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APEX Gateway

# SCHEDULED PAYMENTS

Date: 02/06/2024

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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	Total	Actions
4502	test of Weekly recurring on Release	Shirley Ann Conifer	Installment	Inactive	\$14.24	⋮
4502	Subscription using \$64.06 for a Decline	Shirley Ann Conifer	Subscription	Inactive	\$64.06	⋮
10376	Split payment for ice skates	Betty Lou Anderson	Installment	Inactive	\$14.10	⋮
4502	one time test for a decline	Shirley Ann Conifer	Once	Inactive	\$64.06	⋮
29995	one time test	John Joe Johnson	Once	Inactive	\$1.98	⋮
4502	one time test	Shirley Ann Conifer	Once	Inactive	\$1.94	⋮
10376	New York Times Subscription	Betty Lou Anderson	Subscription	Inactive	\$60.00	⋮
4502	Monthly Test3	Shirley Ann Conifer	Installment	Inactive	\$36.59	⋮
4502	Monthly Test	Shirley Ann Conifer	Subscription	Active	\$18.38	⋮
4502	Monthly Test	Shirley Ann Conifer	Installment	Inactive	\$17.93	⋮

## 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 50 char field

Reference Number

Optional 20 char field

Sales Tax

Optional percentage 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
  - Note: If the Start Date is today, the payment will be processed within the next 6 hrs.
- Amount in US dollars

If the merchant has Dual Pricing enabled – you will see a discount applied to the payment if an eCheck payment type has been selected. A note also appears to the right of the Total value:

**APEX** | Create A Scheduled Payment

Choose Customer: Betty Lou Anderson | Method of Payment: Checking - 8823

Description: Security Deposit

+ Add a Reference Number

Scheduled Payment Type:  Once  Installments  Subscription

Start Date: 02/06/2024

Amount: \$800.00

Sales Tax: %

Amount:	\$800.00
Discount:	\$19.20
Subtotal:	\$780.80
Sales Tax:	\$0.00
Total:	\$780.80

Saved \$19.20 by paying with eCheck

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If the merchant has Dual Pricing enabled – you will see what discount *would have been* applied to the payment if an eCheck payment type had been selected. A note also appears to the right of the Total value:

**Create A Scheduled Payment**

Choose Customer: Betty Lou Anderson | Method of Payment: Visa - 01/25 - 8888

Description: Security Deposit

+ Add a Reference Number

Scheduled Payment Type:  Once  Installments  Subscription

Start Date: 02/06/2024

Amount: \$800.00

Sales Tax: %

Amount:	\$800.00
Discount:	\$0.00
Subtotal:	\$800.00
Sales Tax:	\$0.00
Total:	\$800.00

Save: \$19.20 by paying with eCheck

## 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 in US dollars
- Number of installments

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

If the merchant has Dual Pricing enabled – you will see a discount applied to the payment if an eCheck payment type has been selected. A note also appears to the right of the Total value:

**APEX** | Create A Scheduled Payment

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Choose Customer: Betty Lou Anderson | Method of Payment: Checking - 1235

Description: Furniture set - 6 Installments

+ Add a Reference Number

Scheduled Payment Type:  Once  Installments  Subscription

Frequency: Monthly | Start Date: 02/06/2024

Amount: 800.00 \$ | paid in 6 installments

Sales Tax: 2.09 %

Amount:	\$800.00
Discount:	\$19.20
Subtotal:	\$780.80
Sales Tax:	\$16.32
<b>Total:</b>	<b>\$797.12</b>

Total: \$797.12 Saved \$19.20 by paying with eCheck

Payments will end: Sat Jul 06 2024

Payment Every Month: **\$132.85**

The final payment may differ (for a fee cents) from the amount provided above. Once payments begin, please check the Upcoming Payments section for an accurate value.

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If the merchant has Dual Pricing enabled – you will see what discount *would have been* applied to the payment if an eCheck payment type had been selected. A note also appears to the right of the Total value:

**APEX** | Create A Scheduled Payment

Product Team UAT

Choose Customer: Betty Lou Anderson | Method of Payment: Visa - 0125 - 8888

Description: Furniture set - 6 Installments

+ Add a Reference Number

Scheduled Payment Type:  Once  Installments  Subscription

Frequency: Monthly | Start Date: 02/06/2024

Amount: 800.00 \$ | paid in 6 installments

Sales Tax: 2.09 %

Amount:	\$800.00
Discount:	\$0.00
Subtotal:	\$800.00
Sales Tax:	\$16.72
<b>Total:</b>	<b>\$816.72</b>

Total: \$816.72 Save \$19.20 by paying with eCheck

Payments will end: Sat Jul 06 2024

Payment Every Month: **\$136.12**

The final payment may differ (for a fee cents) from the amount provided above. Once payments begin, please check the Upcoming Payments section for an accurate value.

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## 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 in US dollars

If the merchant has Dual Pricing enabled – you will see a discount applied to the payment if an eCheck payment type has been selected. A note also appears to the right of the Total value:

The screenshot shows the 'Create A Scheduled Payment' interface in the APEX system. The interface includes a sidebar with navigation options like Dashboard, Checkout Templates, Virtual Terminal, Invoices, Scheduled Payments (highlighted), Customers, Users, Reporting, Transactions, ACH Report, Batches, Deposits, Chargebacks, Statements, and Upcoming Payments. The main content area is titled 'Create A Scheduled Payment' and features a 'SCHEDULE' button and an 'EXIT' button in the top right corner.

Key fields and values in the form include:

- Choose Customer: Betty Lou Anderson
- Method of Payment: Checking - 1235
- Description: Recurring Donation to Childrens Fund
- Scheduled Payment Type: Subscription (selected)
- Frequency: Monthly
- Start Date: 02/06/2024
- End Date: (empty)
- Amount: \$50.00
- Sales Tax: (empty)

A summary table is displayed below the form:

Amount:	\$50.00
Discount:	-\$1.20
Subtotal:	\$48.80
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$48.80</b>

A note next to the Total value states: 'Saved \$1.20 by paying with eCheck'. Below the table, a grey box indicates 'Payment Every Month: \$46.80'. The footer of the interface includes the APEX logo and the text 'Powered By Agile Financial Systems'.

If the merchant has Dual Pricing enabled – you will see what discount *would have been* applied to the payment if an eCheck payment type had been selected. A note also appears to the right of the Total value:



**APEX** | Create A Scheduled Payment

Choose Customer: **Betty Lou Anderson** | Method of Payment: **Mastercard - 11/25 - 0045**

Description: **Recurring Donation to Childrens Fund**

+ Add a Reference Number

Scheduled Payment Type:  Once  Installments  Subscription

Frequency: **Monthly**

Start Date: **02/06/2024** | End Date:

Amount: **\$0.00** | Sales Tax: **%**

Amount:	\$50.00
Discount:	\$0.00
Subtotal:	\$50.00
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$50.00</b> <small>Save \$1.20 by paying with eCheck</small>

Payment Every Month: **\$50.00**

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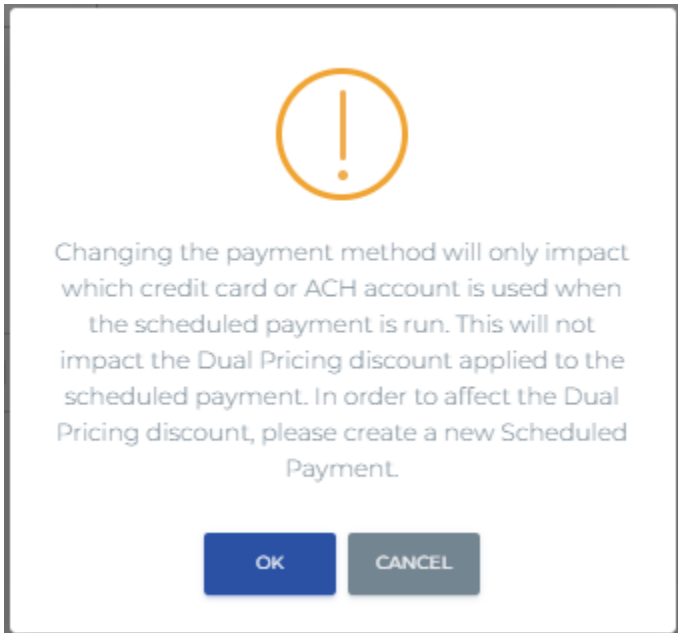
## Viewing/Editing Scheduled Payment

### Editing Existing Payment

Existing payments only allow editing to two fields/items. The Description field value can be modified. And the Method of Payment value can be modified if there exists more than one Method of Payment for the selected customer. If only one Method of Payment exists in the customer's wallet then this field is not editable.

In the event other changes need to be made to an existing payment, a new payment must be created, and if appropriate, the existing payment ended/deleted.

If Dual Pricing is enabled and a scheduled payment is edited to modify the Method of Payments from an eCheck to a Credit Card method the following popup is displayed:



### Transaction History

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

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

### Upcoming Payments

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

The screenshot shows the APEX software interface. On the left is a dark sidebar with the APEX logo and a navigation menu. The main content area is titled 'Upcoming Payments' and contains a table with the following data:

Status	Start Date	Amount	Total Amount
Scheduled	03/01/2024	N/A	\$28.30
Scheduled	04/01/2024	N/A	\$28.30
Scheduled	05/01/2024	N/A	\$28.30
Scheduled	06/01/2024	N/A	\$28.30
Scheduled	07/01/2024	N/A	\$28.30
Scheduled	08/01/2024	N/A	\$28.30
Scheduled	09/01/2024	N/A	\$28.30
Scheduled	10/01/2024	N/A	\$28.30
Scheduled	11/01/2024	N/A	\$28.30
Scheduled	12/01/2024	N/A	\$28.30


Note: Upcoming payments can also be viewed for a specific customer via the Customers menu.

## 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.



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- Dashboard
- Checkout Templates
- Virtual Terminal
- Invoices
- Scheduled Payments
- Customers
- Users
- Reporting
- Transactions
- ACH Report
- Batches
- Deposits
- Chargebacks
- Statements
- Feedback


Upcoming Payments

COLUMNS
COMPACT
EXPORT

FILTERS

Customer ID	Customer Name	Description	Type	Date	Total Amount
57544	Bob A Smith	Life Insurance premium	Subscription	03/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	03/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	04/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	04/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	05/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	05/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	06/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	06/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	07/01/2024	\$28.30
4502	Shirley Ann Conifer	Monthly Test	Subscription	07/06/2024	\$18.38
57544	Bob A Smith	Life Insurance premium	Subscription	08/01/2024	\$28.30

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