



APEX Gateway

SCHEDULED PAYMENTS

Date: 06/30/2022

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Scheduled Payments

In the APEX Gateway, you can create scheduled and recurring payments.

From the Scheduled Payments list page, you can view information on scheduled payments that have been created – active and inactive.

Customer ID	Description	Customer Name	Type	Status	Amount	Total	Actions
1	string	AB Test231	Once	Inactive	\$1,078.46	\$0.00	⋮
23	Test 1	JT Test231	Once	Inactive	\$539.23	\$0.00	⋮
23	string	JT Test231	Installment	Inactive	\$539.23	\$0.00	⋮
23	string	JT Test231	Subscription	Inactive	\$539.23	\$0.00	⋮
23	string	JT Test231	Subscription	Inactive	\$500.00	\$539.23	⋮
23	string	JT Test231	Subscription	Inactive	\$500.00	\$539.23	⋮
23	string	JT Test231	Installment	Inactive	\$500.00	\$539.23	⋮
23	string	JT Test231	Installment	Inactive	\$500.00	\$539.23	⋮
23	test payment	JT Test231	Once	Active	\$1,000.00	\$1,043.20	⋮
24		String Cheesey	Once	Inactive	\$150.00	\$156.48	⋮

Managing Scheduled Payments List Page

Columns

- Customer ID
 - System assigned unique identifier
- Description
- Customer Name
- Type
 - Once, Installment, or Subscription
- Status
 - Active/Inactive toggle
- Amount
- Total
- Actions
 - For Active scheduled payments, View/Edit option

- For Inactive scheduled payment, View option

Filter

By default, the Scheduled Payments List will display all Scheduled Payments.

Filtering the list can be done by selecting the **Filters** dropdown. Filter By options include:

- Name
- Schedule Type

Sort By

By default, the Scheduled Payments List is sorted by X. The sorting can be changed by selecting the sorting icon on the column name (at the top of each column) for any of the columns.

Columns Management

By default, all available columns will display. By selecting **Columns**, you can remove any columns.

Row Spacing

By selecting **Compact**, the row height will minimize to display more rows.

Export

To better manage and manipulate scheduled payment information, exporting is available.

- CSV file: To export report to CSV, select the CSV icon button on the top right of the page.
- Excel file: To export report to Excel, select the Excel icon button on the top right of the page.

The file will immediately download to the computer. Simply open and manage/manipulate information.

Add New Scheduled Payment

To create a new scheduled payment, you can select **Add New Scheduled Payment** from the Scheduled Payment list page.

For every scheduled payment you will enter the following:

- Customer Name
 - Dropdown list of all Customers
- Method of Payment
 - Dropdown list of all payment methods in the selected customer's wallet
- Description
 - Optional field
- Reference Number
 - Optional field

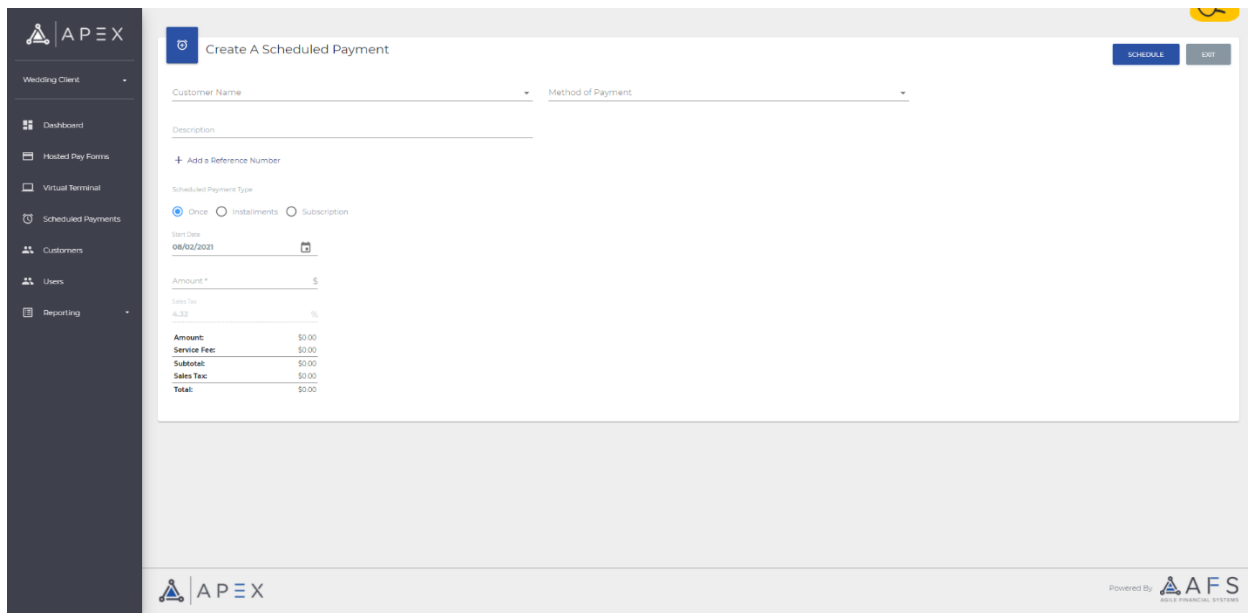
One Time Scheduled Payment

To schedule a one time payment – choose the Once payment type

For this payment type you will enter:

- Start Date – the date the payment will be scheduled
- Amount

If the merchant has cash discount set up – you will see a service fee added to the payment if a credit card payment type has been selected.



Create A Scheduled Payment

Customer Name: _____ Method of Payment: _____

Description: _____

+ Add a Reference Number

Scheduled Payment Type

Once Installments Subscription

Start Date: 08/02/2021

Amount: \$ _____

Sales Tax: _____ %

Amount	\$0.00
Service Fee	\$0.00
Subtotal	\$0.00
Sales Tax	\$0.00
Total	\$0.00

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Installments

To schedule recurring installment payments – choose the Installment payment type

For this payment type you will enter:

- Frequency – how often the installment payments will be scheduled
 - Weekly, Monthly, Quarterly, and Annually
- Start Date – the date the installment payments will start
- Amount
- Number of installments

The amount for each installment is calculated along with the end date for the installment payments.

If the merchant has cash discount set up – you will see a service fee added to the payment if a credit card payment type has been selected.

Subscription

To schedule recurring subscription payments – choose the Subscription payment type

For this payment type you will enter:

- Frequency – how often the subscription payments will be scheduled
 - Weekly, Monthly, Quarterly, and Annually
- Start Date – the date the subscription payments will start
- End Date – the date the subscription payments will end
 - This field is optional and can be added/edited after the scheduled payment has been created
- Amount

If the merchant has cash discount set up – you will see a service fee added to the payment if a credit card payment type has been selected.

Viewing Scheduled Payment

Transaction History

View details on previous transactions that have been run for the selected scheduled payment.

- Transaction #
- Date
- Type
- Amount
- Result
- Error – populates with the error message received if the transaction failed

Upcoming Payments

View details on the next 10 payments for the selected scheduled payment

Payment Notifications

Emails will be sent when a scheduled payment is run. For successful transactions, an email will be sent to the customer. For failed transactions, an email will be sent to the customer AND the merchant.

Reporting

To view upcoming scheduled transactions, view the Upcoming Payments report under Reporting.

** Note: More details in the Reporting training document.

Customer ID	Customer Name	Description	Type	Date	Total Amount
4349	Dakota Flynn	yard service	Subscription	07/04/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	07/11/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	07/18/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	07/25/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	08/01/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	08/08/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	08/15/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	08/22/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	08/29/2022	\$20.00
4349	Dakota Flynn	yard service	Subscription	09/05/2022	\$20.00