Checkbook

Version

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CHECKBOOK.IO

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Accounting Seed Plugin User Guide

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Accounting Seed Plugin User Guide

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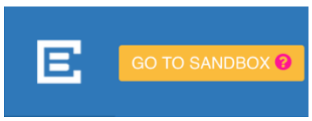
Chapter

1

Create a Checkbook.io account

Signup for an account at [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:

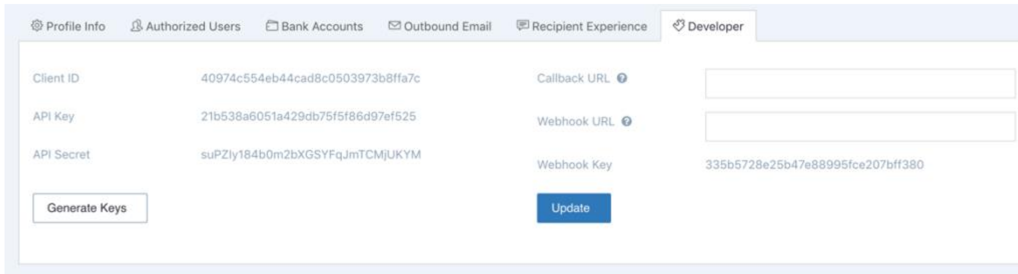
Username: **checkbook_test**

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.



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.

Chapter

2

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 Checkook.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.

RESOURCES

- Install the plugin video
- Send checks video

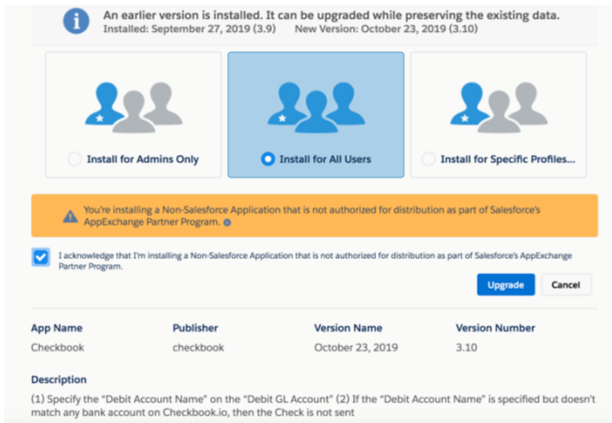
The Accounting Seed website also contains a brief overview of the Checkbook.io integration. There you can find two useful videos that walk you through the process of installing the plugin and sending your first checks.

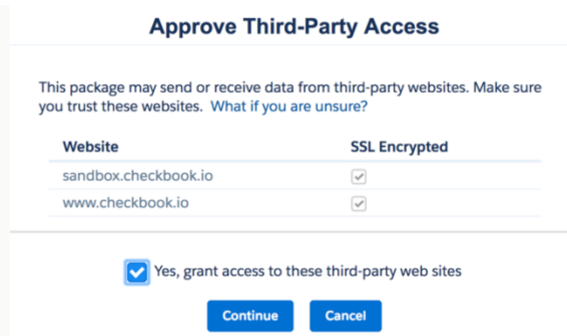
Installation link

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

https://login.salesforce.com/packaging/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.

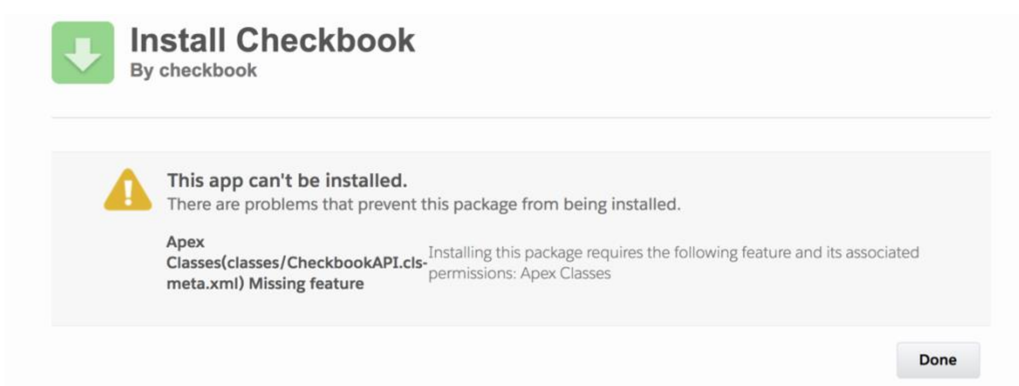




It is recommended to install the plugin for All Users. You also need to grant access to the Checkbook.io web sites so that the plugin can connect the Checkbook.io API.

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.



Chapter 3

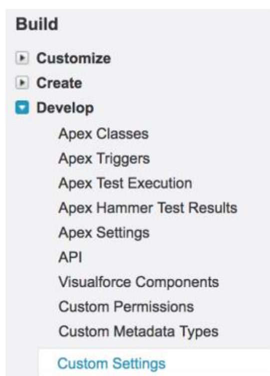
Configure the plugin

The configuration of the plugin is done in Salesforce.

Salesforce Setup

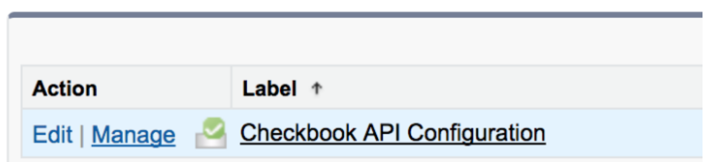
You need to have permission to access the **Setup** page of your Salesforce installation in order to configure the plugin and the customize the layouts. The **Setup** link can be found on the upper right of the page on Salesforce.

Create the Custom Settings

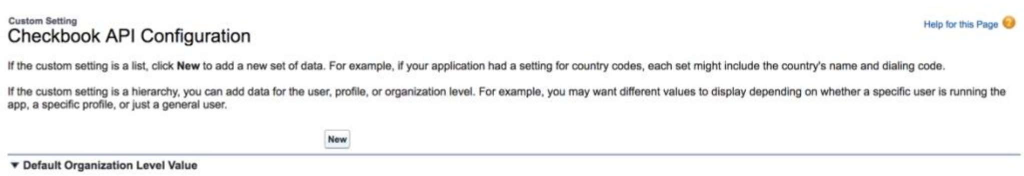


On the **Setup** page, go to the **Custom Settings** under the **Build > Develop** menu.

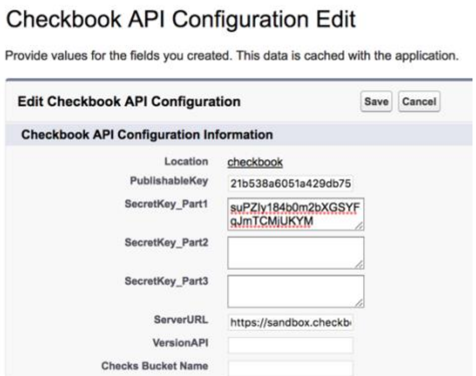
You will see the **Checkbook API Configuration** entry, so go ahead and click on **Manage**.



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



Edit the Custom Settings



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 you 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**

Chapter

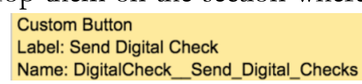
4

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

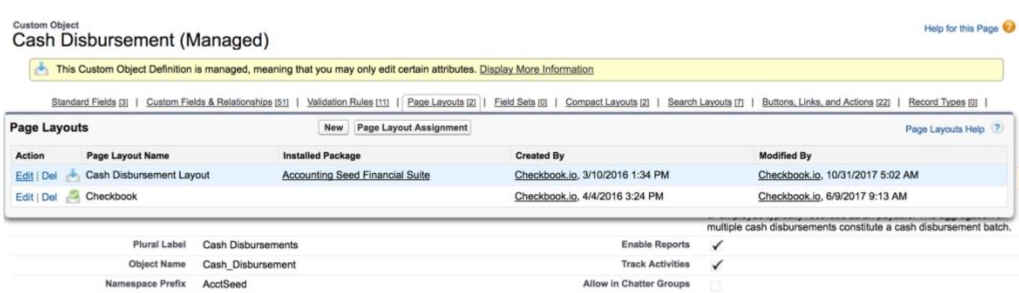
The visual elements cited below (buttons, fields, Visualforce pages) can be added to the layout by **drag & drop**. You need to drag them from the corresponding panel and drop them on the section where they belong. You can recognize the elements from the Checkbook.io package because their name starts with **DigitalCheck_**, as shown in the image.



Cash Disbursement Layout

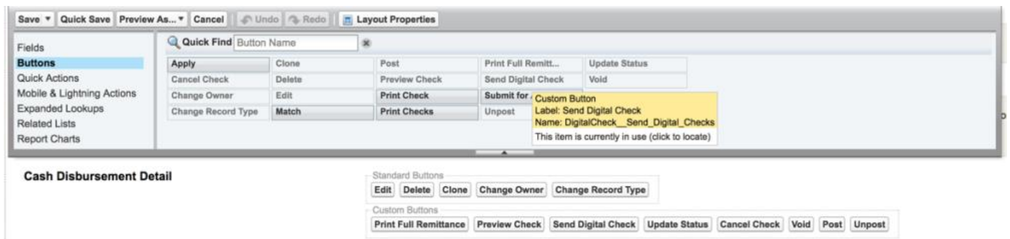
Go to the **Cash Disbursements** tab and click on an item from the list. Then, on the detail page, click on the **Edit Layout** link. If you don't see the link, you may not have the permissions to edit the layout. You probably need to contact the administrator of your Salesforce account.

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**.

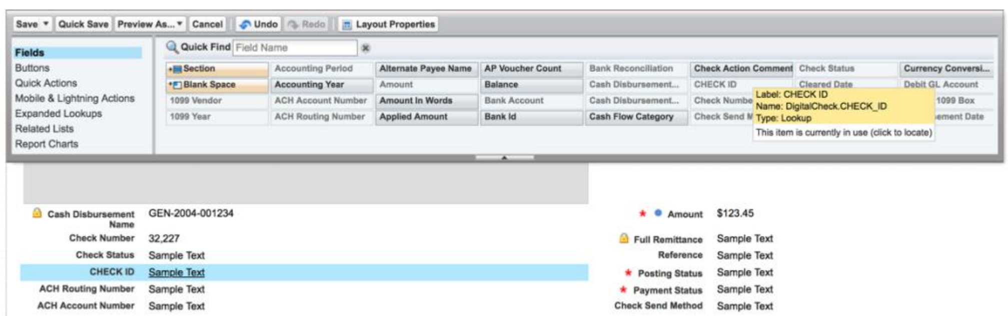


The Cash Disbursement Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin (buttons, fields, Visualforce pages) that allow you to interact with the Checkbook.io, send checks and keep track of them. You will see below how to add these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

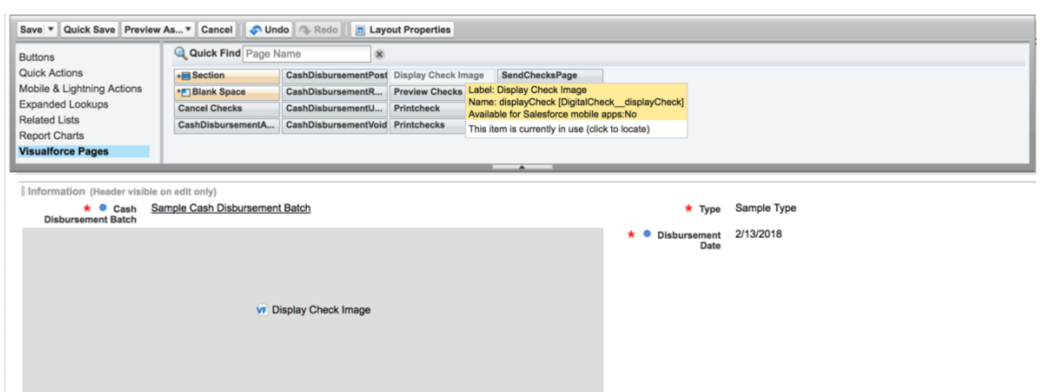
FROM THE BUTTONS PANEL, add the following buttons to the **Custom Buttons** section: **Send Digital Check**, **Preview Check**, **Cancel Check** and **Update Status**.



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.

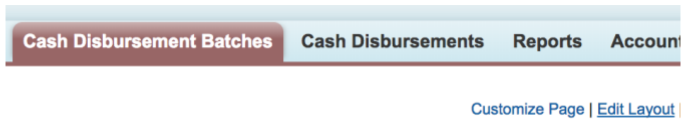


FROM THE VISUALFORCE PAGES PANEL, add the **Display Check Image** page to the **Information** section.

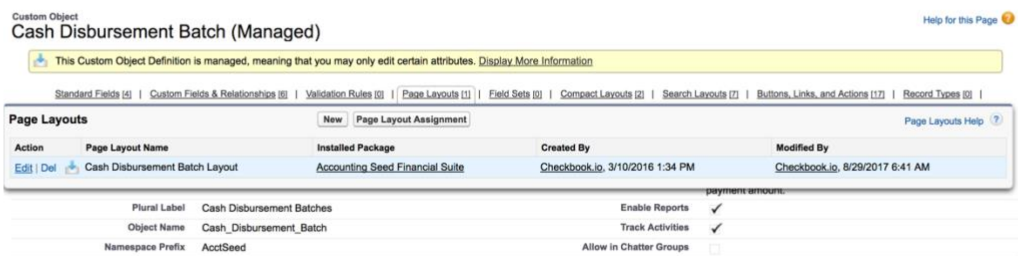


Cash Disbursement Batch Layout

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.

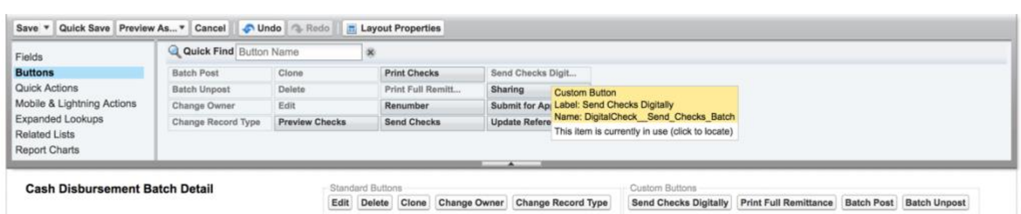


You can also reach the Cash Disbursement Batch Layout page from the **Setup** page. Go to the **Objects** section under the **Build > Create** menu and click on the **Cash Disbursement Batch** object. Along the top options, click to **Edit** the **Cash Disbursement Batch Layout**.



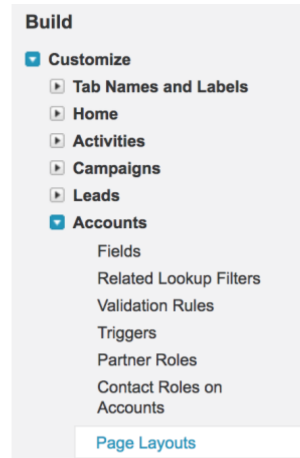
The Cash Disbursement Batch Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin, like buttons, that allow you to interact with the Checkbook.io, send multiple checks and keep track of them. You will see below how to add these elements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

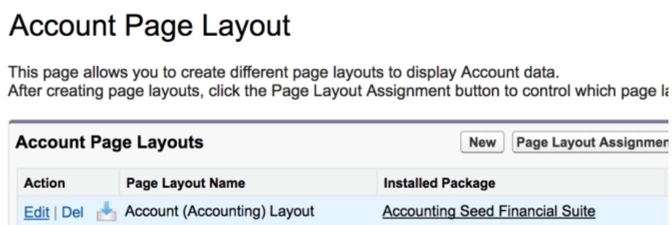
FROM THE BUTTONS PANEL, add the **Send Checks Digitally** button to the **Custom Buttons** section.



Accounts Layout

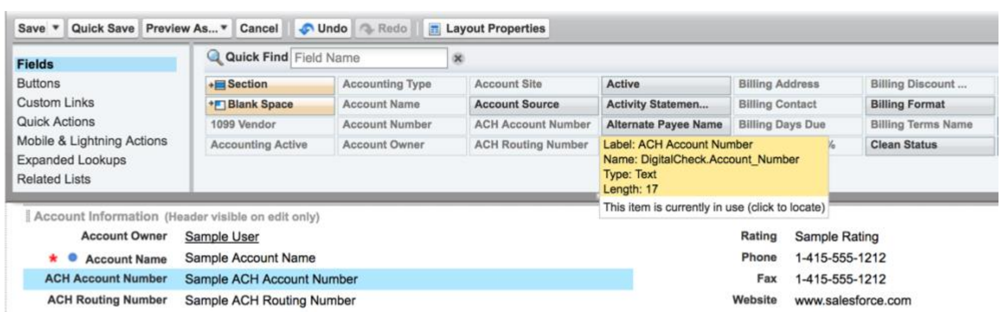
In order to modify this layout, you need to access the **Setup** page. Go to the **Page Layouts** section under the **Build > Customize > Accounts** menu and click to Edit the **Account (Accounting) Layout**.





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.

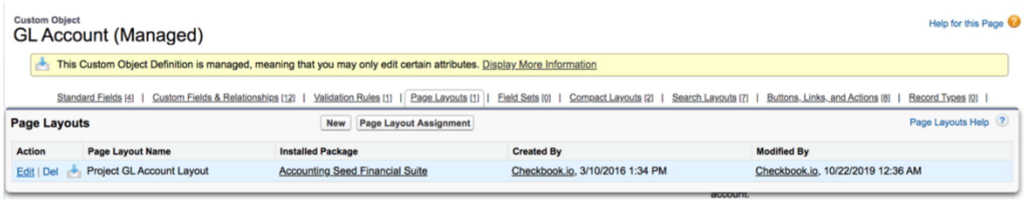
FROM THE FIELDS PANEL, add the following buttons to the **Account Information** section: **ACH Routing Number** and **ACH Account Number**.



GL Account Layout

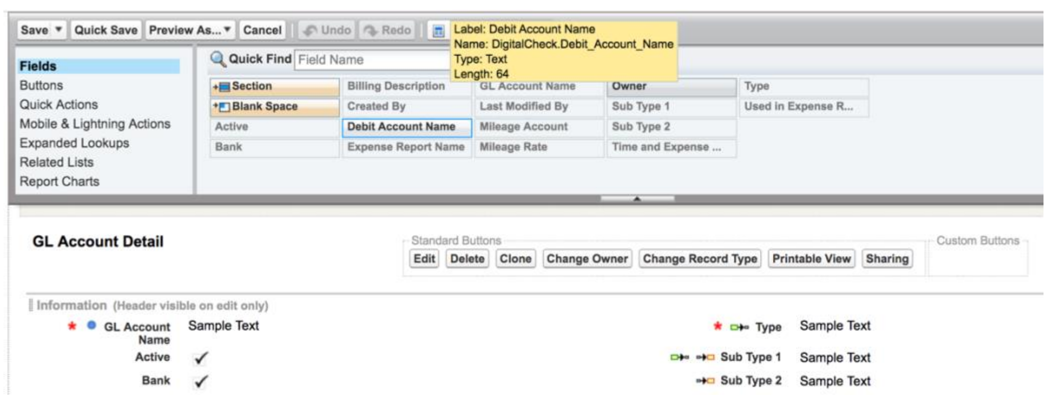
Go to the **GL Account** tab and click on an item from the list. Then, on the detail page, click on the **Edit Layout** link. If you don't see the link, you may not have the permissions to edit the layout. You probably need to contact the administrator of your Salesforce account.

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**.



Chapter

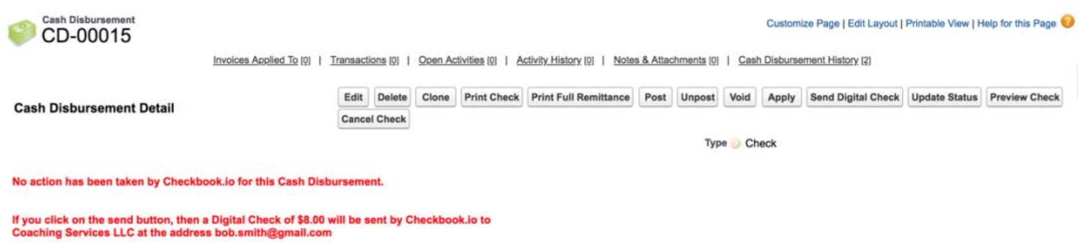
5

Use cases

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

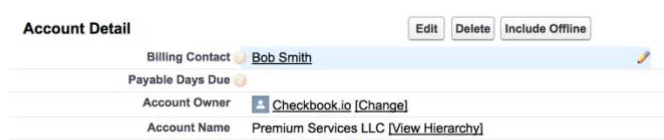
Send a Digital Check

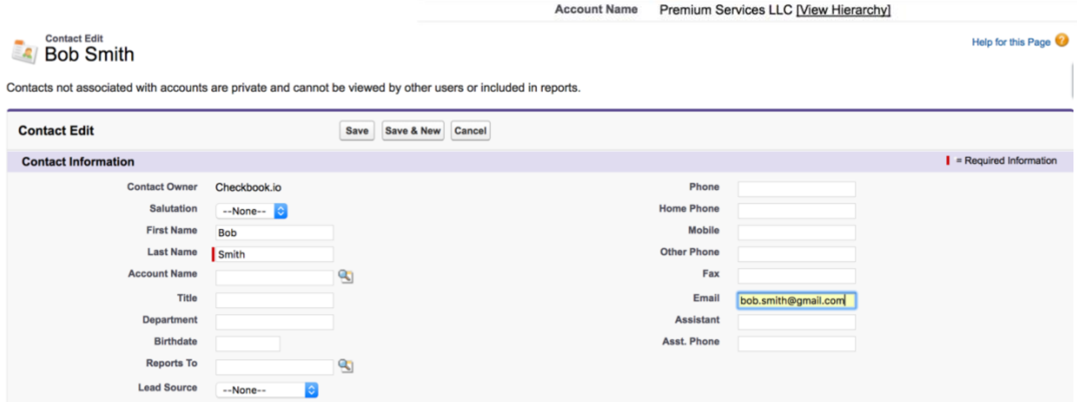
Create a new Cash Disbursement record. In the placeholder for the [Display Check Image]() you will see the message **No action has been taken by Checkbook.io for this Cash Disbursement** because you haven't sent the check yet.



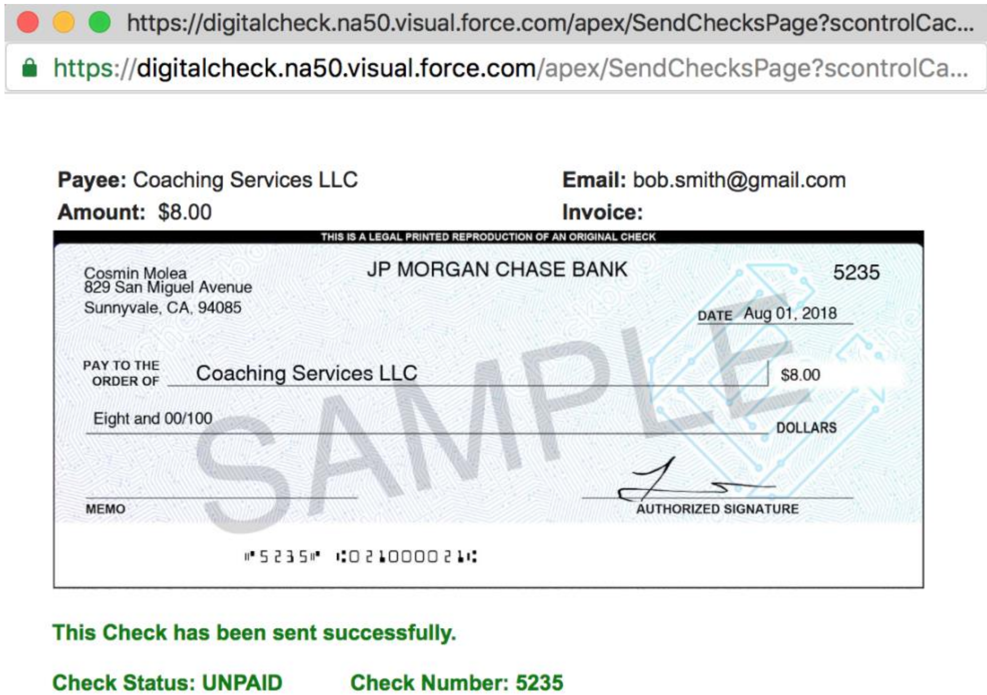
You will send a **Digital Check** by email, so you need to edit the **email address** of the recipient. Click on the **Vendor** under the **Payee Information** section.

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

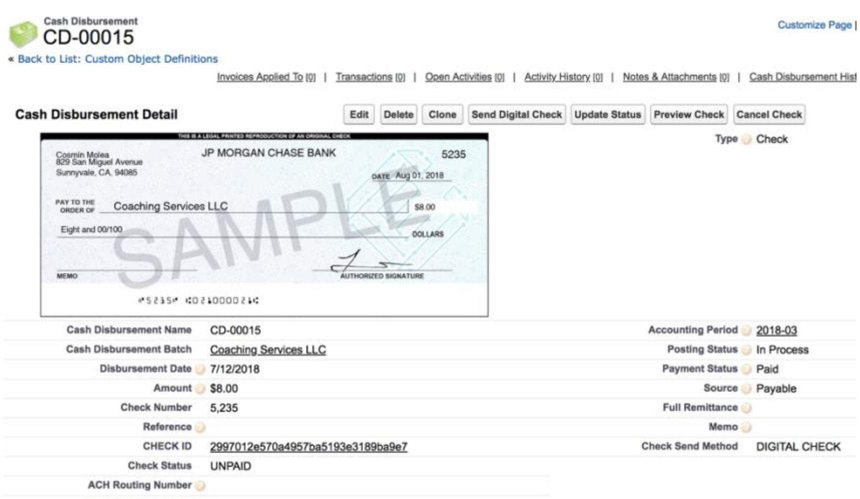




To send the check, go ahead and click on the **Send Digital Check** button from the **Cash Disbursement** that you created earlier. A popup will be displayed with the details:

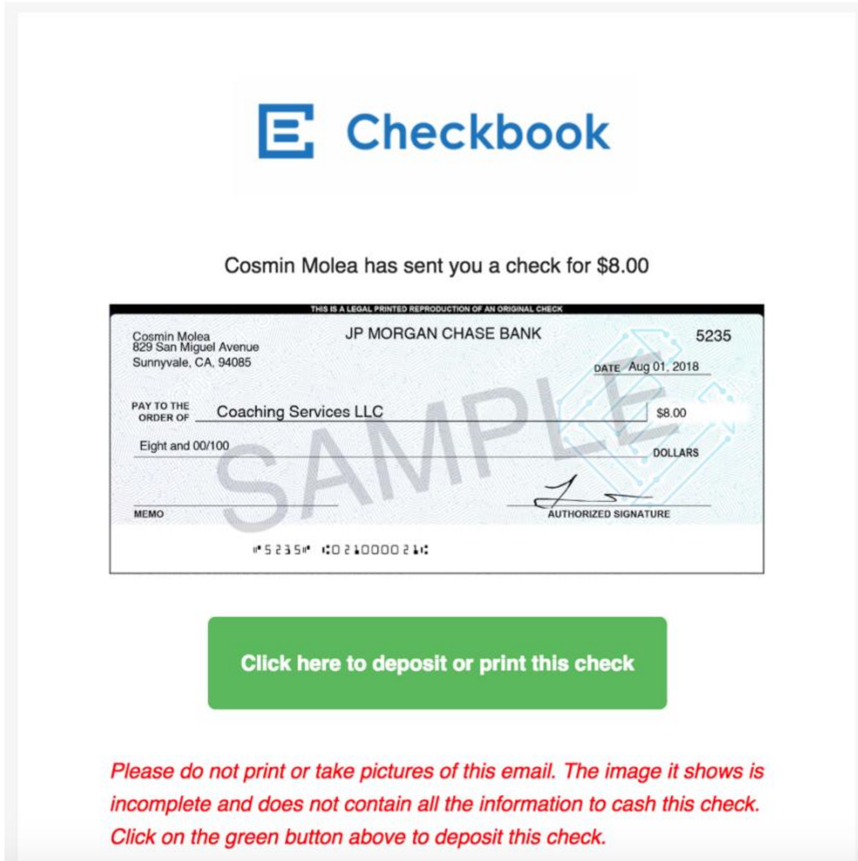


If you refresh the **Cash Disbursement** page, you will see the check image:

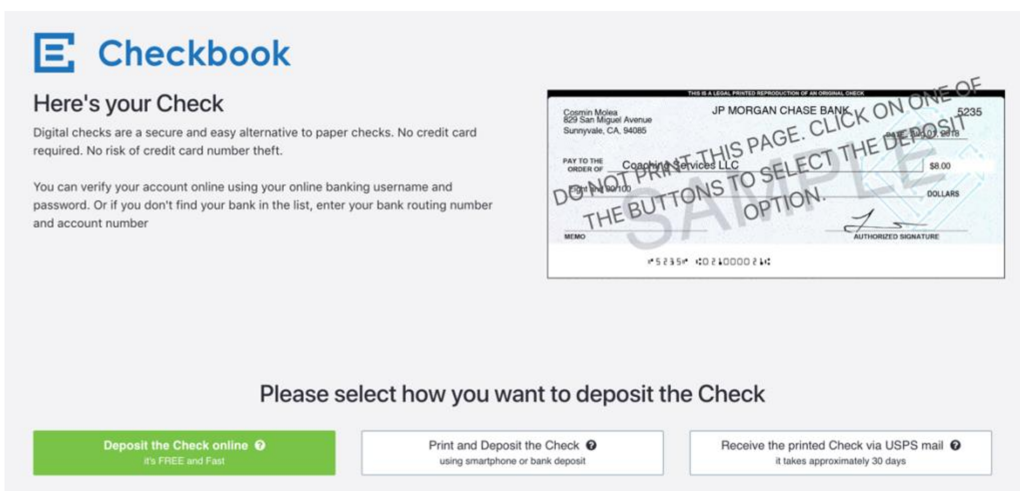


THE STATUS of a newly sent Digital Check is **UNPAID**.

THE PAYEE then receives an email with the Digital Check:



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

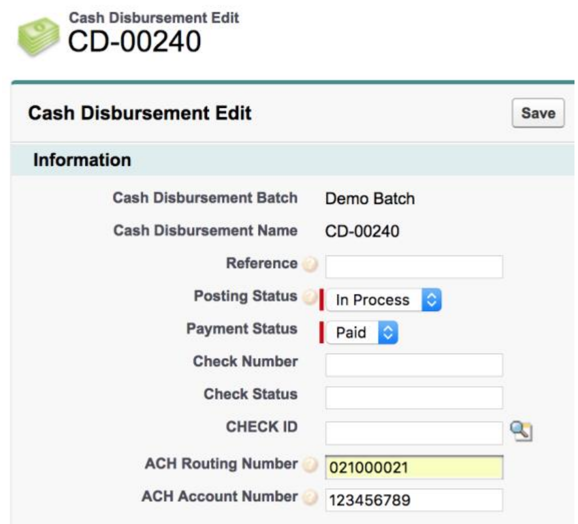


Send an ACH Direct Deposit Check

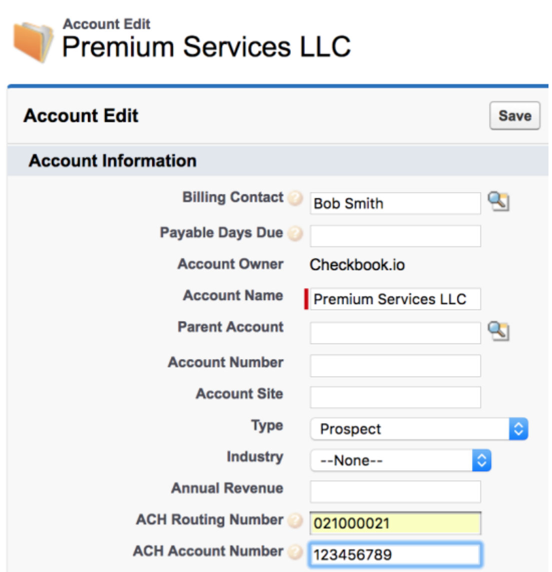
If you want to send an **ACH Direct Deposit Check**, you need to know your recipient's banking information, more precisely the **ACH Routing Number** and **ACH Account Number**. Make sure you have the correct the **email address** of the recipient (see Send a Digital Check for details).

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:

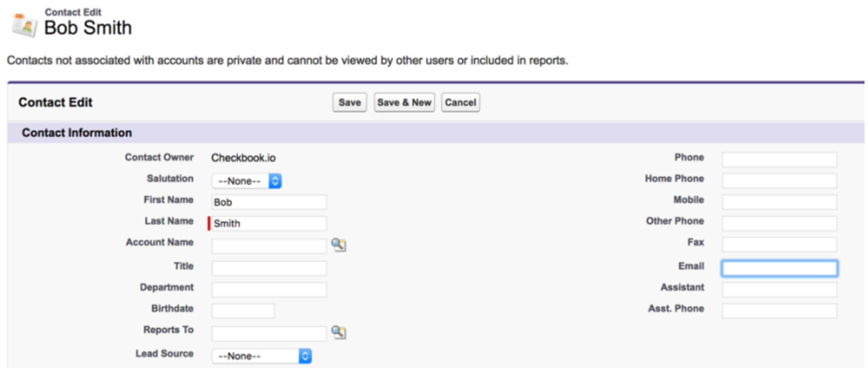


THE STATUS of a newly sent ACH Direct Deposit Check is **IN_PROCESS**.

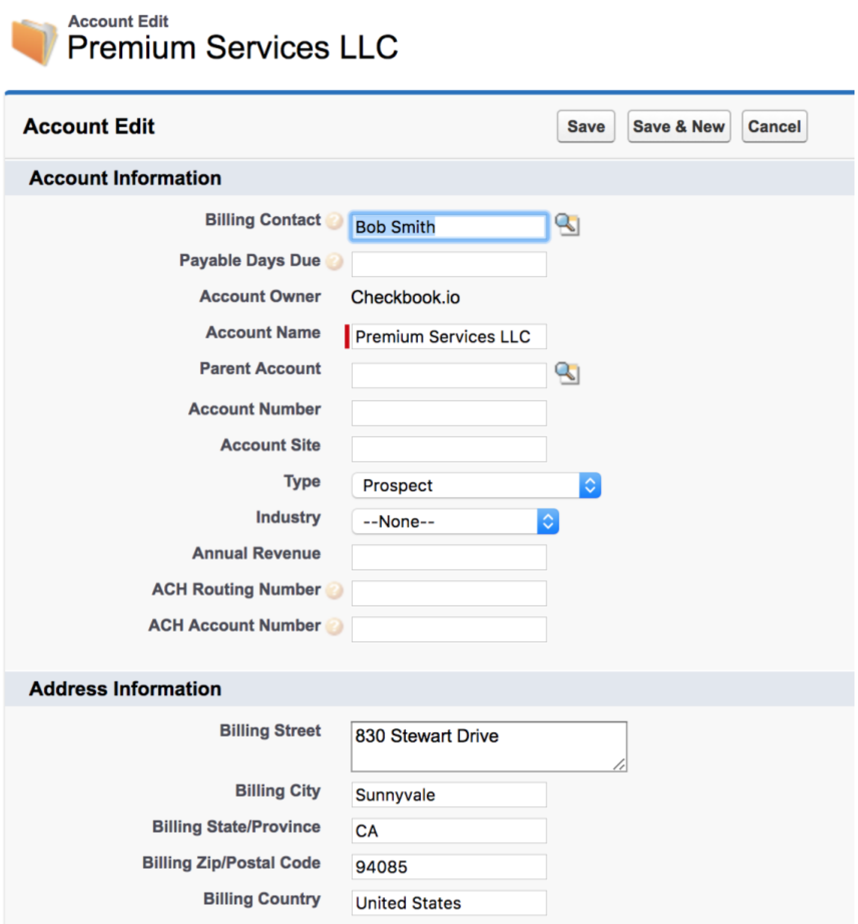
The **ACH Routing Number** must contain exactly **9 digits** (no other characters allowed). For an ACH Direct Deposit, both the **ACH Routing Number** and **ACH Account Number** must be specified and valid.

Send a Paper Check

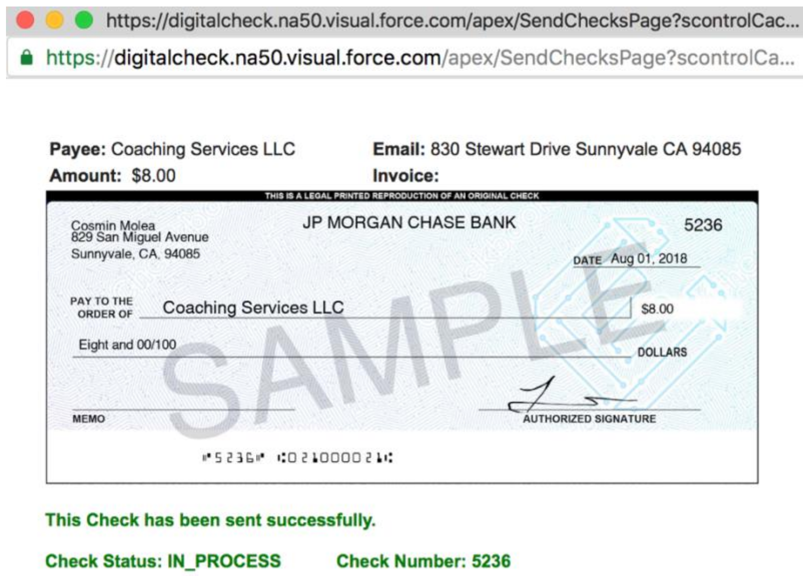
If you want to send a **Paper Check**, first you need to remove the email address of the **Billing Contact** (see [Send a Digital Check](#) for details).



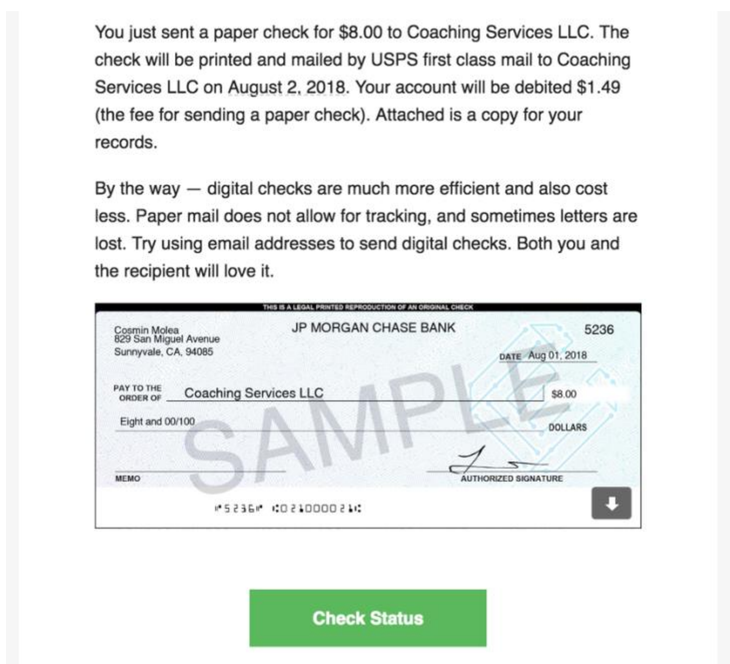
Then, you need to provide a **Billing Address** for the **Vendor** so that the check will be mailed to that physical address:



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:



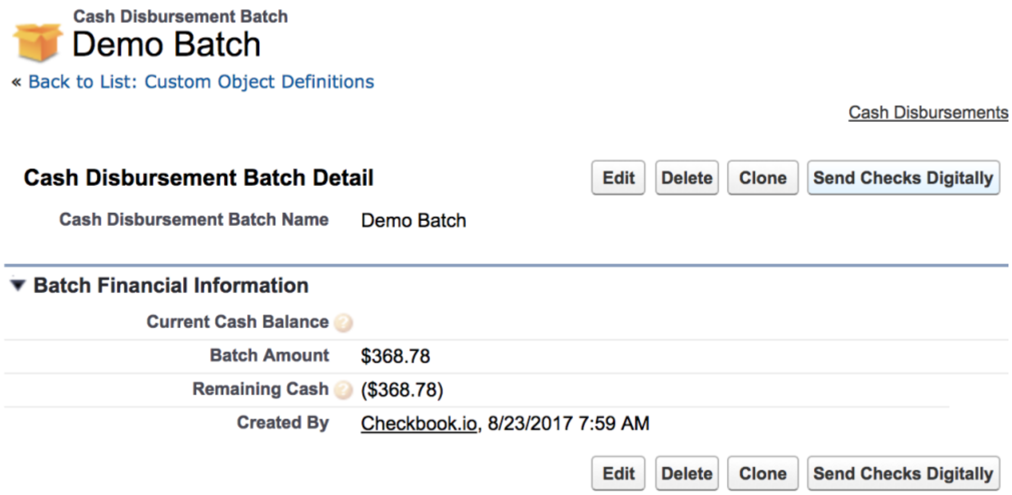
YOU will receive an email confirming the paper check was sent:



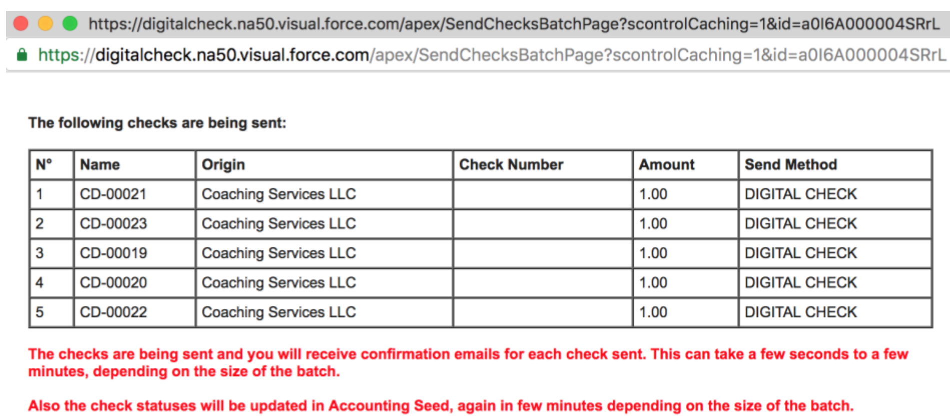
THE STATUS of a newly sent Paper Check is **IN_PROCESS**.

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.



A popup will be displayed with the details:


https://digitalcheck.na50.visual.force.com/apex/SendChecksBatchPage?scontrolCaching=1&id=a0I6A000004SRrL

https://digitalcheck.na50.visual.force.com/apex/SendChecksBatchPage?scontrolCaching=1&id=a0I6A000004SRrL

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.

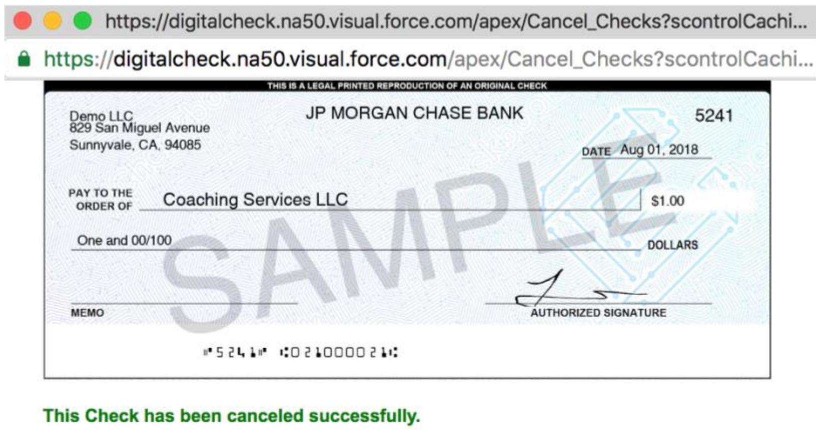
Prevent duplicate checks

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

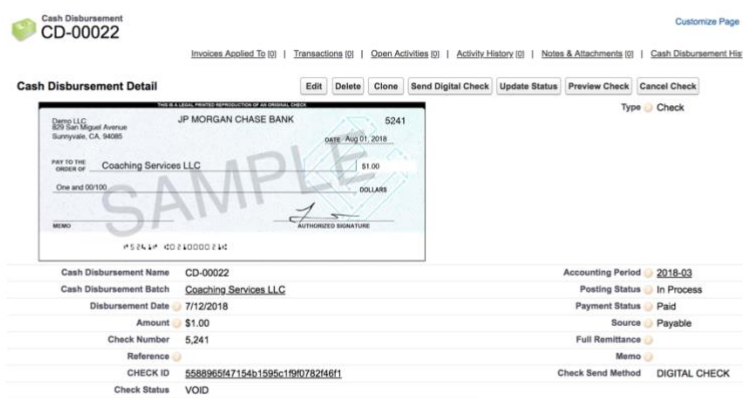
Cancel a Check

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:



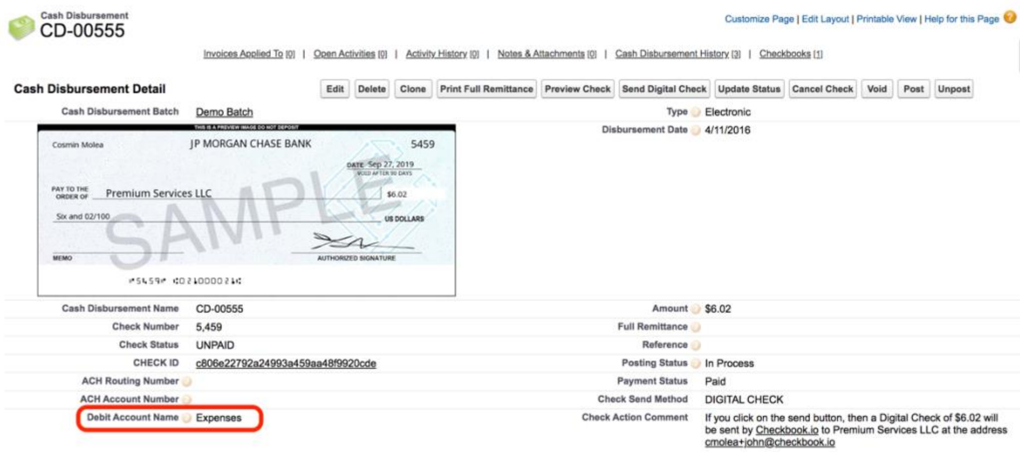
If you refresh the **Cash Disbursement** page, you will see the status is now **VOID**:



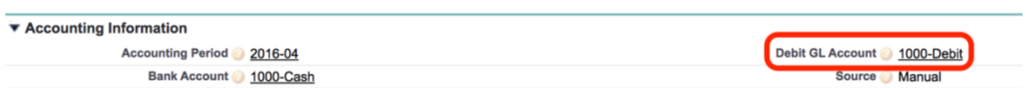
Please note that you can only cancel checks that have the status **UNPAID** or **IN_PROCESS**. After cancelling, their status will be **VOID**.

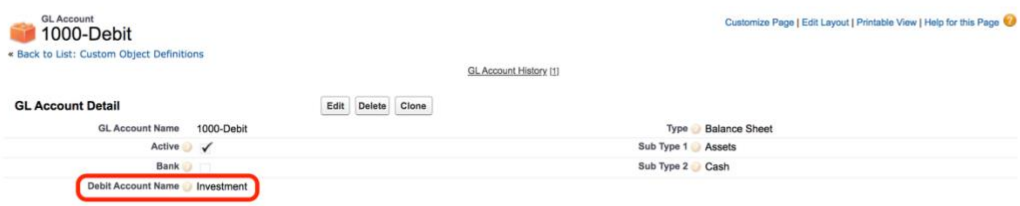
Select the Source Account

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.

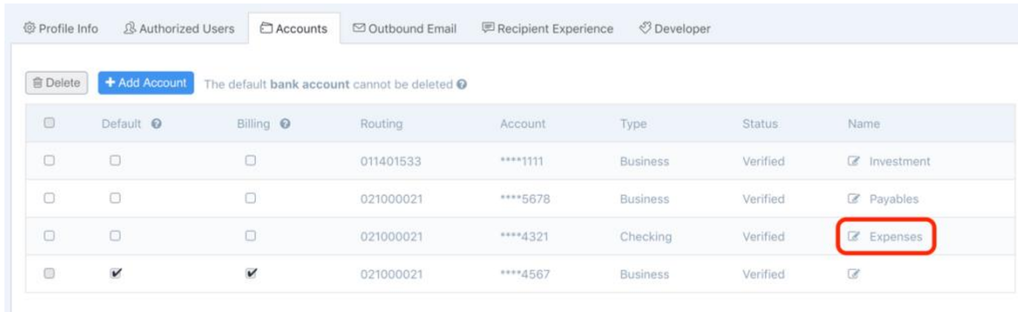


You can also add the **Debit Account Name** field to the [GL Account Layout](). This will allow you to specify only once, in the **Debit GL Account**, the name of the source bank account to be used for all the **Cash Disbursement** with that **Debit GL Account**.



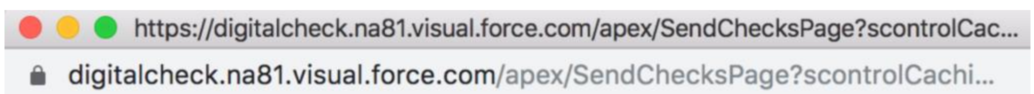


On the Checkbook.io setting page, you will need to name your bank accounts in order to identify them. You can now use that exact name in **Debit Account Name** to specify the source of the funds for sending a Digital Checks.



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 occured: 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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