QuickBooks Credit Card Merchant Service
May 18, 2015 revised

Security Awareness link   http://bblearn.missouri.edu
Other resources: Signup for Swipe Reader   Guidelines for Credit Card Swipe Reader

What is the Merchant Service?
The Merchant Service allows you to process credit card transactions within QuickBooks. After the council's application has been approved by Intuit, these instructions will assist you in setting up the Merchant Account in QuickBooks and using the credit card process.

A **Merchant account number** will be assigned to your office. This number will be required when requesting Merchant Service support from Intuit.   The 16-digit merchant account number is located in several places:
- On the top right of every screen in the Merchant Service Center.
- At the top left of your merchant account statement.
- In your application approval email.
- Within Merchant Service Center setting (select Account, Settings & Alerts).

The Intuit QuickBooks Merchant Service Application
The first step is to complete and submit an application.   The information that will be required:
- Business Information (mailing address, establishment date)
- Contact information (Principal/owner, name, address) - Extension council as owners; CPD's name is recommended for contact name.
- Basic council financial information (bank account number, estimated sales figures)
 Remember that the Extension Council is the legal authority. When an email address is requested, use the email address for the extension office.

- Call **214-397-2444** and tell the Intuit representative, Laurie Gonzales, that you want to set up your account.

- For the **Login name**, use the **county's email address**.
- For the **password**, use **password used during QuickBooks installation**
- For **security questions**, if possible, use the **same questions and answers** applied during the QuickBooks software installation.
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After submitting the application, your office will receive an email message from Intuit Innnovative Merchant Solutions, indicating that they have received your application and are reviewing the application. To complete the application review, the following information must be submitted by email or fax to Innovative Merchant Solutions.
- A copy of the **IRS confirmation letter** to support your non-profit/tax exempt status. Go to http://extension.missouri.edu/staff/adminmgmt/fiscal/irs_%20letter.pdf to save the file.
- Copies of the **council's last 3 month's business bank statements**. Scan and save each statement to a file for attachment or copy and fax.
- Attach or fax the above documents to Innovative Merchant Solutions, as instructed in their letter.

If your office does not receive an **approval notification** from Intuit Innovative Merchant Solutions within one week, call the QuickBooks Merchant Services at 800 558-9558.
It is a good idea to **scrutinzie the credit card transaction fees** charged to your Merchant account every month to verify that the special rates were applied.

Special Pricing for University of Missouri Extension	
Set up fees	$0
Monthly fees or Pay As You Go	$0.00 or $19.95
Keyed rate	3.4% or 3.15%
Swipe Rate	2.4% or 1.75%
Per txn fee (Q/MQ)	.25¢
Cancellation Fees	$0
USB Card Swiper	$89.00

*Per Transaction fee also applies to chargeback or customer credit transactions.
** Note: QB Invoices can be sent without utilizing Billing Solutions.

Payment Solutions
- Retail – onsite/office
- Mail-order/Telephone order
- Recurring customer credit card sales
- Virtual Terminal – Accept credit card sales at conference or Fair site offline or online.   Offline purchases can be processed via credit card security later at office.
- Reconcilation Tools – view credit card amounts ready for deposit. Download fees to QuickBooks.
- Internet Business (web store) – online credit card sales for publications, conference/workshop registration. $9.95 extra per month.
- USB Card Reader connect to computer for swiping credit cards – approximately $89.00 per device.

1. **Two QuickBooks data files** – If you have two QuickBooks Data you can use one Merchant Account if:
   - You use only one Federal Tax ID for both accounts
   - You must use the same bank account for each data file.
2. **Is Annual Fee payment Possible?** – Intuit can only process the $19.95 fee monthly

QuickBooks Adminstrator Password
Due to Security regulations for credit card processing, QuickBooks will require that the Quickbooks Administrator password be changed every 90 days. The Administrator login is required when changes are made to the office's QuickBooks Merchant Service credit card account.
When the Quickbooks Administrator login is requested or requires a password change, call or email the following university personnel: Kevin Hansen 660-646-1335.

Issues
- Your Merchant Deposit report shows credit card transactions deposited (funded) but the amounts may not appear in the council's bank account until 24 hours later.

- Internet Explorer version 8 must be installed.   There may be a possible Active X problem. Software adjustments may be necessary.   Intuit Merchant cusomter service support help will provide assistance. **800-558-9558.**
- Avoid special credit card features which will charge extra fees: Authorization and Capture, Billing Solutions, etc.

Your QuickBooks Merchant Service Account

Your QuickBooks Merchant Service account settings may be changed: transaction security settings, credit card statements and deposit notifications.

- From the **Customers** menu, choose **Credit Card Processing Activities** and then **Merchant Service Center.**
- Select **Account** from the top toolbbar. Select **Settings & Alerts.**

QuickBooks Preferences

Several preferences require adjustments and will require that the **QuickBooks Administrator log in**.
- Select **Edit** from menu bar.
- Select **Preferences**.
- On the left side bar, select **Payment**.
- Under Company Preferences tab, **turn on Credit card processing**.
- Under the section, "Receive Payments," place ✓ preceding **Use Undeposited Funds as a Default Deposit to Account.**
- On the left side bar, select **Sales & Cusomters**.
- Under **My Preferences** and under **Add Available Time/Costs to Invoices**, select **Don't Add Any.**
- On the left side bar, select **Desktop view.**
- Under Company Preferences, if you want to see **Invoices, Sales Receipts and Statement and Statement Charges on your Home Page**, select one or more of these features.   OPTIONAL.
- Click **OK** to save preference changes.

Create a Credit Card Transaction Fee Expense Account.

- Select **Lists** from the menu bar.
- Select **Chart of Accounts**.
- At the bottom left corner of screen, select the **Account button**. Select **New**.
- Select **Expense** and then click **Continue**.
- In the Number field, enter a **7xxx** number.
- Enter an **Account Name**.
- Place a ✓ precding Subaccount of, if you want to make this account a subaccount under 7000. OPTIONAL.
- Click **Save and Close**.

What you should know before processing a credit card payment online (Merchant Service)

Before processing a credit card payment through QuickBooks Merchant Service, it is important to understand the following information.

What types of credit cards can I accept with Intuit QuickBooks Merchant Service?

Visa, MasterCard, American Express, Discover Network, and JCB.

What are Commercial Cards, and how do I process them?

Commercial cards are credit cards issued for business use, like corporate cards, purchase cards, or travel and entertainment cards. Both Visa and MasterCard offer special credit cards for companies designed to help manage spending and streamline the purchasing process. Accept and process commercial cards as you would any credit card. **Higher merchant rates (non-qualified rate) usually apply to purchases on commercial cards**.

Key-entered Transactions

For a key-entered transaction, the credit card does not need to be physically present to authorize the transaction, as it does if you use a card reader. Instead, the information is processed over the Internet (as with the Merchant Service for QuickBooks), by e-mail, over the phone, or by similar means. All you need is the customer name, the customer's address, the card number, and the expiration date.

This processing method gives you more flexibility (for example, you can accept credit card payments over the phone) and enables you to download your payment transactions directly into QuickBooks. However, using this method also means that you, as the user of the merchant account, have full responsibility for safeguarding against fraudulent transactions. To help reduce the amount of fraud, the Merchant Service for QuickBooks performs an **address verification check** for each credit card transaction by comparing the customer address you enter with the credit card bank records.

Credit Card numbers should **not** be filed or saved.

Card-swiped transactions

For a "card swiped" transaction, the merchant swipes the credit card through a terminal or other device that reads the card's magnetic stripe. Card-swiped transactions qualify for a lower discount rate because they carry a lower risk of credit card fraud. If you do repeat business with a customer, you must swipe the credit card **every time** you process it to receive this lower rate for each transaction.

Whenever you are unable to swipe the card (for example, if the card's magnetic stripe is damaged), it's a good idea to imprint the card and complete a sales slip. Imprinting the card proves that the card was physically present if a customer later disputes a charge.

Address Verification Service (AVS) for credit card security (Merchant Service)

Whenever you process a key-entered credit card transaction, QuickBooks verifies the cardholder's address by comparing the address you enter with the customer's credit card bank records.

This check is carried out using the Address Verification Service (AVS). Address verification helps merchants avoid credit card fraud and **chargebacks** for transactions in which the credit card is not physically present at the point of sale.

ZIP code and Street address
Only ZIP code is required to complete the address verification check, but you can include street address for extra protection against fraud and chargebacks. For example, if a customer denies having made a particular credit card purchase, showing the credit card company that you collected the customer's street address may help prove that the charge was legitimate.

What is a credit card chargeback?

A chargeback is a credit card payment transaction that a customer later disputes. The transaction is being "charged back" to you after the original credit card payment transaction was authorized by the merchant account processor and deposited into your bank account.

This type of transaction can occur for a variety of reasons. For example, this might happen if a customer denies having made a particular credit card transaction and refuses to pay the credit card company. You must research the individual transaction to determine whether or not the chargeback is appropriate.

You have the right to challenge by filing a rebuttal. The Chargeback fee is $20.00 and is a processing fee not a penalty fee. The original credit card sales amount also will be charged back to your Merchant account.

Two Ways to Enter QuickBooks Credit Card Transactions

QuickBooks Merchant Service credit card transactions may be entered in one of two ways:

- **Method 1** - Online using the **Virtual Terminal Plus** - This feature is useful if you want others in your company to be able to process credit cards without having access to QuickBooks. You can log in to Virtual Terminal Plus from a computer running QuickBooks or from a different PC. Bookkeeper creates invoices to match Virtual Terminal credit card transactions.
- **Method 2 - Within QuickBooks – Create a Sales Receipt** to process and submit credit card transactions.

Getting Started with Virtual Terminal Plus - Logging In

Each time you use Virtual Terminal Plus, you must log in using your QuickBooks Business Services login information.

To access Virtual Terminal Plus, go to:

http://merchantaccount.quickbooks.com/virtualterminalplus/ and select **Login In button**.

Log in with your QuickBooks Business Services login. (If you do not have a login account, under the login screen, select **click here** to create a login name and password. **It is recommended that you use the county's email address as the login name and for password extension**.

> **Don't have a login yet?**
> If you don't already have a login with Intuit, click here to sign up.
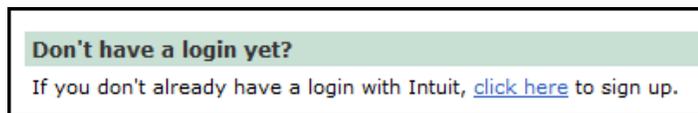
To protect your QuickBooks Merchant Service from unauthorized access, safeguard your login information and **log out whenever you are not using Virtual Terminal Plus**.

Uploading Your QuickBooks Customer List

When you process a payment using Virtual Terminal Plus, you can select the customer you are receiving the payment from, just as you do in QuickBooks. By selecting a customer, QuickBooks can automatically apply the payment to any outstanding invoices for that customer when you later download the payment to QuickBooks.

To use this feature, you must first **upload your QuickBooks customer list to Virtual Terminal Plus**:

- Log out of Virtual Terminal Plus.
- Follow the steps for downloading Virtual Terminal Plus payments to QuickBooks (see section, **Download Merchant Service Payments to QuickBooks**). **Bookkeeper or CPD.**
  Whenever you download payments, **QuickBooks automatically synchronizes your Virtual Terminal Plus customer list with your QuickBooks Customer:Job list.**
  Note: Uploading your customer list the first time can take several minutes if you have a large number of customers.
- Return to Virtual Terminal Plus and log in. The Select customer list should display all your customers.

Processing Transactions

You can use Virtual Terminal Plus to process both payments and credits. When you process a payment, you can choose to save a record of the transaction for downloading to QuickBooks.
To set up a transaction:

- Log in to **Virtual Terminal Plus**.
- On the **Set up payment** page, choose either the Sale or Credit tab.
- Follow the onscreen instructions to process your transaction.
- You can either key-enter or swipe a customer's credit card.
- If you key-enter, credit card information or address information is required to perform an AVS check. Be sure to enter the **credit card user's name correctly** as it appeears on the credit card. Be careful with initial and periods!

- o Once the transaction has been approved, you can print a receipt for your customer and for your records.

Sample screen shots.

Printing Receipts

0. When you process a transaction using Virtual Terminal Plus, you receive prompt notification on the screen as soon as the payment or credit is approved.
1. From this screen, you can **print copies of the transaction receipt**.
2. Print two copies of the receipt. If customer is present, have your customer sign the "Merchant Copy" and give your customer the "Customer Copy."

Write on the **Merchant copy document a description of the sale** (soil testing, program name, etc) and place the document in a folder for later processing by the Bookkeeper.

Printed Credit Card Sales Receipts may substitute for the manual receipt book.

Void or Reverse Transactions

In Virtual Terminal Plus, **voiding is available immediately after processing** on the screen that notifies you of the payment approval. If you need to void a transaction after the notification screen has closed, use Merchant Account Service Manager:

> From the QuickBooks **Customers menu,** choose **Credit Card Processing Activities** and then **Merchant Service Center.**

Note: You can **void a credit card payment on the day you process the transaction**. After that time, the transaction has been settled and cannot be voided. To **reverse a credit card payment** after the settlement period, you must issue the customer a credit instead.

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The Remaining information is for the Bookkeeper and County Program Director
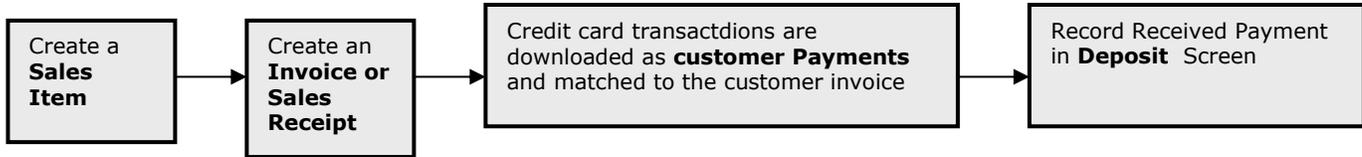
Create Sales Items

Before creating a Sales Receipts transaction, appropriate sales items are required. A Sales Item must be created and linked to an existing income account (or expense account, if reduction of expense). Here is a sample list of Sales Items.

- Open the Item List.   **Lists** from the menu bar, **Item List**.
- Select the **Item button** at bottom left of screen.
- Left click on **New**.
- Click the down arrow for **Type** and select **Service**.   (for most Extension-related activities)
- Type an **Item Name**
- The Description box is optional.
- Enter a **rate,** if the rate is fixed. Otherwise, leave the rate field blank.
- Under **Account**, select appropriate Income Account, or Expense account if amount received is a reduction of expense.   **An Account is Required!**
- Click **OK**.

Issues:

- ★ An **Item** must be created for each income type. (see above section, *"Create Sales Item")*
- ★ Each Item must be related to an **existing Income account.**
- ★ A customer **invoice** must be created with an appropriate sales item identified.
- ★ Customer Payments are download and recorded in the asset account, **1499-Undeposited Funds**, and is held in this account until the credit card amount has been deposited in the bank account.
- ★ When credit card transactions have been deposited in the council bank account, move the amounts from the Undeposited Funds to the **Deposit Screen.**
- ★ Customer Invoice and Sales Receipt Transactions appear in the Register and Funds Class Balance. (see section, "*Configuring Reports for Accurals*.")

| Create a **Sales Item** | → | Create an **Invoice or Sales Receipt** | → | Credit card transactdions are downloaded as **customer Payments** and matched to the customer invoice | → | Record Received Payment in **Deposit** Screen |

Method 1 – Virtual Terminal

Enter credit card transactions on the Virtual Terminal Plus web site. Bookkeeper creates invoices to match credit card amount to downloaded Virtual Terminal transactions.

Create a Customer Invoice

To record and accrue the customer income, create a Customer invoice. Data must be entered in the QB customer invoice in order to record the accrued income in the council accounting records and establish it as an Accounts Receivable.

- ★ Select **Customer** from the menu bar.
- ★ **Create Invoices**
- ★ Click the down arrow for **Customer:Job** and select the appropriate Customer name. The customer's address will appear in the "Bill To" box (if the customer address previously was entered in the Customer List).   Or, select "**Add New**" to create a new Customer.
    The customer name in QuickBooks must match the customer name entered for the Virtual Terminal credit card transaction.
- ★ Enter a **Class** Code (**very important**!)
- ★ The UOE Service Template should already be selected.
- ★ Enter invoice **Date.**
- ★ Invoice and P.O. # fields are optional.
- ★ Under Item, select the appropriate Sales **Item** . Or, select "Add New" to create a new Item. (see section, "*Create Sales Item*.")
- ★ Enter a **Description**
- ★ Enter a **Rate**, if appropriate. Or, the rate will display if it was identified in the Item setup.
- ★ Enter **Quantity**, if appropriate.
- ★ **Class** code will be displayed in this row as it appears at the top of the screen.
- ★ Enter **Amount**.
    Note: multiple sales transaction items may be entered on an Invoice.
- ★ Enter a **Customer Message**, if appropriate. Customer messages may be stored for future use.
- ★ Click **Save and Close**, or Save and New.

Download Merchant Service Payments to QuickBooks

When you process transactions using Virtual Terminal Plus, your books will not be up-to-date until you record the transactions in QuickBooks. To simplify this task, you can download a list of all the payments processed using Virtual Terminal Plus in QuickBooks. (Currently, it's not possible to download a list of credits processed.) If you process credits using Virtual Terminal Plus, you need to remember to record them in QuickBooks.

To download and record payments

To download payments, you may either:
0. Click on the message in your reminder list, or
1. Choose **Receive Payments** from the Customers Menu, and then click **Get Online Pmts** on the toolbar. In the **Get Online Pmts window,** choose **Virtual Terminal Plus** payments and click **OK.**

Apply payments to invoices

To create an invoice and apply the payment: Step 1: Click "Create Invoice", Ste

More Information		Date	Customer
1. Create Invoice	2. Apply Payment	05/18/2010	Schoeck, Jane E
1. Create Invoice	2. Apply Payment	05/18/2010	Beltey,Konstantine
1. Create Invoice	2. Apply Payment	05/18/2010	Stemmler, Barbara L.

Match Downloaded Payments to Invoices

QuickBooks connects to Virtual Terminal Plus and displays a list of all the payments processed since your last download. At the same time, **QuickBooks applies the payments to any outstanding invoices** for those customers. If an customer invoice does not exist in Quickbooks, create the invoice and match it to the downloaded customer payment transaction from the Merchant Service.

Note: Whenever you download payments, QuickBooks automatically **synchronizes your Virtual Terminal Plus customer list with your QuickBooks Customer:Job list.**

If the Invoice amount and downloaded customer payment do not match, then correct the invoice amount. Then match the correct amount in the customer payment screen.

How does QuickBooks apply payments to invoices?
By default, QuickBooks is set to automatically apply payments for you.
Where to find this preference (The QuickBooks Administrator is needed) Optional
From the QuickBooks **Edit** menu, choose **Preferences,** and then select the **Sales & Customers icon.**
Click the **Company Preferences tab.**   When **Automatically apply payments** is on, QuickBooks applies payments to the outstanding invoices for that customer. If the amount received is less than the customer's outstanding balance, QuickBooks applies the payment to the oldest invoices first.   This is **OPTIONAL**.

Move Payment Amount to Deposit Transaction
When the credit card transactions less fees are deposited in the Council's bank account (bank statement), the Payment amounts are moved from the **Payments to Deposits screen** to the **Deposit screen**.
   ★ Select **Bank** from menu bar.
   ★ Select **Make Deposits**.

The following **Payments to Deposit** screen will display, if there are undeposited customer amounts.

If the screen does not display, select [Payments] in the Deposits Screen.

✓	Date	Time	Type	No.	Payment Method	Name	Amount
	07/21/2010		RCPT	2	MasterCard	Horvath, MaryAnn (c)	12.00
	04/21/2010						
		11:26 AM	PMT	ME00600...	Visa	Maragni, Andrew R.	45.00
		8:33 AM	PMT	ME00600...	Visa	Joan Wallace	45.00
	04/28/2010						
		3:14 PM	PMT	ME00603...	Discover	Campbell, Connie	95.00
		2:38 PM	PMT	ME00603...	Visa	Bryan Fritts	30.00
		1:12 PM	PMT	MA00730...	Visa	Mary A Parks	95.00
	04/29/2010						
		11:29 AM	PMT	MC00524...	MasterCard	Steve Ehlmann	20.00
		8:22 AM	PMT	MA00731...	Visa	Joanne Couglin	95.00
		8:35 AM	PMT	ME00603...	Visa	Weber, Warren	60.00
	05/03/2010						
		8:26 AM	PMT	ME00605...	Visa	Jennifer Grable	95.00
		8:48 AM	PMT	MC00526...	Visa	Claire Reinbold	95.00

0 of 11 payments selected for deposit   **Payments Subtotal**   0.00

Insert a ✓ in the checkmark column for the Sales Receipt payment that was deposited in the council's bank account.

Click **OK**.   The Sales Receipt data will display in the Make Deposit screen.

In the Deposit Screen
•   Appropriate credit card data are included in the deposit screen.
•   The Account field is protected. You will not be able to change the account number.
     QB records all Invoice or sales receipt data temporarily in an account named, **1499-Undeposited Funds.**   The amount is offset in the Undeposited Funds when the amount is recorded and saved in the Deposits screen.   The original invoice or sales receipt transaction included the income (or expense) account.
•   **Multiple credit card deposits,** reported on the bank statement**,** may be recorded in the same deposit screen.
•   **Do not mix Cash and Check payment method types with Credit Card type**.   A Deposit slip cannot be printed for credit card payment methods.
•   Select the *Print* button at the top of deposit screen to print a Deposit Summary report.
•   Click **Save and Close**, or Save and New
•   Deposit Summary report should be compared to the monthly bank statement.

- When matched, the credit card receipt should be marked as deposited and transferred to another file folder, marked as "completed credit card transactions."

Sample Deposit Transaction

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount
Campbell, Connie	1499 · Undeposited Funds	VT Plus - Master Naturalist	ME006035473	Discover		95.00
Bryan Fritts	1499 · Undeposited Funds	VT Plus - winemaking	ME006035183	Visa		30.00
Mary A Parks	1499 · Undeposited Funds	VT Plus - Master Naturalist	MA007309555	Visa		95.00

Assign Credit Card Transaction fees to an Expense Account

Before downloading transaction fees, assign the credit card transaction fes expense account that you created in Quickbooks.
(See earlier section, **Create a Credit Card Transaction Fee Expense Account.)**
- Go to **Customers, Credit Card Processing Activities, Download Fees**.
- In the Record Deposits and Fees screen, select **Open Account Setting**

- In the Deposits & Fees Account Settings, select the **appropriate bank account and Fee expense account.**

Configuring Reports for Accurals

Since Accounts Receivables or Undeposited Funds are considered **accured** income, these Invoice or Sales Receipt transactions are recorded in the month in which the transaction occurred. However, customer payment may be received in the following month.

When configuring a report that captures **accured transactions** (Accounts Receivables or Payables) i.e. **Ledger, Accounts Receivable, or Monthly Income and Expense Summary** reports, the following adjustments should be made to capture the original **Invoice** (or **Bill**) transaction.

Under the **Modify Report** button, **Display** tab
> Report Basis = **Accural**
Under the **Filters** tab,
> Transaction types also should include **Invoice, Payment (Bill, Bill Payment** for Payables)
> Accounts filter also should include **Accounts Receivable** (**Accounts Payable** for accrued expenses).

When configuring any report that captures the **actual receipt of customer money** (or actual check written to a vendor to pay a bill) i.e. **Funds Class Balance Report**, the following adjustments should be made to capture the deposit for the Invoice transaction.

Under the **Modify Report** button, **Display** tab
> Report Basis = **Cash**
Under the **Filters** button,
> Transaction types also should include **Invoice, Payment (Bill, Bill Payment** for Payables)
> Accounts filter – Accounts Receivables (Payables) should **NOT be checked**).

The exclusion of the Accounts Receivable (Accounts Payable) from the Accounts filter does not alter the Funds Class Balance Report. However, it does eliminate the incorrect display of the negative sign for positive class balances.

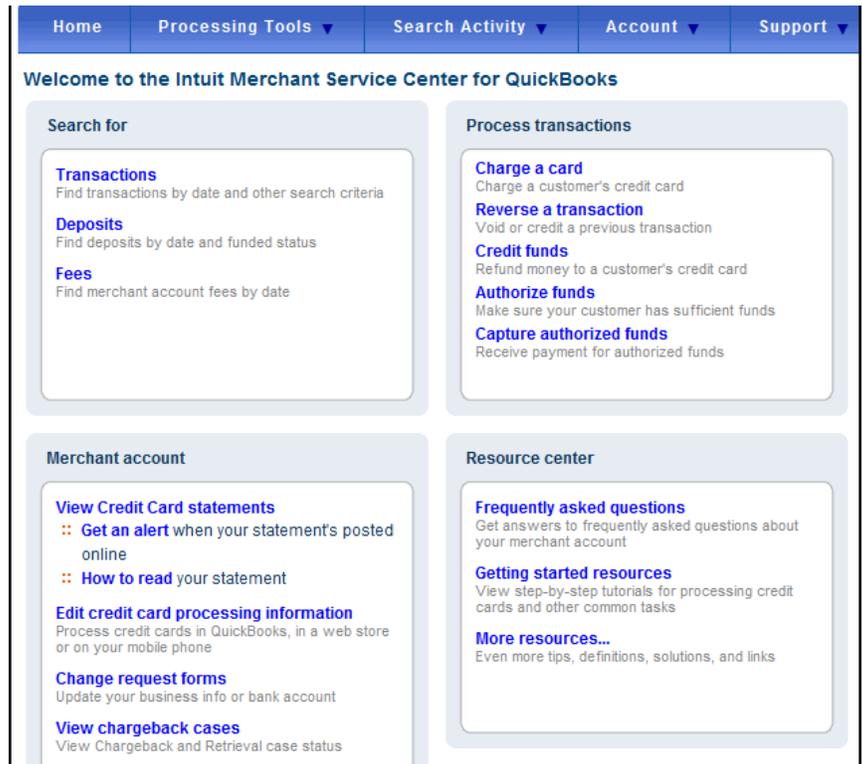# Information, Tutorials and Reports from the Merchant Service Center

In your Merchant Service account, you have access to lists or reports for funded and unfunded transactions, fees, and other features.

Under the **Resource Center**, there are excellent tutorials for your review. This is a good place to start.   There are many details for Merchant Service credit card processing.   These resources also can be used as a reference tool.

- From the **Customers** menu, choose **Credit Card Processing Activities** and then **Merchant Service Center.**
- Use the report options and filters to create a report that meets your needs.

County Program Director Verification
It is recommended that the CPD review and initial credit card receipts and review and sign weekly or monthly Undeposited funds report for credit card transactions.

Home	Processing Tools ▼	Search Activity ▼	Account ▼	Support ▼

Welcome to the Intuit Merchant Service Center for QuickBooks

Search for

Transactions
Find transactions by date and other search criteria

Deposits
Find deposits by date and funded status

Fees
Find merchant account fees by date

Process transactions

Charge a card
Charge a customer's credit card

Reverse a transaction
Void or credit a previous transaction

Credit funds
Refund money to a customer's credit card

Authorize funds
Make sure your customer has sufficient funds

Capture authorized funds
Receive payment for authorized funds

Merchant account

View Credit Card statements
:: **Get an alert** when your statement's posted online
:: **How to read** your statement

Edit credit card processing information
Process credit cards in QuickBooks, in a web store or on your mobile phone

Change request forms
Update your business info or bank account

View chargeback cases
View Chargeback and Retrieval case status

Resource center

Frequently asked questions
Get answers to frequently asked questions about your merchant account

Getting started resources
View step-by-step tutorials for processing credit cards and other common tasks

More resources...
Even more tips, definitions, solutions, and links

Merchant Service Transactions Report

Trans ID	Submitted	Cardholder Name	Card	Card No.	Type	Batch ID	Comment 1 ▼	Status	Amount
MC0056203260	07/21/2010	Lawrence J Devoto	MC	...4249	Sale	20211588	VT Plus - gardening clas	Funded	$20.00
MC0056124414	07/20/2010	Daniel Lear	MC	...4704	Sale	20111314	VT Plus - gardening clas	Funded	$20.00
ME0064155829	07/22/2010	Rose Crews	MC	...9159	Sale	20311121	VT Plus - garden class	Pending	$30.00
ME0063987708	07/19/2010	Angela K Winship	MC	...5386	Sale	20011079	VT Plus - Soil test jb	Funded	$20.00
MA0078073803	07/19/2010	Christopher Kalter	MC	...9044	Sale	20011079	VT Plus - Master Naturali	Funded	$95.00
MC0056245182	07/22/2010	Carol Morgan	VISA	...2366	Sale	20311121	VT Plus - Master Naturali	Pending	$95.00
MC0056063207	07/19/2010	Christopher Kalter	MC	...9044	Sale	20011079	VT Plus - Master Naturali	Funded	$95.00
MA0078148241	07/20/2010	Christina Viviano	VISA	...4012	Sale	20111314	VT Plus - MO Naturalist (	Funded	$95.00
ME0064037462	07/20/2010	Carol A. Grote	VISA	...0804	Sale	20111314	VT Plus - MG garden clas	Funded	$20.00
ME0063982509	07/19/2010	Virginia Holloway	VISA	...4285	Sale	20011079	VT Plus - MG class - CG	Funded	$30.00

An Advanced Search feature allows you to find a specific credit card transaction, using multiple search criteria.

Other Merchant Service Reports include:
- **A Deposits Reports** of all funded (deposited) transactions that were tranferred to the bank account.

Batch ID	Submitted	Funded	Card	No. of Transactions	Batch Total
▶ 19711680	07/16/2010	07/18/2010	BANKCARD	1	$30.00
▶ 19511212	07/14/2010	07/15/2010	BANKCARD	1	$20.00
▼ 19411292	07/13/2010	07/14/2010	BANKCARD	3	$110.00

	Trans ID	Submitted	Cardholder N...	Card	Card No.	Type	Comment	Amount
	MA00778153...	07/13/2010	Cheryl Duffy	DISC	...6234	Sale	VT Plus - Focus o	$45.00
	MC00558312...	07/13/2010	Pataree Schmidt	VISA	...3891	Sale	VT Plus - Focus o	$45.00
	MA00777892...	07/13/2010	Dana Delibovi	VISA	...8848	Sale	VT Plus - gardeni	$20.00

Batch ID	Submitted	Funded	Card	No. of Transactions	Batch Total
▶ 19311327	07/12/2010	07/13/2010	BANKCARD	2	$65.00

- **Transaction Fees Report**

Fee Type	Withdrawn	Frequency	No. of Records	Fee Total
▼ Discount Rate Fees	07/11/2010 - 07/17/2010	Daily	3	$3.21

	Fee ID	Date	Card	Amount
	65842486	07/15/2010	Visa/MasterCard	$0.33
	65798716	07/14/2010	Visa/MasterCard	$1.81
	65757361	07/13/2010	Visa/MasterCard	$1.07

Fee Type	Withdrawn	Frequency	No. of Records	Fee Total
▶ Monthly Fees	07/11/2010 - 07/17/2010	Monthly	0	$0.00
▶ Chargeback Fees	07/11/2010 - 07/17/2010	N/A	0	$0.00

- **Credit Card Monthy Statement includes a summary of daily deposits and fees.**
  (No illustration provided)

QuickBooks Reports

Here are two sample reports that will assist in tracking credit card transactions.   Report configurations follow the two illustrations.

07/23/10
Accrual Basis

Undeposited Funds - Sorted & Totaled by Payment Method
April 1 - 12, 2010

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Check								
Payment	04/08/2010	14827	Jefferson Co. Exte...	#335975/iNV. #197/Reimb...	1900 · Accounts Rec...	509.36		509.36 ◀
Deposit	04/08/2010	14827	Jefferson Co. Exte...	#335975/iNV. #197/Reimb...	0050 · Checking - Su...		509.36	0.00
Payment	04/08/2010	8294	St. Francois Co. Ex...	#335976/Inv. #1800/Reim...	1900 · Accounts Rec...	354.04		354.04
Deposit	04/08/2010	8294	St. Francois Co. Ex...	#335976/Inv. #1800/Reim...	0050 · Checking - Su...		354.04	0.00
Payment	04/08/2010	361	Twin Rivers 4-H C...	#335946/Inv. #1794/Memb...	1900 · Accounts Rec...	600.00		600.00
Deposit	04/08/2010	361	Twin Rivers 4-H C...	#335946/Inv. #1794/Memb...	0050 · Checking - Su...		600.00	0.00
Payment	04/08/2010	138	Wentzville 4-H Club	#335947/Inv. #1795/Memb...	1900 · Accounts Rec...	1,500.00		1,500.00
Deposit	04/08/2010	138	Wentzville 4-H Club	#335947/Inv. #1795/Memb...	0050 · Checking - Su...		1,500.00	0.00
Total Check						2,963.40	2,963.40	0.00
MasterCard								
Payment	04/08/2010	MC0051564458	Nelson, Deanna	VT Plus - Gardening class...	1900 · Accounts Rec...	15.00		15.00
Deposit	04/12/2010	MC0051564458	Nelson, Deanna	VT Plus - Gardening class...	0050 · Checking - Su...		15.00	0.00
Total MasterCard						15.00	15.00	0.00
Visa								
Payment	04/12/2010	ME0059649344	Bowen, Elizabeth	VT Plus - lasagne garden...	1900 · Accounts Rec...	10.00		10.00
Payment	04/12/2010	MA0072068293	Cook, Christopher	VT Plus - Gardening class...	1900 · Accounts Rec...	25.00		35.00
Payment	04/12/2010	ME0059605453	Vassalli, Jeff	VT Plus - Soil test jb	1900 · Accounts Rec...	20.00		55.00
Total Visa						55.00	0.00	55.00

Configure the Undeposited Funds Report

- Select **Report** from menu bar.
- Select **Customer Transaction Detai**l report.
- Select **Modify Report** button.
- Select the **Filter** tab.
- Under **Choose Filter**, select **Accounts**.
- Move cursor to the right and under Account, click down arrow and select **1499-Undeposited Funds account.**
- Select the **Header/footer** tab and under **Report Title**, change the title to Undeposited Funds Report, or another title.
- Click **OK**.
- Remove the columns: Clr and Account from the report.   Optional.
- At the top middle of report (under the Refresh button), click the down arrow for **Total By** and select **Customer**. (or Payment Method)
- To the right of Total By, select the down arrow for **Sort By** and select **Date**. (or Name)
- Select appropriate **Date** Range.
- Select Memorize button and save report in the Memorized Report List.

The Undeposited Funds outstanding balance and Accounts Receivable outstanding balance will appear in the **Balance Sheet** report.

Configure the Deposit Detail Sorted by Payment Method

- Select **Report** from menu bar.
- Select **Customer Transaction Detail report**.
- Select **Modify Report** button.
- Select the **Filter** tab.
- Under **Choose Filter**, select **Accounts**.
- Move cursor to the right and under **Account**, click down arrow and select **Multiple Accounts.**
- Select all income and expense account (Select 1499-Undeposited Funds if you are using the Accrual Posting Method)
- Return to **Choose Filter** and select **Transaction type**.
- To the right, under Transaction Types, select the down arrow and select Deposit.
- Select the **Header/footer** tab and under **Report Title**, change the title to **Deposit Detail – Sorted by Payment Method**, or another title.
- Select the **Display** tab, and under Columns select **Pay Meth.**
- Under Columns, **uncheck Type, Num, and Split**.
- Click OK.
- In the report, you can move the Pay Meth column to the far left, if you wish.
- At the top middle of report (under the Refresh button), click the down arrow for **Total By** and select **Payment Method**.
- To the right of **Total By**, select the down arrow for **Sort By** and select **Name**.
- Select appropriate **Date** Range.
- Select **Memorize** button and **save report** in the Memorized Report List.

Under the Payment Method filter, you can select only the credit card method types and exclude cash and check.

Note: When the 1499-Undeposited Funds account is included in this report, QuickBooks will reverse all positive and negative amounts.

Method 2 - Create Sales Receipt in QuickBooks

Customer credit card transactions may be entered and submitted to the QuickBooks Merchant Service by the Bookkeeper within QuickBooks from the Sales Receipts Screen.

- Select **Customer** from the menu bar.
- Select **Enter Sales Receipts**.
- Select **customer name**, or select Add New to create a new Customer.
  (Do not use a vendor name when identifying a person in the Sales Receipt screen.)
- Enter **class code**.
- Enter **date**.
- **Sale No field** is optional.
- Select **appropriate credit card type Payment Method**
- Select appropriate **Item Name**, or select Add new to create a new sales item.
- Enter a **description**, **quantity**, and **rate**, when appropriate.
- Select a **class code** in the second class field.
- Enter an **amount**.
- Enter information in the **Memo** text box.

- For the **Deposit To** field, select **1499-Undeposited Funds**. The Undeposited Funds is a temporary holding account and is represented in the Chart of Accounts and Balance Sheet report.
- Select **Process Credit Card payment when saving**.
- Click **Save** and Close. The Intuit Credit Card information screen opens.

- Complete the credit card information.
- Click **Submit** when ready to send credit card data.

Print Sales Receipt and attach to Merchant Service Credit Card receipt and file in appropriate folder. A copy of the Sales Receipt or the Merchant Service Credit Card receipt may be given to the customer.

Follow above procedures for downloading customer payments from Merchant Service to QuickBooks and for generating reports.