



# **AccountMate for SQL/Express ClickToPay Integration Guide**

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## Table of Contents

Software Requirements .....	2
Software Licensing .....	2
Activation .....	2
Setting Up ClickToPay .....	2
Activating ClickToPay Integration in AccountMate .....	2
Setup .....	2
Settings .....	2
Transaction Synchronization .....	3
Pay Type .....	3
Sync Schedule .....	4
ClickToPay Pay Code .....	5
Sales Transactions .....	6
Supported AccountMate Functions .....	6
Creating/Amending Sales Transactions .....	7
ClickToPay Payments .....	8
Paying via ClickToPay Online Payment Portal .....	8
Synchronizing Payments .....	12
Overpayment .....	12
Voiding Payment .....	12
AR Status Report and Cash Receipt Report .....	12
Integration Event Log .....	12
Limitations .....	13

AccountMate has partnered with **REPAY**, a trusted name in financial technology and payment solutions, to provide your customers with a secured online payment portal. This Integration Guide is developed for AccountMate Solution Providers and End-Users to get a better understanding of the **AccountMate ClickToPay** feature. Included in this guide are the details on how to enable, set up, and use the feature in AccountMate.

With the ClickToPay feature, you can generate and e-mail invoices to your customers which they can pay online using credit card or ACH in just a few clicks, thereby improving their overall experience. This seamless payment integration promotes a quick and convenient way to collect payments from customers which improves cash flow and reduces receivables. While this bill payment option is available, you can still accept and record payments from customers using the traditional Apply Payment function in AccountMate. This provides complete flexibility in the collection process and receivable management.

## Software Requirements

The ClickToPay feature requires AccountMate 13.1 for SQL or Express or higher. This feature is included in the Accounts Receivable module for no additional charge. No additional software installation is needed; however, you must activate the feature and complete the setup.

To use the ClickToPay features, you need a stable internet connection to connect and transact with REPAY, the real-time electronic payment provider.

## Software Licensing

No additional software licensing fee is required to use the ClickToPay Feature; however, the user must set up a merchant account with REPAY.

## Activation

### Setting Up ClickToPay

Prior to activating ClickToPay integration in AccountMate, you must register a merchant account with **REPAY** for each company you want to use the ClickToPay feature. You may connect with them using the contact information provided on their website. After registration, you will be provided with unique login information that you will use when setting up ClickToPay in AccountMate.

### Activating ClickToPay Integration in AccountMate

1. Access the **AR Module Setup** function from the **Housekeeping** menu of the main AccountMate program.
2. Go to the **Integration** tab; then mark the **Enable ClickToPay** checkbox. The **ClickToPay Setup** window automatically appears for you to enter the information necessary to set up ClickToPay.

## Setup

There are two (2) tabs in the **ClickToPay Setup** window. Go through each tab to complete the setup.

### Settings

**API Key** – Enter in this field the code provided by REPAY, which is used to identify and authenticate the AccountMate End-User as a merchant account.

**Company ID** – Enter in this field the identification number provided by REPAY for each company you registered. These are the different companies set up in AccountMate.

The API Key and Company ID information enable you to upload invoice details and download payment details to/from the REPAY online payment portal.

**Test Connection** – Click this button to verify that the entered information is valid. Until you can successfully connect, you will not be able to proceed to the next tab.

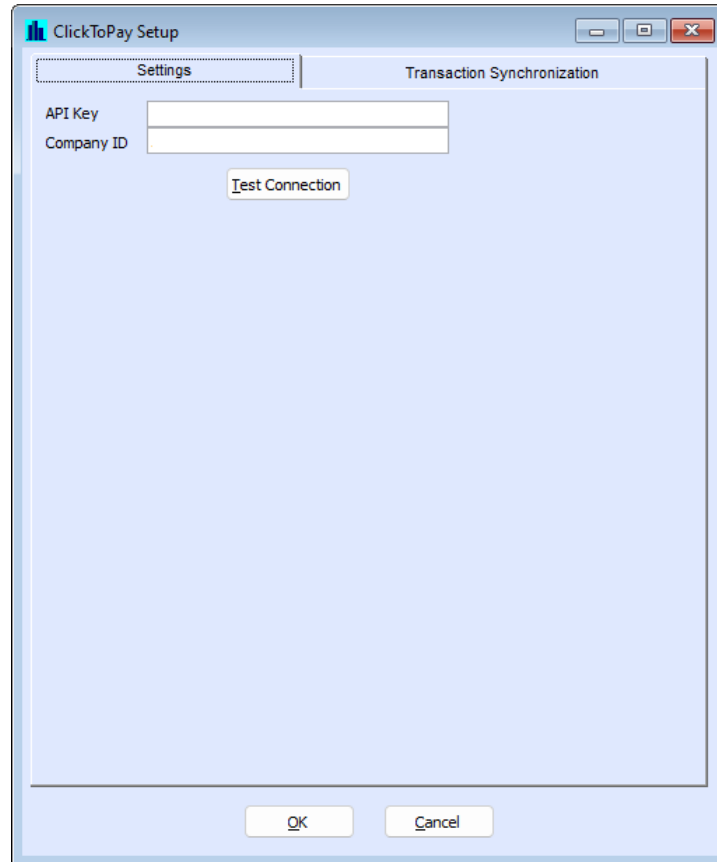
The image shows a software window titled "ClickToPay Setup". It has two tabs: "Settings" (which is active) and "Transaction Synchronization". In the "Settings" tab, there are two text input fields labeled "API Key" and "Company ID". Below these fields is a button labeled "Test Connection". At the bottom of the window, there are "OK" and "Cancel" buttons. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

Figure 1. ClickToPay Setup - Settings Tab

## Transaction Synchronization

### Pay Type

Set up the pay code and bank account to be used for each supported payment type (i.e., American Express, Visa, MasterCard, Discover, and ACH).

**Pay Code** – Enter in this field the pay code you want to assign to each payment type when ClickToPay payment transactions are synced to AccountMate. Only those pay codes having a **Type** that is either **Credit Card**, **ACH**, or **Other** should be entered. You must complete all fields before you can save the setup.

**Note:** Once the pay code is assigned, you can no longer delete the pay code in **Pay Code Maintenance**.

**Bank #** - Enter in this field the depository bank account that you want to use for each payment type. You cannot proceed to save the setup unless you assign a Bank # to all fields.

## Sync Schedule

Set up the schedule for transaction synchronization.

**Enable Task Scheduler** – Mark this checkbox to schedule transaction synchronization.

Only a single task schedule is allowed at any time; hence, when another user or workstation enables the task scheduler, the currently active task will be disabled. You can also opt to unmark the setting if you want to disable the currently active task schedule.

**Active Location** – This read-only field shows the active task's workstation.

**Created By** – This read-only field shows the user (i.e., **User Name** in **Group/User Setup**) who created the active task.

**Note:** *The ability to schedule synchronization one at a time is available starting in AccountMate 13.3 for SQL and Express. In lower builds, any user can create multiple task schedulers on several workstations for a single company.*

**Frequency** – Choose the sync frequency (i.e., Daily, Weekly, or Monthly).

**Next Sync Date** – Enter the next transaction synchronization date.

**Last Sync Date** – Enter the last transaction synchronization date if you want to end the process or leave the field empty so the synchronization process will continue based on the schedule.

**Recurs every** – Choose the number of day(s), week(s), or month(s) each sync should be performed.

**Time (hh:mm)** – Choose a time of the day (in 24-hour clock format) that the synchronization process should be performed.

**Repeat every** – Choose the number of intervals each sync should be performed in a day, week, or month. You may opt to leave this field blank.

**For a duration of** – Choose the duration for each selected interval's repetition. You may leave this field blank if there's no repetition interval set. If an interval is set, the duration must exceed the interval value. *This feature is available starting in AccountMate 13.3 for SQL and Express.*

**Run Now** – Click this button to perform the synchronization immediately. This gives you the option to sync the transactions on demand.

### Notes:

- *If you are in AccountMate 13.3 for SQL or Express or higher and the task scheduler is enabled, you must enter your Windows user account information (i.e., **User Name** and **Password**) to save the Sync Schedule you set up.*
- *When the setup is complete, you must restart the AccountMate application for the program to recognize the new changes. All other workstations will also need to restart the AccountMate application to begin using the ClickToPay Integration. Any subsequent changes in the **ClickToPay Setup ► Settings** tab will also require a restart of the AccountMate program for changes to take effect.*

The screenshot shows the 'ClickToPay Setup' window with the 'Transaction Synchronization' tab selected. The window is divided into two main sections: 'Settings' and 'Transaction Synchronization'.

**Settings:**

- Pay Type:** A table with three columns: Pay Type, Pay Code, and Bank #.
 

Pay Type	Pay Code	Bank #
AMERICAN EXPRESS	CARD	BOFA
VISA	VISA CARD	BOFA
MASTERCARD	MASTERCARD	BOFA
DISCOVER	IN-HOUSE	BOFA
ACH	ACH	BOFA

**Transaction Synchronization:**

- Sync Schedule:**
  - ☒ **Enable Task Scheduler**
  - Active Location: EIRENES
  - Created By: Supervisor
  - Frequency: Monthly
  - Next Sync Date: 02/03/25
  - Last Sync Date: / /
  - Recurs every: 1 month(s) on: ☐ Day ☒ The last day
  - Time (hh:mm): 20:00
  - Repeat every: 1 hour for a duration of: 1 day
- Summary:** Transaction synchronization every month on the last day of that month at 20:00.
- Last Successful Sync (UTC): None
- Run Now** button

At the bottom of the window are **OK** and **Cancel** buttons.

Figure 2. ClickToPay Setup - Transaction Synchronization Tab

## ClickToPay Pay Code

For customers who want to settle their invoices using the ClickToPay secured online payment portal, a pay code with a **ClickToPay** Type must be assigned to the customer record or transaction (e.g., sales order, blanket sales order, invoice, etc.). If assigned in the customer record, it will become the default pay code when creating a transaction for the customer. To create the pay code, perform the following:

1. Access the **Pay Code Maintenance** function from the **Maintenance** menu.
2. Enter a **Pay Code** and assign a **ClickToPay** Type. This type is only available for selection if the ClickToPay feature is enabled.
3. Mark the **Use in SO/AR** checkbox.
4. Mark the **Eligible for Finance Charges** checkbox if finance charges will be applied to past-due invoices using this pay code. You must also set the finance charge setting in the AR Module Setup to be based on **Past Due Statement Balance**. If you change the basis of finance charges from **Past Due Statement Balance** to **Past Due Invoice Balance**, the system will no longer calculate finance charges on past due invoices assigned with these pay codes. This checkbox will automatically be unmarked and disabled if the module is set up to charge on **Past Due Invoice Balance**.

5. Enter the terms in the **Net Days** field. This is the number of days which your customers must settle their account. If the payment is due immediately, accept the zero (0) default value.
6. Click **Update** to save the new pay code.

**Notes:** When creating a pay code with a **ClickToPay** Type:

- You are not allowed to set it to **Apply Payment Automatically** (i.e., the checkbox is unmarked and disabled).
- You can no longer change the **ClickToPay** type to another payment type once the pay code record is saved.

Pay Code Maintenance

Update Delete Copy Clear Close By Pay Code

Pay Code: CTP

Description: ClickToPay

Bank #: BOFA

Type:

☐ Cash ☐ C.O.D. ☐ ACH

☐ Check ☐ Terms ☒ ClickToPay

☐ Credit Card ☐ Other

☒ Use in SO/AR

☐ Use in PO/AP

☐ Apply Payment Automatically

☐ Credit Card Integration Processing

☐ Eligible for Finance Charges

Terms:

Disc %: 0.00%

Disc Days: 0

Disc Days Type: [dropdown]

Net Days: 30

Start Date	End Date	Discount Date	Month to Add	Due Date	Month to Add

Add Delete

Figure 3. Pay Code Maintenance

## Sales Transactions

### Supported AccountMate Functions

The ClickToPay payment method is supported in the following functions that produce AR invoices:

1. **Ship Sales Order** (i.e., if **Customer Maintenance ► Settings ► Ship SO Generate Invoice** checkbox is marked)
2. **Record Inventory Acceptance** (i.e., if **SO Module Setup ► General (1) ► Enable Inventory Acceptance** checkbox is marked and **Customer Maintenance ► Settings ► Acceptance Generate Invoice** checkbox is marked)
3. **Approve Advance Billing**
4. **Create Invoice**
5. **Apply Finance Charge** (i.e., if **AR Module Setup ► Finance Charge ► Charge On ► Past Due Statement Balance** option is selected)
6. **Import Invoice**
7. **Generate Recurring Invoice**

**Note:** Starting in AccountMate 13.2 for SQL and Express, ClicktoPay is supported in the **Import Invoice** and **Recurring Invoice** (i.e., **Recurring Invoice Setup** and **Generate Recurring Invoice**) functions.

## Creating/Amending Sales Transactions

To create or amend a sales transaction with the ClickToPay payment method, perform and take note of the following:

1. Using one of the Transaction functions (i.e., **Create Sales Order, Create Sales Quote, Create Blanket SO, Create Invoice**), assign a pay code with a **ClickToPay** Type if you did not assign this pay code as default in **Customer Maintenance**.

**Note:** A pay code with a **ClickToPay** type can only be assigned in the SO/AR transaction functions if the ClickToPay feature is enabled.

2. Enter the necessary information pertinent to the transaction. Perform this as well in succeeding functions, if applicable, until an invoice is generated.

### Notes:

- Ensure that the correct currency code based on **ISO 4217** is used when creating sales transactions with the ClickToPay payment method. Currently, AccountMate's ClickToPay integration with REPAY supports four (4) currencies (i.e., USD (United States Dollar), CAD(Canadian Dollar), EUR(Euros), and GBP(Great Britain Pounds)).
- Entering an adjustment amount when creating or amending sales transactions with the ClickToPay payment method is not allowed; hence, the **Adjustment** field is disabled in the above-mentioned functions. If the transaction is currently assigned with a non-ClickToPay Pay Code Type and you have entered an adjustment, changing the pay code to a **ClickToPay** Type will not be allowed. You must update the adjustment first to zero before updating the pay code. If you must include an overall adjustment amount on the invoice, enter a line item for the adjustment amount.
- Amending a paid ClickToPay invoice is only allowed if the amended invoice total is more than the payment made through the payment portal.
- Any changes made to the ClickToPay invoice will also update the invoice previously uploaded to the payment portal.

3. Click **Save** or **Void**.

### Notes:

- Once the ClickToPay invoice is created and saved, the transaction is automatically uploaded to the payment portal, and a ClickToPay link is generated.
- Once the ClickToPay invoice is voided, the uploaded transaction in the payment portal is also voided.
- When voiding a ClickToPay invoice generated from **Ship Sales Order** or **Record Inventory Acceptance**, the sales order ship quantity from the shipment of sales order or the accepted inventory and shipped quantity from inventory acceptance will also be canceled if you continue with the transaction; otherwise, the invoice and the related shipped quantity or accepted inventory will not be voided.



## ClickToPay Payments

### Paying via ClickToPay Online Payment Portal

Once the invoice or the customer statement is sent to your customers, they can click the **Click to Pay Now** button located at the bottom of the document if they wish to settle it through the online payment portal. Alternatively, you may click the **Copy ClickToPay URL** button from the **Customer Maintenance ► Information** tab next to the **Balance** field to copy and paste the payment URL to send to your customer. Both will direct your customers to the online payment portal.

In the payment portal, the following must be performed:

1. Select a single invoice or multiple invoices to pay.
2. Click **Pay Selected Totaling [xxx]** where xxx is the total invoice amount to be paid based on the selected invoice(s).

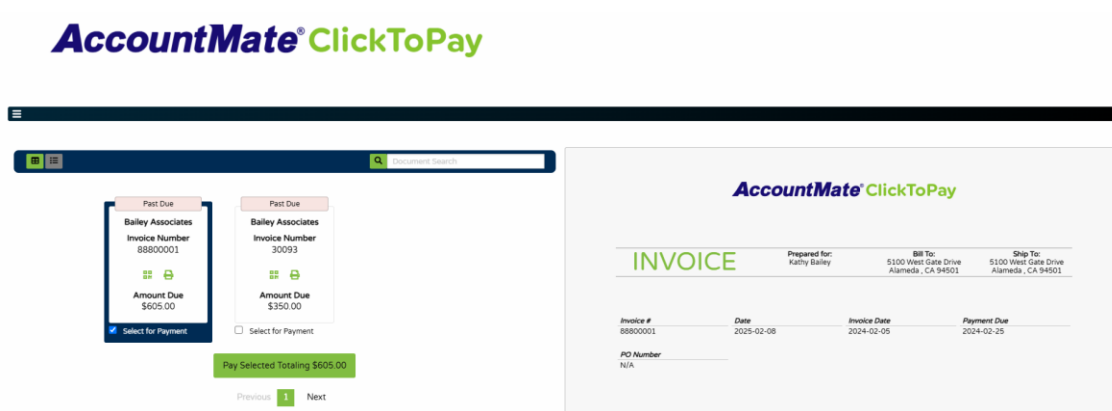


Figure 4: ClickToPay Portal - Pay Selected Totaling [xxx]

3. In the **Select Payment Method** window, the payable amount and the available payment methods will be displayed.
  - a. Leave the **Amount** as is or change it to a lower amount. You must not enter an amount higher than the total invoice amount.
  - b. Select **Pay by Credit Card** or **Pay by ACH** as your payment method.
  - c. Click **Continue & Review Payment**.

This screenshot shows the 'Select Payment Method' window in the AccountMate ClickToPay portal. At the top, there are four tabs: 'Select Payment Method' (active), 'Review Payment', 'Complete Payment', and 'Receipt'. Below the tabs, the 'Amount' is displayed as '\$ 605.00'. A green checkmark icon is next to the text 'New Payment Method'. Below this, there are two radio button options: 'Pay By Credit Card' (selected) and 'Pay By ACH'. At the bottom, there is a link that says 'Sign-in or register to manage payment methods'. Two buttons are at the bottom: 'X Cancel' and '→ Continue & Review Payment'. At the very bottom, contact information is provided: 'Contact Us REPAY | Address: 3 West Paces Ferry Road | Phone: 8886581900 | Email: zehlers@apspayments.com'.

Figure 5: ClickToPay Portal - Select Payment Method

4. In the **Review Payment** window, the statement summary will be shown. Review the details and click **Continue To Payment** if everything is good; otherwise, click **Select Payment Method** to go back.

Number	Due Date	Outstanding	Applied	Applied Tax	Remaining Tax
88800001	2024-02-25	\$605.00	\$605.00	0.00	\$0.00

Sub Total: \$605.00  
Total Payment Amount: \$605.00

[X Cancel](#) [← Select Payment Method](#) [→ Continue To Payment](#)

Contact Us REPAY | Address: 3 West Paces Ferry Road | Phone: 8886581900 | Email: zehlers@apspayments.com

Figure 6. ClickToPay Portal - Review Payment

5. In the **Complete Payment** window, enter the card or check and billing address details.
- In the **Card Information** or **Check Details** section, enter the following information:
    - If credit card, enter the **Company Name**, **Cardholder First Name**, **Cardholder Last Name**, **Card Number**, **Expiration**, and **CVV** code.
    - If ACH, select the bank **Account Type** and **Holder Type** and enter the **Account Name**, **Account Number**, and **Routing Number**. Enter the account information a second time to confirm.
  - In the **Billing Address** section, enter the address linked to the bank account, home address, or any address you want to use as the billing address.
  - In the **Terms** section (if the selected payment method is **ACH**):
    - Enter the **First Name** and **Last Name** to confirm that the terms and agreement specified are read and understood.
    - Mark the checkbox that says you are authorizing REPAY to immediately debit the account for the payment.

Select Payment Method

Review Payment

Complete Payment

Receipt

Card Information

Company name...

Cardholder first name...

Cardholder last name...

Card number...

1 / January

/

2025

CVV Code...

Billing Address

5100 West Gate Drive

City

Alameda

St.

CA

Postal

94501

Cancel

Review Payment

Complete Payment

Contact Us REPAY | Address:3 West Paces Ferry Road | Phone:8886581900 | Email:zehlers@apspayments.com

XXXX XXXX XXXX XXXX

1/25

Cardholder Name

Sub Total: \$605.00

Total Payment Amount: \$605.00

Figure 7. ClicktoPay Portal - Complete Payment - Card Information

Select Payment Method

Review Payment

Complete Payment

Receipt

Check Details

Account Type

Checking

Holder Type

Corporate

Account Name

Account name...

Account Number

Account number...

Confirm

Confirm account number...

Routing Number

Routing number...

Confirm

Confirm routing number...

Billing Address

5100 West Gate Drive

Cancel

Review Payment

Complete Payment

Contact Us REPAY | Address:3 West Paces Ferry Road | Phone:8886581900 | Email:zehlers@apspayments.com

Electronic Check

Pay to the order of: *REPAY*

\$605.00

*six hundred five dollars and 0/100*

Signature: \_\_\_\_\_

XXXXXXXXXX

XXXXXX

Sub Total: \$605.00

Total Payment Amount: \$605.00

Figure 8. ClicktoPay Portal - Complete Payment - Check Details

10

Select Payment Method

Review Payment

Complete Payment

Receipt

### Terms

By Clicking on "Pay Now", I hereby authorize an electronic withdrawal from the provided bank account in the amount entered (or provided) in this page.

I understand if this transaction is submitted after 6pm Pacific Standard Time, it will have an effective date of no sooner than the next business-banking day and will show as a withdrawal from my account on that date.

If I wish to rescind this authorization and cancel this payment, or the amount withdrawn from my account needs to be different than the amount authorized herein, I may call the seller's phone number displayed above during business hours.

Furthermore, I assert that I am the owner, or an authorized signer of the bank account provided.

By entering your name in the box below, you are confirming that you have read and understand the terms and agreement above.

First Name

Last Name

Authorizer first name...

Authorizer last name...

☐ By checking this box I am authorizing REPAY to immediately debit my account for a single-entry payment in the amount of \$605.00

✕ Cancel

← Review Payment

→ Complete Payment

Contact Us REPAY | Address:3 West Paces Ferry Road | Phone:8886581900 | Email:zehlers@apspayments.com

Figure 9. ClicktoPay Portal - Complete Payment - Terms

- Click **Complete Payment** to finalize the payment; otherwise, click **Review Payment** to go back.
- A receipt will be generated.

Select Payment Method

Review Payment

Complete Payment

Receipt

## AccountMate® ClickToPay

### Thank you for your business!

Sunday, February 9, 2025

Order Number	Applied Amount	Discount	Charged Amount
88800001	\$605.00	\$0.00	\$605.00

Subtotal

\$605.00

Discount

\$0.00

Charged: \$605.00

Print Receipt

✕ Close Window

Contact Us REPAY | Address:3 West Paces Ferry Road | Phone:8886581900 | Email:zehlers@apspayments.com

Figure 10. ClicktoPay Portal - Receipt

## Synchronizing Payments

All payment transactions processed through the online payment portal must be synced to AccountMate to update customers' balances and payments based on the information entered by customers in the portal. To sync these ClickToPay payments, go to the **ClickToPay Setup ► Transaction Synchronization** tab in **AR Module Setup**. You can download the payments either by:

- a. Clicking the **Run Now** button to immediately sync transactions; or
- b. Setting a schedule as to when and how frequently to sync transactions.

### Notes:

- *If you are unable to sync customer payment(s) to AccountMate, you will not be able to adjust and apply payment to any of the customer's invoices that were assigned with a ClickToPay pay code in the **Apply Payment** function. Though these are ClickToPay invoices, customers have the option to settle these invoices the regular way and record their payments in the **Apply Payment** function.*
- *When your customer is using a credit card (i.e., **American Express, Visa, Mastercard, or Discover**) to pay a ClickToPay invoice, the credit card # is masked for security purposes; hence, you will not be able to see the complete credit card information in all AccountMate functions and reports that show it after synchronization. This also applies even to users that have access right to **Show Complete Credit Card #**. The complete credit card # and other related information will not be saved in the customer record even though the customer is set to save credit card information.*

## Overpayment

Any open credits (e.g., sales returns, unapplied payments, etc.) recorded in AccountMate are not uploaded to the payment portal. The online payment provider currently does not allow overpayments or open credits; however, once these open credits are applied to a ClickToPay invoice in AccountMate, the invoice(s) uploaded to the payment portal will also be updated. Voiding these applied credits will also update the invoice balance in the payment portal.

## Voiding Payment

You can void payments made through the payment portal in AccountMate by using the **Void Payment** function. Any voided ClickToPay payments processed in the system will not void the payment in the payment portal.

## AR Status Report and Cash Receipt Report

To generate a list of outstanding ClickToPay invoices or a list of ClickToPay payments, use existing reports in AccountMate such as the **AR Status Report** and **Cash Receipt Report**, respectively. You can sort or filter the report by pay code to only show those that are pertaining to ClickToPay.

## Integration Event Log

In case you encounter issues upon testing the connection, creating/amending an invoice, or syncing transactions, an **Integration Event Log** function is available in the **Utilities** menu where you can view the errors. You have the option to filter the records by **Product Name, Function Name, Event Level, User Name, or Create Date**. Double-click on **Memo** to display the details of the error.

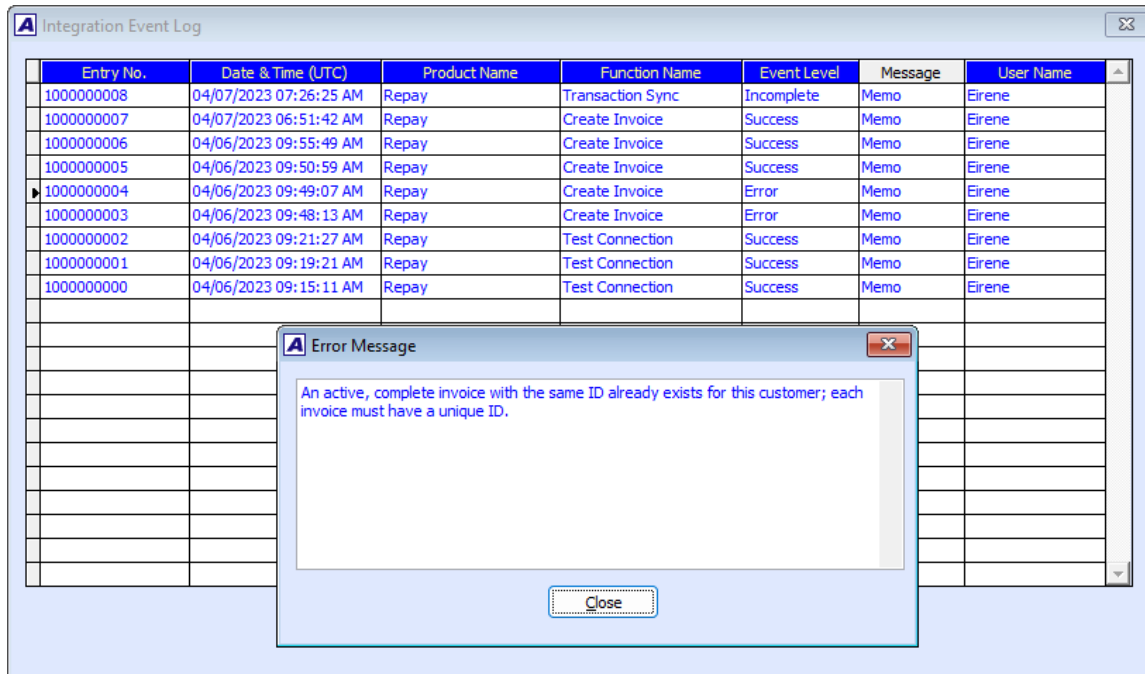


Figure 11. Integration Event Log

## Limitations

The following are currently not supported:

- Applying finance charge based on past due invoice balance.
- Entering an adjustment amount in SO/AR functions.
- Uploading open credits to the payment portal.
- Over-paying the invoice balance.
- Voiding payments in the payment portal does not update AccountMate; hence, voiding of ClickToPay payments must be done using the **Void Payment** function in AccountMate. In the same way, voiding the payment in AccountMate will not void the payment record in the payment portal.
- Adjustments entered in the **Apply Payment** function such as discounts, write-offs, and other adjustments are added to the applied or paid amount when uploaded to the payment portal since the payment portal does not track these specific adjustment fields. Voiding the adjustment in the **Void Applied Adjustment** function will also update the invoice uploaded to the payment portal.
- Integration in the following functions:
  - **Create Sales Return** (the online payment portal does not accept negative invoice amounts)
  - **RMA** functions
  - **Generate Invoice from Shipment**
  - **Generate Recurring Invoice**
  - **Import Invoice**

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