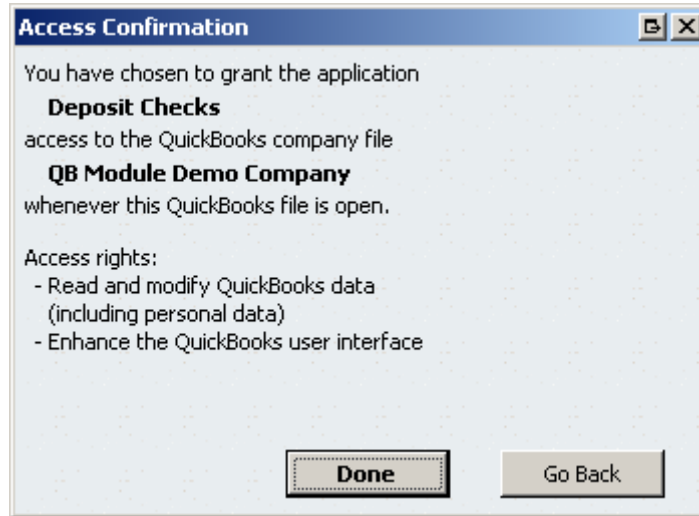
NOTE: This process must be completed as a QuickBooks administrator.

After installing the module, the first time you access your QuickBooks file, you will see the following dialog box:



- Select **Yes, whenever this QuickBooks company file is open**
- Check the box that says **Allow this application to access personal data such as Social Security Numbers and customer credit card information**. This is necessary to allow the Deposit Checks module to access the credit card information stored in the QuickBooks database.
- Click **Continue...**

You will see the following message:

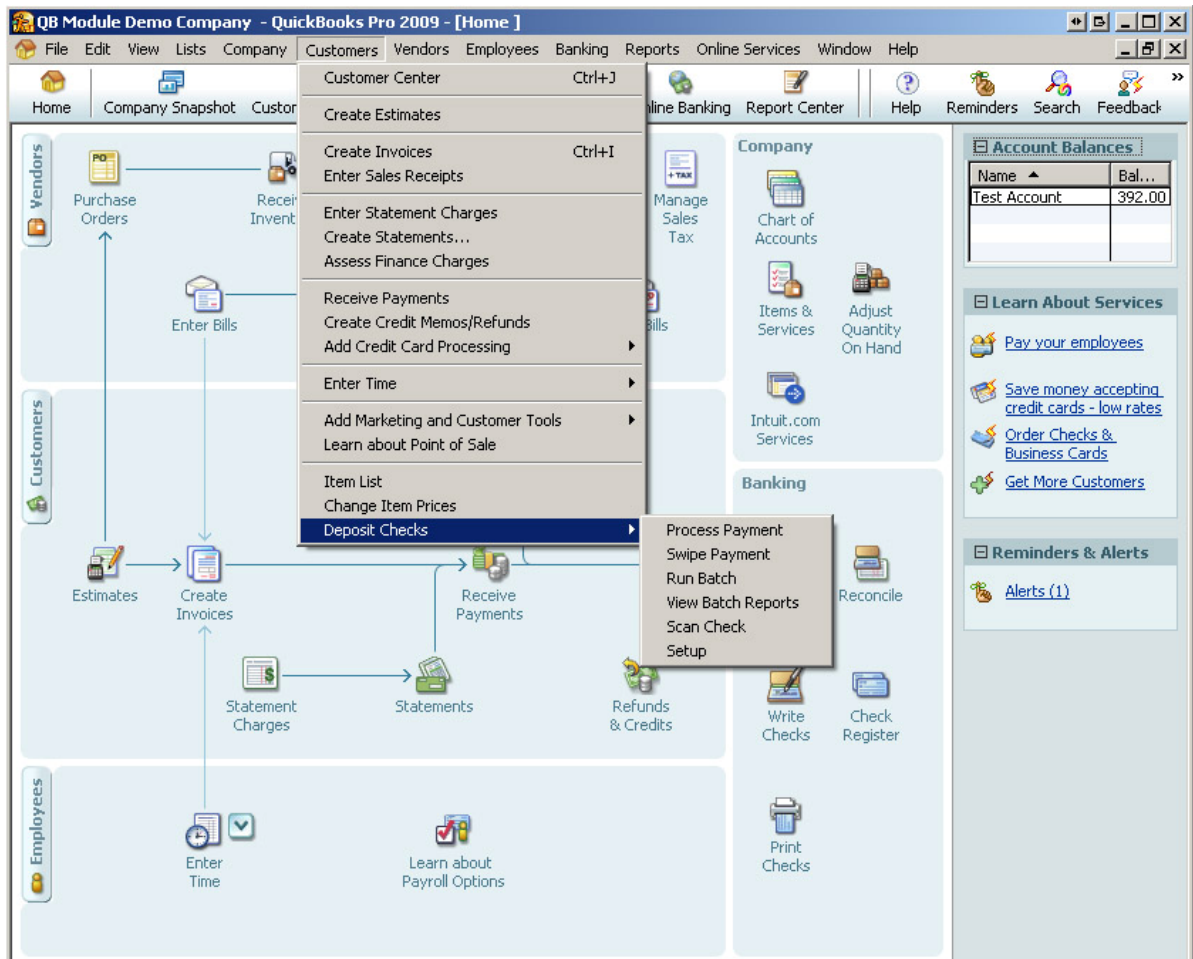


- Click **Done**

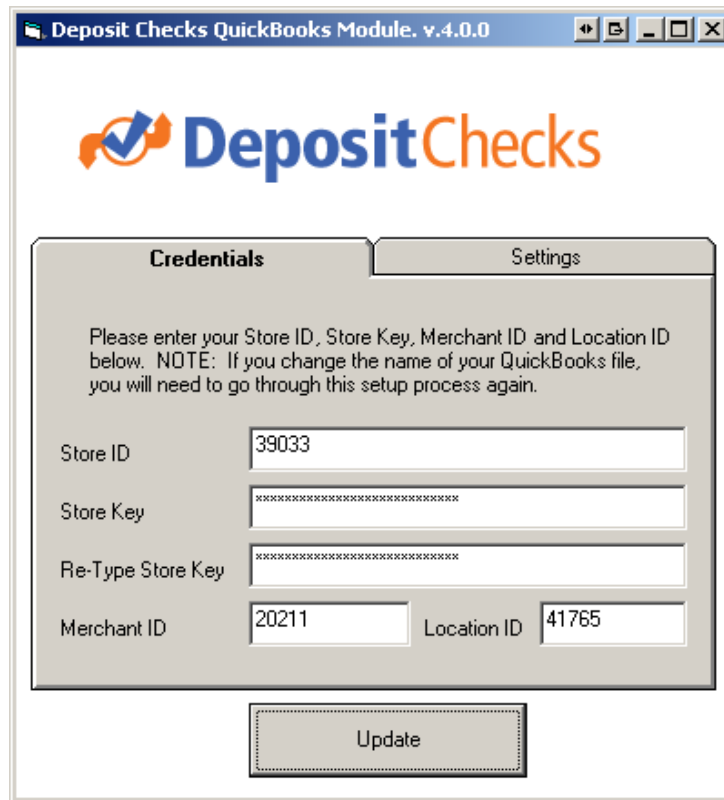
IMPORTANT FOR VISTA USERS: After performing this step, you should now exit out of QuickBooks, and re-launch normally.

Setting Up the Gateway Credentials

- Go into the **Customers** menu
- Select **Deposit Checks**
- Select **Setup**



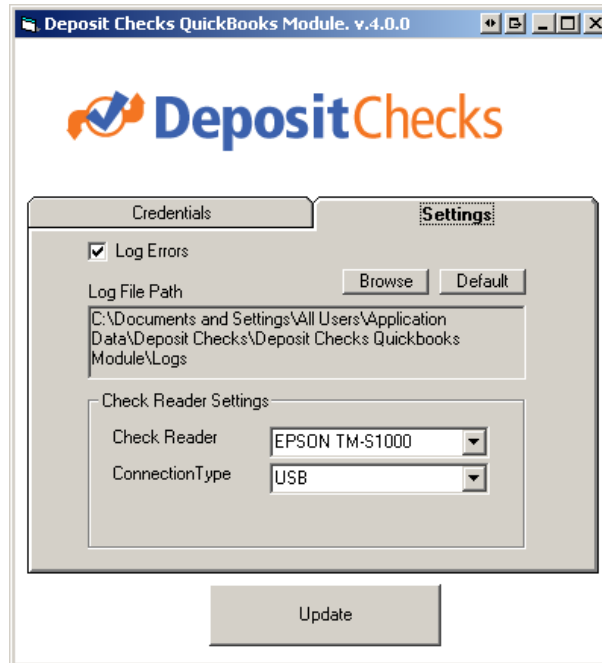
You will see the following dialog box. These fields will be pre-populated if you have previously performed the setup process.



Please Enter:

On the Credentials Tab

- **Store ID** – this is your ProfitStars Store ID
- **Store Key** – this is your ProfitStars Store Key
- **Re-Type Store Key** – please re-enter your ProfitStars Store Key for verification.
- **Merchant ID** – this is your ProfitStars Merchant ID
- **Location ID** – this is your ProfitStars LocationID



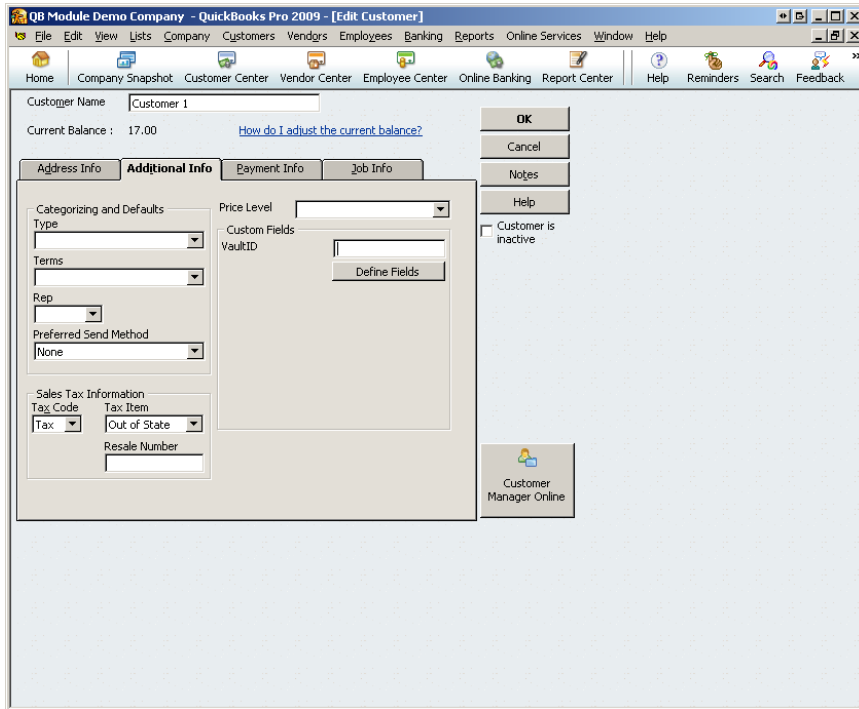
On the Settings Tab:

- **Log Errors** – if checked, error logs will be maintained in the Logs directory.
- **Log File Path** – use the **Browse** to select the Log directory to store error logs and batch logs. The default is %ALLUSERSPROFILE%\Application Data\Deposit Checks\Deposit Checks Quickbooks Module\Logs. Use the **Default** button to set this value back to the default directory.
- **Check Reader Settings:**
 - **Check Reader** – the Deposit Checks QuickBooks Module currently supports the Epson TM-S1000, Epson TM-J9000 and RDM EC7000i check readers. To use, select the check reader you are using, make sure the check readers are attached to your computer, and install any drivers provided by the check reader manufacturer.
 - **Connection Type** – select whether your check reader is attached via USB or Serial port.

Note: Your settings are tied to the QuickBooks file. This allows you to have separate Gateway accounts for different QuickBooks company files. This process must be performed for each QuickBooks file you use. If you rename one of your QuickBooks file, you will have to go through the setup process for that QuickBooks file again.

- Click **Update** when done. If your Store Keys do not match, you will be prompted with an error message.

This process will also create a custom field attached to your customer records called "VaultID". You can see this by editing your customer and clicking on the Additional Info tab as shown below. This field is used to store the Deposit Checks Customer Vault ID the first time you put through a transaction. This can be used to subsequently bill this customer easily in the future. See the section on the Deposit Checks Customer Vault later in this document.



QB Module: Demo Company - QuickBooks Pro 2009 - [Edit Customer]

Customer Name: Customer 1

Current Balance: 17.00 [How do I adjust the current balance?](#)

Address Info **Additional Info** Payment Info Job Info

Categorizing and Defaults

Type: [Dropdown]

Terms: [Dropdown]

Rep: [Dropdown]

Preferred Send Method: None

Sales Tax Information

Tax Code: Tax Tax Item: Out of State

Resale Number: [Text Box]

Price Level: [Dropdown]

Custom Fields

VaultID: [Text Box]

Define Fields

Customer is inactive

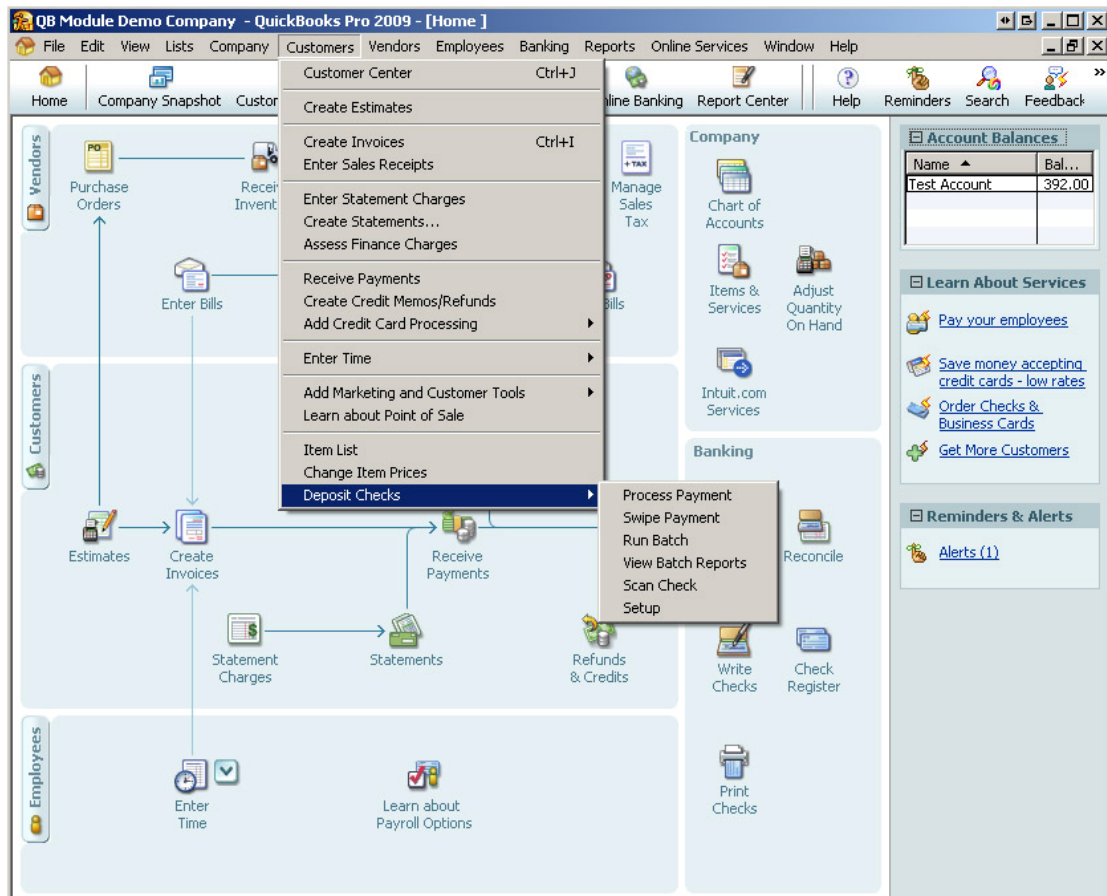
Customer Manager Online

Once the setup process is complete, you will be ready to begin processing transactions.

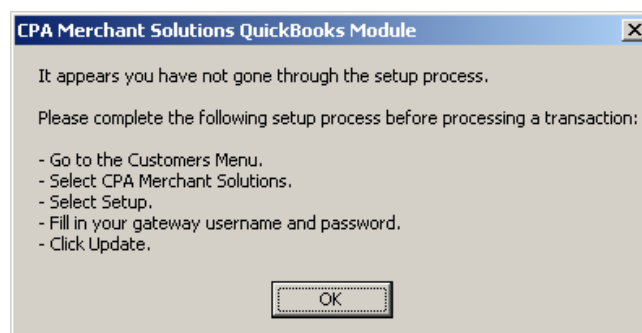
Processing Transactions

To begin processing payments:

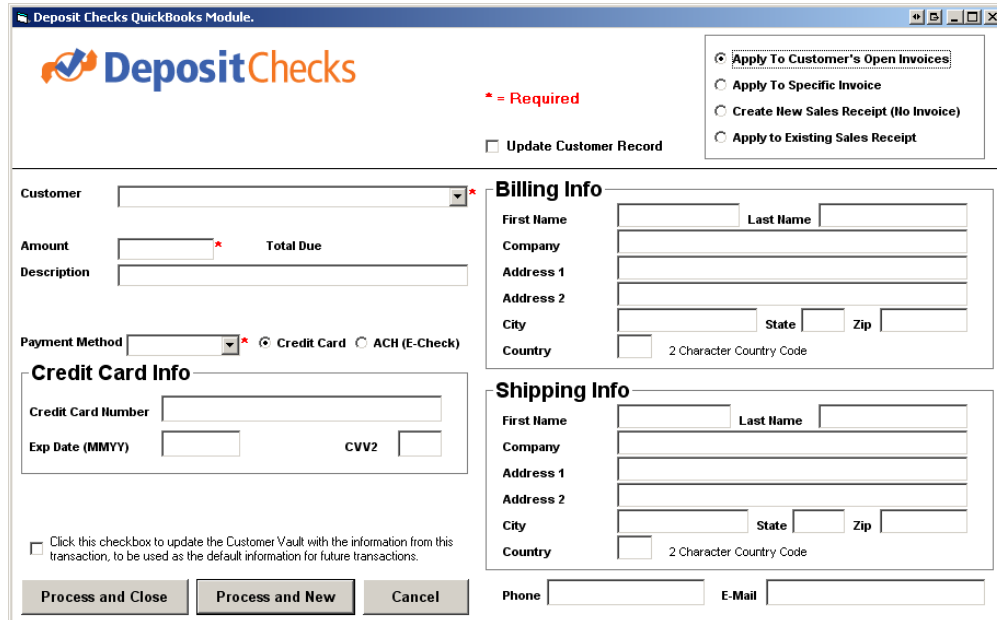
- Go into the **Customers** menu
- Select **Deposit Checks**
- Select **Process Payment**



If you have not completed the setup process, you will see the following message:



If the setup process has been completed, you will see the following form:



The screenshot shows a web-based form titled "Deposit Checks QuickBooks Module." The form includes a header with the DepositChecks logo and a legend indicating that an asterisk (*) denotes a required field. A checkbox labeled "Update Customer Record" is present. The form is divided into several sections: a top section for transaction type selection (radio buttons for "Apply To Customer's Open Invoices", "Apply To Specific Invoice", "Create New Sales Receipt (No Invoice)", and "Apply to Existing Sales Receipt"); a left section for customer and payment details (Customer dropdown, Amount and Total Due fields, Description field, Payment Method dropdown, Credit Card and ACH (E-Check) radio buttons, Credit Card Info sub-section with fields for Card Number, Exp Date, and CVV2, and a checkbox for updating the Customer Vault); a right section for billing and shipping information (Billing Info and Shipping Info sub-sections, each with fields for First Name, Last Name, Company, Address 1, Address 2, City, State, Zip, and Country); and a bottom section with Phone and E-Mail fields. At the bottom of the form are three buttons: "Process and Close", "Process and New", and "Cancel".

This form will be used to process your transaction.

If you wish to cancel your transaction at any time, simply click the **Cancel** button, or click close box in the upper right hand corner of the form.

Fields of note are as follows:

Type of Transaction

- **Apply To Customer's Open Invoices** – If this option is selected, a Receive Payments record will be created, and payments processed through the module will be applied using the default QuickBooks rules for applying payment.

If this option is selected:

- **Amount** - the amount field will default to the total balance owed by the customer. You can adjust this to an amount greater to, or less than the total balance due.
- **Total Due** – this will show the total balance due for the customer, and will not change even if you change the **Amount** field to a different value.
- If you select this option, the Receive Payments form will be opened upon successful completion of the transaction. This Receive Payment record will show how QuickBooks applied the payment, and you will have the opportunity to adjust as needed.

- **Apply To Specific Invoice** – If this option is selected the user will select a specific invoice to apply the payment to and a Receive Payments record will be created upon successful completion of the transaction.

If this option is selected:

- **Open Invoices** - this drop down will display all open invoices for the selected customer. This field is required if **Apply To Specific Invoice** is selected.
 - **Amount** - the amount field will default to the total balance of the selected invoice. This can be changed to an amount less than, but not greater than, the total balance due on the selected invoice.
 - **Total Due** – this will show the total balance due on the selected invoice, and will not change even if you change the **Amount** field to a different value.
 - If you select this option, the Receive Payments form will be opened upon successful completion of the transaction. This Receive Payment record will show the payment applied to the invoice you selected. Adjustments can be made if desired.
- **Create New Sales Receipt (No Invoice)** – If this option is selected, a new Sales Receipt record will be created upon successful completion of the process.

If this option is selected:

- **Item** - this drop down will display all service and inventory items setup in your QuickBooks file. You must select an item to associate the charge with. You will have the opportunity to change this, or split amongst multiple items, upon successful completion of the transaction.
 - **Amount** – This can be any value.
 - If you select this option, the Sales Receipt form will be opened upon successful completion of the transaction. This Sales Receipt record will show the details of your order based on your transaction. Adjustments can be made if desired.
- **Apply to Existing Sales Receipt** – If this option is selected, a user will select a specific sales receipt to issue the transaction against. This process creates no new records, but records the Transaction ID on the existing Sales Receipt record.

If this option is selected:

- **Sales Receipts** – you must select a Sales Receipt for this transaction.
- **Amount** – This will default to the full value of the Sales Receipt, but can be changed if desired.
- If you select this option, the Sales Receipt form will be opened upon successful completion of the transaction showing the Sales Receipt you applied payment against. The Transaction ID and Payment Method will be recorded.

Fields Required for Every Transaction

The following fields must be filled out for each transaction:

- **Customer** – this drop down will populate with all of the ACTIVE Customers in your QuickBooks file. If you do not see a customer listed here, you must make sure that they have been added to your QuickBooks file, and are marked as an ACTIVE customer.

Once selected, all information that is available will be pre-populated on the form. This includes credit card information, phone number, e-mail address, billing information and shipping information. This information can be adjusted if necessary.

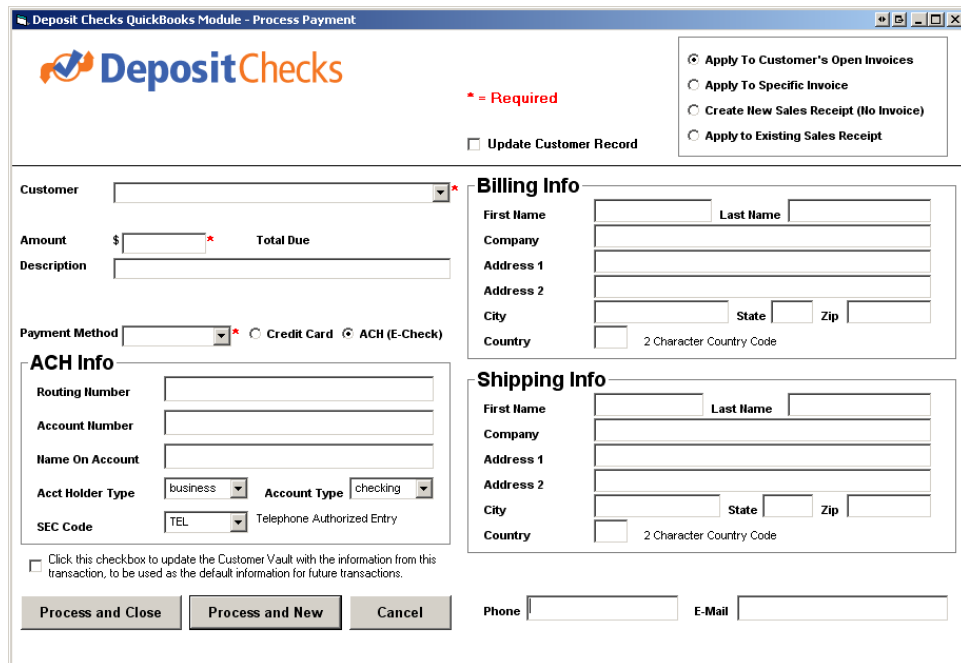
- **Amount** – the amount must be filled out for every transaction. This value will be defaulted to the Total Balance Due (in the case of **Apply To Customer's Open Invoices**), Invoice Balance Due (in the case of **Apply To Specific Invoice**) or the Sales Receipt Amount (in the case of **Apply to Existing Sales Receipt**). This value must be greater than zero. In the case of Apply To Specific Invoice, the amount must not be greater than the Invoice Balance Due.
- **Payment Method** – the Payment Method dialog box is populated by Payment Methods that you have setup in your QuickBooks file. The Payment Method must be selected for all transactions. This value will default to the Preferred Method of Billing selected for a specific customer.

Credit Card Transactions

For all credit card transactions, the following fields are of note:

- **Credit Card** – The Credit Card radio button must be selected for all Credit Card transactions. This will default to being selected.
- **Credit Card Number** – this is required for all Credit Card transactions.
- **Exp Date (MMYY)** – this is required for all Credit Card transactions, and must be in the format MMYY (i.e. 0510)
- **CVV2** – this is the 3 digit code on the back of the card (or 4 digits on the front of the card for American Express).

ACH (E-Check) Transactions



Deposit Checks QuickBooks Module - Process Payment

DepositChecks

* = Required

☐ Update Customer Record

☒ Apply To Customer's Open Invoices
☐ Apply To Specific Invoice
☐ Create New Sales Receipt (No Invoice)
☐ Apply to Existing Sales Receipt

Customer: [Dropdown] *

Amount: \$ [Text] * Total Due: [Text]

Description: [Text]

Payment Method: [Dropdown] * ☐ Credit Card ☒ ACH (E-Check)

ACH Info

Routing Number: [Text]

Account Number: [Text]

Name On Account: [Text]

Acct Holder Type: [business] Account Type: [checking]

SEC Code: [TEL] Telephone Authorized Entry

☐ Click this checkbox to update the Customer Vault with the information from this transaction, to be used as the default information for future transactions.

Process and Close Process and New Cancel

Billing Info

First Name: [Text] Last Name: [Text]

Company: [Text]

Address 1: [Text]

Address 2: [Text]

City: [Text] State: [Text] Zip: [Text]

Country: [Text] 2 Character Country Code: [Text]

Shipping Info

First Name: [Text] Last Name: [Text]

Company: [Text]

Address 1: [Text]

Address 2: [Text]

City: [Text] State: [Text] Zip: [Text]

Country: [Text] 2 Character Country Code: [Text]

Phone: [Text] E-Mail: [Text]

For all ACH (Electronic Check) transactions, the following fields are of note. All fields are required.

- **ACH (E-Check)** – The ACH (E-Check) radio button must be selected for all ACH transactions. This will be auto selected if a Payment Method of Check is selected. When this is selected, the credit card fields will be hidden and the ACH fields will appear, as in the screen shot above.
- **Routing Number** – This is the routing number of the bank account funds will be withdrawn from.
- **Account Number** – this is the account number of the bank account that funds will be withdrawn from.
- **Name On Account** – this is the name on file at the bank that holds the bank account.
- **Acct Holder Type** – this must be selected, either business or personal depending on the type of bank account being withdrawn from. Default is **business**.
- **Account Type** – this must be selected, either checking or savings, depending on the type of bank account being withdrawn from. Default is **checking**.
- **SEC Code** – this must be selected. This is the standard entry code, required for all check transactions.

NOTE: You must have an ACH Account with Deposit Checks for ACH transactions to process successfully.

Optional Fields

The following fields are optional. These fields will be pre-populated from the data entered on the customer record in QuickBooks.

- **Phone**
- **E-Mail**
- **Billing Info**
 - **First Name**
 - **Last Name**
 - **Company**
 - **Address 1**
 - **Address 2**
 - **City**
 - **State**
 - **Zip**
 - **Country**
- **Shipping Info**
 - **First Name**
 - **Last Name**
 - **Company**
 - **Address 1**
 - **Address 2**
 - **City**
 - **State**
 - **Zip**
 - **Country**

Note: The Deposit Checks QuickBooks Module will attempt to populate the Address 1 and Address 2 fields based on what is entered in QuickBooks, but due to the way that QuickBooks stores the address fields, this may not always be accurate. Please make sure to check the address fields before processing.

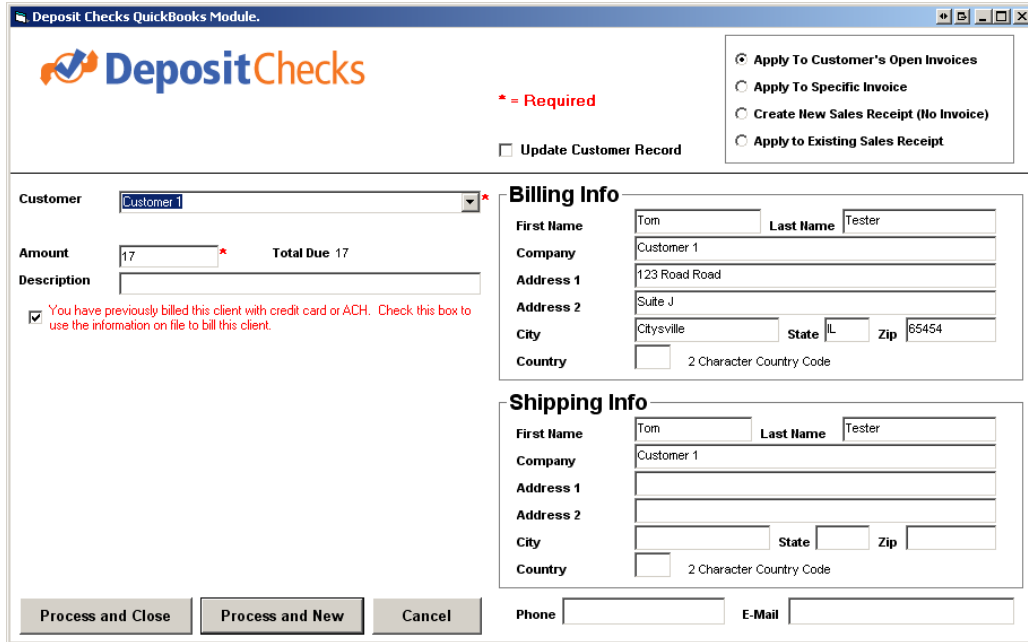
The Deposit Checks Customer Vault

In QuickBooks 2007, custom built applications had the ability to access the full credit card information stored in QuickBooks. This allows users to easily process a payment based on the credit card information on file. With QuickBooks 2008, Intuit eliminated this ability in order to maintain PCI compliance (contact Deposit Checks for more information on PCI compliance).

In order to give customers the ability to reissue both credit card and ACH transactions against billing information on file, we used a powerful feature of the Deposit Checks Payment Gateway – the Customer Vault. This is how the process works:

- 1) Upon completing the initial setup of the Deposit Checks QuickBooks Module, a new custom field called “VaultID” will be created on the QuickBooks customer record. (See the Setup section earlier in this document for more information on the custom field).
- 2) When running the first transaction for a customer, a checkbox that says **“Click this checkbox to update the Customer Vault with the information from this transaction, to be used as the default information for future transactions.”** Is available. Clicking this box, will create a record in the PCI compliant Deposit Checks Customer Vault.
- 3) A “VaultID” will be returned, which will be written to the QuickBooks customer record in the new custom field.

- 4) When running subsequent transactions for this customer, a new checkbox will appear that reads **“You have previously billed this client with credit card or ACH. Check this box to use the information on file to bill this client.”** The default for this checkbox is checked. See the screen shot below.



Deposit Checks QuickBooks Module.

DepositChecks

* = Required

☐ Update Customer Record

☒ Apply To Customer's Open Invoices
☐ Apply To Specific Invoice
☐ Create New Sales Receipt (No Invoice)
☐ Apply to Existing Sales Receipt

Customer: **Customer 1** *

Amount: **17** * Total Due: **17**

Description:

☒ You have previously billed this client with credit card or ACH. Check this box to use the information on file to bill this client.

Billing Info

First Name: **Tom** Last Name: **Tester**
Company: **Customer 1**
Address 1: **123 Road Road**
Address 2: **Suite J**
City: **Citysville** State: **IL** Zip: **65454**
Country: 2 Character Country Code

Shipping Info

First Name: **Tom** Last Name: **Tester**
Company: **Customer 1**
Address 1:
Address 2:
City: State: Zip:
Country: 2 Character Country Code

Phone: E-Mail:

Process and Close **Process and New** **Cancel**

- 5) If this checkbox is left as checked, the transaction will be run using the billing info recorded during the initial transaction, whether it was a credit card or ACH transaction.
- 6) If desired, this checkbox can be turned off, and new billing information entered. If this is turned off, the **“Click this checkbox to update the Customer Vault with the information from this transaction, to be used as the default information for future transactions.”** Will appear again, allowing you to update the Customer Vault record with the newly entered billing information.

Update Customer Record

If you make changes to the customer data that was pre-populated from QuickBooks data, you can choose to update your QuickBooks records when the payment is processed. If you wish to do this, simply check the **Update Customer Record** checkbox. Upon processing the transaction, the following fields will be updated in your QuickBooks file:

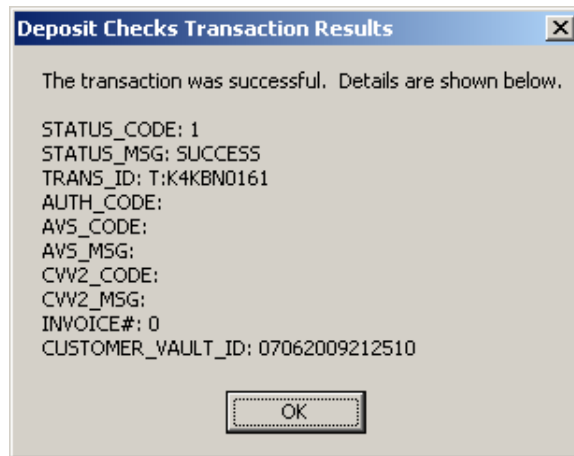
- **Phone**
- **E-Mail**
- **Billing Info**
 - **First Name**
 - **Last Name**
 - **Company**
 - **Address 1**
 - **Address 2**
 - **City**
 - **State**
 - **Zip**
 - **Country**
- **Shipping Info**
 - **First Name**
 - **Last Name**
 - **Company**
 - **Address 1**
 - **Address 2**
 - **City**
 - **State**
 - **Zip**
 - **Country**
- **Preferred Method of Billing**
- **Credit Card Number**
- **Credit Card Expiration Date**

Processing the Transaction

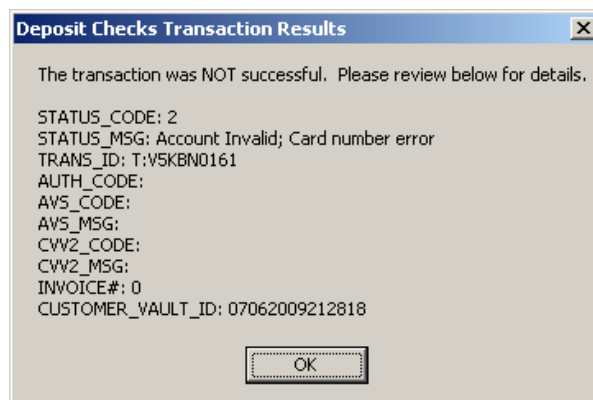
When you are ready to run your transaction you can either click:

- **Process and Close** – this will process the transaction, and close the process transaction dialog box.
- **Process and New** – this will process the transaction, and return you to the process transaction dialog box upon completion, so you can process another transaction.

The Transaction will run, and you will receive a response. In the case of a failure, you will see a response similar to the following:



- Click **OK**
- You will then have the option to make changes and re-run the transaction.
- Upon a success, you will see a dialog box as follows:



- Review the status message and click **OK** when ready.
- Depending on the type of transaction, the behavior that occurs at this point will differ as follows:

- **Apply To Customer's Open Invoices or Apply To Specific Invoice** - this will create a new payment record, and take you to the payment that is created. The Transaction ID will be placed in the Reference # and Memo fields. This can be used to reference the transaction in the Deposit Checks Payment Gateway.

Depending on your selections, your payment will be applied to one or more invoices. You can adjust the allocations, or any other details of the payment receipt here.

QB Module: Demo Company - QuickBooks Pro 2009 - [Receive Payments]

File Edit View Lists Company Customers Vendors Employees Banking Reports Online Services Window Help

Home Company Snapshot Customer Center Vendor Center Employee Center Online Banking Report Center Help Reminders Search Feedback

Previous Next Print History Get Online Pmts

Customer Payment

Received From: **Customer 3** Customer Balance: **300.00**

Amount: **10.00** Date: **07/06/2009**

Pmt. Method: **Visa** Reference #: **T:ZWJ9N0161**

Memo: **TransID: T:ZWJ9N0161** [Where does this payment go?](#)

Card No.: Exp. Date: / /

☐ Process Visa payment when saving

[Find a Customer/Invoice...](#)

Date	Number	Orig. Amt.	Amt. Due	Payment
12/24/2008	10002		300.00	300.00
				10.00
Totals			300.00	300.00

Underpayment \$290.00. When you finish, do you want to:

☒ Leave this as an underpayment

☐ Write off the extra amount

[View Customer Contact Information](#)

Amounts for Selected Invoices

Amount Due	300.00
Applied	10.00
Discount and Credits Applied	0.00

[Un-Apply Payment](#) [Discount & Credits...](#)

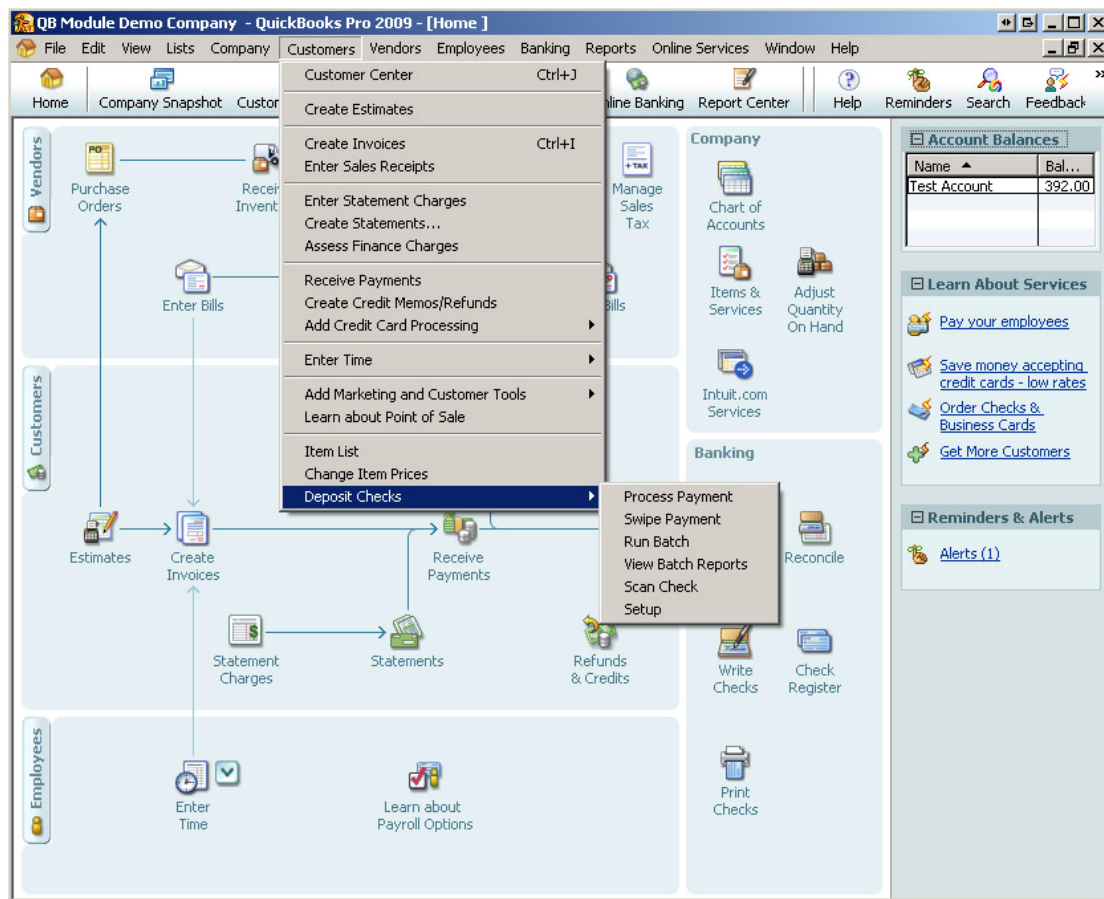
[Save & Close](#) [Save & New](#) [Revert](#)

With QuickBooks Merchant Service you can easily start accepting credit cards quickly & easily. [Learn more](#)

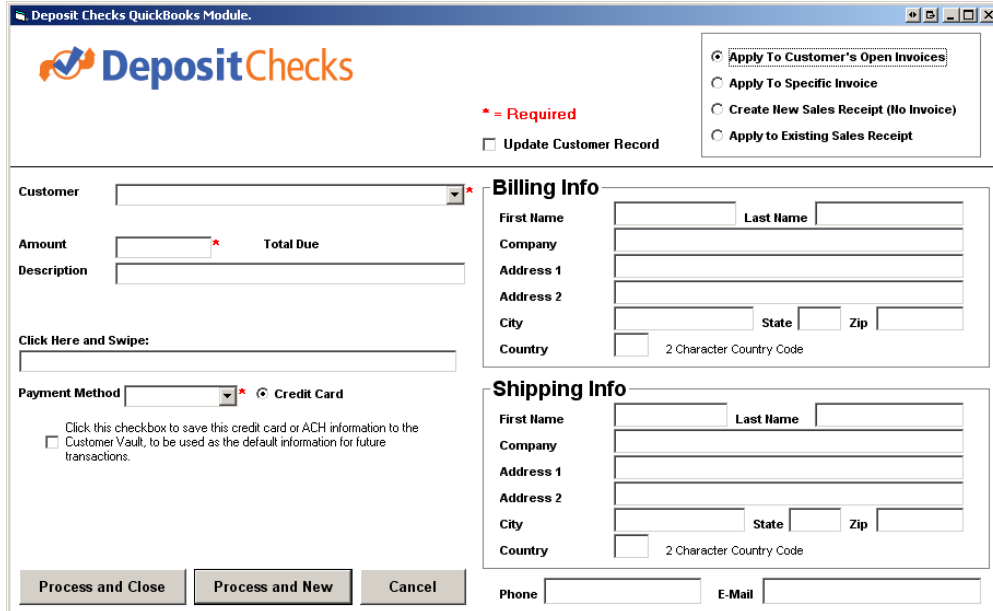
Swipe

The Deposit Checks QuickBooks module allows you to accept swiped, card present transactions to get the best rates! To use this feature:

- Click on the **Customers** menu
- Select **Deposit Checks**
- Select **Swipe Payment**



- You will see the following dialog box:



Deposit Checks QuickBooks Module.

DepositChecks

* = Required

☐ Update Customer Record

☒ Apply To Customer's Open Invoices
☐ Apply To Specific Invoice
☐ Create New Sales Receipt (No Invoice)
☐ Apply to Existing Sales Receipt

Customer *

Amount * **Total Due**

Description

Click Here and Swipe:

Payment Method * ☒ Credit Card

☐ Click this checkbox to save this credit card or ACH information to the Customer Vault, to be used as the default information for future transactions.

Billing Info

First Name **Last Name**

Company

Address 1

Address 2

City **State** **Zip**

Country 2 Character Country Code

Shipping Info

First Name **Last Name**

Company

Address 1

Address 2

City **State** **Zip**

Country 2 Character Country Code

Phone **E-Mail**

Process and Close **Process and New** **Cancel**

- This dialog box supports all of the same features as a keyed entry, as described in the Processing Transactions section above, with the following differences:
 - To swipe a card, click in the **Click Here and Swipe** field, and swipe your card.
 - ACH transactions not supported through swipe
- The Swipe functionality was designed to work with the Magtek Magstripe Swipe Card Reader Mini USB – 3 Track (Part # 21040102).



Scan Check

The Deposit Checks QuickBooks module allows you to accept scan checks and submit check images for Remote Deposit Capture (RDC) and Check 21 functionality. The following check readers are currently supported and are configured in the Setup:

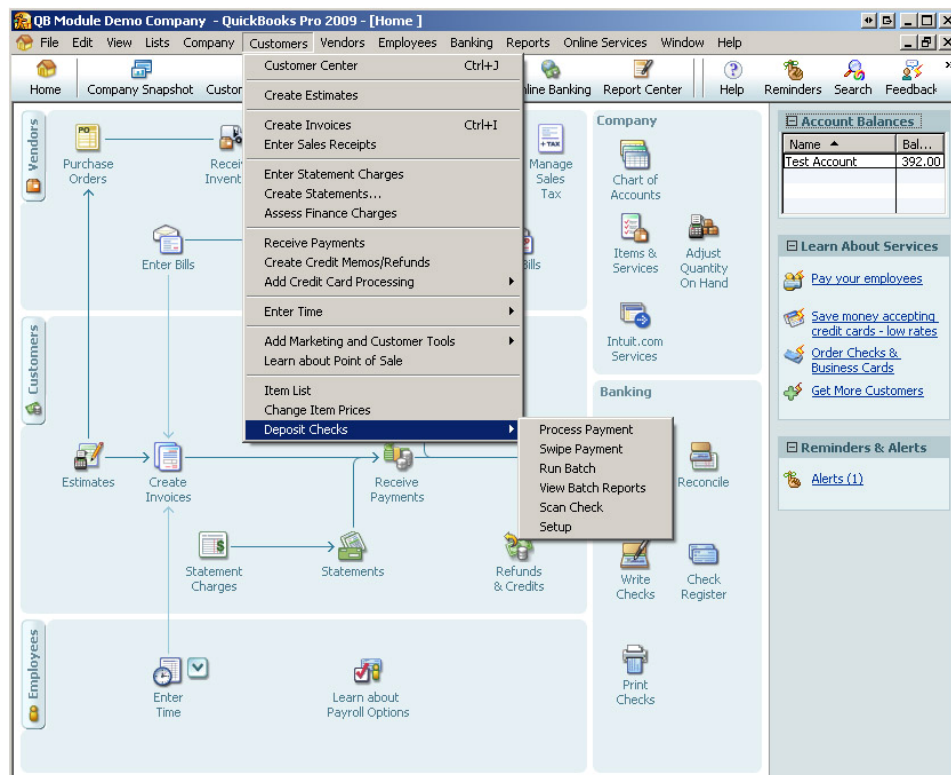
- Epson TM-S1000
- Epson TM-J9000
- RDM EC7000i

IMPORTANT STEP: Prior to using your check reader, you must install the appropriate scanner drivers. For your convenience, we have included both the RDM and the Epson scanners along with the application. To install your drivers:

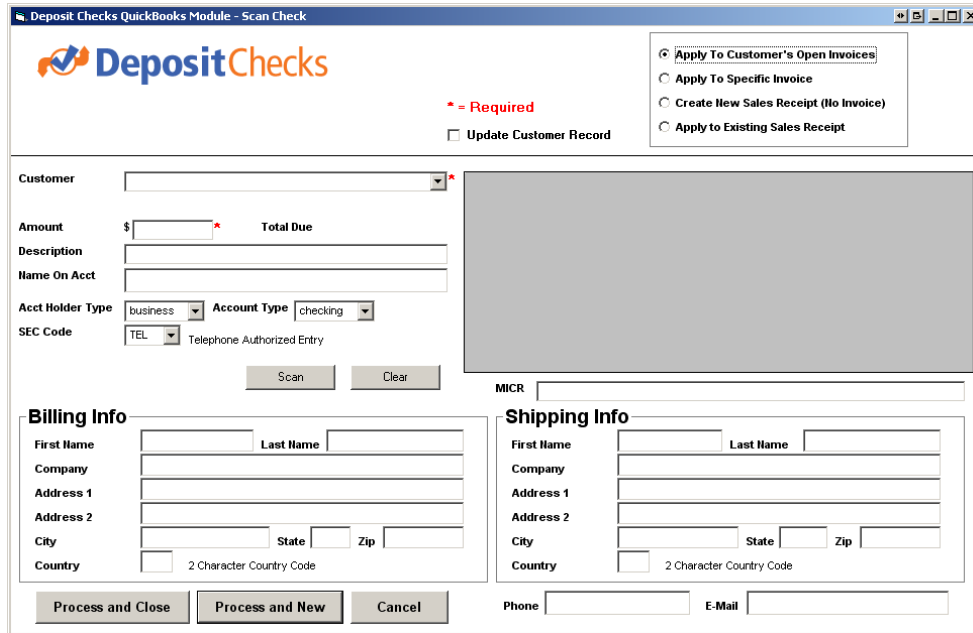
- Go to **START -> PROGRAMS -> DEPOSIT CHECKS -> DRIVERS**
- Select either **Install RDM Drivers** or **Install Epson Drivers** depending on the scanner model you are using.

To use the **Scan Check** option:

- Click on the **Customers** menu
- Select **Deposit Checks**
- Select **Scan Check**



- The following dialog box will appear:



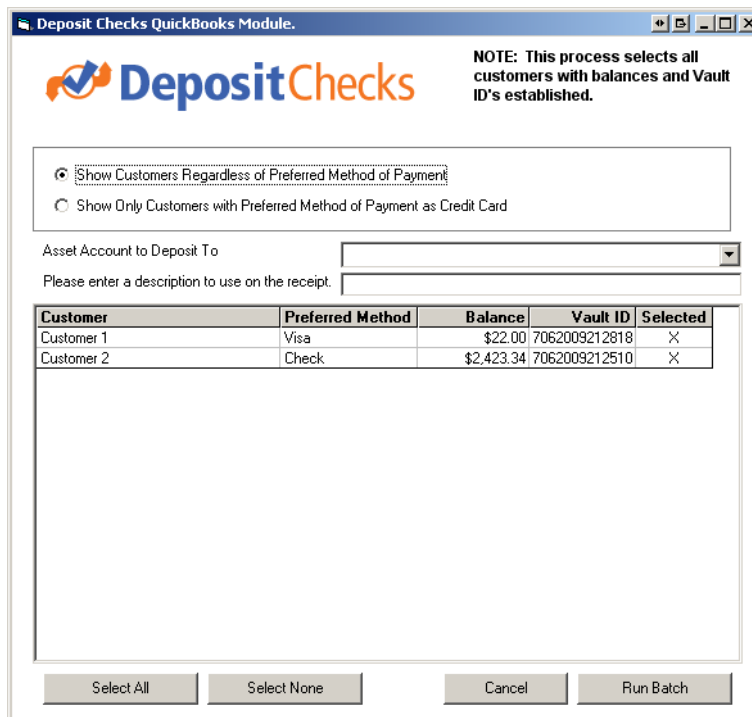
- Most of the functionality and fields on this form, are the same as in the Process Transaction function. The following illustrates the process to scan a check, and describes additional fields of note:
 - First, select the Type of Transaction, and the Customer.
 - Next, load your check in your check reader, and click the **Scan** button.
 - The check will scan and you will see the image appear in the image area to the upper right of the dialog box. You will also see the **MICR** line appear.
 - It may take a few seconds for the image to pop up in the image area – please be patient.
 - You can spot check the **MICR** line to determine if the scan was successful. The system will also warn you of apparent scanning errors when you go to process the payment.
 - If needed, you can click **Clear** to clear the current scan, or reload your check and click the **Scan** button again to rescan your image.
 - Both the front and back of the check are scanned and sent to the gateway.
 - Once you see the image appear in the image area, and the **MICR** line appear in the **MICR** field, you can process your transaction as you did in the **Process Transaction** function described above.

Batch Processing

The Deposit Checks QuickBooks Module has a Batch Processing feature which will allow you to process multiple transactions at once.

To begin the Batch Process

- Go into the **Customers** menu
- Select **Deposit Checks**
- Select **Run Batch**
- The following Dialog Box will appear:



Deposit Checks QuickBooks Module.

NOTE: This process selects all customers with balances and Vault ID's established.

☒ Show Customers Regardless of Preferred Method of Payment
☐ Show Only Customers with Preferred Method of Payment as Credit Card

Asset Account to Deposit To:

Please enter a description to use on the receipt:

Customer	Preferred Method	Balance	Vault ID	Selected
Customer 1	Visa	\$22.00	7062009212818	X
Customer 2	Check	\$2,423.34	7062009212510	X

This dialog box will show all customers who have an outstanding balance as well as a VaultID. The VaultID is a custom field added to the customer record after running the setup process. The VaultID can be populated manually by editing the customer record, or can be generated using the Process Payment option for a specific record. See earlier in this documentation for more information the VaultID.

Items of note on this form are:

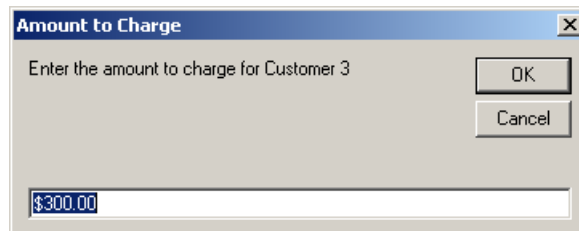
- **Show Customers Regardless of Preferred Method of Payment** – this is the default selection. With this option, all customers who have a VaultID set up, and an outstanding balance are shown.
- **Show Only Customers with Preferred Method of Payment as Credit Card** – If selected, only customers with a Preferred Method of Payment as Visa, MasterCard, American Express or Discover will be shown.

We recommend that you use Visa, MasterCard, American Express or Discover for any customers who pay regularly by credit card, and Check or ACH for any customers who pay regularly by ACH.

- **Please enter a description to use on the receipt** – this is description of the purchase (i.e. Payment for Web Hosting Services). This will be included on the e-mail receipts that all customers receive from the gateway when their payment is processed. This value will also be attached to the transaction in the gateway. This is **OPTIONAL**.
- **Customer Grid**
 - **Customer Column** – the Customer column shows the name of the customer as it appears in QuickBooks.
 - **Preferred Method** – the Preferred Method column shows the Preferred Method of Billing setup on the customer record.

We recommend that you use Visa, MasterCard, American Express or Discover for any customers who pay regularly by credit card, and Check or ACH for any customers who pay regularly by ACH.

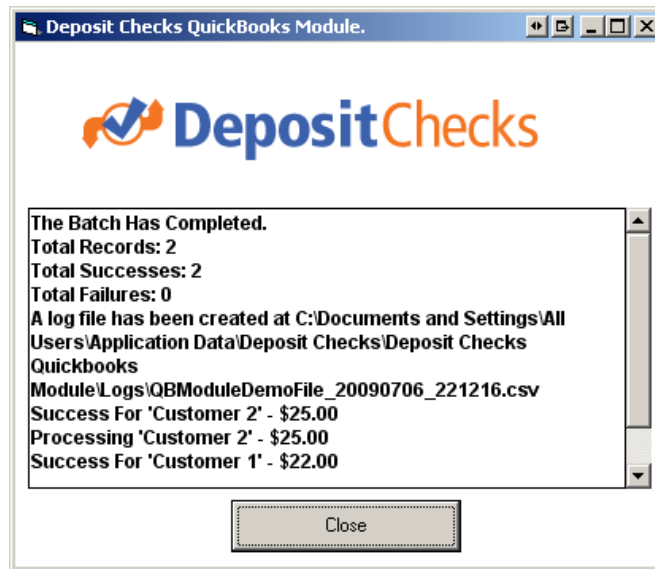
- **Balance** – this shows the total balance due from that customer.
- **Vault ID** – this is the Vault ID of the customer that will be used to access billing information on file stored in the Deposit Checks gateway.
- **Selected** – if an X appears in this column, this record will be processed when the batch is run. To unselect, simply click on the X and it will disappear. Click again to re-select and the X will appear again.
- Clicking on a dollar amount under the **Balance** column will pop up a dialog box allowing you to alter the amount to charge that particular customer when the batch is run. Enter the new amount and click **OK**.



A screenshot of a dialog box titled "Amount to Charge". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains the text "Enter the amount to charge for Customer 3". Below this text is a text input field containing "\$300.00". To the right of the input field are two buttons: "OK" and "Cancel".

- **Asset Account to Deposit To** – this drop down allows you to specify an Asset account to record the payments to. If this is left blank, your default asset account will be used (Usually this will be "**Undeposited Funds**").
- **Select All** – this button will X in the **Selected** column on all rows.
- **Select None** – this button will clear the X in the **Selected** column on all rows.
- **Cancel** – click Cancel to close the form without processing the batch.

- **Run Batch** – click this button to run the batch.
 - When running the batch, you will see a dialog box showing you the status as the batch process progresses.
 - Upon completion, you will be shown the total number of records, total successes, and total failures.



- Click **Close** when done reviewing
- The Deposit Checks QuickBooks module will create Receive Payments records for each successful transaction. These payments will be applied to open invoices using the default QuickBooks rules for applying payment. An example of a Receive Payment record created by the batch process is shown below.

QB Module Demo Company - QuickBooks Pro 2009 - [Receive Payments]

File Edit View Lists Company Customers Vendors Employees Banking Reports Online Services Window Help

Home Company Snapshot Customer Center Vendor Center Employee Center Online Banking Report Center Help Reminders Search Feedback

Previous Next Print History Get Online Pmts

Customer Payment

Received From: **Customer3** Customer Balance: **300.00**

Amount: **10.00** Date: **07/06/2009**

Pmt. Method: **Visa** Reference #: **T:ZWJ9N0161**

Memo: **TransID: T:ZWJ9N0161** [Where does this payment go?](#)

Card No. Exp. Date: / /

☐ Process Visa payment when saving

[Find a Customer/Invoice...](#)

Date	Number	Orig. Amt.	Amt. Due	Payment
12/24/2008	10002	300.00	300.00	10.00
Totals		300.00	300.00	10.00

Underpayment \$290.00. When you finish, do you want to:

☒ Leave this as an underpayment

☐ Write off the extra amount

[View Customer Contact Information](#)

Amounts for Selected Invoices

Amount Due	300.00
Applied	10.00
Discount and Credits Applied	0.00

[Un-Apply Payment](#) [Discount & Credits...](#)

[Save & Close](#) [Save & New](#) [Revert](#)

With QuickBooks Merchant Service you can easily start accepting credit cards quickly & easily. [Learn more](#)

- Additionally, a file will be generated in the **%ALLUSERSPROFILE%\Application Data\Deposit Checks\Deposit Checks Quickbooks Module\Logs** folder. This file will have the format of **COMPANYFILENAME_YYYYMMDD_HHMMSS.csv**. This is a comma delimited file.

QBModuleDemoFile_20090706_221216.csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Customer Name	Preferred Method of Payment	Amount	Vault ID	Status Code	Status Message	Transaction ID	Auth Code	AVS Code	AVS Msg	CVV2 Code	CVV2 Message	
2	Customer 1	Visa	22	7062009212818	1 SUCCESS	T:5DKBN0161							
3	Customer 2	Check	25	7062009212510	1 SUCCESS	T:9DKBN0161							
4													
5													
6													

QBModuleDemoFile_20090706_221216

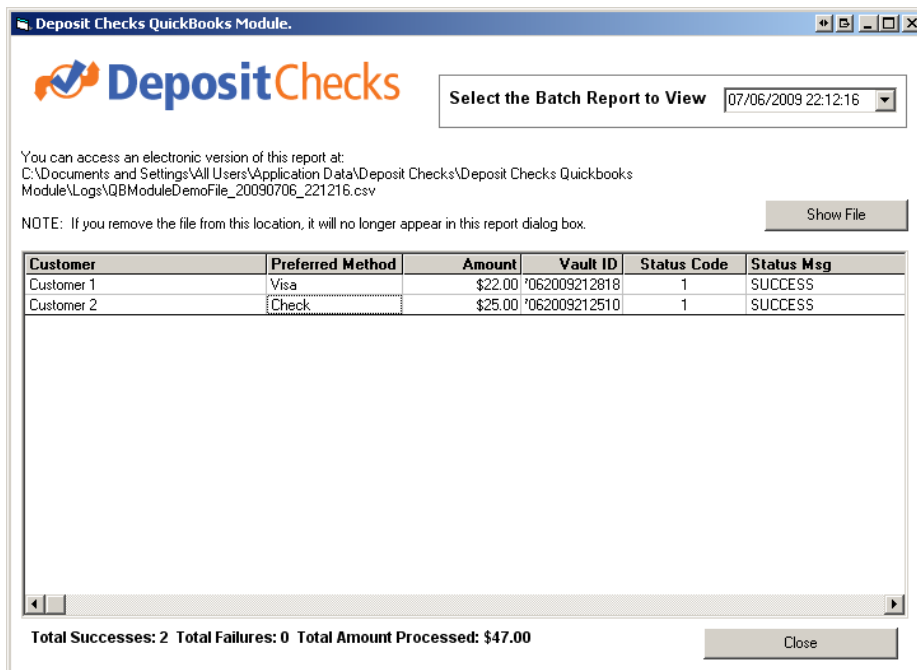
As QuickBooks has no way to record the declines, any declined transactions will remain on your books as open invoices. It's important to review the log file to find out the reasons behind the declines, and work with your customers to correct, and re-run the transactions.

Batch Reports


The Batch Report function allows you to pull up information about the batches you have run. A log file is generated with every batch that is run.

You can easily view the batch reports by doing the following:

- Go into the **Customers** menu
- Select **Deposit Checks**
- Select **View Batch Reports**
- The following Dialog Box will appear:



Deposit Checks QuickBooks Module.

 **Select the Batch Report to View** 07/06/2009 22:12:16

You can access an electronic version of this report at:
C:\Documents and Settings\All Users\Application Data\Deposit Checks\Deposit Checks Quickbooks
Module\Logs\QBModuleDemoFile_20090706_221216.csv

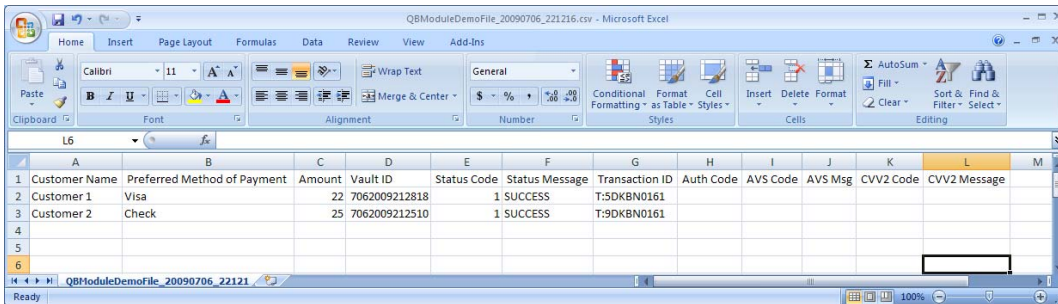
NOTE: If you remove the file from this location, it will no longer appear in this report dialog box. [Show File](#)

Customer	Preferred Method	Amount	Vault ID	Status Code	Status Msg
Customer 1	Visa	\$22.00	'062009212818	1	SUCCESS
Customer 2	Check	\$25.00	'062009212510	1	SUCCESS

Total Successes: 2 Total Failures: 0 Total Amount Processed: \$47.00 [Close](#)

- Select the date/time of the batch you'd like to view from the **Select the Batch Report to View** drop down.
- The batch report grid will be populated, showing you:
 - Customer
 - Preferred Method of Payment
 - Amount
 - Vault ID
 - Status Code
 - Status Message
 - Transaction ID
 - Auth Code
 - AVS Code
 - AVS Message
 - CVV2 Code
 - CVV2 Message

- Clicking on any of the headings will sort the grid.
- Total successes, failures and total amount processed will be displayed at the bottom of the grid.
- All log files are stored at: %ALLUSERSPROFILE%\Application Data\Deposit Checks\Deposit Checks Quickbooks Module\Logs
NOTE: If you remove the log files from this directory, they will drop out of the **Select the Batch Report to View** drop down
- Click **Close** to close the Batch Reports dialog box.
- Clicking **Show File** will open the corresponding log file in the default application on your computer for “CSV” files. The following image shows the file open in Excel. This can be used to adjust format, add totals, print reports, etc.



The screenshot shows a Microsoft Excel window titled "QBModuleDemoFile_20090706_221216.csv - Microsoft Excel". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Customer Name	Preferred Method of Payment	Amount	Vault ID	Status Code	Status Message	Transaction ID	Auth Code	AVS Code	AVS Msg	CVV2 Code	CVV2 Message	
1	Customer 1	Visa	22	7062009212818	1	SUCCESS	T:5DKBN0161						
3	Customer 2	Check	25	7062009212510	1	SUCCESS	T:9DKBN0161						
4													
5													
6													

Unattended Batch Process

Users have the ability to setup an automated process to run the batch process unattended.

This is done by executing the Deposit Checks QuickBooks module using a command line call as follows:

```
C:\Program Files\Deposit Checks\Deposit Checks Quickbooks Module>QB_CreditCards.exe /qbfm=QBFN  
/acct="ACCTNAME" /pref=cc
```

Notes about this process:

- **/qbfm** is required. **Pass in** the name of your QuickBooks file minus any spaces and without the extension. For example, if your QuickBooks file is **Deposit Checks Test Database.QBW**, your QBFN would be **NELiXTransaXTestDatabase**
- **/acct** is optional. This allows you to specify the asset account in QuickBooks to record the payments to. If used, the exact name of the asset account, as it appears in QuickBooks, must be used and enclosed in quotes. If no match can be found, the default asset account (typically Undeposited Funds) will be used.
- **/pref** is optional and should be set to **/pref=cc** if you wish to process only customers who have their preferred method of payment set to credit card. If the **/pref** switch is omitted or left blank, all customers who have a balance, and a Vault ID, will be processed regardless of preferred method of payment.
- Your QuickBooks file must be open for the batch process to run.
- All customers with a VaultID and an outstanding balance will be processed.
- For Successes, Receive Payment records will be created and applied to invoices using QuickBooks default algorithm.
- For Declines, the invoices will remain on your books as open invoices. Review the log file for information on declines.