
USER GUIDE

Version 1.1

Contents

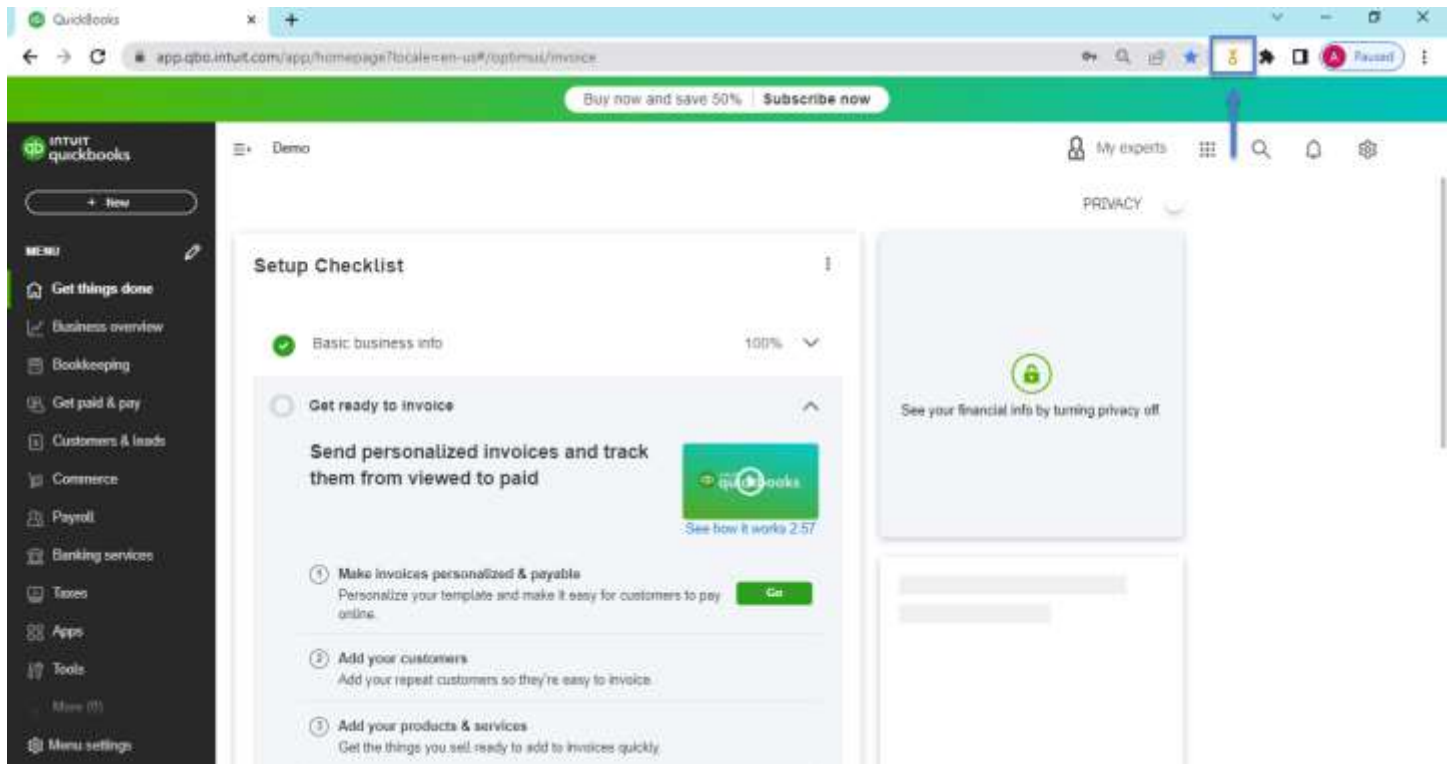
| | | |
|----------|--------------------------------------|----|
| 1 | Getting Started | 2 |
| 1.1 | Connect Optimus to QuickBooks Online | 2 |
| 2 | Dashboard | 4 |
| 3 | Invoices | 5 |
| 3.1 | Open Invoices | 5 |
| 3.1.1 | Email Invoice to Customer | 6 |
| 3.1.2 | Receive Payment | 10 |
| 3.2 | Receive Payments | 27 |
| 3.3 | Statements | 33 |
| 3.3.1 | Create Statement | 33 |
| 4 | Payments | 36 |
| 4.1.1 | View Transactions | 36 |
| 4.1.2 | Void A Transaction | 38 |
| 4.1.3 | Refund A Transaction | 41 |
| 4.1.4 | Print Receipt | 43 |
| 4.1.5 | Email Receipt | 46 |
| 4.1.6 | Export to CSV | 47 |
| 5 | Batch Payments | 48 |
| 5.1.1 | Process Batch | 48 |
| 6 | Customer Vault | 51 |
| 6.1.1 | Credit Card | 51 |
| 6.1.2 | Bank (ACH) | 56 |
| 7 | Settings | 61 |
| 7.1.1 | General | 61 |
| 7.1.2 | Payment Gateway | 63 |
| 7.1.3 | Convenience Fee | 68 |
| 7.1.4 | Branding | 69 |
| 7.1.5 | Alerts | 71 |
| 7.1.6 | Change Password | 72 |

1 Getting Started

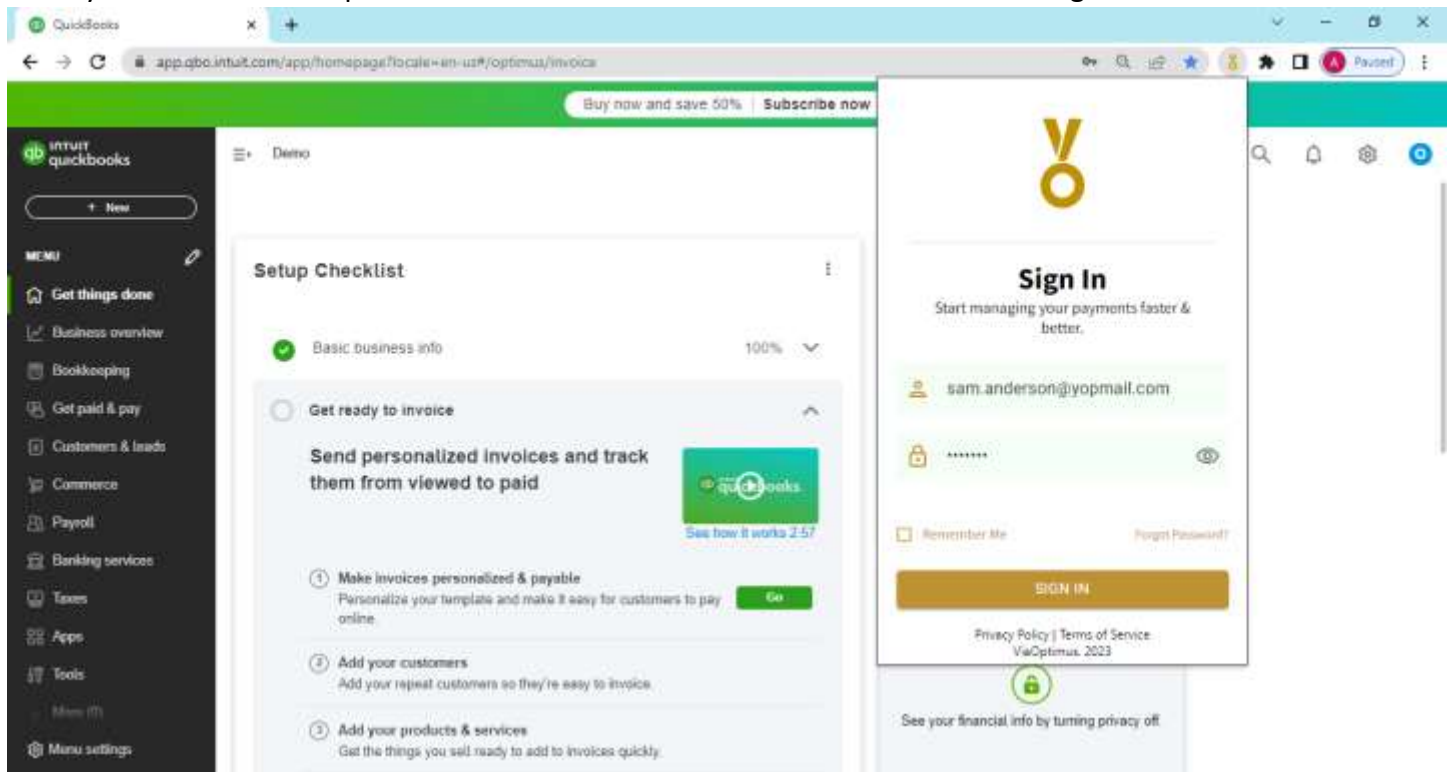
1.1 Connect Optimus to QuickBooks Online

The following steps outlines how to connect Optimus with QuickBooks Online.

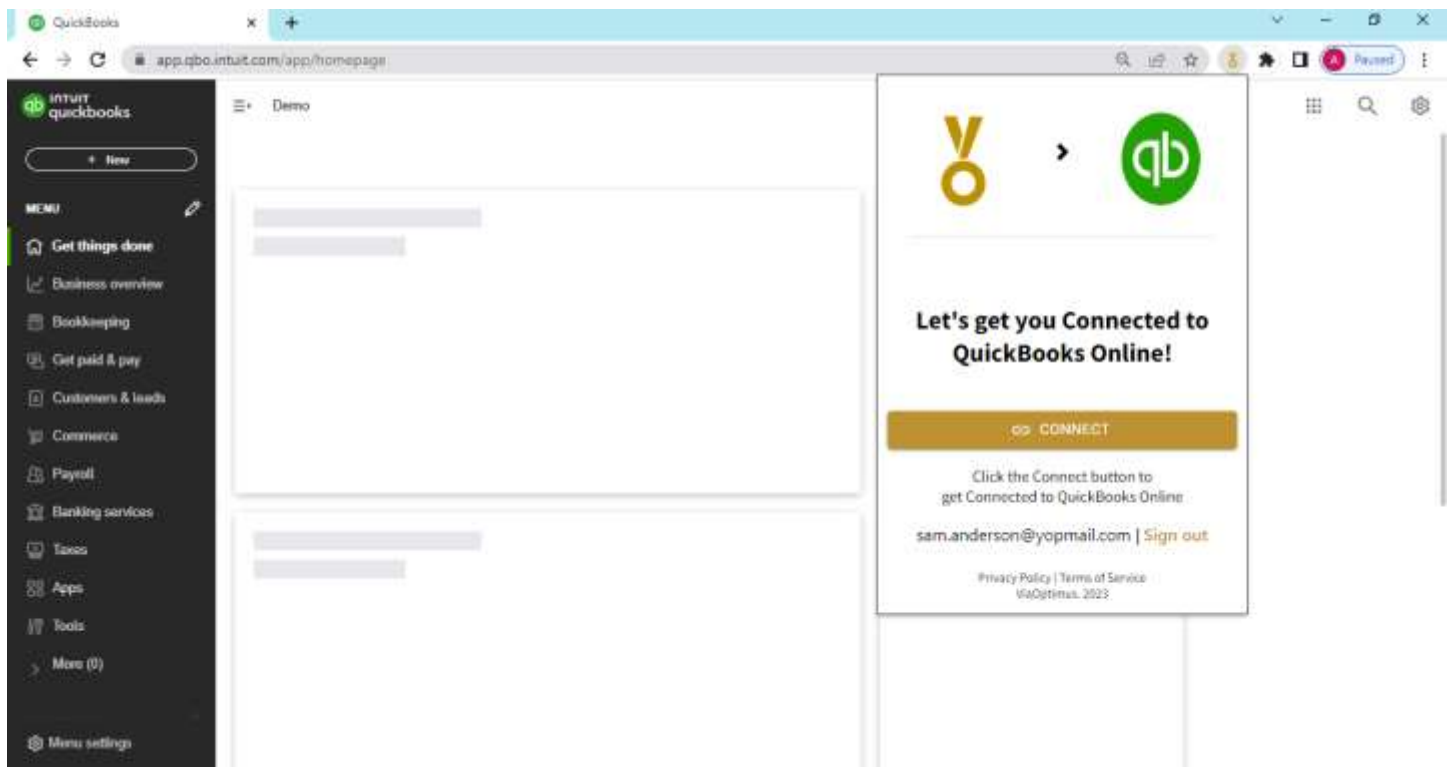
1. Log into your QuickBooks Online account.
2. Click on the extension as shown in the figure below.



Enter your username and password and click on **SIGN IN** button as shown in the figure below.

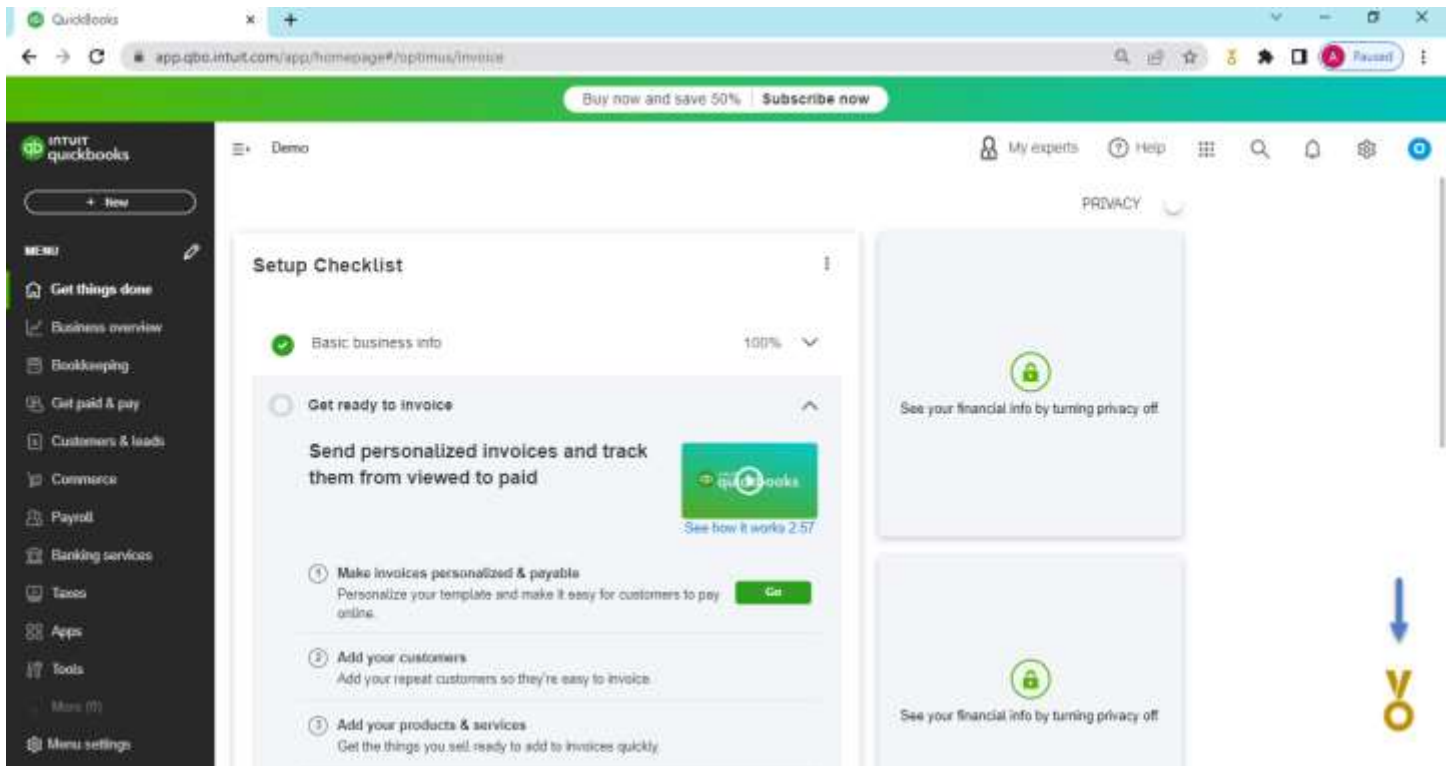


3. Once you are logged-in successfully, the **CONNECT** button appears as shown in the figure below.



4. Click on **CONNECT** button. This will connect the Optimus with your QuickBooks Online.

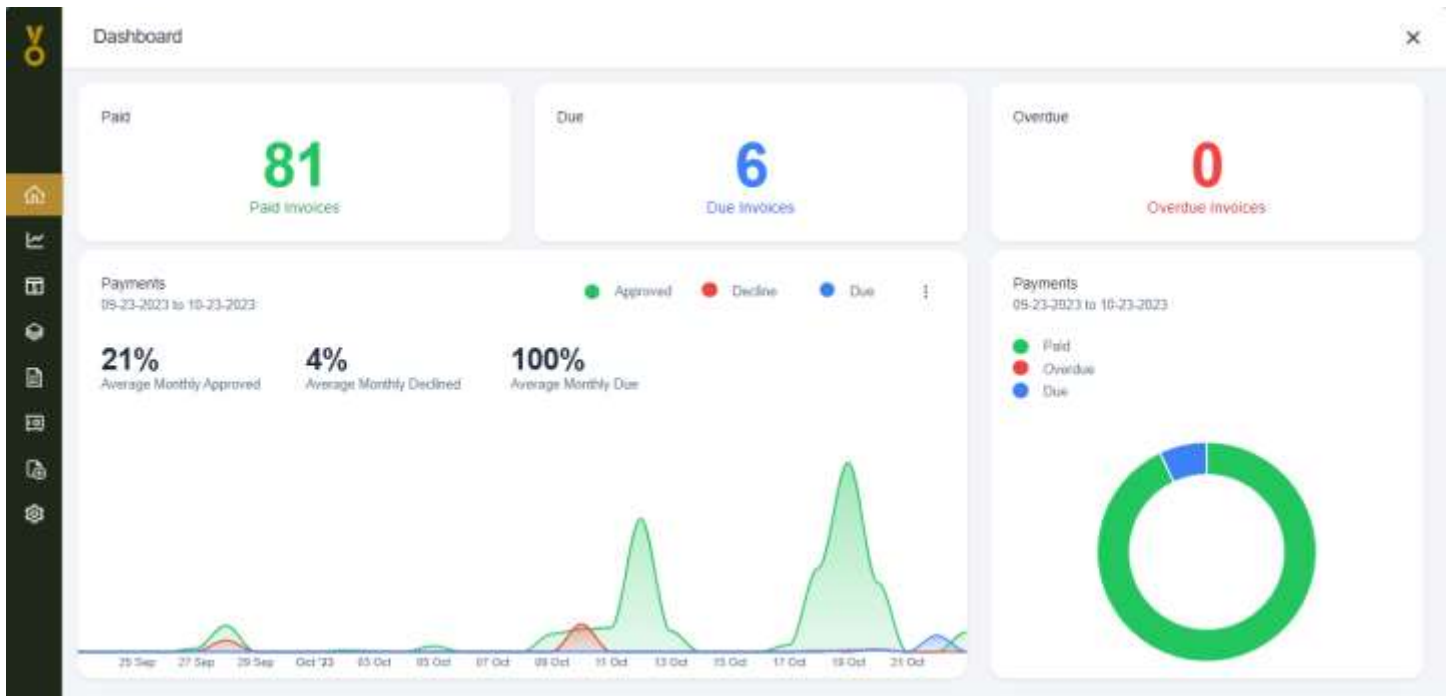
- Once the connection is successful, the Optimus starts displaying at the right bottom as shown in the figure below.



2 Dashboard

Dashboard depicts the invoices counts and payments graphs. The following steps outlines how to view dashboard.

- Open Optimus by clicking on the Optimus icon at the right bottom as shown in the figure above.
- Click on the **Home** in the left navigation menu as shown in the figure below.

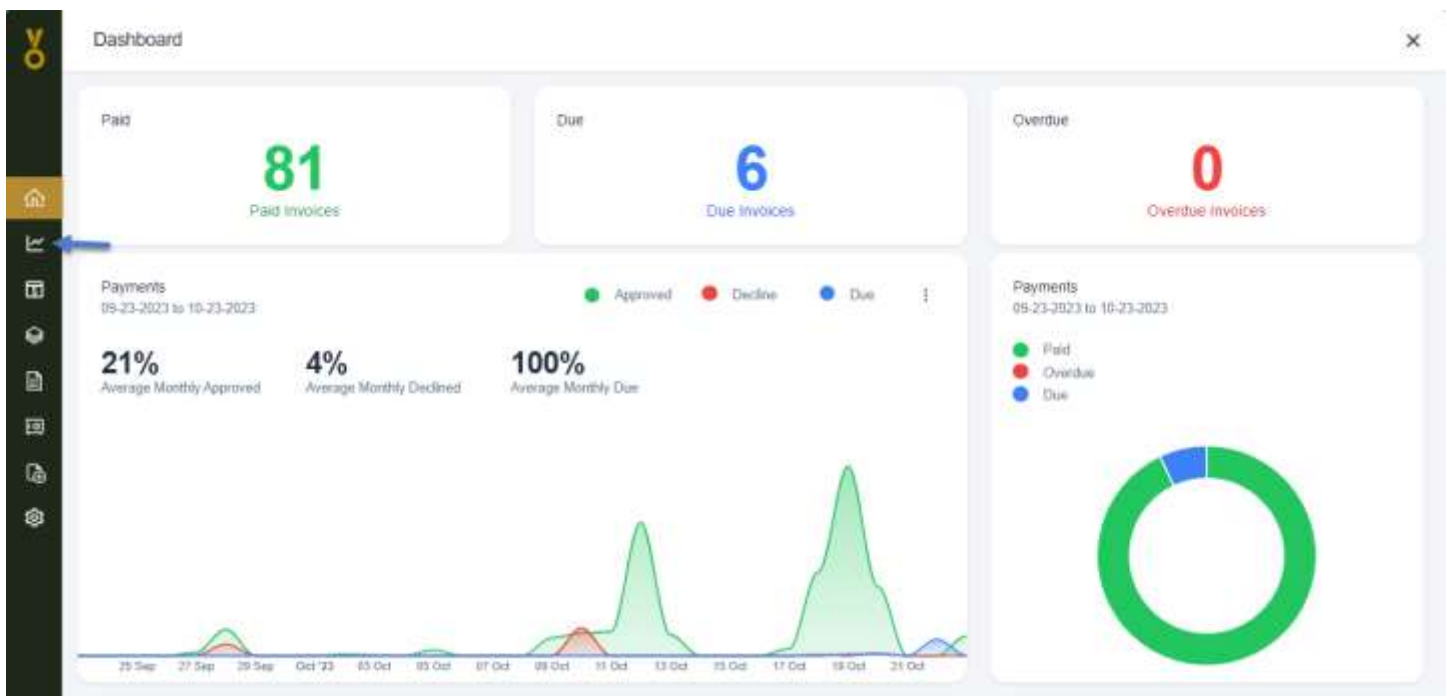


3 Invoices

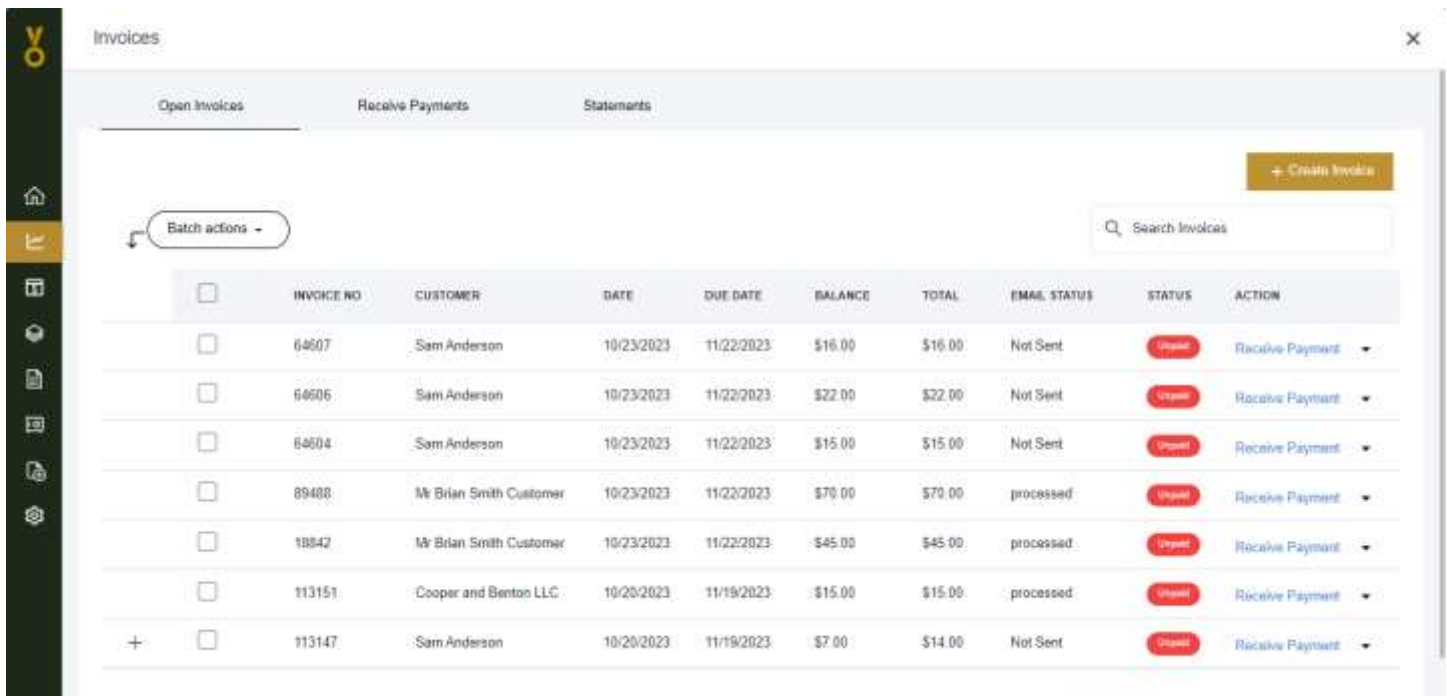
3.1 Open Invoices

The following steps outlines how to view open invoices listing.

1. Click on the **Invoices** menu in the left navigation as shown in the figure below.



- It opens the **Invoices** screen.
- The first tab **Open Invoices** pulls the Due and Over Due invoices from QuickBooks Online and displays in the grid as shown in the figure below.



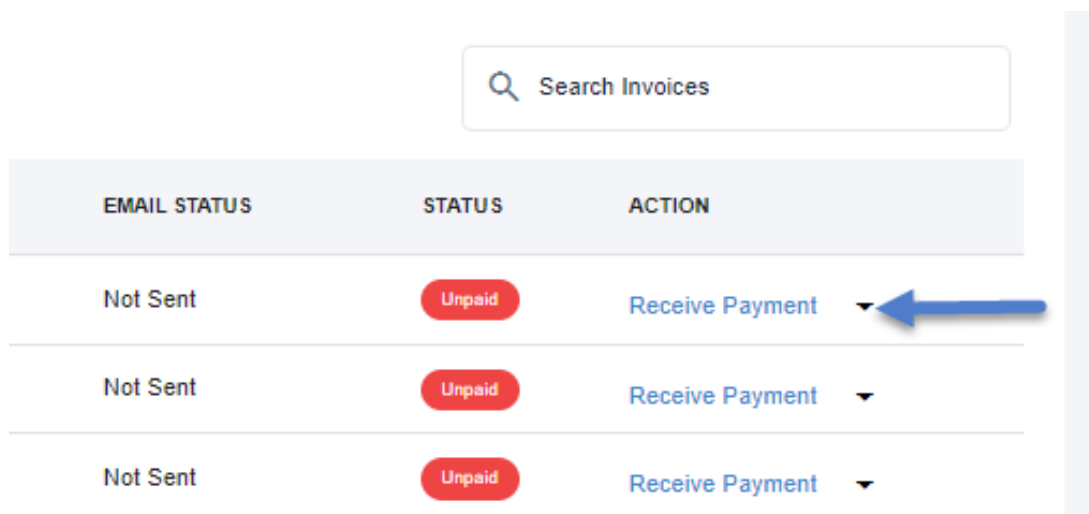
The screenshot shows the 'Invoices' screen with the 'Open Invoices' tab selected. A sidebar on the left contains navigation icons. The main area has a 'Batch actions' dropdown, a search bar, and a '+ Create Invoice' button. The table below lists several invoices with columns for Invoice No, Customer, Date, Due Date, Balance, Total, Email Status, Status, and Action.

| | INVOICE NO | CUSTOMER | DATE | DUE DATE | BALANCE | TOTAL | EMAIL STATUS | STATUS | ACTION |
|--------------------------|------------|-------------------------|------------|------------|---------|---------|--------------|--------|-----------------|
| <input type="checkbox"/> | 64607 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$16.00 | \$16.00 | Not Sent | Unpaid | Receive Payment |
| <input type="checkbox"/> | 64606 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$22.00 | \$22.00 | Not Sent | Unpaid | Receive Payment |
| <input type="checkbox"/> | 64604 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$15.00 | \$15.00 | Not Sent | Unpaid | Receive Payment |
| <input type="checkbox"/> | 89488 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$70.00 | \$70.00 | processed | Unpaid | Receive Payment |
| <input type="checkbox"/> | 18842 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$45.00 | \$45.00 | processed | Unpaid | Receive Payment |
| <input type="checkbox"/> | 113151 | Cooper and Benton LLC | 10/20/2023 | 11/19/2023 | \$15.00 | \$15.00 | processed | Unpaid | Receive Payment |
| <input type="checkbox"/> | 113147 | Sam Anderson | 10/20/2023 | 11/19/2023 | \$7.00 | \$14.00 | Not Sent | Unpaid | Receive Payment |

3.1.1 Email Invoice to Customer

The following steps outlines how to email an invoice to customer.

- You are on the **Open Invoices** screen.
- Under the **Action** column, click on small down arrow of an invoice you wish to email as shown in the figure below.



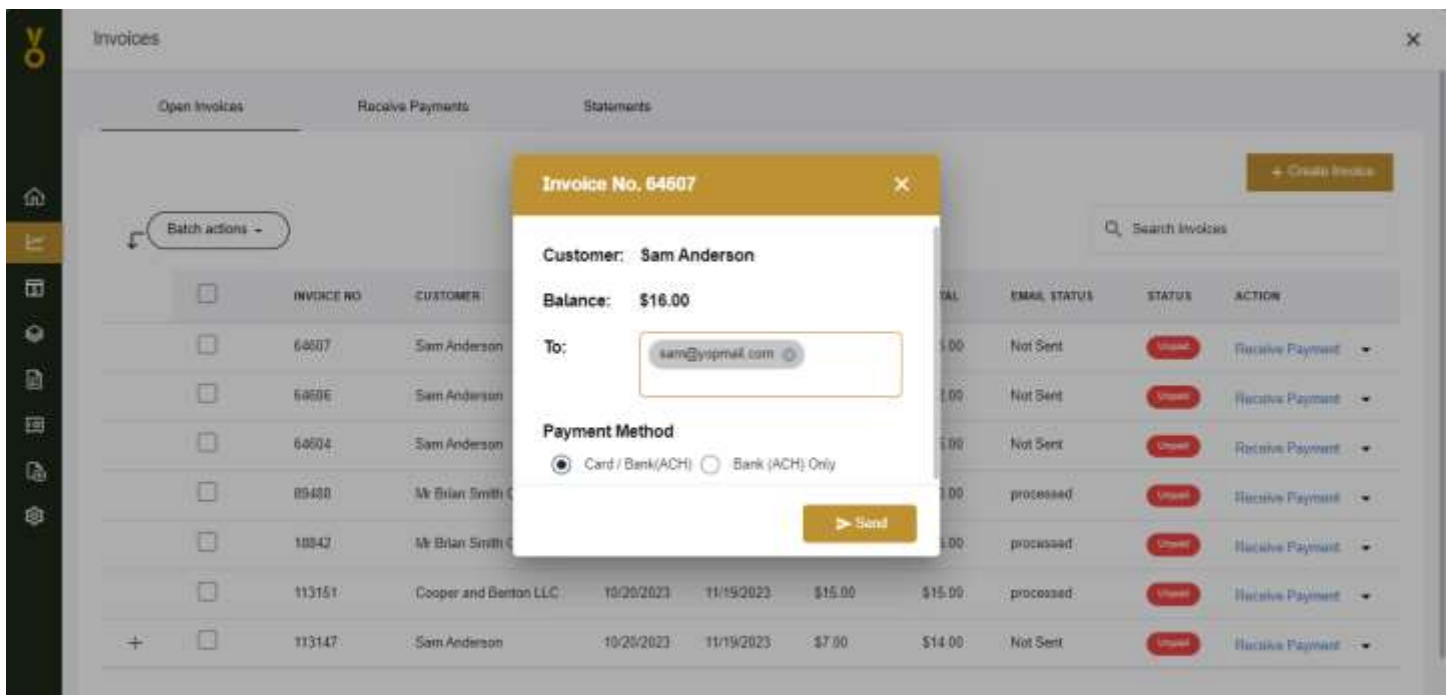
This close-up shows the 'ACTION' column of the invoice table. A blue arrow points to the small downward arrow next to the 'Receive Payment' link for the first row.

| EMAIL STATUS | STATUS | ACTION |
|--------------|--------|-------------------|
| Not Sent | Unpaid | Receive Payment ▼ |
| Not Sent | Unpaid | Receive Payment ▼ |
| Not Sent | Unpaid | Receive Payment ▼ |

- This action expands the **Email Invoice** option as shown in the figure below.

| EMAIL STATUS | STATUS | ACTION |
|--------------|--------|-----------------|
| Not Sent | Unpaid | Receive Payment |
| Not Sent | Unpaid | Email Invoice |
| Not Sent | Unpaid | Receive Payment |
| Not Sent | Unpaid | Receive Payment |

- Click on **Email Invoice**.
- It pops up the dialog that shows the invoice no., customer name, balance and the customer's email as shown in the figure below.



- Click on **Send** button.
- The confirmation message appears at the top right as shown in the figure below and invoice is emailed to customer successfully. Email includes the PDF invoice as an attachment and a Payment button.

VO

Home

Calendar

Documents

Settings

Invoices

Open Invoices

Receive Payments

Statements

Invoice emailed successfully

Batch actions

Search Invoices

+ Create Invoice

| | INVOICE NO | CUSTOMER | DATE | DUE DATE | BALANCE | TOTAL | EMAIL STATUS | STATUS | ACTION |
|----------------------------|------------|-------------------------|------------|------------|---------|---------|--------------|--------|-----------------|
| <input type="checkbox"/> | 64607 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$16.00 | \$16.00 | Not Sent | Unpaid | Receive Payment |
| <input type="checkbox"/> | 64606 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$22.00 | \$22.00 | Not Sent | Unpaid | Receive Payment |
| <input type="checkbox"/> | 64604 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$15.00 | \$15.00 | Not Sent | Unpaid | Receive Payment |
| <input type="checkbox"/> | 89488 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$70.00 | \$70.00 | processed | Unpaid | Receive Payment |
| <input type="checkbox"/> | 18842 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$45.00 | \$45.00 | processed | Unpaid | Receive Payment |
| <input type="checkbox"/> | 113151 | Cooper and Benton LLC | 10/20/2023 | 11/19/2023 | \$15.00 | \$15.00 | processed | Unpaid | Receive Payment |
| + <input type="checkbox"/> | 113147 | Sam Anderson | 10/20/2023 | 11/19/2023 | \$7.00 | \$14.00 | Not Sent | Unpaid | Receive Payment |

3.1.1.1 Send Bulk Invoices

The following steps outlines how to send invoices in bulk.

1. You are on the **Open Invoices** screen.
2. Select the multiple invoices you wish to email or you can select all invoices as shown in the figure below.

VO

Home

Calendar

Documents

Settings

Invoices

Open Invoices

Receive Payments

Statements

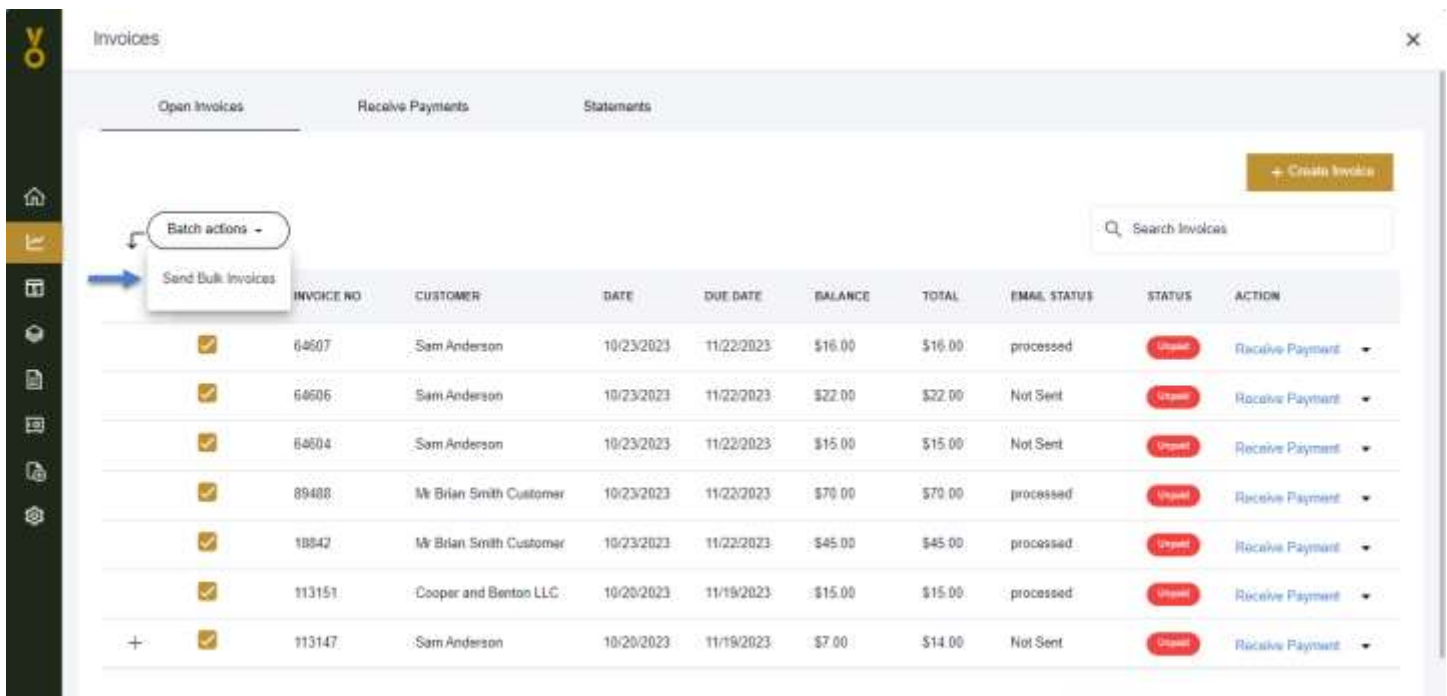
Batch actions

Search Invoices

+ Create Invoice

| | INVOICE NO | CUSTOMER | DATE | DUE DATE | BALANCE | TOTAL | EMAIL STATUS | STATUS | ACTION |
|---------------------------------------|------------|-------------------------|------------|------------|---------|---------|--------------|--------|-----------------|
| <input checked="" type="checkbox"/> | 64607 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$16.00 | \$16.00 | processed | Unpaid | Receive Payment |
| <input checked="" type="checkbox"/> | 64606 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$22.00 | \$22.00 | Not Sent | Unpaid | Receive Payment |
| <input checked="" type="checkbox"/> | 64604 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$15.00 | \$15.00 | Not Sent | Unpaid | Receive Payment |
| <input checked="" type="checkbox"/> | 89488 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$70.00 | \$70.00 | processed | Unpaid | Receive Payment |
| <input checked="" type="checkbox"/> | 18842 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$45.00 | \$45.00 | processed | Unpaid | Receive Payment |
| <input checked="" type="checkbox"/> | 113151 | Cooper and Benton LLC | 10/20/2023 | 11/19/2023 | \$15.00 | \$15.00 | processed | Unpaid | Receive Payment |
| + <input checked="" type="checkbox"/> | 113147 | Sam Anderson | 10/20/2023 | 11/19/2023 | \$7.00 | \$14.00 | Not Sent | Unpaid | Receive Payment |

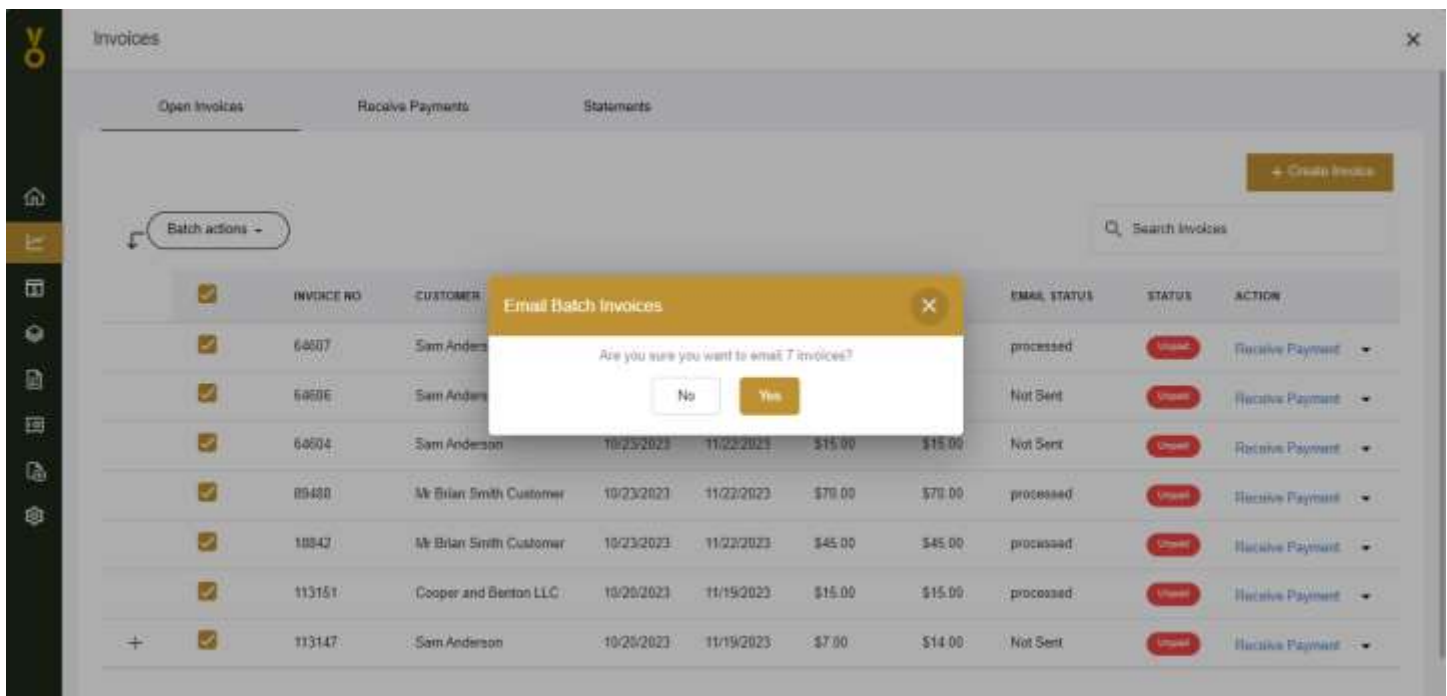
3. Click on **Batch Actions > Send Bulk Invoices** as shown in the figure below.



The screenshot shows the 'Invoices' page with a sidebar on the left. A blue arrow points to the 'Batch actions' dropdown menu, which is open, showing 'Send Bulk Invoices' as the selected option. The main table lists several invoices with columns for Invoice No, Customer, Date, Due Date, Balance, Total, Email Status, Status, and Action.

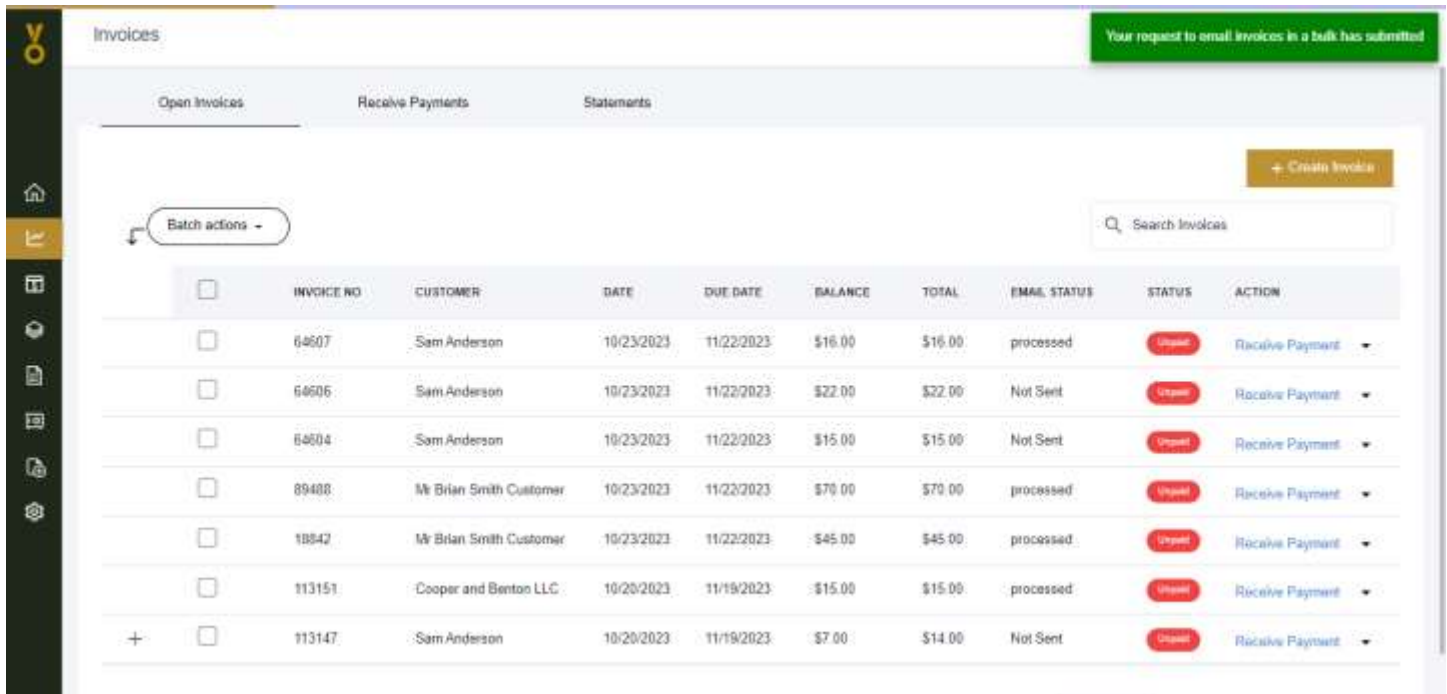
| INVOICE NO | CUSTOMER | DATE | DUE DATE | BALANCE | TOTAL | EMAIL STATUS | STATUS | ACTION |
|------------|-------------------------|------------|------------|---------|---------|--------------|--------|-----------------|
| 64607 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$16.00 | \$16.00 | processed | Unpaid | Receive Payment |
| 64606 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$22.00 | \$22.00 | Not Sent | Unpaid | Receive Payment |
| 64604 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$15.00 | \$15.00 | Not Sent | Unpaid | Receive Payment |
| 89488 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$70.00 | \$70.00 | processed | Unpaid | Receive Payment |
| 18842 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$45.00 | \$45.00 | processed | Unpaid | Receive Payment |
| 113151 | Cooper and Benton LLC | 10/20/2023 | 11/19/2023 | \$15.00 | \$15.00 | processed | Unpaid | Receive Payment |
| 113147 | Sam Anderson | 10/20/2023 | 11/19/2023 | \$7.00 | \$14.00 | Not Sent | Unpaid | Receive Payment |

4. An alert dialog pops up as shown in the figure below; click on **Yes**.



The screenshot shows the same 'Invoices' page, but with an alert dialog box titled 'Email Batch Invoices' in the center. The dialog asks 'Are you sure you want to email 7 invoices?' and has 'No' and 'Yes' buttons. The background is dimmed.

- The confirmation message appears at the top right as shown in the figure below and all the selected invoices have emailed to respective customers successfully.



The screenshot shows the 'Invoices' screen with a confirmation message at the top right: 'Your request to email invoices in a bulk has submitted'. The screen displays a table of invoices with columns: INVOICE NO, CUSTOMER, DATE, DUE DATE, BALANCE, TOTAL, EMAIL STATUS, STATUS, and ACTION. The table lists several invoices, including those for Sam Anderson and Mr Brian Smith Customer. A 'Batch actions' dropdown is visible on the left, and a 'Search Invoices' search bar is on the right.

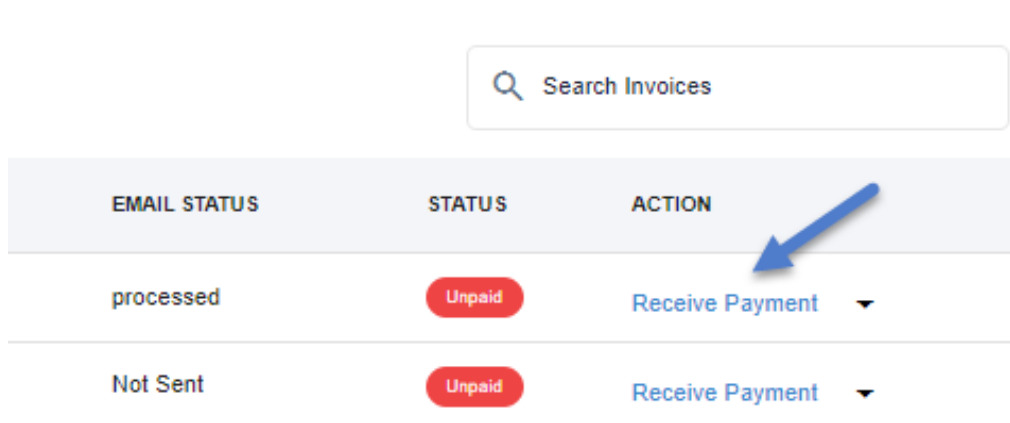
| INVOICE NO | CUSTOMER | DATE | DUE DATE | BALANCE | TOTAL | EMAIL STATUS | STATUS | ACTION |
|------------|-------------------------|------------|------------|---------|---------|--------------|--------|-----------------|
| 64607 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$16.00 | \$16.00 | processed | Unpaid | Receive Payment |
| 64606 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$22.00 | \$22.00 | Not Sent | Unpaid | Receive Payment |
| 64604 | Sam Anderson | 10/23/2023 | 11/22/2023 | \$15.00 | \$15.00 | Not Sent | Unpaid | Receive Payment |
| 89488 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$70.00 | \$70.00 | processed | Unpaid | Receive Payment |
| 18842 | Mr Brian Smith Customer | 10/23/2023 | 11/22/2023 | \$45.00 | \$45.00 | processed | Unpaid | Receive Payment |
| 113151 | Cooper and Benton LLC | 10/20/2023 | 11/19/2023 | \$15.00 | \$15.00 | processed | Unpaid | Receive Payment |
| 113147 | Sam Anderson | 10/20/2023 | 11/19/2023 | \$7.00 | \$14.00 | Not Sent | Unpaid | Receive Payment |

3.1.2 Receive Payment

The following steps outlines how to receive payment.

3.1.2.1 Credit Card

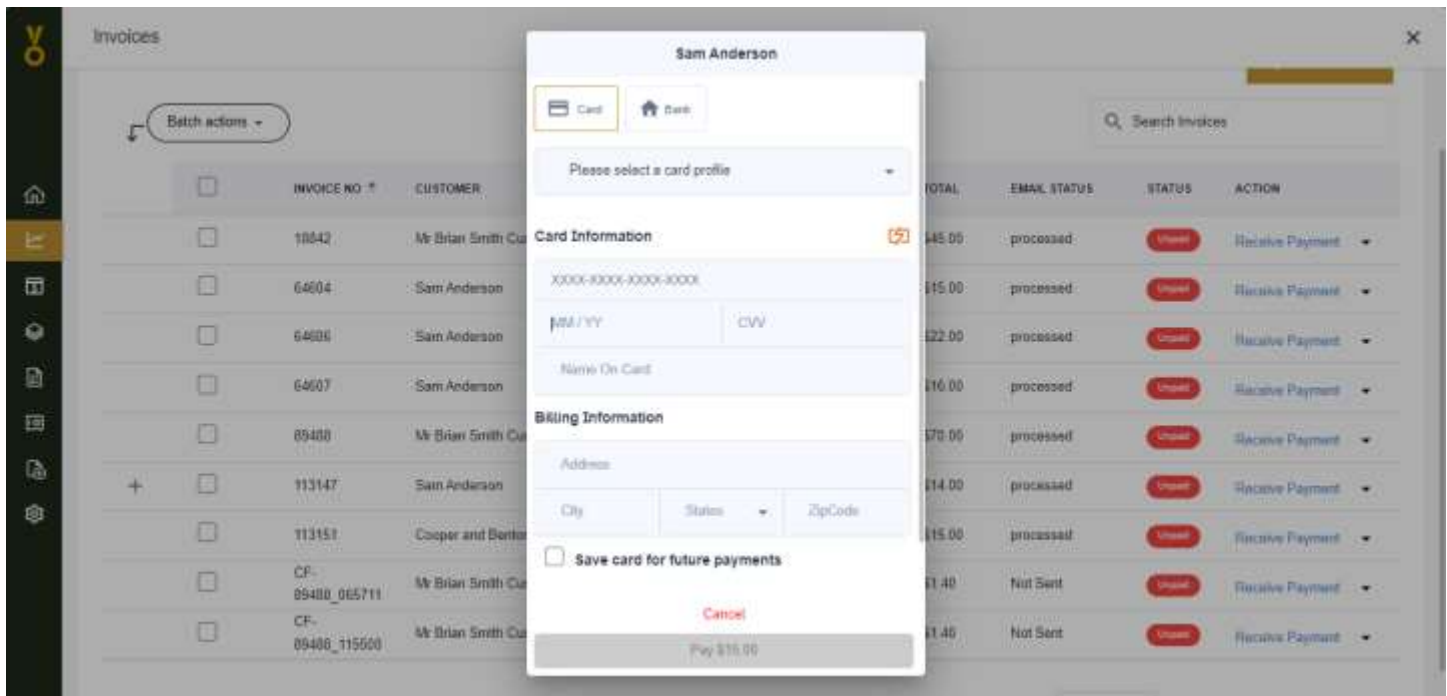
- You are on the **Open Invoices** screen.
- Under the **Action** column, click on **Receive Payment** for an invoice you wish to receive payment as shown in the figure below.



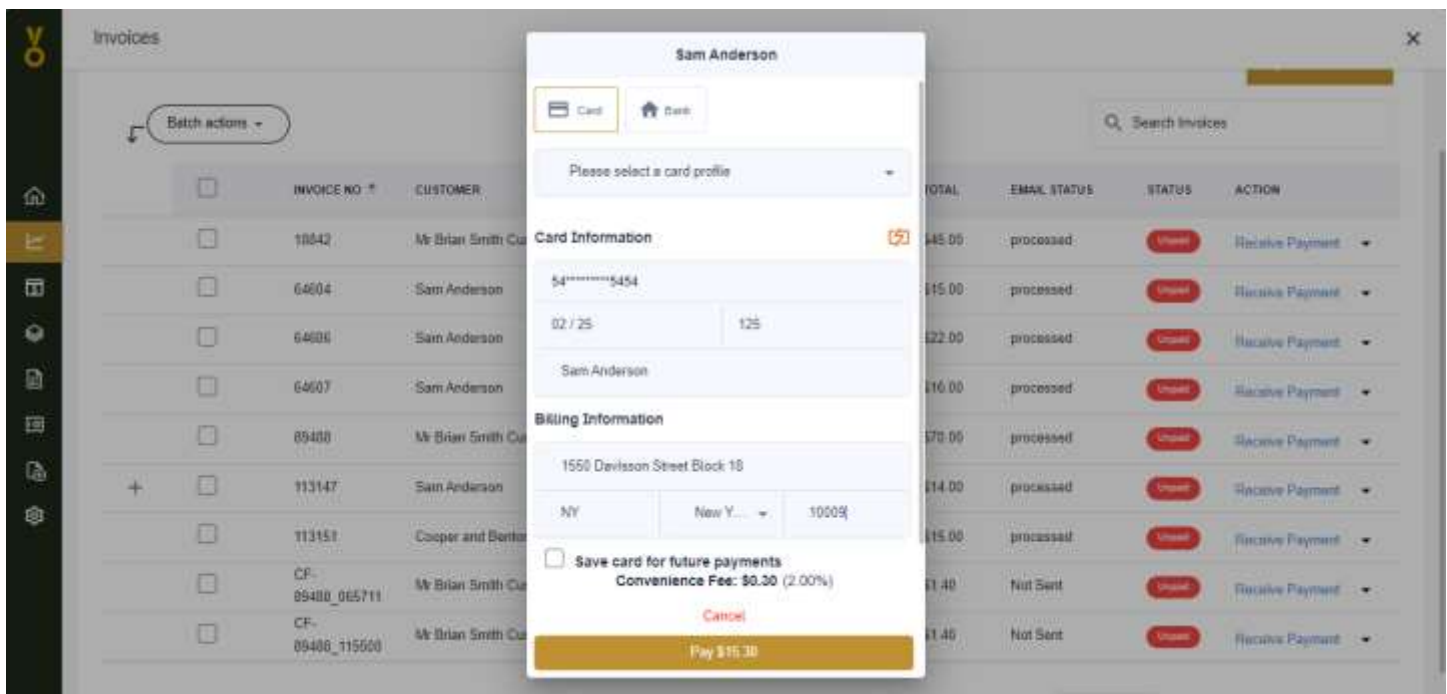
This close-up shows the 'ACTION' column of the invoice table. A blue arrow points to the 'Receive Payment' button, which is a blue text link with a dropdown arrow. The table also shows the 'EMAIL STATUS' and 'STATUS' columns for two rows: 'processed' and 'Not Sent', both with a red 'Unpaid' status.

| EMAIL STATUS | STATUS | ACTION |
|--------------|--------|-----------------|
| processed | Unpaid | Receive Payment |
| Not Sent | Unpaid | Receive Payment |

- It opens the **Payment** dialog as shown in the figure below.
The **Card** tab is selected by-default.

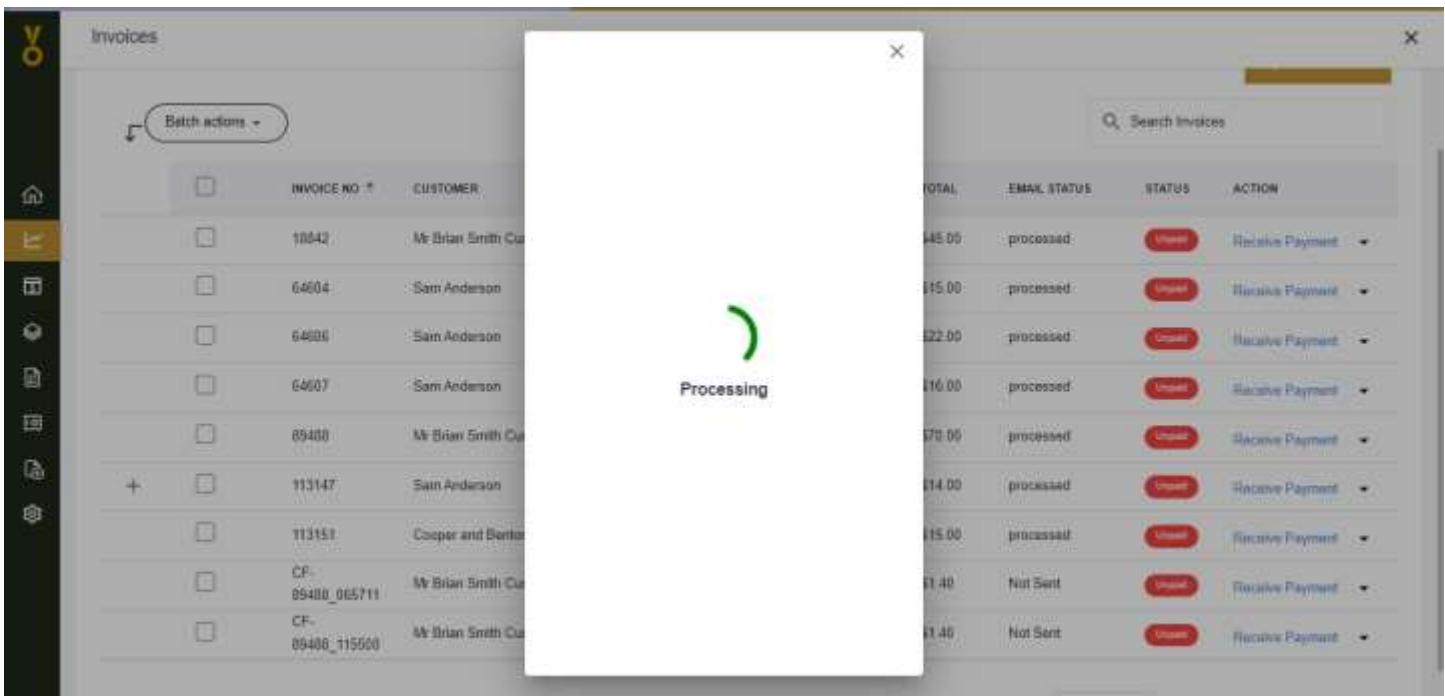


- Enter the card information and billing information as shown in the figure below.



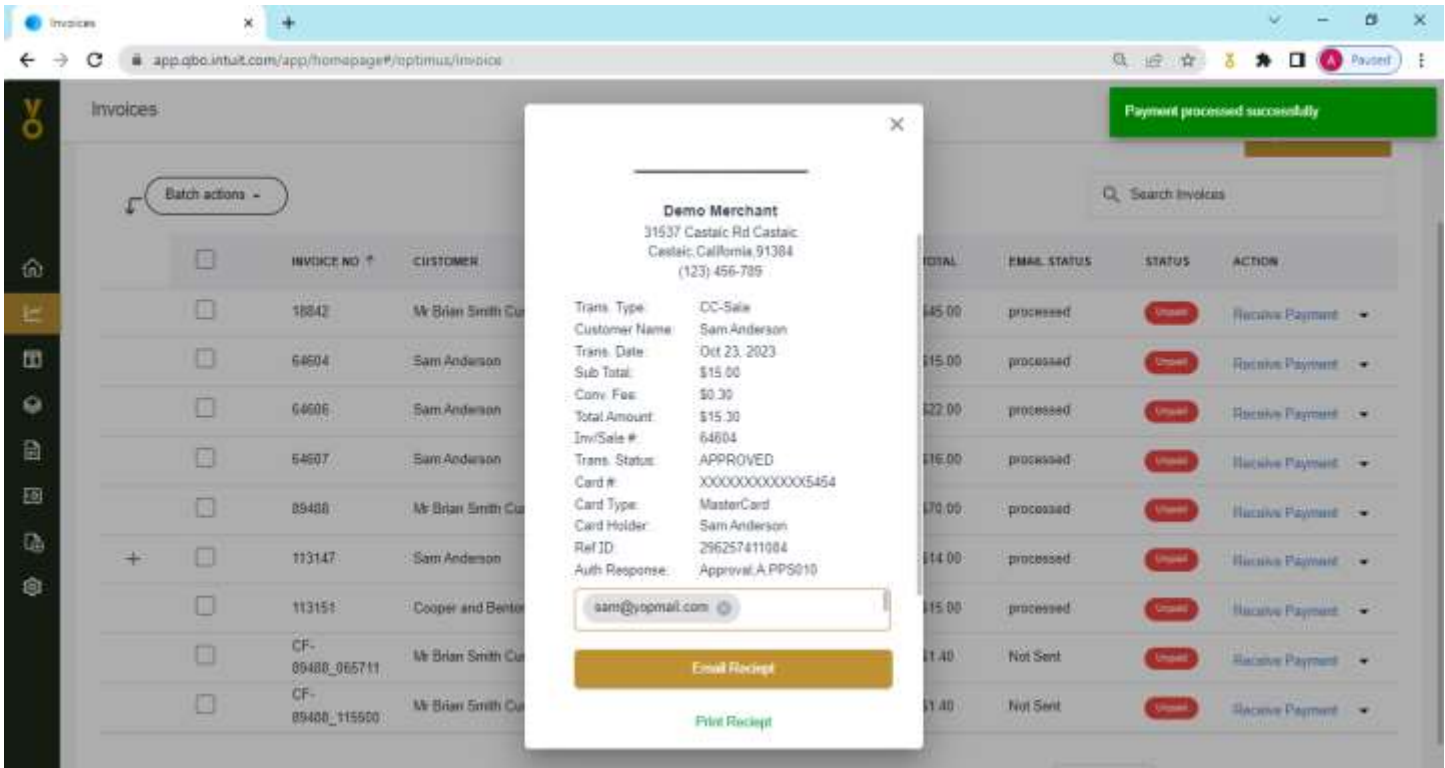
- Click on **Pay** button.

6. The transaction starts processing as shown in the figure below.

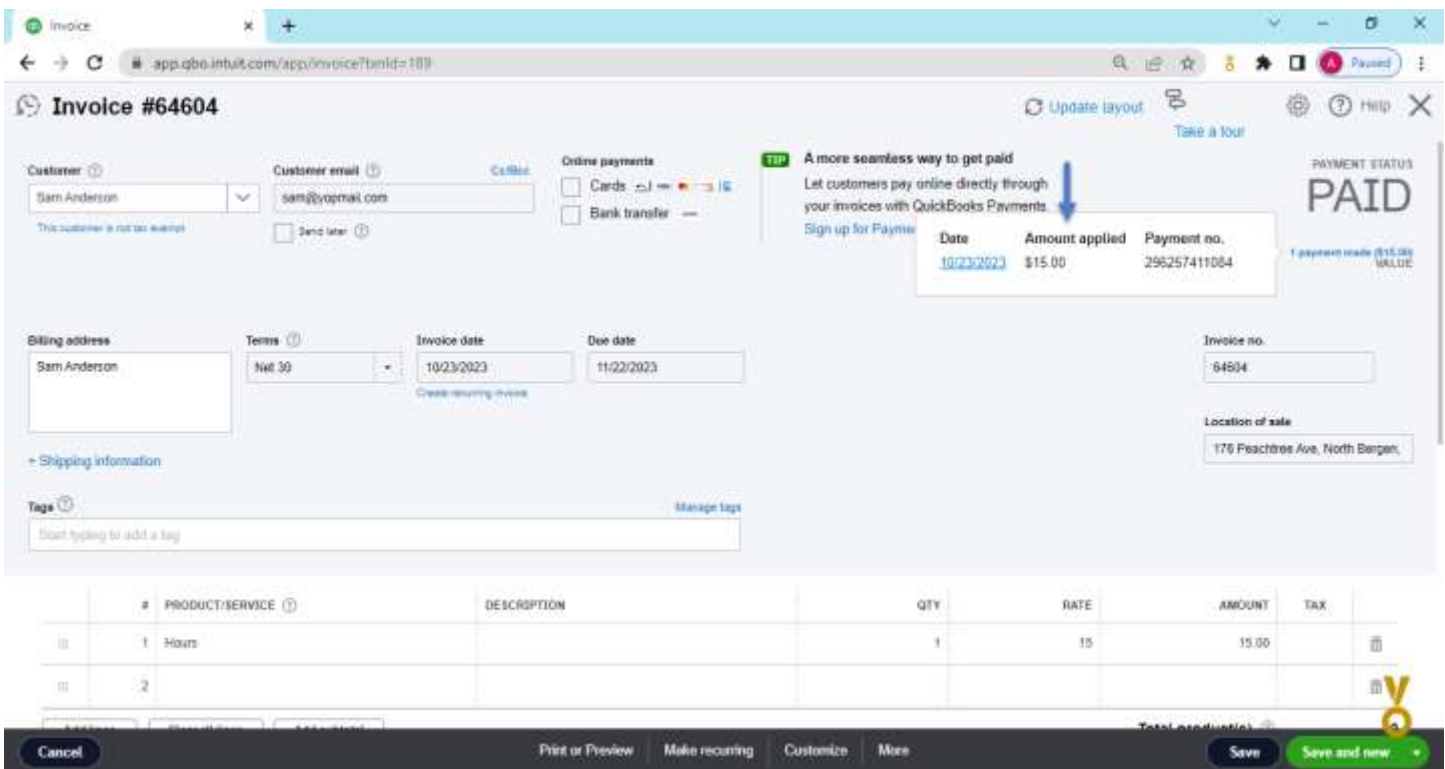


7. Once the transaction is successfully processed, the transaction receipt appears as shown in the figure below.

You can also email and print the transaction receipt using the options available in transaction receipt dialog as shown in the figure below.

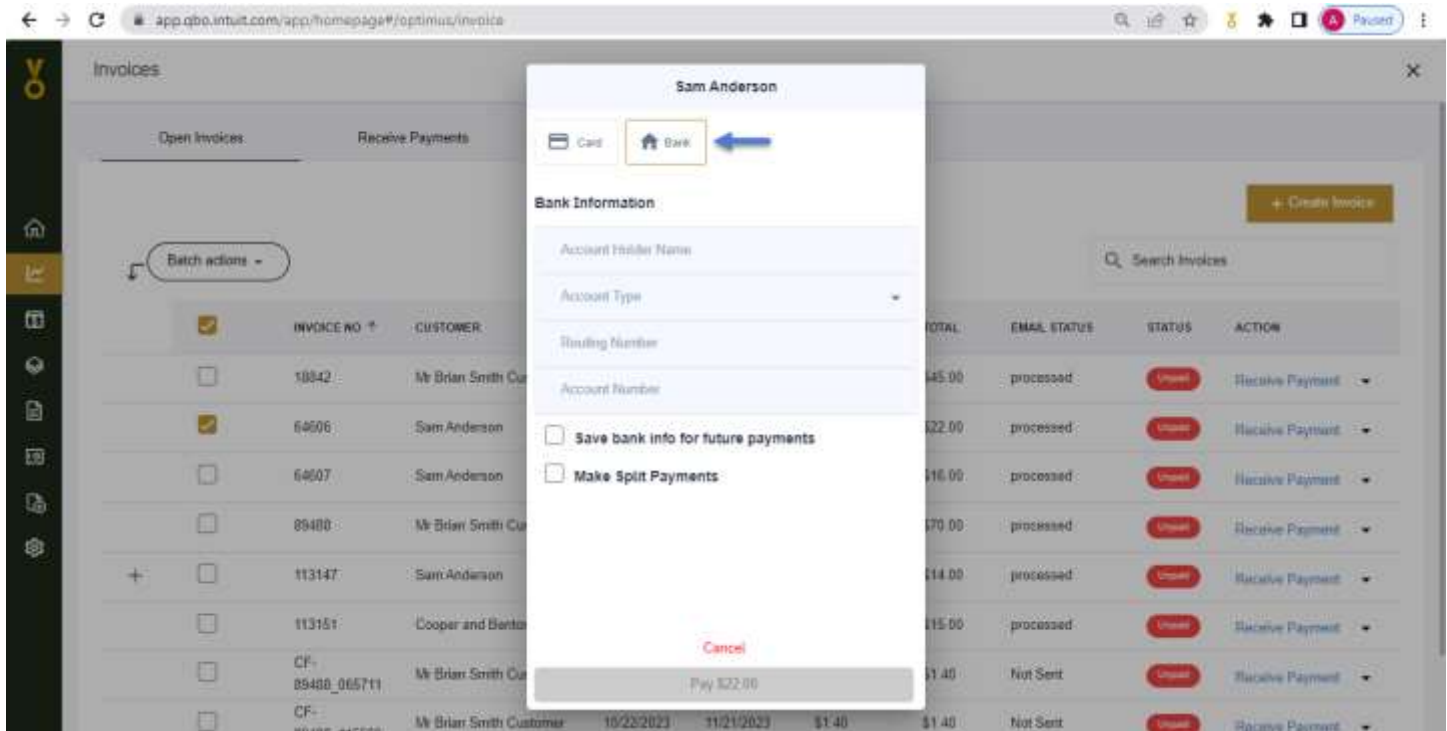


8. The payment applies to an invoice and an invoice is marked as PAID in QuickBooks Online.

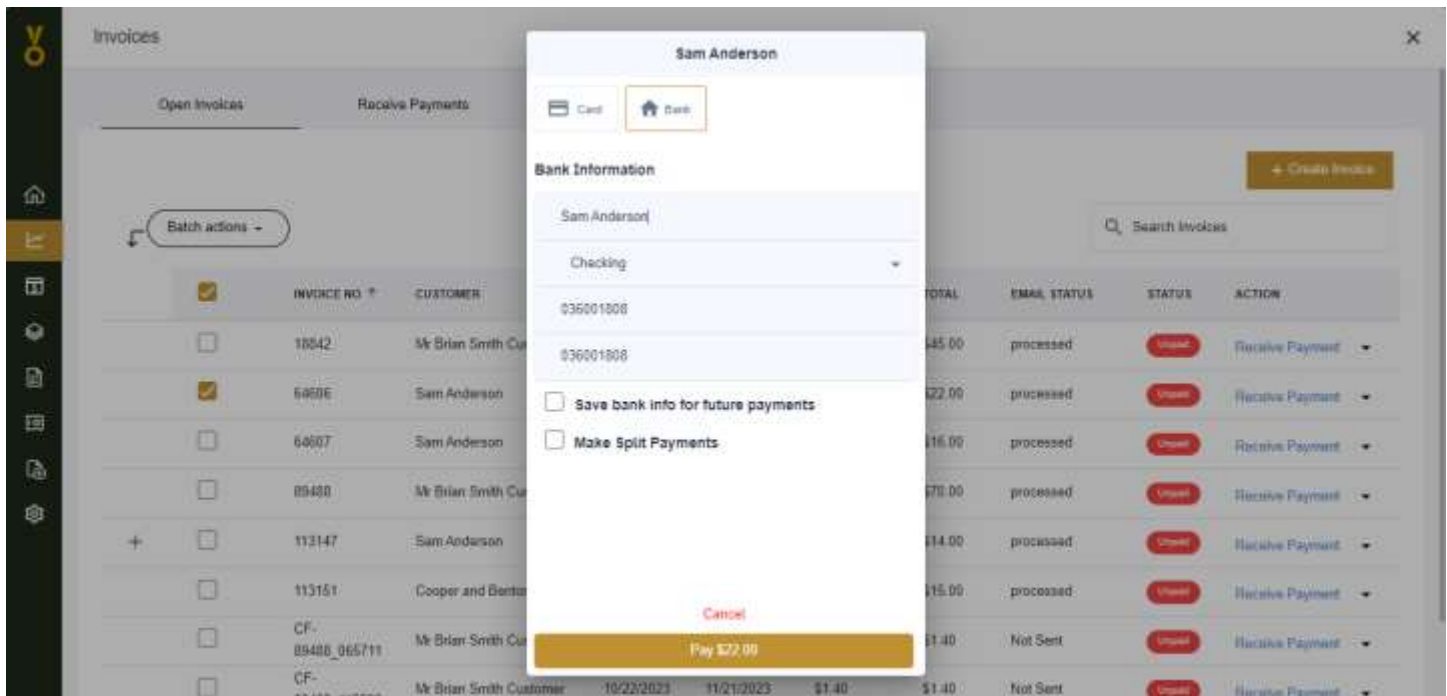


3.1.2.2 Bank (ACH)

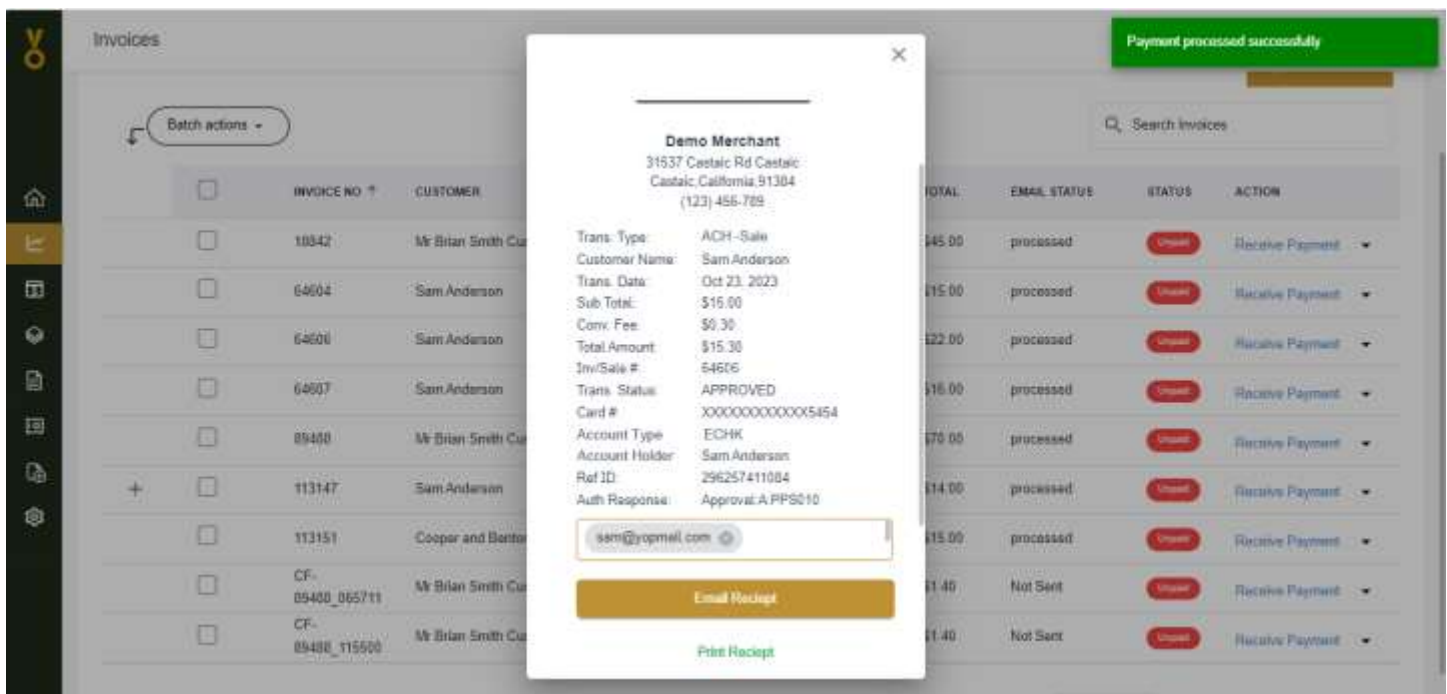
1. You are on the **Open Invoices** listing.
2. Under the **Action** column, click on **Receive Payment**.
3. It opens the **Payment** dialog.
4. Switch to **Bank** tab as shown in the figure below.



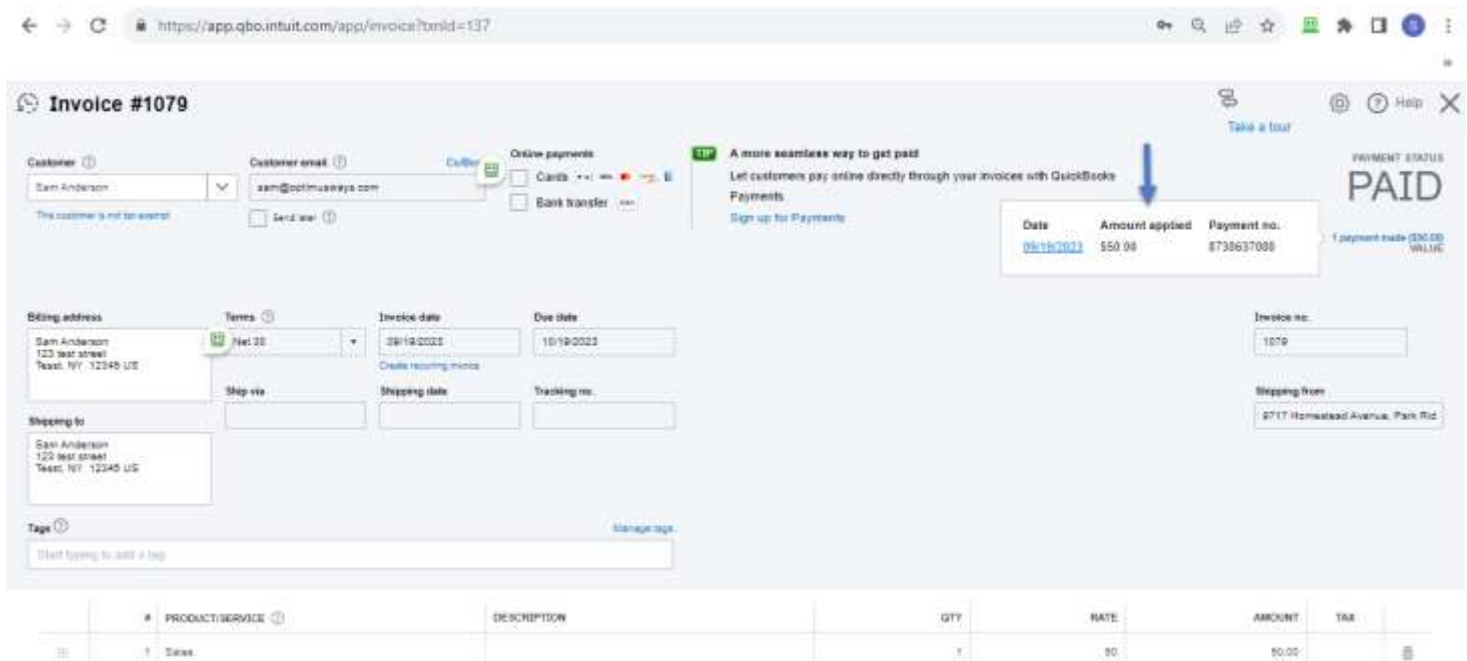
5. Enter the bank (ACH) information as shown in the figure below.



6. Click on **Pay** button.
7. The transaction starts processing.
8. Once the transaction is successfully processed, the transaction receipt appears as shown in the figure below.



9. The payment applies to an invoice and an invoice is marked as PAID in QuickBooks Online.



Invoice #1079

Customer: Sam Anderson
Customer email: sam@optimusways.com
Online payments: ☐ Cards ☐ Bank transfer

TIP A more seamless way to get paid
Let customers pay online directly through your invoices with QuickBooks Payments
[Sign up for Payments](#)

PAID
1 payment made (\$50.00) VALUE

| Date | Amount applied | Payment no. |
|------------|----------------|-------------|
| 09/19/2022 | \$50.00 | 8738637008 |

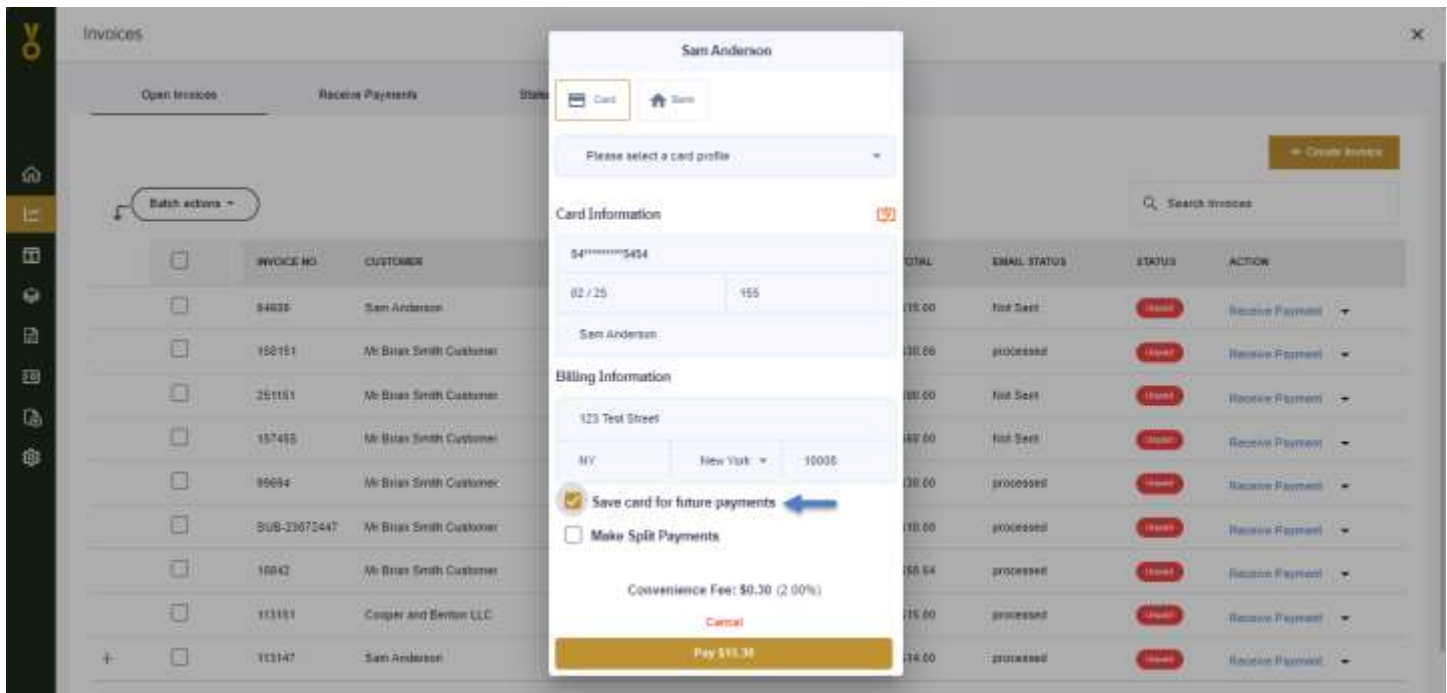
Billing address: Sam Anderson, 123 test street, Test, NY, 12345 US
Terms: Net 30
Invoice date: 09/19/2022
Due date: 10/19/2022
Shipping to: Sam Anderson, 123 test street, Test, NY, 12345 US
Shipping from: 2717 Homestead Avenue, Park Rd

| # | PRODUCT/SERVICE | DESCRIPTION | QTY | RATE | AMOUNT | TAX |
|---|-----------------|-------------|-----|------|--------|-----|
| 1 | Sales | | 1 | \$0 | \$0.00 | |

3.1.2.3 Save Card

The following steps outlines how to save the card for future payments.

1. You are on the **Open Invoices** screen.
2. Under the **Action** column, click on **Receive Payment**.
3. It opens the Payment dialog.
4. Enter the card information and billing information.
5. Select the **"Save card for future payments"** checkbox as shown in the figure below.

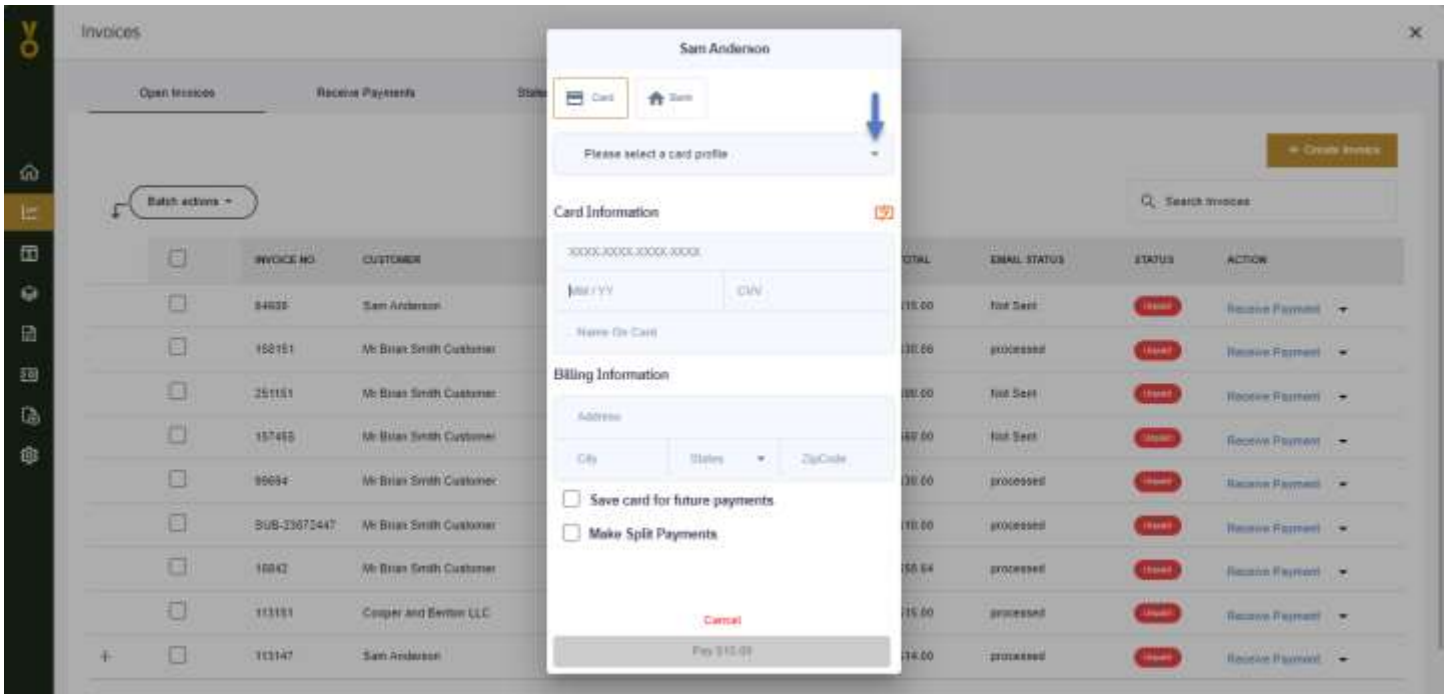


6. Click on **Pay** button.
7. After the successful transaction, the card information stores in customer vault against a customer you have received the payment for and it can be used in future transactions.

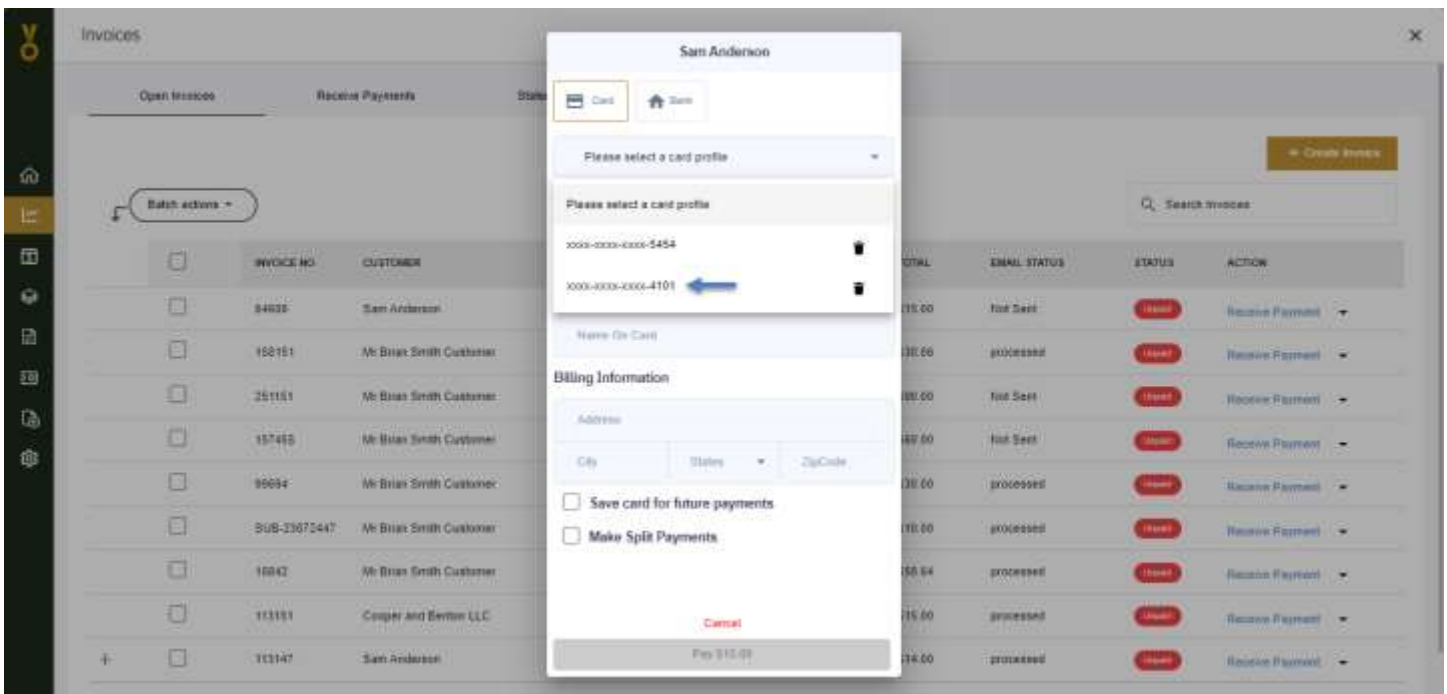
3.1.2.4 Credit Card on file

The following steps outlines how to use the stored card (profile) to process a payment.

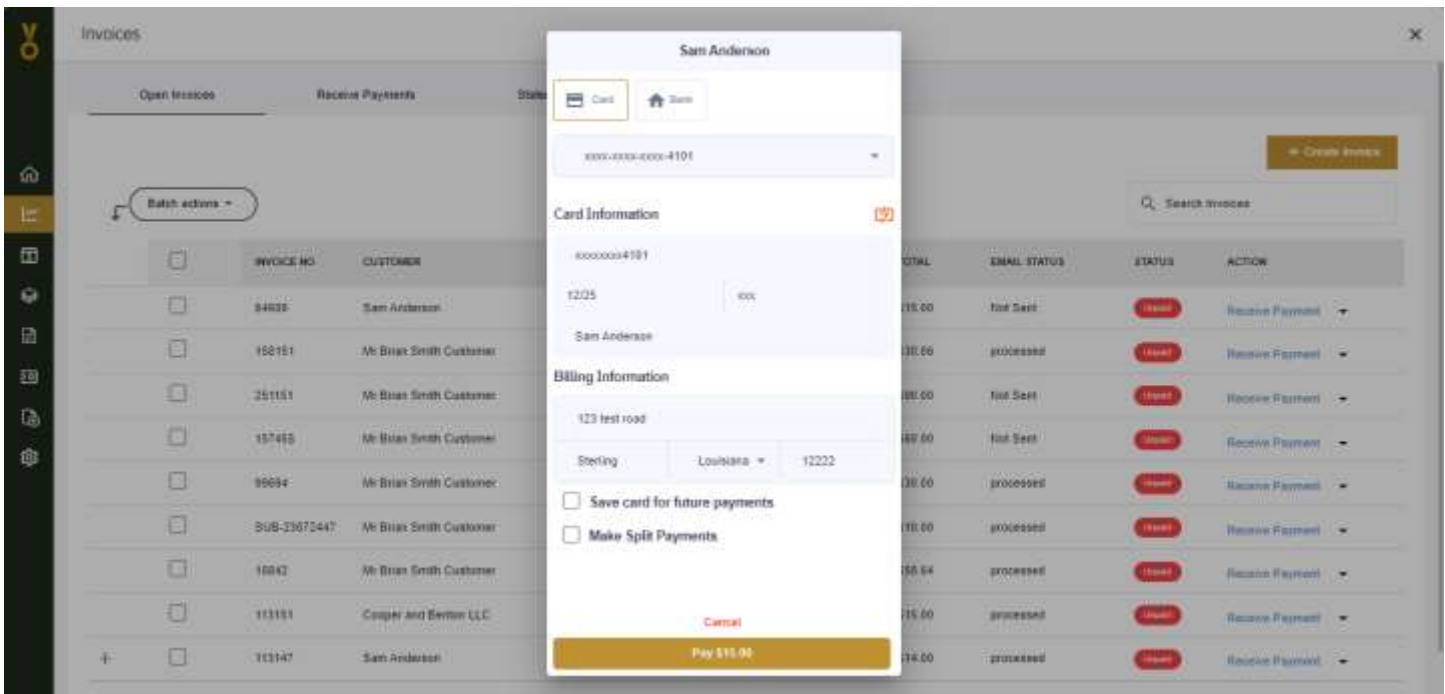
1. You are on the **Open Invoices** screen.
2. Under the **Action** column, click on **Receive Payment** of an invoice you wish to receive payment for.
3. It opens the Payment dialog.
4. Click on arrow icon as shown in the figure below.



5. Select the card profile from the top dropdown as shown in the figure below.



6. It fetches the card information in the fields as shown in the figure below.



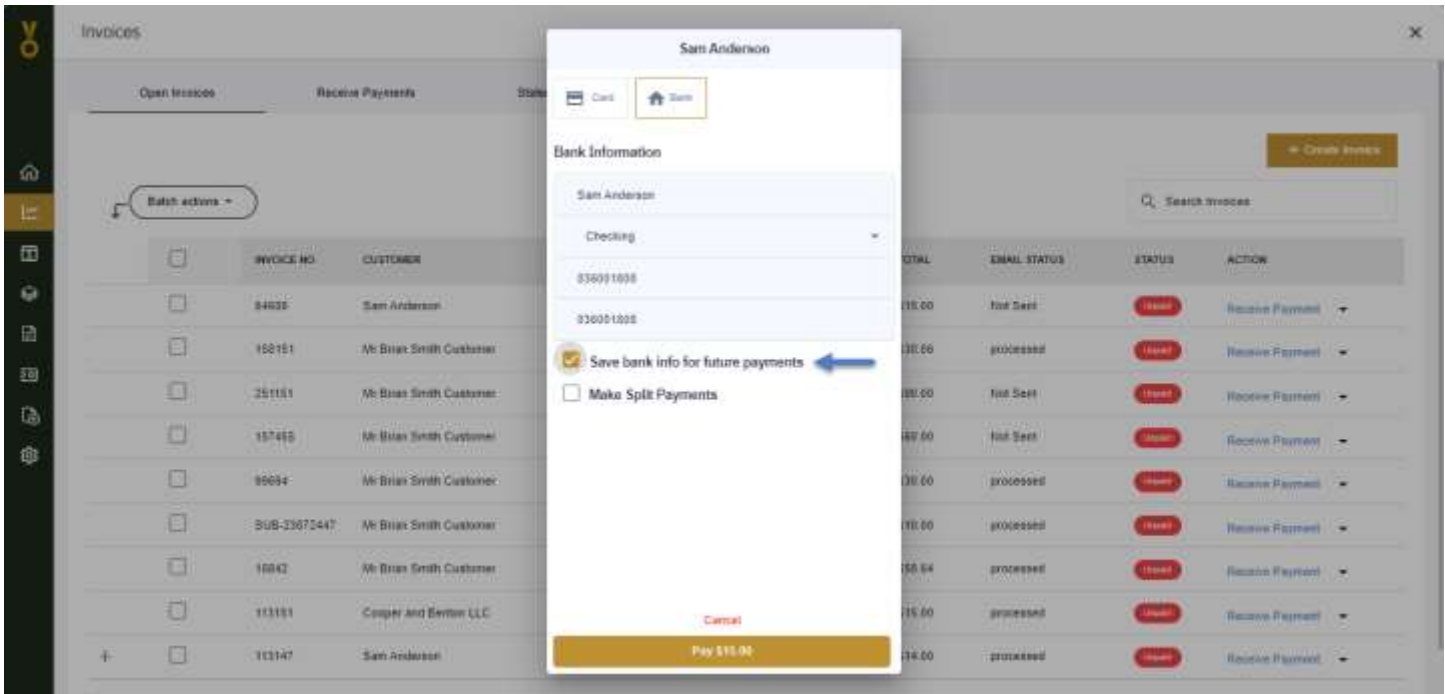
7. Click on **Pay** button.

8. The transaction processes successfully with the card on file.

3.1.2.5 Save Bank (ACH)

The following steps outlines how to save the bank (ACH) for future payments.

1. You are on the **Open Invoices** screen.
2. Under the **Action** column, click on **Receive Payment**.
3. It opens the Payment dialog.
4. Switch to the **Bank** tab.
5. Enter the bank information.
6. Select the **“Save Bank for future payments”** checkbox as shown in the figure below.



7. Click on **Pay** button.
8. After the successful transaction, the bank information stores in customer vault against a customer you have received the payment for and it can be used in future transactions.

3.1.2.6 Bank on file

The following steps outlines how to use the stored bank information (profile) to process a payment.

1. You are on the **Open Invoices** screen.
2. Under the **Action** column, click on **Receive Payment** of an invoice you wish to receive payment for.
3. It opens the Payment dialog.
4. Switch to the **Bank** tab.
5. Select the bank profile from the top dropdown as shown in the figure below.

Receive Payments

State

| CUSTOMER | DATE | EMAIL STATUS |
|--------------|------------|--------------|
| Sam Anderson | 09/26/2023 | Not Sent |
| Sam Anderson | 09/26/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |

Sam Anderson

Card

Bank

Please select a card profile

Please select a card profile

XXXX-XXXX-XXXX-1808

Account Number

Account Holder Name

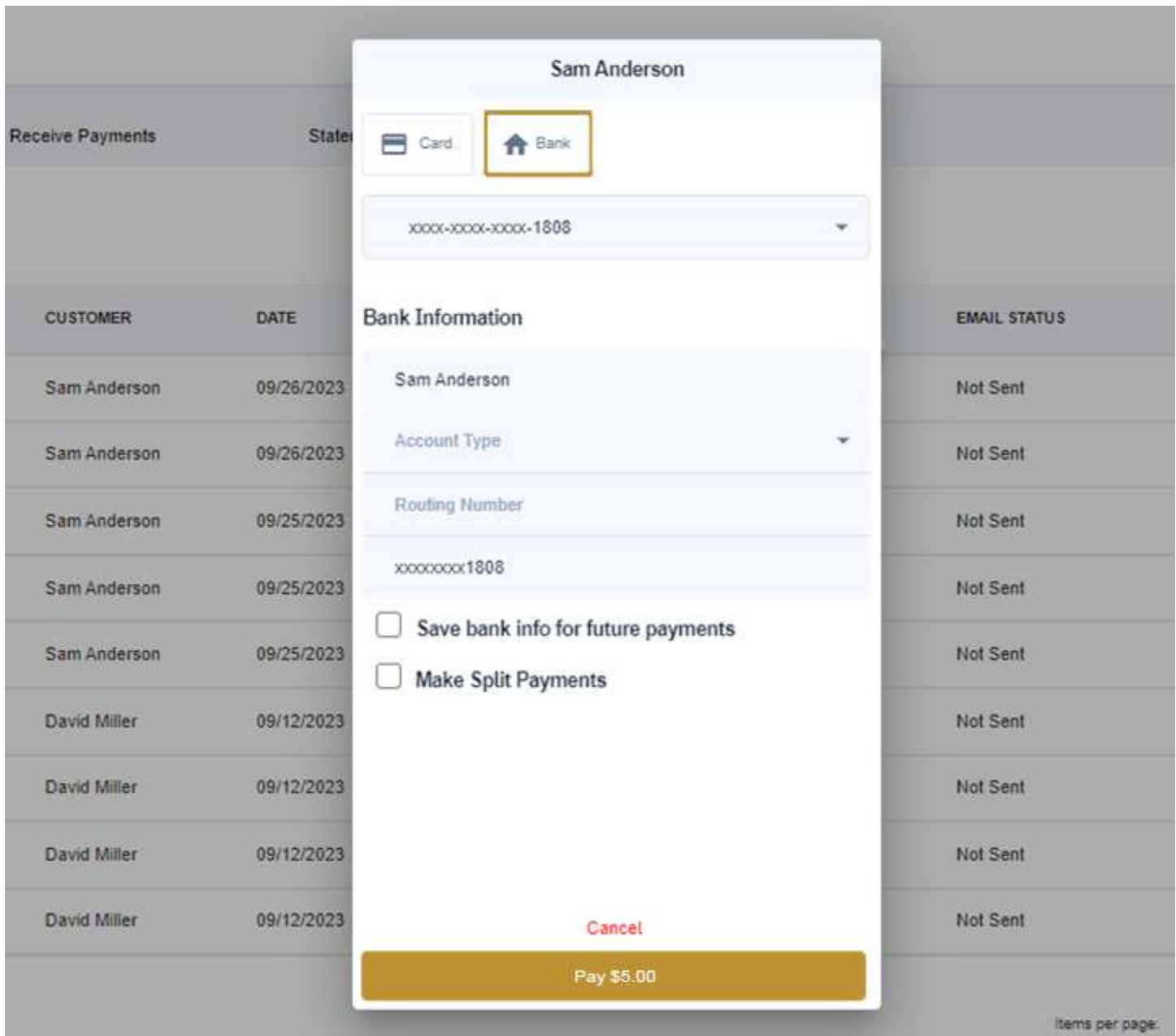
Routing Number

☐ Save bank info for future payments
 ☐ Make Split Payments

Cancel

Pay \$5.00

6. It fetches the bank information in the fields as shown in the figure below.



Sam Anderson

Receive Payments State

Card Bank

xxxx-xxxx-xxxx-1808

Bank Information

Sam Anderson

Account Type

Routing Number

xxxxxxxx1808

☐ Save bank info for future payments

☐ Make Split Payments

Cancel

Pay \$5.00

| CUSTOMER | DATE | EMAIL STATUS |
|--------------|------------|--------------|
| Sam Anderson | 09/26/2023 | Not Sent |
| Sam Anderson | 09/26/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| Sam Anderson | 09/25/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |
| David Miller | 09/12/2023 | Not Sent |

Items per page:

7. Click on **Pay** button.
8. The transaction processes successfully with the bank information on file.

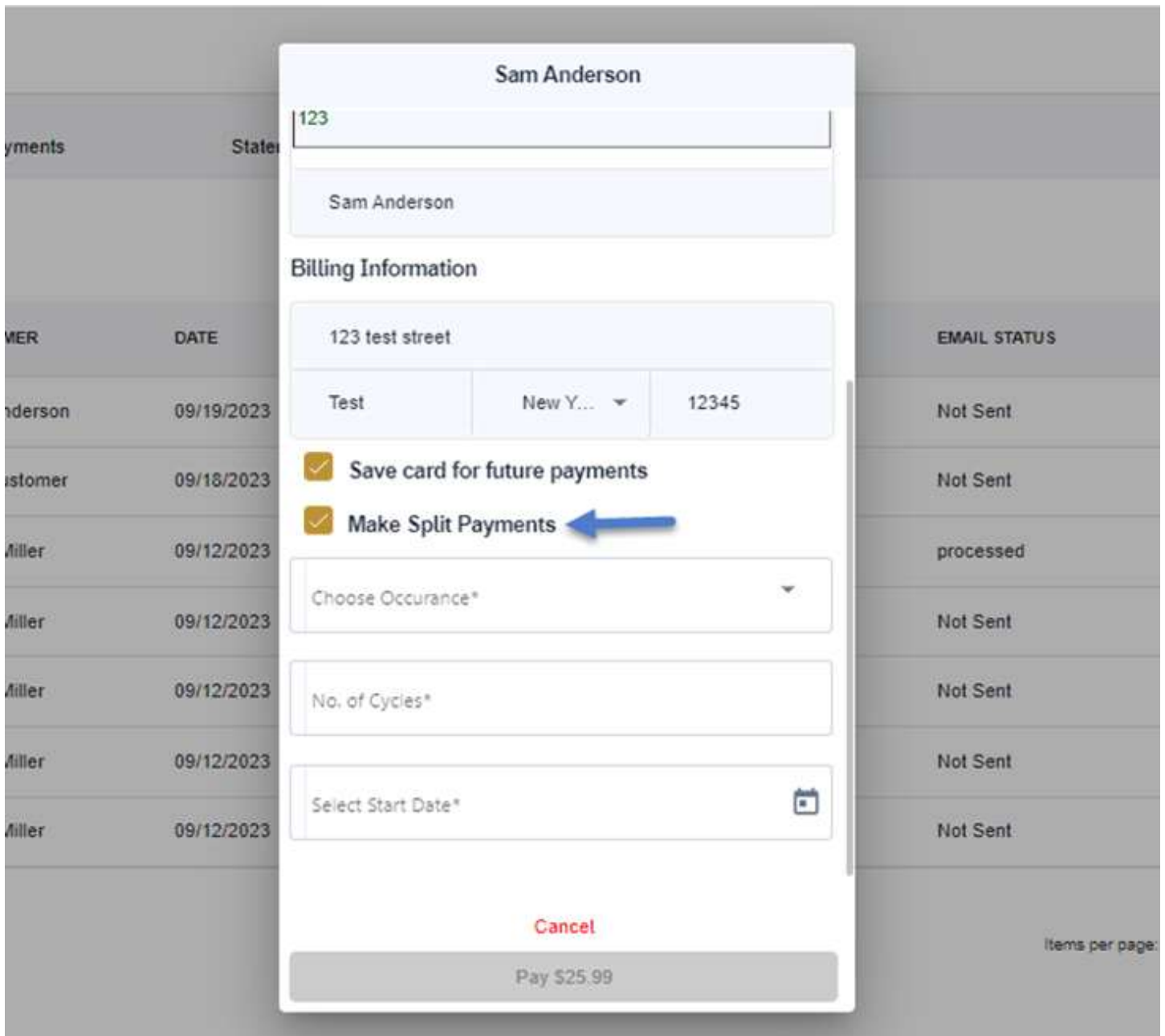
3.1.2.7 Make Split Payments

You can choose to split the whole payment into multiple number of small payments, which are automatically charged on a monthly or weekly basis.

The following steps outlines how to make invoice payments in split.

1. You are on the **Open Invoices** screen.
2. Under the **Action** column, click on **Receive Payment**.

3. It opens the Payment dialog.
4. Enter the card and billing information.
5. Select the “Make Split Payment” checkbox as shown in the figure below.



Sam Anderson

123

Sam Anderson

Billing Information

123 test street

Test New Y... 12345

☒ Save card for future payments

☒ **Make Split Payments**

Choose Occurance*

No. of Cycles*

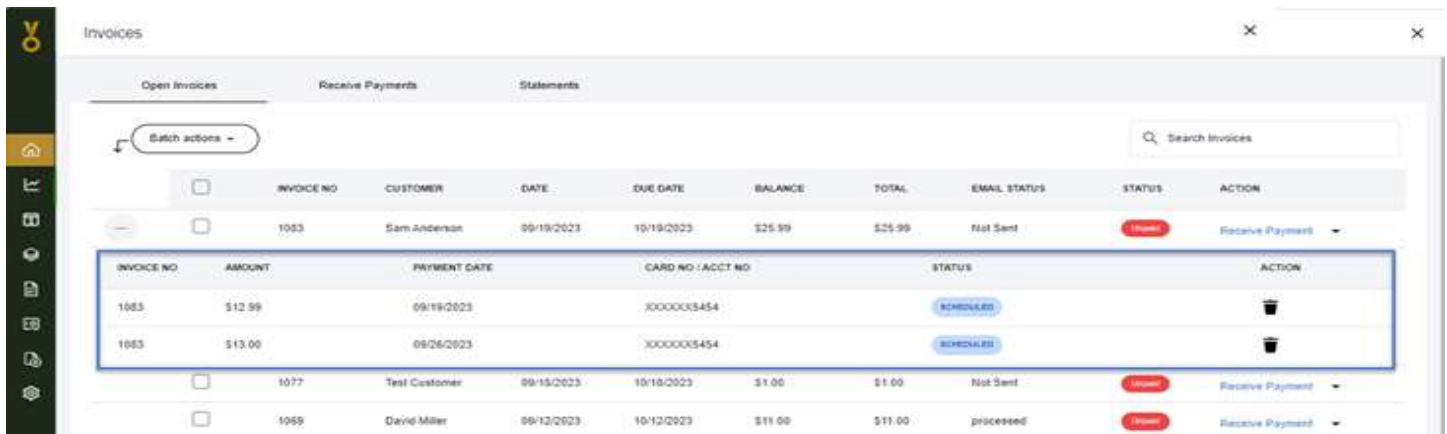
Select Start Date*

Cancel

Pay \$25.99

6. Select the **Frequency: Weekly** or **Monthly**
7. Enter **No. of Cycles.** (break invoice amount into how many splits)
8. Select the **Start Date.** (it is the date when first split payment will process)
9. The split amounts and their processing date auto fill in the fields as shown in the figure below.

- # ViaOptimus - User Guide



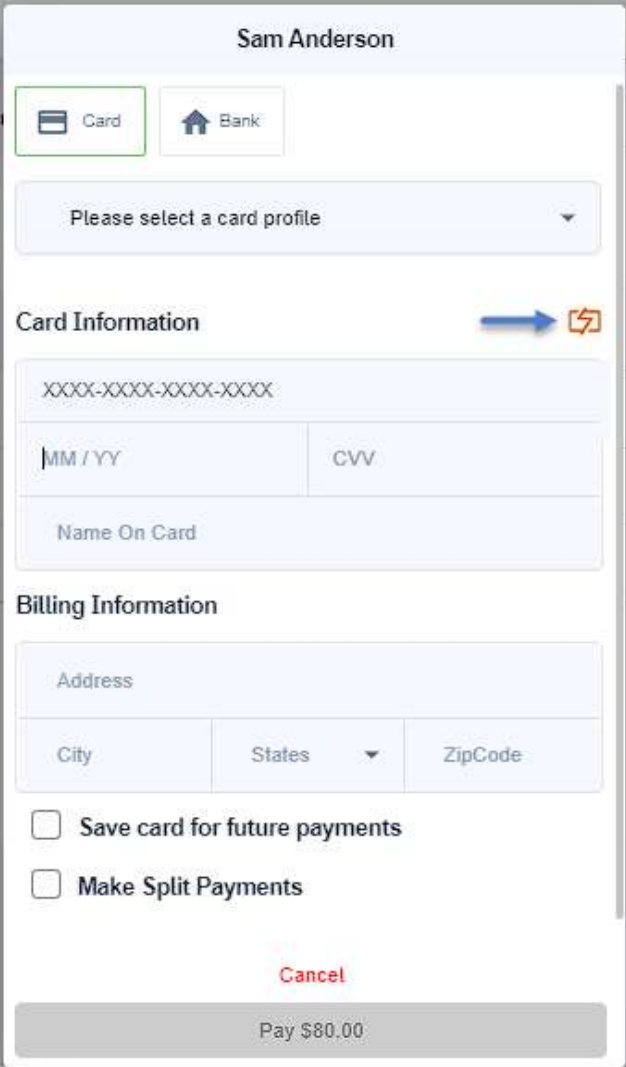
| INVOICE NO | CUSTOMER | DATE | DUE DATE | BALANCE | TOTAL | EMAIL STATUS | STATUS | ACTION |
|------------|---------------|------------|------------|---------|---------|--------------|-----------|-----------------|
| 1053 | Sam Anderson | 09/19/2023 | 10/19/2023 | \$25.99 | \$25.99 | Not Sent | Unpaid | Receive Payment |
| 1053 | | 09/19/2023 | | \$12.99 | | | SCHEDULED | |
| 1053 | | 09/26/2023 | | \$13.00 | | | SCHEDULED | |
| 1077 | Test Customer | 09/15/2023 | 10/15/2023 | \$1.00 | \$1.00 | Not Sent | Unpaid | Receive Payment |
| 1059 | David Miller | 09/12/2023 | 10/12/2023 | \$11.00 | \$11.00 | processed | Unpaid | Receive Payment |

3.1.2.8 Bolt P2PE

The Bolt P2PE system facilitates seamless communication with a wide range of software applications, allowing you to effortlessly initiate and finalize payments through methods like swiping, dipping, or manually entering card information.

The following steps outlines how to receive an invoice payment using Bolt terminal.

1. You are on the **Open Invoices** screen.
2. Under the **Action** column, click on **Receive Payment** for an invoice you wish to receive.
3. It opens the **Payment** dialog.
4. Click on **Bolt** icon as shown in the figure below.



Sam Anderson

Card Bank

Please select a card profile

Card Information

XXXX-XXXX-XXXX-XXXX

MM / YY CVV

Name On Card

Billing Information

Address

City States ZipCode

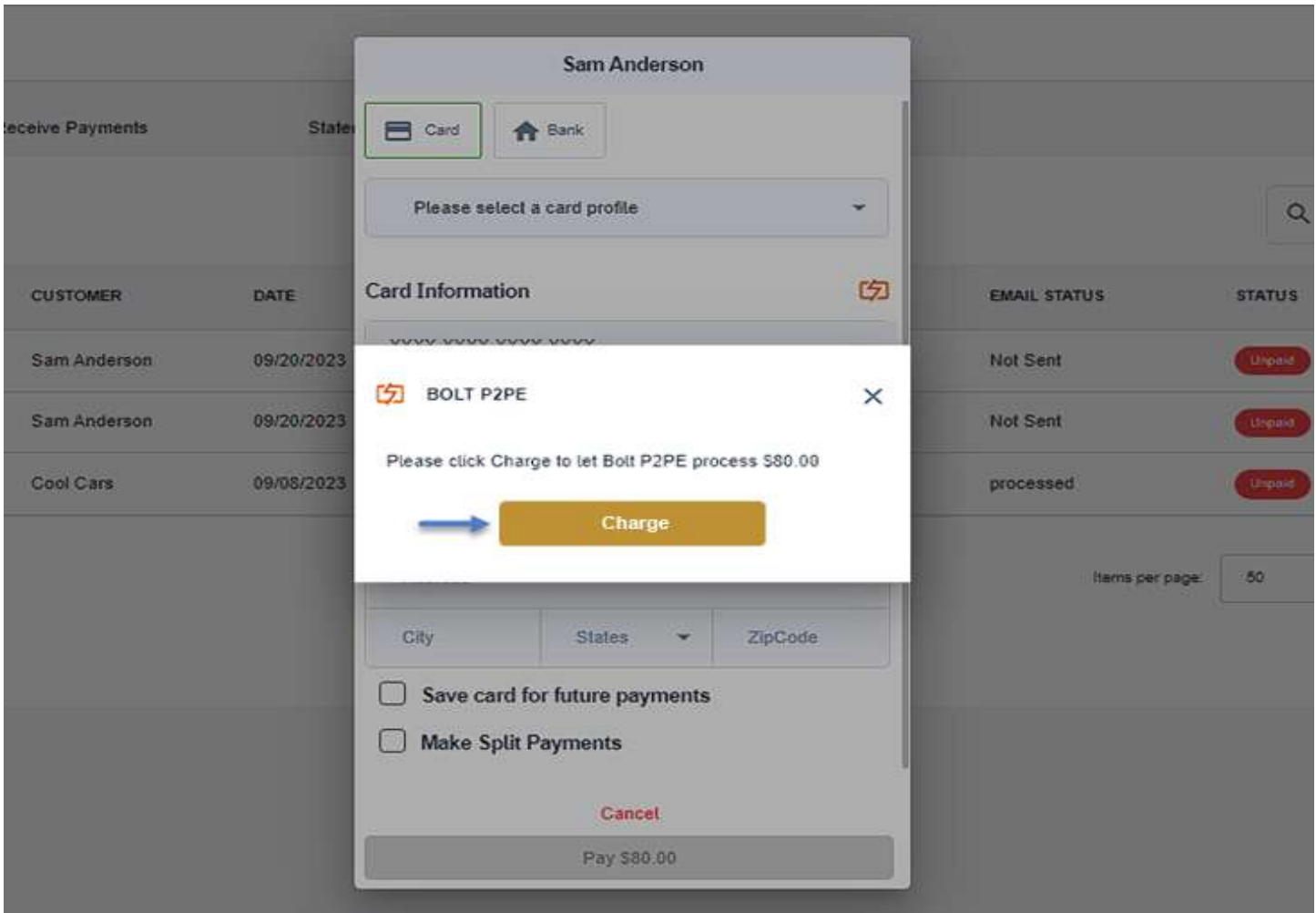
☐ Save card for future payments

☐ Make Split Payments

Cancel

Pay \$80.00

5. A dialog pops up as shown in the figure below. Click on **Charge** button.



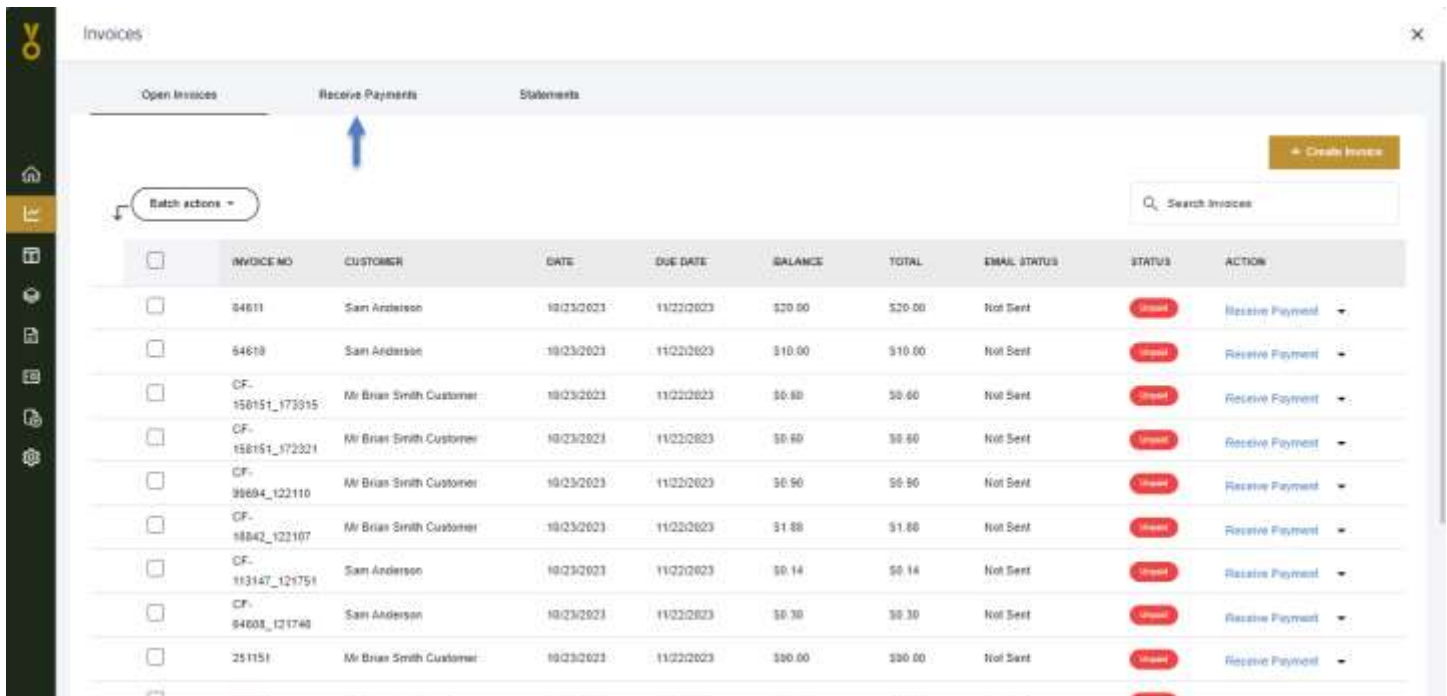
6. Complete the transaction on the terminal.

3.2 Receive Payments

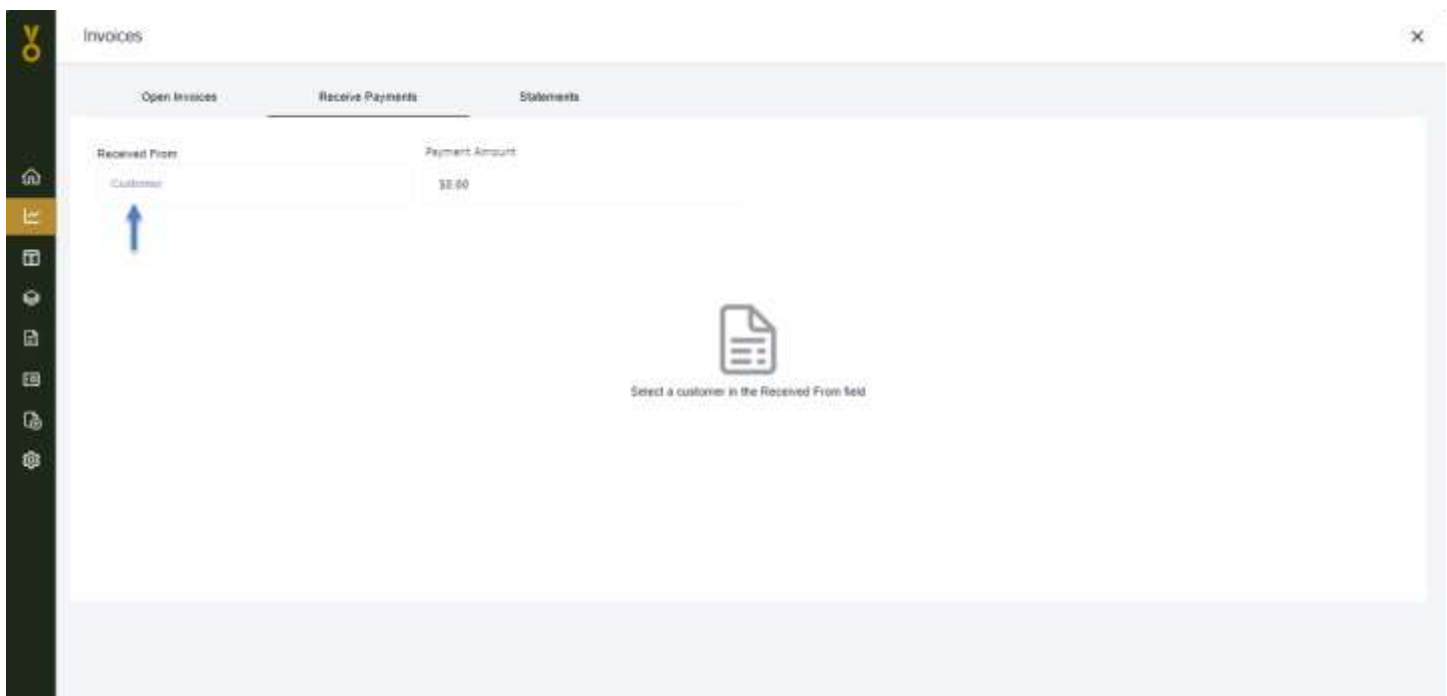
When customers have outstanding invoices that will soon be overdue, this feature allows users to access and view outstanding invoices associated with a selected customer, along with the cumulative balance of these invoices. This functionality facilitates the collection of payments, which can be received in partial or full amounts.

The following steps outlines how to receive payment from customers, all invoice(s) dues at once or partially.

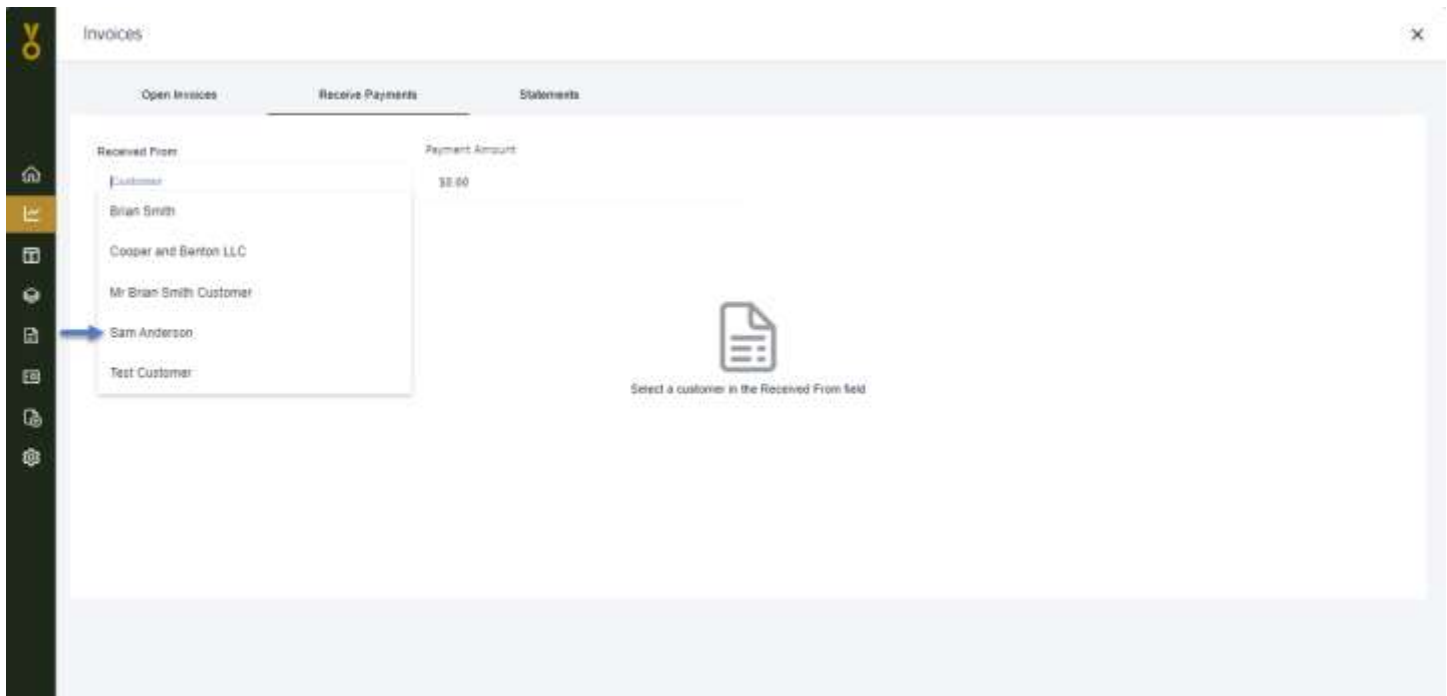
1. You are on the **Invoices** menu.
2. Click on **Receive Payments** tab as shown in the figure below.



- It opens the **Receive payments** screen as shown in the figure below.
- Click on **Received From** field to choose a customer as shown in figure below.



5. Select a Customer from the drop-down you wish to receive payment for as shown in figure in below.



Invoices

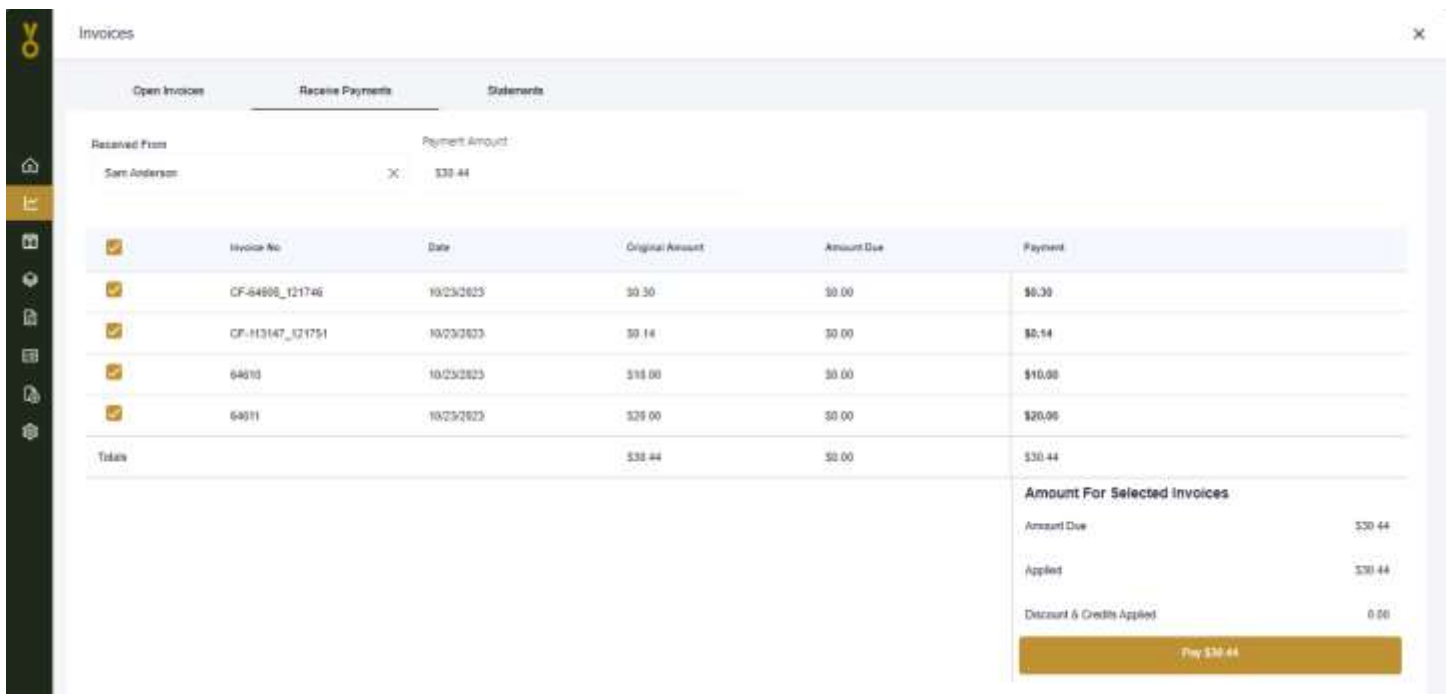
Open Invoices | **Receive Payments** | Statements

Received From: Customer
 Brian Smith
 Cooper and Benton LLC
 Mr Brian Smith Customer
Sam Anderson
 Test Customer

Payment Amount: \$0.00

Select a customer in the Received From field

6. The invoices related to the selected customer, along with their respective balances are listed as shown in the figure below.



Invoices

Open Invoices | **Receive Payments** | Statements

Received From: Sam Anderson | Payment Amount: \$30.44

| | Invoice No | Date | Original Amount | Amount Due | Payment |
|-------------------------------------|------------------|------------|-----------------|---------------|----------------|
| <input checked="" type="checkbox"/> | CF-64606_121746 | 10/23/2023 | \$0.30 | \$0.00 | \$0.30 |
| <input checked="" type="checkbox"/> | CF-113147_121751 | 10/23/2023 | \$0.14 | \$0.00 | \$0.14 |
| <input checked="" type="checkbox"/> | 64010 | 10/23/2023 | \$10.00 | \$0.00 | \$10.00 |
| <input checked="" type="checkbox"/> | 64011 | 10/23/2023 | \$20.00 | \$0.00 | \$20.00 |
| Totals | | | \$30.44 | \$0.00 | \$30.44 |

Amount For Selected Invoices

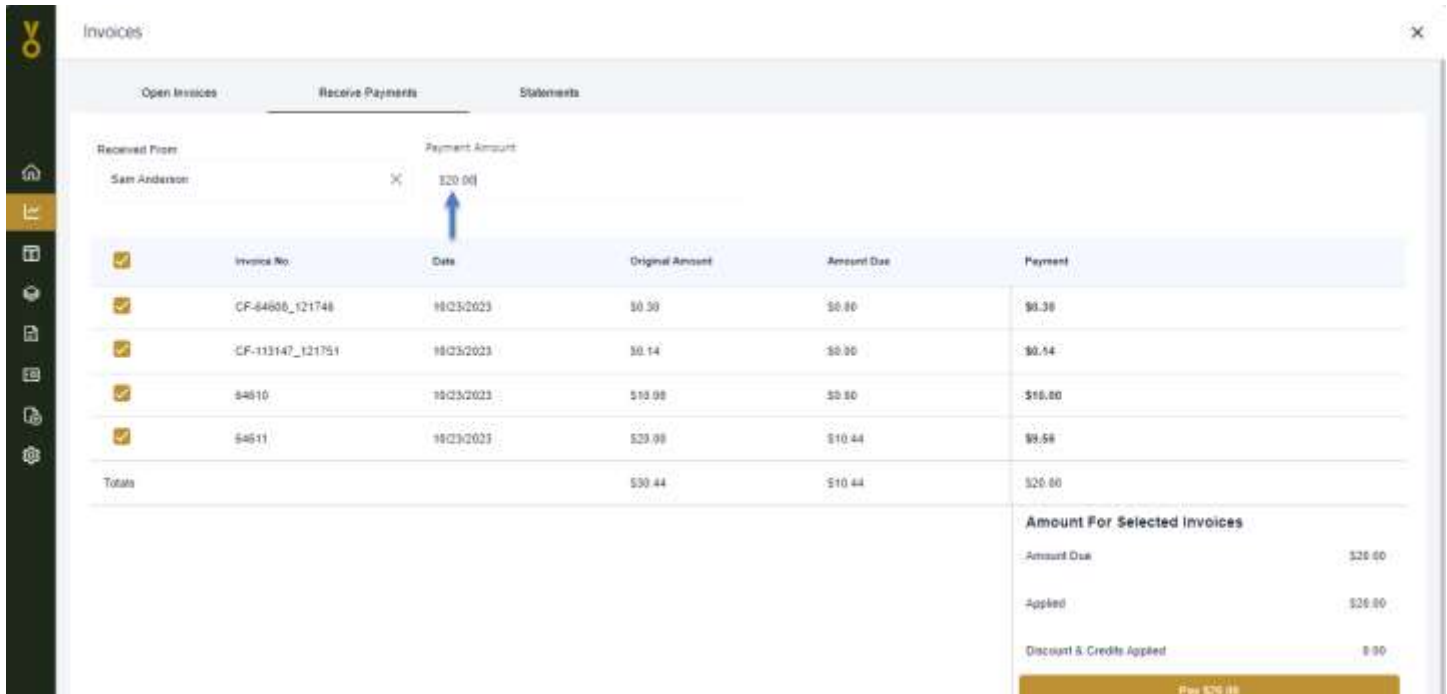
Amount Due: \$30.44

Applied: \$30.44

Discount & Credits Applied: 0.00

Pay \$30.44

- Enter the amount you wish to receive from the customer (fully or partially) in **Payment Amount** field as shown in the figure below.



Invoices

Open Invoices | **Receive Payments** | Statements

Received From: Sam Anderson

Payment Amount:

| Invoice No. | Date | Original Amount | Amount Due | Payment |
|------------------|------------|-----------------|----------------|----------------|
| CF-64606_121748 | 18/03/2023 | \$0.30 | \$0.30 | \$0.30 |
| CF-113147_121751 | 18/03/2023 | \$0.14 | \$0.30 | \$0.14 |
| 84610 | 18/03/2023 | \$19.98 | \$0.30 | \$19.68 |
| 84611 | 18/03/2023 | \$29.98 | \$10.44 | \$9.58 |
| Totals | | \$30.44 | \$10.44 | \$20.00 |

Amount For Selected Invoices

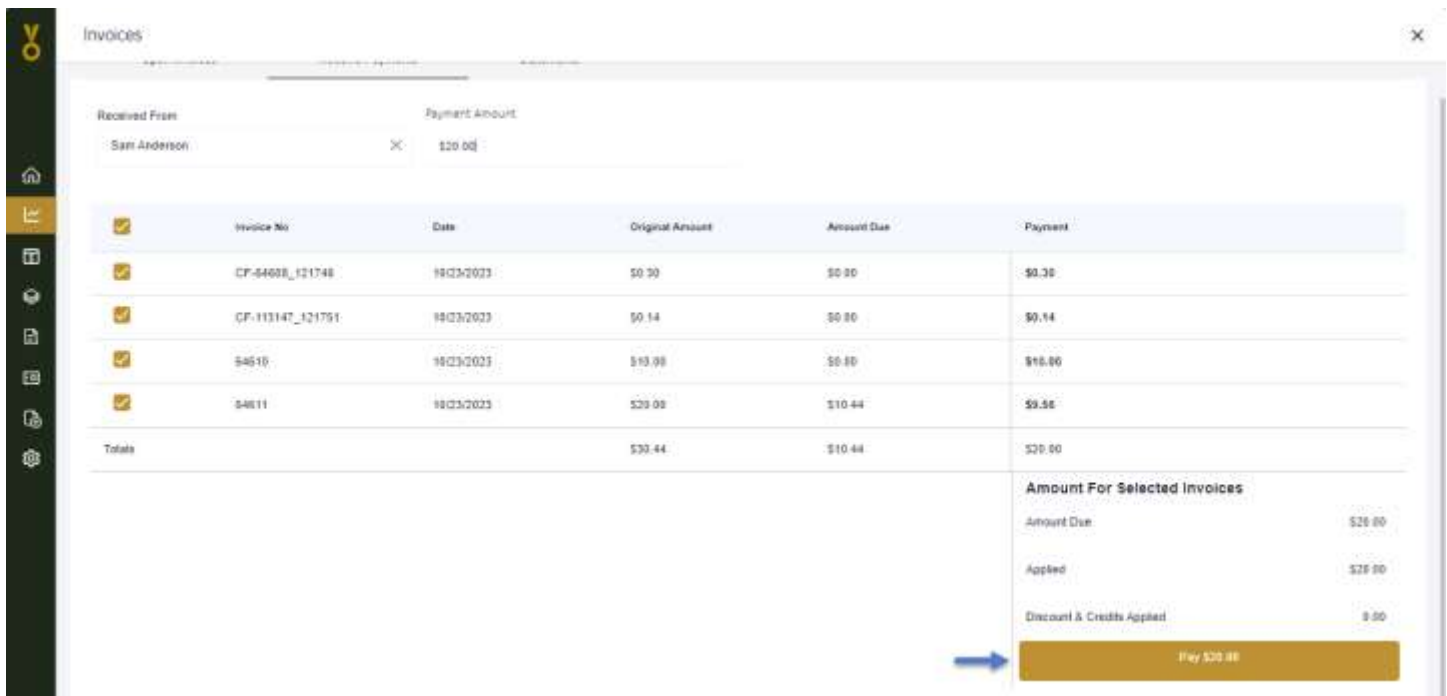
Amount Due: \$20.00

Applied: \$20.00

Discount & Credits Applied: \$0.00

Pay \$20.00

- Click on **Pay** Button to receive the amount you entered.
- In this guide, we have entered partial amount: \$20.00



Invoices

Open Invoices | **Receive Payments** | Statements

Received From: Sam Anderson

Payment Amount:

| Invoice No. | Date | Original Amount | Amount Due | Payment |
|------------------|------------|-----------------|----------------|----------------|
| CF-64606_121748 | 18/03/2023 | \$0.30 | \$0.30 | \$0.30 |
| CF-113147_121751 | 18/03/2023 | \$0.14 | \$0.30 | \$0.14 |
| 84610 | 18/03/2023 | \$19.98 | \$0.30 | \$19.68 |
| 84611 | 18/03/2023 | \$29.98 | \$10.44 | \$9.58 |
| Totals | | \$30.44 | \$10.44 | \$20.00 |

Amount For Selected Invoices

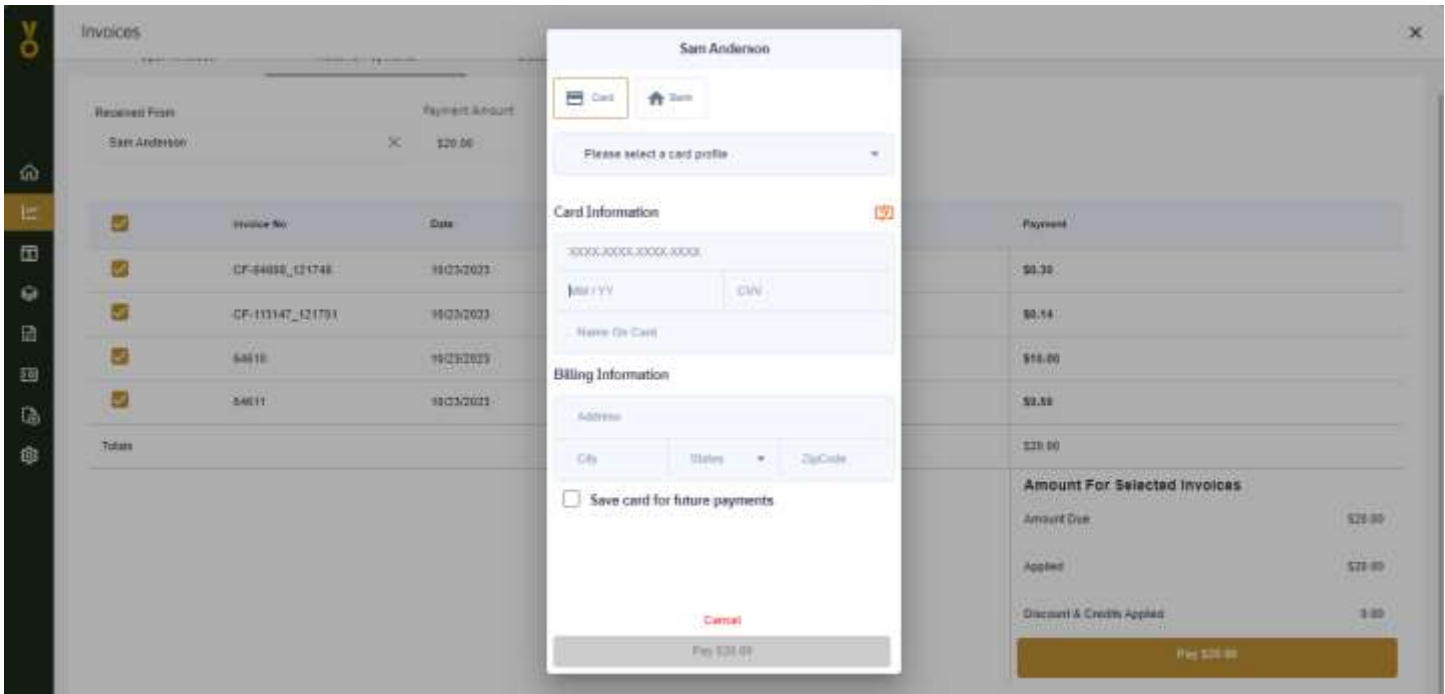
Amount Due: \$20.00

Applied: \$20.00

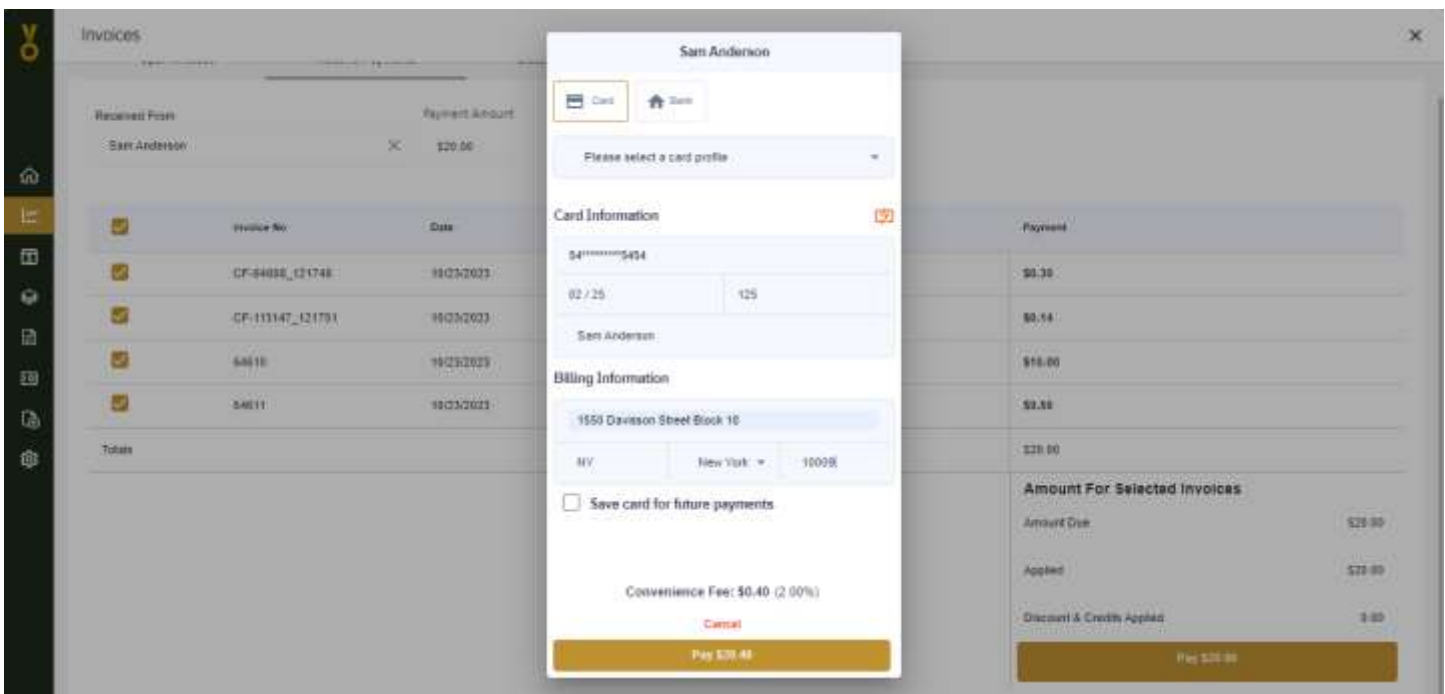
Discount & Credits Applied: \$0.00

Pay \$20.00

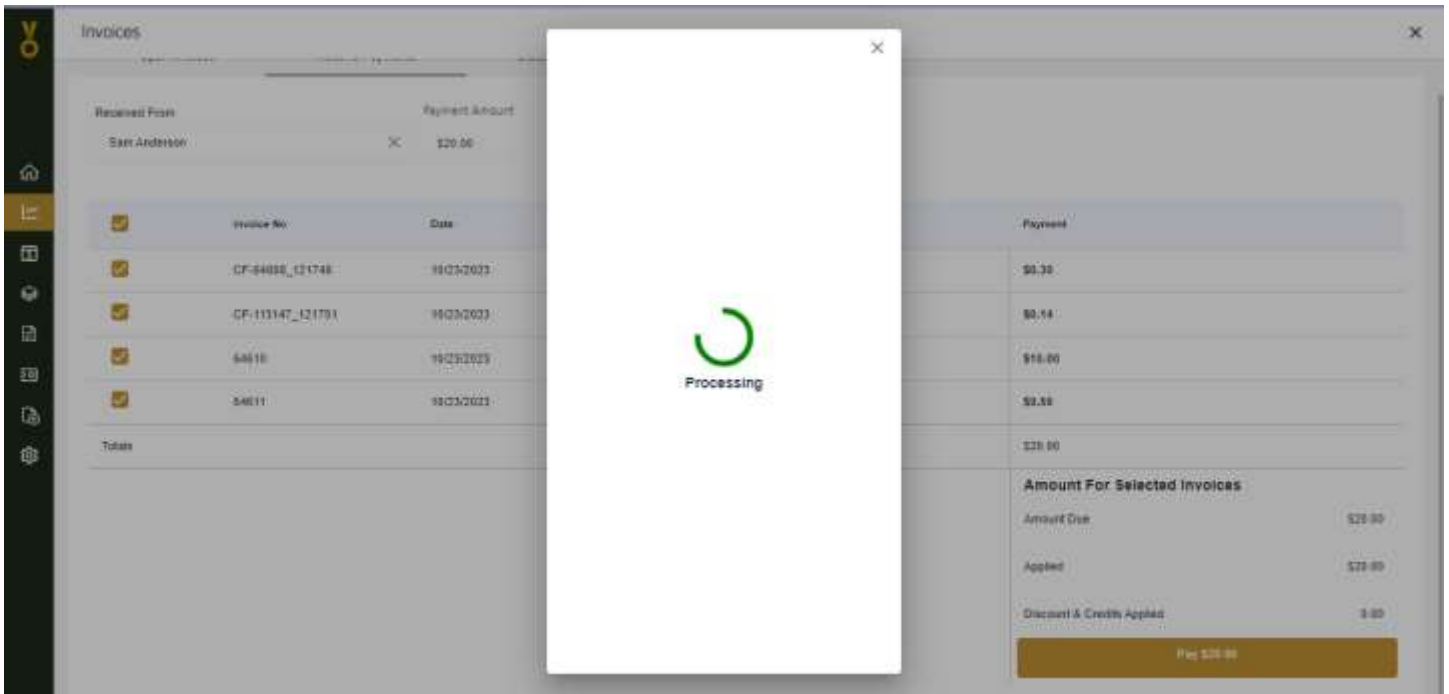
10. It opens **payment** dialog as shown in the figure below
The **Card** tab is selected by-default.



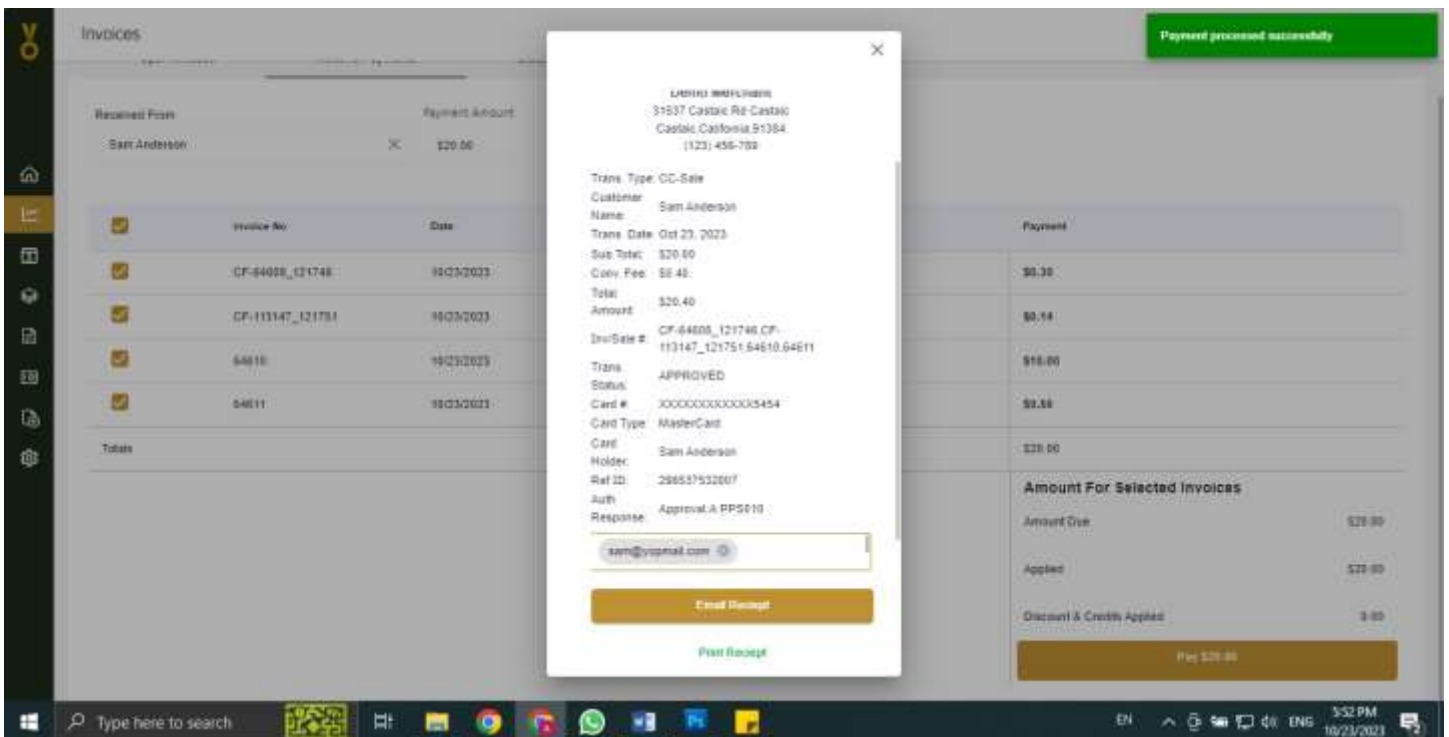
11. Enter the card information and billing information as shown in the figure below.



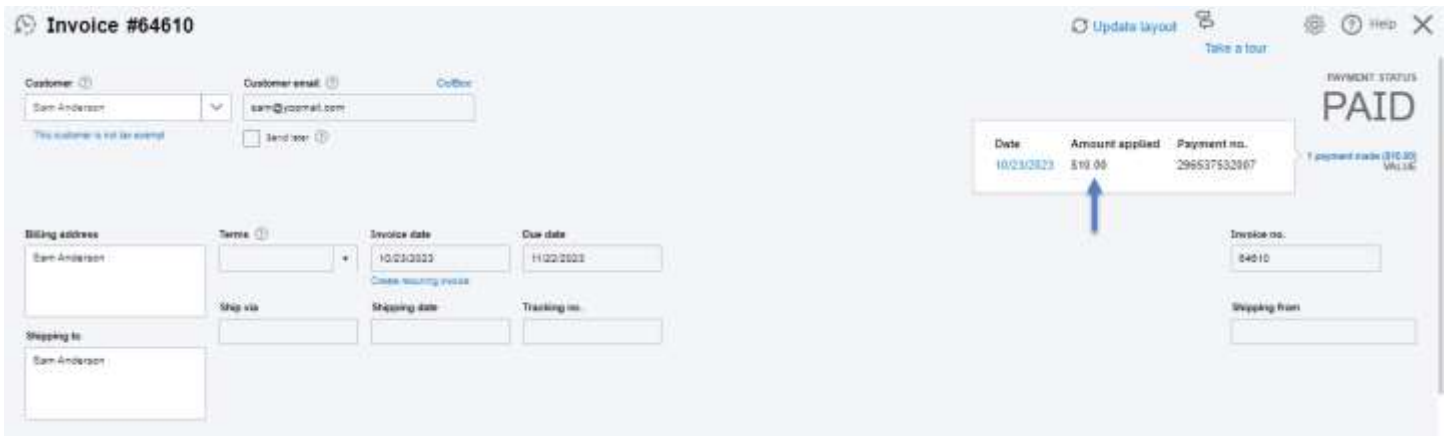
12. Click on **Pay** button.
13. The transaction starts processing as shown in the figure below.



14. Once the transaction is successfully processed, the transaction receipt appears as shown in the figure below.



15. The payment is marked in QuickBooks online and the Balance is updated as shown in figure below.



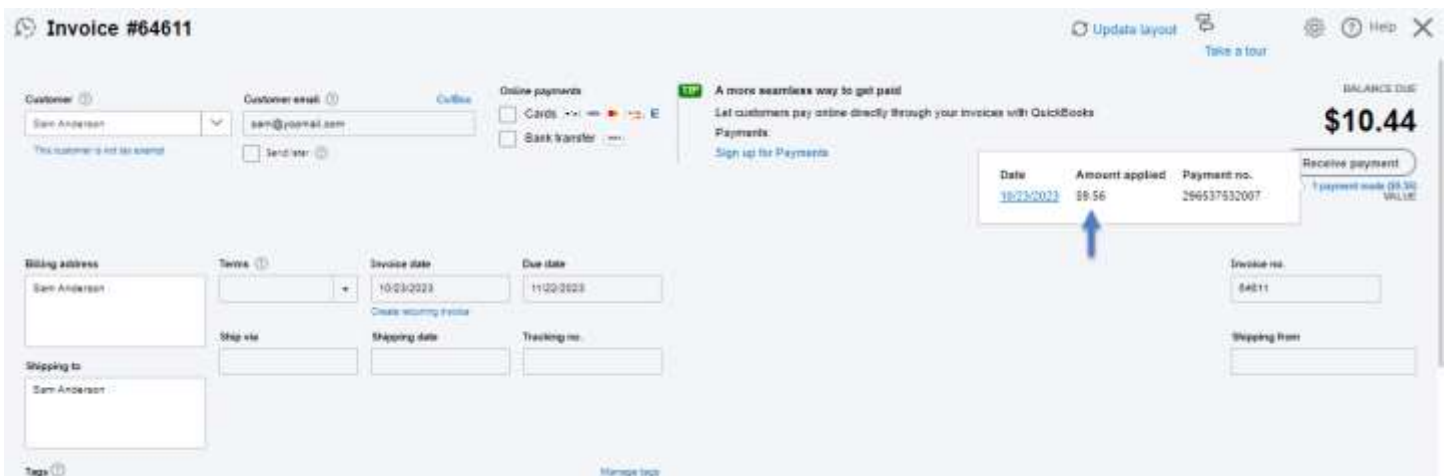
Invoice #64610

Customer: Sam Anderson
Customer email: sam@roomall.com
Billing address: Sam Anderson
Shipping to: Sam Anderson
Terms: [blank]
Invoice date: 10/03/2023
Due date: 11/02/2023
Ship via: [blank]
Shipping date: [blank]
Tracking no.: [blank]

PAID

| Date | Amount applied | Payment no. |
|------------|----------------|--------------|
| 10/03/2023 | \$10.00 | 296537532867 |

1 payment made (\$10.00) VALUE



Invoice #64611

Customer: Sam Anderson
Customer email: sam@roomall.com
Billing address: Sam Anderson
Shipping to: Sam Anderson
Terms: [blank]
Invoice date: 10/03/2023
Due date: 11/02/2023
Ship via: [blank]
Shipping date: [blank]
Tracking no.: [blank]

BALANCE DUE \$10.44

| Date | Amount applied | Payment no. |
|------------|----------------|--------------|
| 10/03/2023 | \$9.56 | 296537532007 |

1 payment made (\$9.56) VALUE

3.3 Statements

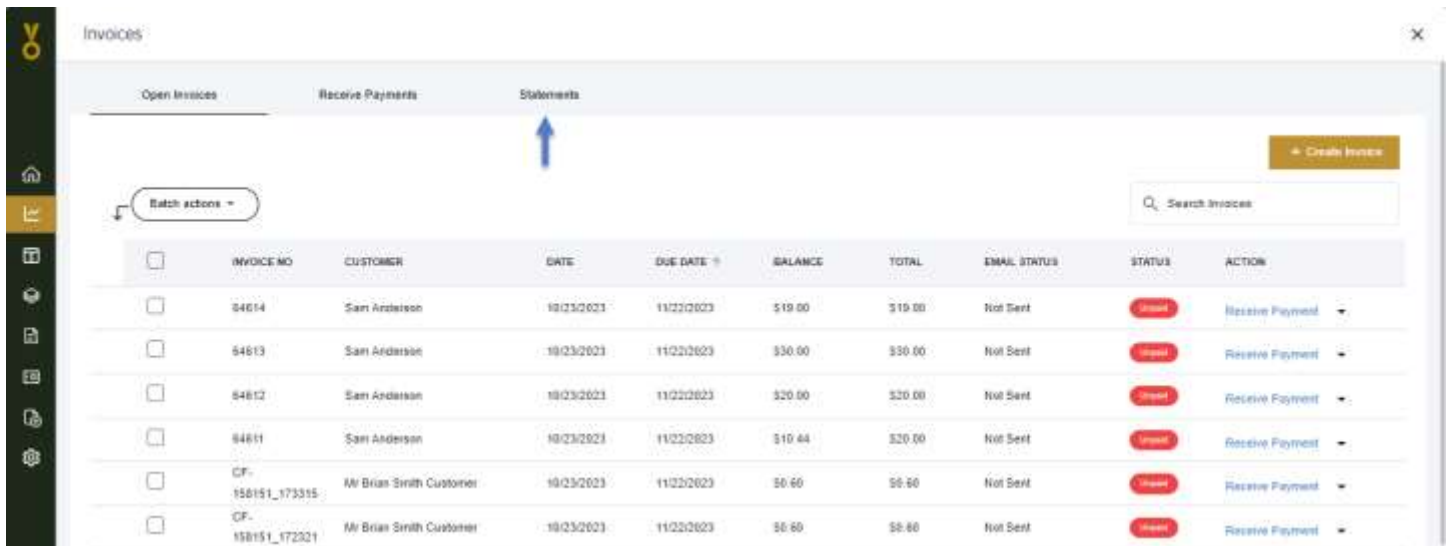
When customers have outstanding invoices that will soon be overdue, you can email them a customer statement and customers can pay all the outstanding invoices altogether on a single click.

- Optimus allows to create customer statement of type = **Open Item**.
- **Open Item** type lists all open, unpaid invoices from the last 365 days.

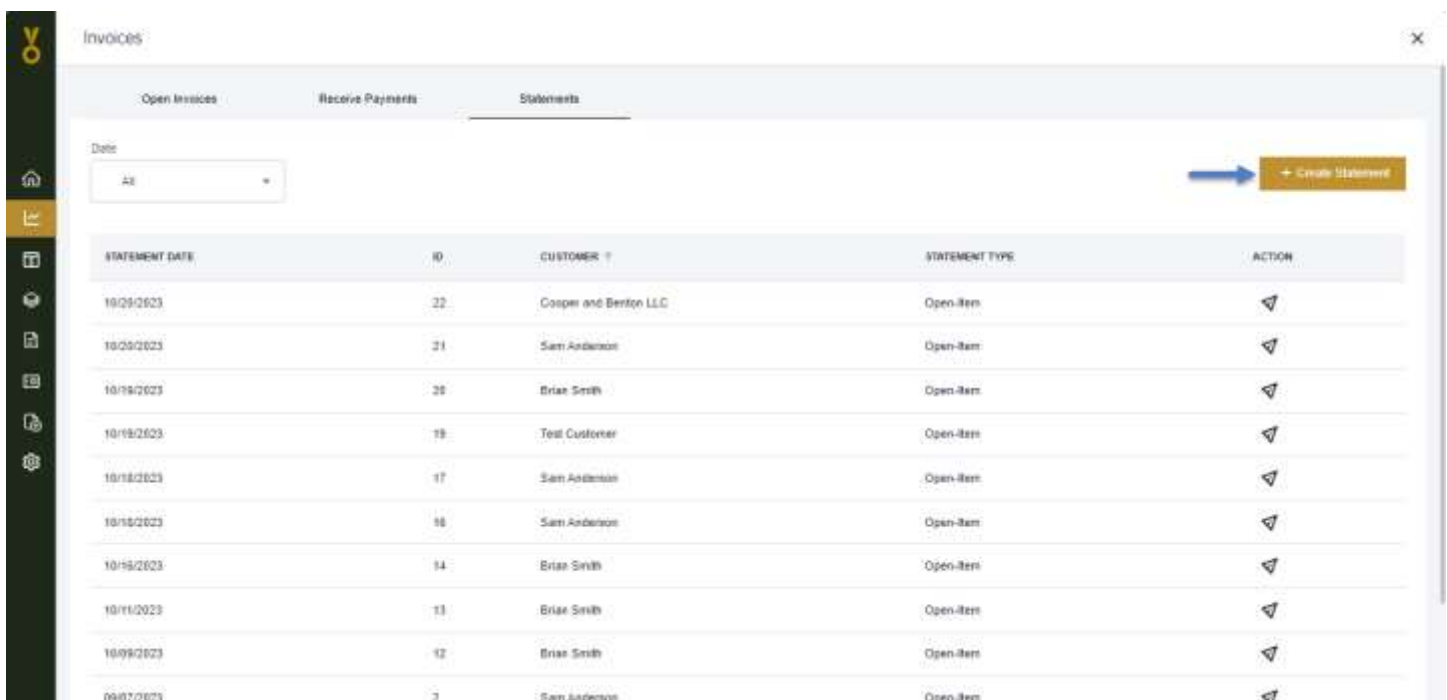
3.3.1 Create Statement

The following steps outlines how to create and email a statement to customers.

1. You are on the **Open Invoices** screen.
2. Switch to the **Statements** (3rd tab) as shown in the figure below



3. Click on **Create Statement** button as shown in the figure below.



- It opens the **Create Statement** screen.
- Choose the customer from the **Customers** dropdown to which you wish to send statement.
- The customer's outstanding balance reflects as shown in the figures below.

Create Statement

Statement Type: Open Item | Statement Date: 10/23/2023

TOTAL BALANCE FOR 1 CUSTOMERS: **\$77.84**

Recipients List

| Customers | Email | Balance |
|--------------|-----------------|---------|
| Sam Anderson | sam@yopmail.com | \$77.84 |

+ Add Customers

Save and Send

Buy now and save 50% | Subscribe now

Customers & leads | Overview | Customers | Marketing

Search by name or details

Recently viewed customers

- Sam Anderson: \$77.84
- Cooper and Berion LLC: \$15.00

Sam Anderson

Company: | Billing address: | Notes: Add notes

SUMMARY

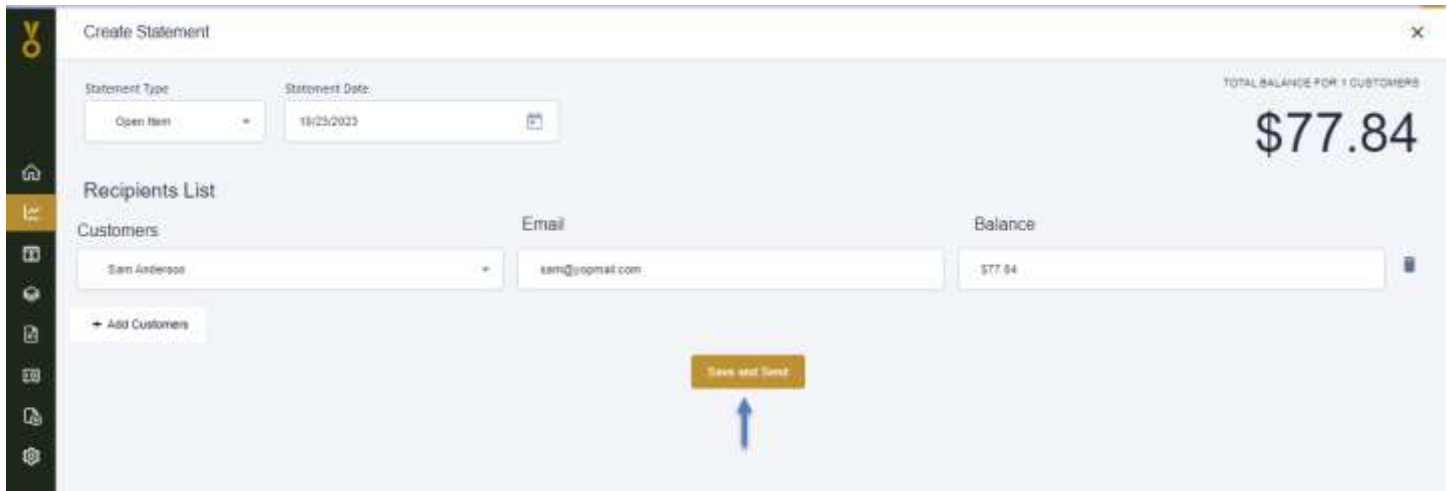
- \$77.84 Open balance
- \$0.00 Overdue payment

Transaction List | Statements | Customer Details | Late Fees

Batch actions: | Type: All transactions | Status: All | Date: All | View Resending Templates | Feedback

| TYPE | NO. | CUSTOMER | MEMO | AMOUNT | STATUS | ACTION |
|---------|-----------------|--------------|------|----------|----------------|------------------------|
| Invoice | 04814 | Sam Anderson | | \$16.00 | Due in 30 days | Edit Receive payment |
| Invoice | 04815 | Sam Anderson | | \$50.00 | Due in 30 days | Edit Receive payment |
| Invoice | 04812 | Sam Anderson | | \$20.00 | Due in 30 days | Edit Receive payment |
| Payment | 290557532007 | Sam Anderson | | -\$20.40 | Closed | View/Edit |
| Invoice | CP-04811_125528 | Sam Anderson | | \$0.10 | Paid | Edit Print |

7. Click on **Save and Send** button as shown in the figure below



Create Statement

Statement Type: Open Item | Statement Date: 10/23/2023

TOTAL BALANCE FOR 1 CUSTOMERS: **\$77.84**

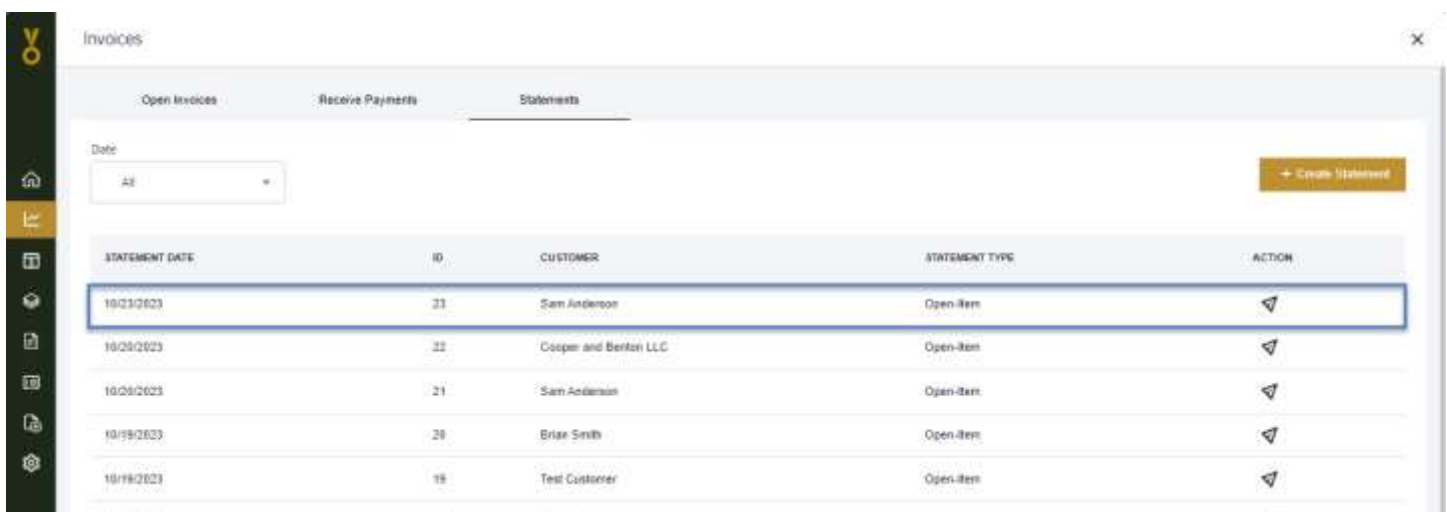
Recipients List

| Customers | Email | Balance |
|--------------|---------------|---------|
| Sam Anderson | sam@gmail.com | \$77.84 |

+ Add Customers

Save and Send

- The confirmation message appears and the statement is successfully created and sent to the customer via email.



Invoices

Open Invoices | Receive Payments | Statements

Date: All | + Create Statement

| STATEMENT DATE | ID | CUSTOMER | STATEMENT TYPE | ACTION |
|----------------|----|-----------------------|----------------|--------|
| 10/23/2023 | 23 | Sam Anderson | Open Item | ▼ |
| 10/25/2023 | 22 | Cooper and Benton LLC | Open Item | ▼ |
| 10/26/2023 | 21 | Sam Anderson | Open Item | ▼ |
| 10/19/2023 | 20 | Brian Smith | Open Item | ▼ |
| 10/18/2023 | 19 | Test Customer | Open Item | ▼ |

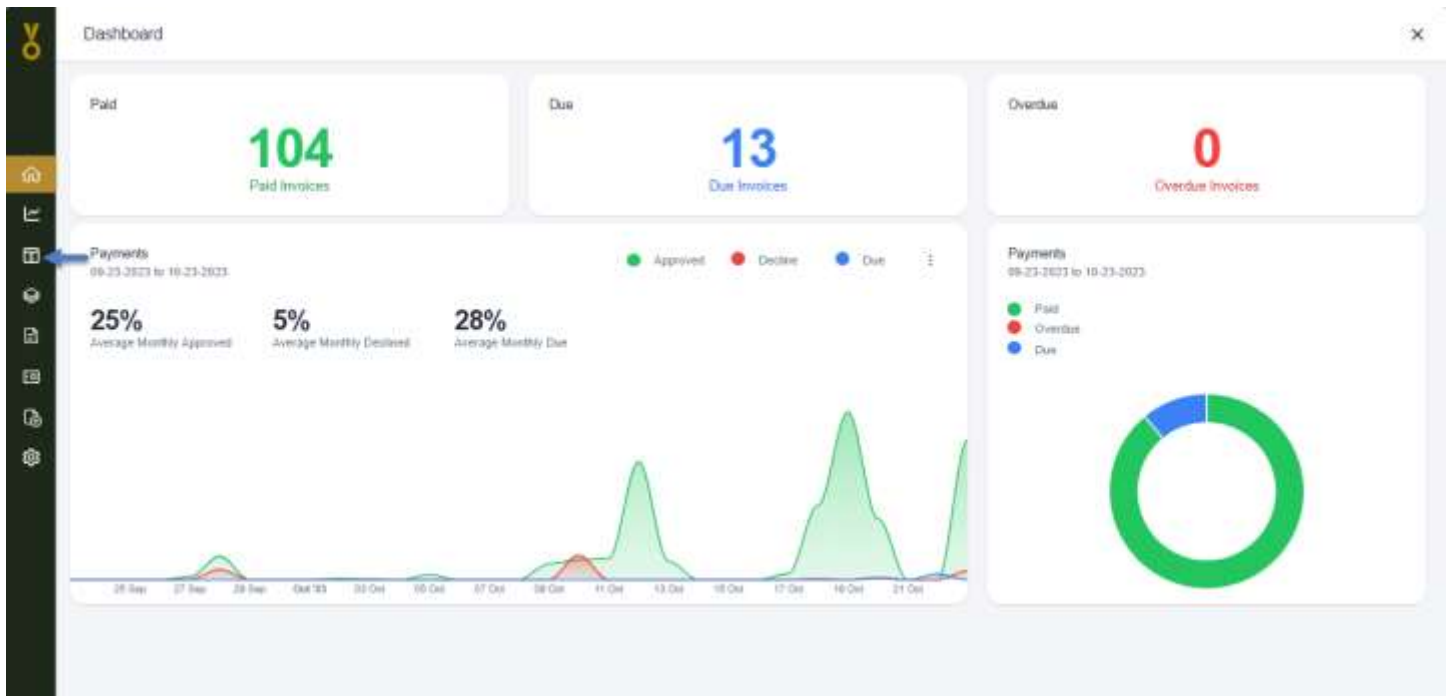
4 Payments

The payments screen lists all the transactions processed through Optimus.

4.1.1 View Transactions

The following steps outlines how to view transactions.

- Click on the **Payments** menu in the left navigation as shown in the figure below.



- It opens the payments screen pulling up the transactions processed through Optimus as shown in the figure below. The payments screen displays transaction ID, invoice no, customer name, amount, transaction date & time, status transaction type and card number.

Payments

Search Transactions




| TRANS ID | INVOICE NO | CUSTOMER NAME | TRANS AMOUNT | TRANS DATE | STATUS | TRANS TYPE | CARD NO / ACCT NO | ACTION |
|--------------|--|----------------------------|--------------|---------------------------------|----------|------------|-------------------|---------|
| 296481431887 | 251151 | Mr Brian Smith Customer | \$91.83 | 10/23/2023 5:51:27 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296536531156 | 158151 | Mr Brian Smith Customer | \$30.68 | 10/23/2023 5:59:17 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296387436798 | 158151 | Mr Brian Smith Customer | \$30.68 | 10/23/2023 5:33:19 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296384438187 | 158151 | Mr Brian Smith Customer | \$30.68 | 10/23/2023 5:23:08 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296380430024 | 158151 | Mr Brian Smith Customer | \$30.68 | 10/23/2023 5:28:24 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296527525448 | 89694 | Mr Brian Smith Customer | \$30.68 | 10/23/2023 4:54:21 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296524522583 | 4851 | Mr Brian Smith Customer | \$12.28 | 10/23/2023 3:16:45 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296435514073 | 89488 | Mr Brian Smith Customer | \$71.45 | 10/23/2023 1:58:04 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 296537532087 | CF-84868_121746 CF- 113147_121751,64810,64811 | Sam Anderson | \$20.48 | 10/23/2023 12:53:27 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |

4.1.2 Void A Transaction




A void transaction is a transaction that is canceled by a merchant or vendor before it settles through a consumer's debit or credit card account. Voiding a transaction is typically done for accidental or incorrect transactions.

The following steps outlines how to void a transaction.

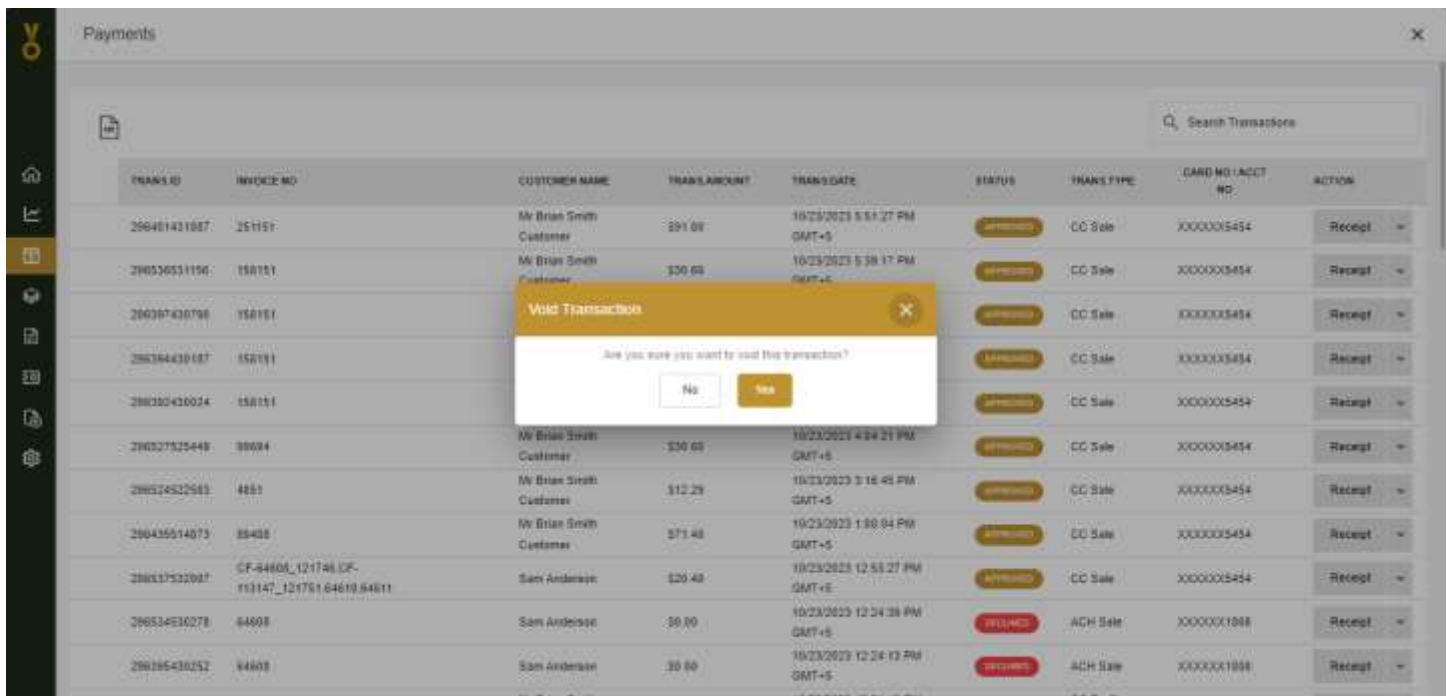
1. You are on the **Payments** screen.
2. Under the **Action** column, click on small down arrow of the transaction you wish to void as shown in the figure below.

| TRANS.TYPE | CARD NO / ACCT NO | ACTION |
|------------|-------------------|---|
| ACH Sale | XXXXXX1808 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |

3. This action expands more options.
4. Click on **Void** as shown in the figure below.

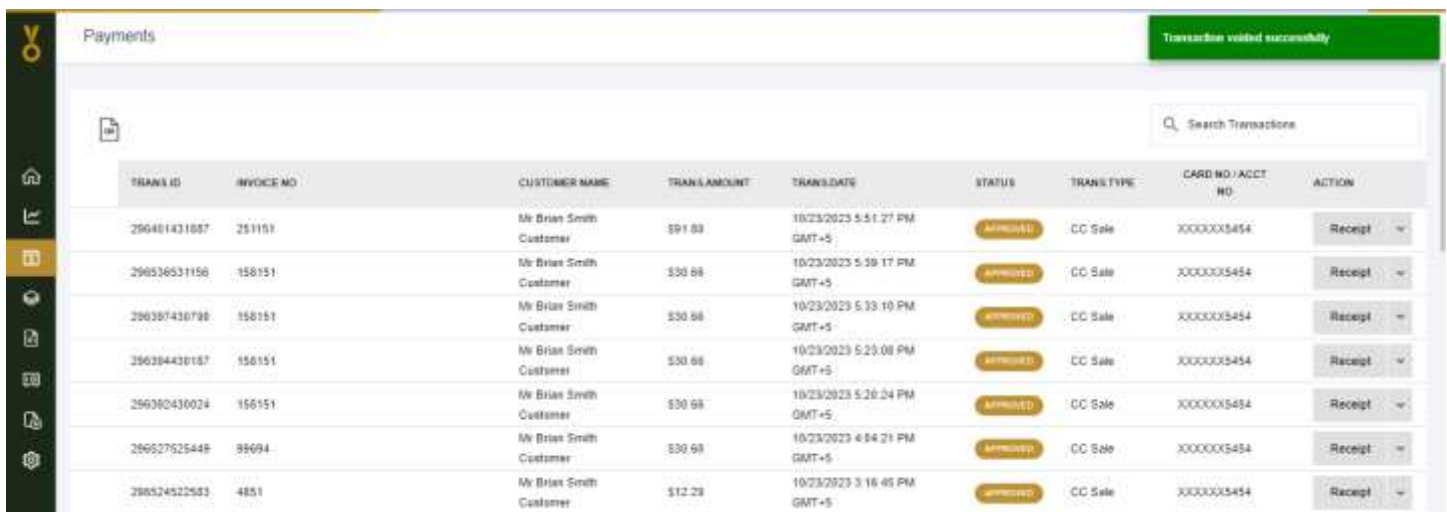
| TRANS.TYPE | CARD NO / ACCT NO | ACTION |
|-----------------|-------------------|---|
| ACH Sale | XXXXXX1808 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |
| CC Profile Sale | XXXXXX5454 | <div> <div>Void</div> <div>Refund</div> <div>Print</div> </div> |
| CC Sale | XXXXXX5454 | |
| CC Sale | XXXXXX5454 | |

5. An alert dialog pops up as shown in the figure below; click on **Yes** button.



| TRANS ID | INVOICE NO | CUSTOMER NAME | TRANS AMOUNT | TRANS DATE | STATUS | TRANS TYPE | CARD NO / ACCT NO | ACTION |
|--------------|--|-------------------------|--------------|------------------------------|----------|------------|-------------------|---------|
| 290401431887 | 251151 | Mr Brian Smith Customer | \$91.00 | 10/23/2023 5:51:27 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290536531156 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:38:17 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290387436790 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:33:10 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290384430187 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:23:08 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290380430024 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:20:24 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290527525448 | 88694 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 4:34:21 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290524522583 | 4851 | Mr Brian Smith Customer | \$12.28 | 10/23/2023 3:16:45 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290435514073 | 85438 | Mr Brian Smith Customer | \$73.48 | 10/23/2023 1:38:04 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290537532087 | CF-44606_121746 CF-113147_121751 64610 64611 | Sam Anderson | \$20.40 | 10/23/2023 12:53:27 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290534530278 | 84608 | Sam Anderson | \$0.00 | 10/23/2023 12:24:38 PM GMT+5 | DECLINED | ACH Sale | XXXXXXXX1888 | Receipt |
| 290585430252 | 84608 | Sam Anderson | \$0.00 | 10/23/2023 12:24:13 PM GMT+5 | DECLINED | ACH Sale | XXXXXXXX1888 | Receipt |

6. The confirmation message appears and transaction voids successfully as shown in the figure below.



| TRANS ID | INVOICE NO | CUSTOMER NAME | TRANS AMOUNT | TRANS DATE | STATUS | TRANS TYPE | CARD NO / ACCT NO | ACTION |
|--------------|------------|-------------------------|--------------|------------------------------|----------|------------|-------------------|---------|
| 290401431887 | 251151 | Mr Brian Smith Customer | \$91.00 | 10/23/2023 5:51:27 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290536531156 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:38:17 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290387436790 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:33:10 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290384430187 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:23:08 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290380430024 | 158151 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 5:20:24 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290527525448 | 88694 | Mr Brian Smith Customer | \$30.00 | 10/23/2023 4:34:21 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290524522583 | 4851 | Mr Brian Smith Customer | \$12.28 | 10/23/2023 3:16:45 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 290534530278 | 84608 | Sam Anderson | \$0.00 | 10/23/2023 12:24:38 PM GMT+5 | DECLINED | ACH Sale | XXXXXXXX1888 | Receipt |
| 290585430252 | 84608 | Sam Anderson | \$0.00 | 10/23/2023 12:24:13 PM GMT+5 | DECLINED | ACH Sale | XXXXXXXX1888 | Receipt |

7. The voided transaction is nested (+) with original sale transaction in the grid as shown in the figure below.

Payments

Search Transactions

| TRANS ID | INVOICE NO | CUSTOMER NAME | TRANS AMOUNT | TRANS DATE | STATUS | TRANS TYPE | CARD NO / ACCT NO | ACTION |
|----------------|------------|-------------------------|--------------|-----------------------------|----------|------------|-------------------|---------|
| + 296401431857 | 251151 | Mr Brian Smith Customer | \$91.83 | 10/23/2023 5:51:27 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296536531156 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:39:17 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296397436796 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:33:19 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296394430187 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:23:08 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296392430024 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:20:24 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296527525449 | 99694 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 4:54:21 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296524522583 | 4851 | Mr Brian Smith Customer | \$12.28 | 10/23/2023 3:16:45 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296435514073 | 89488 | Mr Brian Smith Customer | \$71.46 | 10/23/2023 1:58:04 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |

8. To view the voided transaction, click on + sign and it expands the record with in the grid as shown in the figure below.

Payments

Search Transactions




| TRANS ID | INVOICE NO | CUSTOMER NAME | TRANS AMOUNT | TRANS DATE | STATUS | TRANS TYPE | CARD NO / ACCT NO | ACTION |
|----------------|------------|-------------------------|--------------|-----------------------------|----------|------------|-------------------|---------|
| - 296401431857 | 251151 | Mr Brian Smith Customer | \$91.83 | 10/23/2023 5:51:27 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296401431857 | 251151 | Mr Brian Smith Customer | \$91.83 | 10/23/2023 1:34:01 PM GMT+5 | APPROVED | CC Void | | |
| 296536531156 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:39:17 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296397436796 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:33:19 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296394430187 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:23:08 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296392430024 | 158151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:20:24 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296527525449 | 99694 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 4:54:21 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |

4.1.3 Refund A Transaction




Refunding a transaction returns the money to the customer. You can perform either a partial or a full refund on transaction. Only transactions that have already been settled can be refunded.

The following steps outlines how to refund a transaction.

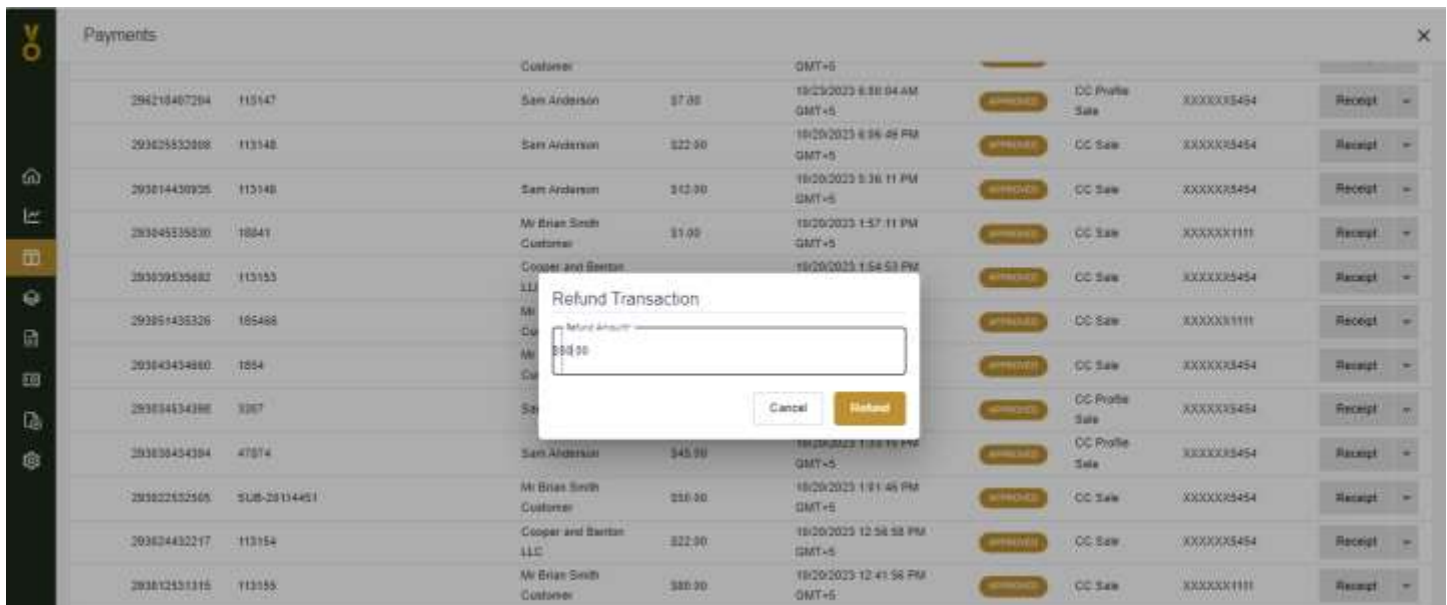
1. You are on the **Payments** screen.
2. Under the **Action** column, click on small down arrow of a transaction you wish to refund as shown in the figure below.

| TRANS.TYPE | CARD NO / ACCT NO | ACTION |
|------------|-------------------|--|
| ACH Sale | XXXXXX1808 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |

3. This action expands more options.
4. Click on **Refund** as shown in the figure below.

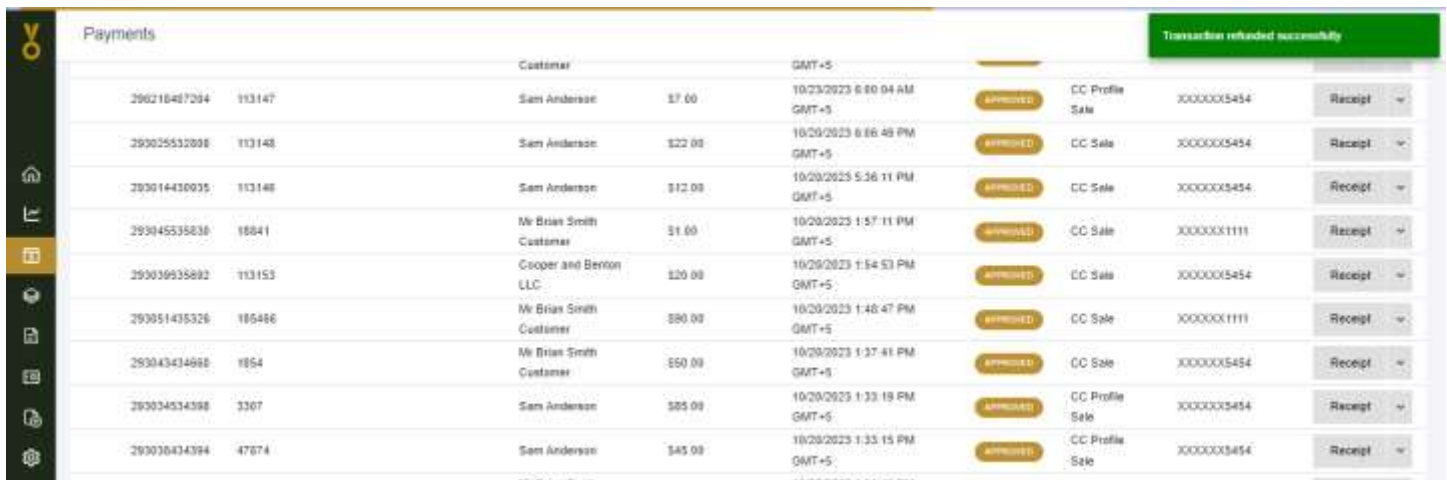
| TRANS.TYPE | CARD NO / ACCT NO | ACTION |
|-----------------|-------------------|---|
| ACH Sale | XXXXXX1808 | Receipt  |
| CC Sale | XXXXXX5454 | <div> <div>Void</div> <div>Refund </div> <div>Print</div> </div> |
| CC Sale | XXXXXX5454 | |
| CC Profile Sale | XXXXXX5454 | |
| CC Sale | XXXXXX5454 | Receipt  |

5. The dialog pops up as shown in the figure below.



| Payment ID | Customer | Amount | Date/Time | Status | Type | Card Number | Action |
|--------------|-------------------------|---------|-----------------------------|----------|-----------------|--------------|---------|
| 296218487294 | Sam Anderson | \$7.08 | 10/20/2023 8:50:04 AM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt |
| 293025532008 | Sam Anderson | \$22.00 | 10/20/2023 8:56:48 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293014430935 | Sam Anderson | \$12.00 | 10/20/2023 5:36:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293045535830 | Mr Brian Smith Customer | \$1.00 | 10/20/2023 1:57:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt |
| 293039535892 | Cooper and Benton LLC | \$20.00 | 10/20/2023 1:54:53 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293051435326 | Mr Brian Smith Customer | \$80.00 | 10/20/2023 1:48:47 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt |
| 293043434860 | Mr Brian Smith Customer | \$50.00 | 10/20/2023 1:37:41 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293034534398 | Sam Anderson | \$85.00 | 10/20/2023 1:33:19 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt |
| 293030434394 | Sam Anderson | \$45.00 | 10/20/2023 1:33:15 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt |

- Enter the amount you wish to refund. You can perform either a partial or a full refund.
- Click on **Refund** button.
- The confirmation message appears and transaction refunds successfully as shown in the figure below.



| Payment ID | Customer | Amount | Date/Time | Status | Type | Card Number | Action |
|--------------|-------------------------|---------|-----------------------------|----------|-----------------|--------------|---------|
| 296218487294 | Sam Anderson | \$7.00 | 10/20/2023 8:50:04 AM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt |
| 293025532008 | Sam Anderson | \$22.00 | 10/20/2023 8:56:48 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293014430935 | Sam Anderson | \$12.00 | 10/20/2023 5:36:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293045535830 | Mr Brian Smith Customer | \$1.00 | 10/20/2023 1:57:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt |
| 293039535892 | Cooper and Benton LLC | \$20.00 | 10/20/2023 1:54:53 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293051435326 | Mr Brian Smith Customer | \$80.00 | 10/20/2023 1:48:47 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt |
| 293043434860 | Mr Brian Smith Customer | \$50.00 | 10/20/2023 1:37:41 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt |
| 293034534398 | Sam Anderson | \$85.00 | 10/20/2023 1:33:19 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt |
| 293030434394 | Sam Anderson | \$45.00 | 10/20/2023 1:33:15 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt |

9. The refunded transaction is nested (+) with original sale transaction in the grid as shown in the figure below.

| Payments | | | | | | | | | |
|--------------|--------------|-------------------------|-------------------------|-----------------------------|-----------------------------|-----------------|-----------------|--------------|-----------|
| | | Customer | | GMT+5 | | | | | |
| 296218487294 | 113147 | Sam Anderson | \$7.00 | 10/23/2023 8:00:04 AM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293025532898 | 113148 | Sam Anderson | \$22.00 | 10/20/2023 6:06:49 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293014430935 | 113148 | Sam Anderson | \$12.00 | 10/20/2023 5:38:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293045535836 | 18841 | Mr Brian Smith Customer | \$1.00 | 10/20/2023 1:57:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt | ▼ |
| 293039535892 | 113153 | Cooper and Benton LLC | \$20.00 | 10/20/2023 1:54:53 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293051435326 | 185488 | Mr Brian Smith Customer | \$80.00 | 10/20/2023 1:48:47 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt | ▼ |
| 293043434688 | 1854 | Mr Brian Smith Customer | \$50.00 | 10/20/2023 1:37:41 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| + | 293034534398 | 3307 | Sam Anderson | \$85.00 | 10/20/2023 1:33:19 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt ▼ |
| | 293030434394 | 47874 | Sam Anderson | \$45.00 | 10/20/2023 1:33:15 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt ▼ |
| | 293022532595 | SUB-29114451 | Mr Brian Smith Customer | \$50.00 | 10/20/2023 1:01:40 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt ▼ |




10. To view the refunded transaction, click on + sign and it expands the record with in the grid as shown in the figure below.

| Payments | | | | | | | | | |
|--------------|--------------|-------------------------|--------------|------------------------------|-----------------------------|-----------------|-----------------|--------------|-----------|
| | | Customer | | GMT+5 | | | | | |
| 296218487294 | 113147 | Sam Anderson | \$7.00 | 10/23/2023 8:00:04 AM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293025532898 | 113148 | Sam Anderson | \$22.00 | 10/20/2023 6:06:49 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293014430935 | 113148 | Sam Anderson | \$12.00 | 10/20/2023 5:38:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293045535836 | 18841 | Mr Brian Smith Customer | \$1.00 | 10/20/2023 1:57:11 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt | ▼ |
| 293039535892 | 113153 | Cooper and Benton LLC | \$20.00 | 10/20/2023 1:54:53 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293051435326 | 185488 | Mr Brian Smith Customer | \$80.00 | 10/20/2023 1:48:47 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt | ▼ |
| 293043434688 | 1854 | Mr Brian Smith Customer | \$50.00 | 10/20/2023 1:37:41 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| + | 293034534398 | 3307 | Sam Anderson | \$85.00 | 10/20/2023 1:33:19 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt ▼ |
| TRANS.ID | INVOICE NO | CUSTOMER NAME | TRANS.AMOUNT | TRANS.DATE | STATUS | TRANS.TYPE | ACTION | | |
| 296563534877 | 3307 | Sam Anderson | (\$50.00) | 10/23/2023 1:41:10 PM GMT+5 | APPROVED | CC Refund | | | |
| 293030434394 | 47874 | Sam Anderson | \$45.00 | 10/20/2023 1:33:15 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293022532595 | SUB-29114451 | Mr Brian Smith Customer | \$50.00 | 10/20/2023 1:01:40 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293024432217 | 113154 | Cooper and Benton LLC | \$22.00 | 10/20/2023 12:58:58 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 293012531315 | 113155 | Mr Brian Smith Customer | \$80.00 | 10/20/2023 12:41:58 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt | ▼ |



4.1.4 Print Receipt

The following steps outlines how to print a transaction receipt from payments screen.

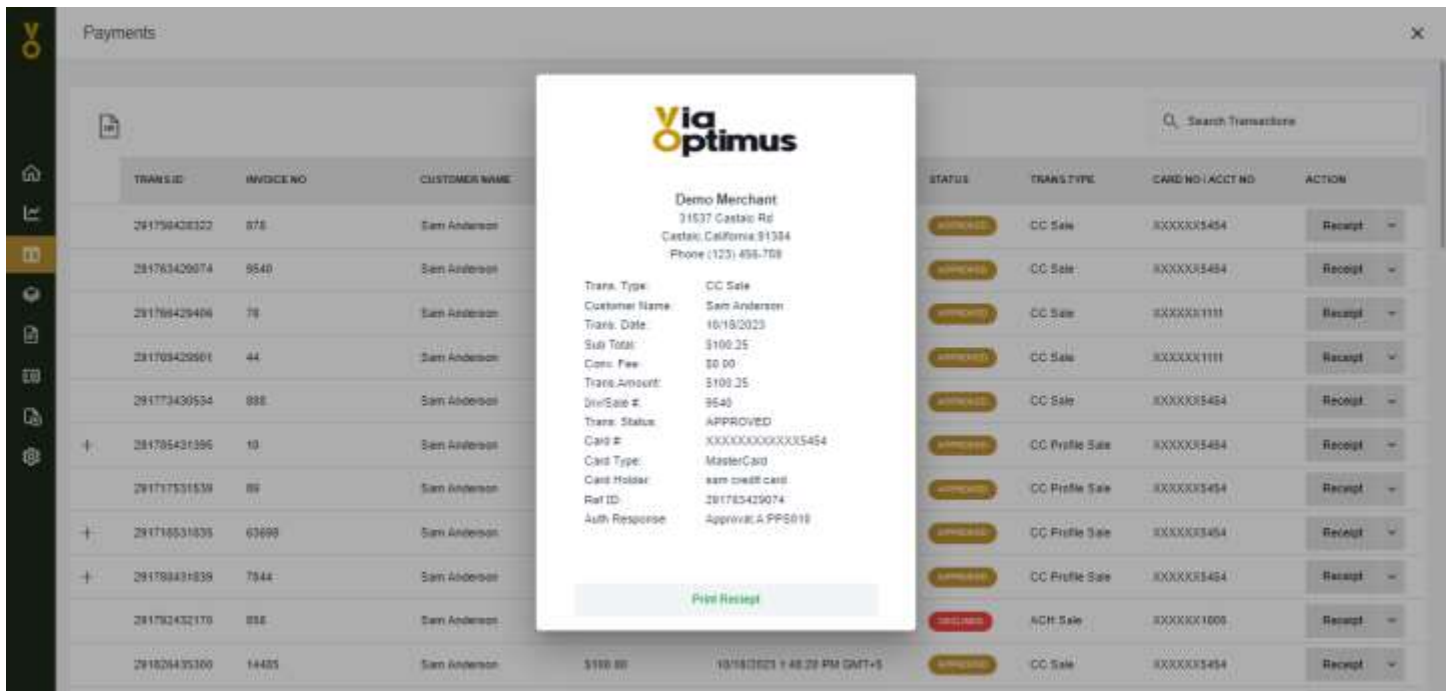
1. You are on the **Payments** screen.
2. Under the **Action** column, click on small down arrow of a transaction you wish to print the receipt for as shown in the figure below.

| TRANS.TYPE | CARD NO / ACCT NO | ACTION |
|------------|-------------------|---|
| ACH Sale | XXXXXX1808 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt  |

3. This action shows the **Print** option as shown in the figure below.

| TRANS.TYPE | CARD NO / ACCT NO | ACTION |
|-----------------|-------------------|---|
| ACH Sale | XXXXXX1808 | Receipt  |
| CC Sale | XXXXXX5454 | <div> <div>Void</div> <div>Refund</div> <div>Print </div> </div> |
| CC Sale | XXXXXX5454 | |
| CC Profile Sale | XXXXXX5454 | |

- Click on **Print**.
- The dialog pops up as shown in the figure below.



The screenshot shows the 'Payments' interface with a modal dialog open for printing a receipt. The dialog contains the following information:

ViaOptimus

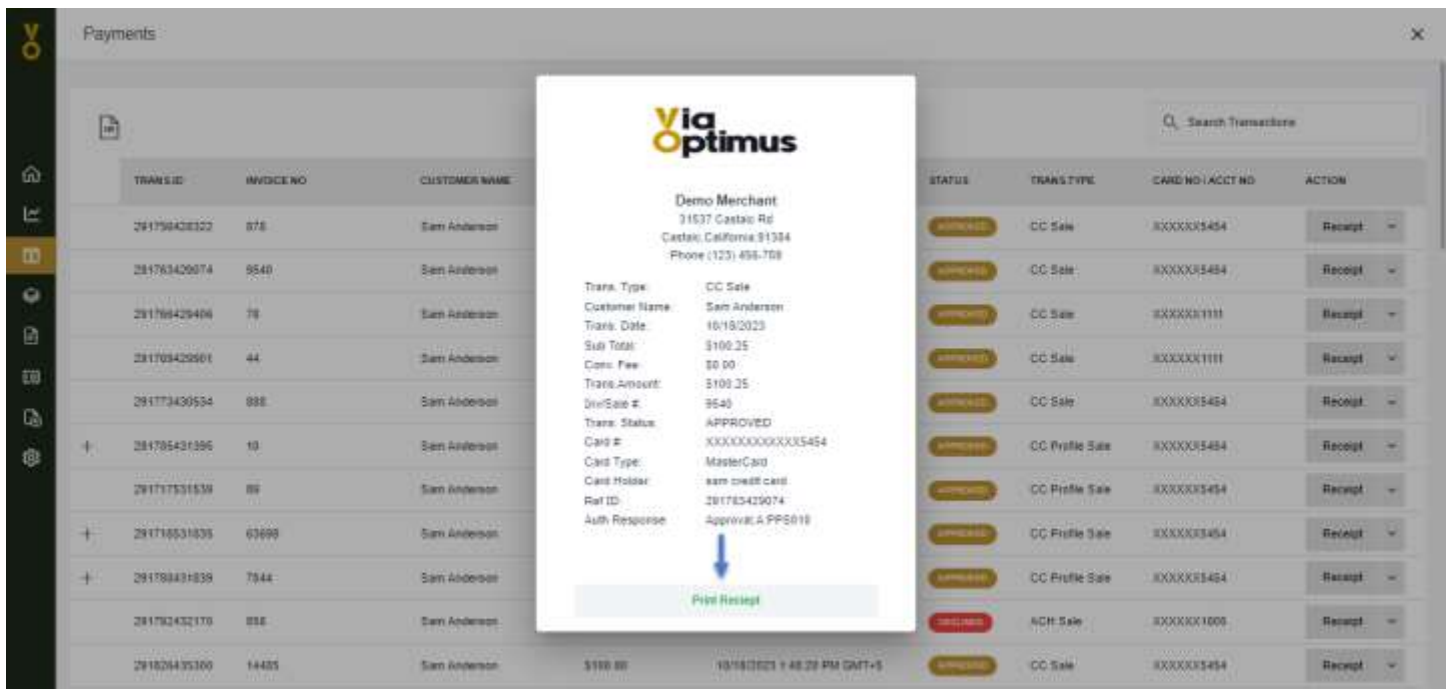
Demo Merchant
 31537 Catala Rd
 Catala, California 91384
 Phone (123) 456-789

Trans. Type: CC Sale
 Customer Name: Sam Anderson
 Trans. Date: 10/18/2023
 Sub Total: \$100.25
 Conc. Fee: \$0.00
 Trans. Amount: \$100.25
 Inv/Sale #: 9540
 Trans. Status: APPROVED
 Card #: XXXXXXXXXXXX5454
 Card Type: MasterCard
 Card Holder: sam credit card
 Ref ID: 2B1785429074
 Auth Response: Approval: A PPS019

Print Receipt

The background interface shows a table of transactions with columns: TRANS ID, INVOICE NO, CUSTOMER NAME, STATUS, TRANS TYPE, CARD NO / ACCT NO, and ACTION. The table lists several transactions, including CC Sales and ACH Sales, with their respective statuses and actions.

6. Click on **Print Receipt** button in the dialog.




This screenshot is identical to the previous one, but with a blue arrow pointing to the **Print Receipt** button in the modal dialog, indicating the next step in the process.

7. The transaction receipt prints successfully.

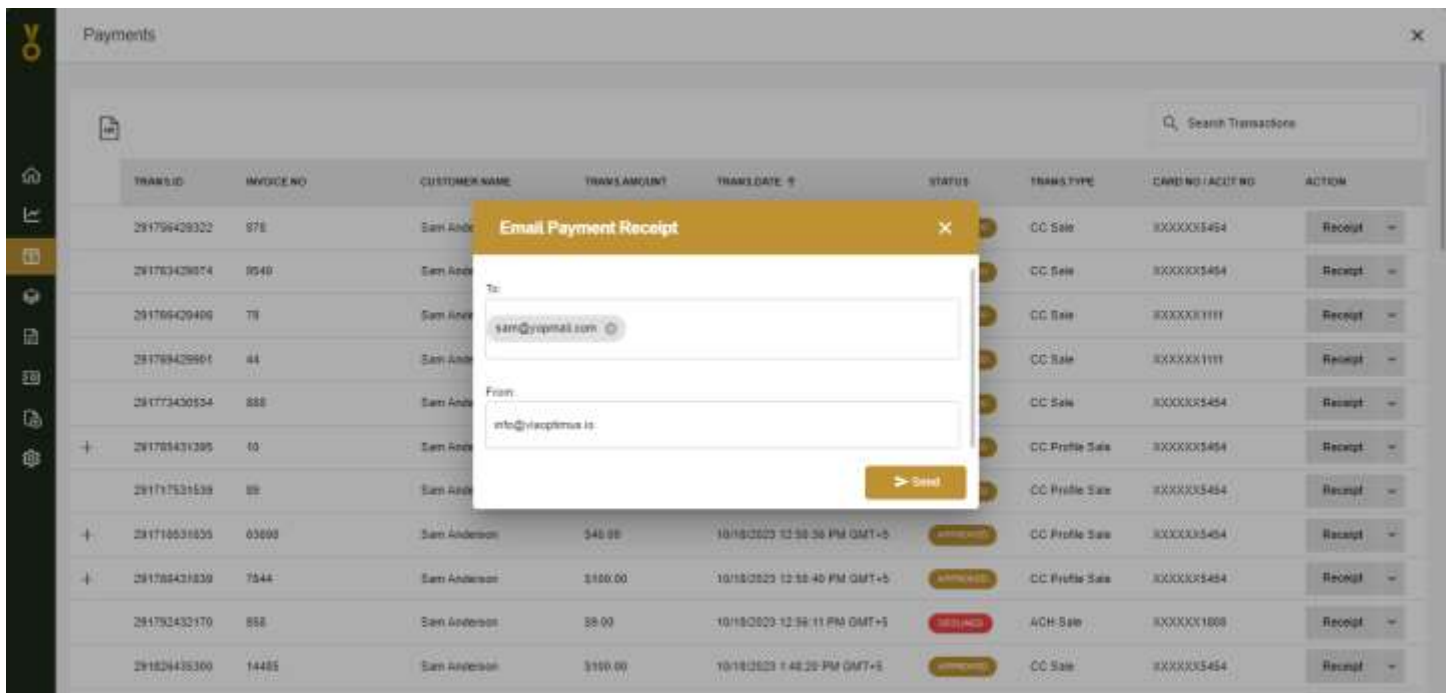
4.1.5 Email Receipt

The following steps outlines how to email a transaction receipt from payments screen.

1. You are on the **Payments** screen.
2. Under the **Action** column, click on **Receipt** as shown in the figure below.

| TRANS.TYPE | CARD NO / ACCT NO | ACTION |
|------------|-------------------|---|
| ACH Sale | XXXXXX1808 | Receipt  |
| CC Sale | XXXXXX5454 | Receipt |
| CC Sale | XXXXXX5454 | Receipt |

3. The dialog pops up as shown in the figure below.



4. Click on **Send** button.
5. The confirmation message appears and receipt has emailed to customer successfully.

Payments Email sent successfully

Search Transactions

| TRANS ID | INVOICE NO | CUSTOMER NAME | TRANS AMOUNT | TRANS DATE | STATUS | TRANS TYPE | CARD NO / ACCT NO | ACTION |
|--------------|------------|---------------|--------------|------------------------------|----------|-----------------|-------------------|---------|
| 291756420322 | 078 | Sam Anderson | \$1.00 | 10/18/2023 11:52:03 AM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 291763429874 | 9540 | Sam Anderson | \$100.25 | 10/18/2023 12:04:35 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 291766425466 | 78 | Sam Anderson | \$56.00 | 10/18/2023 12:18:07 PM GMT+5 | APPROVED | CC Sale | XXXXXX1111 | Receipt |
| 291769429901 | 44 | Sam Anderson | \$96.00 | 10/18/2023 12:18:22 PM GMT+5 | APPROVED | CC Sale | XXXXXX1111 | Receipt |
| 291773430534 | 008 | Sam Anderson | \$66.00 | 10/18/2023 12:38:55 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 291785431395 | 10 | Sam Anderson | \$11.00 | 10/18/2023 12:43:16 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXX5454 | Receipt |
| 291717531530 | 88 | Sam Anderson | \$29.00 | 10/18/2023 12:45:40 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXX5454 | Receipt |
| 291718531535 | 63603 | Sam Anderson | \$40.00 | 10/18/2023 12:58:36 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXX5454 | Receipt |
| 291718531535 | 7543 | Sam Anderson | \$100.00 | 10/18/2023 12:58:36 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXX5454 | Receipt |

4.1.6 Export to CSV

The following steps outlines how to export a transactions record in csv file.

1. You are on the **Payments** screen.
2. Click on the **Export** icon at top left of the screen as shown in the figure below.

Payments X

Search Transactions

| TRANS ID | INVOICE NO | CUSTOMER NAME | TRANS AMOUNT | TRANS DATE | STATUS | TRANS TYPE | CARD NO / ACCT NO | ACTION |
|--------------|------------|-------------------------|--------------|-----------------------------|----------|------------|-------------------|---------|
| 296565336042 | 157455 | Mr Brian Smith Customer | \$61.29 | 10/23/2023 5:44:02 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296401431887 | 251151 | Mr Brian Smith Customer | \$91.00 | 10/23/2023 5:51:27 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296536531156 | 150151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:39:17 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296387430789 | 150151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:33:10 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296394430187 | 150151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:23:08 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296382430024 | 150151 | Mr Brian Smith Customer | \$30.66 | 10/23/2023 5:20:34 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296527525446 | 95694 | Mr Brian Smith Customer | \$30.99 | 10/23/2023 4:04:21 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |
| 296524522583 | 4851 | Mr Brian Smith Customer | \$12.29 | 10/23/2023 3:16:45 PM GMT+5 | APPROVED | CC Sale | XXXXXX5454 | Receipt |

3. It downloads the CSV file containing the transaction records.

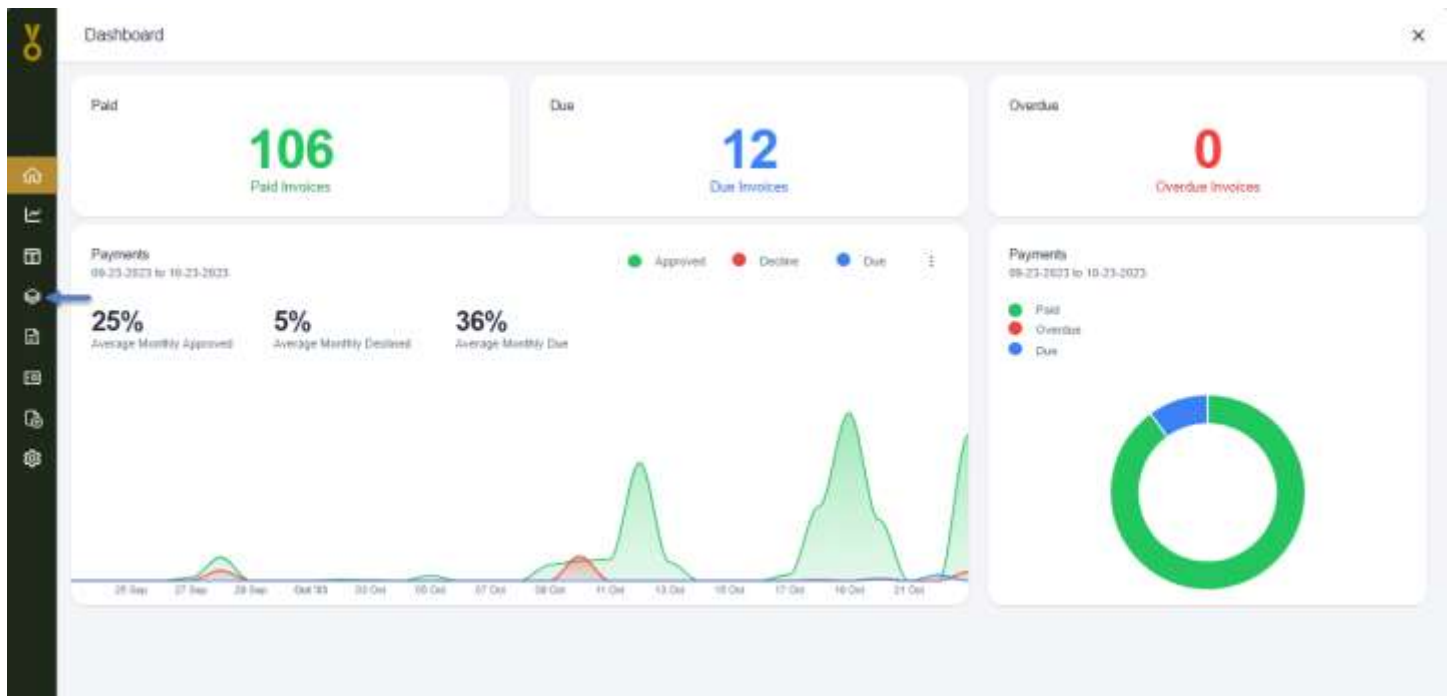
5 Batch Payments

A batch payment is a process of receiving multiple payments of a same or different customers at once. In order to process batch payment, the customer's card or bank information must be stored.

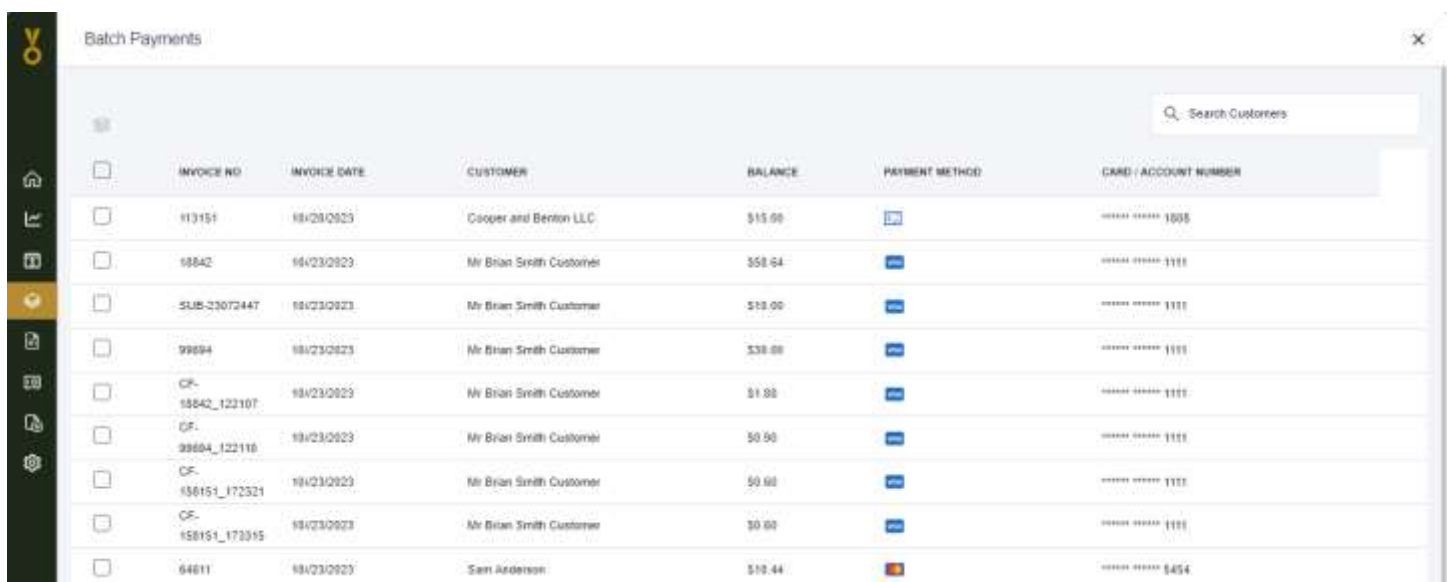
5.1.1 Process Batch

The following steps outlines how to process a batch payment.

1. Click on the **Batch Payments** menu in the left navigation as shown in the figure below.















2. It opens the **Batch Payments** screen as shown in the figure below. The batch payments screen pulls up the open invoices of the customers.



| | INVOICE NO | INVOICE DATE | CUSTOMER | BALANCE | PAYMENT METHOD | CARD / ACCOUNT NUMBER |
|--------------------------|------------------|--------------|-------------------------|---------|----------------|-----------------------|
| <input type="checkbox"/> | 113151 | 18/23/2023 | Cooper and Benton LLC | \$15.00 | | ***** 1005 |
| <input type="checkbox"/> | 10842 | 16/23/2023 | Mr Brian Smith Customer | \$58.64 | | ***** 1111 |
| <input type="checkbox"/> | 5105-23072447 | 18/23/2023 | Mr Brian Smith Customer | \$10.00 | | ***** 1111 |
| <input type="checkbox"/> | 99894 | 18/23/2023 | Mr Brian Smith Customer | \$38.00 | | ***** 1111 |
| <input type="checkbox"/> | CF-10842_122107 | 18/23/2023 | Mr Brian Smith Customer | \$1.88 | | ***** 1111 |
| <input type="checkbox"/> | CF-30864_122116 | 18/23/2023 | Mr Brian Smith Customer | \$0.90 | | ***** 1111 |
| <input type="checkbox"/> | CF-158151_172521 | 18/23/2023 | Mr Brian Smith Customer | \$0.60 | | ***** 1111 |
| <input type="checkbox"/> | CF-158151_173315 | 18/23/2023 | Mr Brian Smith Customer | \$0.60 | | ***** 1111 |
| <input type="checkbox"/> | 64611 | 18/23/2023 | Sam Anderson | \$10.44 | | ***** 5454 |













- Select the specific invoices you wish to process in a batch or select all the invoices as shown in the figure below.

Batch Payments Search Customers

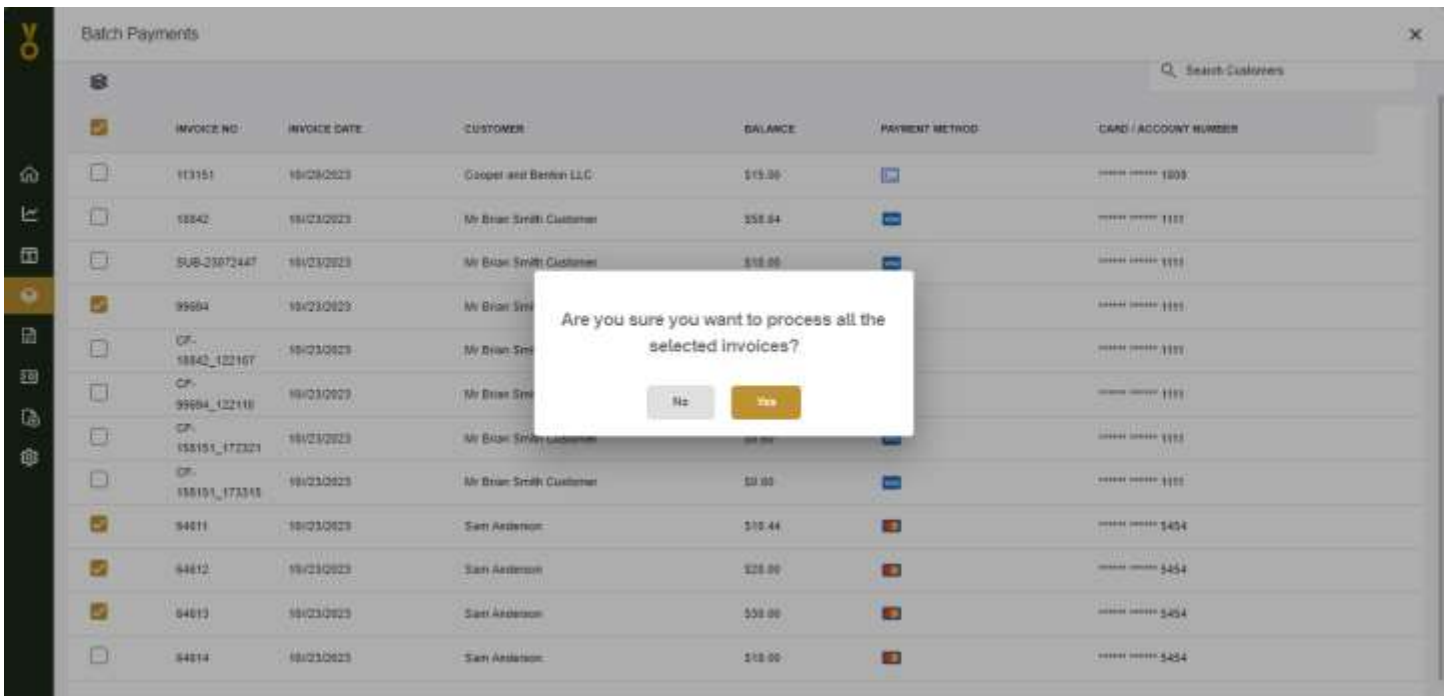
| <input checked="" type="checkbox"/> | INVOICE NO | INVOICE DATE | CUSTOMER | BALANCE | PAYMENT METHOD | CARD / ACCOUNT NUMBER |
|-------------------------------------|------------------|--------------|-------------------------|---------|---|-----------------------|
| <input type="checkbox"/> | 113151 | 18/23/2023 | Cooper and Benton LLC | \$15.00 |  | ***** 1898 |
| <input type="checkbox"/> | 18842 | 18/23/2023 | Mr Brian Smith Customer | \$58.64 |  | ***** 1111 |
| <input type="checkbox"/> | SUB-23072447 | 18/23/2023 | Mr Brian Smith Customer | \$10.00 |  | ***** 1111 |
| <input checked="" type="checkbox"/> | 99694 | 18/23/2023 | Mr Brian Smith Customer | \$30.00 |  | ***** 1111 |
| <input type="checkbox"/> | CF-18842_122167 | 18/23/2023 | Mr Brian Smith Customer | \$1.00 |  | ***** 1111 |
| <input type="checkbox"/> | CF-99694_122118 | 18/23/2023 | Mr Brian Smith Customer | \$0.99 |  | ***** 1111 |
| <input type="checkbox"/> | CF-158151_173321 | 18/23/2023 | Mr Brian Smith Customer | \$0.00 |  | ***** 1111 |
| <input type="checkbox"/> | CF-158151_173315 | 18/23/2023 | Mr Brian Smith Customer | \$0.00 |  | ***** 1111 |
| <input checked="" type="checkbox"/> | 64811 | 18/23/2023 | Sam Anderson | \$10.44 |  | ***** 5454 |
| <input checked="" type="checkbox"/> | 64812 | 18/23/2023 | Sam Anderson | \$29.00 |  | ***** 5454 |
| <input checked="" type="checkbox"/> | 64813 | 18/23/2023 | Sam Anderson | \$30.00 |  | ***** 5454 |
| <input type="checkbox"/> | 64814 | 18/23/2023 | Sam Anderson | \$10.00 |  | ***** 5454 |

- Click on the **Batch Process** icon on top of the grid.

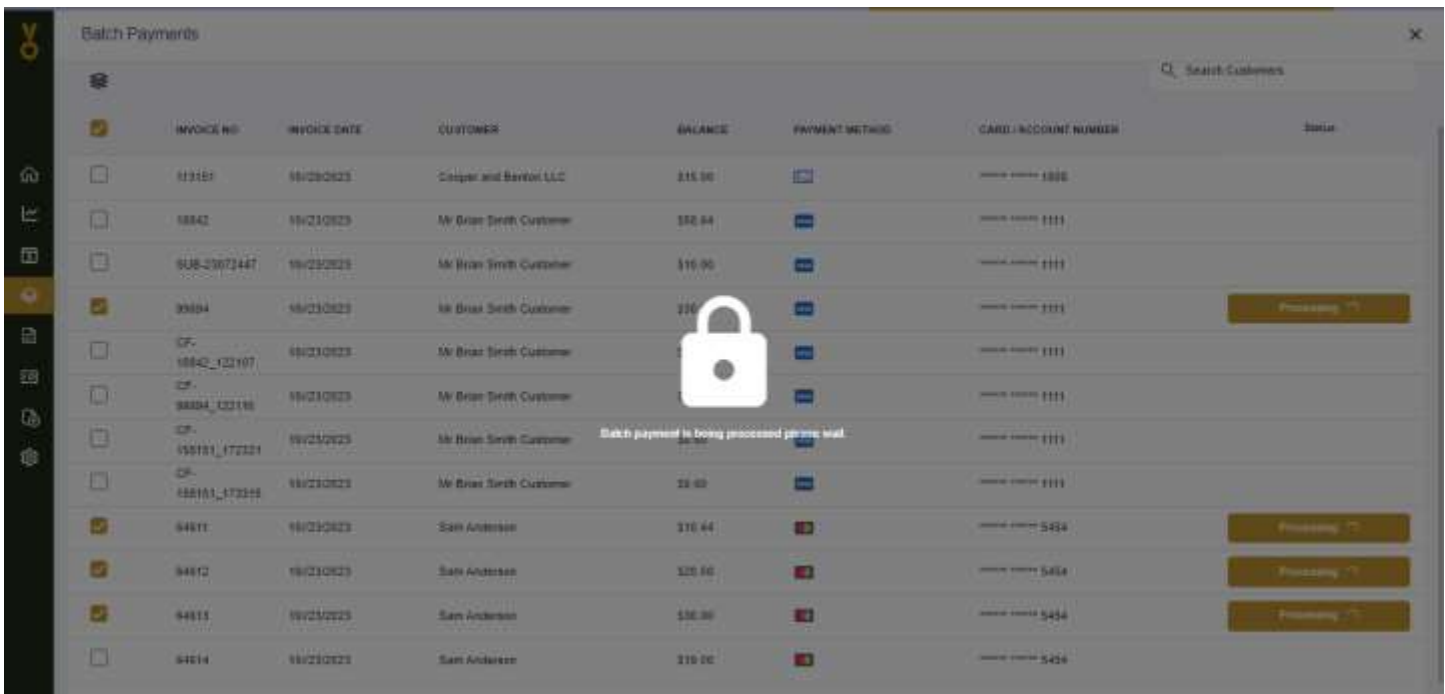
Batch Payments Search Customers

| <input checked="" type="checkbox"/> | INVOICE NO | INVOICE DATE | CUSTOMER | BALANCE | PAYMENT METHOD | CARD / ACCOUNT NUMBER |
|-------------------------------------|------------------|--------------|-------------------------|---------|---|-----------------------|
| <input type="checkbox"/> | 113151 | 18/23/2023 | Cooper and Benton LLC | \$15.00 |  | ***** 1898 |
| <input type="checkbox"/> | 18842 | 18/23/2023 | Mr Brian Smith Customer | \$58.64 |  | ***** 1111 |
| <input type="checkbox"/> | SUB-23072447 | 18/23/2023 | Mr Brian Smith Customer | \$10.00 |  | ***** 1111 |
| <input checked="" type="checkbox"/> | 99694 | 18/23/2023 | Mr Brian Smith Customer | \$30.00 |  | ***** 1111 |
| <input type="checkbox"/> | CF-18842_122167 | 18/23/2023 | Mr Brian Smith Customer | \$1.00 |  | ***** 1111 |
| <input type="checkbox"/> | CF-99694_122118 | 18/23/2023 | Mr Brian Smith Customer | \$0.99 |  | ***** 1111 |
| <input type="checkbox"/> | CF-158151_173321 | 18/23/2023 | Mr Brian Smith Customer | \$0.00 |  | ***** 1111 |
| <input type="checkbox"/> | CF-158151_173315 | 18/23/2023 | Mr Brian Smith Customer | \$0.00 |  | ***** 1111 |
| <input checked="" type="checkbox"/> | 64811 | 18/23/2023 | Sam Anderson | \$10.44 |  | ***** 5454 |
| <input checked="" type="checkbox"/> | 64812 | 18/23/2023 | Sam Anderson | \$29.00 |  | ***** 5454 |
| <input checked="" type="checkbox"/> | 64813 | 18/23/2023 | Sam Anderson | \$30.00 |  | ***** 5454 |
| <input type="checkbox"/> | 64814 | 18/23/2023 | Sam Anderson | \$10.00 |  | ***** 5454 |

5. An alert dialog pops up; click on **Yes** button as shown in the figure below.



6. Batch processing starts as shown in the figure below.



7. Please wait until the batch processing completes.
8. Once the batch processing completes the invoices that are selected in a batch disappear from the grid and the payment applies to the invoices.

| | | | | | | | | | |
|--------------|--|----------------------------|---------|---------------------------------|----------|--------------------|--------------|---------|---|
| 296568535436 | 89694 | Mr Brian Smith Customer | \$30.96 | 18/23/2023 1:50:16 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX1111 | Receipt | ▼ |
| 296567535432 | 84012 | Sam Anderson | \$30.84 | 18/23/2023 1:50:32 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt | ▼ |
| 296436425428 | 84012 | Sam Anderson | \$20.43 | 18/23/2023 1:50:28 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt | ▼ |
| 296566535423 | 84011 | Sam Anderson | \$18.66 | 18/23/2023 1:50:23 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX5454 | Receipt | ▼ |
| 296435514073 | 89488 | Mr Brian Smith Customer | \$71.40 | 18/23/2023 1:08:44 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 296537532081 | CF-84805_121748,CF-113147_121751,84610,84611 | Sam Anderson | \$20.40 | 18/23/2023 12:53:27 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX5454 | Receipt | ▼ |
| 29653530278 | 84038 | Sam Anderson | \$0.00 | 18/23/2023 12:34:39 PM GMT+5 | DECLINED | ACH Sale | XXXXXXXX1808 | Receipt | ▼ |
| 296385430252 | 84038 | Sam Anderson | \$0.00 | 18/23/2023 12:24:13 PM GMT+5 | DECLINED | ACH Sale | XXXXXXXX1808 | Receipt | ▼ |
| 296383430078 | 89694 | Mr Brian Smith Customer | \$30.96 | 18/23/2023 12:21:10 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX1111 | Receipt | ▼ |
| 296533530088 | 18842 | Mr Brian Smith Customer | \$86.52 | 18/23/2023 12:21:07 PM GMT+5 | APPROVED | CC Profile Sale | XXXXXXXX1111 | Receipt | ▼ |
| 296532530017 | 158151 | Mr Brian Smith Customer | \$30.96 | 18/23/2023 12:20:20 PM GMT+5 | APPROVED | CC Sale | XXXXXXXX1111 | Receipt | ▼ |
| | | | | 18/23/2023 12:19:10 PM | | CC Profile | | | |

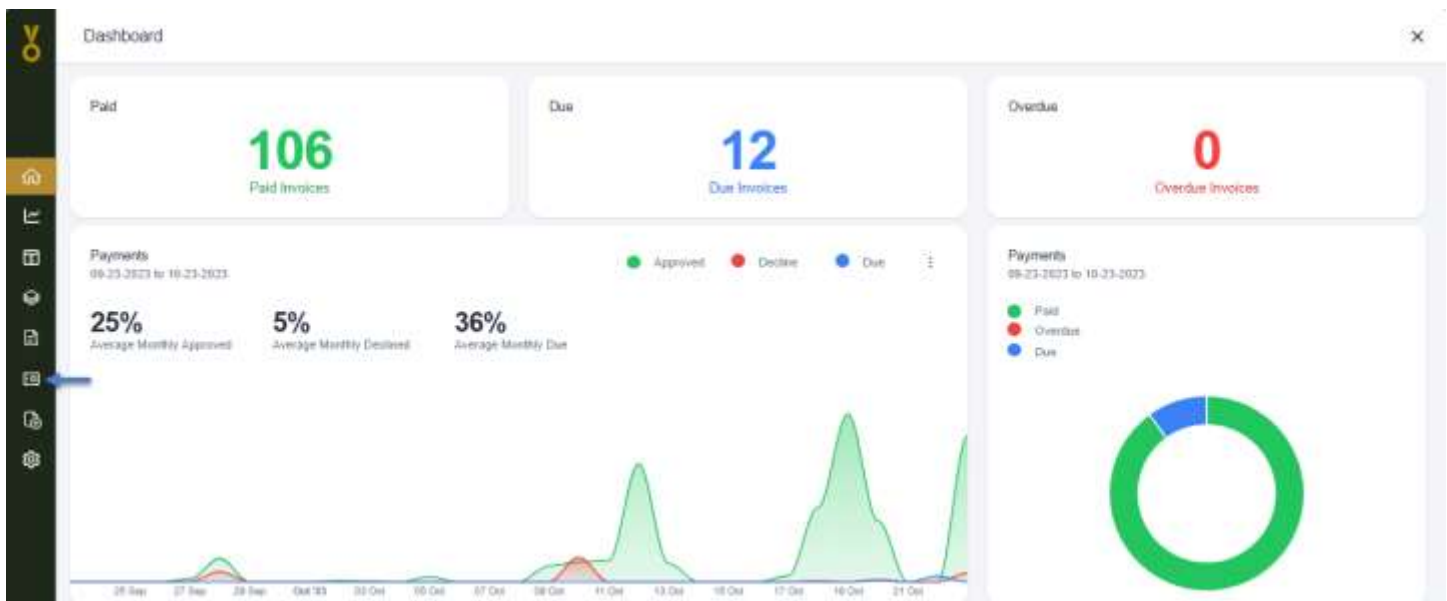
6 Customer Vault

Customer vault can be used to view the stored cards and bank, delete stored cards and bank and set the card or bank as default for batch payment processing.

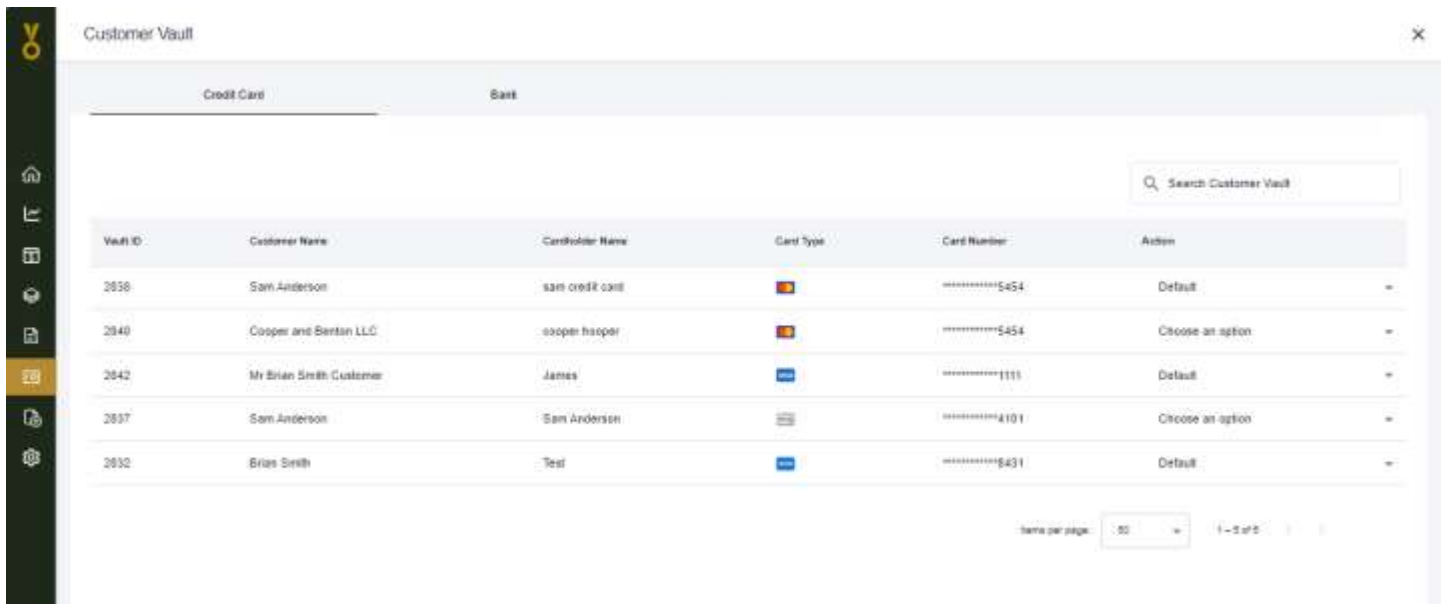
6.1.1 Credit Card

The following steps outlines how to view stored cards of the customers.

1. Click on the **Customer Vault** menu in the left navigation as shown in the figure below.



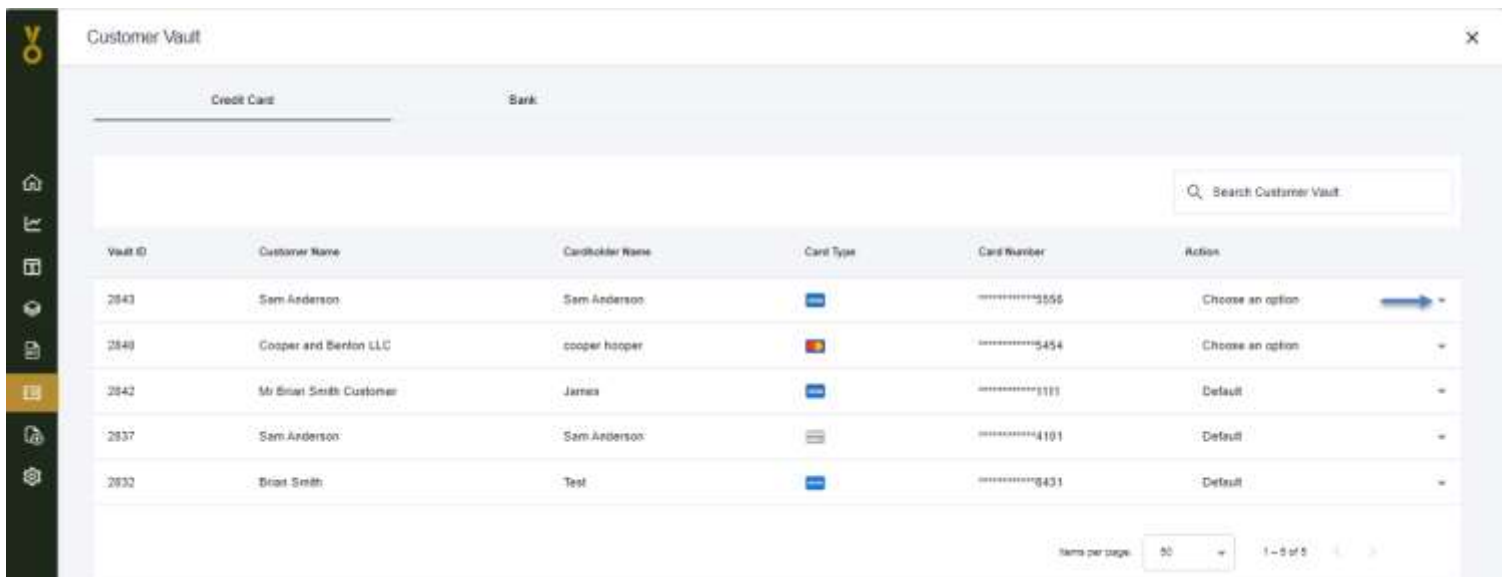
- It opens the **Customer Vault** screen with Credit Card tab selected by-default as shown in the figure below.



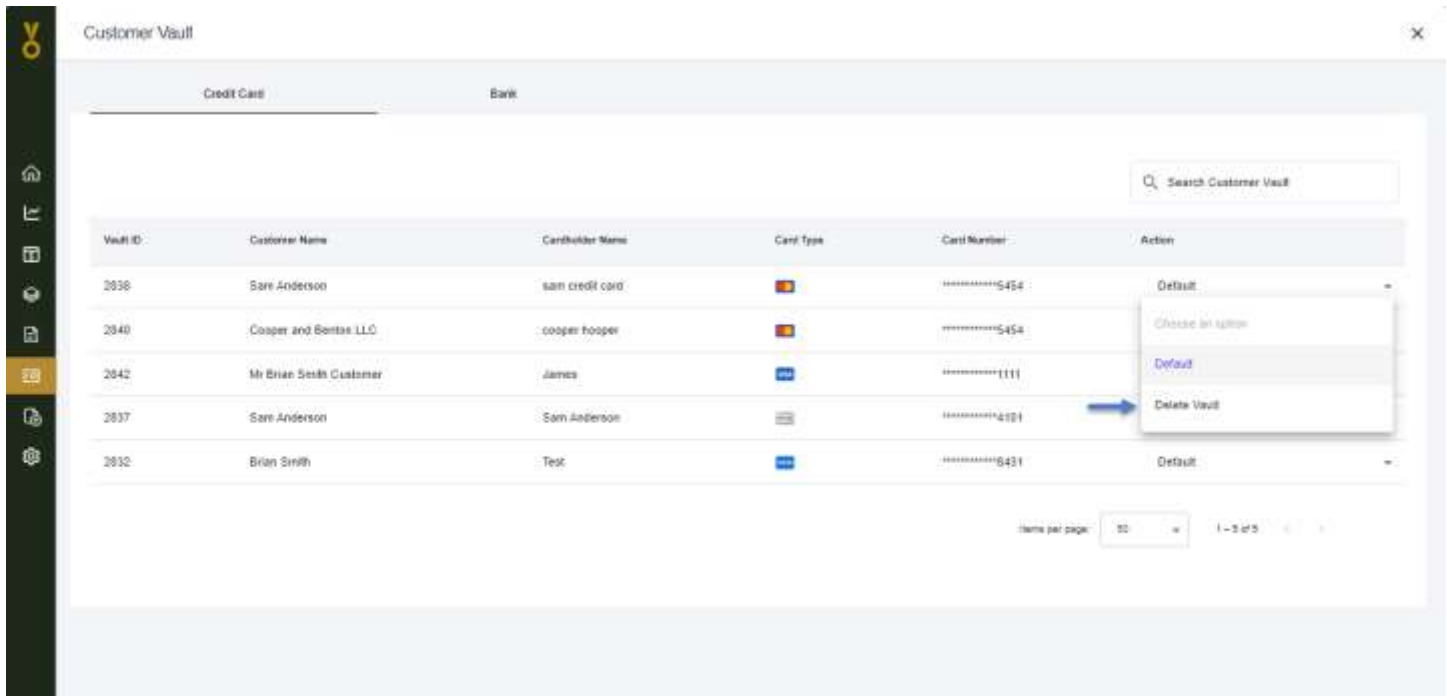
6.1.1.1 Delete Card

The following steps outlines how to delete a stored card of the customer.

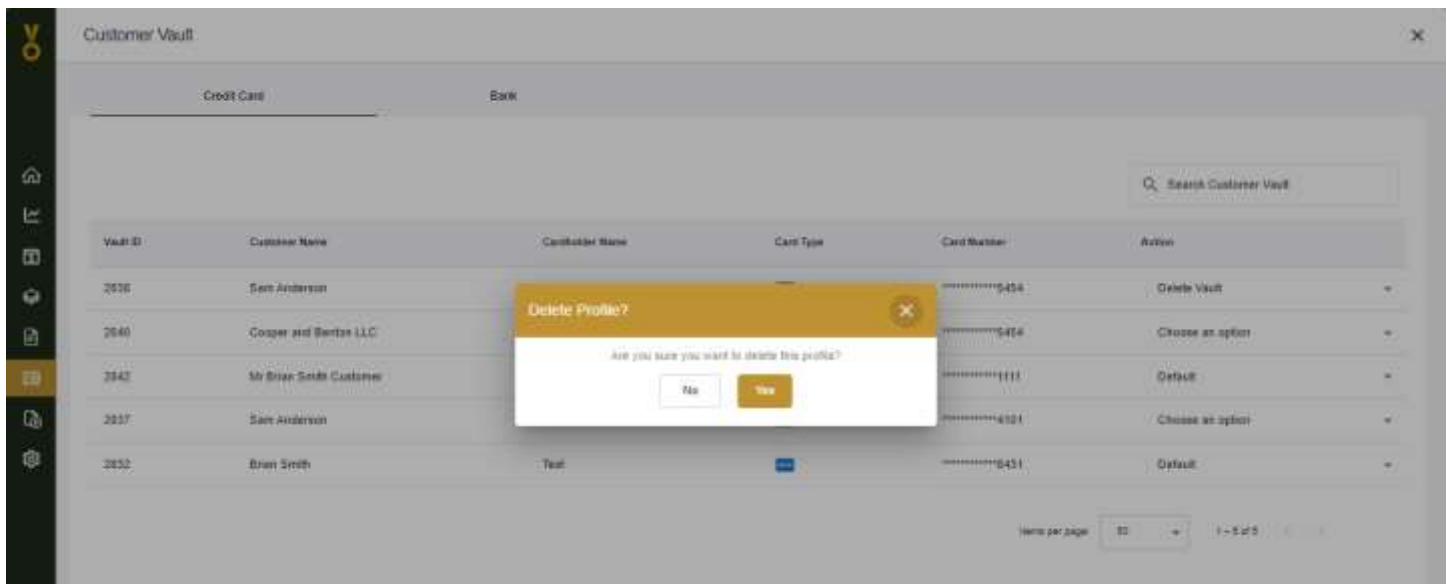
- You are on the **Credit Card** tab.
- Under the **Action** column, click on small down arrow of the card profile you wish to delete as shown in the figure below.



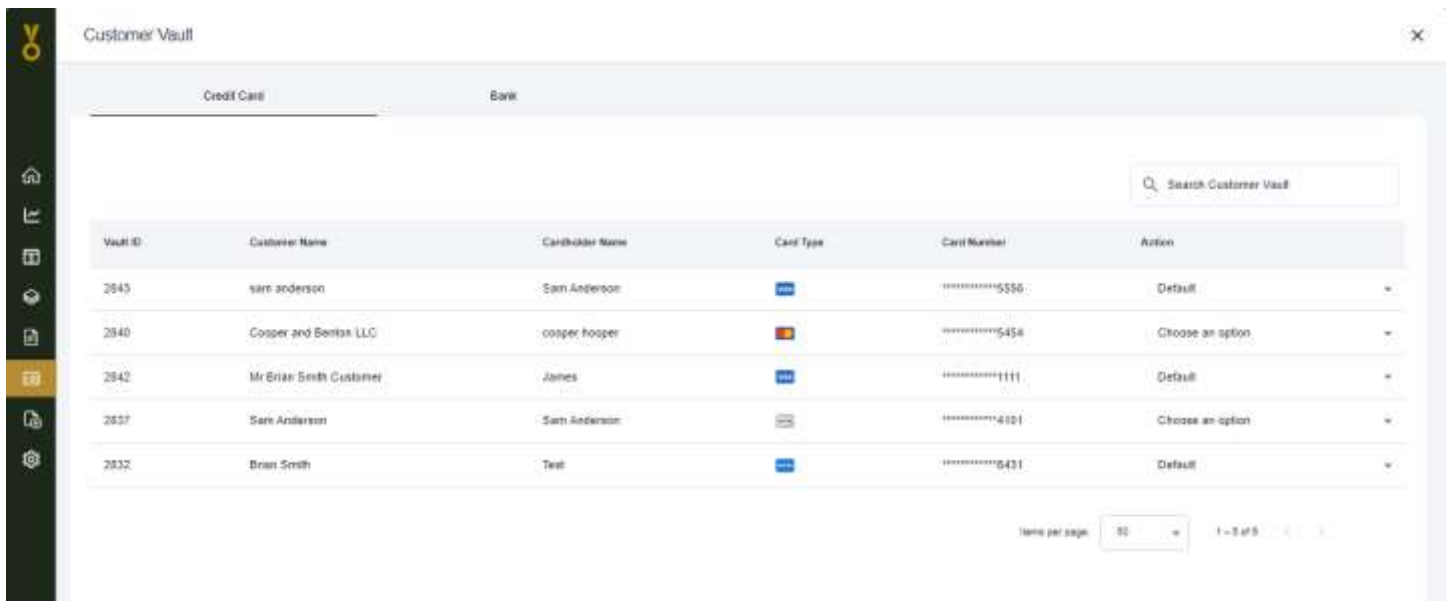
3. This action expands more options.
4. Click on **Delete Vault** as shown in the figure below.



5. An alert dialog pops up; click on the **Yes** button.



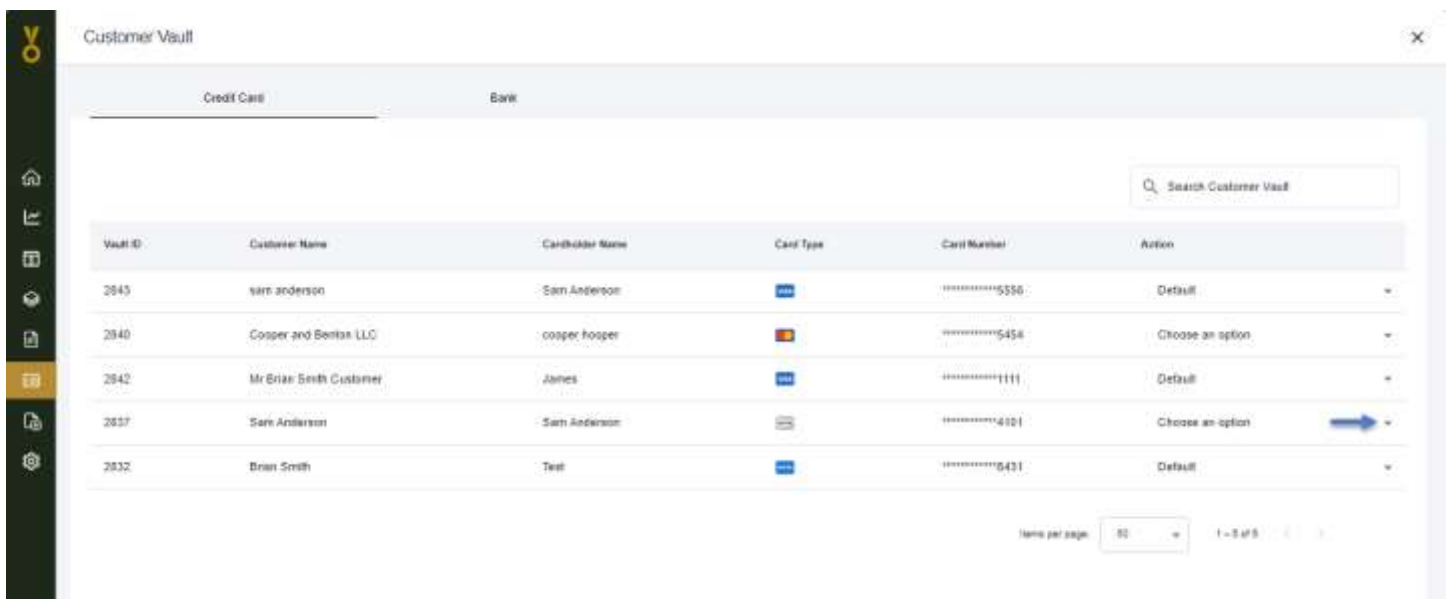
6. The confirmation message appears and the stored card deletes successfully.



6.1.1.2 Set Card as Default

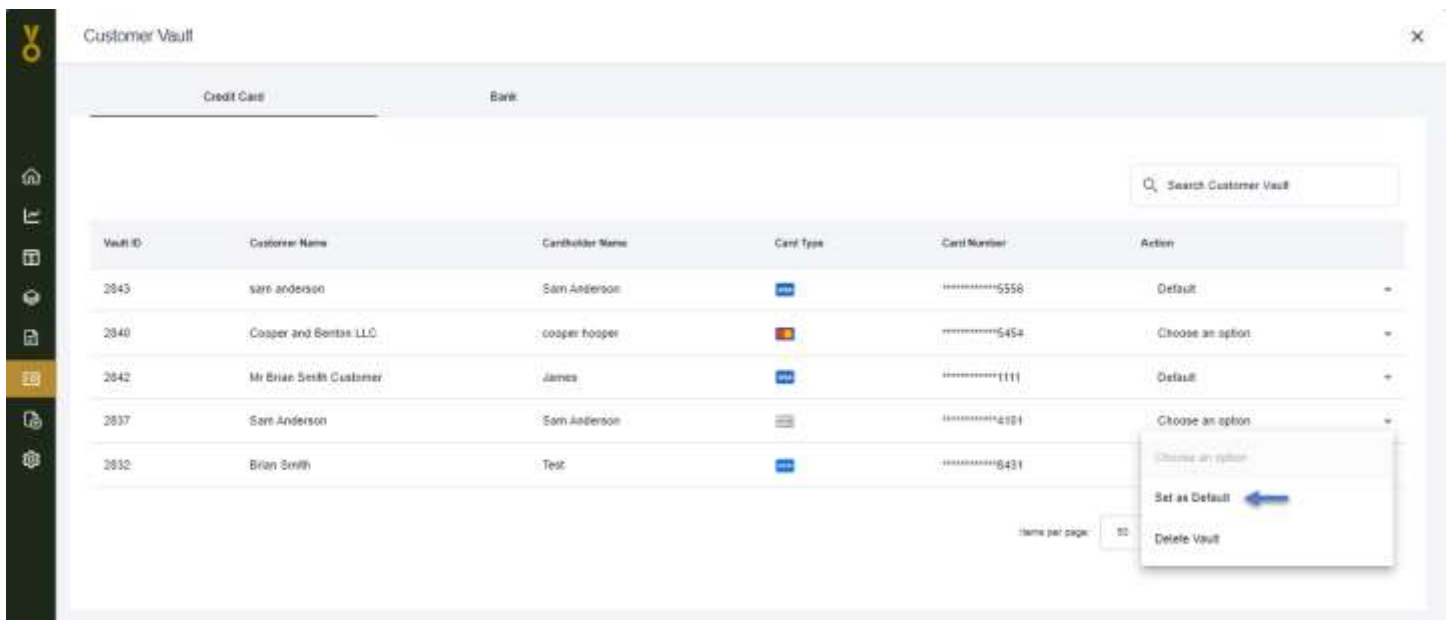
The following steps outlines how to set a stored card as default for a customer. It is used when customers has multiple cards stored and he wants to make one card profile as default for batch payment processing.

1. You are on the **Credit Card** tab.
2. Under the **Action** column, click on small down arrow of the card profile you wish to set as default as shown in the figure below.

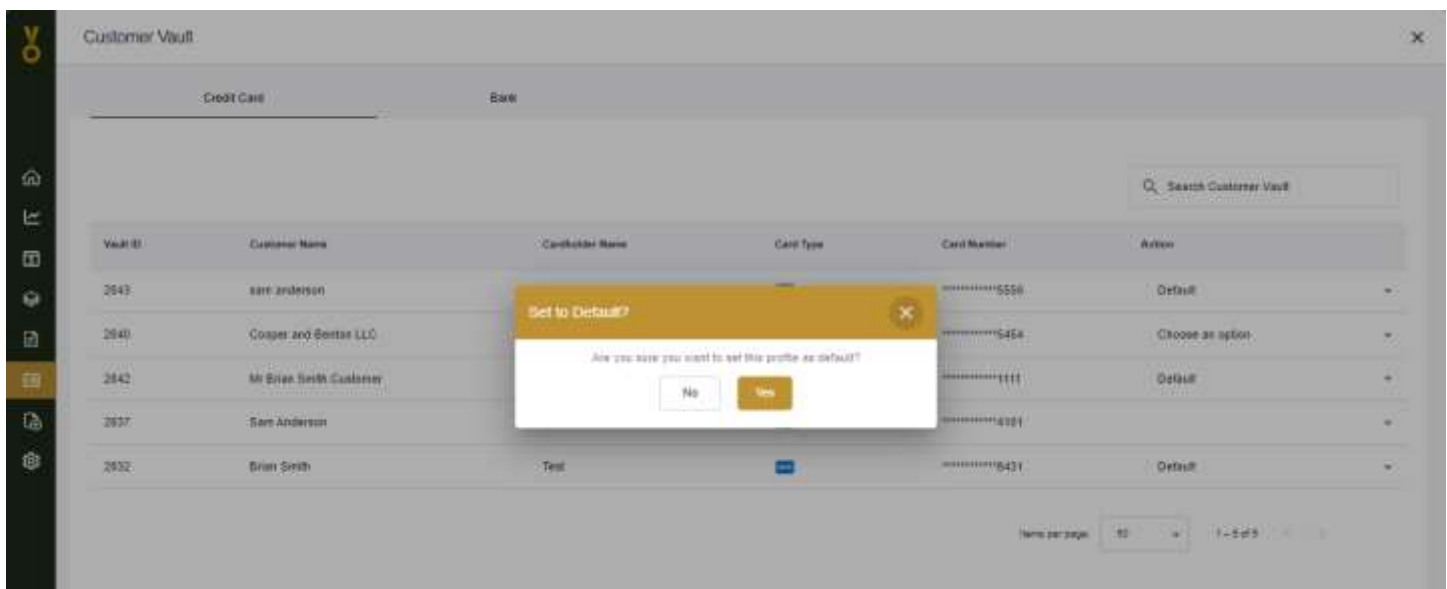


3. This action expands more options.

4. Click on **Set as Default** as shown in the figure below.



5. An alert dialog pops up; click on the **Yes** button.



6. The confirmation message appears and the card profile sets to default successfully as shown in the figure below.

Customer Vault

Profile not to default successfully

Credit Card Bank

Search Customer Vault

| Vault ID | Customer Name | Cardholder Name | Card Type | Card Number | Action |
|----------|-------------------------|-----------------|-----------|-------------|------------------|
| 2843 | Sam Anderson | Sam Anderson | | *****5556 | Choose an option |
| 2840 | Cooper and Beritas LLC | cooper hooper | | *****5454 | Choose an option |
| 2842 | Mr Brian Smith Customer | James | | *****1111 | Default |
| 2837 | Sam Anderson | Sam Anderson | | *****4321 | Default |
| 2832 | Brian Smith | Test | | *****0421 | Default |

Items per page: 50 1 - 5 of 5

6.1.2 Bank (ACH)

The following steps outlines how to view stored banks of the customers.

1. You are on the **Customer Vault** screen.
2. Switch to the **Bank** tab as shown in the figure below.

Customer Vault

Credit Card Bank

Search Customer Vault

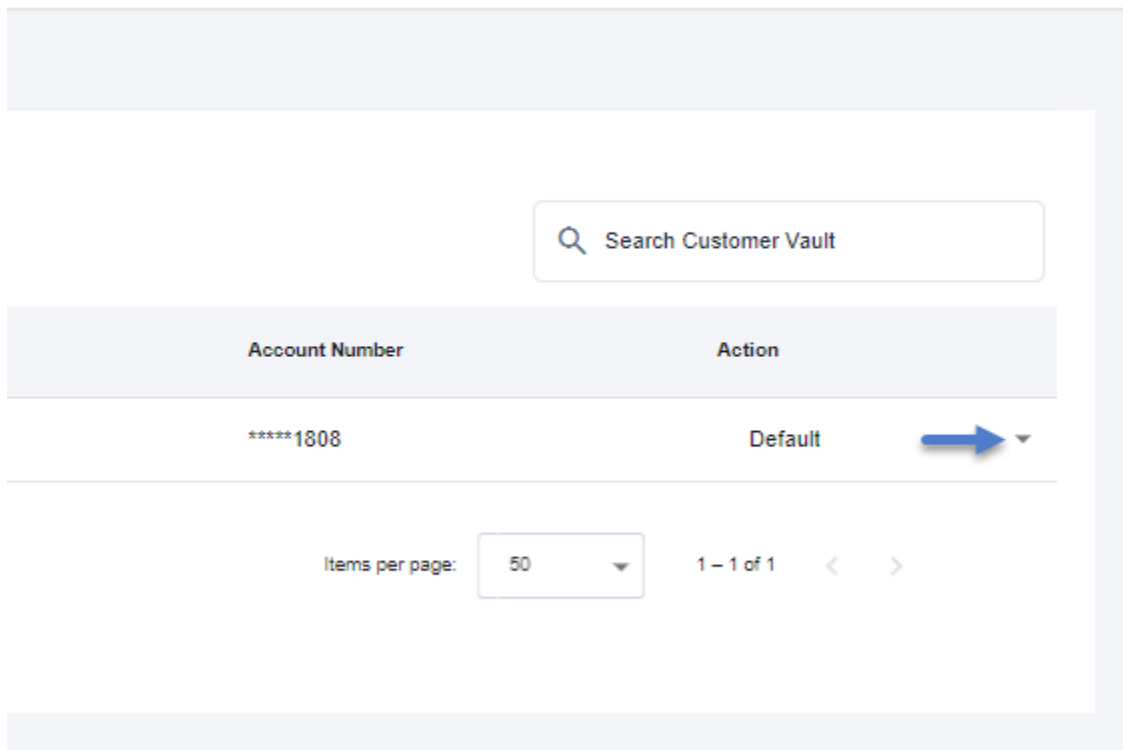
| Vault ID | Customer Name | Account holder Name | Bank Type | Account Number | Action |
|----------|---------------|---------------------|-----------|----------------|---------|
| 2841 | cooper hooper | cooper hooper | | *****1000 | Default |

Items per page: 50 1 - 1 of 1

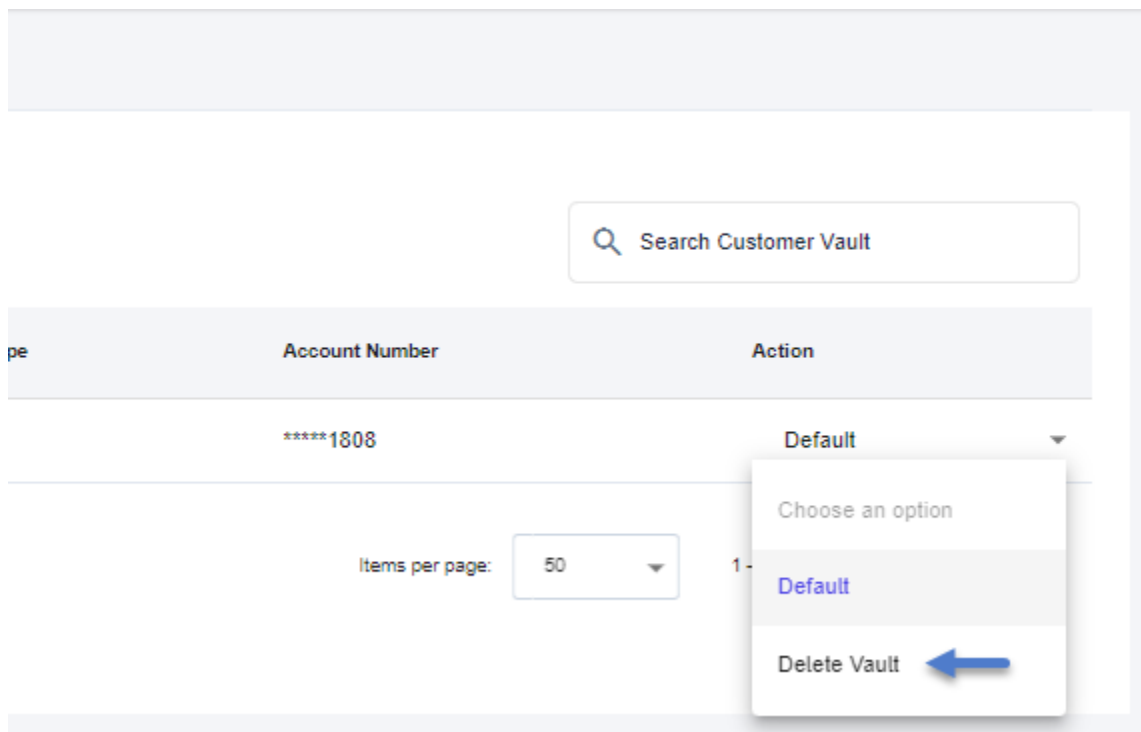
6.1.2.1 Delete Bank

The following steps outlines how to delete a stored bank of the customer.

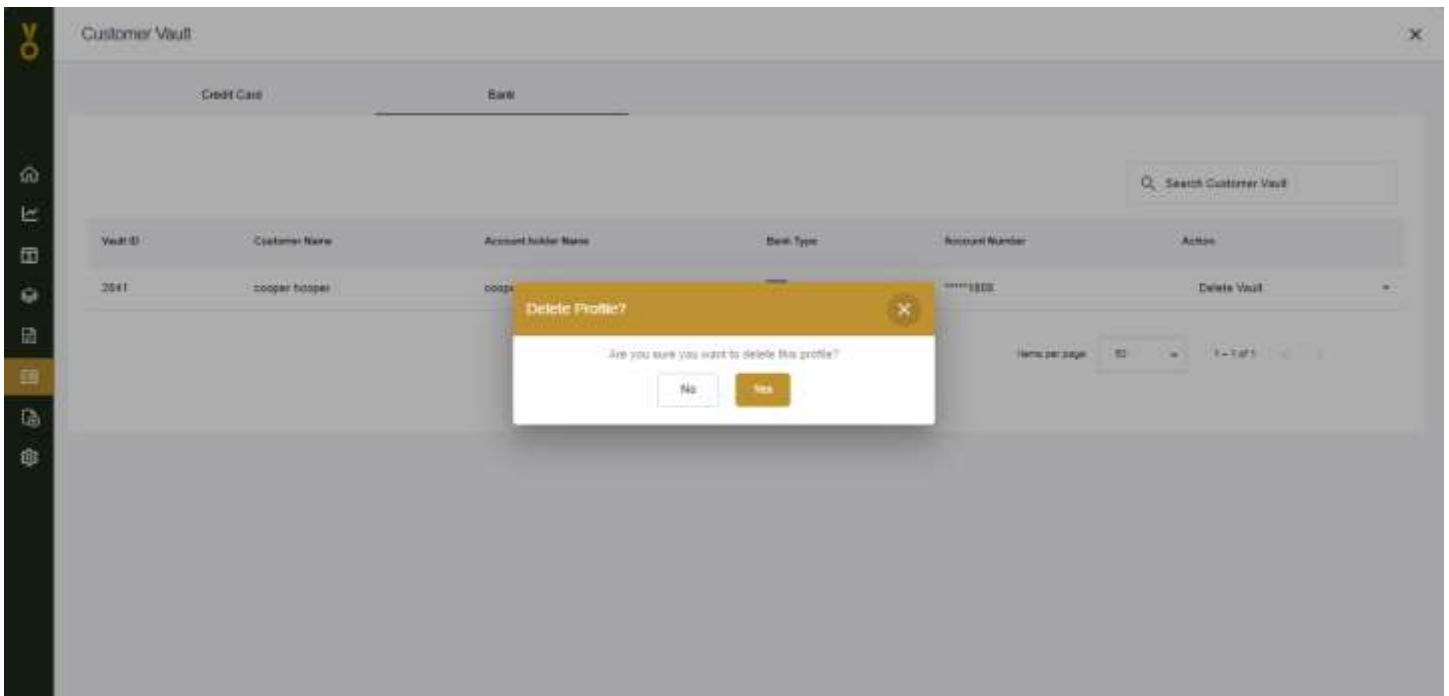
1. You are on the **Bank** tab.
2. Under the **Action** column, click on small down arrow of the bank profile you wish to delete.
3. This action expands more options as shown in the figure below.



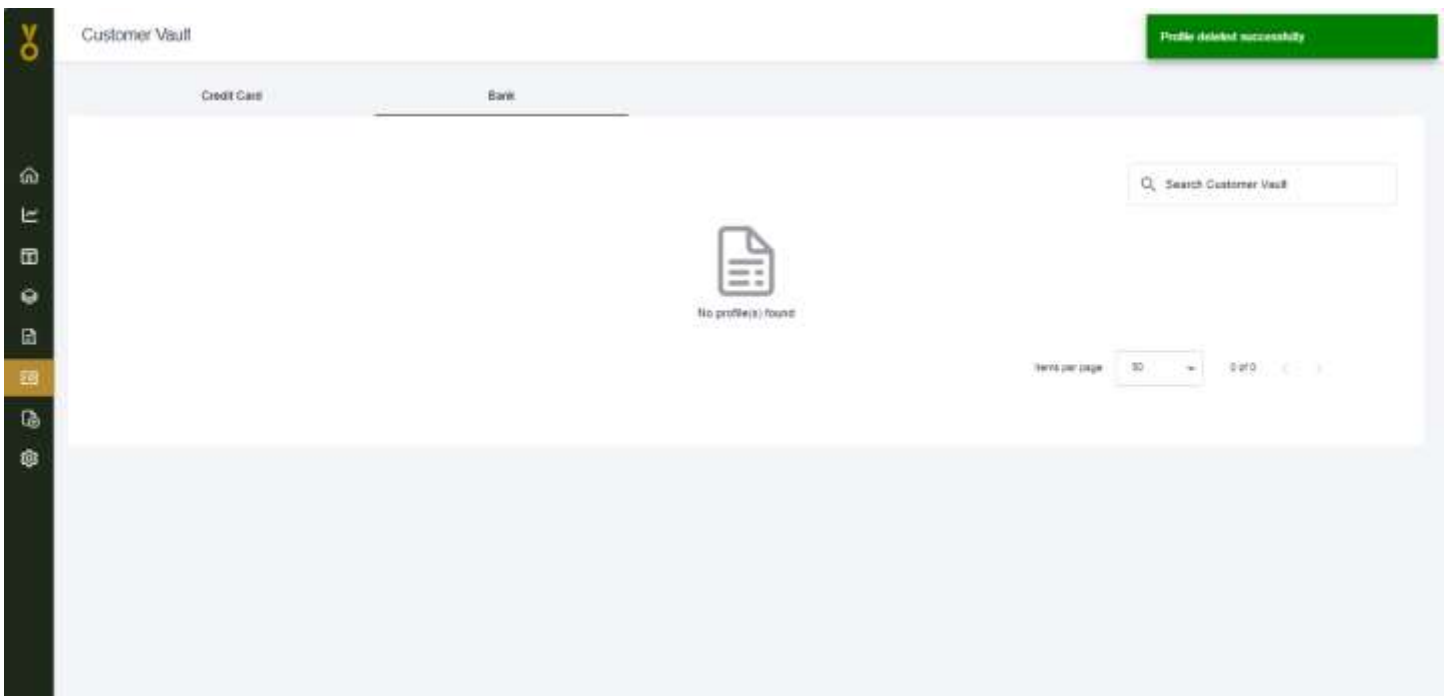
- Click on **Delete Vault** as shown in the figure below.



5. An alert dialog pops up; click on the **Yes** button.



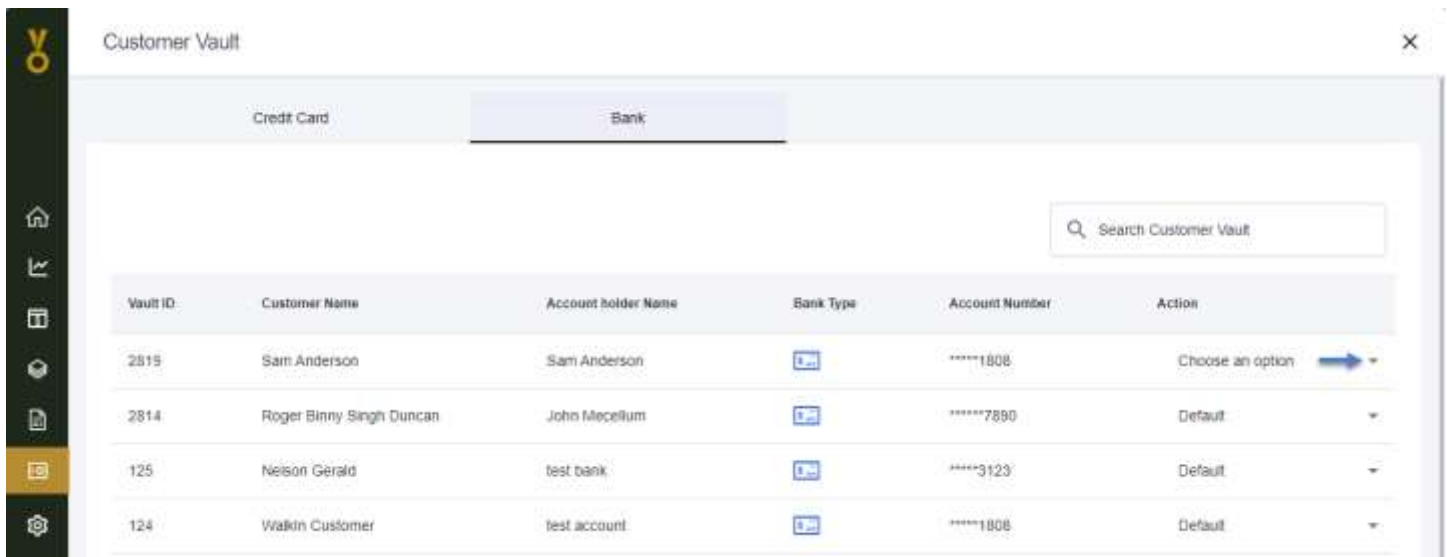
6. The confirmation message appears and the stored bank deletes successfully.



6.1.2.2 Set Bank as Default

The following steps outlines how to set a stored bank (ACH) as default for a customer. The purpose of setting bank profile as default is when customers has multiple banks (ACH) stored and he wants to have one bank profile as default for batch payment processing.

1. You are on the **Bank** tab.
2. Under the **Action** column, click on small down arrow of the bank profile you wish to set as default as shown in the figure below.



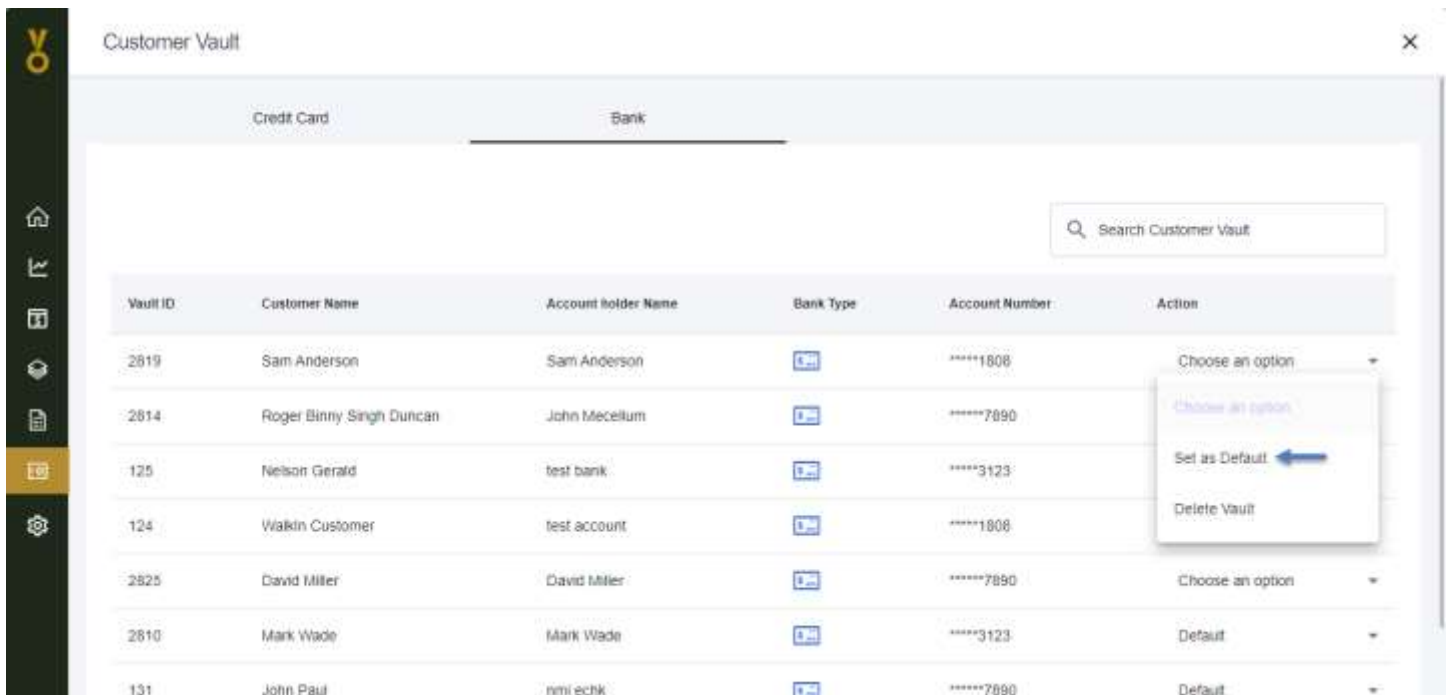
Customer Vault

Credit Card Bank

Search Customer Vault

| Vault ID | Customer Name | Account holder Name | Bank Type | Account Number | Action |
|----------|--------------------------|---------------------|-----------|----------------|------------------|
| 2819 | Sam Anderson | Sam Anderson | ACH | *****1808 | Choose an option |
| 2814 | Roger Binny Singh Duncan | John Mecellum | ACH | *****7890 | Default |
| 125 | Nelson Gerald | test bank | ACH | *****3123 | Default |
| 124 | Walkin Customer | test account | ACH | *****1808 | Default |

3. This action expands more options.
4. Click on **Set as Default** as shown in the figure below.



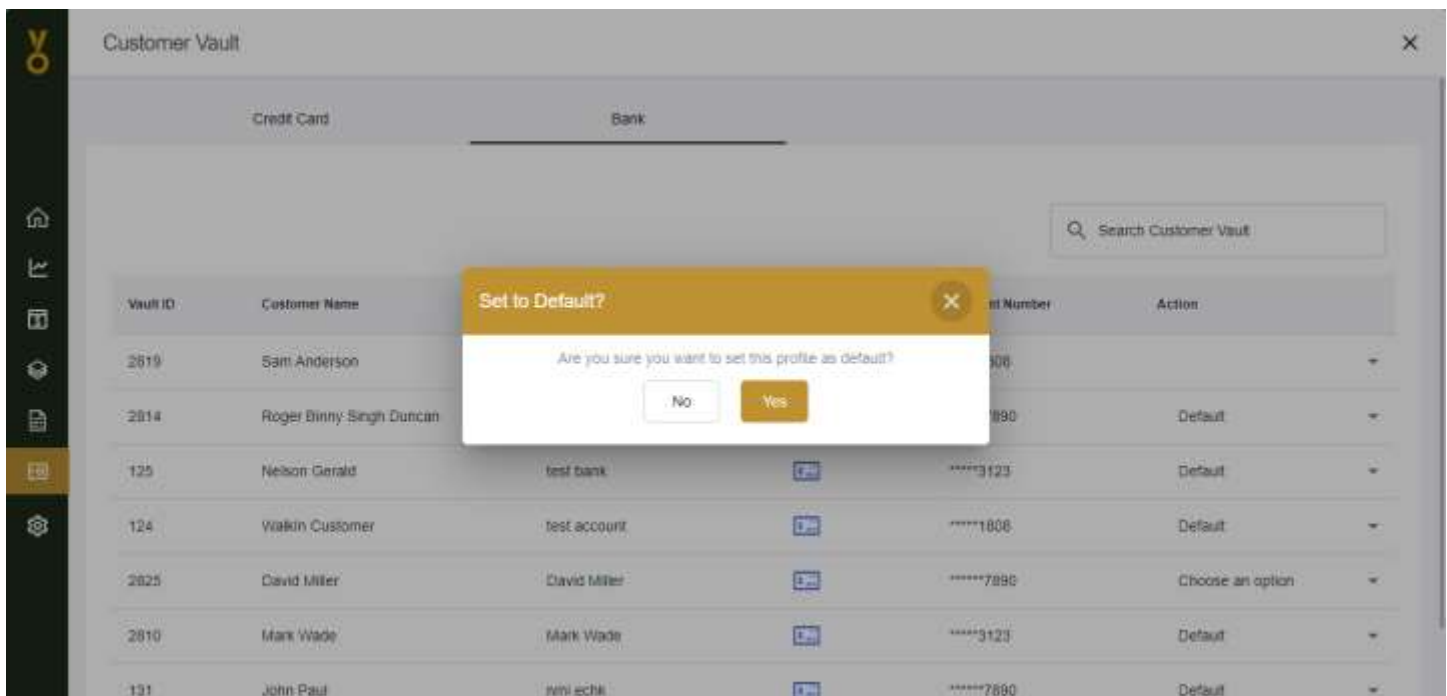
Customer Vault

Credit Card Bank

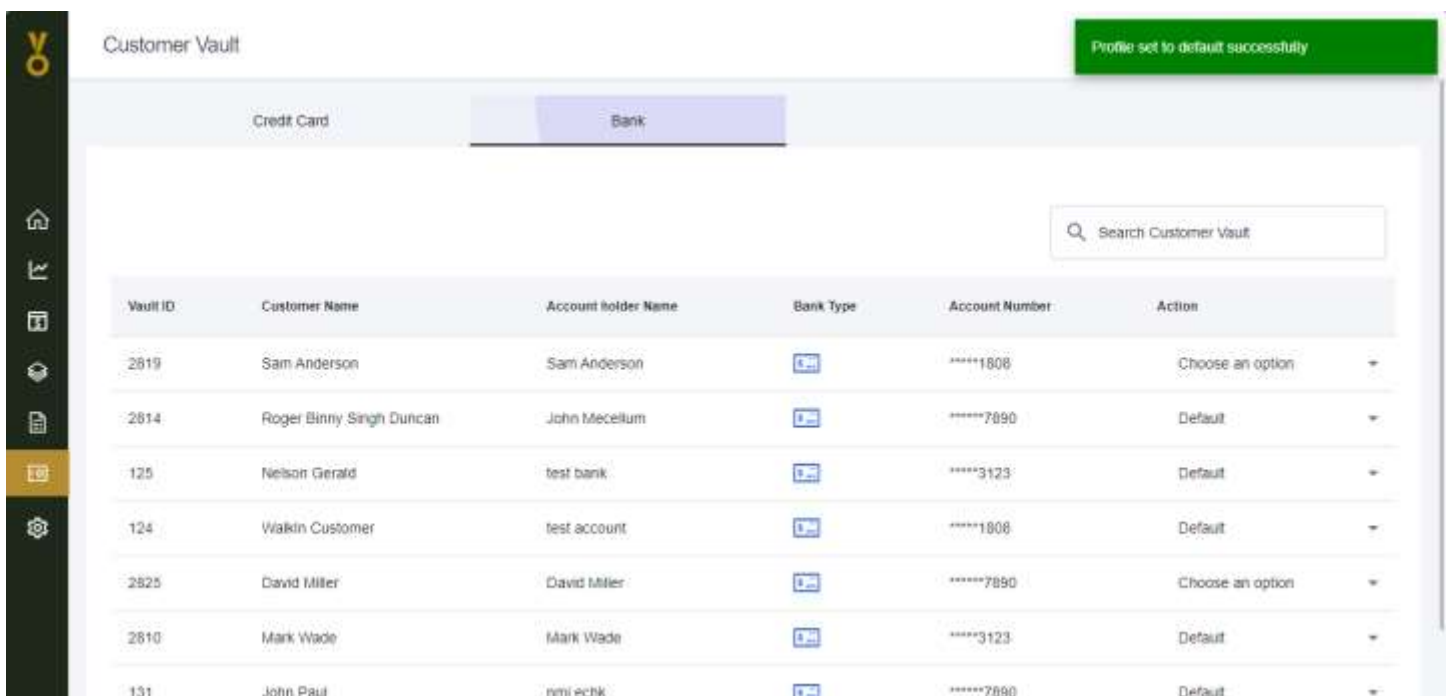
Search Customer Vault

| Vault ID | Customer Name | Account holder Name | Bank Type | Account Number | Action |
|----------|--------------------------|---------------------|-----------|----------------|------------------|
| 2819 | Sam Anderson | Sam Anderson | ACH | *****1808 | Choose an option |
| 2814 | Roger Binny Singh Duncan | John Mecellum | ACH | *****7890 | Default |
| 125 | Nelson Gerald | test bank | ACH | *****3123 | Default |
| 124 | Walkin Customer | test account | ACH | *****1808 | Default |
| 2825 | David Miller | David Miller | ACH | *****7890 | Choose an option |
| 2810 | Mark Wade | Mark Wade | ACH | *****3123 | Default |
| 131 | John Paul | nmi echk | ACH | *****7890 | Default |

5. An alert dialog pops up; click on the **Yes** button.



6. The confirmation message appears and the bank profile sets to default successfully as shown in the figure below.



7 Settings

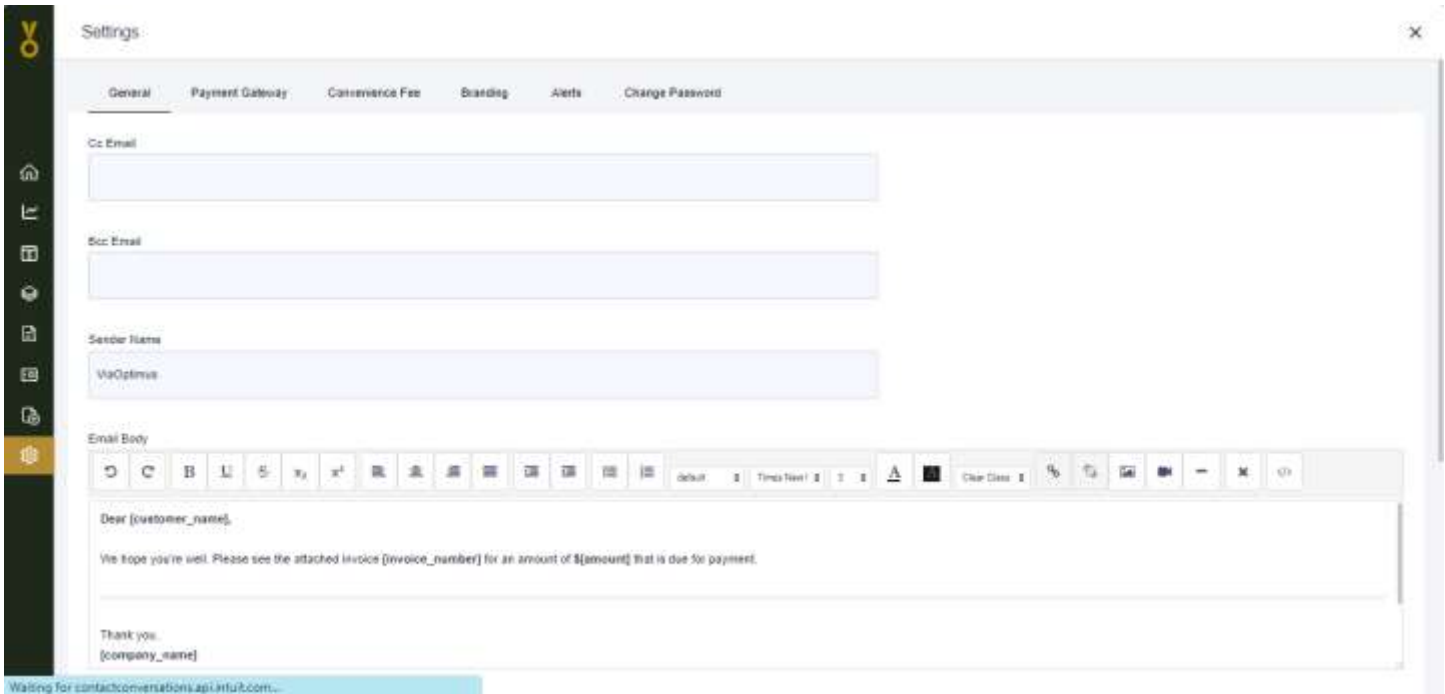
7.1.1 General

The following steps outlines what settings you can set in General settings.

1. Click on the **Settings** menu in the left navigation as shown in the figure below.



2. It opens the **General** settings screen.
Following settings can be set under General settings as shown in the figure below.
 - Modify an **Email Body** for invoice emails
 - Set **Cc** and **Bcc** emails for payment notifications
 - Set **Sender Name** for emails



Settings

General Payment Gateway Convenience Fee Branding Alerts Change Password

Cc Email

Bcc Email

Sender Name
ViaOptimus

Email Body

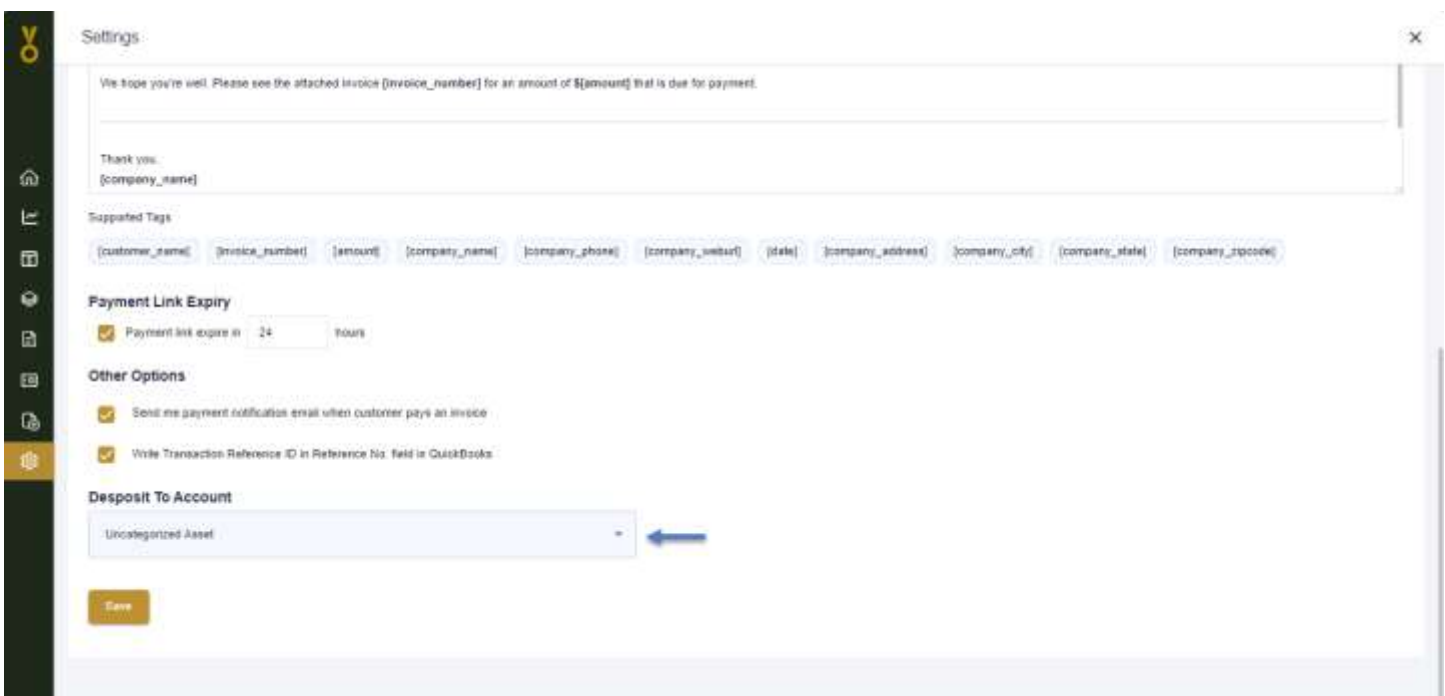
Dear {customer_name},

Via hope you're well. Please see the attached invoice {invoice_number} for an amount of \${amount} that is due for payment.

Thank you,
{company_name}

Waiting for contact.conversations.api.intuit.com...

- Set **Deposit to Account** for invoice payments. It is the account in QuickBooks Online where invoice payments are deposited. The **Deposit to Account** dropdown pulls the accounts from QuickBooks Online as shown in the figure below.



Settings

Via hope you're well. Please see the attached invoice {invoice_number} for an amount of \${amount} that is due for payment.

Thank you,
{company_name}

Supported Tags

{customer_name} {invoice_number} {amount} {company_name} {company_phone} {company_website} {state} {company_address} {company_city} {company_state} {company_zipcode}

Payment Link Expiry

☒ Payment link expire in 24 hours

Other Options

☒ Send me payment notification email when customer pays an invoice

☒ Write Transaction Reference ID in Reference No. field in QuickBooks

Deposit To Account

Uncategorized Asset

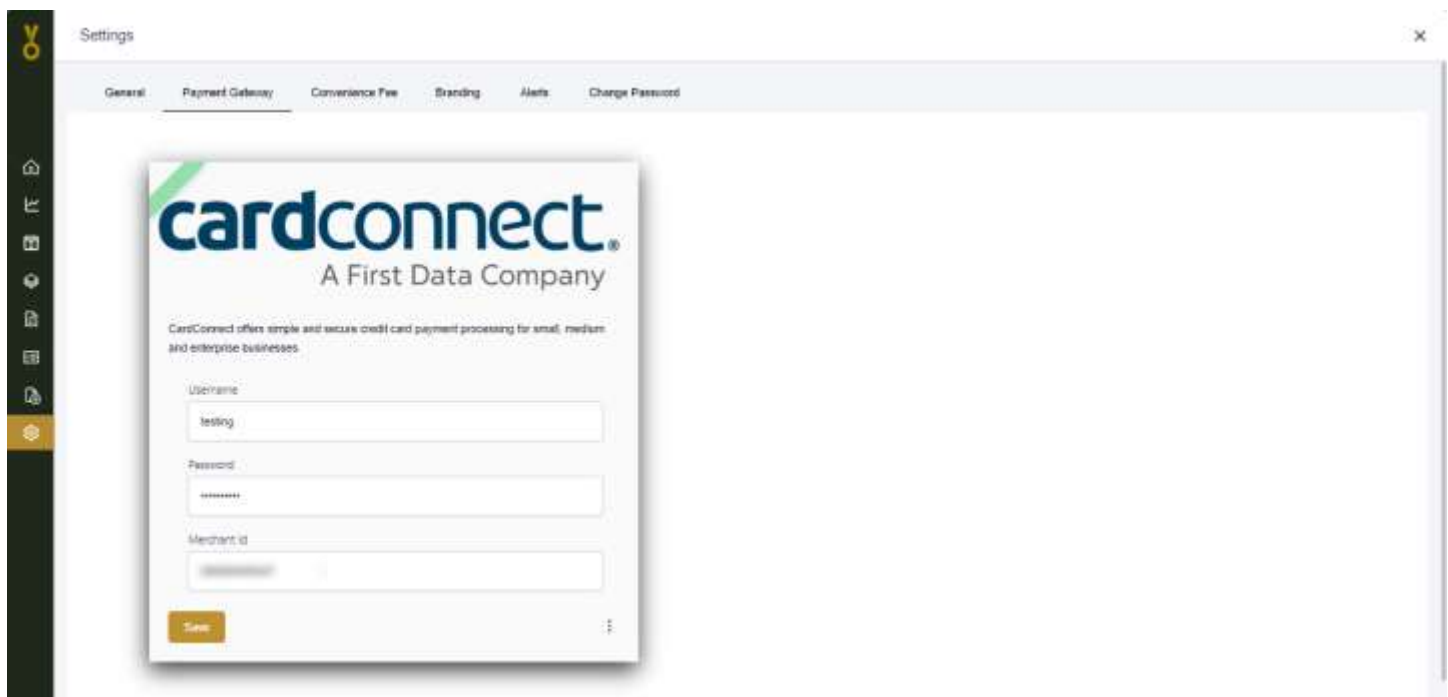
Save



7.1.2 Payment Gateway

The following steps outlines how to configure a payment gateway in Settings.

1. Click on the **Payment Gateway** tab.
2. It opens the Payment Gateway settings screen as shown in the figure below.

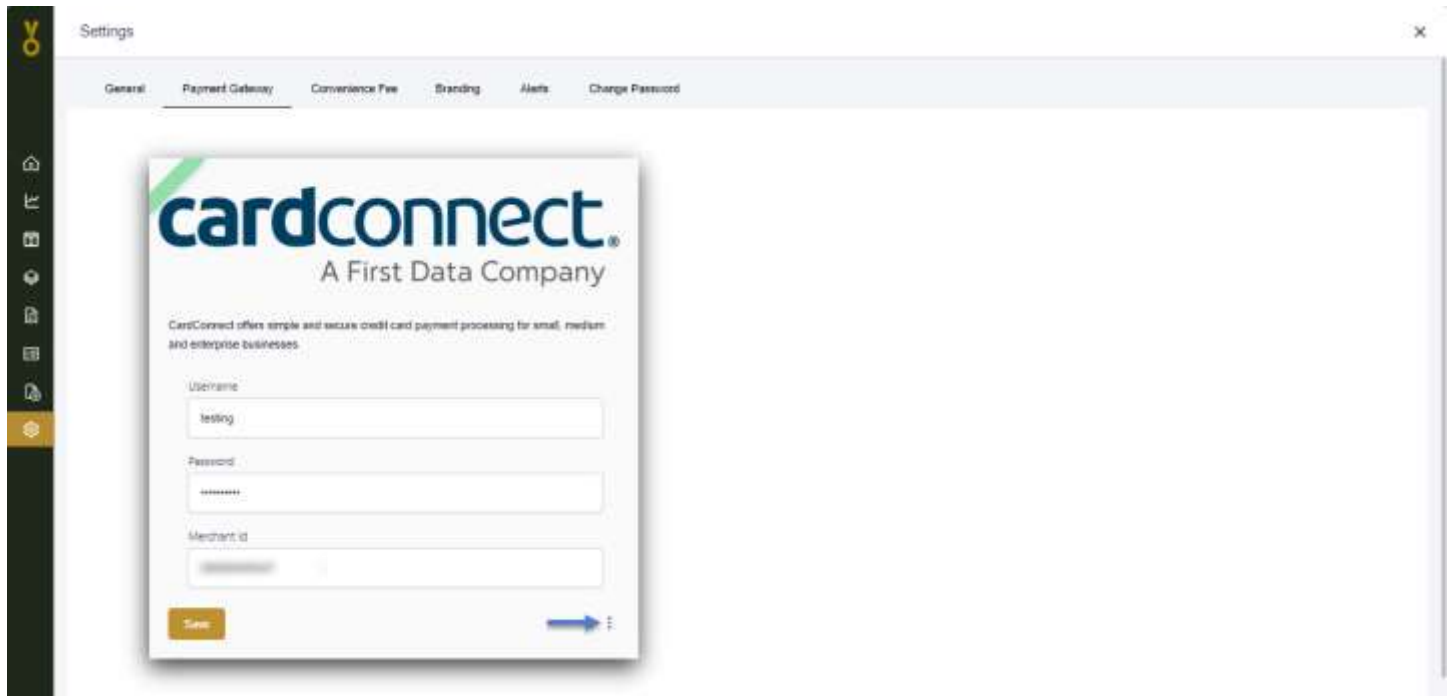


3. Enter the gateway configuration that you have been provided.
4. Click on **save** button.
5. The confirmation message appears and gateway configuration setting saves successfully.

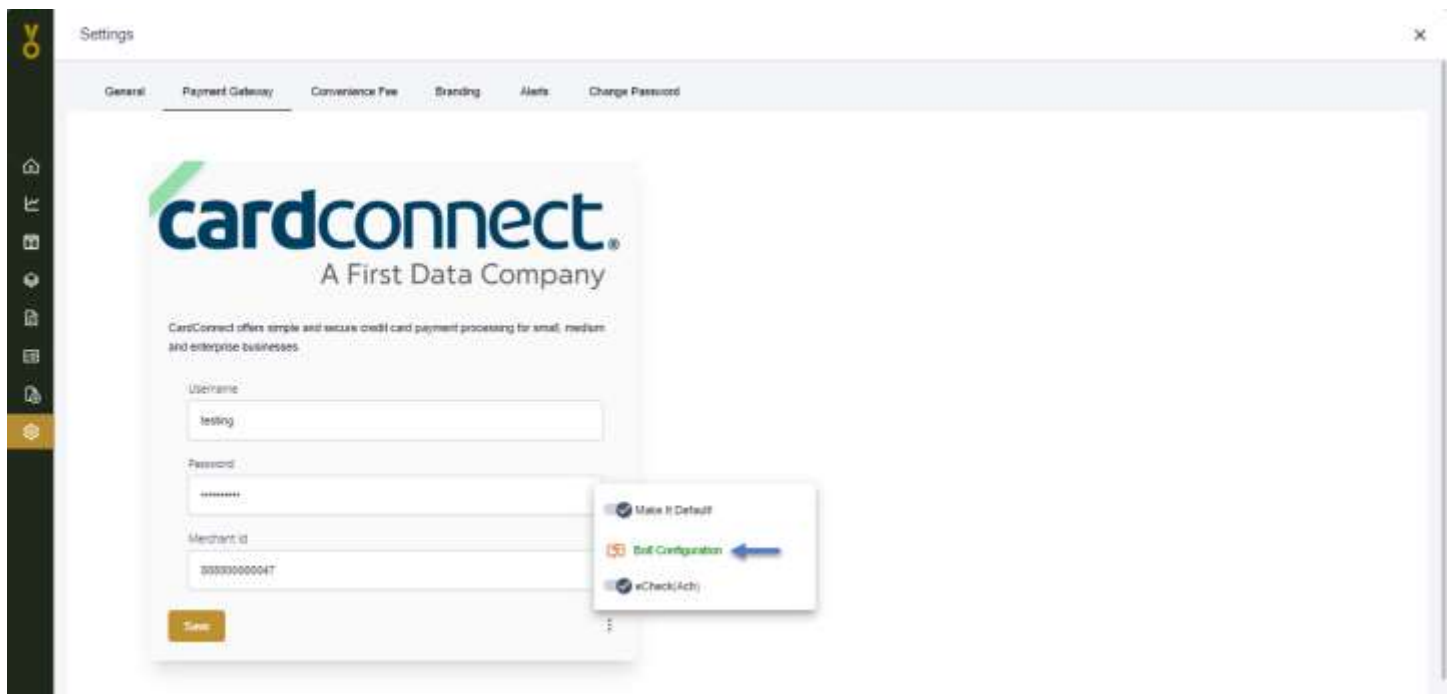
7.1.2.1 Bolt

The following steps outlines how to configure a bolt terminal in Settings.

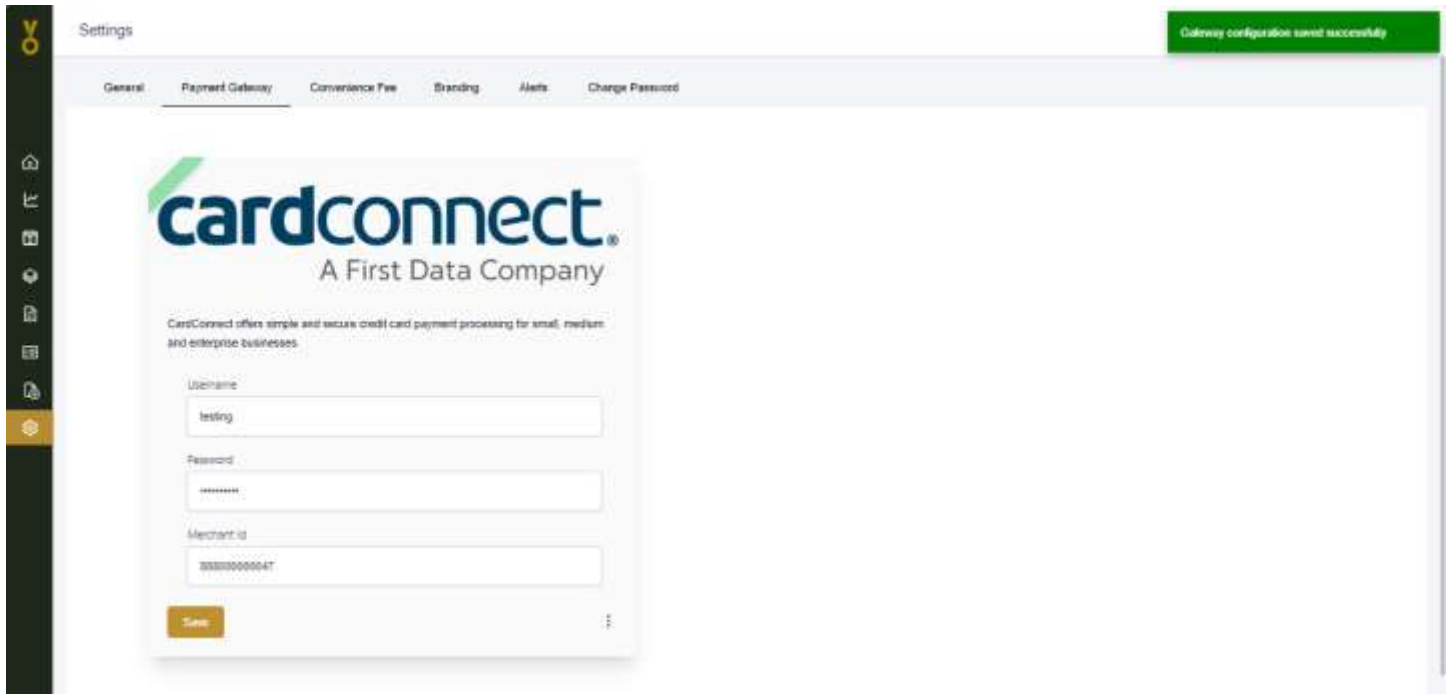
1. You are on **Payment Gateway** settings screen.
2. Click on three dots at the right bottom as shown in the figure below.



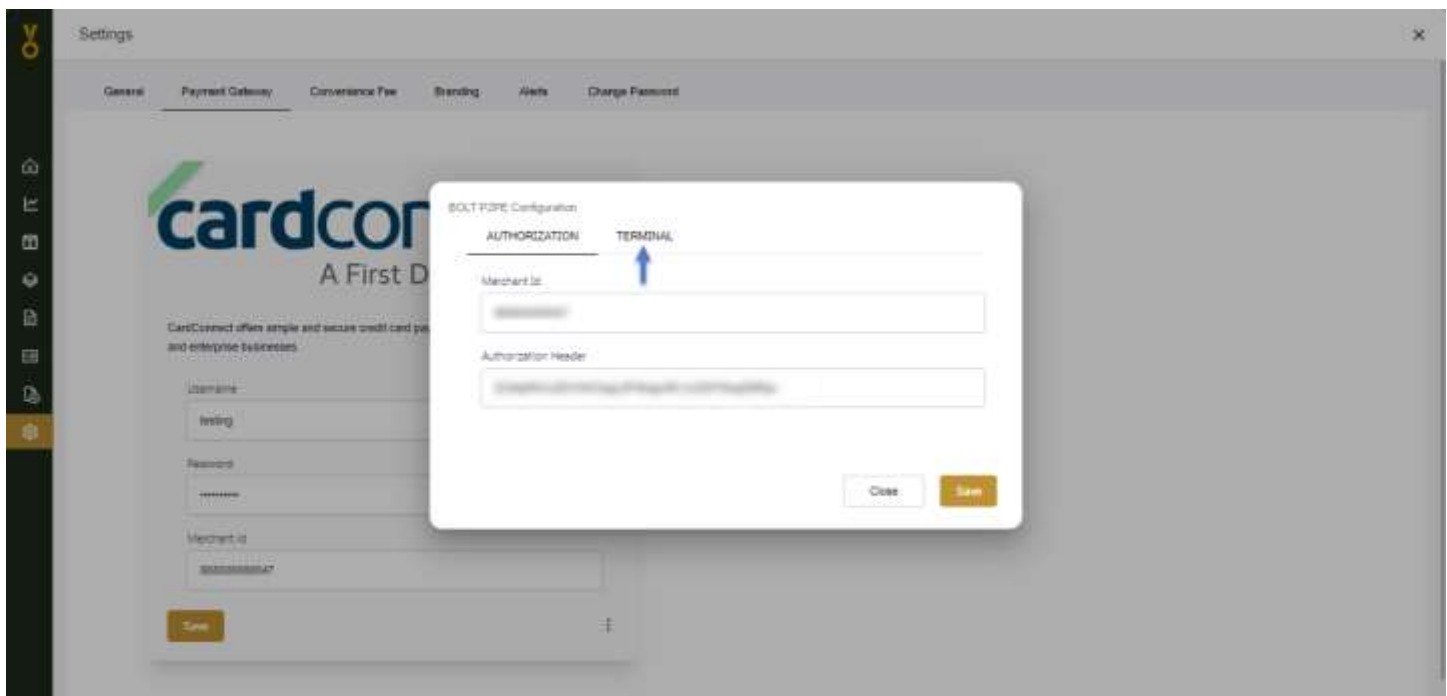
4. It expands more option
5. Click **Bolt Configuration** as shown in the figure below.



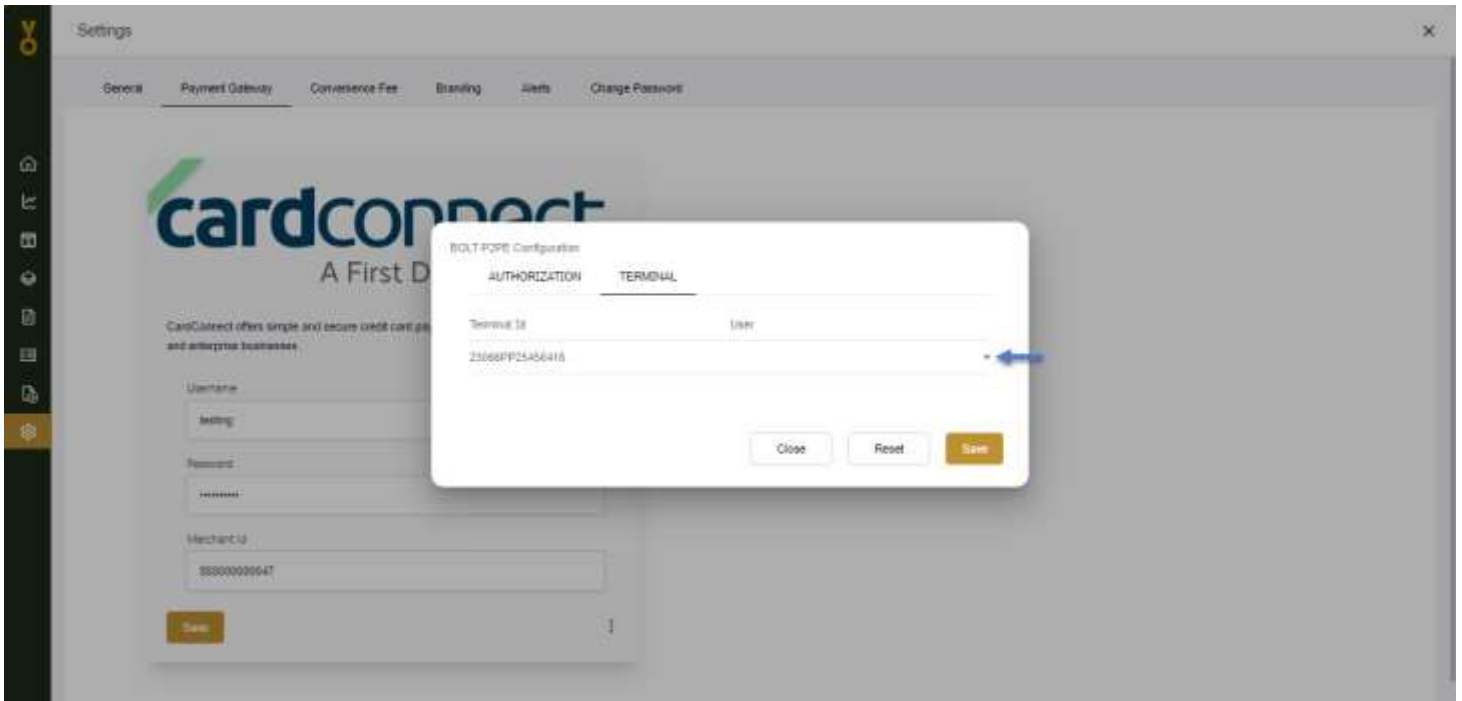
9. Gateway Configuration is saved and success message pops up at top right corner as shown in the figure below.



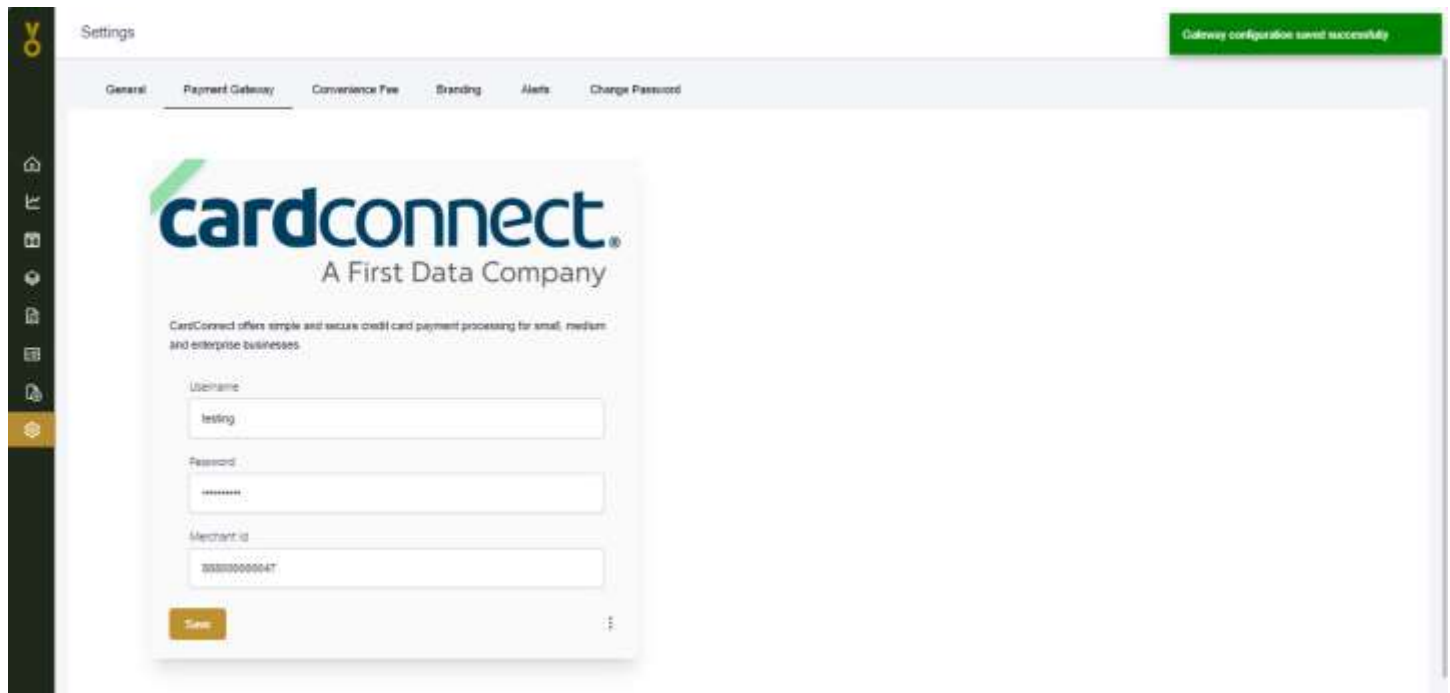
10. Click on **Terminal** tab as shown in the figure.



11. Select your **Terminal**
12. Click on **Save** button.



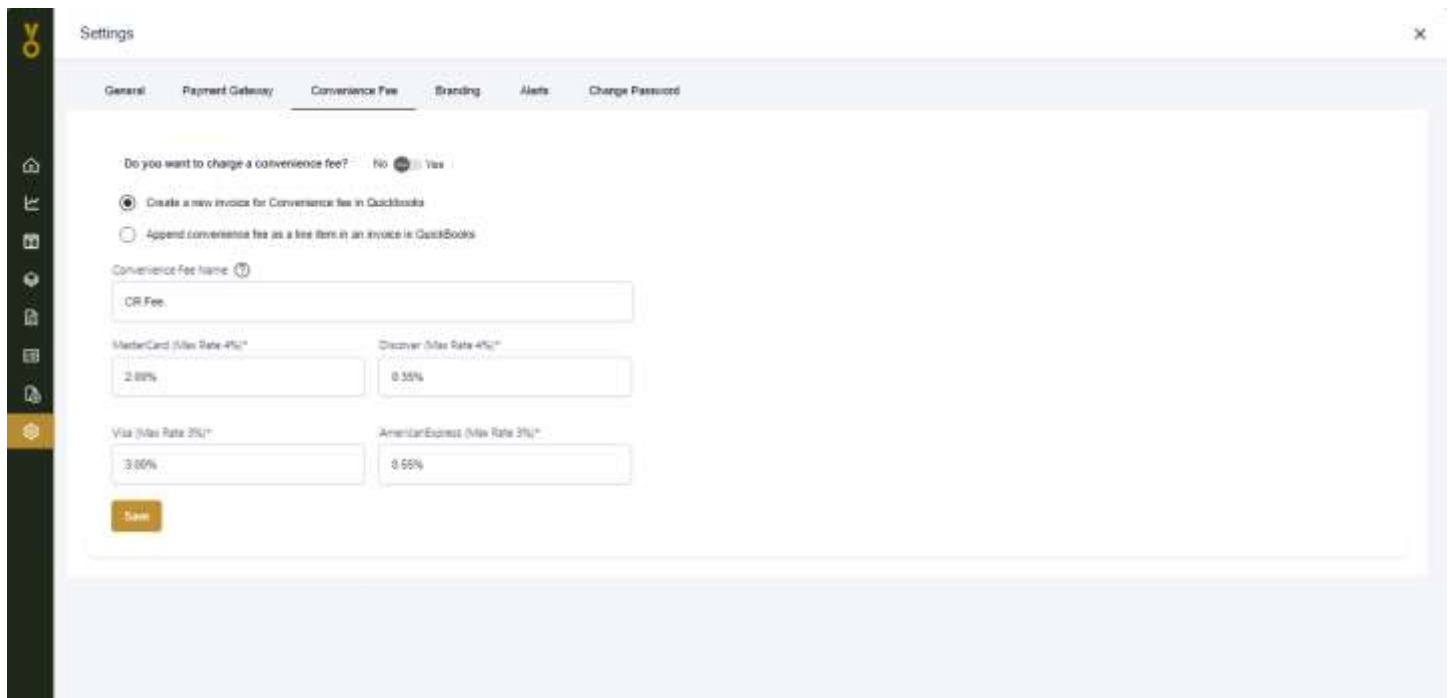
13. Gateway Configuration is saved and success message pops up at top right corner as shown in the figure below.



7.1.3 Convenience Fee

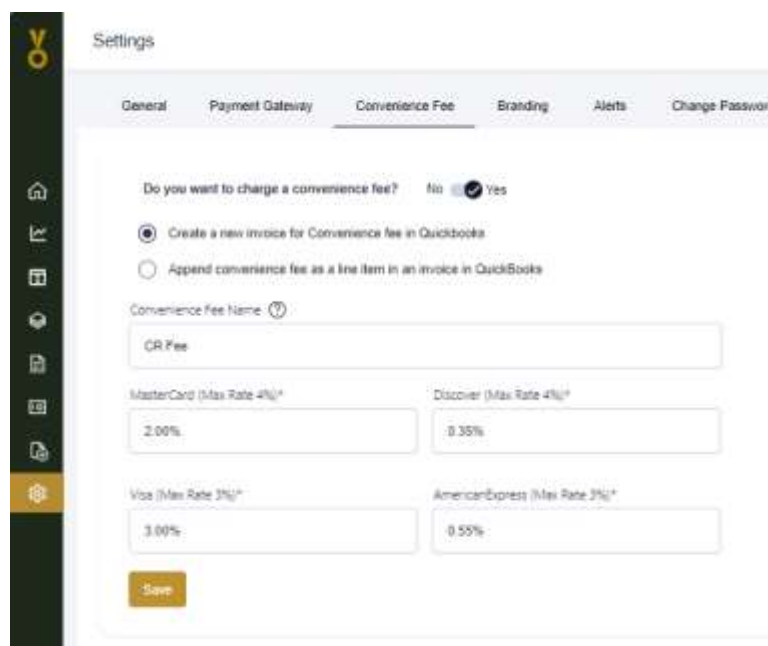
The following steps outlines how to set up convenience fee in Settings.

1. Click on the **Convenience Fee** tab.
2. It opens the Convenience Fee settings screen as shown in the figure below.



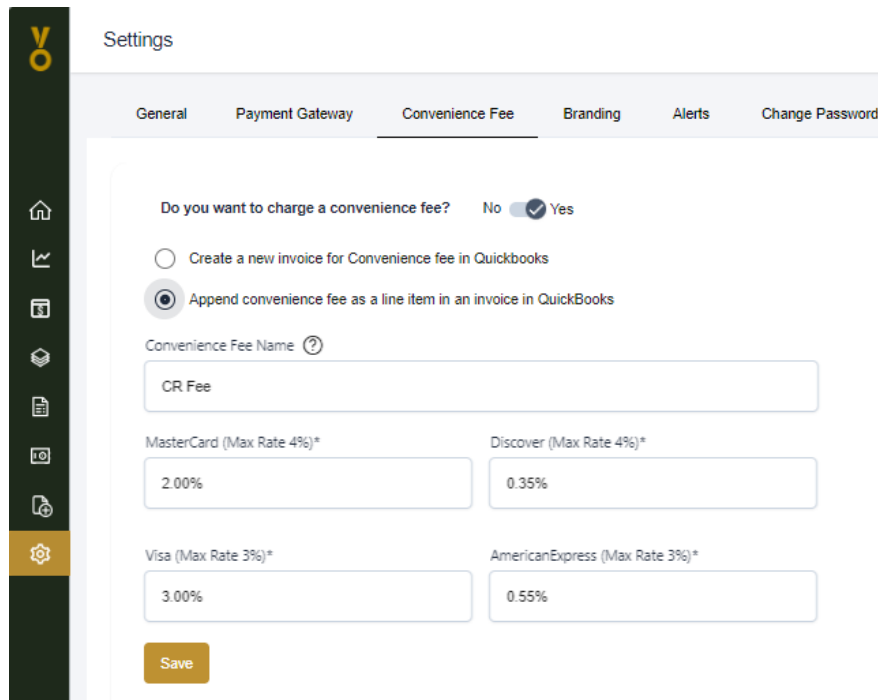
The screenshot shows the 'Settings' window with the 'Convenience Fee' tab selected. The 'Do you want to charge a convenience fee?' toggle is currently set to 'No'. Below this, there are two radio button options: 'Create a new invoice for Convenience fee in Quickbooks' (selected) and 'Append convenience fee as a line item in an invoice in QuickBooks'. The 'Convenience Fee Name' field contains 'CR Fee'. There are four input fields for card rates: MasterCard (2.00%), Discover (0.55%), Visa (3.00%), and AmericanExpress (0.55%). A 'Save' button is at the bottom left.

3. To enable convenience fee; click on toggle to set to **Yes** as shown in the figure below.



This screenshot is identical to the previous one, but the 'Do you want to charge a convenience fee?' toggle is now set to 'Yes'.

4. There are two options to apply convenience fee in an invoice.
 - If an option **“Create a new invoice for Convenience fee in QuickBooks”** is selected then new invoice will be created in QuickBooks Online for convenience fee amount.
 - If an option **“Append convenience fee as a line item in an invoice in QuickBooks”** is selected then a convenience fee amount will be added as a line item in the same invoice in QuickBooks Online.
5. Enter the convenience fee name and the percentage in each card brand field as shown in the figure below.



The screenshot shows the 'Settings' page with the 'Convenience Fee' tab selected. The 'Do you want to charge a convenience fee?' toggle is set to 'Yes'. Under the 'Create a new invoice for Convenience fee in Quickbooks' section, the option 'Append convenience fee as a line item in an invoice in QuickBooks' is selected. The 'Convenience Fee Name' field contains 'CR Fee'. Below this, there are four input fields for card brand percentages: MasterCard (Max Rate 4%*) is set to 2.00%, Discover (Max Rate 4%*) is set to 0.35%, Visa (Max Rate 3%*) is set to 3.00%, and AmericanExpress (Max Rate 3%*) is set to 0.55%. A 'Save' button is at the bottom.

6. Click on **Save** button
7. The confirmation message appears and convenience fee setting successfully.

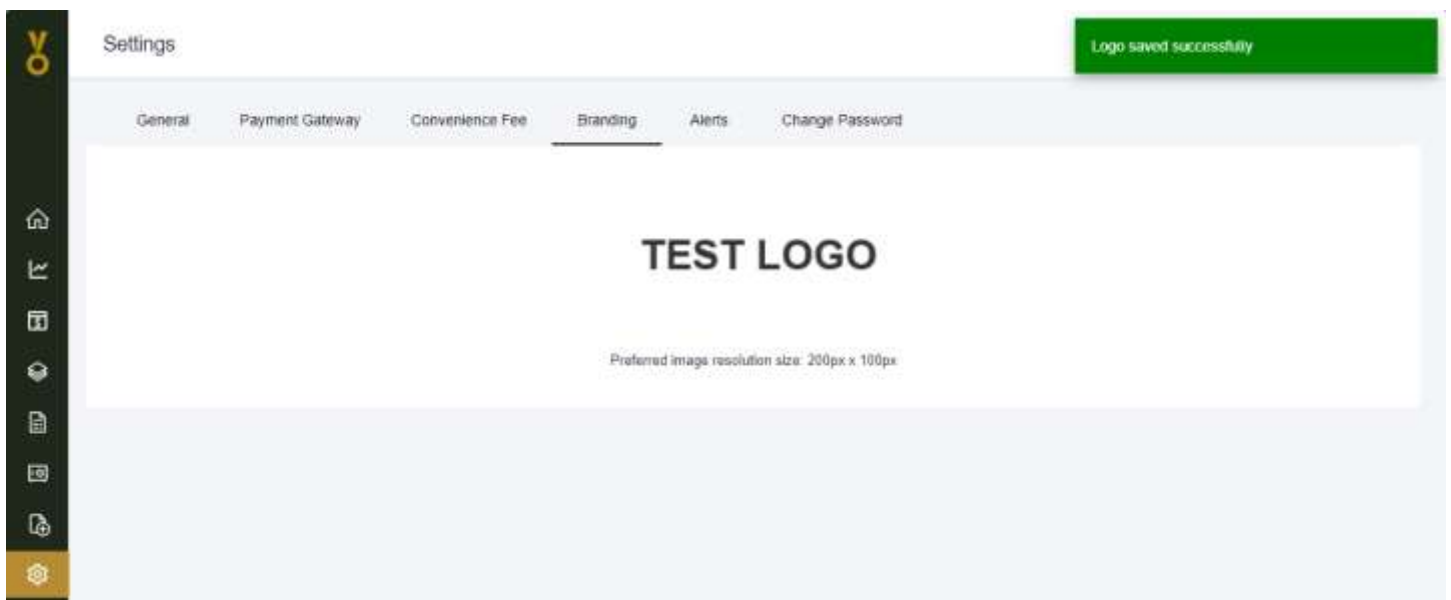
7.1.4 Branding

The following steps outlines how to upload company’s logo. The logo reflects in invoice email, payment notification email and print receipt.

1. Click on the **Branding** tab.
2. It opens the Branding screen as shown in the figure below.



3. Upload the logo by clicking on the box

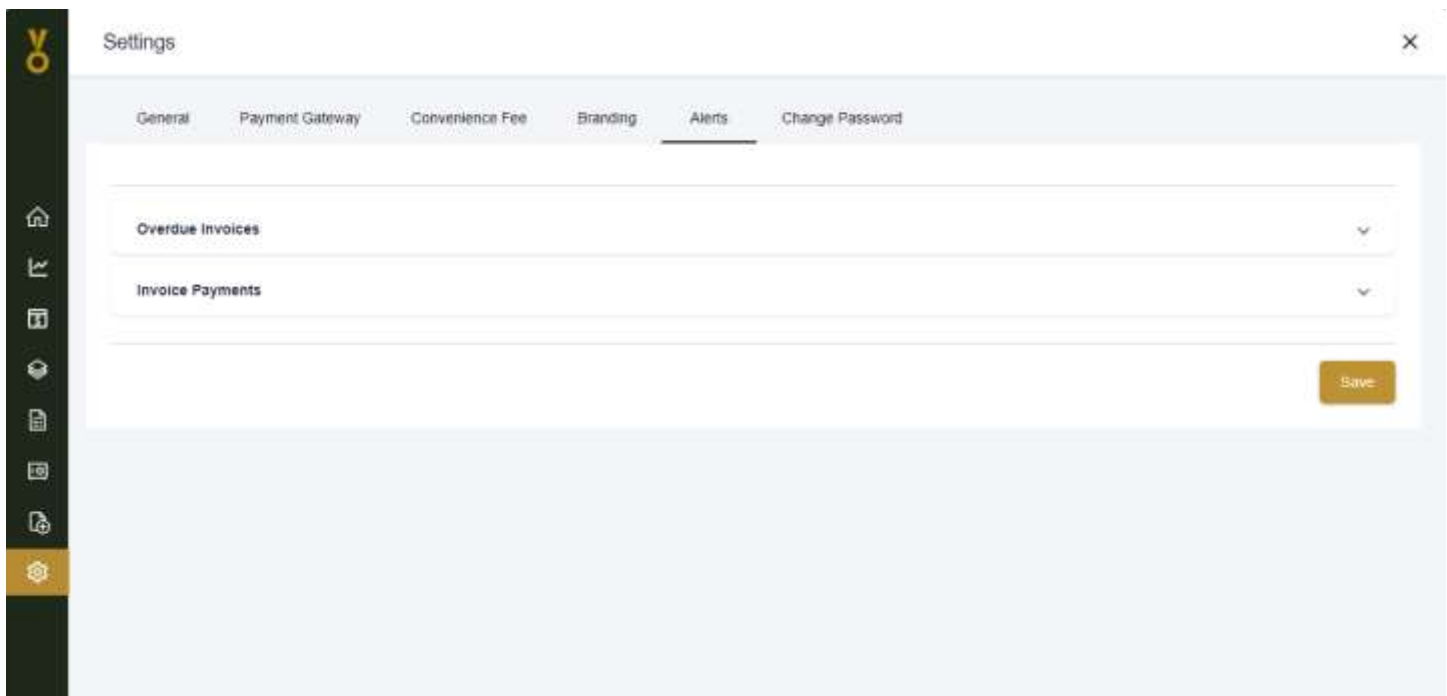


7.1.5 Alerts

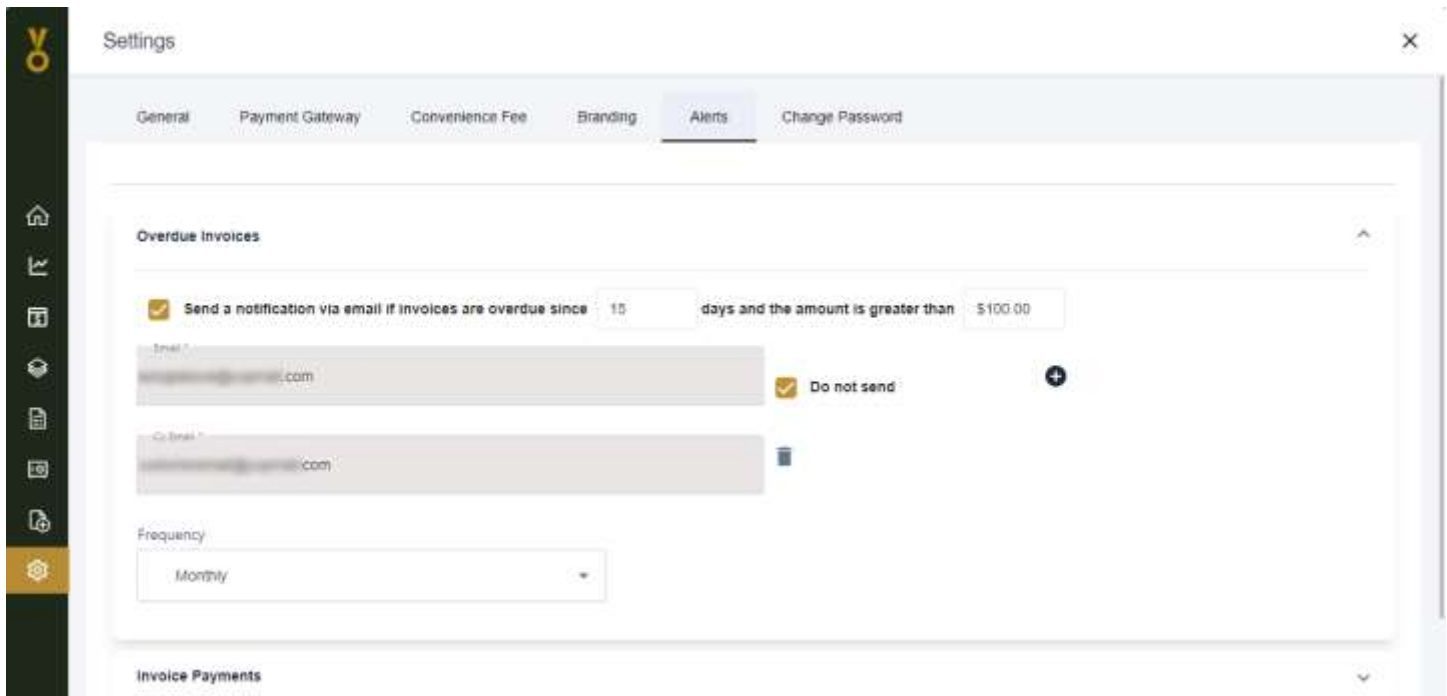
Alerts keep you informed about incoming payments and overdue invoices, ensuring efficient financial management.

The following steps outlines how to set email alerts.

1. Click on the **Alerts** tab.
2. It opens the Alerts settings screen as shown in the figure below.



3. There are two types of email alerts
 - **Overdue Invoices** – You will be notified via email based on the frequency and the parameters set.
 - **Invoices Payment** – You will be notified via email based on the frequency and the parameters set.



7.1.6 Change Password

The following steps outlines how to change the password.

1. Click on the **Change Password** tab.
2. It opens the Change Password screen as shown in the figure below.
Users must follow strong password guidelines when changing their password.

The screenshot shows the 'Settings' page of the ViaOptimus application. A dark sidebar on the left contains icons for home, list, calendar, mail, and settings (which is highlighted). The main content area has a header 'Settings' with a close button 'X'. Below the header is a tabbed interface with tabs for 'General', 'Payment Gateway', 'Convenience Fee', 'Branding', 'Alerts', and 'Change Password'. The 'Change Password' tab is active. It contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a toggle icon (an eye) to the right, indicating password visibility. Below the fields is an orange button labeled 'Change Password'.

3. Enter current password.
4. Enter new password you wish to set.
5. Click on **Change Password** button.
6. The confirmation message appears and the new password sets successfully.