

November  
2018



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

# QuickBooks Plug-In

REFERENCE MANUAL

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## Download the QuickBooks Plug-in



**BEFORE downloading and installing the QuickBooks Plug-in, please make sure that QuickBooks is closed and older versions of the Plug-in have been uninstalled.**

To download the QuickBooks Plug-in:

- Go to <https://cdn.icheckgateway.com/apps/plugins>.
- Choose the version, if applicable, and click on **DOWNLOAD Plugin**.



You will see this message in Microsoft Edge. Click **Run**.

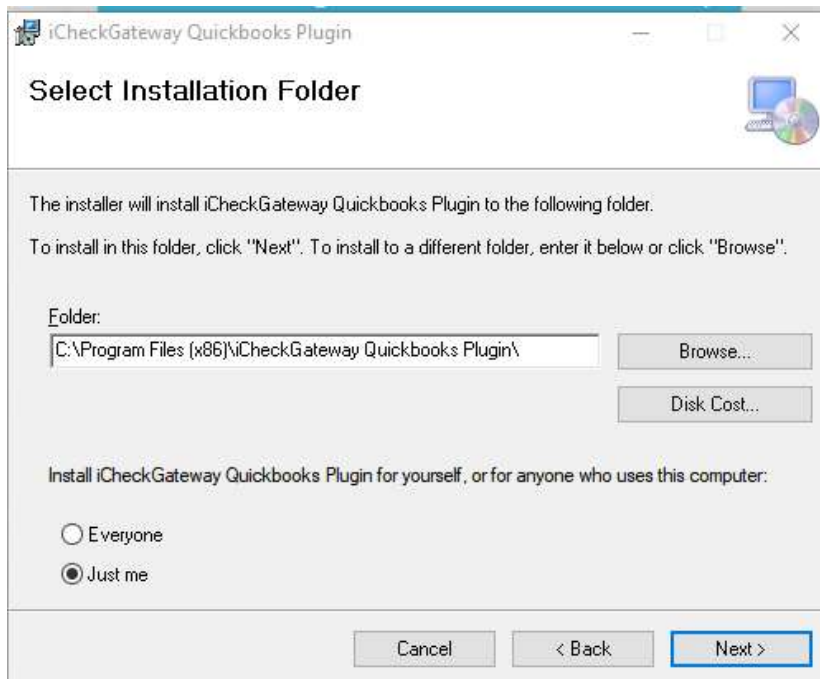
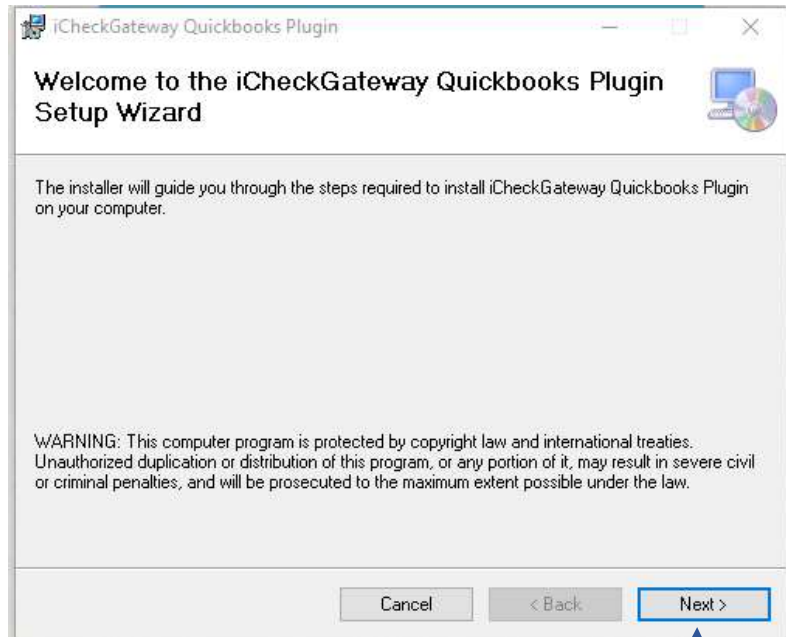


Or, you may see this message in Google Chrome. Click to **Run**.

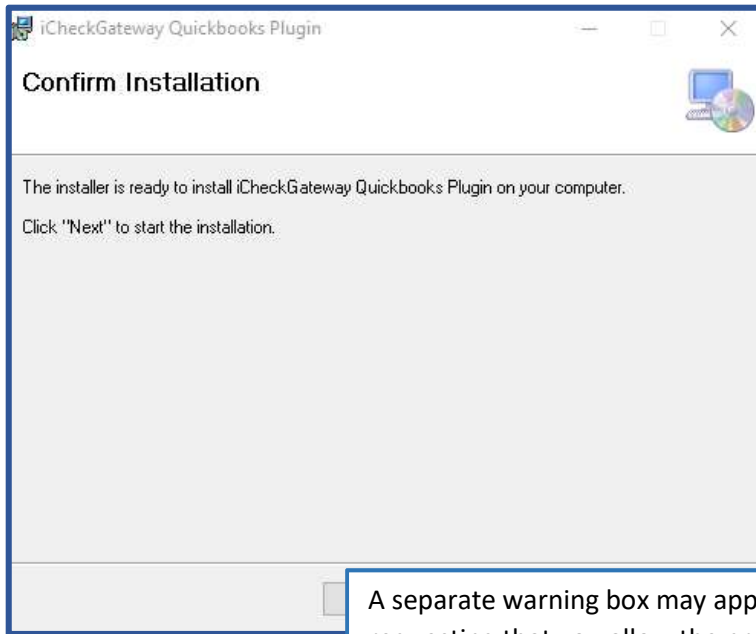
## Installing the QuickBooks Plug-in

The set-up wizard welcome screen will appear. Click **Next** to continue.

If you do not see the welcome screen, you may want to look for the icon in your taskbar.



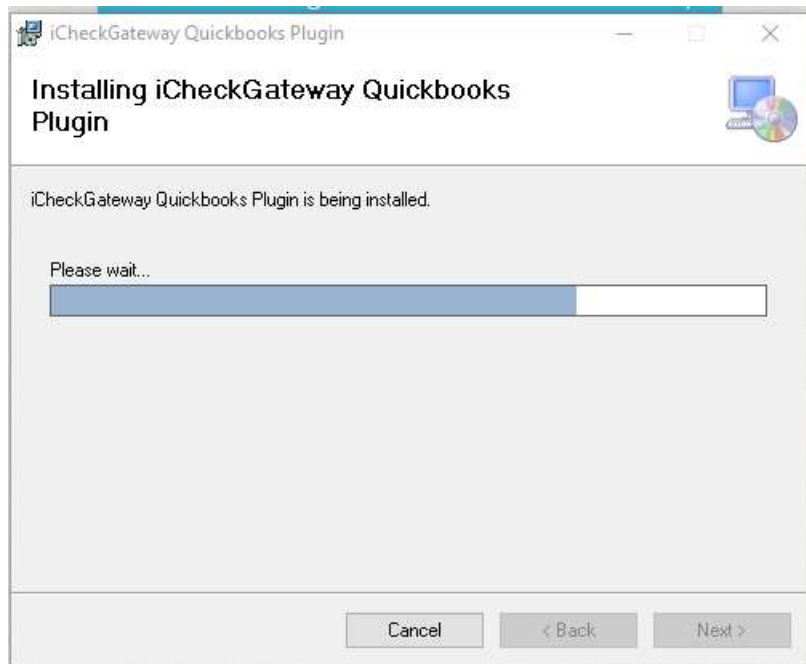
A prompt to choose a file location will appear. Select either Everyone or Just me. Click **Next** to continue.

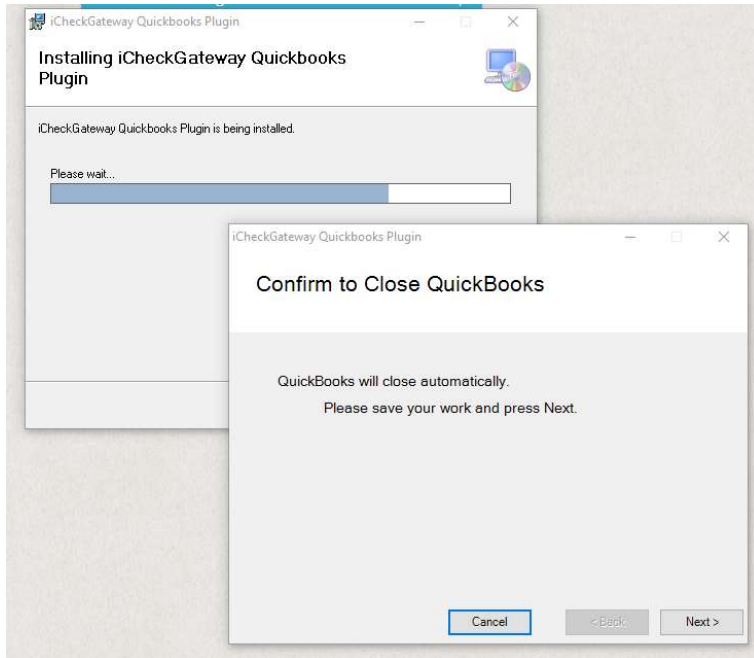


To begin installing the plug-in, click **Next**.

A separate warning box may appear requesting that you allow the program to make changes to your computer (not pictured).

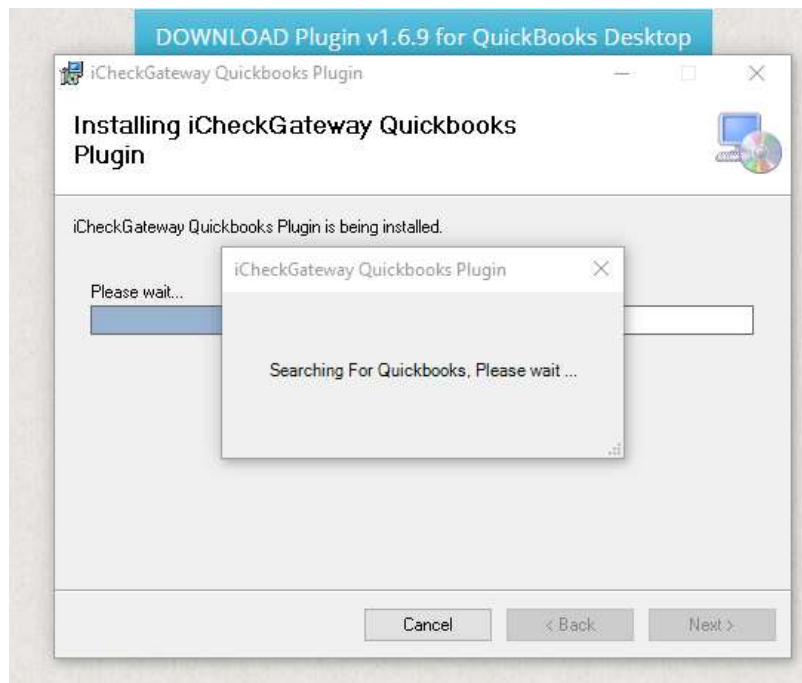
A new window will appear to let you know the program is being installed.



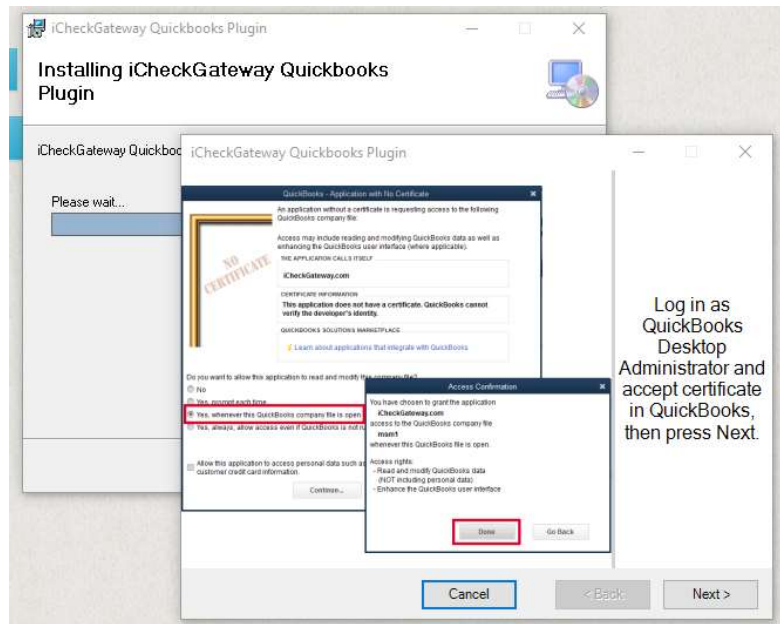


QuickBooks will close automatically.  
Follow the prompt and press *Next*.

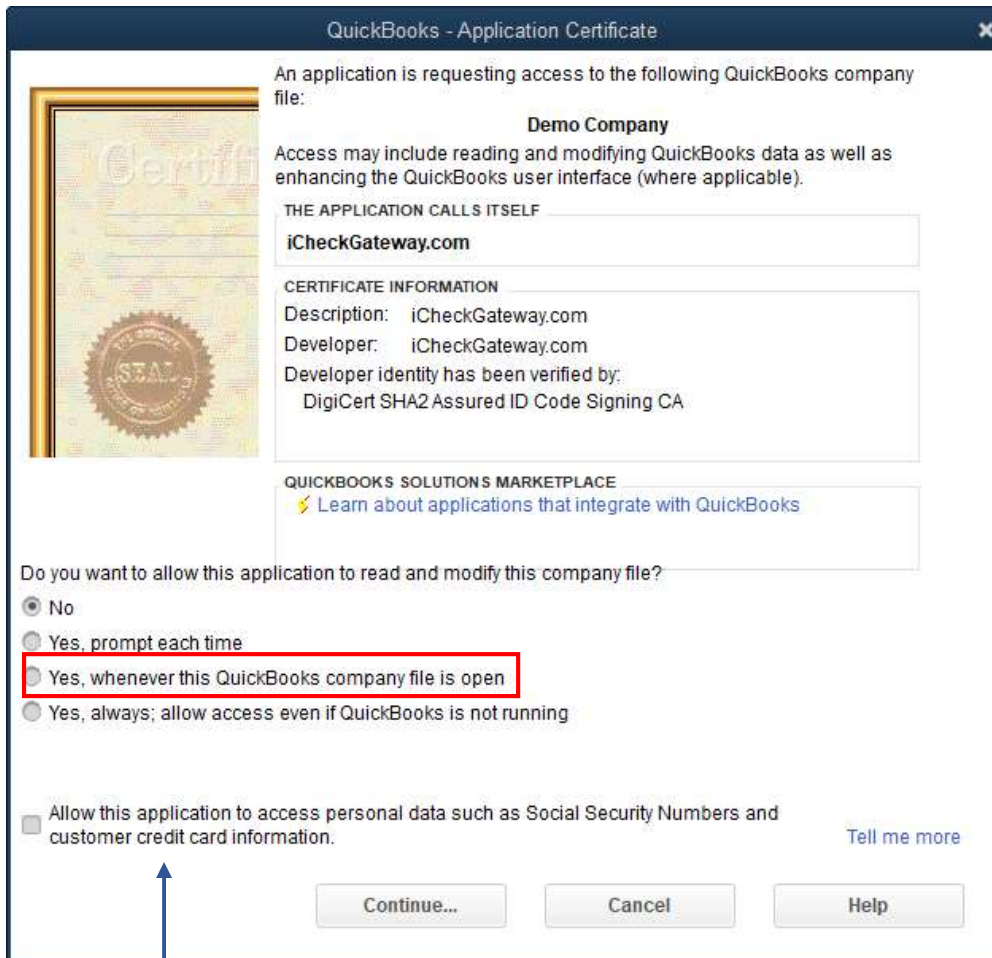
Installing...



A new installer window will appear that instructs you to log into QuickBooks as the Administrator. Once logged in, you will need to accept the certificate and then return to the installer.



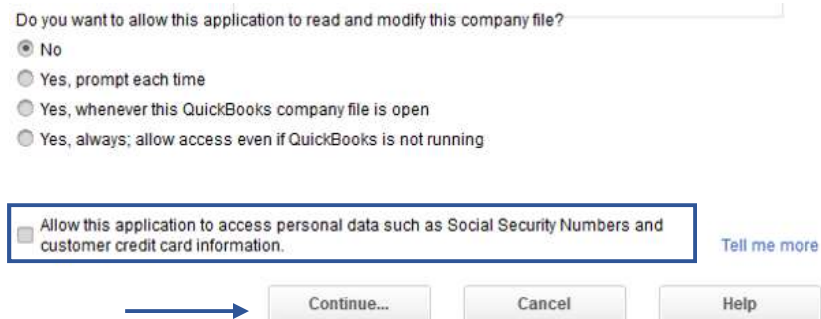
Enter your QuickBooks Administrator password and press *OK*.



QuickBooks will open, and a warning message will inform you that, "An application is requesting access to the following QuickBooks company file..." You will be asked if you want to allow the application to read and modify the company file. Select the *third option* and click *Continue*.

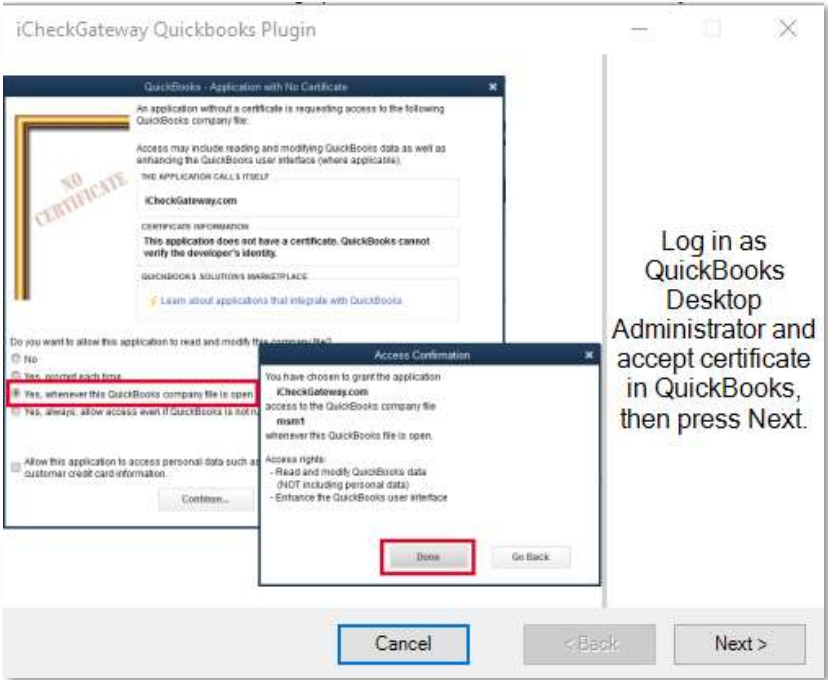
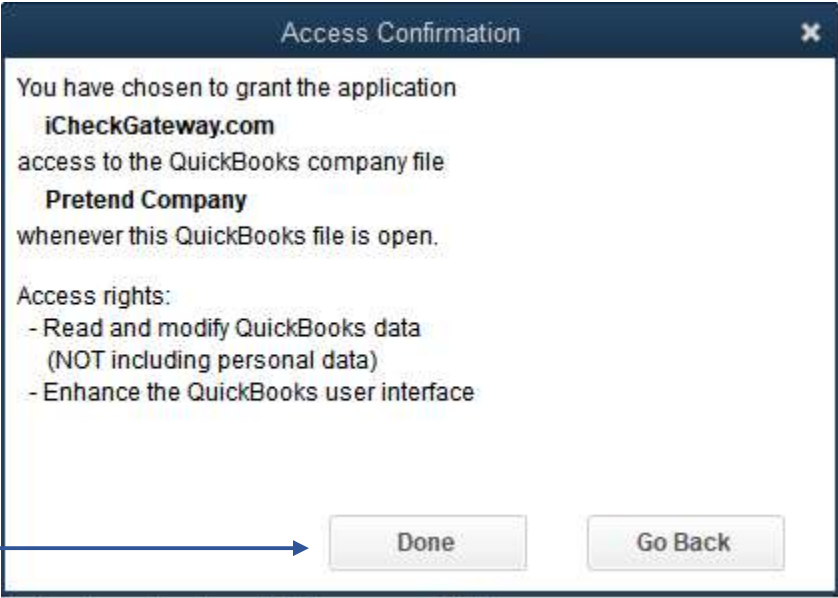
If you do not see this message, then you may not have completely uninstalled a previous version of the QuickBooks Plug-in.

You will need to decide if you want to allow this application to access personal data such as Social Security numbers and customer credit card information. Then press Continue...



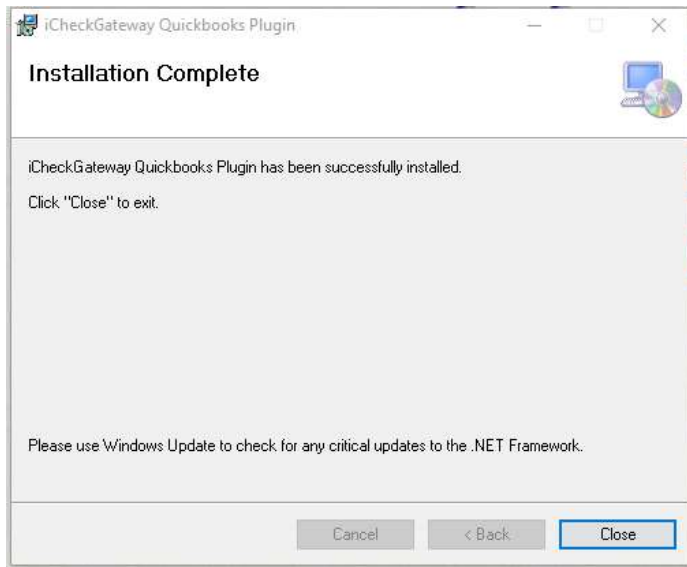


When the *Access Confirmation* box appears, click *Done*.



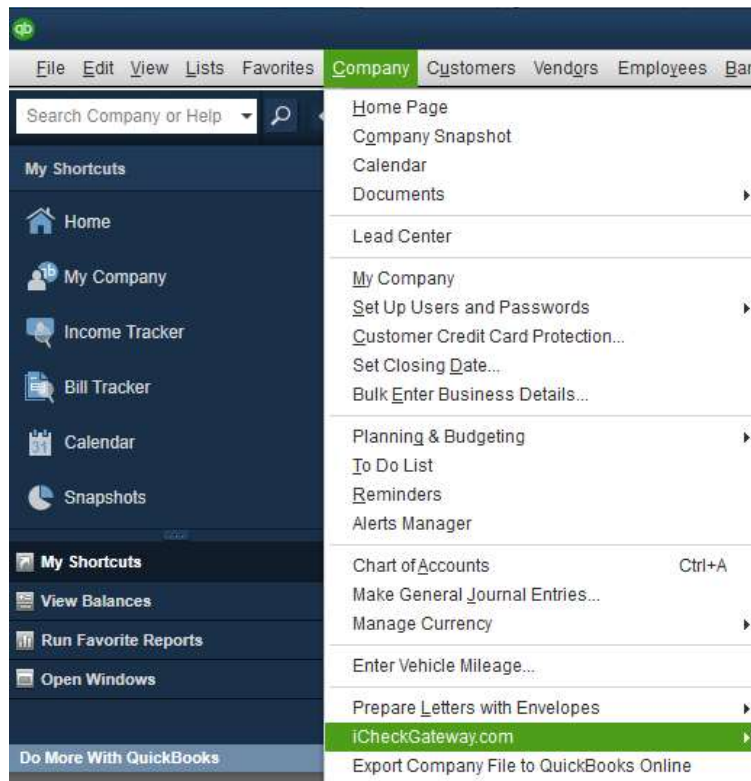
Log in as QuickBooks Desktop Administrator and accept certificate in QuickBooks, then press Next.

Return to the Installation Window by clicking icons on task bar and press *Next* to complete the installation process.



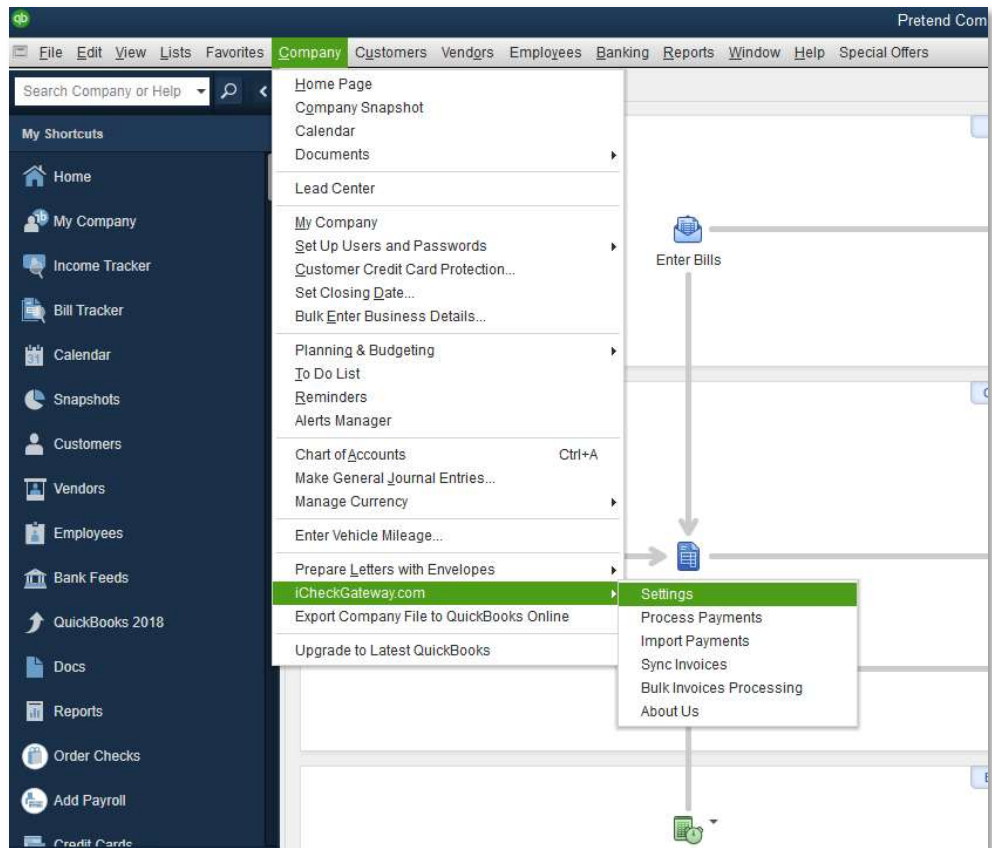
The final message will confirm access. Click **Close**.

**Log into QuickBooks. The iCheckGateway.com plug-in will now appear in the Company menu each time you open QuickBooks.**



## Settings Window

In the *Company* menu, select *iCheckGateway.com*. You have six options: *Settings*, *Process Payments*, *Import Payments*, *Sync Invoices*, *Bulk Invoices Processing*, and *About Us*.



Click **Settings**. At this point, you are running a sandbox account. Click **Test Connection** to test.

SETTINGS

**iCheckGateway.com™**  
Internet Enabled Payment Solutions

Please enter your gateway login credentials:

If you do not already have gateway login credentials, please visit :  
<http://iCheckGateway.com> to apply.

Show Dialog When Insert Invoice & credit memo & Sales Receipt & Payment

Gateway live mode

Site ID:  Site Key:

API Key:

Please select a default item to be used in creating standard Credit Memos:

Item:

C:\Users\DaphneNorris\AppData\Roaming\iCheckGateway\QuickBooks Plugin\settings.dat

The system should display a **Success** message. Press **OK**.

Demo Company - QuickBooks Desktop Pro 2018

Company Customers Vendors Employees Banking Reports Window Help

Home

Home Page Insights

Enter Bills

Estimates Create Invoices Statement Charges Enter Time

Payroll

MEMO

Save & Close Save & New Clear

SETTINGS

**iCheckGateway.com™**  
Internet Enabled Payment Solutions

Please enter your gateway login credentials:

If you do not already have gateway login credentials, please visit :  
<http://iCheckGateway.com> to apply.

success 9/10/2018 12:48:20 pm

Please select a default item to be used in creating standard Credit Memos:

Item: Select Item

Create a Batch Refund/Credit

Name Transaction

SUMMARY

CUSTOMER PAYMENT

RECENT TRANSACTIONS

NOTES

Next, you will want to plug in your live *iCheckGateway.com* credentials so you can do live transactions. Please note these credentials are case-sensitive. Check the **Gateway live mode box** and enter in the credentials.

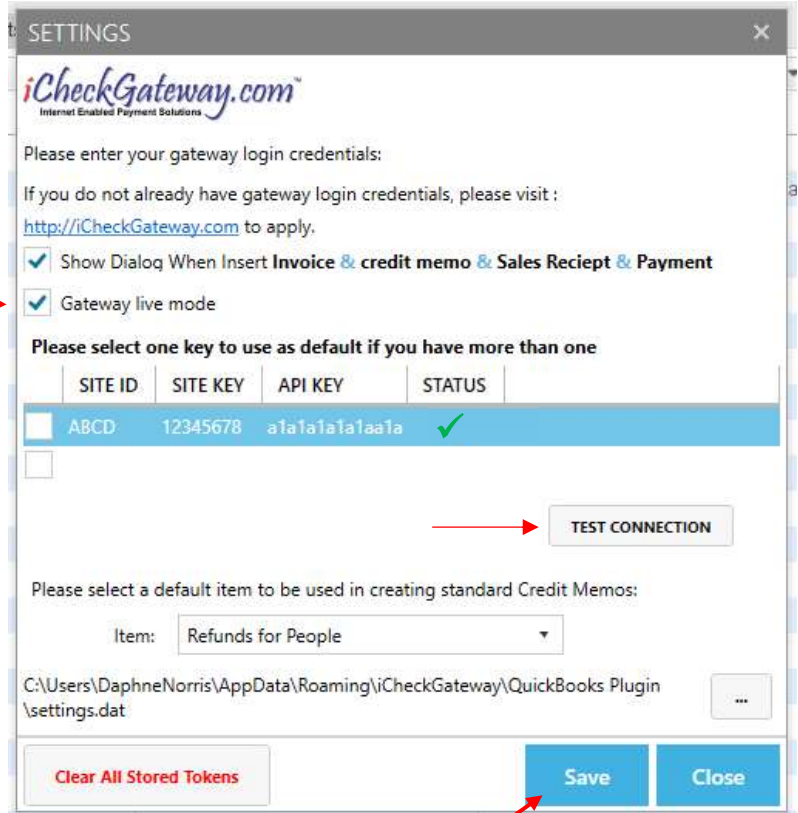
### QuickBooks Plugin Credentials

Site ID

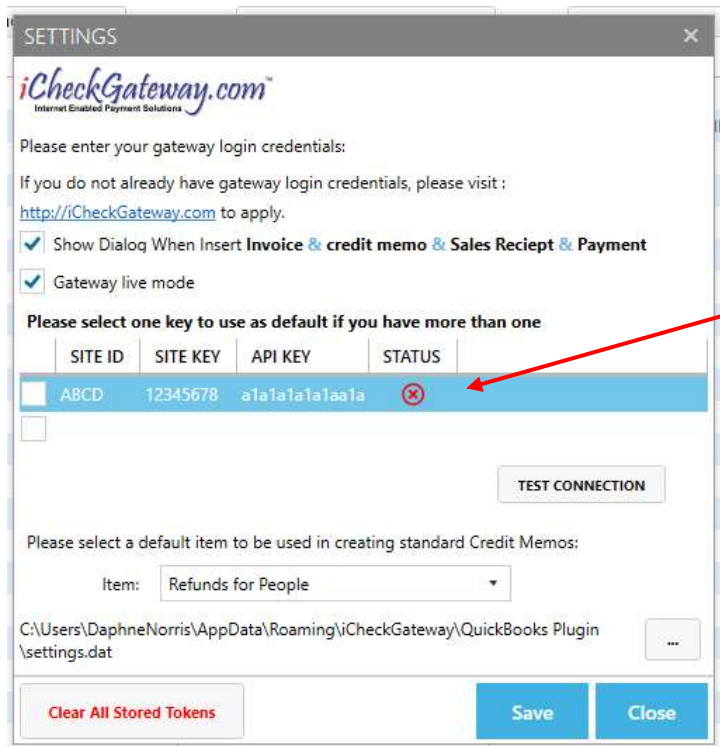
Site Key

API Key

Click **Test Connection** to make sure the connection is working. The system will either display a **Success** message...

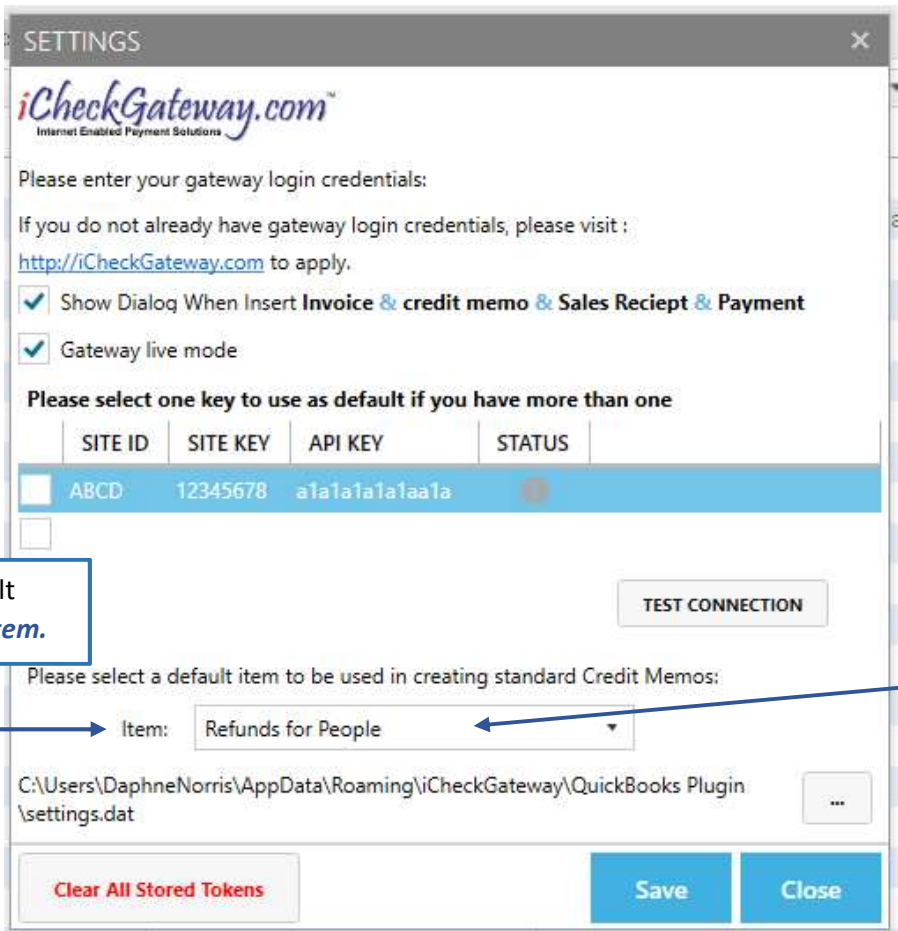
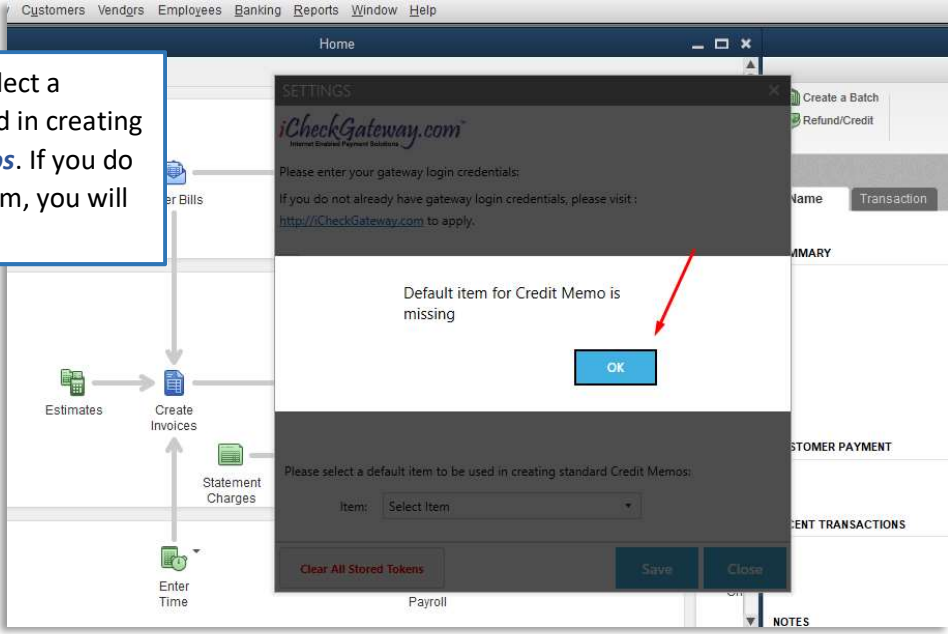


Once you are finished entering information, click **SAVE**.



... or a **Fail** message

You are required to select a default item to be used in creating standard *Credit Memos*. If you do not select a default item, you will get this message.



Select a default item next to *Item*.

Default item selected

If you would like for the system to prompt you to process a payment for an invoice each time a new invoice has been entered, you will need to **CHECK** the box for *Show Dialogue When Insert Invoice...*

**SETTINGS**

**iCheckGateway.com™**  
Internet Enabled Payment Solutions

Please enter your gateway login credentials:  
If you do not already have gateway login credentials, please visit :  
<http://iCheckGateway.com> to apply.

Show Dialog When Insert **Invoice & credit memo & Sales Reciept & Payment**

Gateway live mode

Please select one key to use as default if you have more than one

	SITE ID	SITE KEY	API KEY	STATUS
<input checked="" type="checkbox"/>	ABCD	12345678	a1a1a1a1a1a1a	
<input type="checkbox"/>				

**TEST CONNECTION**

Please select a default item to be used in creating standard Credit Memos:  
Item: Refunds for People

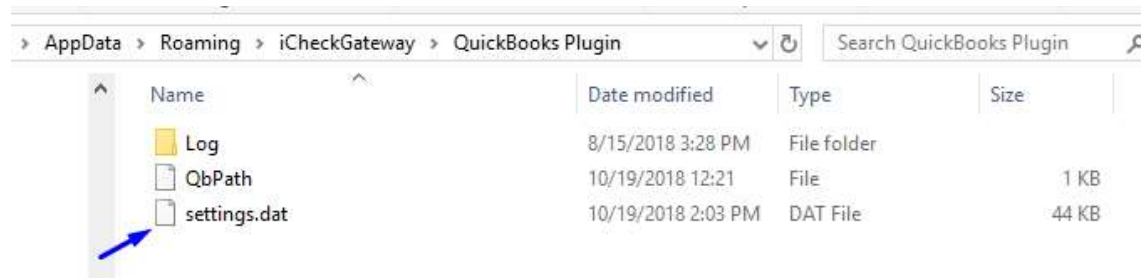
C:\Users\DaphneNorris\AppData\Roaming\iCheckGateway\QuickBooks Plugin\settings.dat

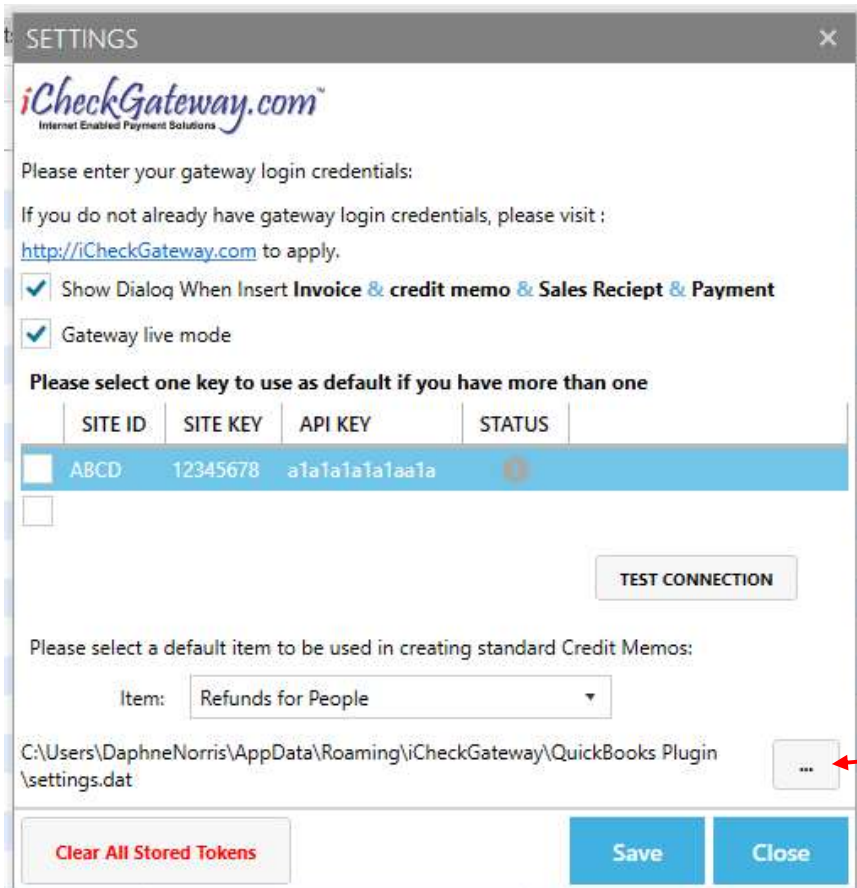
**Clear All Stored Tokens** **Save** **Close**

### More Than One Computer

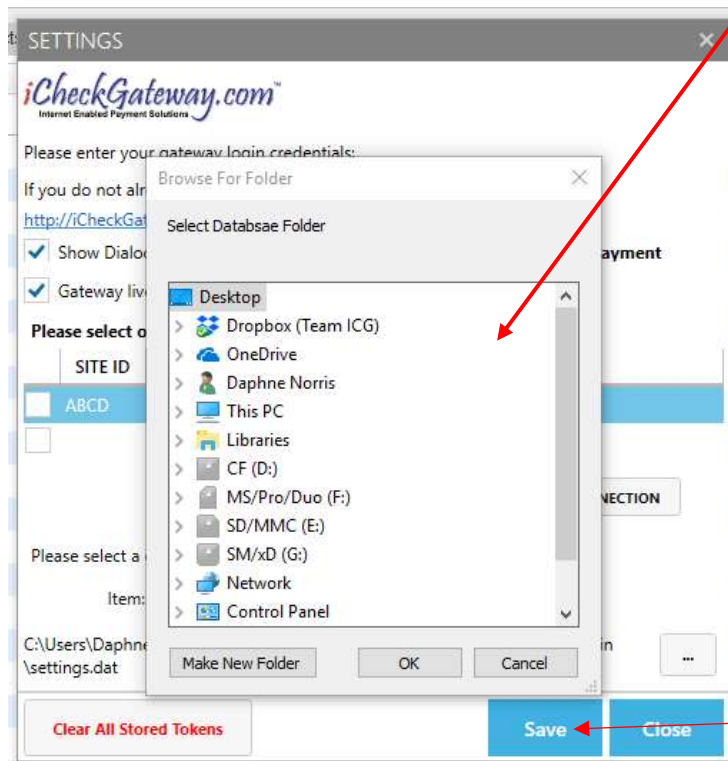
If you have multiple computers accessing the same QuickBooks company file, you have the option to store data in the shared file and make it available to all computers.

- Open the folder %appdata%\iCheckGateway\Quickbooks Plugin\
- Move the **settings.dat** file to a shared folder with write access on the network. Suggested location: company files shared folder
- Add the path to the shared folder in the Settings window





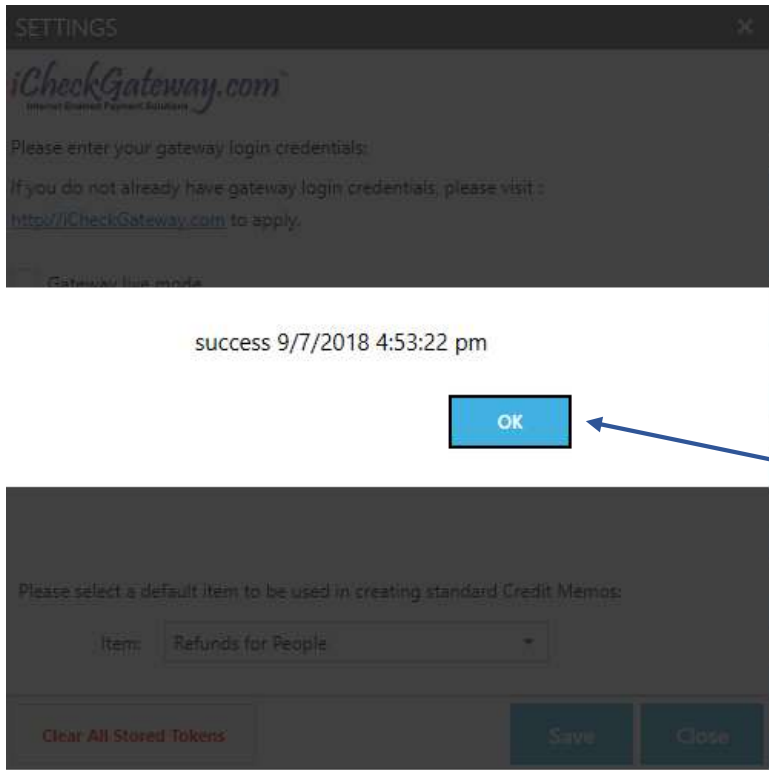
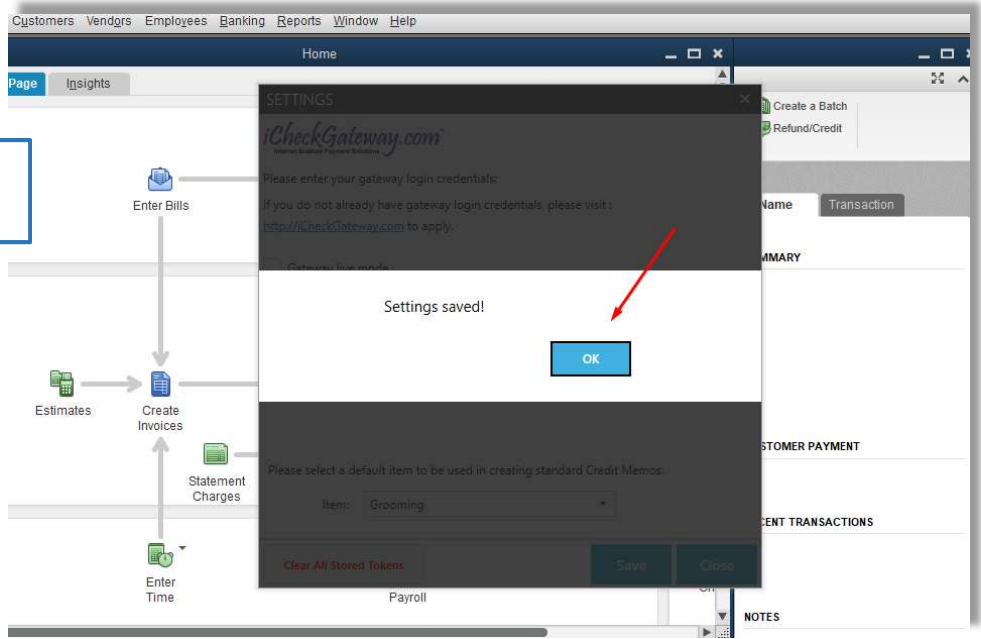
To add the path to the shared folder for the settings.dat file, click ... and navigate to the correct file location.



Click **Save**.



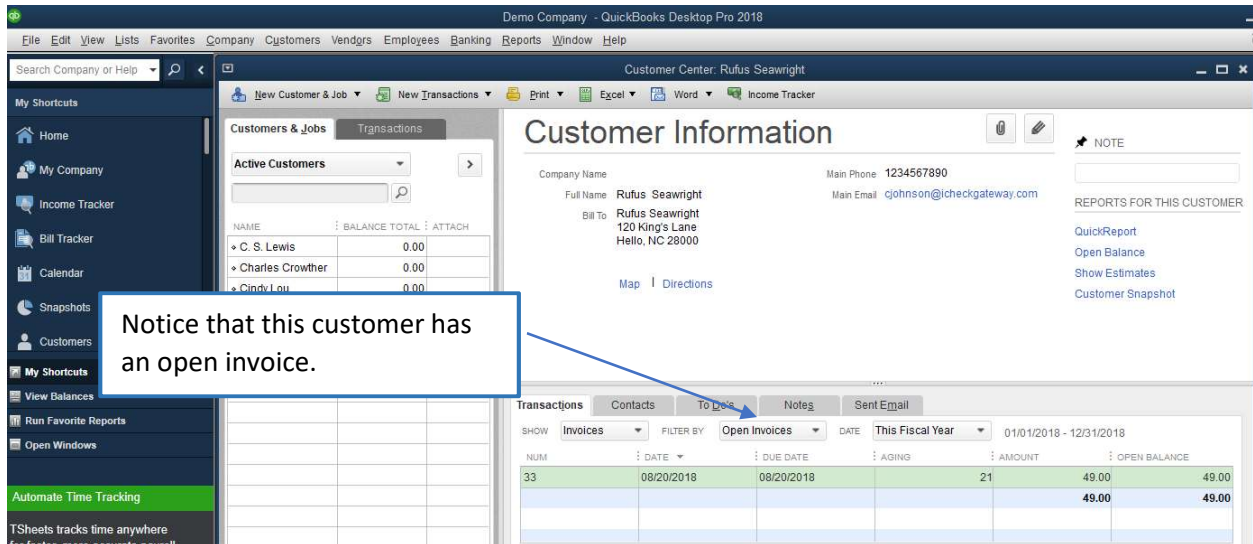
Your settings are now saved.



Success! Press **OK** and then press **Close**.

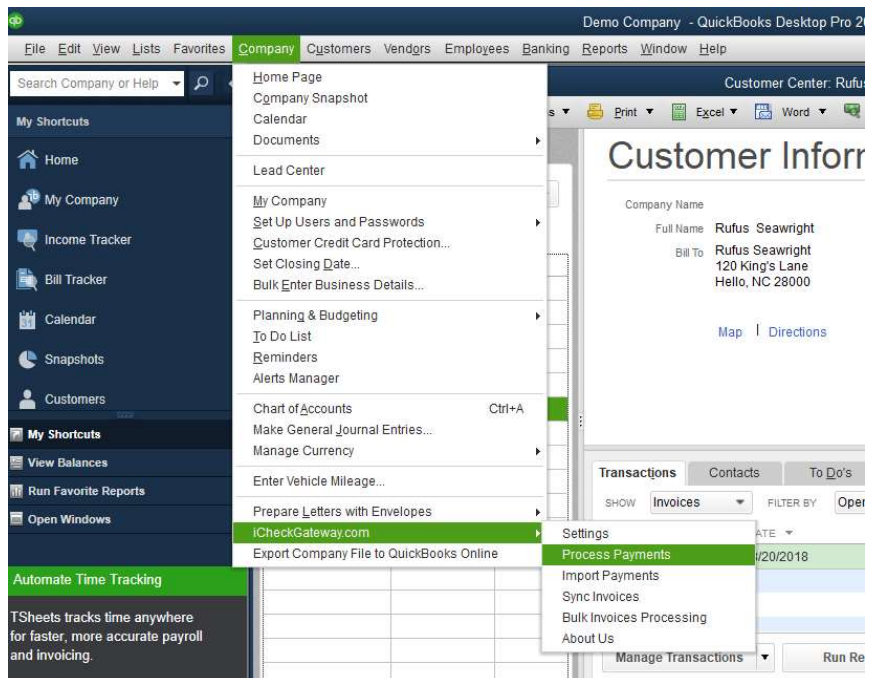
## Process Payments – Debits (Sales)

### Step 1 – Select a Customer and Create an Invoice in QuickBooks

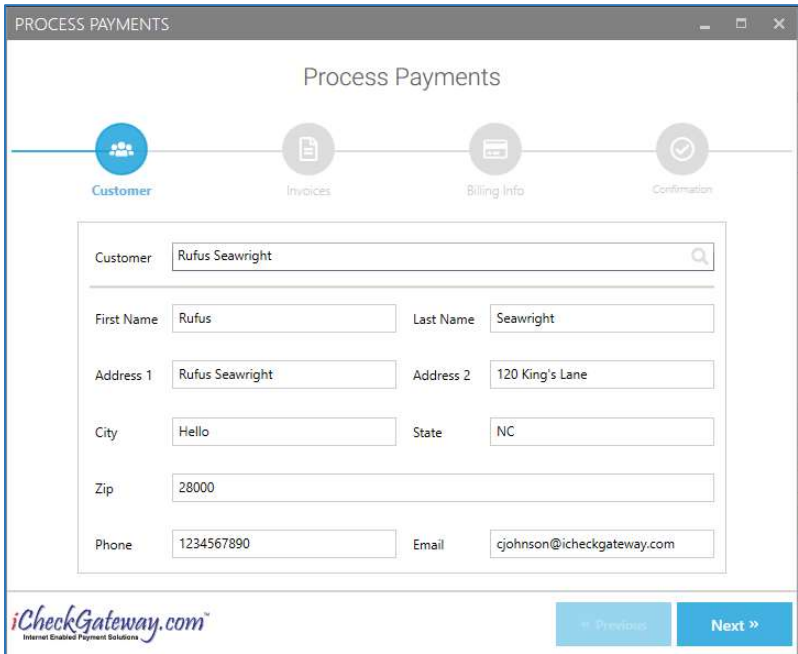
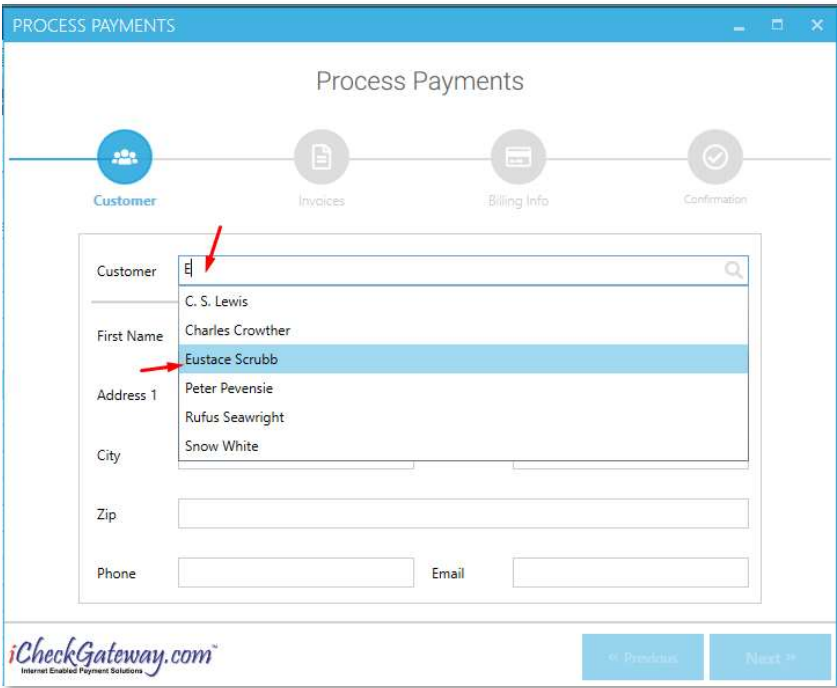


### Step 2 – Process a Payment

In the **Company** menu, select **iCheckGateway.com**, and then select **Process Payments**.



In the new window, begin typing the customer's name. Then select the customer.



Stored customer information will auto-populate.

Press **Next**.

Choose *Transaction Type*.

Any outstanding invoices for this customer will be listed here. Choose the invoice or invoices which you would like to process under *Select*. The payment amount will only appear after you select the box.

Amounts will show \$0.00 until you select the box under *Select*.

PROCESS PAYMENTS

Process Payments

Customer Invoices Billing Info Confirmation

Transaction Type  Debit (Sale)  Credit (Refund)

SELECT	INVOICE #	DATE	ORIG. AMOUNT	AMOUNT DUE	PAYMENT
<input type="checkbox"/>	34	9/10/2018 12:00:00 AM	\$1,173.48	\$1,173.48	\$0.00
<input checked="" type="checkbox"/>	35	9/10/2018 12:00:00 AM	\$129.50	\$129.50	\$129.50
<input checked="" type="checkbox"/>	36	9/10/2018 12:00:00 AM	\$35.00	\$35.00	\$35.00

Balance: \$164.50  
Applied Payment: \$164.50

iCheckGateway.com™  
Internet Enabled Payment Solutions

<< Previous Next >>

PROCESS PAYMENTS

Process Payments

Customer Invoices Billing Info Confirmation

Transaction Type  Debit (Sale)  Credit (Refund)

SELECT	INVOICE #	DATE	ORIG. AMOUNT	AMOUNT DUE	PAYMENT
<input checked="" type="checkbox"/>	34	9/10/2018 12:00:00 AM	\$1,173.48	\$1,173.48	\$1,173.48

Balance: \$1,173.48  
Applied Payment: \$1,173.48

iCheckGateway.com™  
Internet Enabled Payment Solutions

<< Previous Next >>

The *Payment Amount* can be changed if the customer is making a partial payment.

Press *Next*.

PROCESS PAYMENTS

Process Payments

Customer Invoices **Billing Info** Confirmation

Transaction Date: 5/21/2019

Payment Amount: \$923.48 Site ID: SEDZ

Memo:

Make Recurring: Weekly

Payment Method: Credit Card - \*\*\*\*\*1111

ENTER YOUR CREDIT CARD NUMBER:  
 \* \* \* \* - \* \* \* \* - \* \* \* \* - 1111  
 VISA MASTERCARD EXPIRES ON: Apr 2022

iCheckGateway.com  
 Internet Enabled Payment Solutions

<< Previous Next >>

Select **Payment Method** (Check or Credit Card).

You have the option of choosing a new payment method or a stored payment method.

You also have the ability to delete a previously stored payment method within the QuickBooks plugin by selecting the trash can icon.

Enter the appropriate information and press **Next**.

PROCESS PAYMENTS

Process Payments

Customer Invoices **Billing Info** Confirmation

Transaction Date: 9/10/2018

Payment Amount: \$164.50 Site ID: SEDZ

Memo:

Make Recurring: Weekly

Payment Method: Credit Card - \*\*\*\*\*1111

ENTER YOUR CREDIT CARD NUMBER:  
 \* \* \* \* - \* \* \* \* - \* \* \* \* - 1111  
 VISA MASTERCARD EXPIRES ON: Dec 2018

iCheckGateway.com  
 Internet Enabled Payment Solutions

<< Previous Next >>

After the payment information appears, press **Next**.

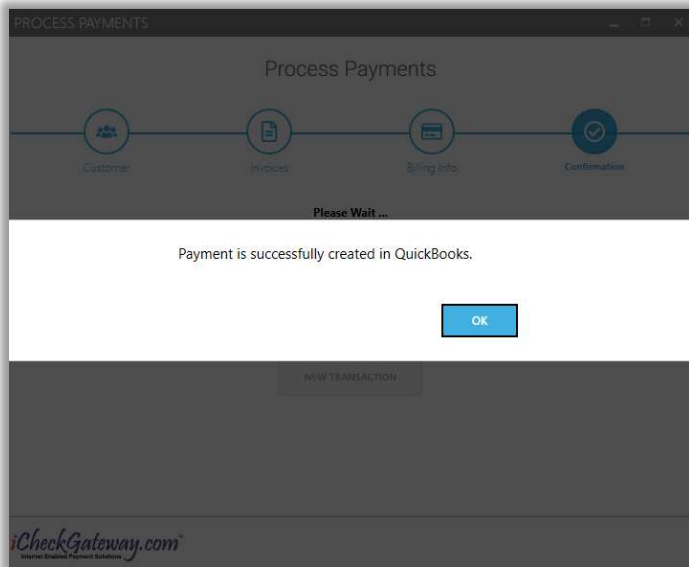
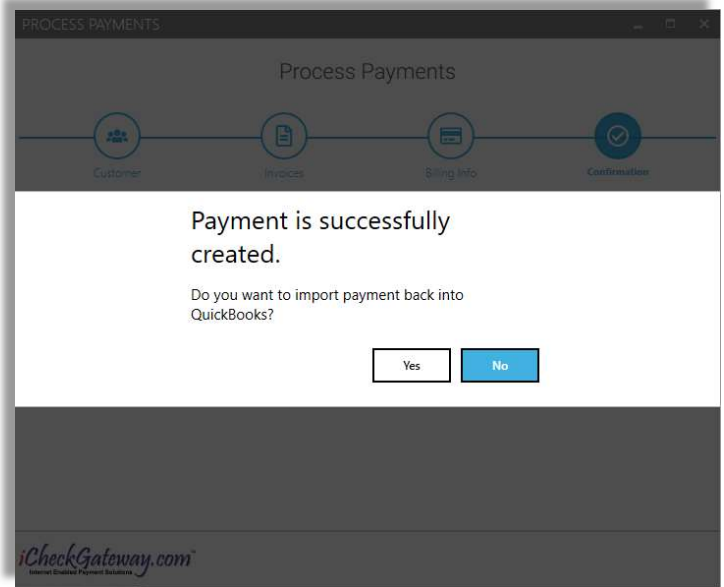
### Step 3 – Import the Payment into QuickBooks

Once the payment has been processed, you will receive a “*Payment is successfully created*” response.

At this time, you will be given the option to **import the payment** back into QuickBooks.

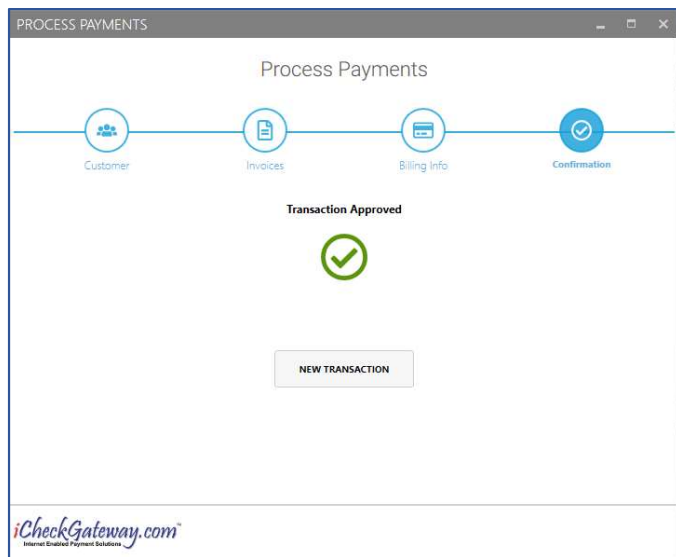
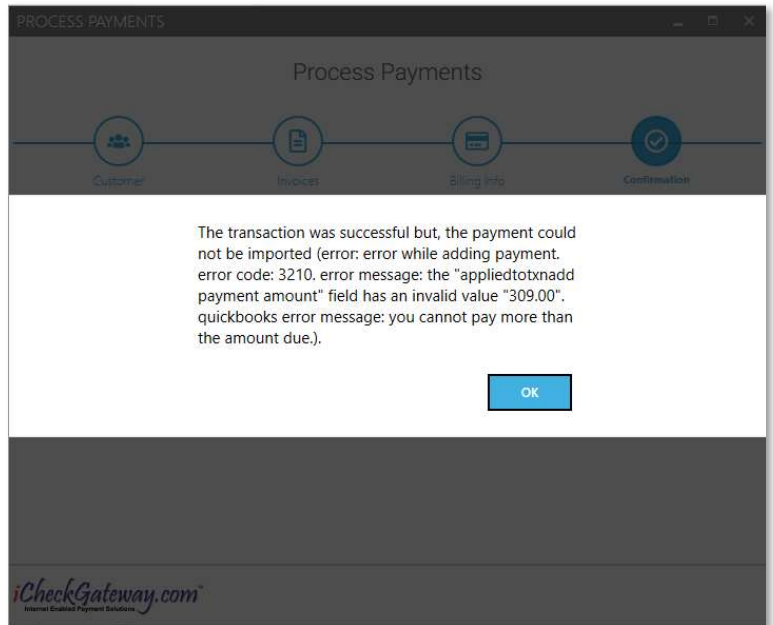
You can either import the payment back into QuickBooks now by clicking **Yes**.

Or, you can click **No** and import the payment at a later time.



If you click on **Yes**, your payment will be successfully imported into QuickBooks.

However, if you attempt to import a larger amount than the customer owes, you will receive this error message. The payment will not be imported, even though you will receive a **Transaction Approved** message after you press **OK**.



You are now ready to process a new transaction, if you wish.

Once it is imported back into QuickBooks, the payment will be applied to the customer's account.

The screenshot shows the QuickBooks Desktop interface. On the left is a navigation sidebar with options like Home, My Company, Income Tracker, Bill Tracker, Calendar, Snapshots, Customers, My Shortcuts, View Balances, and Run Favorite Reports. The main window is titled 'Customer Center: Cindy Lou' and displays 'Customer Information' for Cindy Lou, including her company name, full name, and email. Below this is a 'Transactions' section with a table of invoices. A red box highlights the 'All Invoices' filter in the 'FILTER BY' dropdown. Another red box highlights the 'Cindy Lou' entry in the 'Active Customers' list. A third red box highlights the 'All Invoices' filter in the 'FILTER BY' dropdown of the transactions table.

Customer Information

Company Name: Cindy Lou  
 Full Name: Cindy Lou  
 Main Email: cjohnson@icheckgateway.com  
 Man Email: cjohnson@icheckgateway.com

NOTE: No note available

REPORTS FOR THIS CUSTOMER

- QuickReport
- Open Balance
- Show Estimates
- Customer Snapshot

Transactions

SHOW: Invoices | FILTER BY: All Invoices | DATE: This Fiscal Year | 01/01/2018 - 12/31/2018

NUM	DATE	DUE DATE	AGING	AMOUNT	OPEN BALANCE
34	09/10/2018	09/10/2018		1,173.48	0.00
35	09/10/2018	09/10/2018		129.50	0.00
36	09/10/2018	09/10/2018		35.00	0.00

Notice that you must filter by **All Invoices** to view the imported invoices.

The payment information will also be recorded in the Online Terminal



**Online Terminal Console**  
 Accessed By: icheckdemo  
 Time: 9/10/2018 4:21:59 PM  
 IP Address: 73.107.37.104  
 Site ID: SEDZ

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

September 2018

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	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	1	2	3	4	5	6

Transactions for 9/10/2018

SEDZ | View Credit Card Transactions

Site ID	First Name	Last Name	Confirmation	Time	Amount		
SEDZ	Mia	Johnson	08fb54218763	16:11:15	\$50.00	Void	Details
SEDZ	Cindy	Lou	b972743c5f53	16:10:55	\$1,173.48	Void	Details
SEDZ	Marcia	Gullekson	c324b37fc710	15:55:15	\$112.00	Void	Details
SEDZ	Cindy	Lou	c4c83910326c	15:51:17	\$164.50	Void	Details



The customer will receive an email notification of the transaction.

Cindy Lou,

**This email confirms that you have authorized iCheckGateway.com to DEBIT your credit card in the amount of \$164.50.**

Your payment was received at 9/10/2018 3:51:17 PM Eastern Time. The payment date for this transaction is scheduled for 2018-09-10 and should be processed in 24 to 48 hours from the scheduled date.

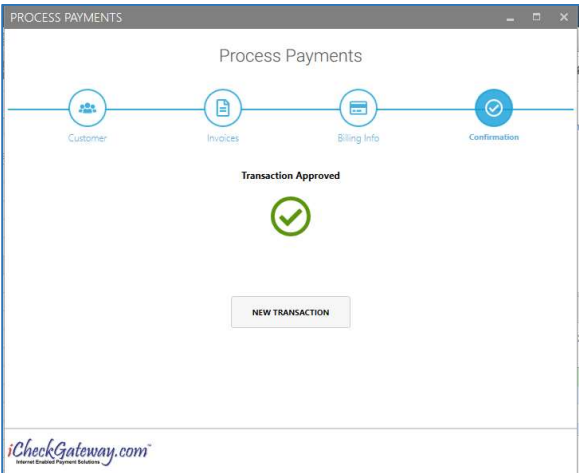
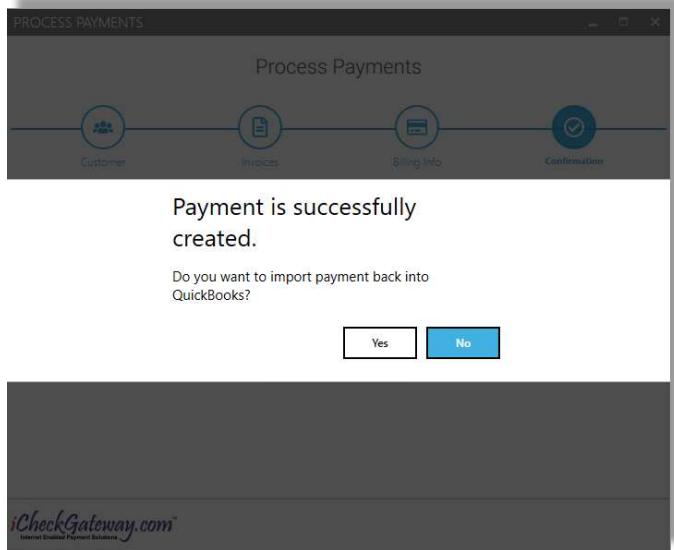
**Confirmation:** c4c83910326c  
**Auth Code:**  
**Invoice Number:** 35#129.5,36#35

If you have any questions about this transaction, please contact iCheckGateway.com.  
Our office phone number is (888) 746-5741.

---

Powered By: [iCheckGateway.com](http://iCheckGateway.com)

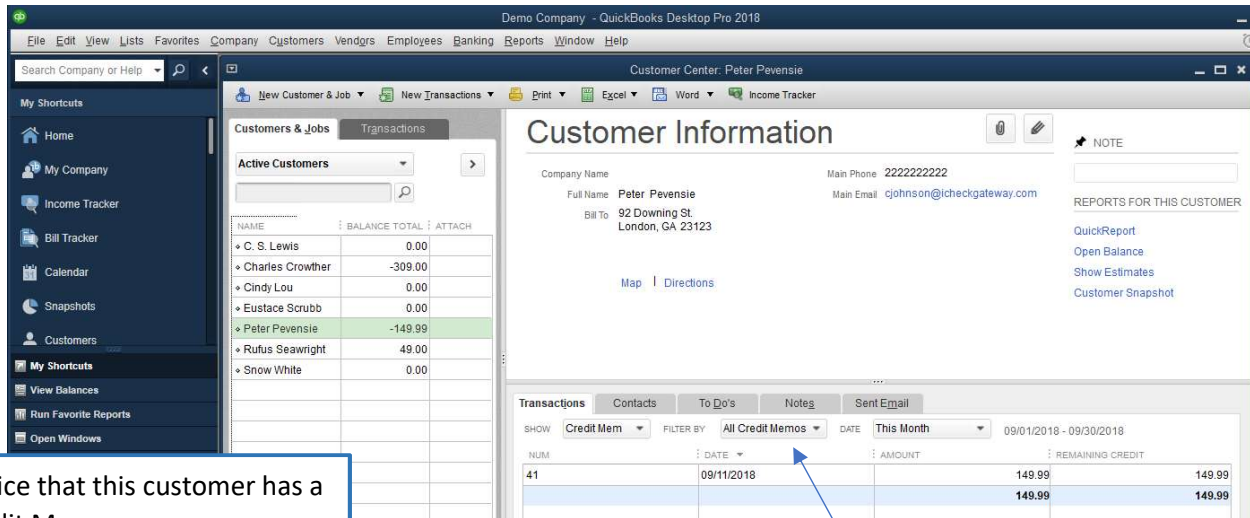
If you choose *not* to import the payment into iCheckGateway at this time, your transaction will be approved, but you will have to import it later.



You will then receive a **Transaction Approved** message.

## Process Payments – Credits (Refunds)

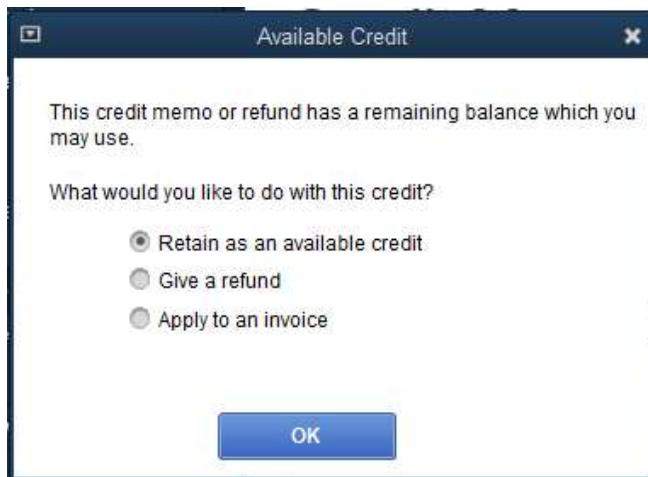
### Step 1 – Select a Customer and Create a Credit Memo in QuickBooks



The screenshot shows the QuickBooks Desktop Pro 2018 interface. The 'Customer Center: Peter Pevensie' window is open, displaying customer information and a list of transactions. The 'Active Customers' list shows Peter Pevensie with a balance of -149.99. The 'Transactions' list is filtered to show 'All Credit Memos' for the date range '09/01/2018 - 09/30/2018'. A single transaction is shown with a date of 09/11/2018 and an amount of 149.99, which is highlighted in blue.

Notice that this customer has a Credit Memo.

Set *Transactions* to show *Credit Memos*, and be sure to set the appropriate date.



The 'Available Credit' dialog box is shown, asking the user what to do with the credit. The options are:

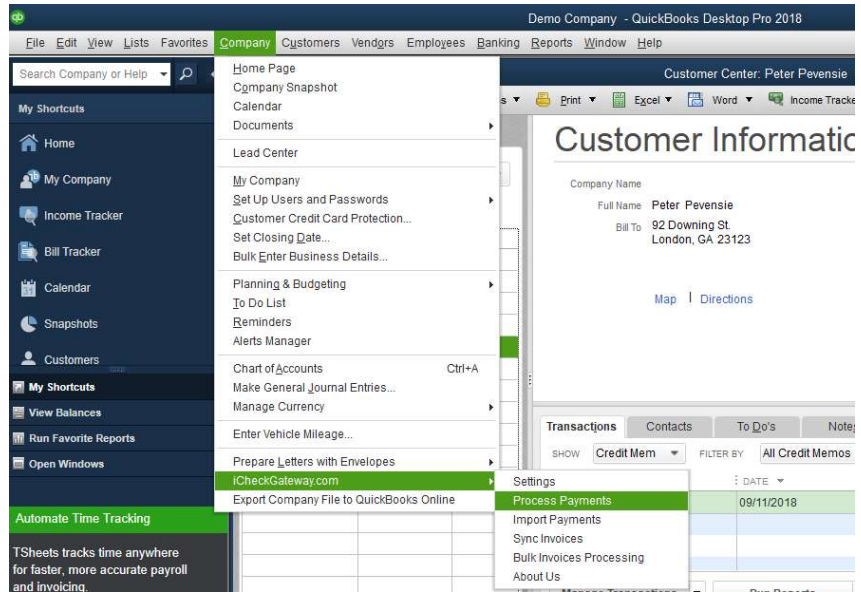
- Retain as an available credit
- Give a refund
- Apply to an invoice

An 'OK' button is located at the bottom of the dialog.

Note: When you create the Credit Memo in QuickBooks, choose the option to *Retain as an available credit*

## Step 2 – Process a Payment

In the **Company** menu, select **iCheckGateway.com**, and then select **Process Payments**.



Begin typing the customer's name, and the name will appear. The stored fields will auto-populate.

A screenshot of the 'PROCESS PAYMENTS' window. The window title is 'PROCESS PAYMENTS'. Below the title bar, there are four icons: Customer, Invoices, Billing Info, and Confirmation. The 'Customer' icon is active. The main area contains a form with the following fields: Customer (Peter Pevensie), First Name (Peter), Last Name (Pevensie), Address 1 (92 Downing St.), Address 2, City (London), State (GA), Zip (23123), Phone (2222222222), and Email (cjohnson@icheckgateway.com). At the bottom, there is the iCheckGateway.com logo and two buttons: 'Previous' and 'Next'. An arrow points from the 'Next' button to a separate box.

Press **Next**.

PROCESS PAYMENTS

### Process Payments

Customer Invoices Billing Info Confirmation

Transaction Type  Debit (Sale)  Credit (Refund)

SELECT	CREDIT #	DATE	AMOUNT	MEMO	REMAINING	PAYMENT
<input checked="" type="checkbox"/>	39	9/10/2018 12:00:00 AM	\$309.00		\$309.00	\$309.00
<input type="checkbox"/>	40	9/10/2018 12:00:00 AM	\$309.00		\$309.00	\$0.00

Balance: \$309.00  
Applied Payment: \$309.00

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« Previous Next »

Change *Transaction Type* to *Credit (Refund)*

If you have a customer with multiple credit memos, they will be listed in the *Process Payments* box. Select the appropriate credit memo(s) and press *Next*.

PROCESS PAYMENTS

### Process Payments

Customer Invoices Billing Info Confirmation

Transaction Date: 9/11/2018

Payment Amount: \$149.99 Site ID: SEDZ

Memo:

Make Recurring Weekly

Payment Method: Credit Card - \*\*\*\*\*1111

ENTER YOUR CREDIT CARD NUMBER:  
\* \* \* \* - \* \* \* \* - \* \* \* \* - 1111

EXPIRES ON: Jan 2018

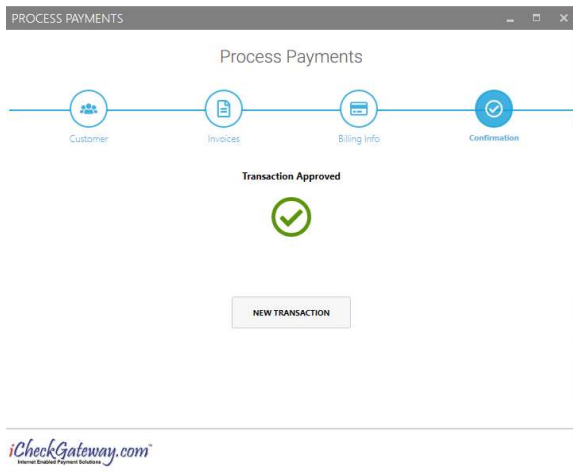
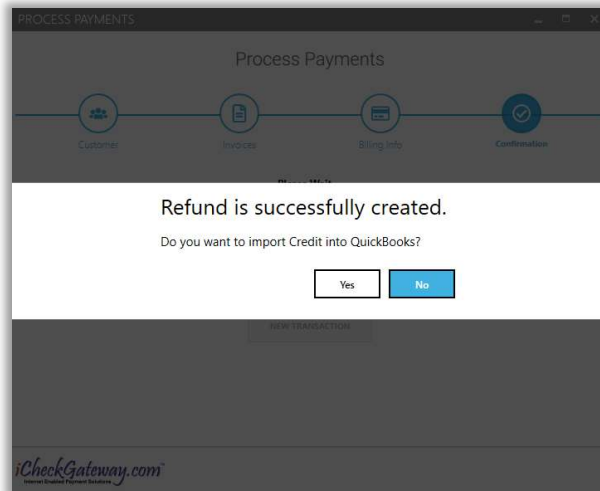
*iCheckGateway.com* Internet Enabled Payment Solutions

« Previous Next »

The saved customer payment information will appear. (You also have the option of choosing a new payment method.)

Press *Next*.

The refund has been successfully created. You are given the option of importing the credit (refund) into QuickBooks now (Yes) or later (No).



You will then receive a **Transaction Approved** message.

You may opt to process a new transaction at this time.

### Step 3 – Import the Payment into QuickBooks

Once the payment has been processed, you will be able to view it in the iCheckGateway Online Terminal.

The screenshot shows the iCheckGateway.com Online Terminal Console. At the top right, it says 'Online Terminal Console' with access details: 'Accessed By: icheckdemo', 'Time: 9/11/2018 11:57:31 AM', 'IP Address: 73.107.37.104', and 'Site ID: SEDZ'. Below this is a navigation menu with options like 'View Today', 'New Transaction', 'Verify', etc. The main content area is titled 'Transactions for 9/11/2018' and includes a calendar for September 2018 on the left. The transaction table has columns for Site ID, First Name, Last Name, Confirmation, Time, Amount, and status. The transaction for Charles Crowther is highlighted in green.

Site ID	First Name	Last Name	Confirmation	Time	Amount	Status	Details
SEDZ	Ji	Chang-wook	2f389a6097a8	11:55:03	\$99.00	Void	Details
SEDZ	Joe	Schmoe	b1b5fdeeddfcb	11:52:03	\$198.00	Void	Details
SEDZ	Charlie	Brown	d6135bf5a479	11:51:20	\$239.88	Void	Details
SEDZ	Charles	Crowther	3c37b6d57368	11:49:11	\$309.00	Void	Details

Notice the confirmation number which has been assigned to each transaction.

The transaction will be color-coded green to indicate that it is a credit.

The customer will receive an email notification of the transaction.

Charles Crowther,

**This email confirms that you have authorized iCheckGateway.com to CREDIT your credit card in the amount of \$309.00.**

This transaction was entered at 9/11/2018 11:49:11 AM Eastern Time. The credit date for this transaction is scheduled for 2018-09-11 and should be processed in 24 to 48 hours from the scheduled date.

**Confirmation:** 3c37b6d57368  
**Invoice Number:** 39

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

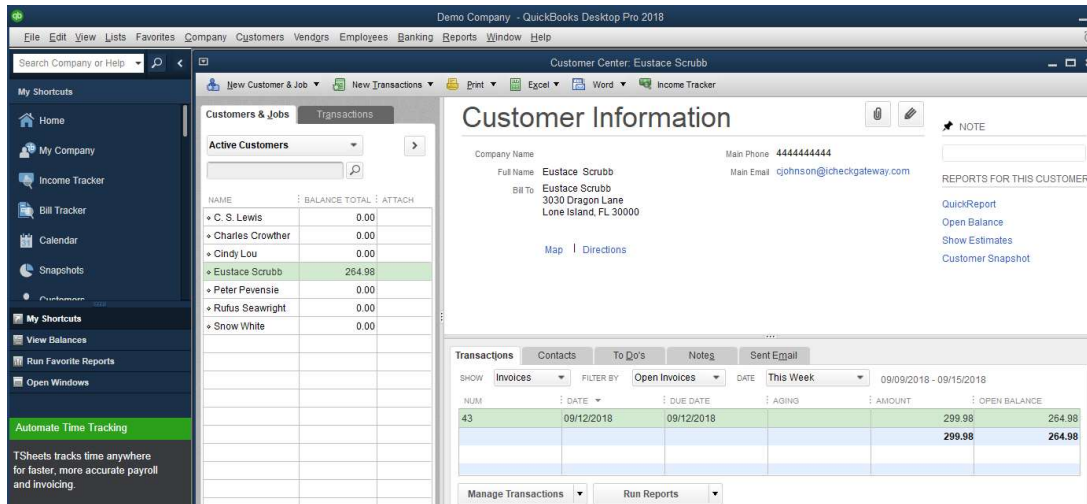
Our office phone number is (888) 746-5741.

---

Powered By: [iCheckGateway.com](http://iCheckGateway.com)

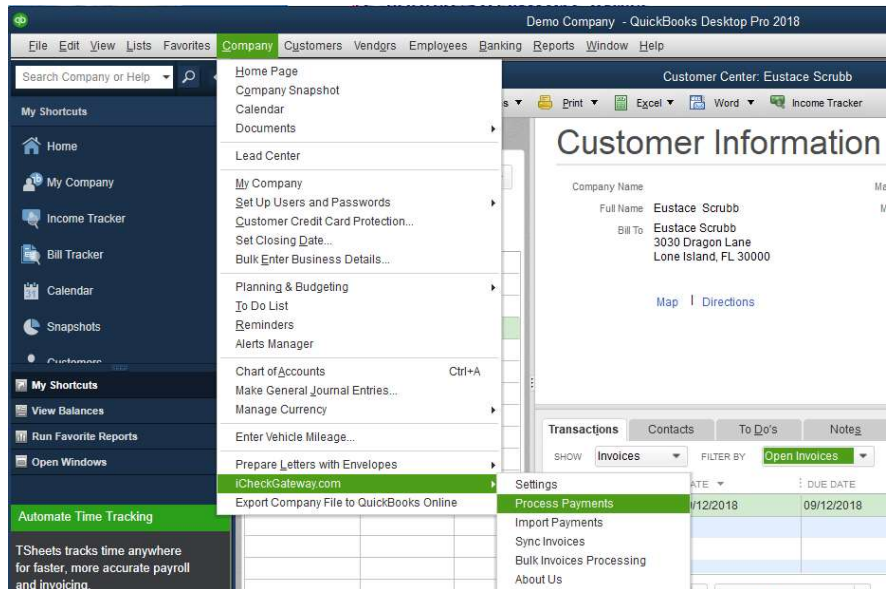
## Process Payments – Recurring

Step 1 – Select a Customer and create an invoice in QuickBooks



Step 2 – Process a Payment

In the **Company** menu, select **iCheckGateway.com**, and then select **Process Payments**



Begin typing the customer's name to auto-fill the *Customer* information. Press *Next*.

PROCESS PAYMENTS

Process Payments

Customer Invoices Billing Info Confirmation

Customer: Eustace Scrubb

First Name: Eustace Last Name: Scrubb

Address 1: Eustace Scrubb Address 2: 3030 Dragon Lane

City: Lone Island State: FL

Zip: 30000

Phone: 4444444444 Email: cjohnson@icheckgateway.com

« Previous Next »

In the next box, select the invoice which you would like to set up as a recurring transaction.

PROCESS PAYMENTS

Process Payments

Customer Invoices Billing Info Confirmation

Transaction Type:  Debit (Sale)  Credit (Refund)

SELECT	INVOICE #	DATE	ORIG. AMOUNT	AMOUNT DUE	PAYMENT
<input checked="" type="checkbox"/>	43	9/12/2018 12:00:00 AM	\$299.98	\$299.98	\$299.98

Balance: \$299.98  
Applied Payment: \$299.98

« Previous Next »

After you press *Select*, you can manually change the amount in the *Payment* box to whatever the recurring payment amount will be.

PROCESS PAYMENTS

Process Payments

Customer Invoices Billing Info Confirmation

Transaction Type:  Debit (Sale)  Credit (Refund)

SELECT	INVOICE #	DATE	ORIG. AMOUNT	AMOUNT DUE	PAYMENT
<input checked="" type="checkbox"/>	43	9/12/2018 12:00:00 AM	\$299.98	\$299.98	25.00

Balance: \$299.98  
Applied Payment: \$25.00

« Previous Next »



Choose the frequency and number of payments – continuous or a limited number of payments.

**NOTE:** For recurring payments you will be required to enter in a “new” payment method rather than using a stored payment method.

PROCESS PAYMENTS

### Process Payments

Customer Invoices **Billing Info** Confirmation

Transaction Date: 10/19/2018

Payment Amount: \$10.00 Site ID: [dropdown]

Memo: [text area]

Make Recurring Monthly  Continuous Quantity: 1

Payment Method: New Payment Method

Check  Credit Card

Credit Card #: [text field]

Expiration Date: Jan 2018

CVC: [text field]

iCheckGateway.com Internet Enabled Payment Solutions

« Previous Next »

PROCESS PAYMENTS

### Process Payments

Customer Invoices Billing Info **Confirmation**

Transaction Approved

NEW TRANSACTION

iCheckGateway.com Internet Enabled Payment Solutions

Once you have entered in the new payment information and click Next, you will receive the Transaction Approved message. This recurring payment will be set up in the Online Terminal and will process the next time the system checks for new Auto payments.

You can view the recurring payment you have set up in the online terminal.

The recurring payment will be recorded in either *Auto Checks* or *Auto Credit Cards* under *Recurring* in the Online Terminal.

Online Terminal Console  
Accessed By: icheckdemo  
Time: 9/12/2018 2:45:31 PM  
IP Address: 73.107.37.104  
Site ID: SEDZ

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

Auto Recurring Transactions


Search Recurring:  Search

Site ID: SEDZ

Auto Checks | Auto Credit Cards

First Name	Last Name	Schedule	Status	Type	Last Billed	Next Bill	Amount	Term		
Eustace	Scrubb	Monthly	A	D	09/12/2018	09/12/2018	\$25.00	0 of 0	Edit	Delete
Eustace	Scrubb	Monthly	A	D	09/12/2018	09/12/2018	\$5.00	0 of 0	Edit	Delete

If you wish to change a recurring payment in the online terminal, click *Edit*.

Click  for more information concerning *Recurring* in the Online Terminal.



The system checks for new Auto Checks and Auto Cards at 4AM, 10AM, 4PM and 10PM (EST).

### Step 3 – Import Recurring Payments



As the recurring payment processes in the Online Terminal according to the schedule, you will need to import the payments into QuickBooks so that the payment can be applied to the customer's open invoice.

## Import Payments

Payments that are created through a Payment Portal, an Invoice Portal, or directly in the Online Terminal can be imported into QuickBooks and applied to customer accounts.

### Step 1 – Process Payments in the iCheckGateway Online Terminal.

Payments that are processed in the iCheckGateway **Online Terminal** can easily be imported into QuickBooks. This includes both one-time and recurring transactions.



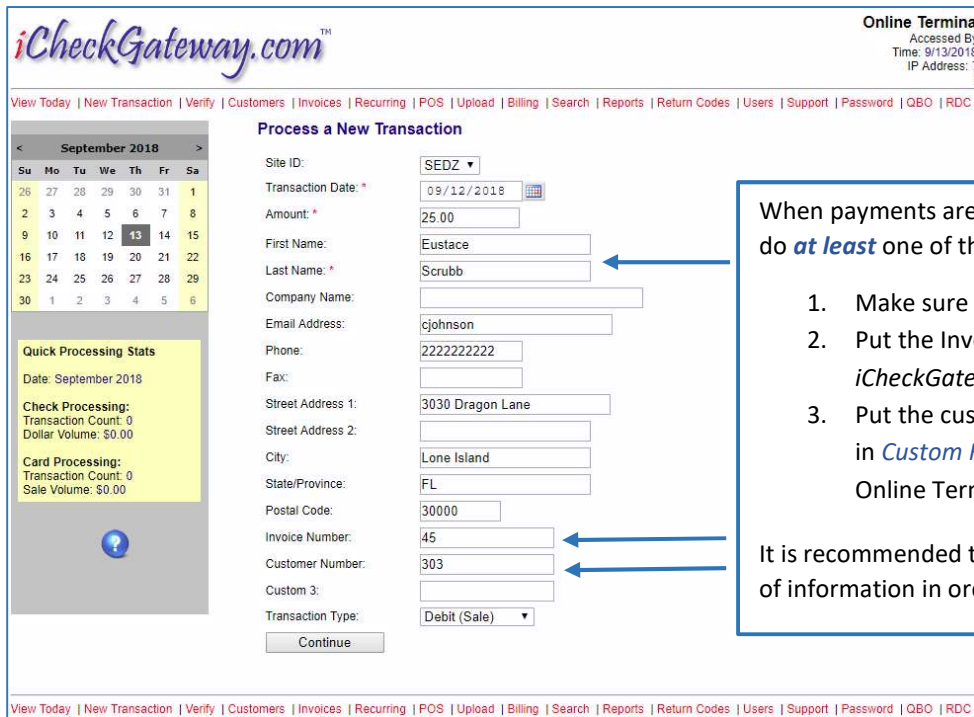
**Online Terminal Console**  
Accessed By: icheckdemo  
Time: 9/13/2018 10:33:23 AM  
IP Address: 73.107.37.104  
Site ID: SEDZ

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

**Transactions for 9/12/2018**

Site ID	Settled	First Name	Last Name	Confirmation	Time	Amount		
SEDZ	N	a1	a1	1f6c6b2edc5	14:40:40	\$172.46	Void	Details
SEDZ	N	Eustace	Scrubb	274fd8a2ab9e	12:34:04	\$10.00	Void	Details
SEDZ	N	Eustace	Scrubb	a8f5d988f72f	12:26:03	\$20.00	Void	Details
SEDZ	N	Eustace	Scrubb	eb22d8090c71	12:18:44	\$25.00	Void	Details

**Quick Processing Stats**  
Date: September 2018  
Check Processing:



**Online Terminal**  
Accessed By: icheckdemo  
Time: 9/13/2018  
IP Address: 73.107.37.104  
Site ID: SEDZ

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

**Process a New Transaction**

Site ID: SEDZ

Transaction Date: 09/12/2018

Amount: 25.00

First Name: Eustace

Last Name: Scrubb

Company Name:

Email Address: cjohnson

Phone: 2222222222

Fax:

Street Address 1: 3030 Dragon Lane

Street Address 2:

City: Lone Island

State/Province: FL

Postal Code: 30000

Invoice Number: 45

Customer Number: 303

Custom 3:

Transaction Type: Debit (Sale)

Continue

**Quick Processing Stats**  
Date: September 2018  
Check Processing: Transaction Count: 0 Dollar Volume: \$0.00  
Card Processing: Transaction Count: 0 Sale Volume: \$0.00

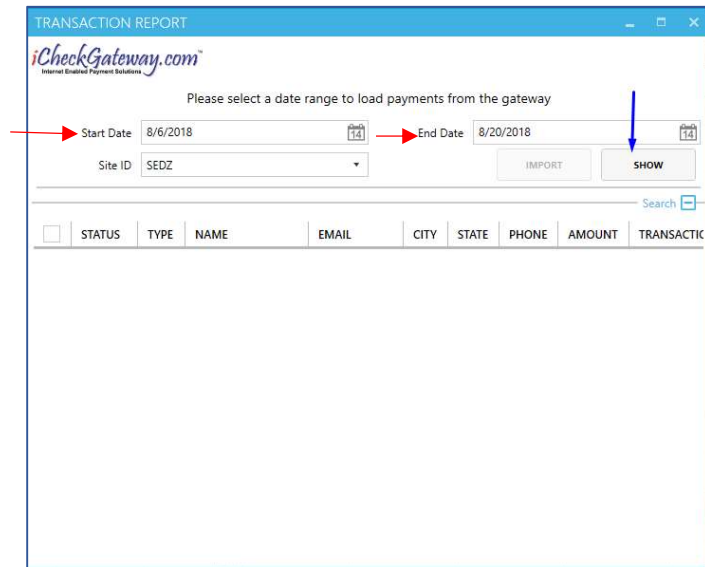
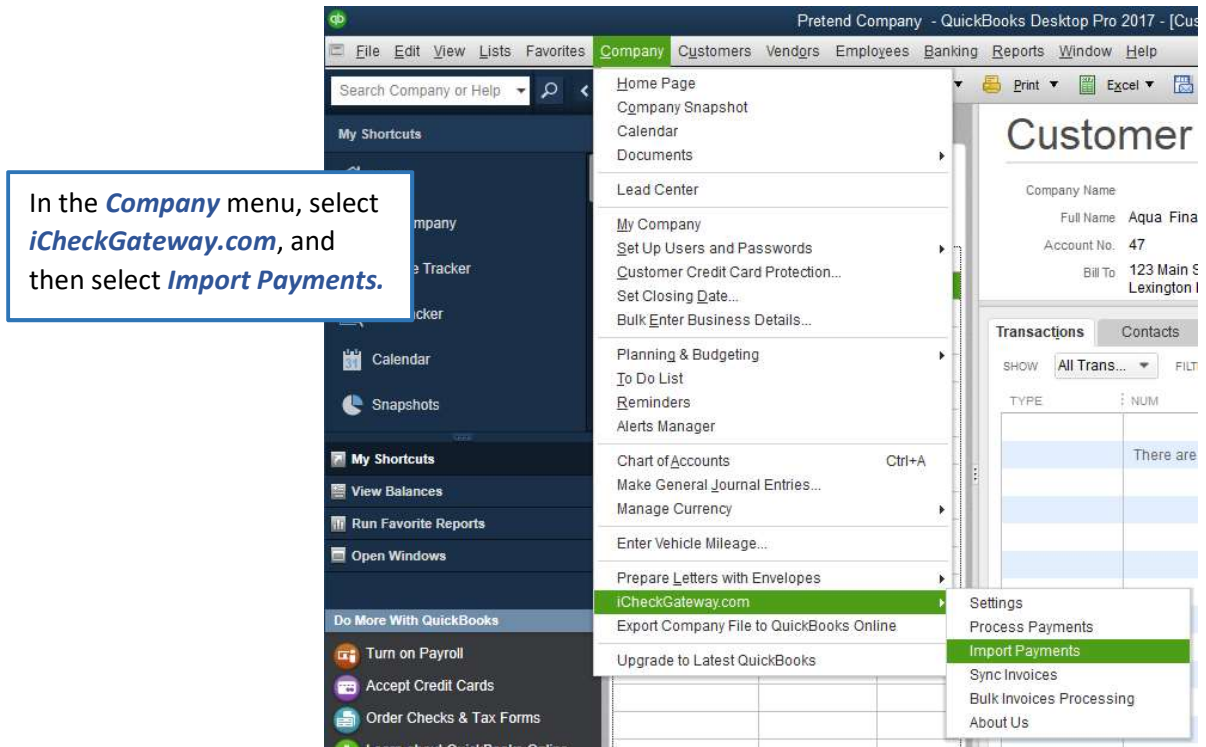


When payments are imported, make sure that you **do at least** one of the following:

1. Make sure the customer name matches.
2. Put the Invoice # in *Custom Field 1* in the *iCheckGateway Online Terminal*.
3. Put the customer's QuickBooks Account # in *Custom Field 2* in the *iCheckGateway Online Terminal*.

It is recommended that you provide *all three types* of information in order to ensure accuracy.

## Step 2 – Import Payments into QuickBooks



Select your *Start Date* and *End Date* and click *Show*.

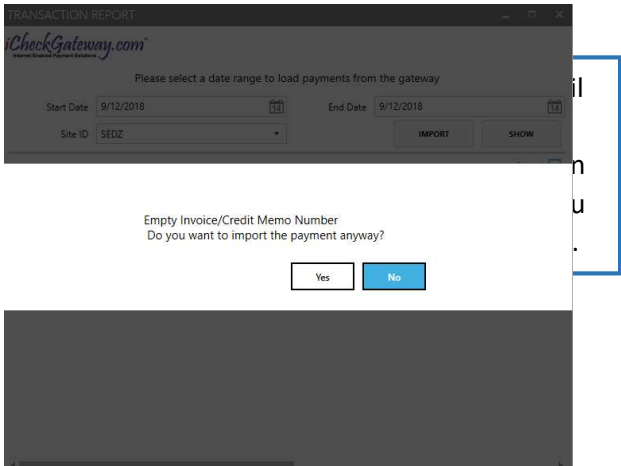
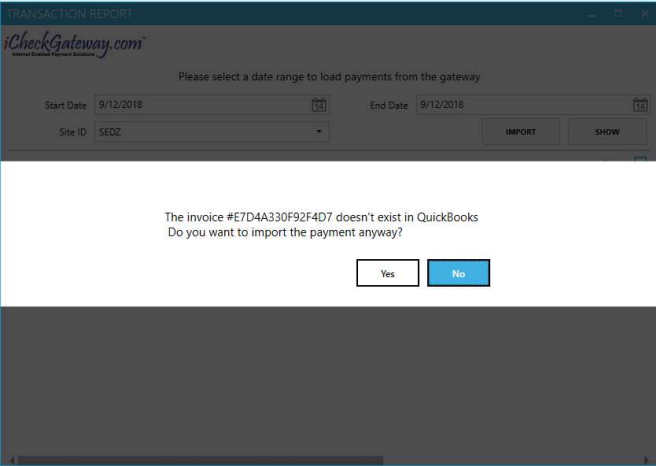
iCheckGateway will find all of the payments for that date range. You will select the payments that you wish to import.

If you wish to import all payments, you can click **Status**. However, any payments you have already imported will not appear.

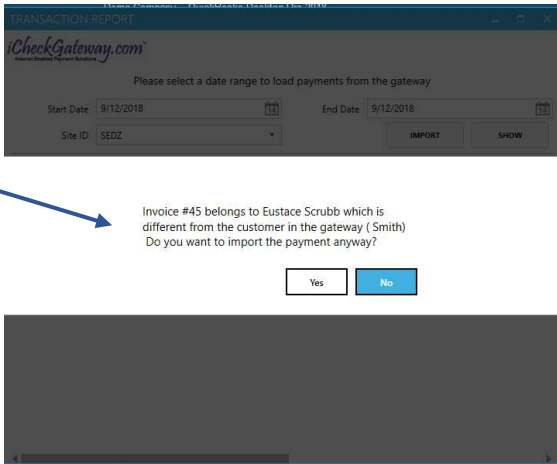
There is a **Search** feature which will expand your search parameters.

You can expand the screen if you need more information.

iCheckGateway.com will attempt to match payments by name, invoice #, and/or account #. If one or more of those fields do not match, a message similar to one of the following will appear.



This payment had the wrong name on the invoice, but the correct invoice #.



TRANSACTION REPORT

*iCheckGateway.com*  
Internet Enabled Payment Solutions

Please select a date range to load payments from the gateway

Start Date: 10/28/2018      End Date: 10/28/2018

Site ID: SEDZ

**IMPORT**      SHOW

<input type="checkbox"/>	RESULT		STATUS	TYPE	NAME	EMAIL	CITY	STATE	PHON
<input checked="" type="checkbox"/>	<b>FAILED</b>		N	Debit	Sara Roberts		somerset	KY	(606) 67
<input checked="" type="checkbox"/>	<b>DONE</b>		N	Debit	Jack O	dnorris@icgpay.c	Somewhere	KY	

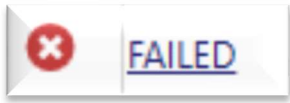


When the payment is *successfully* imported into QuickBooks, you will see **DONE** with a green checkmark next to the payment. Click on **DONE** to see more details.

**DONE**

Payment Applied To Invoice #1391B and Payment #bb141d2ee6d3

**OK**



If the payment *fails* to be imported into QuickBooks, you will see **FAILED** with a red "x" next to the payment. Click on **FAILED** to see more details.

**FAILED**

Customer with name Sara Roberts not found

**OK**

## If A Payment Fails to Import

TRANSACTION REPORT

**iCheckGateway.com**  
Internet Enabled Payment Solutions

Please select a date range to load payments from the gateway

Start Date: 10/28/2018    End Date: 10/28/2018

Site ID: SEDZ

IMPORT    SHOW

Search

<input type="checkbox"/>	RESULT		STATUS	TYPE	NAME	EMAIL	CITY	STATE	PHON
<input checked="" type="checkbox"/>	FAILED		N	Debit	Sara Roberts		somerset	KY	(606) 678-3396

To *manually upload* a payment that FAILED to be imported into QuickBooks, click the cloud icon.

IMPORT PAYMENT

**Payment Info**

PAYMENT INFORMATION

**FirstName:** Sara                      **LastName:** Roberts                      **Company:**  
**Address:** 123 main st                      **Zip:** 42501                      **City:** somerset  
**Phone:** (606) 678-3396                      **Email Address:**                      **Customer #:**  
**Invoice #:**                      **Amount:** 150.00                      **Date:** 10/28/2018 08:00:00  
**Transaction:** Debit                      **Other:**

QUICKBOOKS CUSTOMER

Santa Claus

INVOICES

SELECT	REF #	DATE	ORIG. AMOUNT	REMAINING	PAYMENT
<input checked="" type="checkbox"/>	13928	10/28/2018 12:00:00 AM	\$150.00	\$150.00	\$150.00

import    cancel

Enter in the customer name and select the open invoice that you would like to apply the payment to.



TRANSACTION REPORT

*iCheckGateway.com*  
Internet Enabled Payment Solutions

Please select a date range to load payments from the gateway

Start Date: 10/28/2018    End Date: 10/28/2018

Site ID: SEDZ       

Search

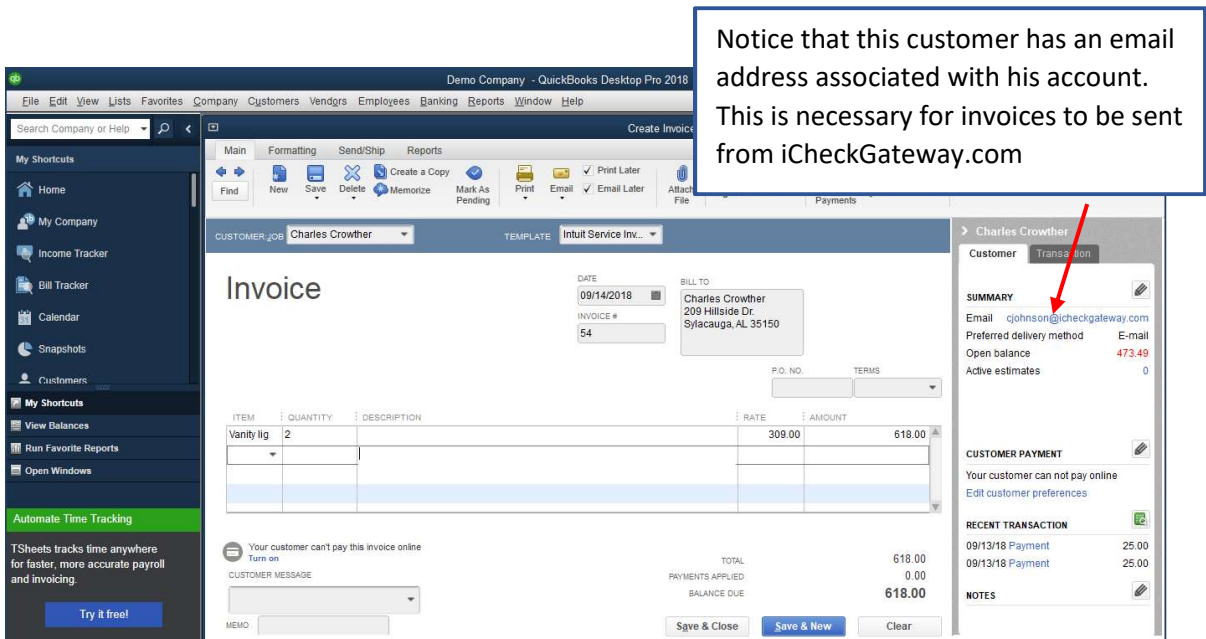
<input type="checkbox"/>	RESULT		STATUS	TYPE	NAME	EMAIL	CITY	STATE	PHONE	AM
<input checked="" type="checkbox"/>	<a href="#">DONE</a>		N	Debit	Sara Roberts		somerset	KY	(606) 678-3396	150.

The payment will be manually applied to the selected invoice and you will see DONE.

## Sync Invoices

Invoices that are created in QuickBooks can be synced with the *iCheckGateway.com Online Terminal*. The benefit of syncing invoices with the Online Terminal is the ability to email invoices to customers and allow them to pay the invoice online. (Note: This requires the *Invoice Payment Portal* feature of the Online Terminal to be *activated*.)

### Step 1 – Create Invoices in QuickBooks



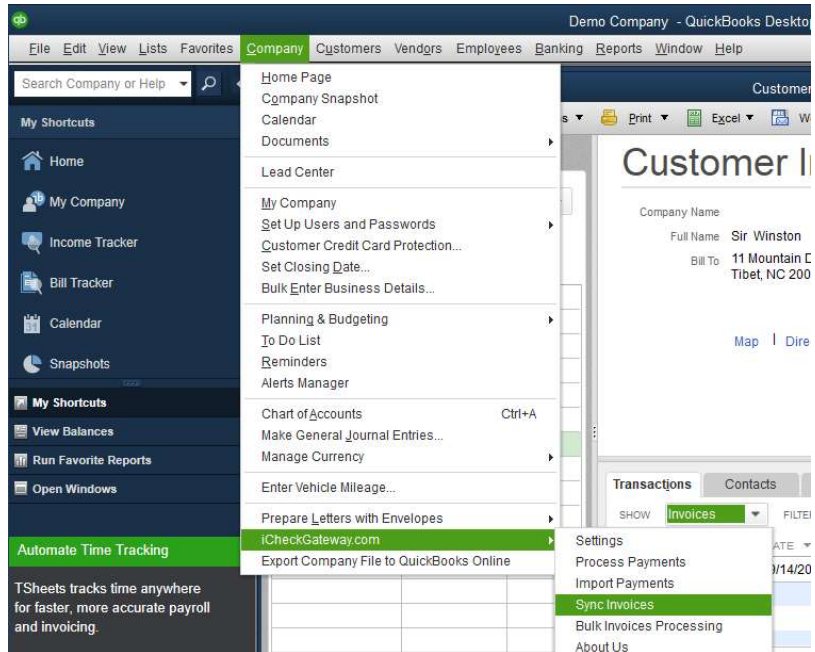
Notice that this customer has an email address associated with his account. This is necessary for invoices to be sent from iCheckGateway.com

ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
Vanity lig	2		309.00	618.00

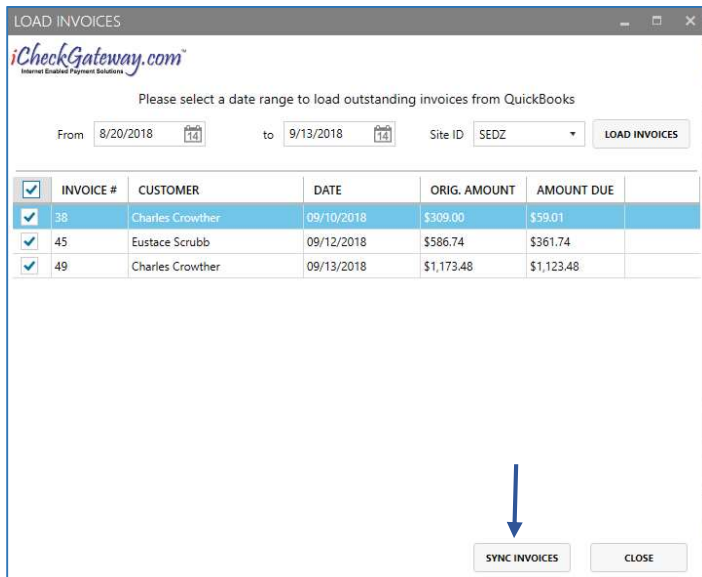
TOTAL	618.00
PAYMENTS APPLIED	0.00
BALANCE DUE	618.00

## Step 2 – Sync Invoices with iCheckGateway.com Online Terminal

In the **Company** menu, select **iCheckGateway.com**, and then select **Sync Invoices**.



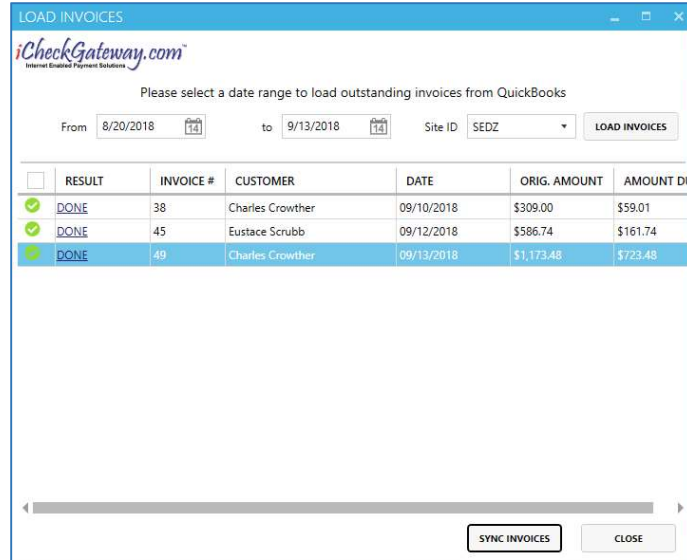
QuickBooks is considered to be the master program. Any changes to the invoices in QuickBooks will be updated in the Online Terminal whenever the invoices are synced.



Choose your date range and select **Load Invoices**. Select the invoices that you wish to sync or click the box next to **Invoice** if you want to load all of the invoices.

Press **Sync Invoices**.

The selected invoices have been synced.



### Step 3 – Log into iCheckGateway.com Online Terminal


If the *Invoice Payment Portal* feature of the Online Terminal has been **activated**, then invoices that have been imported from QuickBooks can be emailed to customers to allow them to pay online.

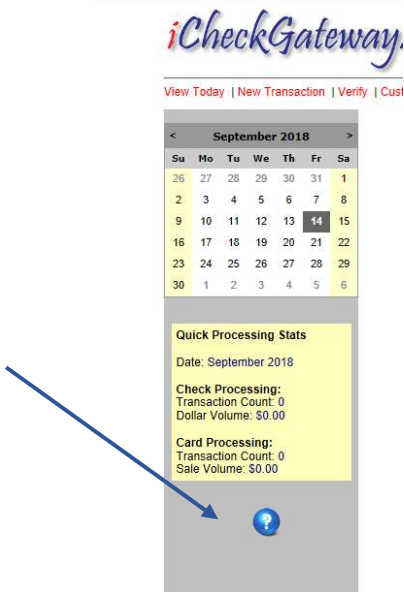
Invoices that have synced over successfully to the iCheckGateway online terminal can be viewed under the *Invoices* tab. An invoice without an associated email address will display with a red **Email** notice on the right.

The *Invoices Tab* allows you to manage customer invoices if an *Invoice Payment Portal* has been activated.

Even though this customer's invoice has synced to the online terminal, his invoice cannot be emailed with the others.

Invoice Number	Customer	Invoice Date	Due Date	Invoice Amount	Paid Confirm	To Email
53	Sir Winston	09/14/2018	09/14/2018	\$98.00	<input checked="" type="checkbox"/>	Edit Select Delete <b>Email!</b>
49	Charles Crowther	09/13/2018	09/13/2018	\$200.00	<input checked="" type="checkbox"/>	Edit Select Delete
50	Cindy Lou	09/13/2018	09/13/2018	\$142.45	<input checked="" type="checkbox"/>	Edit Select Delete
51	Peter Pevensie					Select Delete

The *Send Invoices* option allows you to email the invoices to your customers. For more information concerning *Invoices* in the Online Terminal, click on the blue  below the calendar.

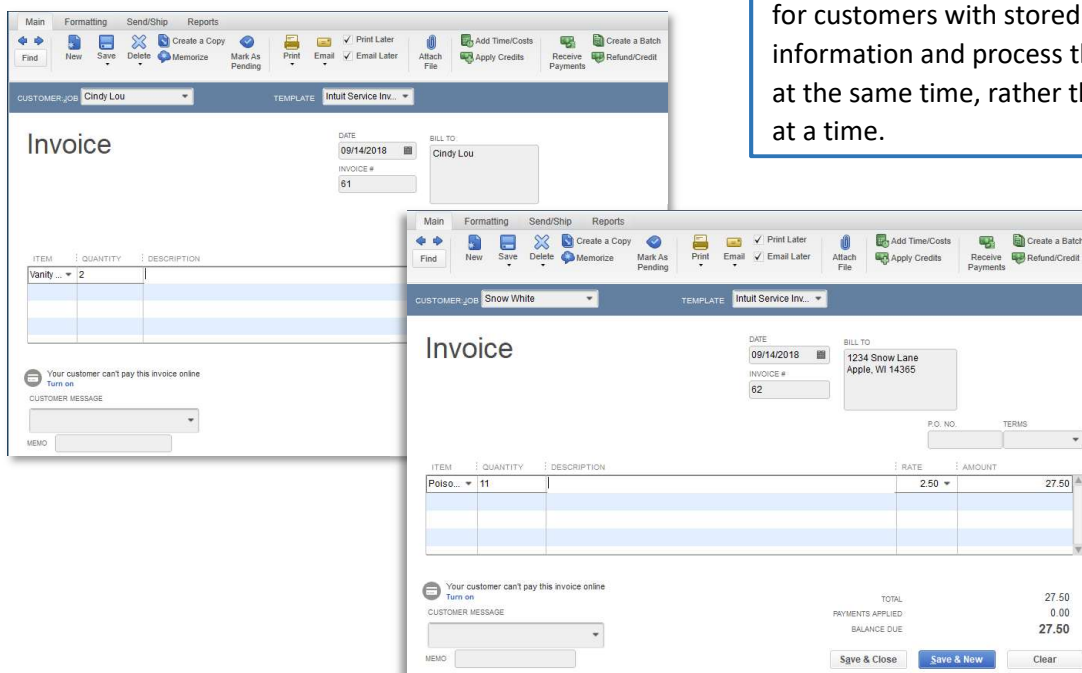


## Bulk Invoices Processing

The **Bulk Invoices Processing** feature of the **iCheckGateway.com QuickBooks Plugin** allows the merchant to process invoices in bulk for any customers with stored payment information (payment information stored in the iCheckGateway Plugin). After the payments are processed in the Plugin, they can be immediately viewed in the iCheckGateway Online Terminal (under the **View Today** tab).

### Step 1 – Create Invoices in QuickBooks

You can create multiple invoices for customers with stored payment information and process them all at the same time, rather than one at a time.



The image shows two overlapping screenshots of the iCheckGateway QuickBooks interface. The top screenshot shows an invoice for 'Cindy Lou' with a date of 09/14/2018 and invoice number 81. The bottom screenshot shows an invoice for 'Snow White' with a date of 09/14/2018 and invoice number 82. Both screenshots show a table with columns for ITEM, QUANTITY, DESCRIPTION, RATE, and AMOUNT. The 'Snow White' invoice has one item: 'Poiso...' with a quantity of 11, a rate of 2.50, and an amount of 27.50. The bottom screenshot also shows a summary section with a total of 27.50 and a balance due of 27.50.

## Step 2 – Process a Bulk Payment

In the *Company* menu, select *iCheckGateway.com*, and then select *Bulk Invoices Processing*.

**BULK INVOICES PROCESSING**

*iCheckGateway.com*  
Internet Enabled Payment Solutions

Please select a date range to show Invoices from the QuickBooks

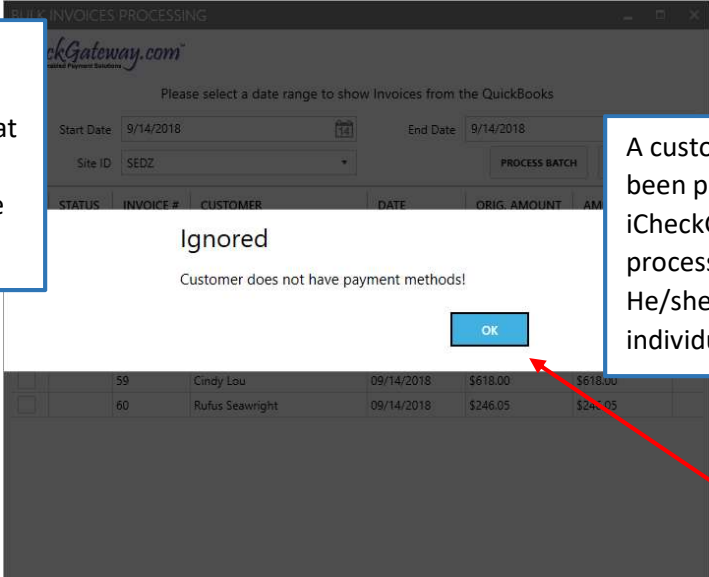
Start Date: 9/14/2018      End Date: 9/14/2018

Site ID: SEDZ      PROCESS BATCH      SHOW

<input type="checkbox"/>	STATUS	INVOICE #	CUSTOMER	DATE	ORIG. AMOUNT	AMOUNT DUE
<input checked="" type="checkbox"/>	Ignored	53	Sir Winston	09/14/2018	\$98.00	\$98.00
<input type="checkbox"/>		54	Charles Crowther	09/14/2018	\$618.00	\$618.00
<input checked="" type="checkbox"/>	Ignored	55	Sir Winston	09/14/2018	\$62.65	\$62.65
<input type="checkbox"/>		56	Charles Crowther	09/14/2018	\$586.74	\$586.74
<input type="checkbox"/>		57	Snow White	09/14/2018	\$27.50	\$27.50
<input checked="" type="checkbox"/>	Ignored	58	Sir Winston	09/14/2018	\$147.00	\$147.00
<input type="checkbox"/>		59	Cindy Lou	09/14/2018	\$618.00	\$618.00
<input type="checkbox"/>		60	Rufus Seawright	09/14/2018	\$246.05	\$246.05

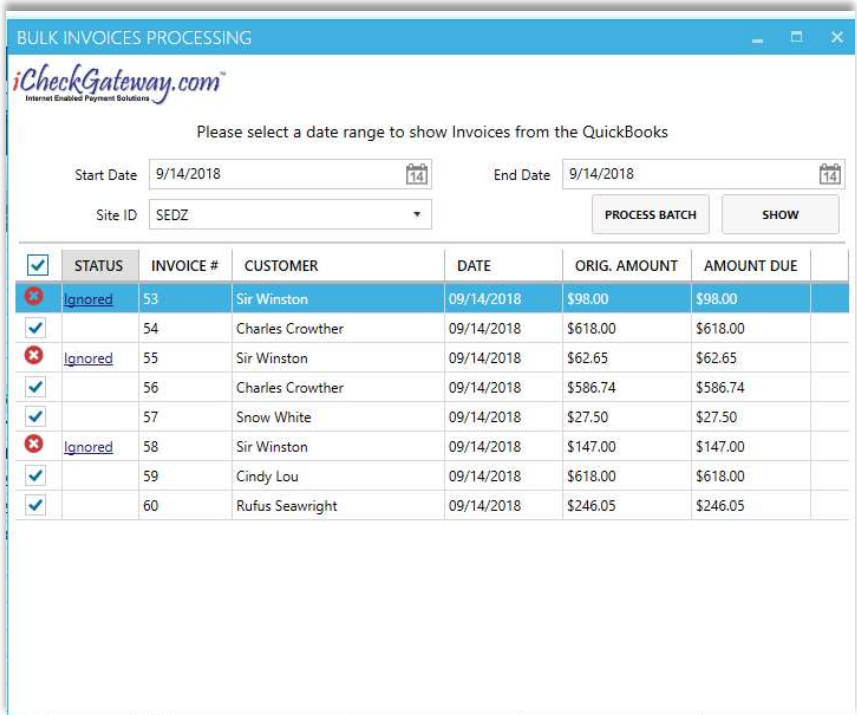
Select a date range and press **Show**. All open invoices for that date range will be listed. Any customers who cannot be processed in the iCheckGateway Plugin will show an *Ignored* status.

Clicking on the **Ignored** button will show the reason that the customer's invoice could not be processed in bulk.



A customer who has not previously been processed through the iCheckGateway Plugin *cannot* be processed with the **Bulk batches**. He/she would have to be processed individually.

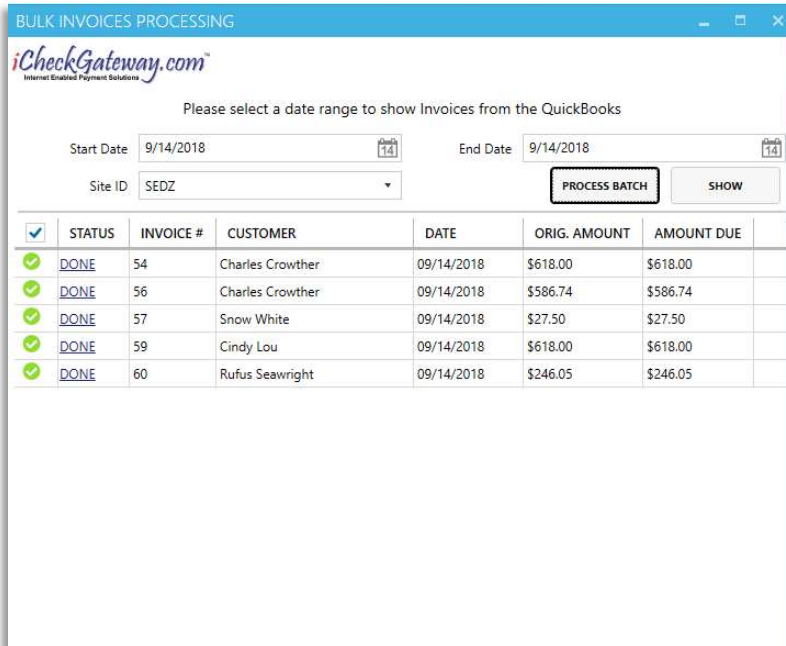
Press **OK**.



Select the invoices you wish to process, *or* select *all* by clicking the button next to **Status**. (The **Ignored** invoices will not be processed at this time.)

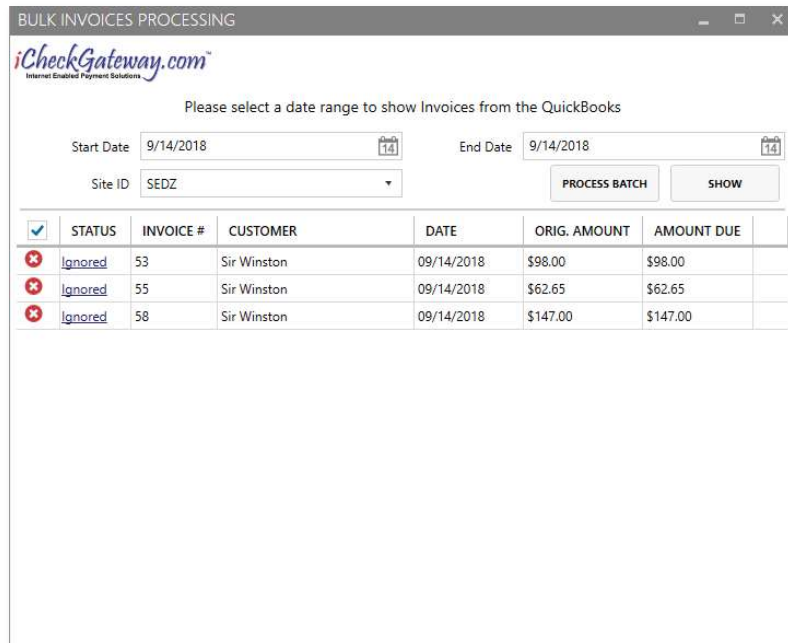
Press **Process Batch**.





The new screen will show the invoices that have been successfully processed in the *iCheckGateway Plugin*.

If you press the *Show* button, a new screen will show any invoices which were unable to be processed from that batch.



Step 3 – Log into the iCheckGateway Online Terminal

Invoices that have been processed in bulk can be viewed in the Online Terminal under the **View Today** tab.

ACH transactions can be viewed on this page.

Online Terminal Console  
 Accessed By: icheckdemo  
 Time: 9/14/2018 3:03:16 PM  
 IP Address: 73.107.37.104  
 Site ID: SEDZ

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

Transactions for 9/14/2018  
 SEDZ View Check Transactions

Site ID	Settled	First Name	Last Name	Confirmation	Time	Amount		
SEDZ	N	Ted	Williams	d2732cd9a575	14:56:58	\$100.00	Void	Details
SEDZ	N	Snow	White	d64c4d9730cd	14:53:22	\$27.50	Void	Details
SEDZ	N	Ted	Williams	3716c3773e8b	14:38:48	\$100.00	Void	Details

Quick Processing Stats  
 Date: September 2018  
 Check Processing:  
 Transaction Count: 0  
 Dollar Volume: \$0.00  
 Card Processing:  
 Transaction Count: 0  
 Sale Volume: \$0.00

Or view credit card transactions by clicking here:

Online Terminal Console  
 Accessed By: icheckdemo  
 Time: 9/14/2018 3:08:59 PM  
 IP Address: 73.107.37.104  
 Site ID: SEDZ

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

Transactions for 9/14/2018  
 SEDZ View Credit Card Transactions

Site ID	First Name	Last Name	Confirmation	Time	Amount		
SEDZ	Isabella	Taylor	36ea01cd2db6	15:02:41	\$50.00	Void	Details
SEDZ	noah	wilson	2764a7776bd0	15:02:04	\$53.43	Void	Details
SEDZ	➔ Rufus	Seawright	a6d2e14dd1df	14:53:26	\$246.05	Void	Details
SEDZ	➔ Cindy	Lou	2263633ca310	14:53:24	\$618.00	Void	Details
SEDZ	➔ Charles	Crowther	dcbcd2c11269	14:53:19	\$586.74	Void	Details
SEDZ	➔ Charles	Crowther	3475059f523c	14:53:17	\$618.00	Void	Details

To view details about the transactions, click on **Details**.

Rufus Seawright,

**This email confirms that you have authorized iCheckGateway.com to DEBIT your credit card in the amount of \$246.05.**

Your payment was received at 9/14/2018 2:53:26 PM Eastern Time. The payment date for this transaction is scheduled for 2018-09-14 and should be processed in 24 to 48 hours from the scheduled date.

**Confirmation:** a6d2e14dd1df

**Auth Code:**

**Invoice Number:** 60

**Customer Number:** 1200

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

Our office phone number is (888) 746-5741.

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Powered By: [iCheckGateway.com](http://iCheckGateway.com)

All customers whose invoices have been processed will receive an email confirming the transaction.

Snow White,

**This email confirms that you have authorized iCheckGateway.com to DEBIT your checking account in the amount of \$27.50.**

Your payment was received at 9/14/2018 2:53:22 PM Eastern Time. The payment date for this transaction is scheduled for 2018-09-14 and should be processed in 24 to 48 hours from the scheduled date.

**Confirmation:** d64c4d9730cd

**Invoice Number:** 57

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

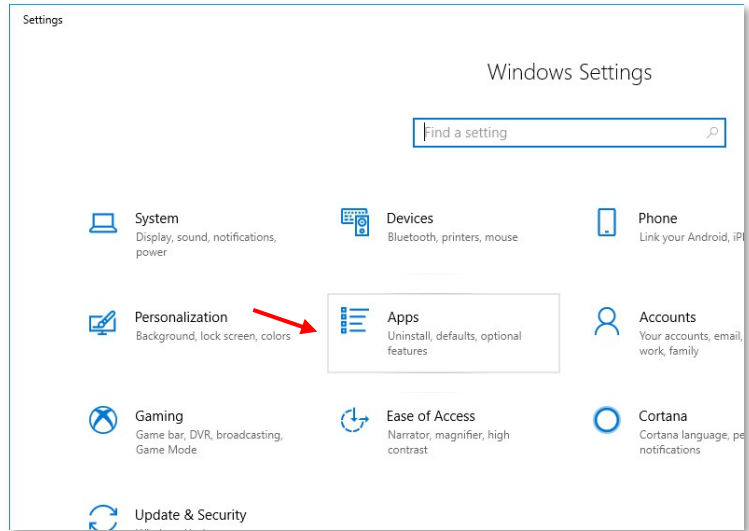
Our office phone number is (888) 746-5741.

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Powered By: [iCheckGateway.com](http://iCheckGateway.com)

## Uninstalling the QuickBooks Plug-in

To uninstall the QuickBooks Plug-in, select **Settings** from the **Control Panel** menu. Then select **Apps**.



In **Apps**, click on **iCheckGateway Quickbooks Plugin**. Select **Uninstall**.

**Apps & features**

Dell SupportAssist	123 MB	8/15/2018
Dolby Access	26.6 MB	9/4/2018
Dropbox		9/13/2018
Feedback Hub	16.0 KB	9/7/2018
Get Help	16.0 KB	9/17/2018
Google Chrome		9/13/2018
Groove Music	16.0 KB	9/10/2018
Hidden City: Hidden Object Adventure	97.7 MB	9/10/2018
<b>iCheckGateway Quickbooks Plugin</b>	<b>25.4 MB</b>	<b>9/7/2018</b>
Intel(R) Network Connections Drivers	916 KB	

**Apps & features**

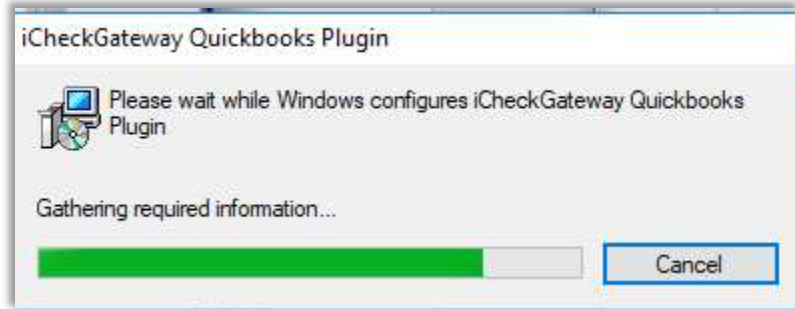
Dell SupportAssist	123 MB	8/15/2018
Dolby Access	26.6 MB	9/4/2018
Dropbox		9/13/2018
Feedback Hub	16.0 KB	9/7/2018
Get Help	16.0 KB	9/17/2018
Google Chrome		9/13/2018
Groove Music	16.0 KB	9/10/2018
Hidden City: Hidden Object Adventure	97.7 MB	9/10/2018
iCheckGateway Quickbooks P		

This app and its related info will be uninstalled.

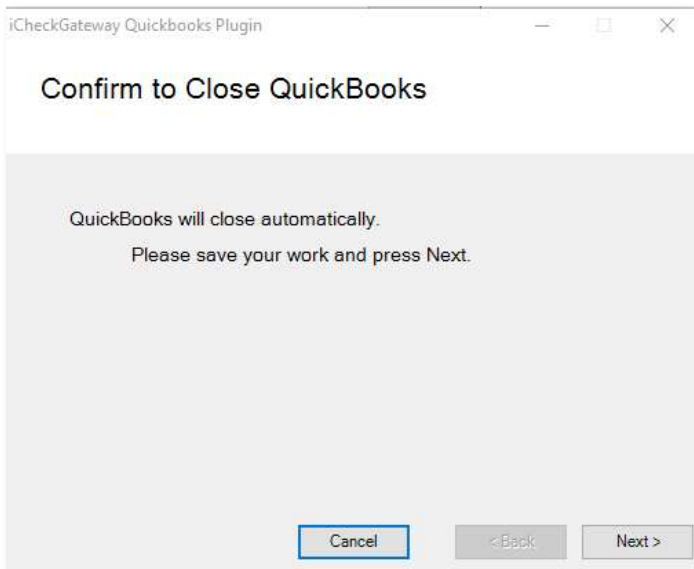
**Uninstall**

You may have to confirm the **Uninstall** selection in a new window.

You will be asked to wait while Windows reconfigures the Plugin.

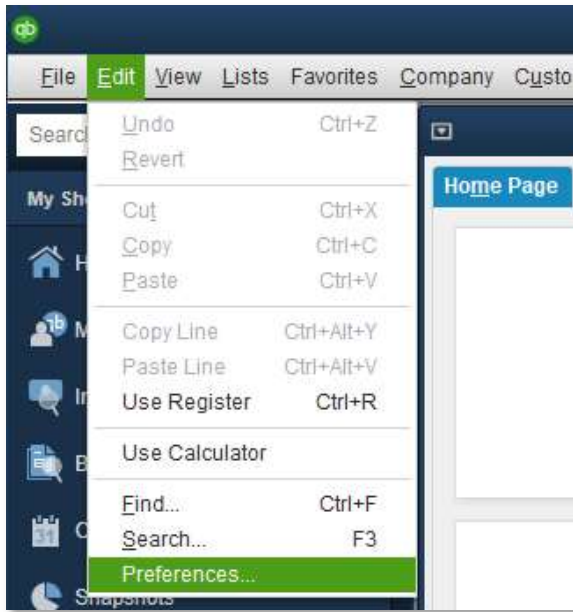


A box may appear which will ask if you want to grant permission to an unknown publisher. Click *Yes*.

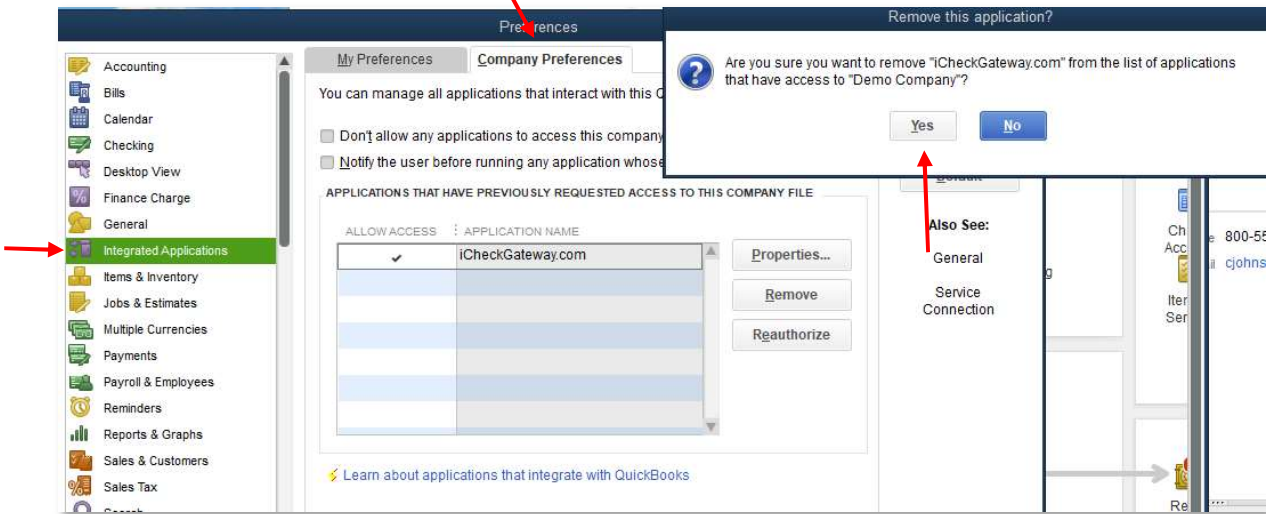


If QuickBooks is open, it will close automatically. Press *Next*.

Once the plugin has been uninstalled from your computer, go to **Edit>Preferences** in QuickBooks and click on **Integrated Applications** and **Company Preferences** to remove iCheckGateway.com from the List of Applications.

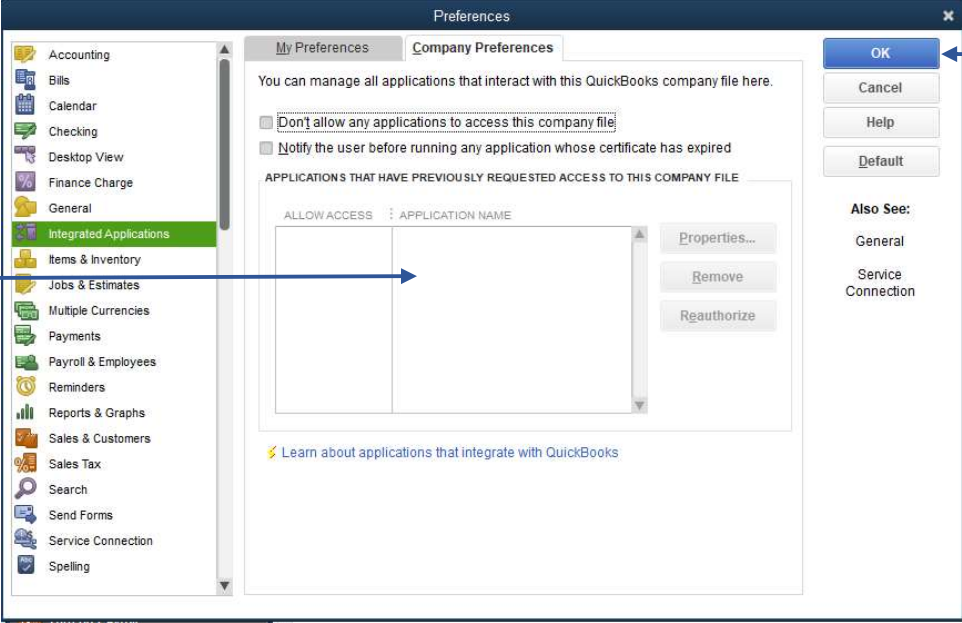


Choose *Company Preferences*.



Click **Yes** to remove the Plug-in from your QuickBooks applications.

You should no longer see *iCheckGateway.com* listed in the application box. Press OK to finish uninstalling the Plugin.



The *iCheckGateway.com Plugin* should now be uninstalled.