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APEX Gateway  
**INVOICES**

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## Invoice List Page

When accessing the Gateway – the Invoices menu item will direct you to the Invoice List Page. Here you can see a list of all invoices. You can view, edit, and cancel existing invoices as well as create new invoices.

By default, this page will display all open invoices – any with a status of Draft or Sent sorted by Due Date ascending. There is a checkbox – **Include Paid and Canceled Invoices** – which will add in invoices with a status of Paid or Canceled.

### Columns

#### Invoice #

- The Invoice # is a link that will open the invoice so the details can be viewed

#### Transaction ID

- This will only populate for invoices that a transaction has been processed for
  - If a transaction has been attempted for the invoice but has been declined, this column will populate but the status will remain as Sent
- The Transaction ID is a link that will direct the user to the Transaction Details page

#### Recipient Name

#### Invoice Date

#### Sent Date

- This date reflects when the invoice was sent to the customer

#### Due Date

#### Invoice Total

#### Status

#### Actions

### Actions

The actions that display for an invoice depend on the status of that invoice

#### View

- Displays for all invoices
- Opens invoice to be viewed

#### Send

- Only displays for invoices with a status of Draft or Sent

- Sends an email to the customer email address with a link to pay invoice

#### Edit

- Only displays for invoices with a status of Draft or Sent
- Opens the Edit view so the invoice can be updated

#### Duplicate

- Displays for all invoices
- Opens the create invoice screen with all fields (except Invoice #) prepopulated to match the invoice that was duplicated

#### Cancel

- Only displays for invoices with a status of Draft or Sent
- Marks invoice as Canceled – this invoice will no longer be open to be edited, sent, or paid

### Statuses

#### Draft

- This status reflects an invoice that has been created and saved but has not yet been sent to a customer

#### Sent

- This status reflects an invoice that has been create, saved, and sent to a customer

#### Paid

- This status reflects an invoice that has been created, saved, sent to the customer and the customer has submitted a successful transaction to pay off the invoice

#### Canceled

- This status reflects an invoice that has been created and saved then been marked as canceled, making this invoice link inaccessible to the customer

Invoice #	Transaction ID	Recipient Name	Invoice Date	Sent Date	Due Date	Invoice Total	Status	Actions
10005		Brian Jones	03/01/2024		03/16/2024	\$50.00	Draft	⋮
10003		Karen Roe	02/23/2024		05/23/2024	\$1,585.00	Draft	⋮
10004		Becky Thompson	03/02/2024	03/01/2024	03/02/2024	\$365.00	Sent	⋮
10007		Jon Boyd	03/01/2024	03/01/2024	03/31/2024	\$1,473.40	Sent	⋮

## Create Invoice

To create an invoice, select the Add New Invoice button from the Invoice List page

### General Information

#### Invoice #

- Required
  - Min 1 / Max 20
  - Alphanumeric
  - Hyphen allowed

#### Select from existing customers

- Option to select from a dropdown of existing customers, this will prepopulate the recipient fields

#### Recipient First Name

- Required
  - Min 1 / Max 25
  - Hyphens and periods allowed

#### Recipient Last Name

- Required
  - Min 1 / Max 28
  - Hyphen and period allowed

#### Recipient Email Address

- Required
  - Min 6 / Max 128

#### Recipient Phone Number

- Optional
  - Numeric
  - Min 10 / Max 11

#### Invoice Date

- Required
  - Defaults to current day
  - Must be current or future date

#### Due Date

- Required
  - Dropdown with the following options
    - Due Now
    - 15 Days
    - 30 Days
    - 60 Days
    - 90 Days
    - Custom
  - Date field
    - This will be populated based on the selection from the dropdown and cannot be changed unless Custom is selected
    - If Custom is selected from the dropdown, then user must manually enter a date in this field

#### Line Items

Invoices must have at least 1 line item but can have up to 10

#### Description

- Required
  - Min 1 / Max 50
  - All special characters allowed

#### Quantity

- Required
  - Numeric
  - Min 1 / Max 9,999

#### Unit Price

- Required

- Required
- Min \$0.01 / Max \$9,999,999,999.00

#### Line Item Total

- Calculated field – Quantity \* Unit Price

#### Delete

- The red X next to the Line Item Total will delete the selected line
- This will not display if there is only 1 line item

#### Add Line Item

- This adds another line of Description, Quantity, and Unit Price

### Totals

#### Subtotal

- Calculated field – sum of all Line Item Totals for the invoice

#### Sales Tax

- Optional
  - Percentage field
  - Default to value on merchant record if it is greater than 0
    - If NULL or 0 – field will be blank
    - Field will always be editable

#### Total

- Calculated field – sum of Subtotal and Sales Tax
- Must be at least \$1.00, cannot be more than \$9,999,999,999.00

### Payment Information

#### Email Merchant Receipt

- Unchecked by default
- If selected, sends copy of receipt to email address on merchant record when a transaction is processed

#### Email Customer Receipt

- Checked by default
- If selected, sends a receipt to the customer's email address when a transaction is processed

### Additional Options

#### Logo

- Optional
  - Max file size – 500kb

- Max dimensions – Height 150px by Width 500px
- Image file types - \*.jpeg, \*.jpg, and \*.png

#### Header

- Optional
  - Max 255
  - All special characters allowed

#### Footer

- Optional
  - Max 255
  - All special characters allowed

#### Memo

- Optional
  - Max 255
  - All special characters allowed

#### Save Invoice

There are two options when it comes to saving an invoice – Save or Save and Send

#### Save

- This will save the invoice and set the status as Draft

#### Save and Send

- This will save the invoice, send an email to the customer with a link to pay the invoice, and set the status as Sent

**APEX | Create A New Invoice**

**General Information**

Invoice # \*

Select from existing customer ☐

Recipient First Name \*      Recipient Last Name \*

Recipient Email Address \*      Recipient Phone Number

Invoice Date \* 03/01/2024      Due Date \* mm/dd/yyyy

**Line Items**

Description *	Quantity *	Unit Price *	
		\$	\$0.00

+ Add Line Item

**Totals**

Subtotal \$0.00

Sales Tax %

Buttons: SAVE, SAVE AND SEND, EXIT

The screenshot displays the APEX Invoices interface. On the left is a dark sidebar with the APEX logo and a menu including Product Team, Dashboard, Checkout Templates, Virtual Terminal, Invoices (highlighted), Scheduled Payments, Customers, Users, and Reporting. The main content area has a light gray background and contains the following sections:

- + Add Line Item**: A link to add new items.
- Totals**: A section with a caret icon, showing Subtotal as \$0.00 and Total as \$0.00. A Sales Tax input field is present.
- Payment Information**: A section with a caret icon, containing checkboxes for Email Merchant Receipt (unchecked) and Email Customer Receipt (checked).
- Additional Options**: A section with a caret icon, containing a Logo section with an Upload Image button, and three text input fields for Header, Footer, and Memo.

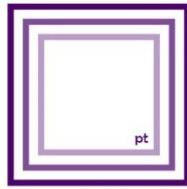
The footer of the interface includes the APEX logo, a Feedback button, and the text "Powered By Agile Financial Systems".

## Pay Invoice

When an invoice is sent to the customer, they will receive an email with invoice details and a link to pay the invoice

## Landing Page

The landing page will, by default, display the invoice total and due date. This invoice details can be expanded to show the invoice number, invoice date, line item and total information.



**\$ 190.80**

Due 03/16/2024

[View Invoice Details](#) ^

Invoice # 10008 Invoice Date 03/01/2024

Description	Quantity	Unit Price	Total
Shirt	2	\$ 25.00	\$ 50.00
Hat	4	\$ 15.00	\$ 60.00
Hoodie	1	\$ 50.00	\$ 50.00
Sticker	10	\$ 2.00	\$ 20.00
Subtotal:			\$ 180.00
Sales Tax:			\$ 10.80
<b>Total:</b>			<b>\$ 190.80</b>

Payment Method

Billing

Review and Pay

☒ Credit Card

☐ eCheck

First Name \*

Last Name \*

Card Number \*

MMYY \*

CVV \*

Save \$5.40 by paying with eCheck!

[Next](#)

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## Payment Method Page

If the merchant has Apple Pay enabled and the invoice is accessed on a supported device, the customer will have the option to pay using Apple Pay. This will open the Apple Pay view and the customer will complete their transaction there.

If the merchant has ACH enabled, the option to pay with eCheck will display

If the merchant has Dual Pricing, text showing how much will be saved by paying with eCheck will display. When CC is selected as the payment method, text saying “Save X by paying with eCheck” will display. When eCheck is selected as the payment method, text saying “Saving X by paying with eCheck” will display.

The option to pay with Credit Card will always be available

### Credit Card

- First Name
- Last Name
- Card Number
- MMYY
- CVV

eCheck - If enabled for merchant

- First Name
- Last Name
- Routing Number
- Checking / Savings radio button
- Checking selected by default
- Account Number
- Confirm Account Number
  - Must match Account Number

#### Billing Page

##### Email

- Required if Email Customer Receipt checkbox is selected when the invoice was created

##### Phone Number

- Optional

##### Country dropdown

- Only displays for Credit Card
- Default to United States of America

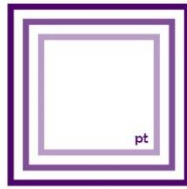
##### Address 1

##### Address 2

##### City

##### State dropdown

##### Postal Code



**\$ 190.80**

Due 03/16/2024

**View Invoice Details** ^

Invoice # 10008 Invoice Date 03/01/2024

Description	Quantity	Unit Price	Total
Shirt	2	\$ 25.00	\$ 50.00
Hat	4	\$ 15.00	\$ 60.00
Hoodie	1	\$ 50.00	\$ 50.00
Sticker	10	\$ 2.00	\$ 20.00
Subtotal:			\$ 180.00
Sales Tax:			\$ 10.80
<b>Total:</b>			<b>\$ 190.80</b>

Payment Method Billing Review and Pay

**Billing**

Email\* Phone Number

Country\*  
United States of America

Address 1\*

Address 2

City\* State\* Postal Code\*

Back Next

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## Review and Pay Page

This page will give the user an opportunity to review the information entered before submitting the transaction.

### Summary

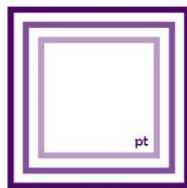
- Total (Same as Amount from Landing Page)
- Discount
  - Only displays for Dual Pricing eCheck transactions
- Taxes
- Paying
  - Final total (Amount – Discount + Taxes)

### Payment

- Edit icon
  - Directs user back to Payment Method page
- For CC
  - Last 4 of CC number
  - Name
  - Expiration date
- For eCheck
  - Acct Number
  - Account Type
  - Name

## Billing

- Edit icon
  - Directs user back to Billing page
- Name
- Address
- Email
- Phone Number



**\$ 190.80**

Due 03/16/2024

[View Invoice Details](#) ^

Invoice # 10008 Invoice Date 03/01/2024

Description	Quantity	Unit Price	Total
Shirt	2	\$ 25.00	\$ 50.00
Hat	4	\$ 15.00	\$ 60.00
Hoodie	1	\$ 50.00	\$ 50.00
Sticker	10	\$ 2.00	\$ 20.00
Subtotal:			\$ 180.00
Sales Tax:			\$ 10.80
<b>Total:</b>			<b>\$ 190.80</b>

Payment Method Billing Review and Pay

### Summary

Total: \$ 180.00  
Taxes: \$ 10.80  
Paying: \$ 190.80

### Payment

Credit Card: x8888  
Name: Brooke Davis  
Exp Date: 12/30

### Billing

Brooke Davis  
2523 E Southlake Blvd  
Southlake, TX 76092  
United States  
email@email.com

[Back](#)

[Pay](#)

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## Confirmation Page

Once the payment has been submitted and the transaction successfully processed, the user will see the Payment Accepted screen

### Payment Details

- Total
- Discount (only displays for eCheck transactions for Dual Pricing merchants)
- Taxes
- Paid
  - Final total (Amount - Discount + Taxes)

### Merchant Name

### Transaction Date / Time

### Transaction ID

For CC

- Card Number
- Card Type
- Name

For eCheck

- Account Number
- Account Type
- Name



**Payment Accepted**

Thank you for your payment!

**Payment Details**

Total: \$180.00  
Taxes: \$10.80  
Paid: **\$190.80**

Merchant Name: PT Solutions  
Invoice Number: 10008  
Transaction Date: 03/01/2024 02:19 PM (CST)  
Transaction ID: 32983590

Card Number: x8888  
Card Type: Visa  
Name: Brooke Davis

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