

CHECKBOOK.IO

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October 23rd, 2019

# Accounting Seed Plugin User Guide

CHECKBOOK.IO

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## Create a Checkbook.io account

Signup for an account at [Checkbook.io](https://checkbook.io) or log in if you already have a Checkbook.io account.

### SANDBOX and LIVE modes



Once you log in to your Checkbook.io account, you can toggle between the **SANDBOX** mode and the **LIVE** mode.

We recommend first testing the system on the **SANDBOX** mode before switching to the **LIVE** mode and send real checks. So, go ahead and click on **GO TO SANDBOX** for now.



### Add a bank account

Click on the ribbon saying **Please complete your profile by adding a bank account** and follow the steps to add a bank account. As you are in **SANDBOX** mode, you need to add a sample test bank account.



On the **Add a bank account** dialog, please select **Instant Verification** and any bank from the drop down with the following credentials:

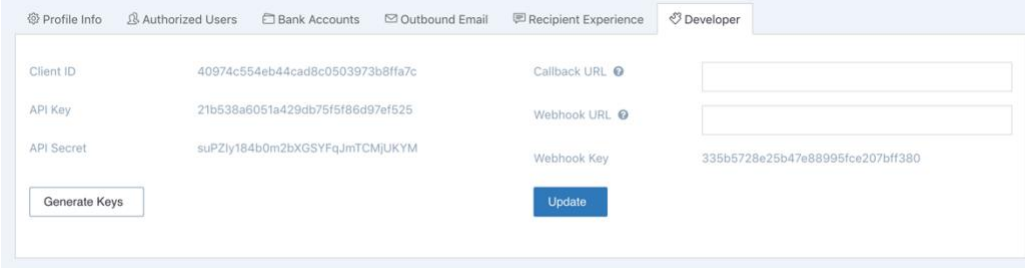
Username: **checkbook\_test**

Password: **checkbook\_good**

**ATTENTION: These credentials are for the SANDBOX mode only**

## Get the API keys

Under the **Settings** page, choose the **Developer** tab from the menu panel and take note of the **API Key** and **API Secret** provided. You will need these keys to [configure the Accounting Seed plugin](#).



The screenshot shows the 'Developer' tab in the Checkbook.io settings. It displays the following information:

Field	Value
Client ID	40974c554eb44cad8c0503973b8ffa7c
API Key	21b538a6051a429db75f5f86d97ef525
API Secret	suPZly184b0m2bXGSYFqJmTCMjUKYM
Callback URL	<input type="text"/>
Webhook URL	<input type="text"/>
Webhook Key	335b5728e25b47e88995fce207bff380

Buttons: 'Generate Keys' (left), 'Update' (right).



### LIVE mode

When you are finished testing and want to go **LIVE** to send real checks, you will need to use the **API Key** and **API Secret** values from your **LIVE account**. You will see in the next chapters how to use the keys to [configure the Accounting Seed plugin](#).

## Install the plugin

*Both Accounting Seed and Checkbook.io's plugins are built on the Salesforce platform.*

### Prerequisites

You need to have a valid Salesforce account and have the [Accounting Seed](#) solution installed on your account or organization. Installing and configuring the Accounting Seed software is out of the scope of this user guide.



#### Salesforce Developer Edition

The Checkbook.io plugin is released as a **managed package** that can only be installed if you have the proper permissions on your Salesforce account. One way of unlocking these permissions is to open a [Salesforce Developer Edition](#) account.

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#### RESOURCES



[Install the plugin video](#)



[Send checks video](#)

The Accounting Seed website also contains a brief overview of the [Checkbook.io integration](#). There you can find two useful videos that walk you through the process of installing the plugin and sending your first checks.

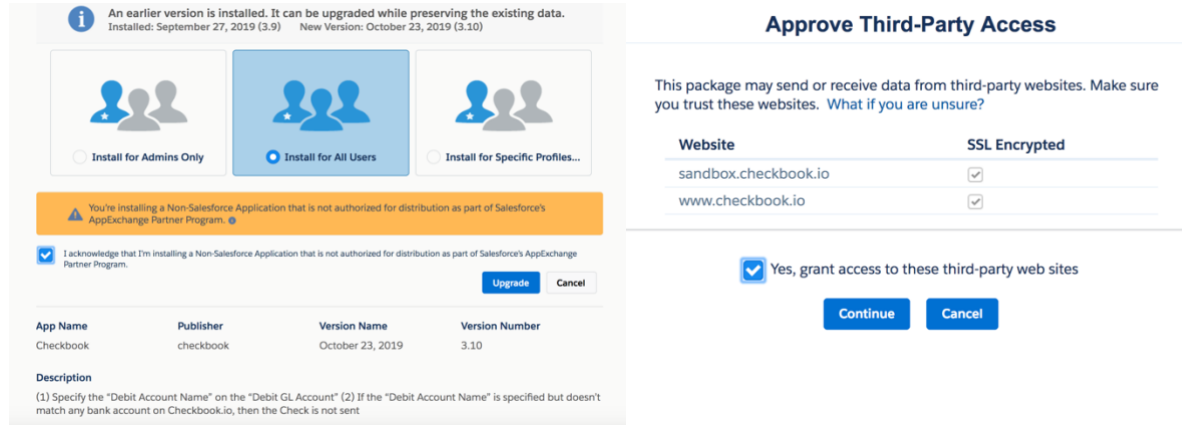
## INSTALL THE PLUGIN

### Installation link

Copy and paste the following link in your browser in order to install the plugin:

<https://login.salesforce.com/package/installPackage.apexp?p0=04t1Q000001MPun>

If you are logged in to your Salesforce account, you will see the following screen and you can click on the **Install** button. If not, you will first be required to sign in to Salesforce.



The image shows the Salesforce installation interface for the Checkbook plugin. On the left, there's a section with three installation options: 'Install for Admins Only', 'Install for All Users' (selected), and 'Install for Specific Profiles...'. Below this is a warning banner about non-Salesforce applications and a checkbox for acknowledging the warning. A table lists the app details: App Name (Checkbook), Publisher (checkbook), Version Name (October 23, 2019), and Version Number (3.10). A description follows. On the right, the 'Approve Third-Party Access' section shows a table with two websites: 'sandbox.checkbook.io' and 'www.checkbook.io', both marked as 'SSL Encrypted'. At the bottom right, there's a checkbox to 'Yes, grant access to these third-party web sites' and 'Continue'/'Cancel' buttons.

Website	SSL Encrypted
sandbox.checkbook.io	<input checked="" type="checkbox"/>
www.checkbook.io	<input checked="" type="checkbox"/>

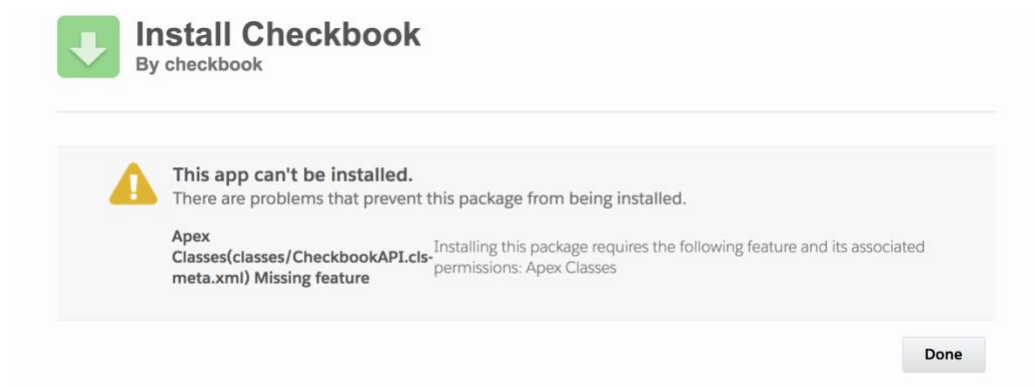
App Name	Publisher	Version Name	Version Number
Checkbook	checkbook	October 23, 2019	3.10

It is recommended to install the plugin for All Users. You also need to grant access to the Checkbook.io web sites so that the plugin can connect the Checkbook.io API.

### Troubleshooting

You need Salesforce Developer Edition – See the **Prerequisites** section.

If you see this error message, it means that you don't have the proper permissions on your Salesforce account. To fix this, you can sign up for a [Salesforce Developer Edition](#) account.



The image shows a Salesforce error message: 'This app can't be installed. There are problems that prevent this package from being installed.' The error details are: 'Apex Classes(classes/CheckbookAPI.cls meta.xml) Missing feature'. A note states: 'Installing this package requires the following feature and its associated permissions: Apex Classes'. A 'Done' button is at the bottom right.

## Configure the plugin

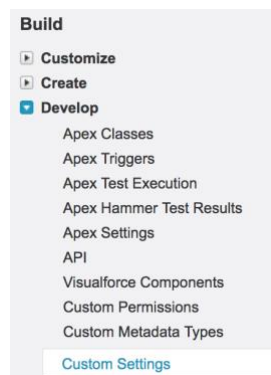
*The configuration of the plugin is done in Salesforce.*



### Salesforce Setup

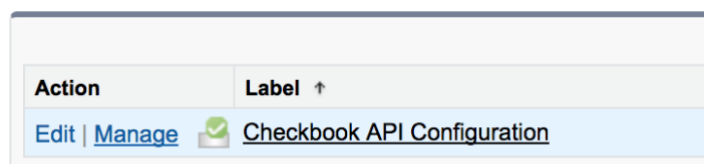
You need to have permission to access the **Setup** page of your Salesforce installation in order to configure the plugin and the [customize the layouts](#). The **Setup** link can be found on the upper right of the page on Salesforce.

## Create the Custom Settings

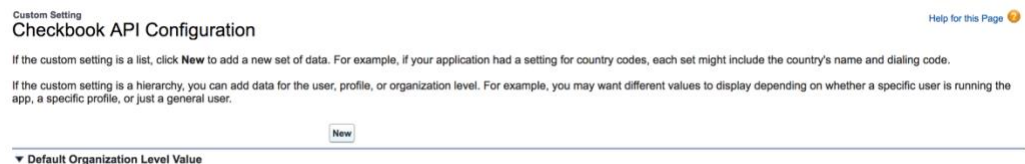


On the **Setup** page, go to the **Custom Settings** under the **Build > Develop** menu.

You will see the **Checkbook API Configuration** entry, so go ahead and click on **Manage**.



Next, click on the **New** button to create a **Default Organization Level Value**:

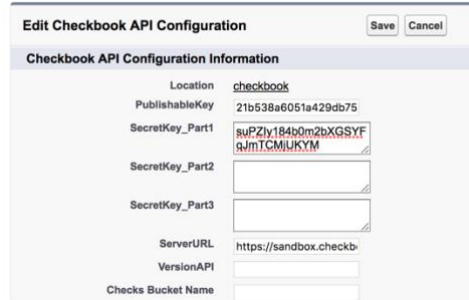




## Edit the Custom Settings

### Checkbook API Configuration Edit

Provide values for the fields you created. This data is cached with the application.



You only need to enter values for the following fields:

PublishableKey: **API Key**

SecretKey\_Part1: **API Secret**

ServerURL: **https://sandbox.checkbook.io**

Make sure to click on the **Save** button after editing the fields, to save your changes.

You can find the API keys on your Checkbook.io account (in [SANDBOX mode](#)), as explained in the [Get the API keys](#) section. On the Checkbook.io's **Settings** page, go to the **Developer** tab from the menu panel and you will find the **API Key** and **API Secret**.



#### LIVE mode

When you are finished testing and want to go **LIVE** and send real checks, you will need to use the **API Key** and **API Secret** values from your [LIVE account](#). You will also need to change the ServerURL value in the [Custom Settings](#) to **https://www.checkbook.io**

## Customize the layouts

*In this section you will learn how to add Checkbook.io elements to the Cash Disbursement Detail and Cash Disbursement Batch Detail pages in Accounting Seed.*



### How to add the elements on the layout

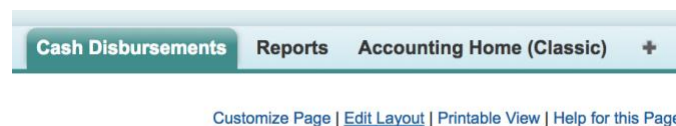
The visual elements cited below (buttons, fields, Visualforce pages) can be added to the layout by **drag & drop**. You need to drag them from the corresponding panel and drop them on the section where they belong. You can recognize the elements from the Checkbook.io

Custom Button  
Label: Send Digital Check  
Name: DigitalCheck\_\_Send\_Digital\_Checks

package because their name starts with **DigitalCheck\_**, as shown in the image.

## Cash Disbursement Layout

Go to the **Cash Disbursements** tab and click on an item from the list. Then, on the detail page, click on the **Edit Layout** link. If you don't see the link, you may not have the permissions to edit the layout. You probably need to contact the administrator of your Salesforce account.



You can also reach the Cash Disbursement Layout page from the **Setup** page. Go to the **Objects** section under the **Build > Create** menu and click on the **Cash Disbursement** object. Along the top options, click to **Edit** the **Cash Disbursement Layout**.

Custom Object  
Cash Disbursement (Managed) Help for this Page

This Custom Object Definition is managed, meaning that you may only edit certain attributes. [Display More Information](#)

Standard Fields (3) | Custom Fields & Relationships (3) | Validation Rules (11) | Page Layouts (2) | Field Sets (3) | Compact Layouts (2) | Search Layouts (1) | Buttons, Links, and Actions (22) | Record Types (0)

**Page Layouts** New Page Layout Assignment Page Layouts Help

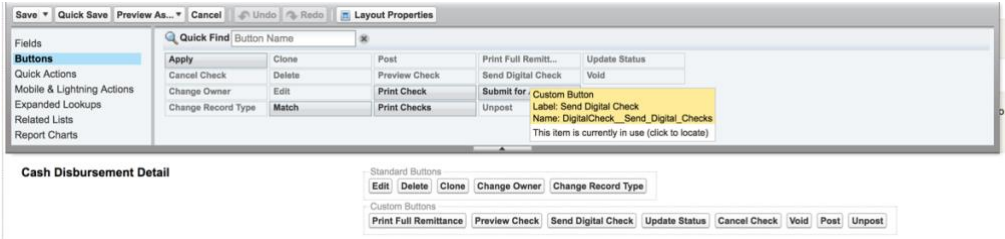
Action	Page Layout Name	Installed Package	Created By	Modified By
<a href="#">Edit</a>   <a href="#">Del</a>	Cash Disbursement Layout	Accounting Seed Financial Suite	Checkbook.io, 3/10/2016 1:34 PM	Checkbook.io, 10/31/2017 5:02 AM
<a href="#">Edit</a>   <a href="#">Del</a>	Checkbook		Checkbook.io, 4/4/2016 3:24 PM	Checkbook.io, 6/9/2017 9:13 AM

multiple cash disbursements constitute a cash disbursement batch.

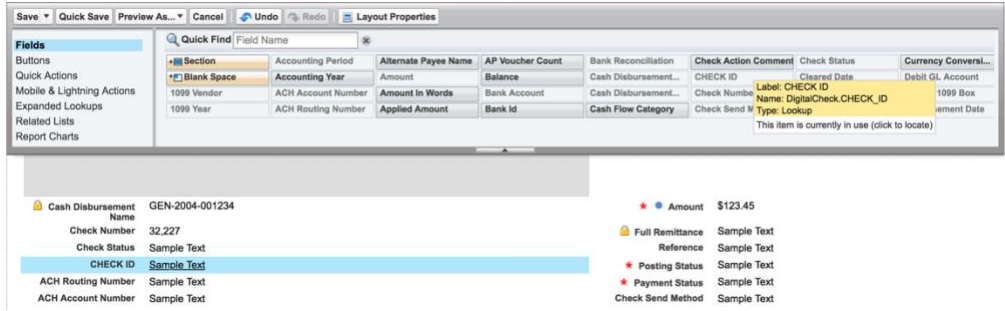
Plural Label	Cash Disbursements	Enable Reports	<input checked="" type="checkbox"/>
Object Name	Cash_Disbursement	Track Activities	<input checked="" type="checkbox"/>
Namespace Prefix	AcctSeed	Allow in Chatter Groups	<input type="checkbox"/>

The Cash Disbursement Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin (buttons, fields, Visualforce pages) that allow you to interact with the Checkbook.io, send checks and keep track of them. You will see below how to add these elements to the layout.

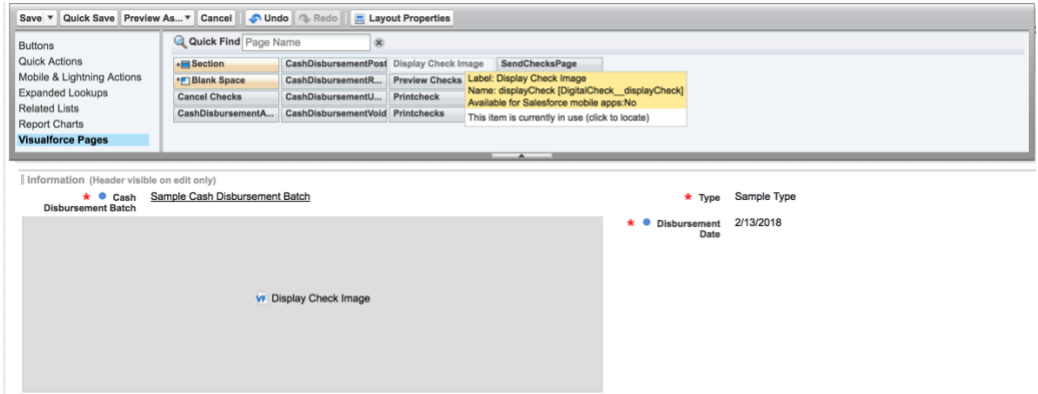
FROM THE BUTTONS PANEL, add the following buttons to the **Custom Buttons** section: **Send Digital Check**, **Preview Check**, **Cancel Check** and **Update Status**.



FROM THE FIELDS PANEL, add the following buttons to the **Information** section: **CHECK ID**, **Check Status**, **Check Send Method**, **Debit Account Name**, **ACH Routing Number** and **ACH Account Number**. You don't need to add the **Check Action Comment** field, but you can use it in a report.

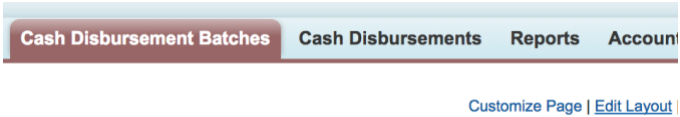


FROM THE VISUALFORCE PAGES PANEL, add the **Display Check Image** page to the **Information** section.

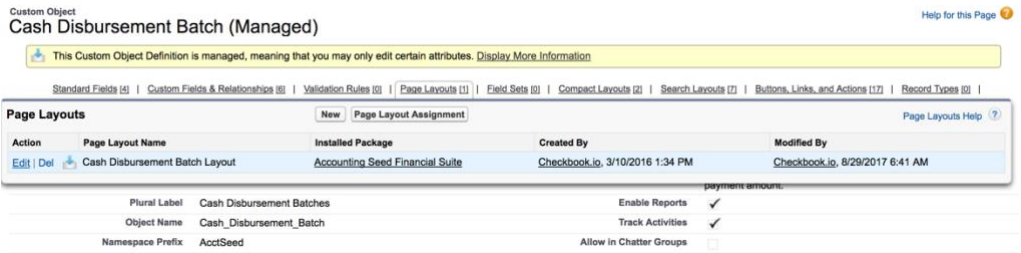


## Cash Disbursement Batch Layout

Go to the **Cash Disbursements Batches** tab and click on an item from the list. Then, on the detail page, click on the **Edit Layout** link. If you don't see the link, you may not have the permissions to edit the layout. You probably need to contact the administrator of your Salesforce account.



You can also reach the Cash Disbursement Batch Layout page from the **Setup** page. Go to the **Objects** section under the **Build > Create** menu and click on the **Cash Disbursement Batch** object. Along the top options, click to **Edit** the **Cash Disbursement Batch Layout**.



The Cash Disbursement Batch Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin, like buttons, that allow you to interact with the Checkbook.io, send multiple checks and keep track of them. You will see below how to add these elements to the layout.

FROM THE BUTTONS PANEL, add the **Send Checks Digitally** button to the **Custom Buttons** section.



## Accounts Layout

In order to modify this layout, you need to access the **Setup** page. Go to the **Page Layouts** section under the **Build > Customize > Accounts** menu and click to Edit the **Account (Accounting) Layout**.

### Account Page Layout

This page allows you to create different page layouts to display Account data. After creating page layouts, click the Page Layout Assignment button to control which page is

Account Page Layouts			New	Page Layout Assignment
Action	Page Layout Name	Installed Package		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Account (Accounting) Layout</a>	Accounting Seed Financial Suite		

Build

Customize

Tab Names and Labels

Home

Activities

Campaigns

Leads

Accounts

Fields

Related Lookup Filters

Validation Rules

Triggers

Partner Roles

Contact Roles on Accounts

Page Layouts

The Account (Accounting) Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin, like fields, that allow you to interact with the Checkbook.io. You will see below how to add these elements to the layout.

FROM THE FIELDS PANEL, add the following buttons to the **Account Information** section: **ACH Routing Number** and **ACH Account Number**.

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Fields

Buttons

Custom Links

Quick Actions

Mobile & Lightning Actions

Expanded Lookups

Related Lists

Quick Find

Field Name

Section	Accounting Type	Account Site	Active	Billing Address	Billing Discount ...
Blank Space	Account Name	Account Source	Activity Statemen...	Billing Contact	Billing Format
1099 Vendor	Account Number	ACH Account Number	Alternate Payee Name	Billing Days Due	Billing Terms Name
Accounting Active	Account Owner	ACH Routing Number	Label: ACH Account Number Name: DigitalCheck.Account_Number Type: Text Length: 17	Clean Status	

Account Information (Header visible on edit only)

Account Owner

Sample User

Account Name

Sample Account Name

ACH Account Number

Sample ACH Account Number

ACH Routing Number

Sample ACH Routing Number

Rating

Sample Rating

Phone

1-415-555-1212

Fax

1-415-555-1212

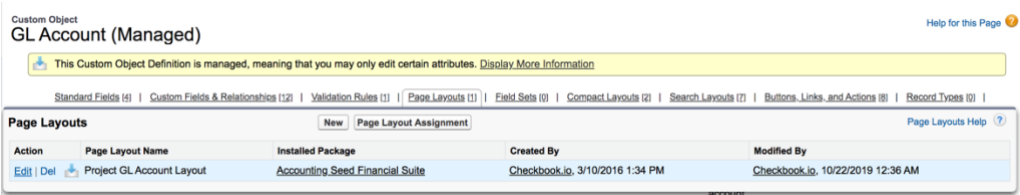
Website

www.salesforce.com

## GL Account Layout

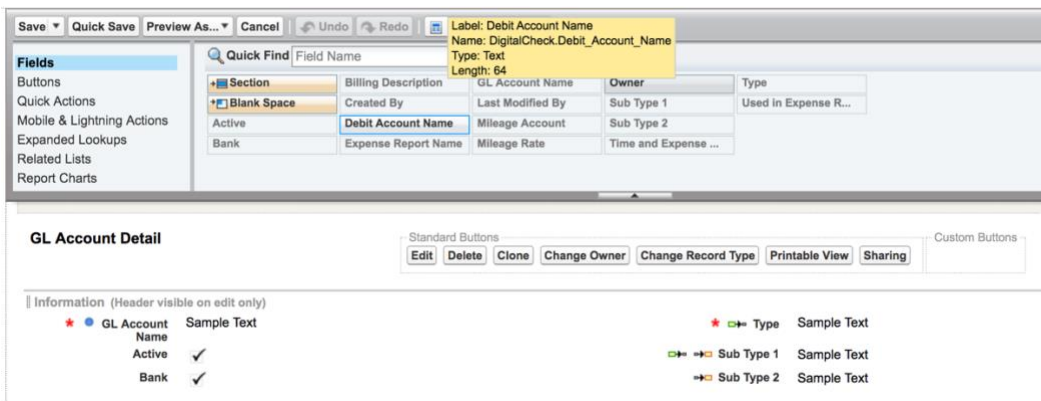
Go to the **GL Account** tab and click on an item from the list. Then, on the detail page, click on the **Edit Layout** link. If you don't see the link, you may not have the permissions to edit the layout. You probably need to contact the administrator of your Salesforce account.

You can also reach the GL Account Layout page from the **Setup** page. Go to the **Objects** section under the **Build > Create** menu and click on the **GL Account** object. Along the top options, click to **Edit** the **Project GL Account Layout**.



The Project GL Account Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin. You will see below how to add these elements to the layout.

FROM THE FIELDS PANEL, add the following buttons to the **Information** section:  
**Debit Account Name.**



## Use cases

*In this chapter you will learn how to send Digital Checks using the Checkbook.io plugin for Accounting Seed.*

### Send a Digital Check

Create a new Cash Disbursement record. In the placeholder for the [Display Check Image](#) you will see the message **No action has been taken by Checkbook.io for this Cash Disbursement** because you haven't sent the check yet.

You will send a **Digital Check** by email, so you need to edit the **email address** of the recipient. Click on the **Vendor** under the **Payee Information** section.

Then, click on the **Billing Contact**. Enter the email address for and then click **Save**.



To send the check, go ahead and click on the **Send Digital Check** button from the **Cash Disbursement** that you created earlier. A popup will be displayed with the details:



**Payee:** Coaching Services LLC **Email:** bob.smith@gmail.com  
**Amount:** \$8.00 **Invoice:**

THIS IS A LEGAL PRINTED REPRODUCTION OF AN ORIGINAL CHECK

Cosmin Molea  
 829 San Miguel Avenue  
 Sunnyvale, CA, 94085

JP MORGAN CHASE BANK 5235

DATE: Aug 01, 2018

PAY TO THE ORDER OF Coaching Services LLC \$8.00

Eight and 00/100 DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑈ 5 2 3 5 ⑈ ⑆ 0 2 1 0 0 0 0 2 1 ⑆

**This Check has been sent successfully.**

**Check Status: UNPAID** **Check Number: 5235**

If you refresh the **Cash Disbursement** page, you will see the check image:

Cash Disbursement Customize Page |  
 CD-00015

[Back to List: Custom Object Definitions](#)

[Invoices Applied To \(0\)](#) | [Transactions \(0\)](#) | [Open Activities \(0\)](#) | [Activity History \(0\)](#) | [Notes & Attachments \(0\)](#) | [Cash Disbursement Hist](#)

**Cash Disbursement Detail** Edit Delete Clone Send Digital Check Update Status Preview Check Cancel Check

Type ☒ Check

THIS IS A LEGAL PRINTED REPRODUCTION OF AN ORIGINAL CHECK

Cosmin Molea  
 829 San Miguel Avenue  
 Sunnyvale, CA, 94085

JP MORGAN CHASE BANK 5235

DATE: Aug 01, 2018

PAY TO THE ORDER OF Coaching Services LLC \$8.00

Eight and 00/100 DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑈ 5 2 3 5 ⑈ ⑆ 0 2 1 0 0 0 0 2 1 ⑆

Cash Disbursement Name	CD-00015	Accounting Period	2018-03
Cash Disbursement Batch	Coaching Services LLC	Posting Status	In Process
Disbursement Date	7/12/2018	Payment Status	Paid
Amount	\$8.00	Source	Payable
Check Number	5,235	Full Remittance	
Reference		Memo	
CHECK ID	2997012e570a4957ba5193e3189ba9e7	Check Send Method	DIGITAL CHECK
Check Status	UNPAID		
ACH Routing Number			
ACH Account Number			

THE STATUS of a newly sent Digital Check is **UNPAID**.

THE PAYEE then receives an email with the Digital Check:





Cosmin Molea has sent you a check for \$8.00

THIS IS A LEGAL PRINTED REPRODUCTION OF AN ORIGINAL CHECK

Cosmin Molea 829 San Miguel Avenue Sunnyvale, CA, 94085		JP MORGAN CHASE BANK	5235
DATE Aug 01, 2018			
PAY TO THE ORDER OF	Coaching Services LLC	\$8.00	
Eight and 00/100		DOLLARS	
MEMO	AUTHORIZED SIGNATURE		
⑆ 5 2 3 5 ⑆ ⑆ 0 2 4 0 0 0 0 2 4 ⑆			

[Click here to deposit or print this check](#)

*Please do not print or take pictures of this email. The image it shows is incomplete and does not contain all the information to cash this check. Click on the green button above to deposit this check.*

THE RECIPIENT can either deposit the check online, print it or have it mailed by USPS:



### Here's your Check

Digital checks are a secure and easy alternative to paper checks. No credit card required. No risk of credit card number theft.

You can verify your account online using your online banking username and password. Or if you don't find your bank in the list, enter your bank routing number and account number

THIS IS A LEGAL PRINTED REPRODUCTION OF AN ORIGINAL CHECK

Cosmin Molea 829 San Miguel Avenue Sunnyvale, CA, 94085		JP MORGAN CHASE BANK	5235
DATE Aug 01, 2018			
PAY TO THE ORDER OF	Coaching Services LLC	\$8.00	
Eight and 00/100		DOLLARS	
MEMO	AUTHORIZED SIGNATURE		
⑆ 5 2 3 5 ⑆ ⑆ 0 2 4 0 0 0 0 2 4 ⑆			

Please select how you want to deposit the Check

**Deposit the Check online** ⓘ  
It's FREE and Fast

**Print and Deposit the Check** ⓘ  
using smartphone or bank deposit

**Receive the printed Check via USPS mail** ⓘ  
it takes approximately 30 days

## Send an ACH Direct Deposit Check

If you want to send an **ACH Direct Deposit Check**, you need to know your recipient's banking information, more precisely the **ACH Routing Number** and **ACH Account Number**. Make sure you have the correct the **email address** of the recipient (see [Send a Digital Check](#) for details).

There are two possibilities:

1. Enter the **ACH Routing Number** and **ACH Account Number** in the **Cash Disbursement**, if you only want to do ACH Direct Deposit for that particular disbursement.
2. Enter the **ACH Routing Number** and **ACH Account Number** at the Vendor Account level, if you want to always do ACH Direct Deposit for this vendor:

Cash Disbursement Edit  
CD-00240

**Cash Disbursement Edit** Save

**Information**

Cash Disbursement Batch	Demo Batch
Cash Disbursement Name	CD-00240
Reference	<input type="text"/>
Posting Status	In Process <span>⬇</span>
Payment Status	Paid <span>⬇</span>
Check Number	<input type="text"/>
Check Status	<input type="text"/>
CHECK ID	<input type="text"/>
ACH Routing Number	021000021
ACH Account Number	123456789

Account Edit  
Premium Services LLC

**Account Edit** Save

**Account Information**

Billing Contact	Bob Smith
Payable Days Due	<input type="text"/>
Account Owner	Checkbook.io
Account Name	Premium Services LLC
Parent Account	<input type="text"/>
Account Number	<input type="text"/>
Account Site	<input type="text"/>
Type	Prospect <span>⬇</span>
Industry	--None-- <span>⬇</span>
Annual Revenue	<input type="text"/>
ACH Routing Number	021000021
ACH Account Number	123456789

THE STATUS of a newly sent ACH Direct Deposit Check is **IN\_PROCESS**.

The **ACH Routing Number** must contain exactly **9 digits** (no other characters allowed). For an ACH Direct Deposit, both the **ACH Routing Number** and **ACH Account Number** must be specified and valid.

## Send a Paper Check

If you want to send a **Paper Check**, first you need to remove the email address of the **Billing Contact** (see [Send a Digital Check](#) for details).

Contact Edit  
Bob Smith

Contacts not associated with accounts are private and cannot be viewed by other users or included in reports.

Contact Edit Save Save & New Cancel

**Contact Information**

Contact Owner	Checkbook.io	Phone	
Salutation	--None--	Home Phone	
First Name	Bob	Mobile	
Last Name	Smith	Other Phone	
Account Name		Fax	
Title		Email	
Department		Assistant	
Birthdate		Asst. Phone	
Reports To			
Lead Source	--None--		

Then, you need to provide a **Billing Address** for the **Vendor** so that the check will be mailed to that physical address:

Account Edit  
Premium Services LLC

Account Edit Save Save & New Cancel

**Account Information**

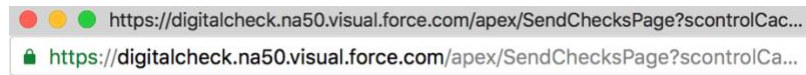
Billing Contact	Bob Smith
Payable Days Due	
Account Owner	Checkbook.io
Account Name	Premium Services LLC
Parent Account	
Account Number	
Account Site	
Type	Prospect
Industry	--None--
Annual Revenue	
ACH Routing Number	
ACH Account Number	

**Address Information**

Billing Street	830 Stewart Drive
Billing City	Sunnyvale
Billing State/Province	CA
Billing Zip/Postal Code	94085
Billing Country	United States

## USE CASES

To send the check, go ahead and click on the **Send Digital Check** button from the **Cash Disbursement** that you created earlier. A popup will be displayed with the details:



Payee: Coaching Services LLC      Email: 830 Stewart Drive Sunnyvale CA 94085  
Amount: \$8.00      Invoice:

THIS IS A LEGAL PRINTED REPRODUCTION OF AN ORIGINAL CHECK

Cosmin Molea  
829 San Miguel Avenue  
Sunnyvale, CA, 94085

JP MORGAN CHASE BANK

5236

DATE: Aug 01, 2018

PAY TO THE ORDER OF: Coaching Services LLC      \$8.00

Eight and 00/100      DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑆ 5 2 3 6 ⑆ ⑈ 0 2 4 0 0 0 2 4 ⑈

This Check has been sent successfully.

Check Status: IN\_PROCESS      Check Number: 5236

YOU will receive an email confirming the paper check was sent:

You just sent a paper check for \$8.00 to Coaching Services LLC. The check will be printed and mailed by USPS first class mail to Coaching Services LLC on August 2, 2018. Your account will be debited \$1.49 (the fee for sending a paper check). Attached is a copy for your records.

By the way — digital checks are much more efficient and also cost less. Paper mail does not allow for tracking, and sometimes letters are lost. Try using email addresses to send digital checks. Both you and the recipient will love it.

THIS IS A LEGAL PRINTED REPRODUCTION OF AN ORIGINAL CHECK

Cosmin Molea  
829 San Miguel Avenue  
Sunnyvale, CA, 94085

JP MORGAN CHASE BANK

5236

DATE: Aug 01, 2018

PAY TO THE ORDER OF: Coaching Services LLC      \$8.00

Eight and 00/100      DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑆ 5 2 3 6 ⑆ ⑈ 0 2 4 0 0 0 2 4 ⑈

↓

Check Status

THE STATUS of a newly sent Paper Check is **IN\_PROCESS**.

## Send Multiple Checks

To send the checks for the **Cash Disbursements** in a batch, go ahead and click on the **Send Checks Digitally** button from the **Cash Disbursement Batch** detail.



« [Back to List: Custom Object Definitions](#)

[Cash Disbursements](#)

### Cash Disbursement Batch Detail

[Edit](#)
[Delete](#)
[Clone](#)
[Send Checks Digitally](#)

Cash Disbursement Batch Name Demo Batch

#### ▼ Batch Financial Information

Current Cash Balance ?

Batch Amount \$368.78

Remaining Cash ? (\$368.78)

Created By [Checkbook.io](#), 8/23/2017 7:59 AM

[Edit](#)
[Delete](#)
[Clone](#)
[Send Checks Digitally](#)

A popup will be displayed with the details:

https://digitalcheck.na50.visual.force.com/apex/SendChecksBatchPage?scontrolCaching=1&id=a0l6A000004SRrL  
<https://digitalcheck.na50.visual.force.com/apex/SendChecksBatchPage?scontrolCaching=1&id=a0l6A000004SRrL>

The following checks are being sent:

N°	Name	Origin	Check Number	Amount	Send Method
1	CD-00021	Coaching Services LLC		1.00	DIGITAL CHECK
2	CD-00023	Coaching Services LLC		1.00	DIGITAL CHECK
3	CD-00019	Coaching Services LLC		1.00	DIGITAL CHECK
4	CD-00020	Coaching Services LLC		1.00	DIGITAL CHECK
5	CD-00022	Coaching Services LLC		1.00	DIGITAL CHECK

The checks are being sent and you will receive confirmation emails for each check sent. This can take a few seconds to a few minutes, depending on the size of the batch.

Also the check statuses will be updated in Accounting Seed, again in few minutes depending on the size of the batch.



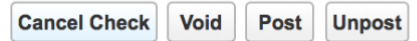
### Prevent duplicate checks

Please note that checks will only be sent for **Cash Disbursements** that don't already have a check sent.

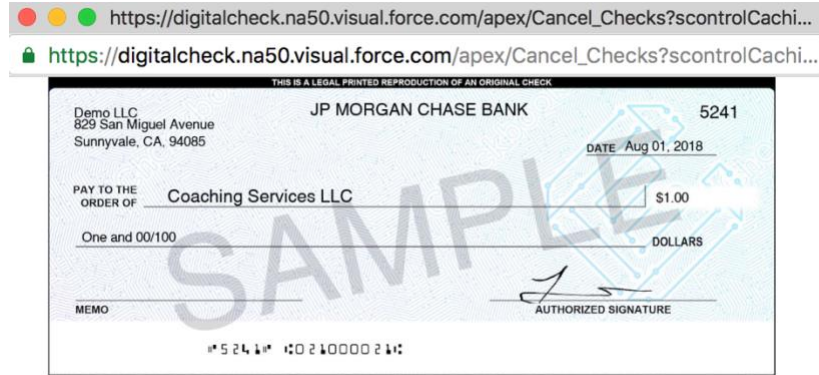
## USE CASES

### Cancel a Check

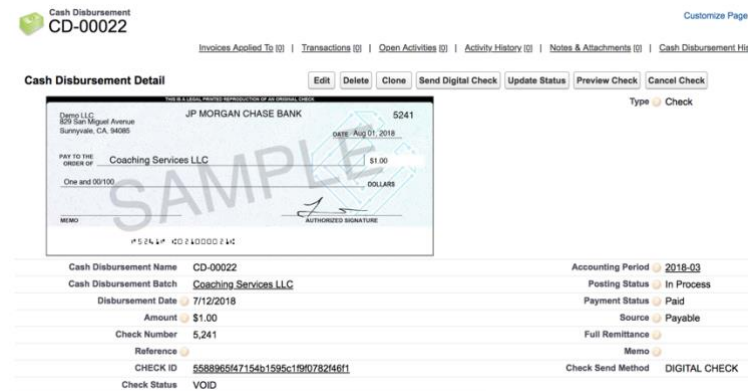
To cancel a check for a **Cash Disbursement**, go ahead and click on the **Cancel Check** button from the **Cash Disbursement** page. Make sure you added this button to the [Cash Disbursement layout](#).



A popup will be displayed confirming the check has been canceled successfully:



If you refresh the **Cash Disbursement** page, you will see the status is now **VOID**:



Please note that you can only cancel checks that have the status **UNPAID** or **IN\_PROCESS**. After cancelling, their status will be **VOID**.

USE CASES

Select the Source Account

Make sure you added the **Debit Account Name** field to the [Cash Disbursement Layout](#). This will allow you to specify, for each **Cash Disbursement**, the name of the source bank account.

ACH Routing Number	Sample Text
ACH Account Number	Sample Text
Payee Information	Debit Account Name

Cash Disbursement  
CD-00555

Customize Page | Edit Layout | Printable View | Help for this Page

Invoices Applied To (0) | Open Activities (0) | Activity History (0) | Notes & Attachments (0) | Cash Disbursement History (3) | Checkbooks (1)

Cash Disbursement Detail

Edit | Delete | Clone | Print Full Remittance | Preview Check | Send Digital Check | Update Status | Cancel Check | Void | Post | Unpost

Cash Disbursement Batch Demo Batch

Type Electronic

Disbursement Date 4/11/2016

Cash Disbursement Name CD-00555

Amount \$6.02

Check Number 5,459

Full Remittance

Check Status UNPAID

Reference

CHECK ID c806e22792a24993a459aa48f9920cde

Posting Status In Process

ACH Routing Number

Payment Status Paid

ACH Account Number

Check Send Method DIGITAL CHECK

Debit Account Name Expenses

Check Action Comment If you click on the send button, then a Digital Check of \$6.02 will be sent by Checkbook.io to Premium Services LLC at the address cmolea+john@checkbook.io

JP MORGAN CHASE BANK 5459

DATE Sep 27, 2019

PAY TO THE ORDER OF Premium Services LLC \$6.02

Six and 02/100 US DOLLARS

MEMO

AUTHORIZED SIGNATURE

You can also add the **Debit Account Name** field to the [GL Account Layout](#). This will allow you to specify only once, in the **Debit GL Account**, the name of the source bank account to be used for all the **Cash Disbursement** with that **Debit GL Account**.

Accounting Information

Accounting Period 2016-04

Bank Account 1000-Cash

Debit GL Account 1000-Debit

Source Manual

GL Account  
1000-Debit

Customize Page | Edit Layout | Printable View | Help for this Page

Back to List: Custom Object Definitions

GL Account History (1)

GL Account Detail

Edit | Delete | Clone

GL Account Name 1000-Debit

Type Balance Sheet

Active

Sub Type 1 Assets

Bank

Sub Type 2 Cash

Debit Account Name Investment



## USE CASES

On the Checkbook.io setting page, you will need to name your bank accounts in order to identify them. You can now use that exact name in **Debit Account Name** to specify the source of the funds for sending a Digital Checks.

Profile Info

Authorized Users

Accounts

Outbound Email

Recipient Experience

Developer

Delete

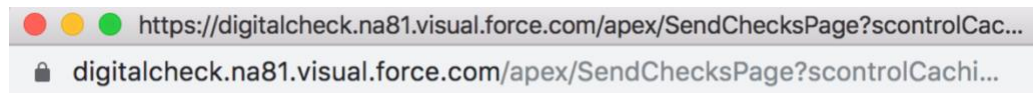
Add Account

The default bank account cannot be deleted

	Default	Billing	Routing	Account	Type	Status	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	011401533	****1111	Business	Verified	<a href="#">Investment</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	021000021	****5678	Business	Verified	<a href="#">Payables</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	021000021	****4321	Checking	Verified	<a href="#">Expenses</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	021000021	****4567	Business	Verified	<a href="#"> </a>

If the **Debit Account Name** value is blank, then the Check will be sent as usual from the default account. The value defined in the **Cash Disbursement** always takes precedence over the value defined in the **Debit GL Account**.

If the **Debit Account Name** value is defined and doesn't match any of the bank account names on Checkbook.io, then the Check will not be sent and you'll see an error like this.



**An error occurred: Invalid debit account. The name "Not Found" does not match any bank account on Checkbook.io**



# FAQ

**1. How are the check statuses synced between the Checkbook.io website and Accounting Seed?**

The check statuses are synced once a day (at 2:00AM PST) from the Checkbook.io website to Accounting Seed. Only the checks having the status UNPAID or IN\_PROCESS are synchronized.

The “Check Status” field on a Cash Disbursement corresponds to the status of the check on Checkbook.io

**2. What are the possible values for the check statuses?**

PAID, IN\_PROCESS, UNPAID, VOID, EXPIRED, PRINTED, MAILED, FAILED, RETURNED

**3. What is the value of the check description (the memo)?**

It’s the list of IDs of the Account Payables that are part of the disbursement.

**4. Is the remittance info sent with the checks?**

Yes, the remittance info is sent with every Digital Check and it’s attached in PDF to the email the payee receives. The content of the PDF file is generated by Accounting Seed.

**5. Do I ever need to go to the Checkbook.io portal, or the integration with Accounting Seed takes care of everything?**

Once you [create the Checkbook.io account](#) and you [configure the plugin with the API Keys](#), you can use the system and send checks directly from Accounting Seed.

You may still need to go to the Checkbook.io portal in the following cases:

- to upload your signature on the [Setting page](#) (if you want to send checks larger than \$2000)
- to add a new bank account or change the outbound email appearance form the [Setting page](#)
- to see your billing detail on the [Billing page](#)

**6. How can I verify the check information before sending the check?**

You need to make sure you added the [Display Check Image](#) page to the Cash Disbursement page layout. If a check hasn’t been sent yet, then the placeholder for the check image will show what kind of check will be sent out ([Digital Check](#), [Paper Check](#), [ACH Direct Deposit Check](#)), to whom and at what address.

That information is also available in the **Check Action Comment** field of the Cash Disbursement object and can be used in custom reports.

There is also the **Check Send Method** field that contains a condensed version of this info. The possible values are: DIGITAL CHECK, PAPER CHECK, ACH DIRECT DEPOSIT.

**7. I'm getting the following error when installing the plugin: You reached the maximum number of allowed active filtered lookups (5) on Cash Disbursement**

You need to contact the Salesforce support and ask them to increase the limit for active filtered lookups.

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