APEX Gateway

SCHEDULED PAYMENTS

Date: 02/06/2024

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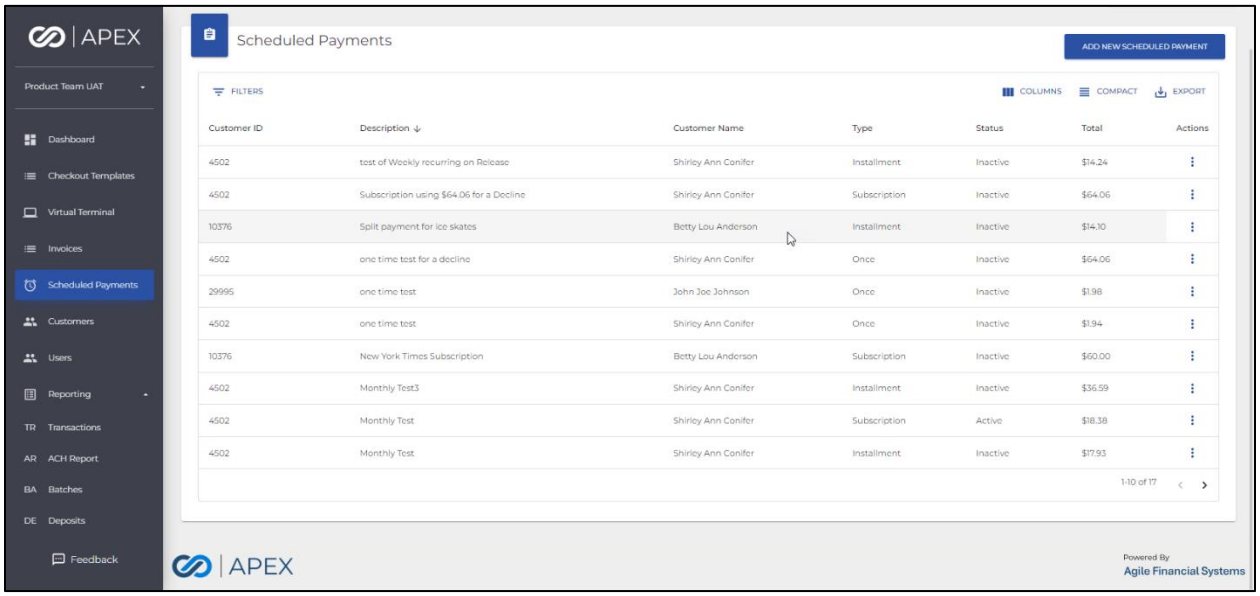
Scheduled Payments

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.



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

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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:

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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

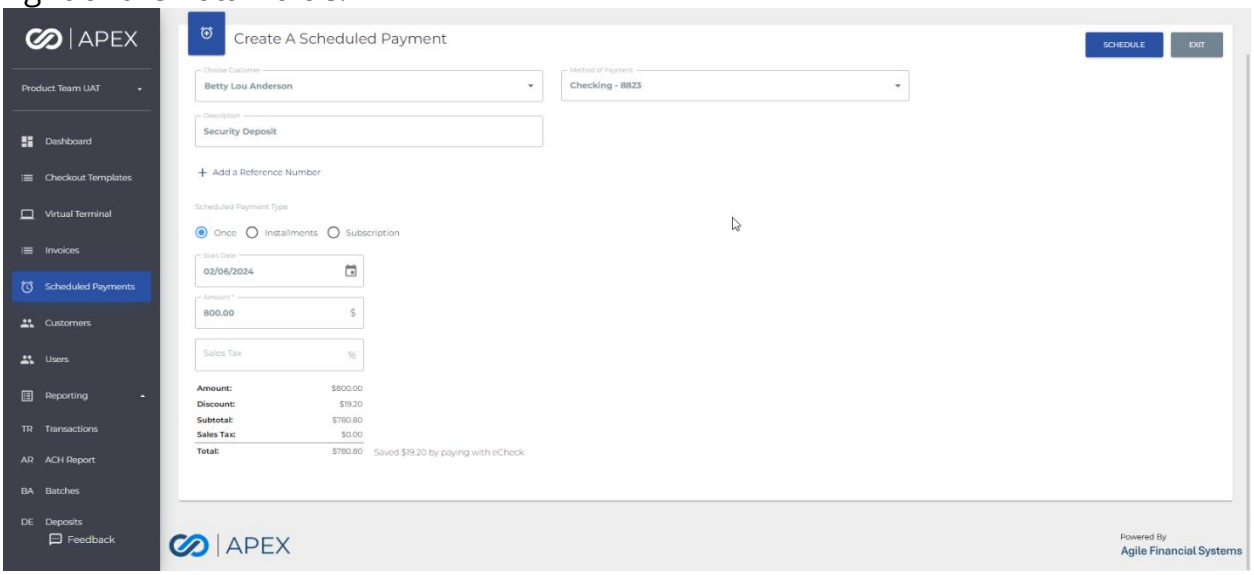
One Time Scheduled Payment

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:



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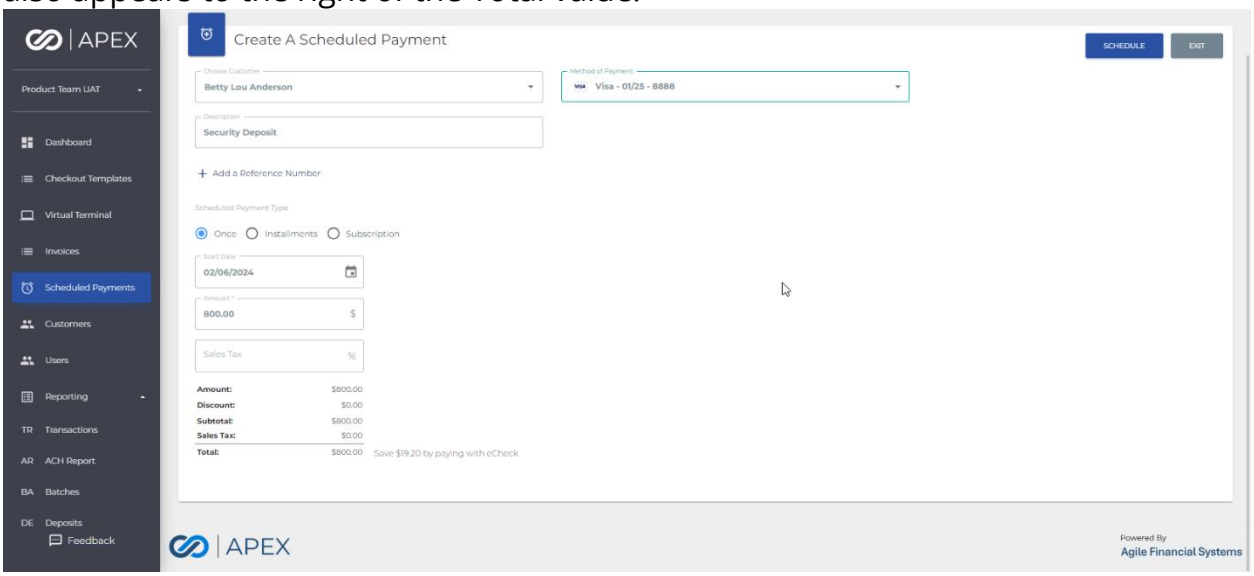
If the merchant has Dual Pricing enabled – you will see what discount *would have been* applied to the payment if an eCheck payment type had been selected. A note also appears to the right of the Total value:



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:

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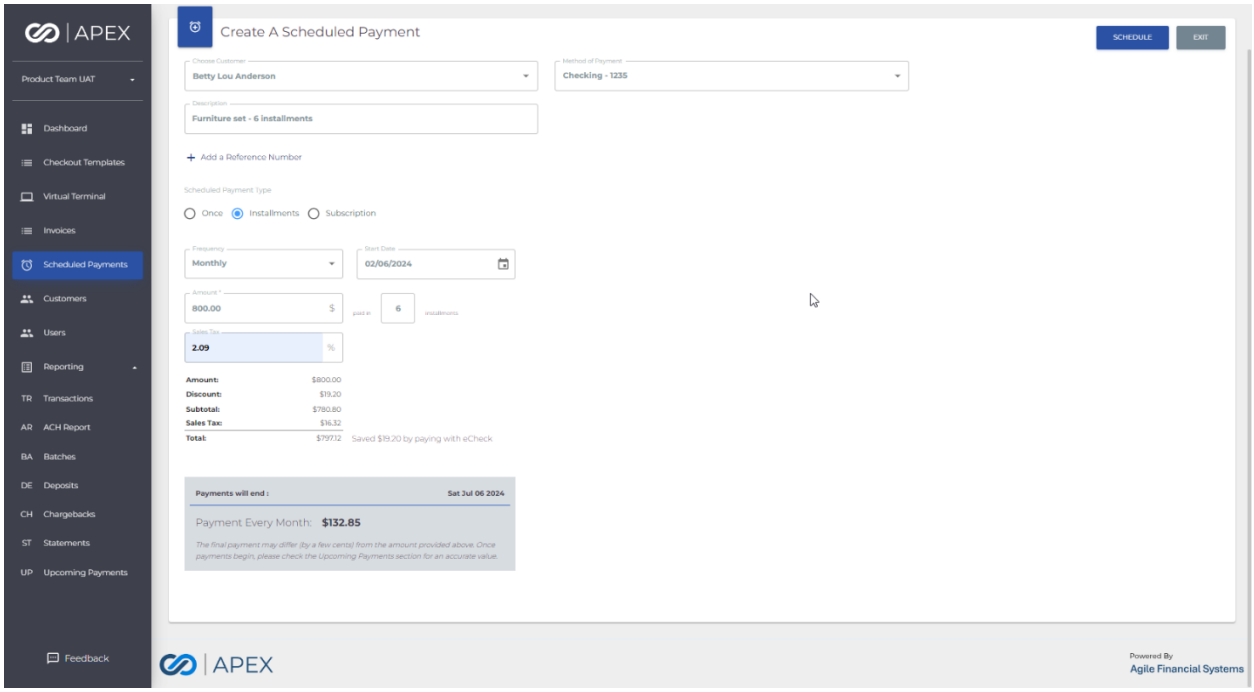
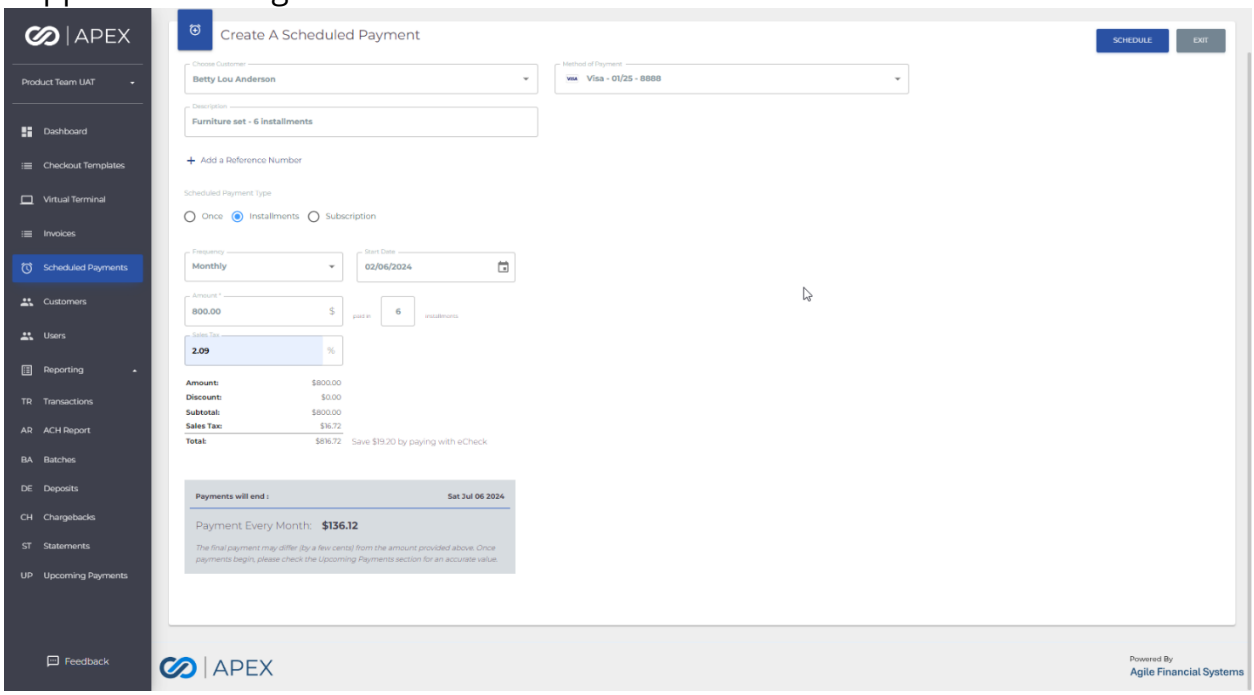


If the merchant has Dual Pricing enabled – you will see what discount *would have been* applied to the payment if an eCheck payment type had been selected. A note also appears to the right of the Total value:



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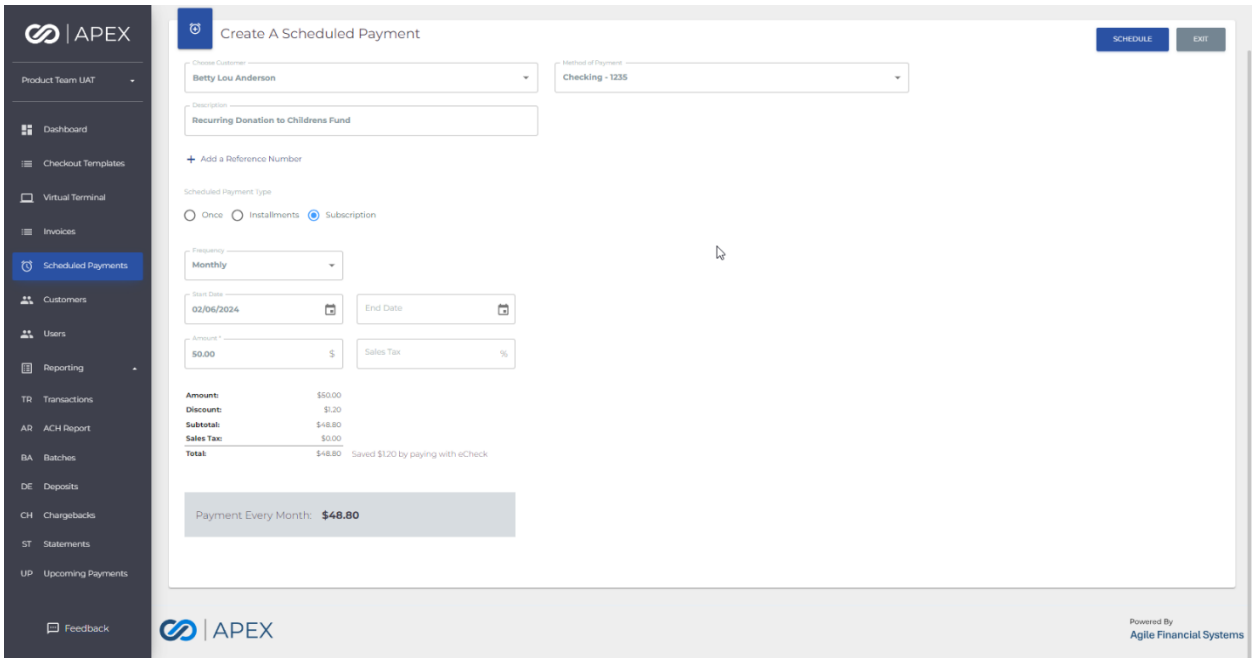
Subscription

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:



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:

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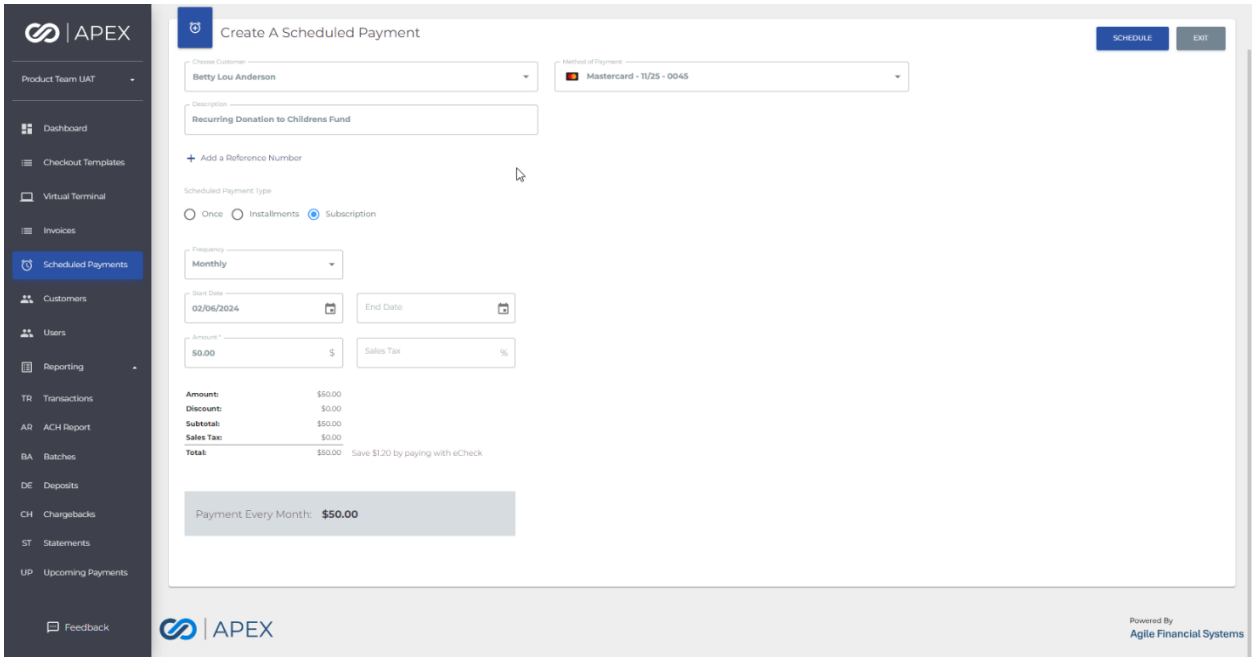

Viewing/Editing Scheduled Payment

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 methos the following popup is displayed:

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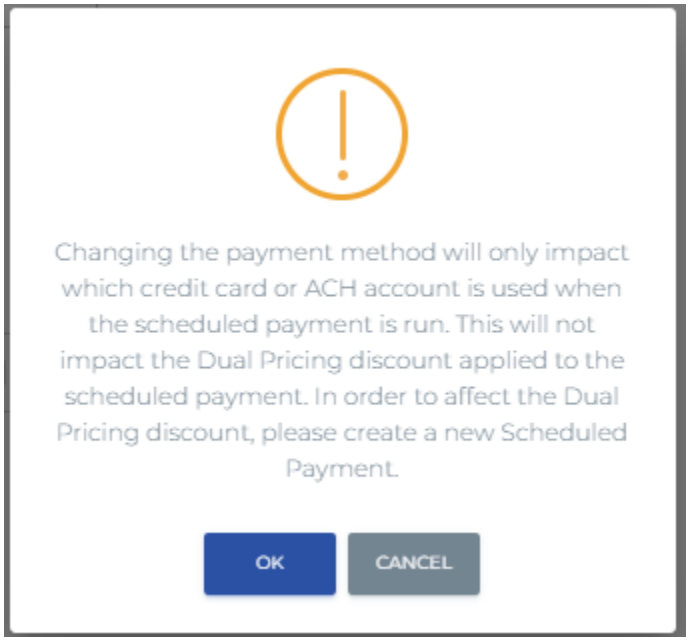

Transaction History

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.

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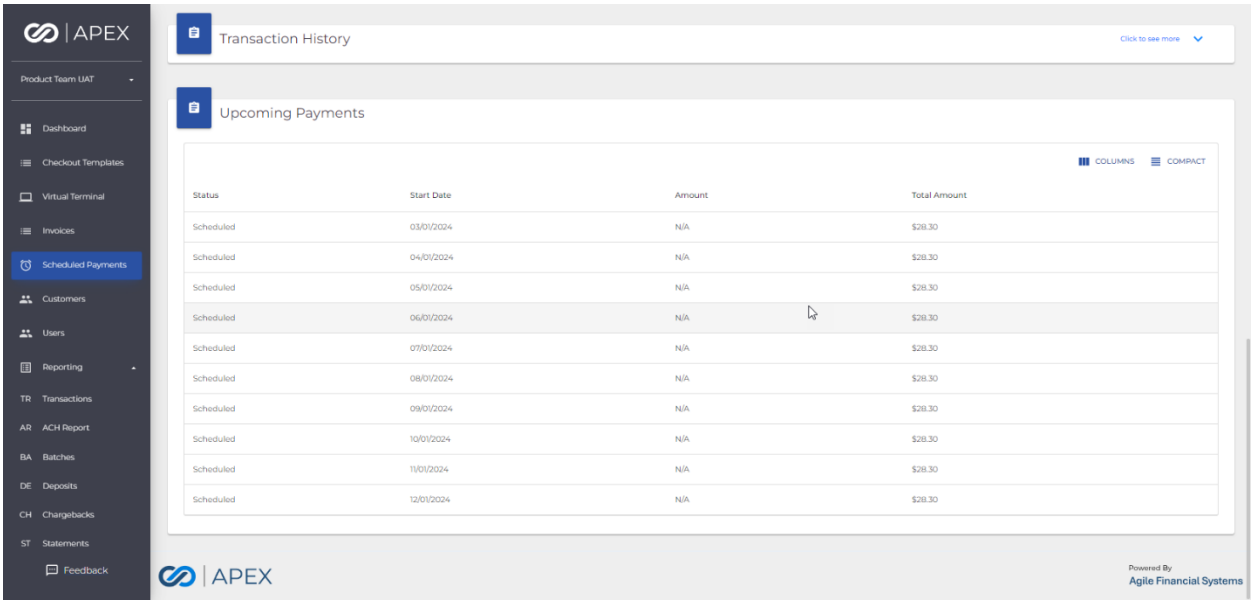

Note: Upcoming payments can also be viewed for a specific customer via the Customers menu.

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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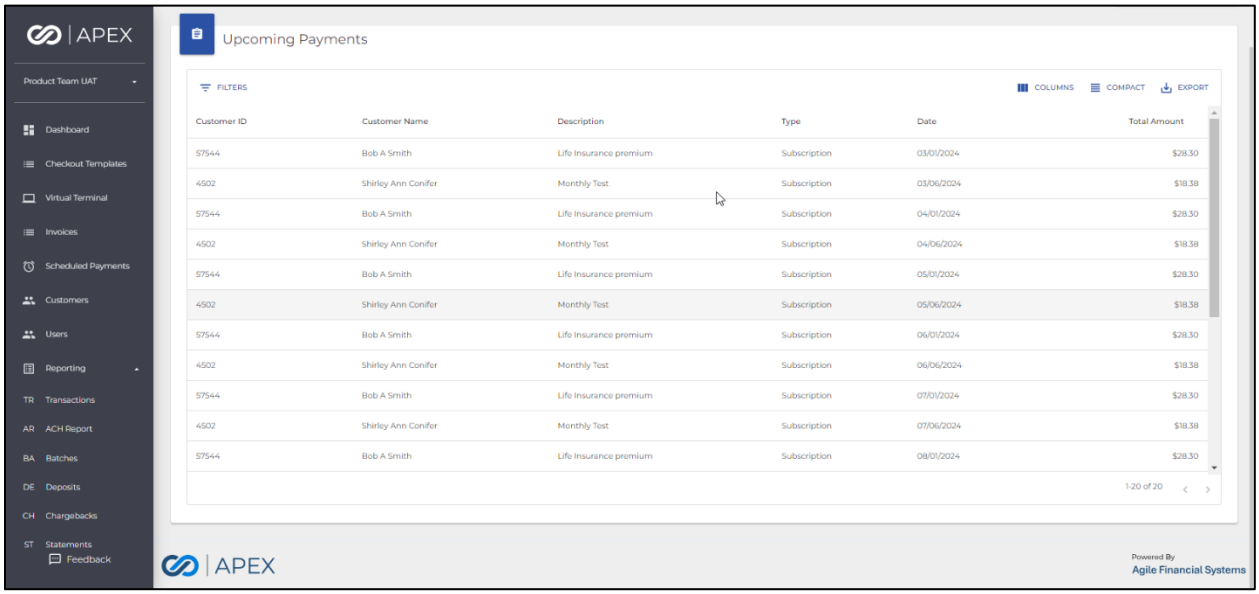

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