



Connecting Xpress-pay to QuickBooks Online

Below are the steps to allow Xpress-pay to access your QBO file. Intuit/QBO requires you to complete this connection since we do not have access to your QBO information, though we remain available to assist you.

Part 1: Create QBO accounts for incoming ePayments (one time)

- a. QBO menu: Accounting/Chart of Accounts, then click *New*
Account Type: *Other Current Assets*
Name: *Xpress-pay Payments* (this can be a sub-account if desired)
Save the new account

Note: If you are using our pass-thru feature whereby you receive the Site Fee, continue here with Part 1 steps *b* and *c*. **Otherwise**, advance to Part 2 below.

- b. QBO menu: Accounting/Chart of Accounts, then click *New*
Account Type: *Other Income*
Name: *Xpress-pay Site Fees* (this can be a sub-account if desired)
Save the new account
- c. Xpress-pay site fees paid by your customers will be added to invoices as an item so that the invoice total matches the amount paid. Follow these steps to add the QBO item:
QBO menu: Sales/Products and Services, then click *New*, then click *Non-inventory*
Name: *Xpress-pay Site fee*
Description: *Xpress-pay site fee*
Income account: *Xpress-pay Site Fees* (the account you created in step *b*)
Taxable: *Select Non-taxable*

Step 2: Authorize Xpress-pay Access (one time)

1. [Click here](#) to log into Xpress-pay Merchant Administration
2. In *QuickLinks*, click *Payment Types*. All will be listed.
3. Click the pencil icon (edit) on the payment type you will use for QBO
4. Click the *Global aXcess* tab, then click *Authorize Access*
5. You may be required to log into QBO. If you have multiple companies, select the one to authorize. Click *Next* to authorize and return to Xpress-pay.
6. Click the *Global aXcess tab*; for *Global aXcess Deposit Account*, Select *Xpress-pay Payments* (from Part 1, Step *a*)
7. If you are using our pass-thru feature, you'll also see *Global aXcess Item Name*. If so, select *Xpress-pay site fee* (from Part 1, Step *c*)
8. Click *Update*

Daily: Record the bank deposit

You will receive a daily bank deposit for ePayments (two if accepting both cards and eChecks). These will include payments for QBO invoices as well as any other payment types you accept through Xpress-pay. To separate and record the QBO payments:

1. Log in as an Xpress-pay administrator and produce a Payment Summary Report, noting the total for *Xpress-pay payments*
2. Record a QBO deposit using the following:
 - Received from: ePayments (use *QuickAdd* the first time)
 - Account: *Xpress-pay Payments*
 - Description: *ePayments*
 - Method: *Direct* (use *QuickAdd* the first time)
 - Amount: Enter the amount from Step 1. That's it!

Public Awareness

Payments generally originate from two sources: your invoices and your website. Here are the steps to include payment links for both:

Payment link for your invoices and emails

1. To add a payment link to your invoices:
2. In QBO, click the *Gear* icon in the upper right, then *Custom Form Styles*
3. In the *Form Type* column, find the form you use for invoices and click *Edit* to its right
4. Upper left: Click *Content*
5. In the lower right of the invoice form, click on Total due
6. Select and copy the entire next line:
Click here to pay online: [org link here]
...and paste it into the *Add footer text* box
7. To its right, increase the font size to *12pt*
8. In the upper left, click the *Emails* tab
9. Make sure the *PDF Attached* box is checked
10. Select and copy the entire next line (same link as above):
Click here to pay online: [org link here]
...and paste it into an appropriate place in the *Message to Customer* box
11. Click *Done*

Payment Button for your Website

Provide the following (or this entire document) to your webmaster:

- Download button image (may be resized but maintain height/width ratio)...
For payments: <https://enroll.xpress-pay.com/images/banners/xpress-pay-payment.png>
For donations: <https://enroll.xpress-pay.com/images/banners/xpress-pay-donation.png>
- Button hyperlink: [org link here]
- Narrative for visitors: While optional, informing customers that their payment will be processed by Xpress-pay will elevate consumer confidence. If a Site Fee is to be charged:
 - a) You may state so, but do not include rates as they are subject to industry changes.
 - b) Your statement must include the following: Xpress-pay charges a Site Fee for the delivery and security services provided during your payment. Alternative payment methods remain available.