

July  
2016



*iCheckGateway.com*<sup>TM</sup>  
Internet Enabled Payment Solutions

# ICG QuickBooks Online

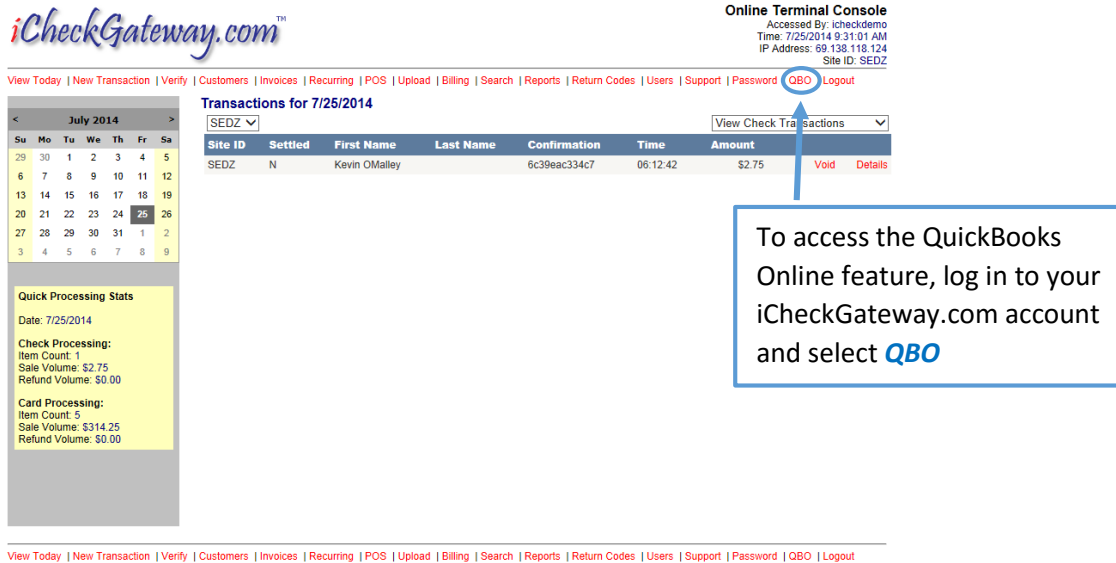
REFERENCE MANUAL

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## Launch the QuickBooks Online Application

### Launch the QuickBooks Online Application



**Online Terminal Console**  
Accessed By: icheckdemo  
Time: 7/25/2014 9:31:01 AM  
IP Address: 89.138.118.124  
Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | **QBO** | Logout

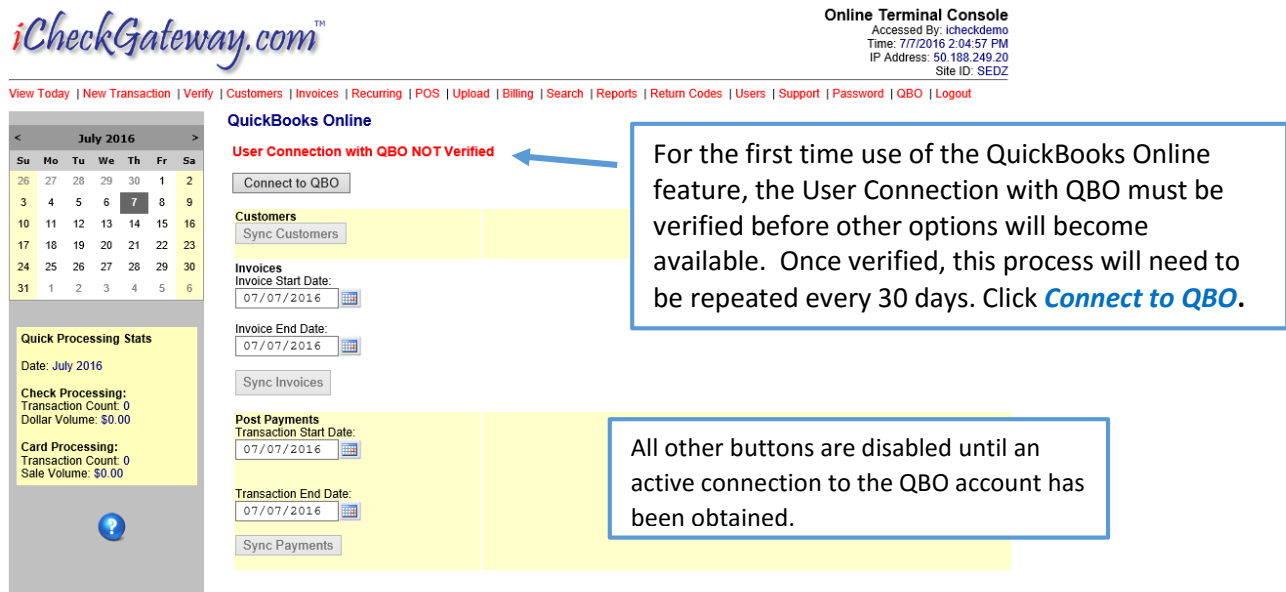
**Transactions for 7/25/2014**

Site ID	Settled	First Name	Last Name	Confirmation	Time	Amount	Void	Details
SEDZ	N	Kevin O'Malley		6c39eac334c7	06:12:42	\$2.75		

**Quick Processing Stats**  
Date: 7/25/2014  
Check Processing:  
Item Count: 1  
Sale Volume: \$2.75  
Refund Volume: \$0.00  
Card Processing:  
Item Count: 5  
Sale Volume: \$314.25  
Refund Volume: \$0.00

To access the QuickBooks Online feature, log in to your iCheckGateway.com account and select **QBO**

## User Connection Verification



**Online Terminal Console**  
Accessed By: icheckdemo  
Time: 7/7/2016 2:04:57 PM  
IP Address: 50.188.249.20  
Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | **QBO** | Logout

**QuickBooks Online**

**User Connection with QBO NOT Verified**

**Customers**

**Invoices**  
Invoice Start Date: 07/07/2016  
Invoice End Date: 07/07/2016

**Post Payments**  
Transaction Start Date: 07/07/2016  
Transaction End Date: 07/07/2016

For the first time use of the QuickBooks Online feature, the User Connection with QBO must be verified before other options will become available. Once verified, this process will need to be repeated every 30 days. Click **Connect to QBO**.

All other buttons are disabled until an active connection to the QBO account has been obtained.

You will be redirected to the QuickBooks Online website.



Don't have an account? [Sign up now.](#)

### Sign in

Email or user ID

Password

Remember me

[Sign In](#)

[I forgot my user ID or password](#)

**Sign In** to your QuickBooks Online Account  
iCheckGateway.com will be able to access your QuickBooks data, but will not be able to see your Intuit account password.

#### Sign in to authorize iCheckGateway.com to connect to Intuit...

iCheckGateway.com will be able to access your QuickBooks data, but will not be able to see your Intuit account password. You can revoke access under 'Manage My Apps' in Intuit App Center by clicking 'Disconnect' next to the app name.

Your authorization to release your data is subject to [Intuit's Terms of Use](#). Some data from the app will be provided to Intuit for our use subject to our [Privacy Policy](#).

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### Authorize the Sharing of Your Data Between iCheckGateway.com and Intuit



ICG Demo's Company



iCheckGateway.com

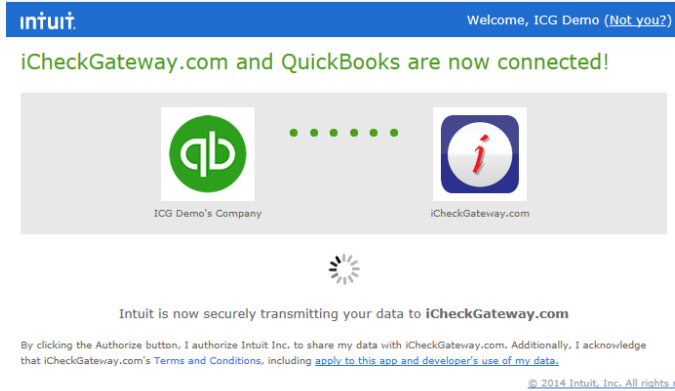
By clicking Authorize, I allow iCheckGateway.com and Intuit to use my information\* in accordance with each company's respective terms of service and privacy policy; iCheckGateway.com's [Terms of Service](#) and [Privacy Policy](#). Additionally, where applicable, I give iCheckGateway.com limited access to my QuickBooks Payments account to provide me payments-related services. I authorize the sharing of data between Intuit and iCheckGateway.com. \*Information may include data from QuickBooks Online, QuickBooks Desktop and QuickBooks Payments.

No, thanks

Click **Authorize**

Authorize

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Once connected, you will be redirected back to your iCheckGateway.com online terminal

**iCheckGateway.com** Online Terminal Console  
 Accessed By: icheckdemo  
 Time: 7/7/2016 2:07:14 PM  
 IP Address: 50.188.249.20  
 Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

**QuickBooks Online**  
 User Connection with QBO Verified ← Confirmation of verification

**Customers**  
 Sync Customers

**Invoices**  
 Invoice Start Date: 07/07/2016  
 Invoice End Date: 07/07/2016  
 Sync Invoices

**Post Payments**  
 Transaction Start Date: 07/07/2016  
 Transaction End Date: 07/07/2016  
 Sync Payments

Once verified, all buttons are activated. You now have the ability to *Sync Customers, Sync Invoices, and Sync Payments.*

## General Instructions

QuickBooks is always considered the master. Any changes to customers or invoices need to be updated within **QuickBooks first** and then synced to iCheckGateway.com. In general, follow these steps in this order:



## Sync Customers



**Online Terminal Console**  
 Accessed By: icheckdemo  
 Time: 7/25/2014 11:05:25 AM  
 IP Address: 69.138.118.124  
 Site ID: SEDZ

[View Today](#) | [New Transaction](#) | [Verify](#) | [Customers](#) | [Invoices](#) | [Recurring](#) | [POS](#) | [Upload](#) | [Billing](#) | [Search](#) | [Reports](#) | [Return Codes](#) | [Users](#) | [Support](#) | [Password](#) | [QBO](#) | [Logout](#)

**QuickBooks Online**

User Connection with QBO Verified

**Customers**  
Sync Customers

**Invoices**  
Invoice Start Date: 07/25/2014  
Invoice End Date: 07/25/2014  
Sync Invoices

**Post Payments**  
Transaction Start Date: 07/25/2014  
Transaction End Date: 07/25/2014  
Sync Payments

**Customer Sync Successful!**

New Customers: 2  
Updated Customers: 503  
Total Customers: 505

Customer information is either *added* or *updated* – not duplicated

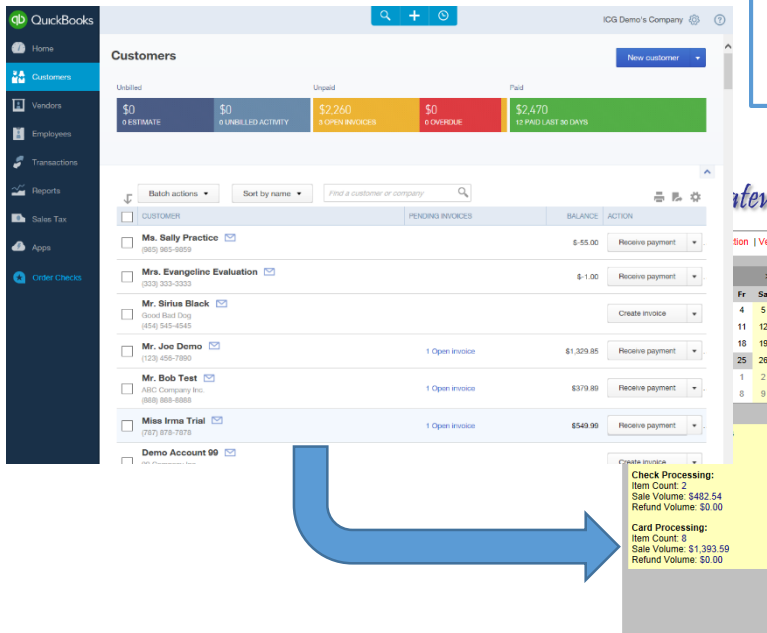
**Quick Processing Stats**

Date: 7/25/2014

**Check Processing:**  
 Item Count: 1  
 Sale Volume: \$2.75  
 Refund Volume: \$0.00

**Card Processing:**  
 Item Count: 5  
 Sale Volume: \$314.25  
 Refund Volume: \$0.00

[View Today](#) | [New Transaction](#) | [Verify](#) | [Customers](#) | [Invoices](#) | [Recurring](#) | [POS](#) | [Upload](#) | [Billing](#) | [Search](#) | [Reports](#) | [Return Codes](#) | [Users](#) | [Support](#) | [Password](#) | [QBO](#) | [Logout](#)



The screenshot shows the QuickBooks Online interface with the 'Customers' tab selected. A list of customers is displayed, including 'Ms. Sally Practice', 'Mrs. Evangelino Evaluation', 'Mr. Sirius Black', 'Mr. Joe Demo', 'Mr. Bob Test', 'Miss Irma Trial', and 'Demo Account 99'. A blue arrow points from the 'Demo Account 99' entry to a yellow callout box containing processing statistics.

**Check Processing:**  
 Item Count: 2  
 Sale Volume: \$482.54  
 Refund Volume: \$0.00

**Card Processing:**  
 Item Count: 3  
 Sale Volume: \$1,393.59  
 Refund Volume: \$0.00

Customers that are created in QBO will be synced to iCheckGateway.com and will be listed under the **Customers Tab**.



**Online Terminal Console**  
 Accessed By: icheckdemo  
 Time: 7/25/2014 1:08:38 PM  
 IP Address: 69.138.118.124  
 Site ID: SEDZ

**Customer Account Management**


Customer Search:  Search

Customer Number	First Name	Last Name	Company	Zip		
507	Irma	Triel		66666	Select	Delete
2	Bob	Test	ABC Company Inc.	66606	Select	Delete
3	Sally	Practice		85045	Select	Delete
508	Evangelino	Evaluation		33033	Select	Delete
506	Joe	Demo		12345	Select	Delete
1	Joe	Demo		98765	Select	Delete
4	Sirius	Black	Good Bad Dog	33993	Select	Delete
505	Demo	99	99 Company Inc.	12345	Select	Delete
504	Demo	98	98 Company Inc.	12345	Select	Delete
503	Demo	97	97 Company Inc.	12345	Select	Delete
502	Demo	96	96 Company Inc.	12345	Select	Delete
501	Demo	95	95 Company Inc.	12345	Select	Delete
500	Demo	94	94 Company Inc.	12345	Select	Delete
499	Demo	93	93 Company Inc.	12345	Select	Delete
498	Demo	92	92 Company Inc.	12345	Select	Delete

[View Today](#) | [New Transaction](#) | [Verify](#) | [Customers](#) | [Invoices](#) | [Recurring](#) | [POS](#) | [Upload](#) | [Billing](#) | [Search](#) | [Reports](#) | [Return Codes](#) | [Users](#) | [Support](#) | [Password](#) | [QBO](#) | [Logout](#)

## Sync Invoices

**NOTE:** Be sure to Sync Customers *before* you Sync Invoices



**Online Terminal Console**  
 Accessed By: icheckdemo  
 Time: 7/25/2014 10:32:20 AM  
 IP Address: 69.138.118.124  
 Site ID: SEDZ

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[View Today](#) | [New Transaction](#) | [Verify](#) | [Customers](#) | [Invoices](#) | [Recurring](#) | [POS](#) | [Upload](#) | [Billing](#) | [Search](#) | [Reports](#) | [Return Codes](#) | [Users](#) | [Support](#) | [Password](#) | [QBO](#) | [Logout](#)

**QuickBooks Online**

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

User Connection with QBO Verified

**Customers**

**Invoices**

Invoice Start Date:

07/01/2014

July 2014						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

To Sync Invoices created in QBO, first select **Date Range** and then click **Sync Invoices**.

Transaction End Date:


07/25/2014

**Quick Processing Stats**  
 Date: 7/25/2014

**Check Processing:**  
 Item Count: 1  
 Sale Volume: \$2.75  
 Refund Volume: \$0.00

**Card Processing:**  
 Item Count: 5  
 Sale Volume: \$314.25  
 Refund Volume: \$0.00

[View Today](#) | [New Transaction](#) | [Verify](#) | [Customers](#) | [Invoices](#) | [Recurring](#) | [POS](#) | [Upload](#) | [Billing](#) | [Search](#) | [Reports](#) | [Return Codes](#) | [Users](#) | [Support](#) | [Password](#) | [QBO](#) | [Logout](#)



**Online Terminal Console**  
 Accessed By: icheckdemo  
 Time: 7/25/2014 2:46:37 PM  
 IP Address: 69.138.118.124  
 Site ID: SEDZ

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[View Today](#) | [New Transaction](#) | [Verify](#) | [Customers](#) | [Invoices](#) | [Recurring](#) | [POS](#) | [Upload](#) | [Billing](#) | [Search](#) | [Reports](#) | [Return Codes](#) | [Users](#) | [Support](#) | [Password](#) | [QBO](#) | [Logout](#)

**QuickBooks Online**

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

User Connection with QBO Verified

**Customers**

**Invoices**

Invoice Start Date:

07/01/2014

Invoice End Date:

07/25/2014

Invoice Sync Successful!

Invoices Found: 9

**Post Payments**

Transaction Start Date:

07/25/2014

Transaction End Date:

07/25/2014

**Quick Processing Stats**  
 Date: 7/25/2014

**Check Processing:**  
 Item Count: 4  
 Sale Volume: \$1,007.74  
 Refund Volume: \$0.00

**Card Processing:**  
 Item Count: 9  
 Sale Volume: \$1,418.59  
 Refund Volume: \$0.00

The invoices that were created in QBO are automatically sorted by Payment Status under the **Invoices** tab in your online terminal.

DATE	NO.	CUSTOMER	DUE DATE	AGING	BALANCE	TOTAL	STATUS	ACTION
07/25/2014	1007	Mr. Sirius Black	08/24/2014		\$0.00	\$479.79	Paid	Print
07/25/2014	1009	Mrs. Evangelin...	08/24/2014		\$0.00	\$1,076.34	Paid	Print
07/25/2014	1008	Miss Irma Trial	08/24/2014		\$549.99	\$549.99	Open	Receive payment
07/25/2014	1010	Demo Account...	08/24/2014		\$0.00	\$499.20	Paid	Print
07/24/2014	1006	Demo Account...	08/23/2014		\$0.00	\$79.90	Paid	Print
07/23/2014	1004	Mr. Joe Demo	08/22/2014		\$1,329.85	\$1,579.85	Partial	Receive payment
07/23/2014	1003	Demo Account...	08/22/2014		\$0.00	\$49.95	Paid	Print
07/22/2014	1002	Mr. Bob Test	08/21/2014		\$379.89	\$379.89	Open	Receive payment
07/03/2014	1001	Mr. Sirius Black	08/02/2014		\$0.00	\$409.84	Paid	Print
Totals (all)					\$2,259.73	\$5,106.75		

iCheckGateway.com™



View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

**Customer Invoices**

Payment Status:  Due Date Status:  Site ID:  To Be Emailed:  Select All

Search Invoices:

Invoice Number	Customer	Invoice Date	Due Date	Invoice Amount	Paid	Confirm	To Email
1008	Miss Irma Trial	07/25/2014	08/24/2014	\$549.99	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete
1004	Mr. Joe Demo	07/23/2014	08/22/2014	\$1,329.85	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete
1002	Mr. Bob Test	07/22/2014	08/21/2014	\$379.89	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete



iCheckGateway.com™

Online Terminal Console  
 Accessed By: icheckdemo  
 Time: 7/25/2014 2:47:36 PM  
 IP Address: 69.138.118.124  
 Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

**Customer Invoices**

Payment Status:  Due Date Status:  Site ID:  To Be Emailed:  Select All

Search Invoices:

Invoice Number	Customer	Invoice Date	Due Date	Invoice Amount	Paid	Confirm	To Email
1010	Demo Account 102	07/25/2014	08/24/2014	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete
1007	Mr. Sirius Black	07/25/2014	08/24/2014	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete
1009	Mrs. Evangeline Evaluation	07/25/2014	08/24/2014	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete
1006	Demo Account 100	07/24/2014	08/23/2014	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete
1003	Demo Account 100	07/23/2014	08/22/2014	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete
1001	Mr. Sirius Black	07/03/2014	08/02/2014	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Select Delete

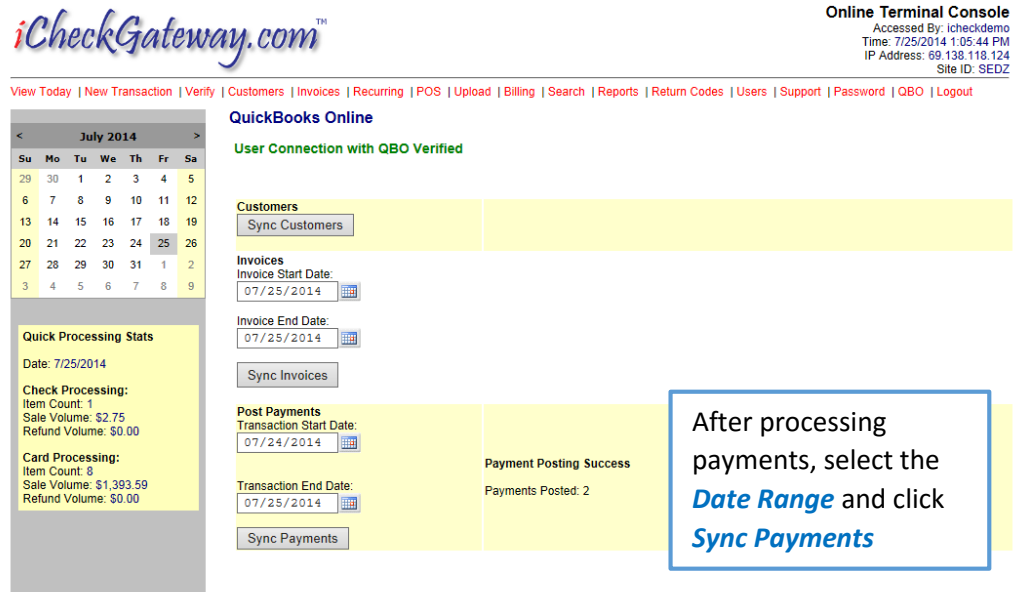
Late 30+ Days

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout



## Sync Payments

Payments that are processed through iCheckGateway.com can be imported into QuickBooks Online regardless of how the payments are entered (i.e. swiped/keyed into the Online Terminal, online payments via website, online payments via email invoicing, Interactive Voice Response (IVR), etc.)



**iCheckGateway.com™** Online Terminal Console  
Accessed By: icheckdemo  
Time: 7/25/2014 1:05:44 PM  
IP Address: 69.138.118.124  
Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

**QuickBooks Online**  
User Connection with QBO Verified

**Customers**  
Sync Customers

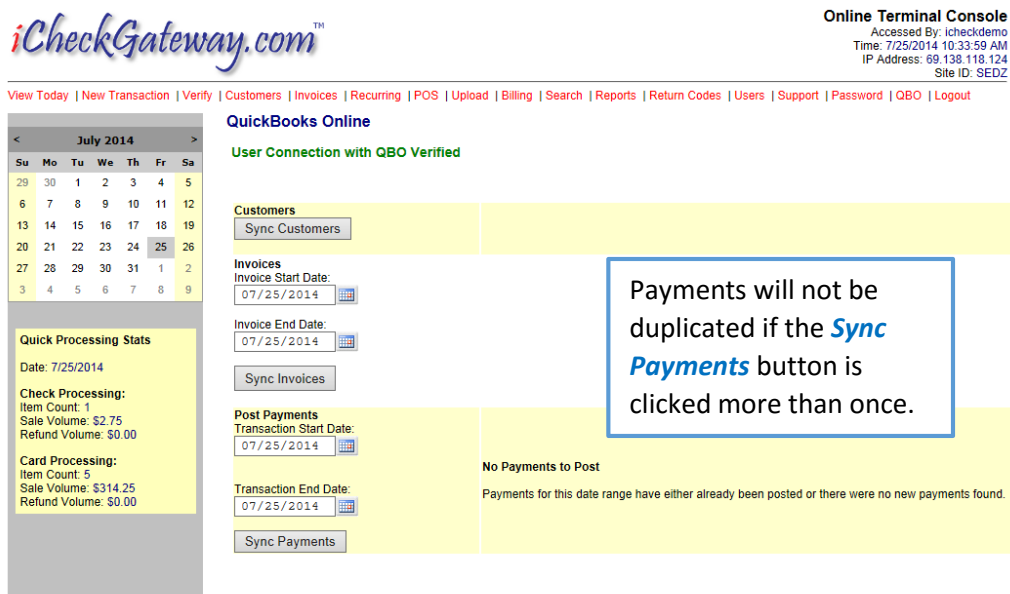
**Invoices**  
Invoice Start Date: 07/25/2014  
Invoice End Date: 07/25/2014  
Sync Invoices

**Post Payments**  
Transaction Start Date: 07/24/2014  
Transaction End Date: 07/25/2014  
Sync Payments

**Payment Posting Success**  
Payments Posted: 2

**Quick Processing Stats**  
Date: 7/25/2014  
**Check Processing:**  
Item Count: 1  
Sale Volume: \$2.75  
Refund Volume: \$0.00  
**Card Processing:**  
Item Count: 8  
Sale Volume: \$1,393.59  
Refund Volume: \$0.00

After processing payments, select the **Date Range** and click **Sync Payments**



**iCheckGateway.com™** Online Terminal Console  
Accessed By: icheckdemo  
Time: 7/25/2014 10:33:59 AM  
IP Address: 69.138.118.124  
Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

**QuickBooks Online**  
User Connection with QBO Verified

**Customers**  
Sync Customers

**Invoices**  
Invoice Start Date: 07/25/2014  
Invoice End Date: 07/25/2014  
Sync Invoices

**Post Payments**  
Transaction Start Date: 07/25/2014  
Transaction End Date: 07/25/2014  
Sync Payments

**No Payments to Post**  
Payments for this date range have either already been posted or there were no new payments found.

**Quick Processing Stats**  
Date: 7/25/2014  
**Check Processing:**  
Item Count: 1  
Sale Volume: \$2.75  
Refund Volume: \$0.00  
**Card Processing:**  
Item Count: 5  
Sale Volume: \$314.25  
Refund Volume: \$0.00

Payments will not be duplicated if the **Sync Payments** button is clicked more than once.

## To Process a Payment – Customer Tab:

**NOTE:** Be sure to Sync Customers *before* processing a payment.

**Online Terminal Console**  
 Accessed By: ichtekdemo  
 Time: 7/7/2016 2:32:47 PM  
 IP Address: 50.188.249.20  
 Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

**Customer Account Management** Add Customer

Customer Search:   Site ID:

Customer Number	First Name	Last Name	Company	Zip	
524	Goldie	Locks	3 Bears Company	40515	<input type="button" value="Select"/> <input type="button" value="Delete"/>

**Quick Processing Stats**  
 Date: July 2016  
**Check Processing:**  
 Transaction Count: 0  
 Dollar Volume: \$0.00  
**Card Processing:**  
 Transaction Count: 0  
 Sale Volume: \$0.00

To process a payment, go to the **Customer Tab** and **Search** for the customer. Click on **Select** to view the Customer Details.

**Online Terminal Console**  
 Accessed By: ichtekdemo  
 Time: 7/7/2016 2:40:56 PM  
 IP Address: 50.188.249.20  
 Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

**View Customer Details** Customer List | Edit | Setup Recurring | Add Customer

Site ID: SEDZ  
 Customer Number: 524  
 First Name: Goldie  
 Last Name: Locks  
 Company: 3 Bears Company  
 Address 1: 123 Any Street  
 Address 2:  
 City: Somewhere  
 State: KY  
 Zip: 40515  
 Phone: (888) 123-4567  
 Email Address: dnorris@icheckgateway.com  
 Notes:

Saved Credit Cards:    
 Saved Bank Account:    
 Entry Class Code:

Site ID:    
 Transaction Date:    
 Transaction Type:    
 New Transaction Amount:   
 Sales Tax:   
 Invoice Number:   
 Customer Number:   
 Custom 3:   
 Memo:

Enter the **New Transaction Amount** and the **Invoice Number**, if needed.

The **Customer Number** has been assigned to the customer by QuickBooks Online.

The Customer Number and/or the Invoice Number are used to update the customer information in QuickBooks Online.

Click **Process Card** or **Process Check** for a one-time payment.

OR

July 2016

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Quick Processing Stats**

Date: July 2016

**Check Processing:**  
 Transaction Count: 0  
 Dollar Volume: \$0.00

**Card Processing:**  
 Transaction Count: 0  
 Sale Volume: \$0.00

Transaction Details

Save | Edit | Search | View Date | Void | Print | Refund | New

Transaction Record

Transaction Details (9bf58487bd44)

SitID: SEDZ  
 Name: Goldie Locks  
 Address: 123 Any Street  
 Somewhere KY 40515

Company: 3 Bears Company  
 Card Type: Visa  
 Card Number: \*\*\*\*\*1111  
 Expiration Date: 0719  
 Approval Code: -  
 Amount: \$99.99  
 Sales Tax: \$0.00  
 Phone: (888) 123-4567  
 Transaction: Debit (Sale)  
 Status: Approved  
 Date: 7/7/2016  
 Time: 14:50:31  
 CVC Response: -  
 AVS Response: -  
 Email Address: dnorris@icheckgateway.com  
 Payee Name: iCheckGateway.com  
 Memo:  
 Invoice Number:  
 Customer Number: 524  
 Custom 3:  
 Batch ID:  
 Batch Date:  
 Activity Log:

Action	User	Date	Time
Customer Transaction	icheckdemo	7/7/2016	14:50:31

Once processed, a confirmation # will be generated.

QuickBooks Online

User Connection with QBO Verified

Customers

Invoices  
 Invoice Start Date: 07/07/2016  
 Invoice End Date: 07/07/2016

Post Payments  
 Transaction Start Date: 07/07/2016  
 Transaction End Date: 07/07/2016

Payment Posting Success  
 Payments Posted: 1

After **Sync Payments** has been completed, the payment will be applied to the customer's account in QBO.  
 The confirmation # will be included with the payment information.

QuickBooks Online interface showing customer details for Goldie Locks. The transaction list table is as follows:

DATE	NO.	DUE DATE	BALANCE	TOTAL
07/07/2016	9bf58487bd44	07/07/2016	-\$99.99	-\$99.99

## To Process a Payment – Invoice Tab:



Online Terminal Console

Accessed By: icheckdemo  
Time: 7/25/2014 3:17:02 PM  
IP Address: 69.138.118.124  
Site ID: SEDZ

View Today | New Transaction | Verify | Customers | **Invoices** | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

### Customer Invoices

Payment Status:  
Open Invoices

Due Date Status:  
All Invoices

Site ID:  
SEDZ

Invoice Home | Add Invoice | Send Invoices | Upload Invoices

To Be Emailed:  
 Select All

Search Invoices:  Search

Invoice Number	Customer	Invoice Date	Due Date	Invoice Amount	Paid Confirm	To Email
1008	Miss Irma Trial	07/25/2014	08/24/2014	\$549.99	<input checked="" type="checkbox"/>	Edit <b>Select</b> Delete
1004	Mr. Joe Demo	07/23/2014	08/22/2014	\$1,329.85	<input checked="" type="checkbox"/>	Edit Select Delete
1002	Mr. Bob Test	07/22/2014	08/21/2014	\$379.89	<input checked="" type="checkbox"/>	Edit Select Delete

Late 30+ Days 60+ Days **90+ Days** 120+ Days

To process a payment on an invoice, click the **Invoices** tab and then click **Select** next to the customer

**Quick Processing Stats**

Date: 7/25/2014

**Check Processing:**  
Item Count: 4  
Sale Volume: \$1,007.74  
Refund Volume: \$0.00

**Card Processing:**  
Item Count: 9  
Sale Volume: \$1,418.59  
Refund Volume: \$0.00

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout



Online Terminal Console

Accessed By: icheckdemo  
Time: 7/25/2014 3:15:55 PM  
IP Address: 69.138.118.124  
Site ID: SEDZ

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

### Invoice Details

**Process Payment** Edit Invoice Delete Invoice

Click **Process Payment**

Send Invoice To:  
  
Email Invoice

iCheckGateway.com  
1092 Duval Street  
Lexington, KY 40515  
(859) 309-1634

Bill To:  
Miss Irma Trial  
104 West Jefferson St Apt 2  
Blah Blah, MT 69666

Invoice Number: 1008  
Invoice Date: 7/25/2014  
Due Date: 8/24/2014  
Payment Status: OPEN  
Paid Confirmation:

icheck@icheckgateway.com

#### Invoice Details:

1	Product 6	\$549.99	\$549.99
---	-----------	----------	----------

Invoice Total: \$549.99

View Today | New Transaction | Verify | Customers | Invoices | Recurring | POS | Upload | Billing | Search | Reports | Return Codes | Users | Support | Password | QBO | Logout

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**Quick Processing Stats**

Date: 7/25/2014

**Check Processing:**

Item Count: 4  
Sale Volume: \$1,007.74  
Refund Volume: \$0.00

**Card Processing:**

Item Count: 9  
Sale Volume: \$1,418.59  
Refund Volume: \$0.00

**Process a New Transaction**

Site ID:

Transaction Date: \*

Amount: \*

First Name:

Last Name: \*

Company Name:

Email Address:

Phone:

Fax:

Street Address 1:

Street Address 2:

City:

State/Province:

Postal Code:

Invoice Number:

Customer Number:

Custom 3:

Transaction Type:

Change payment amount if it is a partial payment

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**Quick Processing Stats**

Date: 7/25/2014

**Check Processing:**

Item Count: 4  
Sale Volume: \$1,007.74  
Refund Volume: \$0.00

**Card Processing:**

Item Count: 10  
Sale Volume: \$1,420.59  
Refund Volume: \$0.00

**New Transaction - Payment Method**

Payment Date: 2014-07-25  
Payment Amount: \$549.99

Credit Card Number: \*

Expiration Date: \*  (MMYY)

Signature Code:

Sales Tax:

Description:

Enter either credit card or bank account information and click **Process Card** or **Process Check**

Payment Date: 2014-07-25  
Payment Amount: \$549.99

Routing Number: \*

Account Number: \*

Account Type: \*

Authorization Type: \*

Description:

**July 2014**

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**Quick Processing Stats**  
Date: 7/25/2014

**Check Processing:**  
Item Count: 4  
Sale Volume: \$1,007.74  
Refund Volume: \$0.00

**Card Processing:**  
Item Count: 10  
Sale Volume: \$1,420.59  
Refund Volume: \$0.00

**New Transaction - Payment Method**

[Save Customer](#) | [New Transaction](#) | [View/Print](#) | [Finished](#)

APPROVED: 18690eb5ee62

Once processed, a confirmation # will be generated.

**VISA MasterCard American Express DISCOVER**

Payment Date: 2014-07-25  
Payment Amount: \$549.99

Credit Card Number: \*   
Expiration Date: \*  (MMYY)  
Signature Code:   
Sales Tax:   
Description:

---

Payment Date: 2014-07-25  
Payment Amount: \$549.99

Routing Number: \*  [Validate](#)  
Account Number: \*   
Account Type: \*   
Authorization Type: \*   
Description:

DEBIT Receipt - Message (HTML)

Ignore, Delete, Reply, Forward, Meeting, File Cabinet, To Manager, Team Email, Rules, OneNote, Move, Actions

Fri 7/25/2014 3:20 PM  
noreply@icheckgateway.com  
DEBIT Receipt

A receipt will be emailed to the customer. The Confirmation # and the Invoice # are included.

**THIS IS A DEMO RECEIPT, NOT A LIVE TRANSACTION**

Irma Trial,

**This email confirms that you have authorized iCheckGateway.com to DEBIT your credit card in the amount of \$549.99.**

Your payment was received at 7/25/2014 3:20:02 PM Eastern Time. The payment date for this transaction is scheduled for 2014-07-25 and should be processed in 24 to 48 hours from the scheduled date.

Confirmation: 18690eb5ee62  
Invoice Number: 1008

If you have any questions about this transaction, please contact iCheckGateway.com.

Powered By: [iCheckGateway.com](#)

The transaction will also be listed under the [View Today](#) tab

**July 2014**

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

**Transactions for 7/25/2014**

Site ID	First Name	Last Name	Confirmation	Time	Amount		
SEDZ	Irma	Trial	18690eb5ee62	15:20:02	\$549.99	Void	Details
SEDZ	JASON R	ESTES	23c6386e3e76	15:17:59	\$2.00	Void	Details
SEDZ	Demo	100	97852e88d8d8	13:53:09	\$25.00	Void	Details
SEDZ	Evangelina	Evaluation	5d67f16dae77	12:53:43	\$1,028.34	Void	Details

### Miss Irma Trial

[Edit](#)

**Email:** icheck@icheckgateway.com    **Billing Address:** 104 West Jefferson St Apt 2  
Blah Blah, MT 55555

**Phone:** (787) 878-7878

**Terms:**

**Mobile:**

**Payment Method:**

**Website:**

**Tax Resale:**

**Notes:**

**-\$36.00**  
OPEN

**\$0.00**  
OVERDUE

**\$635.94**  
INCOME (LAST 30 DAYS)

### Transactions

[Create new](#)

Batch actions

Show All Transactions

DATE	TYPE	NO.	CUSTOMER	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
07/25/2014	Invoice	1008	Miss Irma Trial	08/24/2014	\$0.00	\$549.99	Paid	<a href="#">Print</a>
07/25/2014	Invoice	1011	Miss Irma Trial	08/24/2014	\$0.00	\$49.95	Paid	<a href="#">Print</a>
07/25/2014	Payment	a5923eac9225	Miss Irma Trial	07/25/2014	\$0.00	-\$13.00	Closed	
07/25/2014	Payment	4294b1ea6f70	Miss Irma Trial	07/25/2014	-\$36.00	-\$36.00	Unapplied	
07/25/2014	Payment	2bf35337de45	Miss Irma Trial	07/25/2014	\$0.00	-\$36.95	Closed	
07/25/2014	Payment	18690eb5ee62	Miss Irma Trial	07/25/2014	\$0.00	-\$549.99	Closed	

Payment is posted and invoice is marked *Paid*

## Recurring Payments

Step 1 – Make sure that *Automatically Apply Credits* has been Enabled in QBO

Gear > Account and Settings > Advanced > Automatically apply credits

Account and Settings					
Company	<b>Accounting</b>	First month of fiscal year	January	<a href="#">✎</a>	
		First month of income tax year	Same as fiscal year		
		Accounting method	Accrual		
		Close the books	Off		
Expenses	<b>Company type</b>	Tax form	Not sure/Other/None	<a href="#">✎</a>	
Payments	<b>Chart of accounts</b>	Enable account numbers	On	<a href="#">✎</a>	
Advanced	<b>Categories</b>	Track classes	Off	<a href="#">✎</a>	
		Track locations	Off		
		<b>Automation</b>	Pre-fill forms with previously entered content	On	<a href="#">✎</a>
			Automatically apply credits	On	
	Automatically invoice unbilled activity	Off			
	Copy estimates to invoices	On			
	Automatically apply bill payments	On			
Expenses	<b>Time tracking</b>	Add Service field to timesheets	Off	<a href="#">✎</a>	
		Make Single-Time Activity Billable to Customer	On		
Expenses	<b>Currency</b>	Home Currency	United States Dollar	<a href="#">✎</a>	
		Multicurrency	Off		
Expenses	<b>Other preferences</b>	Date format	MM/dd/yyyy	<a href="#">✎</a>	

[Done](#)

Once automatically apply credits has been enabled in QBO, follow these basic steps for recurring payments:





## Step 2 – Recurring Payments in iCheckGateway.com

To setup a **recurring payment** in the Online Terminal, go to the **Customer Tab** and **Search** for the customer. Click on **Select** to view the Customer Details.



### Online Terminal Console

Accessed By: icheckdemo  
Time: 7/11/2016 11:11:32 AM  
IP Address: 50.188.249.20  
Site ID: SEDZ

[View Today](#) | [New Transaction](#) | [Verify](#) | [Customers](#) | [Invoices](#) | [Recurring](#) | [POS](#) | [Upload](#) | [Billing](#) | [Search](#) | [Reports](#) | [Return Codes](#) | [Users](#) | [Support](#) | [Password](#) | [QBO](#) | [Logout](#)

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

#### Quick Processing Stats

Date: July 2016

Check Processing:  
Transaction Count: 0  
Dollar Volume: \$0.00

Card Processing:  
Transaction Count: 0  
Sale Volume: \$0.00



### View Customer Details

[Customer List](#) | [Edit](#) | [Setup Recurring](#) | [Add Customer](#)

Site ID: SEDZ  
Customer Number: 4  
First Name: Sirius  
Last Name: Black  
Company: Good Bad Dog  
Address 1: 12 Azkaban  
Address 2:  
City: Cape Coral  
State: FL  
Zip: 33993  
Phone: (454) 545-4545  
Email Address: icheck@icheckgateway.com  
Notes:

Click **Setup Recurring**

Saved Credit Cards: \*\*\*\*\*1111

Saved Bank Account: \*\*\*\*\*7897

Entry Class Code: Personal Contract

Site ID: SEDZ  
Transaction Date: 07/11/2016  
Transaction Type: Debit (Sale From Customer)  
New Transaction Amount: 0.00  
Sales Tax: 0.00  
Invoice Number:  
Customer Number: 4  
Custom 3:  
Memo:

Process Card

OR

Process Check

< July 2016 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Quick Processing Stats**  
 Date: July 2016

**Check Processing:**  
 Transaction Count: 0  
 Dollar Volume: \$0.00

**Card Processing:**  
 Transaction Count: 0  
 Sale Volume: \$0.00

**New Recurring Transaction**

[Back to Recurring](#)

Site ID:

Start Date:

Schedule:

Term:

Amount:

First Name:

Last Name:

Company Name:

Email Address:

Phone:

Fax:

Street Address 1:

Street Address 2:

City:

State/Province:

Postal Code:

Invoice Number:

Customer Number:

Custom 3:

Transaction Type:

Enter the *Start Date*, the *Schedule*, the *Term*, and the *Amount*, then click *Continue*.

Since there won't be an *Invoice Number* for the recurring payments, be sure to keep the QBO assigned *Customer Number* so that payments can be applied to the correct customer account in QBO.

< July 2016 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Quick Processing Stats**  
 Date: July 2016

**Check Processing:**  
 Transaction Count: 0  
 Dollar Volume: \$0.00

**Card Processing:**  
 Transaction Count: 0  
 Sale Volume: \$0.00

**New Recurring Transaction**

[Back to Recurring](#)

Amount: \$99.99

Saved Credit Cards:

Sales Tax:

Description:

---

Amount: \$99.99

Saved Bank Account:

Authorization Type:

Description:

Choose the payment method and then click *Process Card* or *Process Check*

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Auto Recurring Transactions

New Recurring Transaction

Search Recurring

 Search


Site ID:

Auto Checks | Auto Credit Cards

SiteID	First Name	Last Name	Schedule	Status	Type	Last Billed	Next Bill	Amount	Term
SEDZ	Sirius	Black	Monthly	A	D	08/01/2016	08/01/2016	\$99.99	0 of 0

The recurring payment will be listed under the **Recurring Tab**. The payment will process according to the **Next Bill** date.

Step 3 – Import Payments

 Be sure to *import the recurring payments* into QBO **before** generating the *recurring invoice* in QBO.

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

QuickBooks Online

User Connection with QBO Verified

Customers

Invoices

Invoice Start Date:

Invoice End Date:

Post Payments

Transaction Start Date:

Transaction End Date:

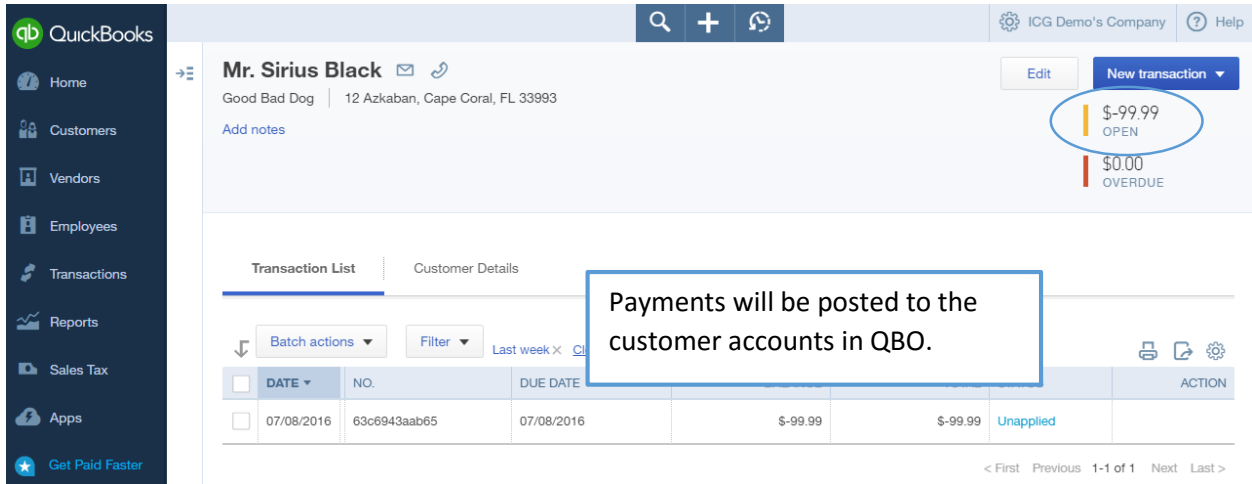
**Quick Processing Stats**

Date: July 2016

Check Processing:  
 Transaction Count: 0  
 Dollar Volume: \$0.00

Card Processing:  
 Transaction Count: 0  
 Sale Volume: \$0.00

After the recurring payments have processed, import the payments into QBO by clicking **Sync Payments**



QuickBooks ICG Demo's Company Help

Mr. Sirius Black  
Good Bad Dog | 12 Azkaban, Cape Coral, FL 33993


Balance: \$-99.99 OPEN, \$0.00 OVERDUE

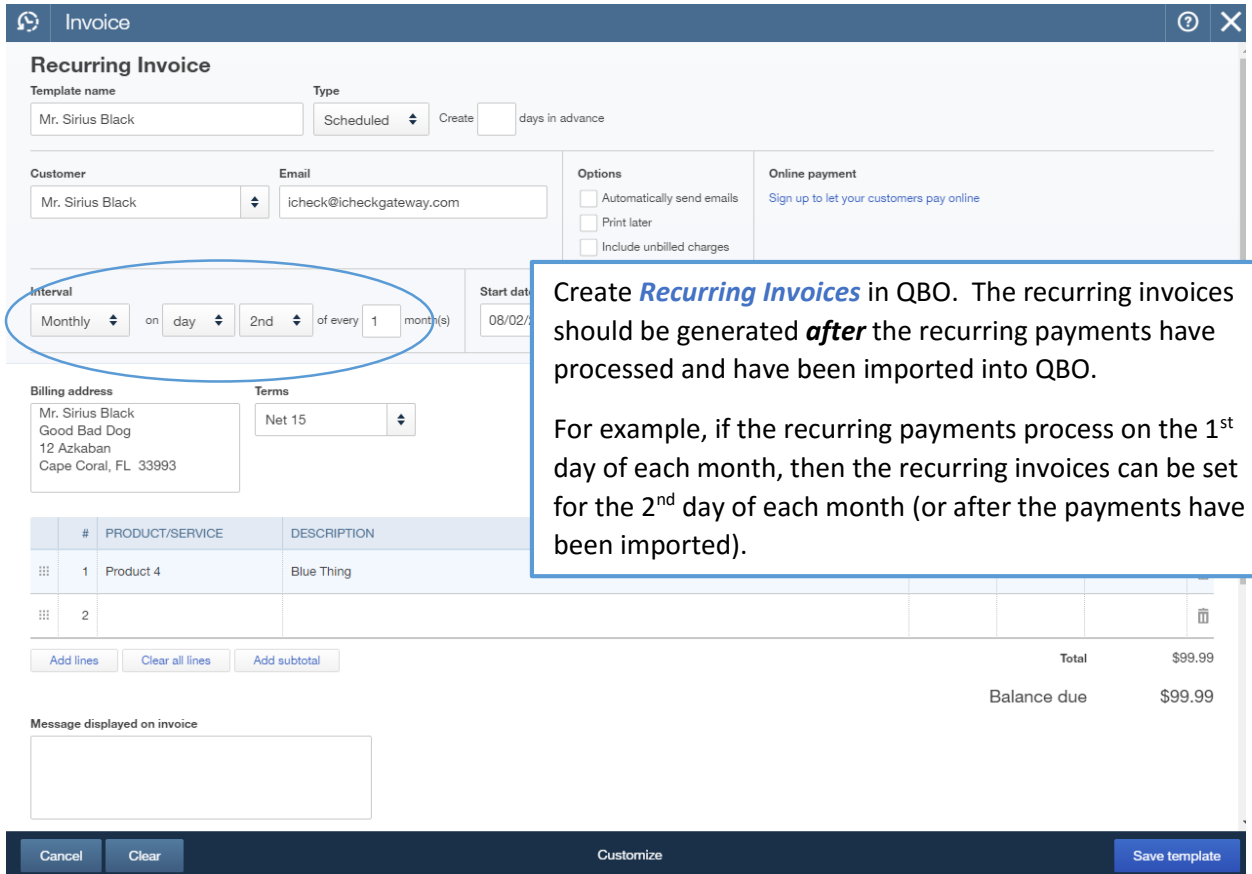
Transaction List

DATE	NO.	DUE DATE				ACTION
07/08/2016	63c6943aab65	07/08/2016	\$-99.99	\$-99.99	Unapplied	

Payments will be posted to the customer accounts in QBO.

#### Step 4 – Recurring Invoices in QBO

 Be sure to *import the recurring payments* into QBO **before** generating the *recurring invoice* in QBO.



Invoice

### Recurring Invoice

Template name: Mr. Sirius Black | Type: Scheduled | Create: [ ] days in advance

Customer: Mr. Sirius Black | Email: icheck@icheckgateway.com

Options:
 

- Automatically send emails
- Print later
- Include unbilled charges

Online payment: Sign up to let your customers pay online

Interval: Monthly on day 2nd of every 1 month(s) | Start date: 08/02/2016

Billing address: Mr. Sirius Black, Good Bad Dog, 12 Azkaban, Cape Coral, FL 33993 | Terms: Net 15

#	PRODUCT/SERVICE	DESCRIPTION
1	Product 4	Blue Thing
2		

Total: \$99.99  
Balance due: \$99.99

Buttons: Cancel, Clear, Customize, Save template

Create **Recurring Invoices** in QBO. The recurring invoices should be generated **after** the recurring payments have processed and have been imported into QBO.

For example, if the recurring payments process on the 1<sup>st</sup> day of each month, then the recurring invoices can be set for the 2<sup>nd</sup> day of each month (or after the payments have been imported).

- Home
- Customers
- Vendors
- Employees
- Transactions
- Reports
- Sales Tax
- Apps
- Get Paid Faster

### Mr. Sirius Black

Good Bad Dog | 12 Azkaban, Cape Coral, FL 33993

Add notes

Edit New transaction

\$0.00 OPEN  
\$0.00 OVERDUE

The credit will be automatically applied to the invoice.

Transaction List Customer D

DATE	NO.	DUE DATE	BALANCE	TOTAL	STATUS	ACTION
08/02/2016	1087	08/17/2016	\$0.00	\$99.99	Paid	Print
07/08/2016	63c6943aab65	07/08/2016	\$0.00	\$-99.99	Closed	