



APEX Gateway
INVOICES

Date: 05.06.2024

Table of Contents

- Invoice List Page 3
 - Columns 3
 - Actions 3
 - Statuses 4
- Create Invoice 5
 - General Information 5
 - Line Items 6
 - Totals 7
 - Payment Information 7
 - Additional Options 7
 - Save Invoice 8
- Pay Invoice 9
 - Landing Page 9
 - Payment Method Page 10
 - Billing Page 11
 - Review and Pay Page 12
 - Confirmation Page 13

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
- Amount Paid
- Date Paid
- 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

The screenshot shows the APEX Invoices management interface. The sidebar on the left contains navigation options: Product Team, Dashboard, Checkout Templates, Virtual Terminal, Invoices (selected), Scheduled Payments, Customers, Users, and Reporting. The main content area displays a table of invoices with the following columns: Invoice #, Transaction ID, Recipient Name, Invoice Date, Sent Date, Due Date, Invoice Total, Status, and Actions. The table contains four rows of invoice data:

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	⋮

At the bottom right of the table, it shows '1-4 of 4' with navigation arrows. The interface is powered by Agile Financial Systems.

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
- Service Date
 - Optional
 - Can be past, current or future date

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

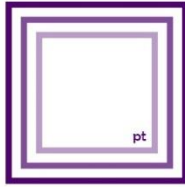
- Save
 - This will save the invoice and set the status as Draft
- Save and Send
 - This will save the invoice, send an email to the customer with a link to pay the invoice, and set the status as Sent

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
Total:			\$ 190.80

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](#)

Powered By Agile Financial Systems

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.

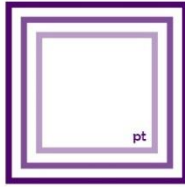
The option to pay with Credit Card will always be available

- Credit Card
 - First Name
 - Last Name
 - Card Number
 - MMY
 - 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
Total:			\$ 190.80

Payment Method Billing Review and Pay

Billing

Email* Phone Number

Country*
United States of America

Address 1*

Address 2

City* State* Postal Code*

Powered By Agile Financial Systems

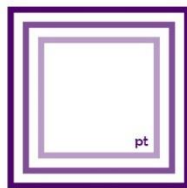
- [Review and Pay Page](#)

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
Total:			\$ 190.80



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](#)

Powered By Agile Financial Systems

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

Powered By Agile Financial Systems

•