
Intuit Solution Provider Programs How to Guide:

Setting up Merchant Services
Inside of QuickBooks



Overview

This How to Guide will provide a step by step description of the process to set up merchant services for your clients inside of QuickBooks Point of Sale software. Included will be instructions on the following:

- Initial set up of merchant account service
- How to process debit & credit card transactions
- Processing PIN debit card transactions
- Handling end of the day activities
- Reconciling Point of Sale payment transactions

Initial set up of merchant account service

Setting up your clients merchant account service is quick and easy!

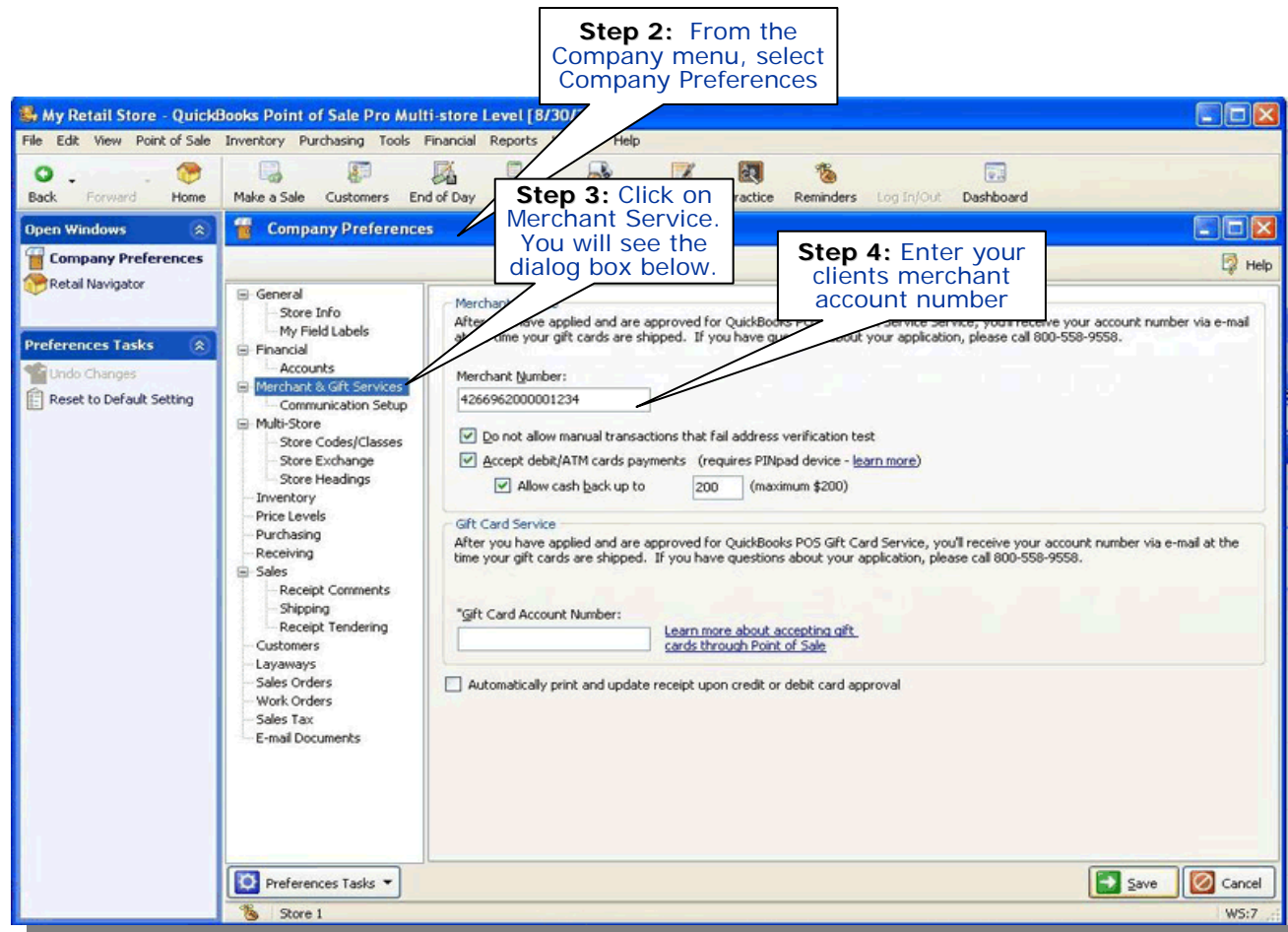
Step 1: Open their QuickBooks Point of Sale Software

Step 2: From the Company menu, select Company Preferences

Step 3: Click on Merchant Service. You will see the dialog box below

Step 4: Enter the your clients merchant account number.

Step 5: Now your client can begin accepting credit and debit cards!



How to process debit & credit card transactions

Having your clients accept cards is easy!

For your clients to process a credit or debit card, this simple screen is all they will need!

Step 1: Have them either swipe the card or enter the information by hand

Step 2: Then they should click "Authorize"

That's it! Typically, it takes only second to get an authorization!

The screenshot shows a 'Credit Card' dialog box with a blue header. The main area is light beige and contains the following fields and buttons:

- Header: **Credit Card**
- Instruction: Enter the credit card information below or swipe the card now.
- Fields:
 - Amount: \$211.00
 - Card Number: 4623008900097793
 - Exp. Date: 03/08
 - Card Type: Visa (dropdown menu)
 - Authorization: 010384 (with a card icon)
 - ZIP Code: 94041
- Buttons: OK, Cancel, Authorize
- Status: A large box at the bottom contains the word **Approved** in green text.

Two callout boxes provide instructions:

- Step 1:** Either swipe or enter card information by hand (pointing to the input fields).
- Step 2:** Click "Authorize" (pointing to the Authorize button).

Processing PIN debit card transactions

PIN Debit Acceptance is Simple!

This simple screen appears when a customer wants to use a PIN debit card to make a purchase and/or get cash back.

The screenshot shows a 'Debit Card' dialog box with the following fields and buttons:

- Instruction: Enter the debit card information below or swipe the card now.
- Amount: \$30.00
- Card #: 0227271714569
- Cashback: 20.00
- Total Amount: \$50.00
- Buttons: OK, Cancel, Authorize
- Status: Queued at the server

Handling a clients end of the day activities

End-of-Day Activities are Automatic!

Select from the 5 closing procedures your client wants to occur:

- End of Day reports including print immediately functionality
- Back Up of Company Data
- Batching their merchant account service activity
- Exchange of your financial data with QuickBooks Point of Sale

The screenshot shows a dialog box titled "QuickBooks POS - End of Day Process". It contains the following sections and options:

- End of Day Reports:**
 - Run X/Z-Cut end of day reports for your Point of Sale workstations
 - Dropdown menu: General - Z-Out: Store Close
 - Dropdown menu: Today
 - Print Immediately (Do now show preview)
- QuickBooks POS Merchant Service:**
 - Text: Be sure to send credit card batches daily to avoid fees for late settlement.
 - Send Merchant Service batch now
- Safeguarding Your Data:**
 - Back up your company data
 - default backup location
 - alternate backup location
- Financial Exchange with QuickBooks:**
 - Transfer your day's transactions, and other new information to QuickBooks

Select OK to run the End of Day procedures. If this is not the end of the day, select Cancel.

Buttons: Help, OK, Cancel

Reconciling your Point of Sale payment transactions

Take advantage of the Advanced Reconciliation Features in QuickBooks financial software.

Merchants can easily identify which Point of Sale card payment transactions were included in their bank account deposits

Transactions are grouped into batches on the QuickBooks Payments to Deposits screen for easy and quick reconciliation

