

CHECKBOOK.IO

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Accounting Seed Plugin User Guide

CHECKBOOK.IO

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1. 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. Under the **Settings** page, choose the **Developer** tab from the menu panel and click on **GO TO SANDBOX**.

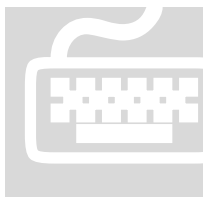
A yellow rectangular button with the text "GO TO SANDBOX" in black and a small white icon of a person with a question mark.

We recommend first testing the system on the **SANDBOX** mode before switching to the **LIVE** mode and send real checks.

A blue rectangular button with the text "GO LIVE" in white and a small white icon of a person with a question mark.

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:

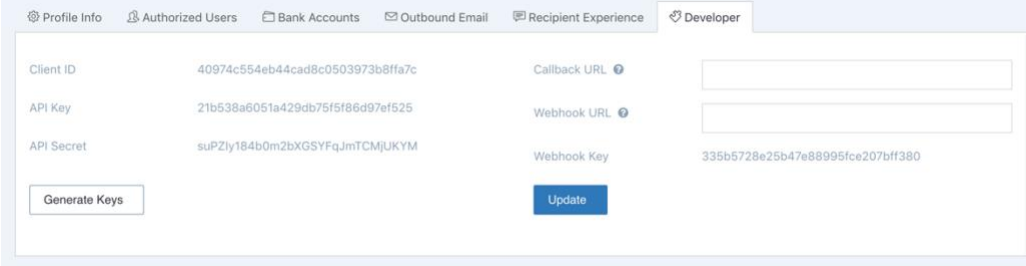
Username: **checkbook_test**

Password: **checkbook_good**

ATTENTION: These credentials are for the SANDBOX mode only.
For more details, check out our [documentation page](#).

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	Field	Value
Client ID	40974c554eb44cad8c0503973b8ffa7c	Callback URL	<input type="text"/>
API Key	21b538a6051a429db75f5f86d97ef525	Webhook URL	<input type="text"/>
API Secret	suPZly184b0m2bXGSYFqJmTCMJUKYM	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](#). You can find more details about adding and verifying your bank account [here](#).

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 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.

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=04t1Q000001MPzZ>

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.

Approve Third-Party Access

This package may send or receive data from third-party websites. Make sure you trust these websites. What if you are unsure?

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

Yes, grant access to these third-party web sites

Continue **Cancel**

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.

Install Checkbook
By checkbook

This app can't be installed.
There are problems that prevent this package from being installed.

Apex Classes(classes/CheckbookAPI.cls meta.xml) Missing feature

Installing this package requires the following feature and its associated permissions: Apex Classes

Done

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

- ▼ Custom Code
 - Apex Classes
 - Apex Hammer Test Results
 - Apex Settings
 - Apex Test Execution
 - Apex Test History
 - Apex Triggers
 - Canvas App Previewer
 - Custom Metadata Types
 - Custom Permissions
 - Custom Settings
 - Email Services

On the **Setup** page, go to the **Custom Settings** under the **PLATFORM TOOLS > Custom Code** menu.

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

Action	Label ↑
Edit Manage	Checkbook API Configuration

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

Custom Setting Help for this Page 🗨️

Checkbook API Configuration

If the custom setting is a list, click **New** to add a new set of data. For example, if your application had a setting for country codes, each set might include the country's name and dialing code.

If the custom setting is a hierarchy, you can add data for the user, profile, or organization level. For example, you may want different values to display depending on whether a specific user is running the app, a specific profile, or just a general user.

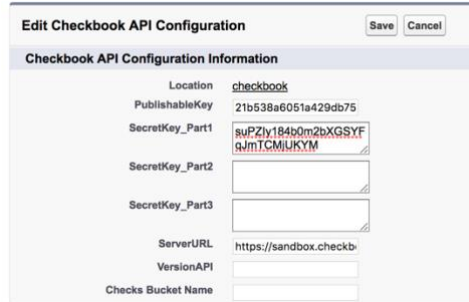
New

▼ **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**

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

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

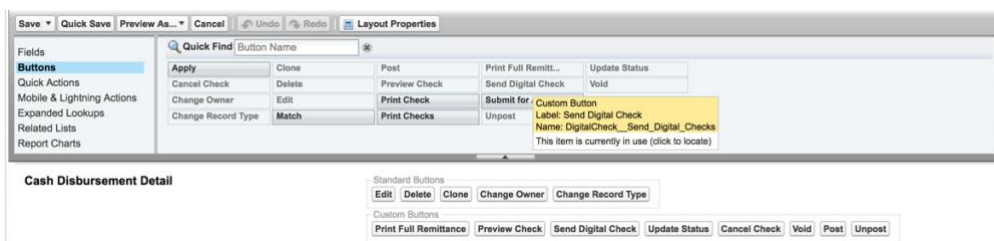
In order to modify this layout, you need to access the **Setup** page. Go to the **Object Manager** and click on the **Cash Disbursement** object. Then on the **Page Layouts** section click on the **Cash Disbursement Layout**.

The screenshot shows the Salesforce Setup interface for the Cash Disbursement object. The 'Page Layouts' section is active, displaying a table of existing layouts. The table has columns for Page Layout Name, Created By, and Modified By. Two layouts are listed: 'Cash Disbursement Layout' and 'Checkbook'.

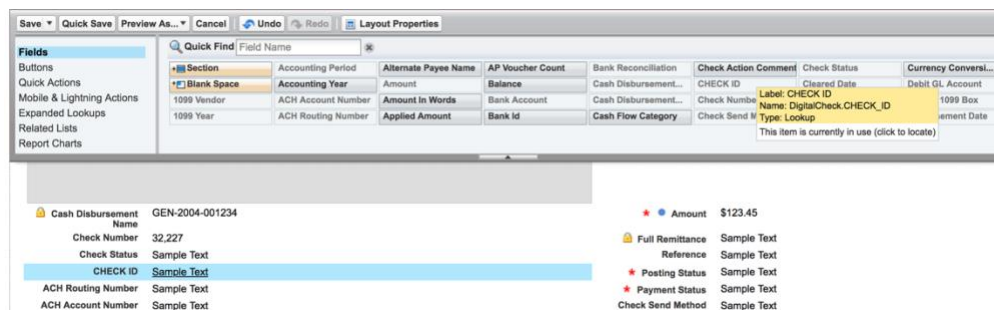
PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Cash Disbursement Layout	Checkbook.io, 3/10/2016, 1:34 PM	Checkbook.io, 1/4/2020, 7:55 AM
Checkbook	Checkbook.io, 4/4/2016, 3:24 PM	Checkbook.io, 1/4/2020, 8:05 AM

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.

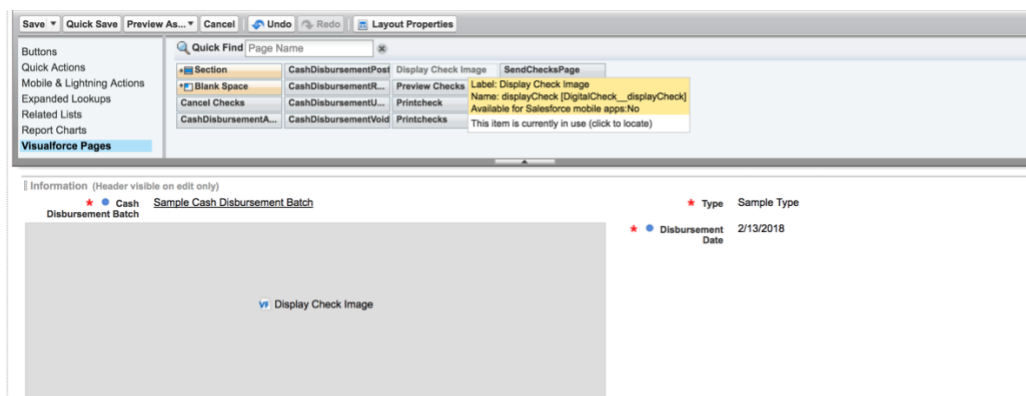
FROM THE BUTTONS PANEL, add the following buttons to the **Custom Buttons** section: **Send Digital Check**, **Preview Check** and **Cancel Check**.



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.

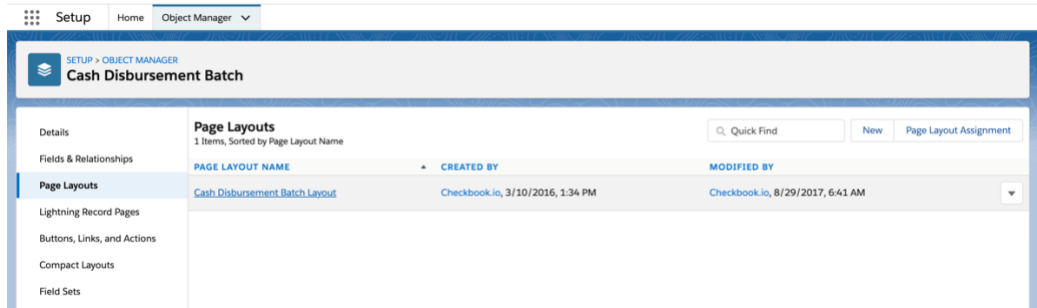


FROM THE VISUALFORCE PAGES PANEL, add the **Display Check Image** page to the **Information** section.



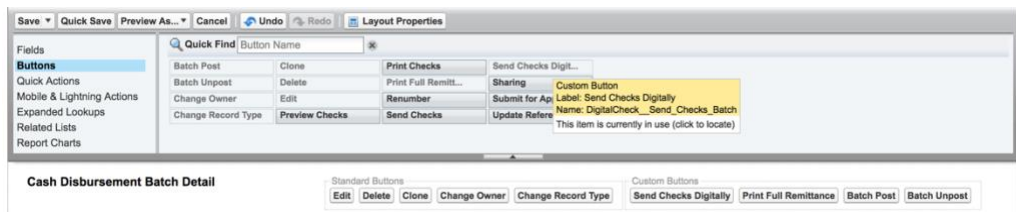
Cash Disbursement Batch Layout

In order to modify this layout, you need to access the **Setup** page. Go to the **Object Manager** and click on the **Cash Disbursement Batch** object. Then on the **Page Layouts** section click on the **Cash Disbursement Batch Layout**.



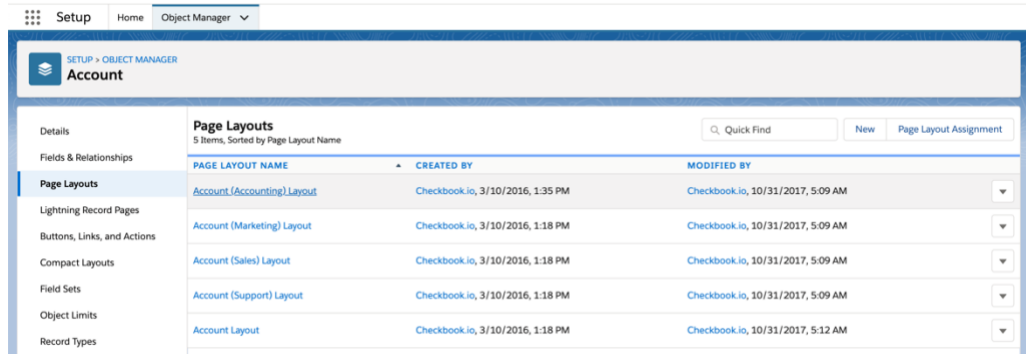
The Cash Disbursement Batch Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin, like buttons, that allow you to interact with the Checkbook.io, send multiple checks and keep track of them. You will see below how to add these elements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

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



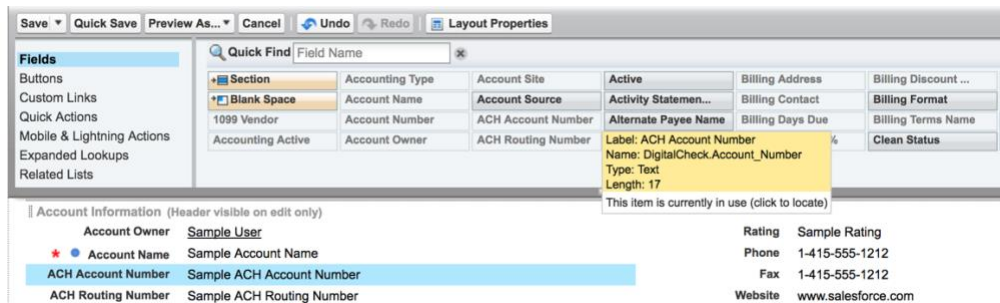
Accounts Layout

In order to modify this layout, you need to access the **Setup** page. Go to the **Object Manager** and click on the **Account** object. Then on the **Page Layouts** section click on the **Account (Accounting) Layout**.



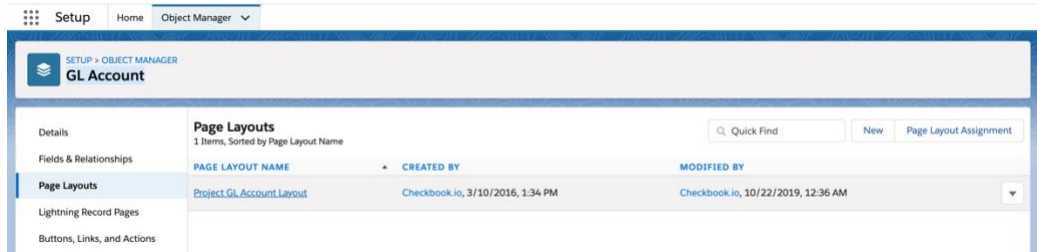
The Account (Accounting) Layout is part of the Accounting Seed suite. The default layout can be enhanced with elements from the Checkbook.io plugin, like fields, that allow you to interact with the Checkbook.io. You will see below how to add these elements to the layout.

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



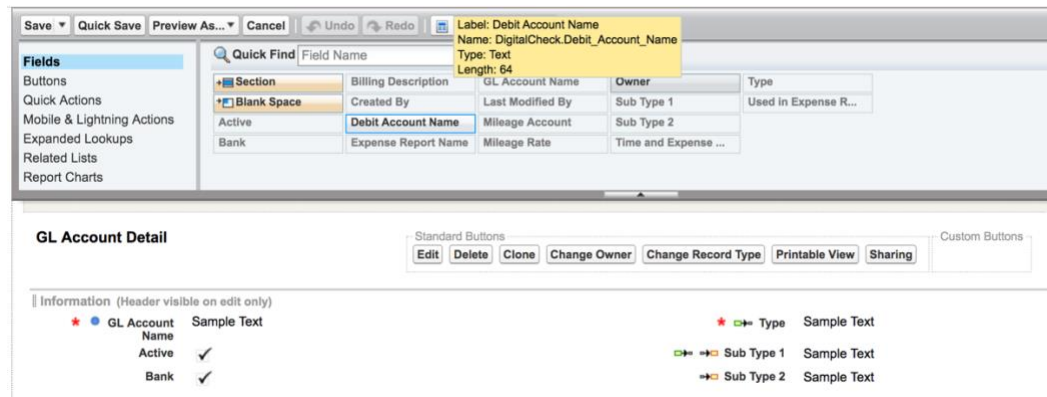
GL Account Layout

In order to modify this layout, you need to access the **Setup** page. Go to the **Object Manager** and click on the **GL Account** object. Then on the **Page Layouts** section click on 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**.



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 page will be displayed with the details:

Payee: Premium Services LLC
Amount: \$100.00

Email: bob.smith@gmail.com
Invoice:




This Check has been sent successfully.

Check Status: UNPAID Check Number: 5512

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

Information

Cash Disbursement Batch
Demo Batch



Cash Disbursement Name
CD-00600

Type
Electronic

Disbursement Date
4/11/2016

Amount
\$100.00

Full Remittance

Reference

Check Number
5,512

Check Status
UNPAID

CHECK ID
dd1442b556d425caba5f96a71ad7bb0

Debit Account Name

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

THE PAYEE then receives an email with the Digital Check:



Cosmin Molea sent you a check



[Click here to deposit 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 blue 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



- Deposit Check Online
It's FREE and Fast
- Print and Deposit Check
Smartphone or bank deposit
- Receive Via USPS mail
7-15 day delivery

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.

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.

The screenshot shows a form titled "Edit CD-00601". It contains several input fields and dropdown menus. The "Disbursement Date" is set to 4/11/2016. The "Amount" is \$100.00. The "Posting Status" is set to "In Process". The "ACH Routing Number" field is highlighted and contains the value "021000021". The "ACH Account Number" field contains "123456789". There are also fields for "Check Number", "Check Status", "CHECK ID", and "Debit Account Name". At the bottom, there are buttons for "Cancel", "Save & New", and "Save".

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 screenshot shows a form titled "Edit Premium Services LLC". It contains several input fields and dropdown menus. The "Type" is set to "Prospect". The "Industry" is set to "--None--". The "ACH Routing Number" field is highlighted and contains the value "021000021". The "ACH Account Number" field contains "123456789". There are also fields for "Account Site", "Employees", and "SIC Code". A tooltip points to the "ACH Routing Number" field with the text: "If specified, in conjunction with the Account Number, will be used by Checkbook.io plugin to send direct deposit checks." At the bottom, there are buttons for "Cancel", "Save & New", and "Save".

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).

Related	Details	News
Contact Owner	Checkbook.io	Phone
Name	Bob Smith	Home Phone
Account Name		Mobile
Title		Other Phone
Department		Fax
Birthdate		Email

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

Account **Premium Services LLC**

Billing Address	Shipping Address
Billing Street <input type="text" value="1500 Fashion Island Boulevard"/>	Shipping Street <input type="text"/>
Billing City <input type="text" value="San Mateo"/>	Shipping City <input type="text"/>
Billing State/Province <input type="text" value="CA"/>	Shipping State/Province <input type="text"/>
Billing Zip/Postal Code <input type="text" value="94402"/>	Shipping Zip/Postal Code <input type="text"/>
Billing Country <input type="text" value="United States"/>	Shipping Country <input type="text"/>
Customer Priority <input type="text" value="--None--"/>	SLA <input type="text" value="--None--"/>
SLA Expiration Date <input type="text"/>	SLA Serial Number <input type="text"/>
Number of Locations <input type="text"/>	Upsell Opportunity <input type="text"/>

In the placeholder for the [Display Check Image](#) you will see the address where the check will be mailed.

Information

Cash Disbursement Batch Demo Batch	Cash Disbursement Name CD-00601
No action has been taken by Checkbook.io for this Cash Disbursement.	Type Electronic
If you click on the send button, then a Paper Check of \$100.00 will be mailed by Checkbook.io to Premium Services LLC at the address 1500 Fashion Island Boulevard San Mateo CA 94402	

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 page will be displayed with the details:

Payee: Premium Services LLC
Amount: \$100.00

Email: 1500 Fashion Island Boulevard San Mateo CA 94402
Invoice:

THIS IS A PREVIEW IMAGE DO NOT DEPOSIT

Cosmin Molea
829 San Miguel Avenues
Sunnyvale, CA, 94085

JP MORGAN CHASE BANK

5513

DATE Jan 06, 2020
VOID AFTER 90 DAYS

PAY TO THE ORDER OF Premium Services LLC \$100.00

One hundred and 00/100 US DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑆ 55 4 3 ⑆ ⑆ 0 2 4 0 0 0 0 2 4 ⑆

This Check has been sent successfully.
Check Status: IN_PROCESS Check Number: 5513

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



Cosmin Molea

You just sent a paper check for \$100.00 to Premium Services LLC. The check will be printed and mailed by USPS first class mail to Premium Services LLC on January 7, 2020. 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 PREVIEW IMAGE DO NOT DEPOSIT

Cosmin Molea
829 San Miguel Avenues
Sunnyvale, CA, 94085

JP MORGAN CHASE BANK

5513

DATE Jan 06, 2020
VOID AFTER 90 DAYS

PAY TO THE ORDER OF Premium Services LLC \$100.00

One hundred and 00/100 US DOLLARS

MEMO

AUTHORIZED SIGNATURE

⑆ 55 4 3 ⑆ ⑆ 0 2 4 0 0 0 0 2 4 ⑆

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

USE CASES

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.

Cash Disbursement Batch
Demo Batch

New Contact Edit New Opportunity New Case New Lead Delete Clone Change Owner Printable View Send Checks Digitally

Batch Amount \$1,243,496.32 Starting Check Number 3,008 Posted Cash Disbursements 0

Cash Disbursement Batch Name: Demo Batch
Owner: Checkbook.io

Batch Financial Information

Current Cash Balance: \$1,243,496.32
Starting Check Number: 3,008
Batch Amount: \$1,243,496.32
Posted Cash Disbursements: 0
Remaining Cash: (\$1,243,496.32)

Created By: Checkbook.io, 8/23/2017 7:59 AM
Last Modified By: Checkbook.io, 1/6/2020 4:26 AM

Cash Disbursements (6+)

CASH DISBURSEMENT NAME	PAYEE	TYPE	CHECK NUMBER
CD-00575	Premium Services LLC	Electronic	
CD-00590	Premium Services LLC	Electronic	
CD-00591	Premium Services LLC	Electronic	
CD-00593	Premium Services LLC	Electronic	
CD-00602	Premium Services LLC	Electronic	
CD-00603	Premium Services LLC	Electronic	

[View All](#)

A page will be displayed with the details:

The following checks are being sent:

N°	Name	Origin	Check Number	Amount	Send Method
1	CD-00605	Premium Services LLC		75.00	DIGITAL CHECK
2	CD-00604	Premium Services LLC		25.00	DIGITAL CHECK
3	CD-00602	Premium Services LLC		100.00	ACH DIRECT DEPOSIT
4	CD-00575	Premium Services LLC		10.19	DIGITAL CHECK
5	CD-00593	Premium Services LLC		7.00	DIGITAL CHECK
6	CD-00590	Premium Services LLC		5.00	DIGITAL CHECK
7	CD-00591	Premium Services LLC		5.00	DIGITAL CHECK
8	CD-00603	Premium Services LLC		50.00	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.



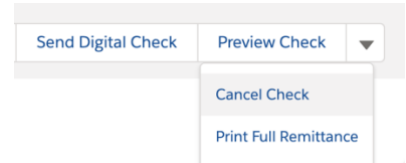
Prevent duplicate checks

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

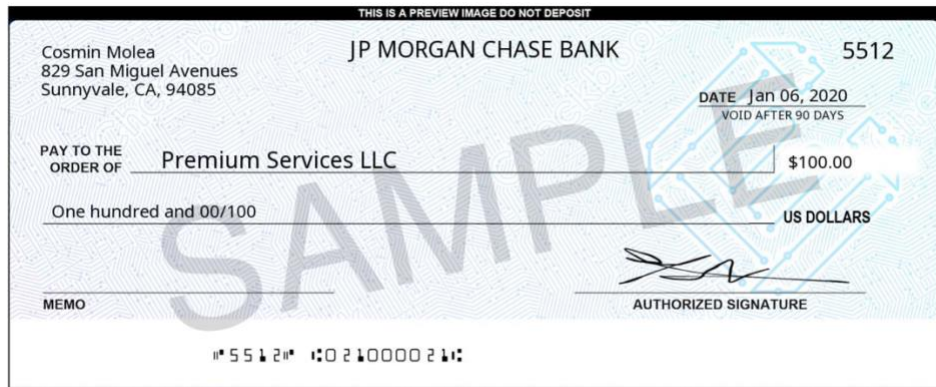
USE CASES

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](#).

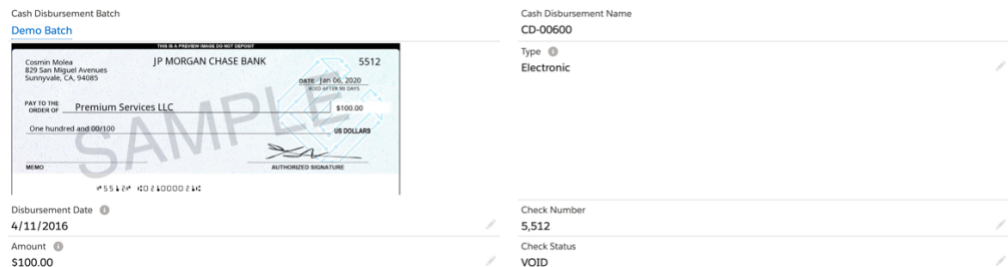


A page will be displayed confirming the check has been canceled successfully:



This 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 Batch Demo Batch	Cash Disbursement Name CD-00606
No action has been taken by Checkbook.io for this Cash Disbursement.	Type Electronic
If you click on the send button, then a Digital Check of \$100.00 will be sent by Checkbook.io to Premium Services LLC at the address bob.smith@gmail.com from the Expenses account	
Disbursement Date 4/11/2016	Check Number
Amount \$100.00	Check Status
Full Remittance	CHECK ID
Reference	Debit Account Name Expenses

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**.

GL Account

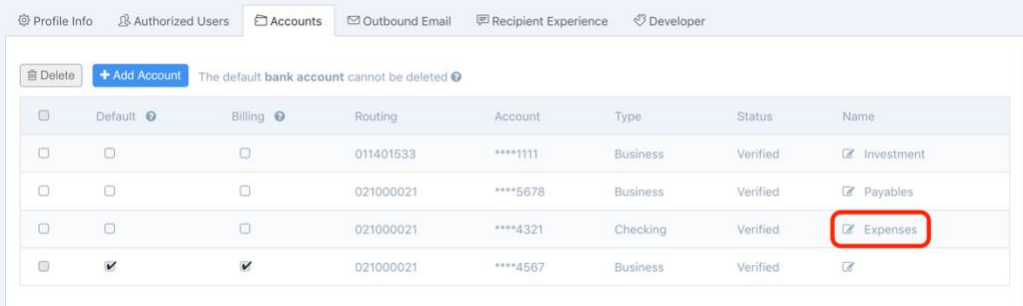
1000-Debit

Type	Sub Type 1	Sub Type 2	Bank
Balance Sheet	Assets	Cash	<input type="checkbox"/>

GL Account Name 1000-Debit	Type Balance Sheet
Active <input checked="" type="checkbox"/>	Sub Type 1 Assets
Bank <input type="checkbox"/>	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.



The screenshot shows the 'Accounts' tab in the Checkbook.io settings. At the top, there are navigation links for Profile Info, Authorized Users, Accounts, Outbound Email, Recipient Experience, and Developer. Below these are buttons for 'Delete' and '+ Add Account', along with a message: 'The default bank account cannot be deleted'. The main content is a table with the following columns: Default, Billing, Routing, Account, Type, Status, and Name. The table contains five rows of bank accounts. The 'Expenses' account is highlighted with a red box.

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

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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