



RF
SB **RedFin SideBar**
for QuickBooks® - Version 1.0

USER GUIDE

Release 1.65

Document 1.1

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Introduction

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Congratulations on the selection of the **RedFin Network** Payment Gateway, the most advanced solution in the industry for processing credit cards, debit cards and check services.

Your opinion is important to us. If you have any suggestions feel free to contact us.

Thank you for choosing **RedFin Network!**

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Overview

The **RedFin SideBar** is a new generation of payment processing desktop solution.

This document will assist you in understanding, installing and using your **RedFin SideBar for QuickBooks®** to turn your Intuit QuickBooks® Financial software into an online payment processing system powered by the powerful **RedFin Network** Payment Gateway.

Payment Methods Supported

- Credit Card
- ACH/e-Check

Operations Supported

- Sale
- Void
- Return

General Requirements

System Requirements

Platforms:

- Windows XP
- Windows 7

Windows Vista is not supported.

Software dependency:

- Microsoft .NET Framework 2.0 or higher

QuickBooks supported versions/editions:

- Versions: 2006 and newer.
- Editions: Professional, Premier and Enterprise

Hardware Requirements

Minimum Requirements:

- Pentium 400 MHz
- 128 MB RAM
- 100 MB Disk Space

Recommended Setup:

- Pentium 1 GHZ
- 256 MB RAM
- 300 MB Disk Space

Supported Devices

Printers:

- All Windows based printers.

Card Readers:

- Any keyboard wedge card reader, RS232 serial card reader, USB card reader (which can work like a keyboard wedge or an RS232 serial card reader), or a combination device.

Swiping credit cards may provide more favorable rates, depending on the type of your merchant account. For more information on which option is best for your business, contact your service provider.

Download and Installation

NOTE1: You must have Administrator rights or the permissions required to install application software on your computer in order to perform the installation.

NOTE2: If you run Quickbooks on “multi-user” environment you must have the password for the “Admin” user.

STEP 1: Close your Quickbooks application if it is running; if you run Quickbooks on “multi-user” environment, all users must close their sessions.

STEP 2: Launch you internet browser and go to the **RedFin SideBar** website:

<http://www.redfinnet.com/SideBar>

RedFin Network - Sidebar for Quickbooks® - Payment Transaction Products - Windows Internet Explorer

http://www.redfinnet.com/sidebarForQuickbooks.php

File Edit View Favorites Tools Help

RedFin network

Homepage HOME Who are we? ABOUT State of the art PRODUCTS Worldclass SUPPORT Get in touch CONTACT US Secure LOGIN

Powerful Solutions

Quick Jump to a Product

RedFin SideBar for Quickbooks®

The RedFin SideBar is a new generation of payment processing desktop solution.

Turn your Intuit QuickBooks® Financial software into an online payment processing system powered by the powerful RedFin Network Payment Gateway.

Reconcile payments received from terminals (H50), shopping carts or Virtual Terminals into your accounting system.

IMPORTANT:
SOFTWARE REQUIRES A LICENSE TO BE PURCHASE BEFORE IT WILL ACTIVATE AND WORK PROPERLY. PLEASE CONTACT YOUR SALES REPRESENTATIVE FOR PURCHASE OPTIONS

System Require Platforms:

- Windows XP
- Windows 7 (

Done

Downloads & Documents

[Go to the Video Library](#)

IMPORTANT: Download or open the USER GUIDE first and follow the instruction for proper inst

[RedFin SideBar for Quickbooks® Users Guide](#)

[Download RedFin SideBar for Quickbooks® Installer](#)

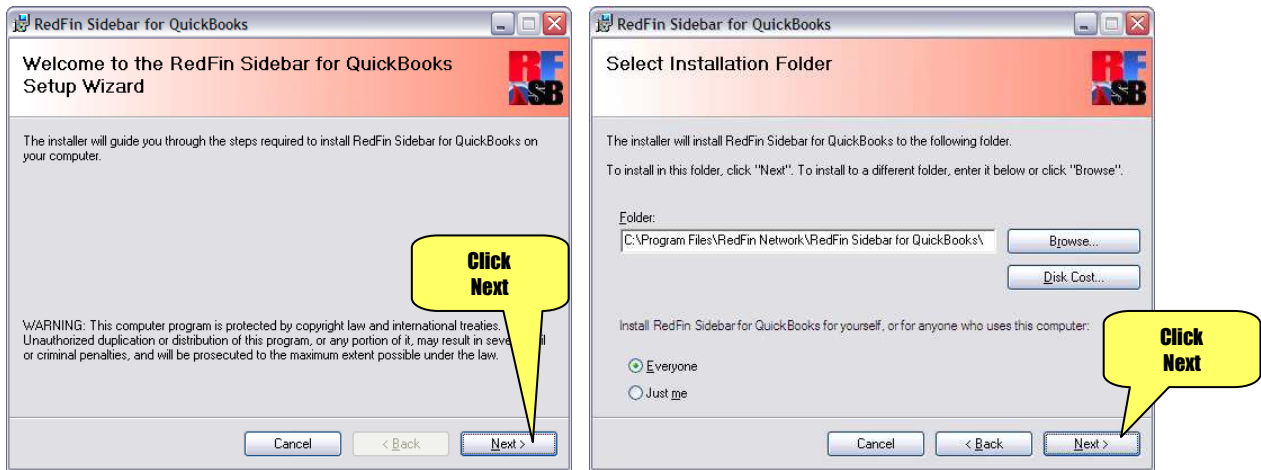
Installation File

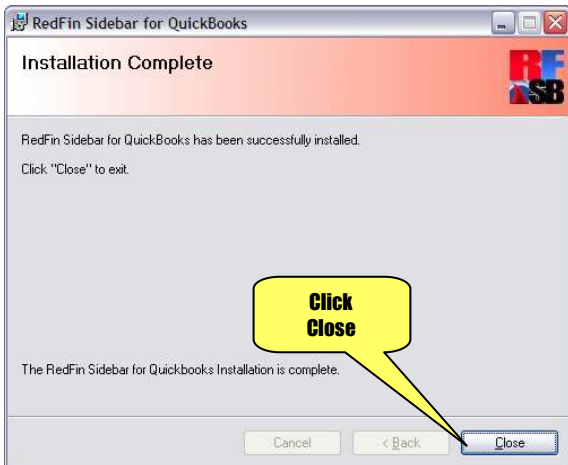
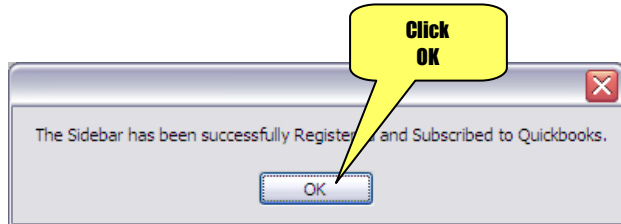
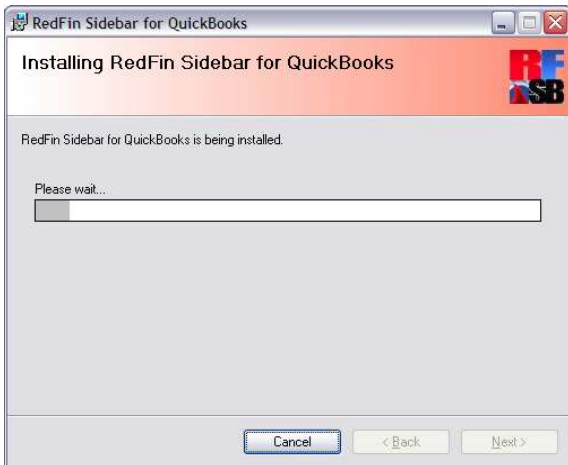
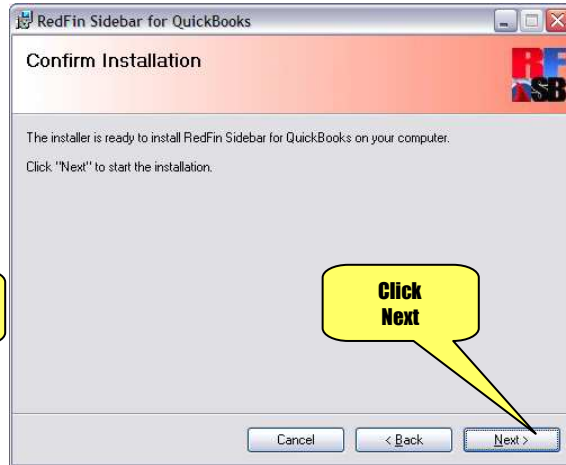
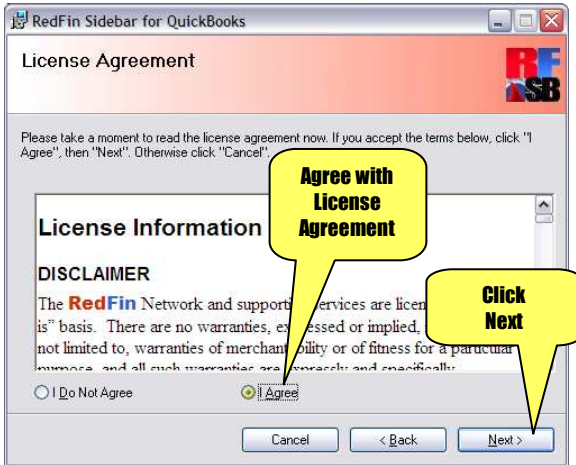
STEP 3: Click on the installation file link.

STEP 4: Run the installation file;
(You can also save the file to a folder on your local computer and run it from that location)

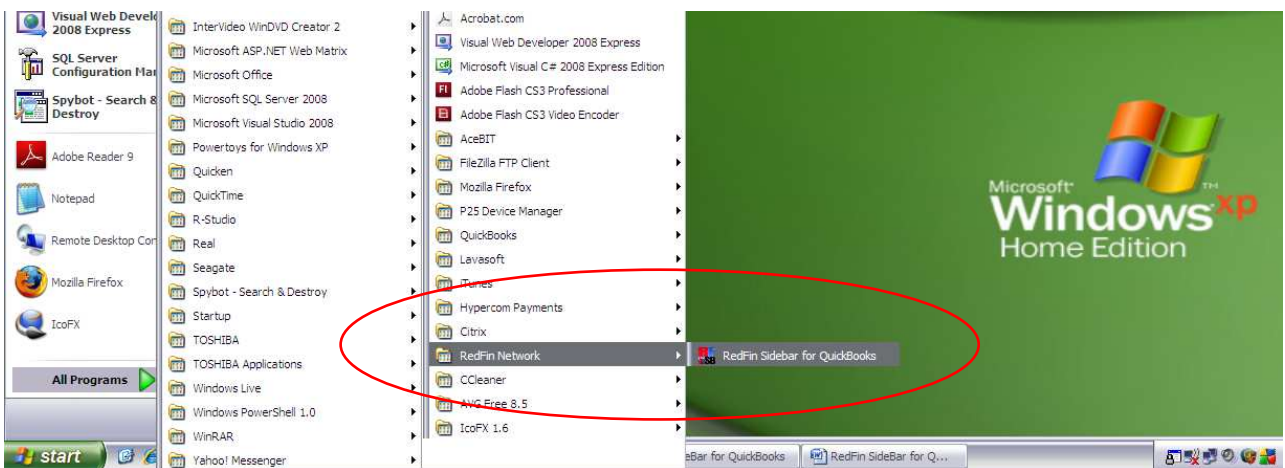


STEP 5: Installation begins;





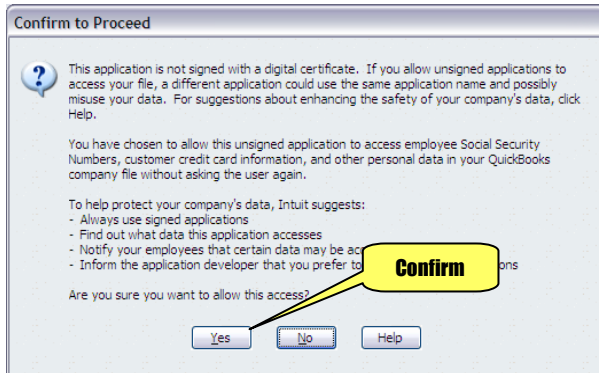
The **RedFin SideBar** will appear on your desktop as well as the **RedFin Network** program folder on your "Start" menu;



STEP 6: Launch your QuickBooks;

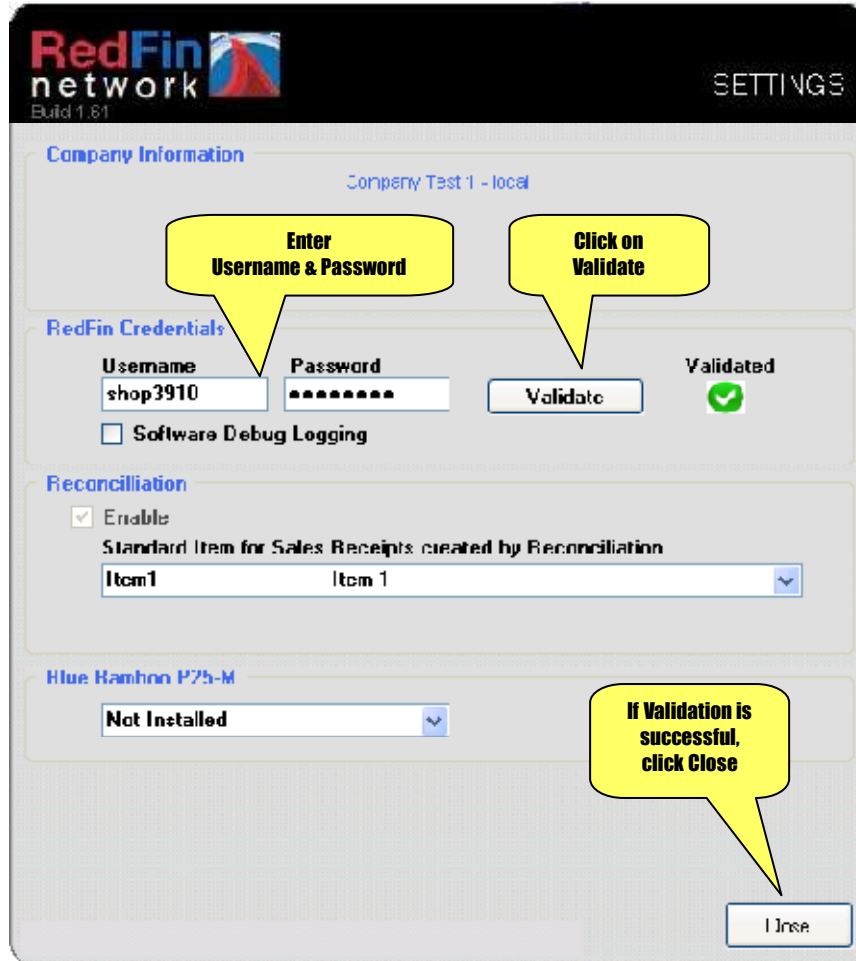
NOTE: If you run Quickbooks on “multi-user” environment you must login as the “Admin” user.

At the first time you open a company QuickBooks will ask you to give permissions to 2 components of the **RedFin SideBar: QBWatch** and **QBTerminal**; please grant the permissions as shown below:



STEP 7: Enter your **RedFin** Credentials;

The **RedFin** Settings window will show up; please enter your Licensing Credentials (Username and Password) provided to you by the **RedFin Network** to validate and activate your license.



Congratulations!

You are ready to start benefiting of the **RedFin SideBar for QuickBooks®**.

Operation

General



The **RedFin SideBar** is placed on the top-right corner of your desktop on “minimized” state; by clicking on the **RedFin SideBar** logo you can expand it to access all its features:

Virtual Terminal: Perform direct transactions through the **RedFin Network** Payment Gateway, not recording them directly into QuickBooks; those transactions can be “reconciled” later.

Gateway Reconciliation: Download/import transactions from the Payment Gateway (**RedFin Network**) made outside QuickBooks (through a Virtual Terminal, Website/Shopping Cart or a Wireless Terminal) and apply them to a Customer as a Customer Payment on QuickBooks.

Settings: Edit your Licensing Credentials (Username/Password); enable/disable Gateway Reconciliation feature.

Close: Exit the SideBar when QuickBooks is not running.

Virtual Terminal

The Virtual Terminal is an easy and fast way to process payments without previous documents on QuickBooks.

Those transactions can later be "Reconciled" into QuickBooks.

The screenshot shows the RedFin Virtual Terminal interface. At the top, there is a dropdown menu for 'Company / Gateway Account' with the value 'REDFIN TEST COMPANY.QBW / shop3910'. Below this are radio buttons for 'Credit Card' (selected) and 'ACH Check'. The form is divided into 'Required Fields' and 'Optional Fields'. The 'Required Fields' section includes 'Card Number' (4111111111111111), 'Expiration MMY' (0909), and 'Amount' (110.00). The 'Optional Fields' section includes 'Card Holder' (Anycardholder), 'Street' (Anystreet), 'City' (Anycity), 'Zip Code' (99999), 'CVV' (123), 'Invoice #' (123456), and 'Purchase Order'. There are also checkboxes for 'Force Duplicate' and 'Card Present'. At the bottom right, there are 'Process', 'Clear', and 'Close' buttons. Callouts point to various elements: 'Company selector' points to the dropdown, 'Payment Method selector' points to the radio buttons, 'Required Fields' points to the card number field, 'Optional Fields' points to the card holder field, and 'Click Process' points to the Process button.

The screenshot shows the RedFin Authorization Results screen. The title is 'Successful'. The screen displays the following information: Card Number (*****1111), Expiration (****), Account Name (Anycardholder), Amount (\$110.00), Auth Code (OK9854), and Response Code (106369). At the bottom, there are 'Print' and 'Return' buttons. Callouts point to the 'Print' button with the text 'Print Receipts' and the 'Return' button with the text 'Process Another Transaction'.

Receiving Payments

Existing Invoice

Create Customer Payment

Leave Unchecked

Leave Blank (enter card information on our Secure Payment Form)

Click Save & Close

Customer: Job
Acme Company

Invoice

Bill To:
Acme Company
John Doe

Date: 04/19/2009 Invoice #: 1

Ship To: Ship To 1
Acme Company
John Doe

Quantity	Item Code	Description	Price Each	Amount	Tax
100	Item001	Test product	1.00	100.00	Tax

Customer Balance: **100.00**

Amount: 100.00 Date: 04/19/2009

Pmt. Method: Visa Reference #:

Memo: Where does this payment go?:

Card No.: Exp. Date:

Process Visa payment when saving

Date	Number	Orig. Amt.	Amt. Due	Payment
04/19/2009			100.00	100.00
Totals		100.00	100.00	100.00

Amounts for Selected Invoices

Amount Due	100.00
Applied	100.00
Discount and Credits Applied	0.00

Buttons: Un-Apply Payment, Discount & Credits..., Save & Close, Save & New, Clear

Enter a Customer Payment into QuickBooks as you normally do but:

- be sure to leave the box "Process Visa payment when saving" **unchecked**;
- leave "Card No." BLANK; for PCI Compliance reasons, type credit card numbers on the secure **RedFin Network** Payment Processing Form;

Click on "Save & Close";

The RedFin Payment Processing Form will show up:

The image displays two screenshots of the RedFin Payment Processing Form. The left screenshot shows the form with fields for Credit Card Number, Expiration, Cardholder Name, Amount, Billing Address, and CVV. A red box highlights the Cardholder Name, Amount, Billing Address, and CVV fields. A yellow callout points to the 'Process' button. The right screenshot shows the 'Results' section with 'Payment: Approved', 'Auth Code: OK5670', 'PN Ref #: 118322', and 'Message: APPROVAL'. A yellow callout points to the 'Print Receipt' button.

Most data will be already loaded from QuickBooks to the Payment Processing Form however credit card number information might not be informed or be truncated by QuickBooks depending on its version for security reasons, if this is the case, you will have to manually enter.

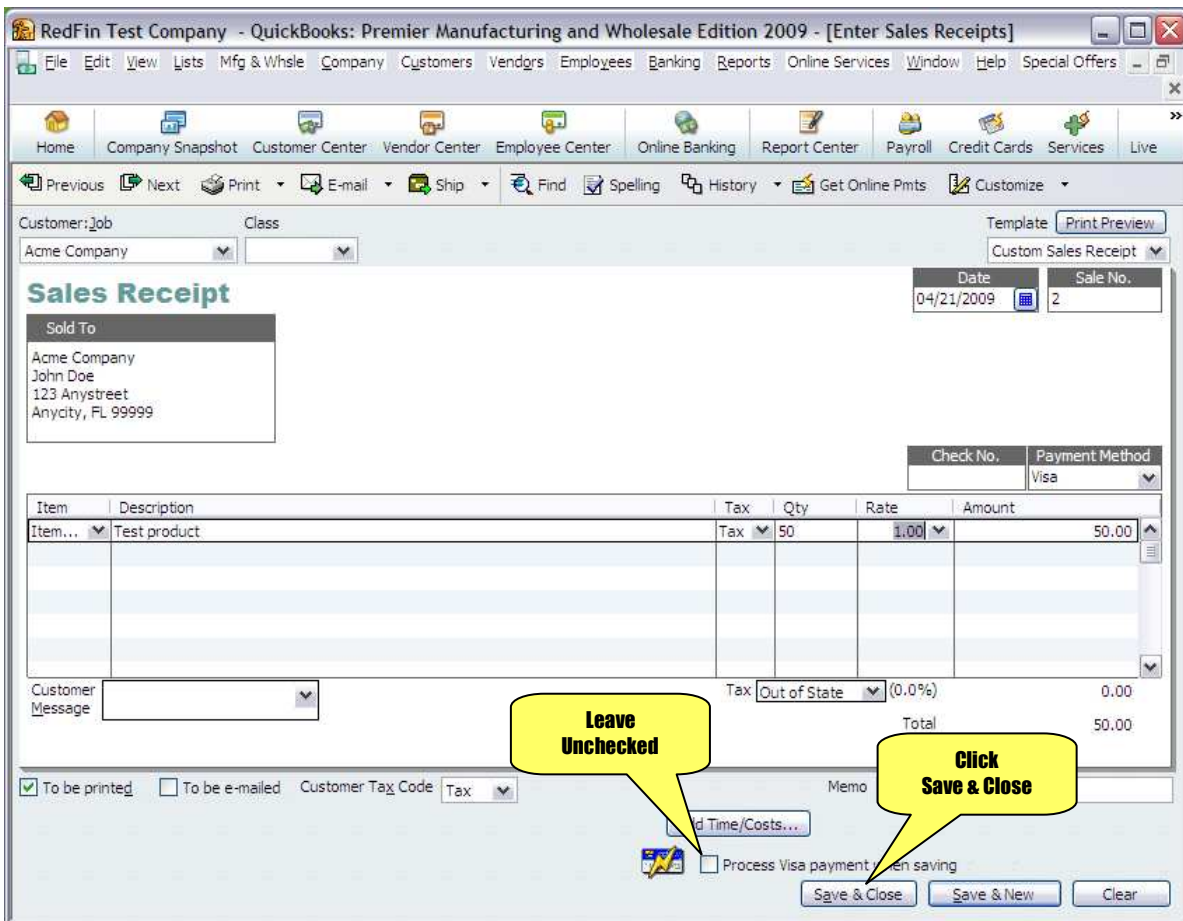
You can choose to check the box "Force Duplicate" to allow duplicated transactions that might be declined. Duplicated transactions are identical transactions on the same day, same account number and same amount.

By clicking "Process" your transaction will be processed and the result will be posted on the "Results" area as shown above.

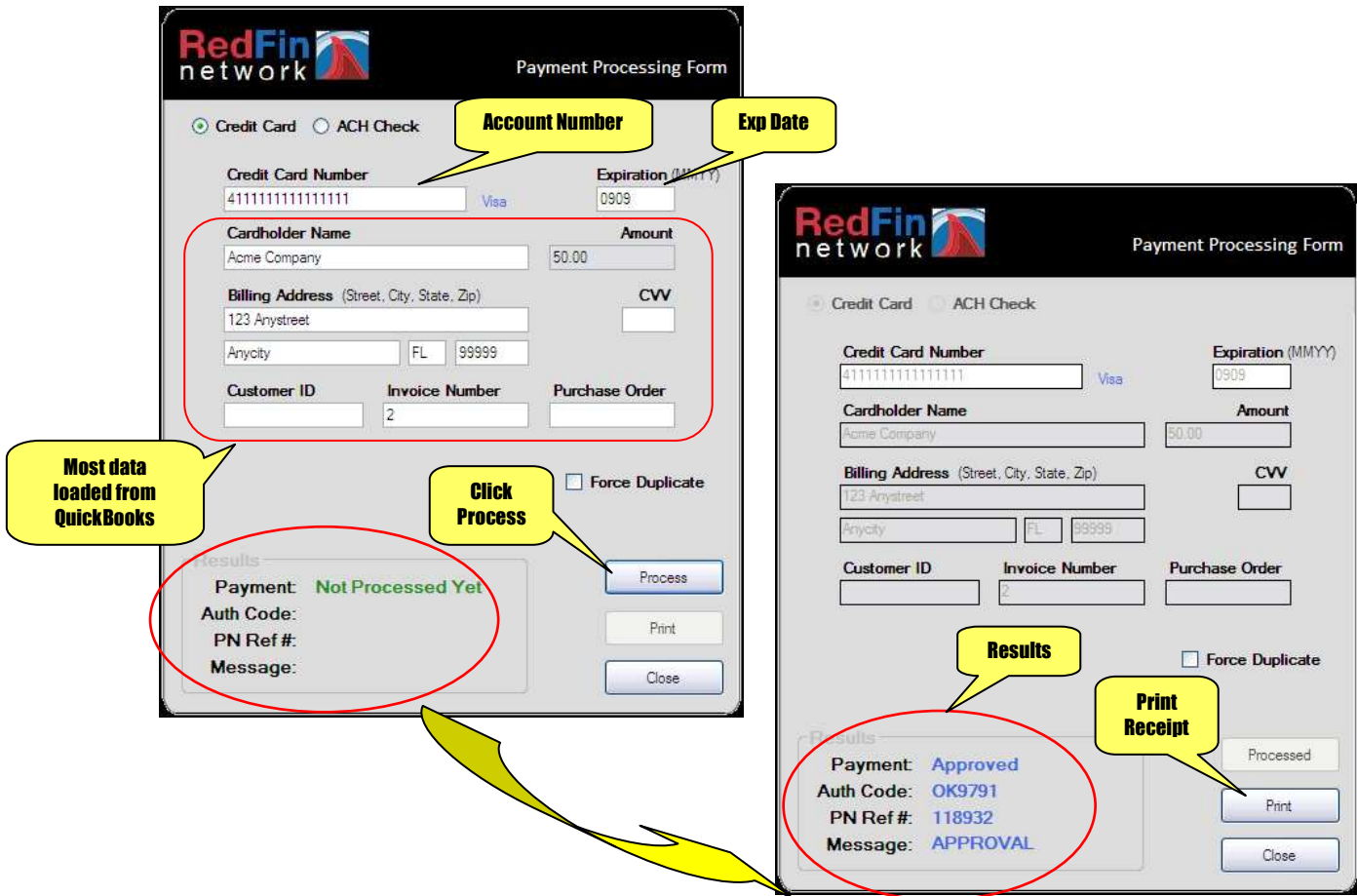
Click "Print" if you want a printed receipt (merchant and customer copies will be printed).

Click "Close" to exit when finished.

Sales Receipts



Enter a Sales Receipt into QuickBooks as you normally do but be sure to leave the box “Process Visa payment when saving” **unchecked**; click on “Save & Close”.



The RedFin Payment Processing Form will show up.

Most data will be already loaded from QuickBooks to the Payment Processing Form, enter the payment information and/or any additional information to process the transaction.

You can choose the check the box “Force Duplicate” to allow duplicated transactions that might be declined. Duplicated transactions are identical transactions on the same day, same account number and same amount.

By clicking “Process” your transaction will be processed and the result will be posted on the “Results” area as shown above.

Click “Print” if you want a printed receipt (merchant and customer copies will be printed).

Click “Close” to exit when finished.

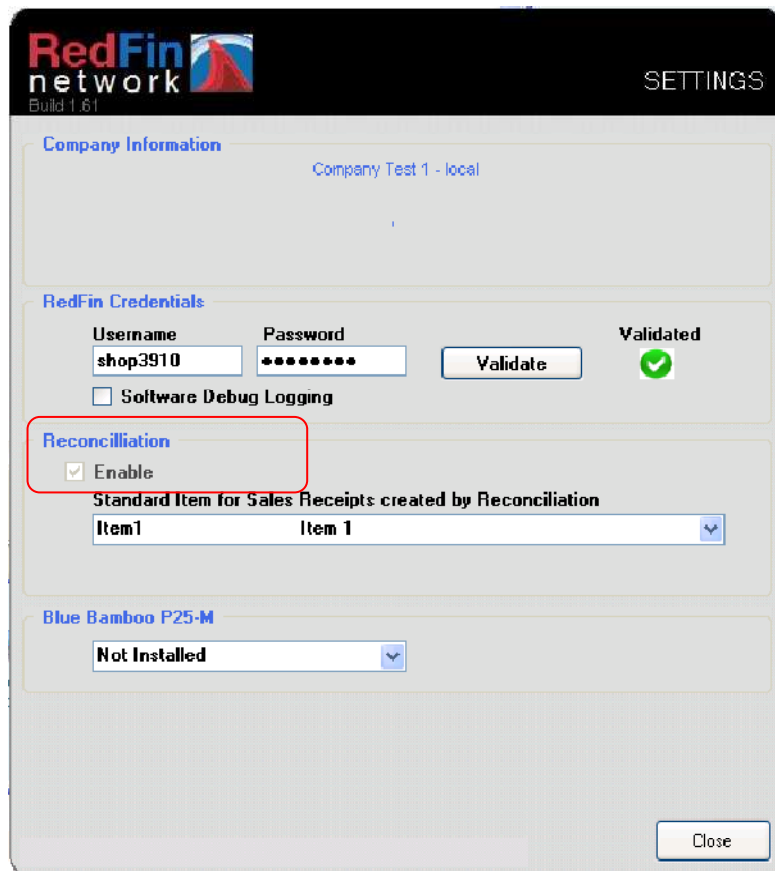
Gateway Reconciliation

This feature allows you to “download” transactions from the Payment Gateway (**RedFin Network**) made through other sources/devices outside QuickBooks (through a Web Virtual Terminal, Shopping Cart or a Wireless Terminal).

The transactions can be “reconciled” into QuickBooks by applying them to a Customer as a Customer Payment.

Enable/Disable

First, Reconciliation must be enabled by clicking on “Settings” on the **RedFin SideBar** and checking the box “**Use Reconciliation**”:



The screenshot shows the 'RedFin network' settings window. At the top left is the logo and 'Build 1.61'. At the top right is the title 'SETTINGS'. The window is divided into several sections:

- Company Information:** Displays 'Company Test 1 - local'.
- RedFin Credentials:** Includes fields for 'Username' (shop3910) and 'Password' (masked with dots), a 'Validate' button, and a 'Validated' status with a green checkmark. There is also an unchecked checkbox for 'Software Debug Logging'.
- Reconciliation:** This section is highlighted with a red box. It contains a checked checkbox labeled 'Enable'.
- Standard Item for Sales Receipts created by Reconciliation:** A dropdown menu showing 'Item 1'.
- Blue Bamboo P25-M:** A dropdown menu showing 'Not Installed'.

A 'Close' button is located at the bottom right of the dialog.

Click on "Gateway Reconciliation".

RedFin network Gateway Reconciliation

Transaction Dates: 1/2009 to 12/31/2059 Clear Dates

Find Customer Find Invoice

UnReconciled Gateways Transactions

All Payment Types	Ref #	Date	Amount	Customer	Invoice	Type
-------------------	-------	------	--------	----------	---------	------

Total Unreconciled Transactions : 0
Transactions Showing : 0

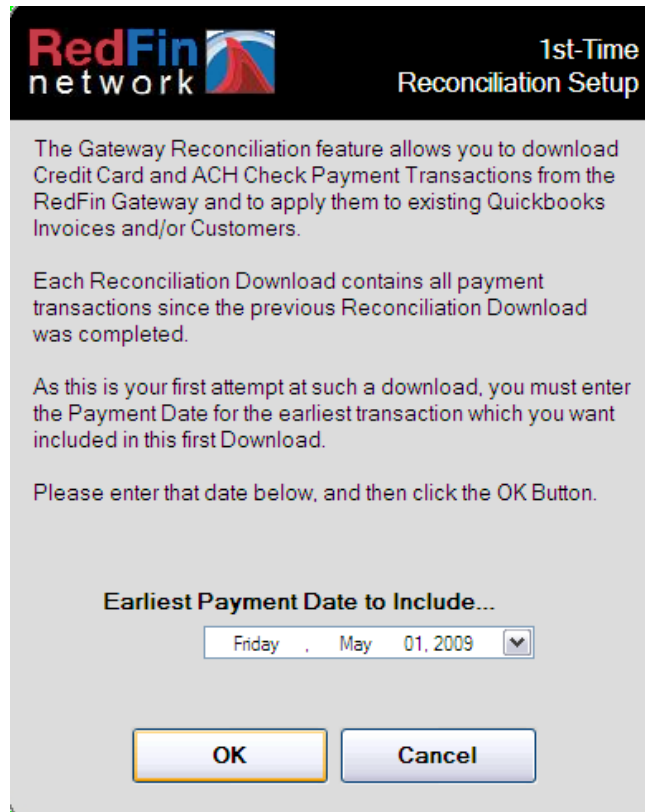
Reconcile Discard Download Close

Click Download

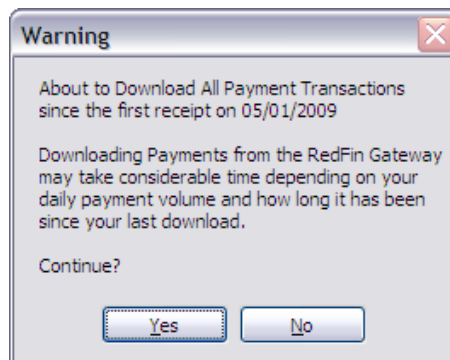
Download

Initiates and process the download of Sales and Return transactions not processed through QuickBooks.

On the very 1st download, the **RedFin SideBar** asks you to inform the initial date for the download process.



Note 1: Be careful on how far in the past the initial date is, depending on your business a high volume of transactions might be downloaded at once and take longer; subsequent downloads will be processed faster.



Note 2: Void and voided Sales transactions are not downloaded; they must be handled manually.

Note 3: Once Reconciliation is enabled, every transaction processed through QuickBooks create a temporarily entry into the General Ledger under Assets into a special account labeled “RedFin”; the purpose is to avoid the same transaction to be downloaded again; once all downloaded transactions are reconciled the temporary entries are removed, also both a debit and a credit entries are created not causing any unbalancing from accounting perspectives.

Transaction Dates
 1/2009 to 12/31/2059

Find Customer

Find Invoice

UnReconciled Gateways Transactions

All Payment Types	Ref #	Date	Amount	Customer	Invoice	Type
AMEX	139264	05-20-2009	\$5.99	JAY HELDRETH	1	Sale
AMEX	139301	05-20-2009	\$16.97	JAY HELDRETH	1	Sale
DISCOVER		05-04-2009	\$0.26	MASTER CARD	1241462298	Sale
ECHECK		05-22-2009	\$2.34	Henry E Taylor		Sale
ECHECK		06-02-2009	\$12.80	GEORGIA ABEL		Sale
ECHECK		05-26-2009	\$11.65	Henry E Taylor		Sale
ECHECK		05-29-2009	\$1.35	Henry E Taylor		Sale
ECHECK	142975	05-26-2009	\$4.20	Henry E Taylor		Sale
MASTERCARD	137500	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137499	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137501	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137503	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137502	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	136970	05-17-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	136969	05-17-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	136971	05-17-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	136973	05-17-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	136972	05-17-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137504	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137511	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137510	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale
MASTERCARD	137512	05-18-2009	\$1.00	John Doe	RECUR	RepeatSale

Total Unreconciled Transactions : 170
Transactions Showing : 170

Reconcile

Gateway Reconciliation

Transaction Dates

5/ 2/2009 to 6/ 8/2009 Clear Dates

Find Customer

Find Invoice

UnReconciled Gateways Transactions

All Payment Types	Ref #	Date	Amount	Customer	Invoice	Type
VISA	142467	05-25-2009	\$199.00	NAME ON CARD		Sale
VISA	142469	05-25-2009	\$144.00	NAME ON CARD		Sale
VISA	142501	05-25-2009	\$144.00	ASDASDAD		Sale
VISA	142502	05-25-2009	\$144.00	ASDASDAD		Sale
MASTE	142827	05-26-2009	\$1.00	John Doe	RECUR	RepeatSale
VISA	142891	05-26-2009	\$10.33	John Smith	2	Sale
VISA	142939	05-26-2009	\$1.11	John Smith	2	Sale
ACH	142975	05-26-2009	\$4.20	Henry E Taylor		Sale
ACH	142978	05-26-2009	\$11.65	Henry E Taylor		Sale
VISA	143054	05-26-2009	\$11.00	John Smith	3	Sale
VISA	143128	05-26-2009	\$6.55	John Smith	3	Sale
VISA	143204	05-26-2009	\$11.00	John Smith	3	Sale
VISA	143206	05-26-2009	\$12.00	John Smith	3	Sale
VISA	143619	05-27-2009	\$144.00	A		Sale
VISA	143647	05-27-2009	\$144.00	Q		Sale
VISA	143815	05-27-2009	\$30.44	John Smith		Sale
VISA	143887	05-27-2009	\$30.00	John Smith		Sale
VISA	144039	05-27-2009	\$1.00			Sale
VISA			.01	UP/POWER IT	000003	Sale
MASTERCARD			.96	JASON SAVINO	1	Sale
VISA			.00	TEST NAME ON CARD		Sale
VISA			.00	TEST NAME ON CARD		Sale

Total Unreconciled Transactions : 167

Transactions Showing : 167

Reconcile Discard Download Close

- 1) Select a transaction you wish to "Reconcile";
- 2) If no reconciliation is needed, for any reason, discard the transaction, by clicking "**Discard**";

Note: All transactions downloaded need to be either "Discarded" or "Reconciled"; only when all transactions have been reconciled you will be able to download more transactions.

- 3) To proceed to reconcile the transaction, click on "**Reconcile**" or just "**Double Click**" it.

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