

CHECKBOOK.IO

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Accounting Seed Plugin User Guide

CHECKBOOK.IO

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© Checkbook.io
830 Stewart Drive • Suite 147
Sunnyvale, CA 94085
Phone 858.610.0049
Email support@checkbook.io

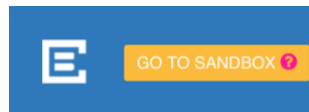
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Create a Checkbook.io account

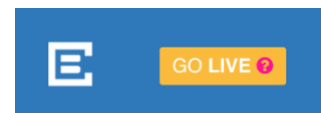
Signup for an account at [Checkbook.io](https://checkbook.io) or log in if you already have a Checkbook.io account.

SANDBOX and LIVE modes



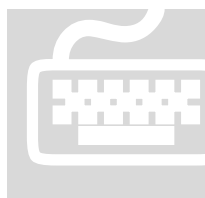
Once you log in to your Checkbook.io account, you can toggle between the **SANDBOX** mode and the **LIVE** mode.

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:

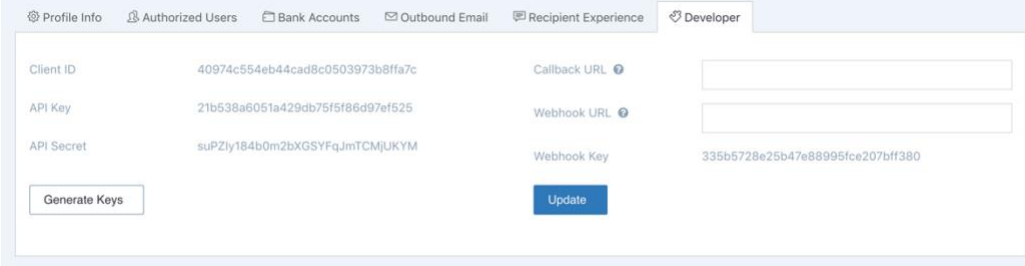
Username: **checkbook_test**

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 settings menu. It displays the following information:

| | | | |
|------------|----------------------------------|--------------|----------------------------------|
| 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](#).

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/packaging/installPackage.apexp?p0=04t1Q0000016WQQ>

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 two screenshots from the Salesforce interface. The left screenshot is the 'Install Checkbook' screen, which includes three installation options: 'Install for Admins Only', 'Install for All Users' (selected), and 'Install for Specific Profiles...'. Below these options is a warning message: 'You're installing a Non-Salesforce Application that is not authorized for distribution as part of Salesforce's AppExchange Partner Program.' and a checkbox for acknowledgment. The right screenshot is the 'Approve Third-Party Access' dialog, which lists two websites: 'sandbox.checkbook.io' and 'www.checkbook.io', both with 'SSL Encrypted' checked. A checkbox at the bottom is checked with the text 'Yes, grant access to these third-party web sites', and there are 'Continue' and 'Cancel' buttons.

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 screenshot of the 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'. To the right of the error details, it says: 'Installing this package requires the following feature and its associated permissions: Apex Classes'. A 'Done' button is visible at the bottom right of the error message box.

Configure the plugin

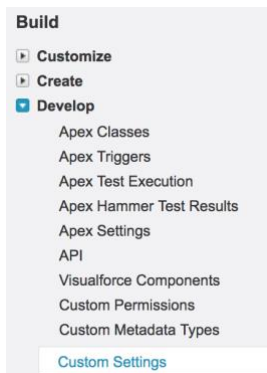
The configuration of the plugin is done in Salesforce.



Salesforce Setup

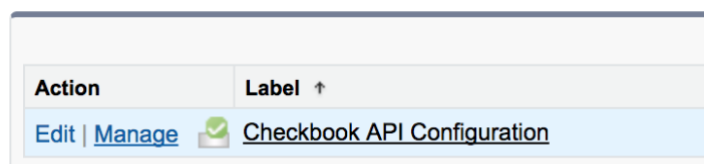
You need to have permission to access the **Setup** page of your Salesforce installation in order to configure the plugin and the [customize the layouts](#). The **Setup** link can be found on the upper right of the page on Salesforce.

Create the Custom Settings

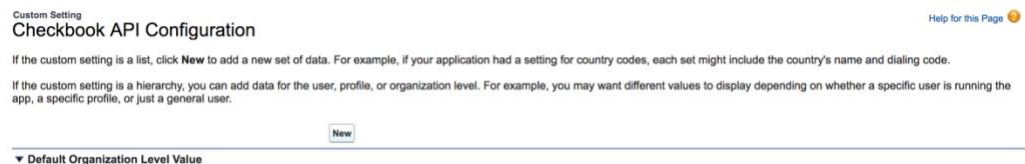


On the **Setup** page, go to the **Custom Settings** under the **Build > Develop** menu.

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



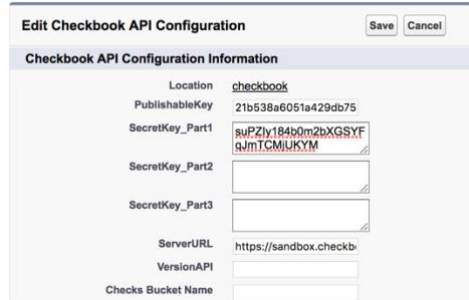
Next, click on the **New** button to create a **Default Organization Level Value**:



Edit the Custom Settings

Checkbook API Configuration Edit

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



| Checkbook API Configuration Information | |
|---|---|
| Location | <input checked="" type="checkbox"/> checkbook |
| PublishableKey | 21b538a6051a429db75 |
| SecretKey_Part1 | suPZly184b0m2bXGSYFq/mTCMIJKYM |
| SecretKey_Part2 | |
| SecretKey_Part3 | |
| ServerURL | https://sandbox.checkb- |
| VersionAPI | |
| Checks Bucket Name | |

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.



[Customize Page](#) | [Edit Layout](#) | [Printable View](#) | [Help for this Page](#)

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 (5) | Validation Rules (1) | Page Layouts (2) | Field Sets (3) | Compact Layouts (2) | Search Layouts (7) | Buttons, Links, and Actions (22) | Record Types (0) |

Page Layouts New Page Layout Assignment Page Layouts Help ?

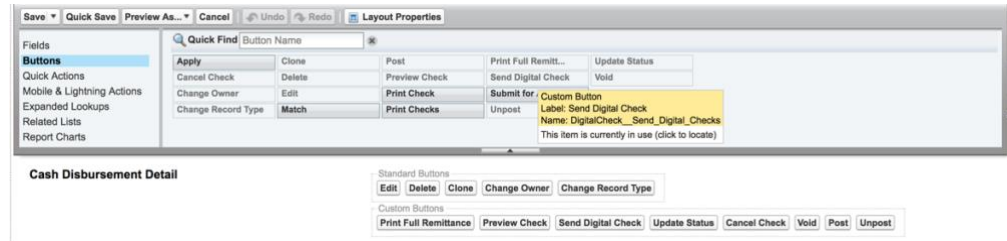
| Action | Page Layout Name | Installed Package | Created By | Modified By |
|--|--------------------------|---------------------------------|---------------------------------|----------------------------------|
| Edit Del | Cash Disbursement Layout | Accounting Seed Financial Suite | Checkbook.io, 3/10/2016 1:34 PM | Checkbook.io, 10/31/2017 5:02 AM |
| Edit Del | 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.

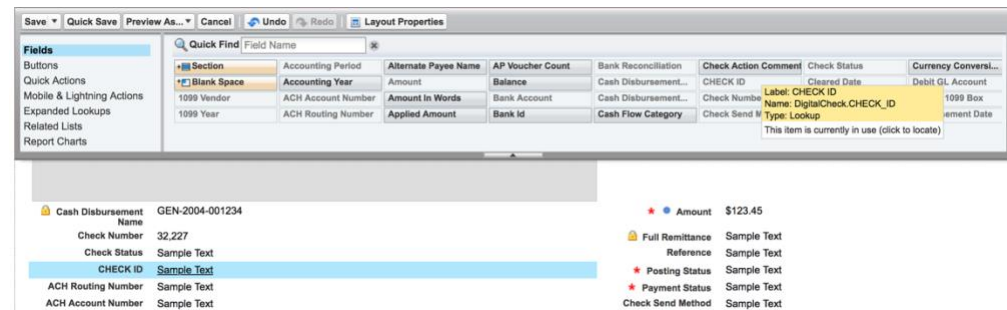
| | | | |
|------------------|--------------------|-------------------------|-------------------------------------|
| Plural Label | Cash Disbursements | Enable Reports | <input checked="" type="checkbox"/> |
| Object Name | Cash_Disbursement | Track Activities | <input checked="" type="checkbox"/> |
| 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.

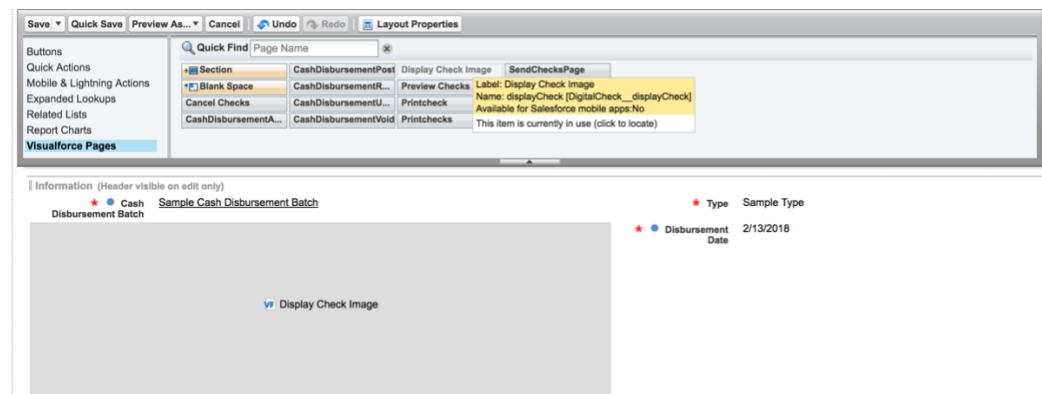
FROM THE BUTTONS PANEL, add the following buttons to the **Custom Buttons** section: **Send Digital Check**, **Preview Check**, **Cancel Check** and **Update Status**.



FROM THE FIELDS PANEL, add the following buttons to the **Information** section: **CHECK ID**, **Check Status**, **Check Send Method**, **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.

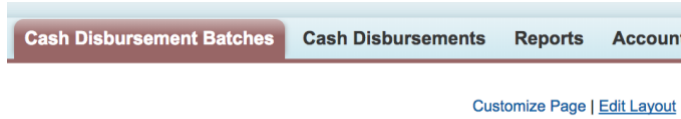


FROM THE VISUALFORCE PAGES PANEL, add the **Display Check Image** page to the **Information** section.

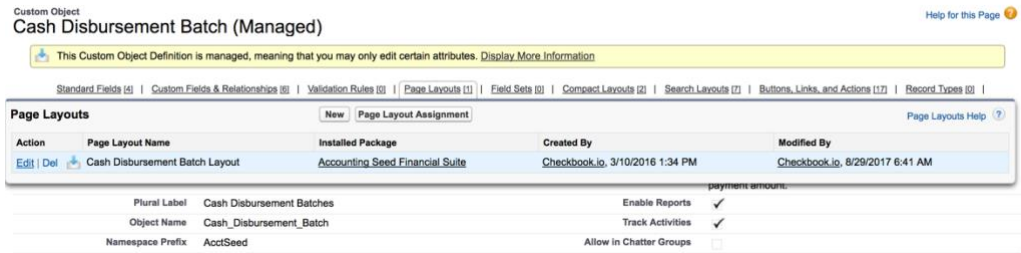


Cash Disbursement Batch Layout

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.

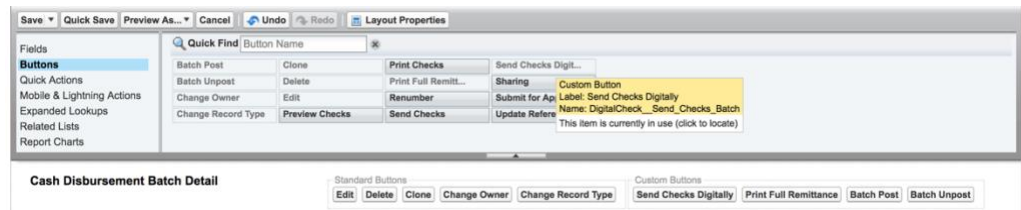


You can also reach the Cash Disbursement Batch Layout page from the **Setup** page. Go to the **Objects** section under the **Build > Create** menu and click on the **Cash Disbursement Batch** object. Along the top options, click to **Edit** the **Cash Disbursement Batch Layout**.



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

| Action | Page Layout Name | Installed Package |
|--|-----------------------------|---------------------------------|
| Edit Del | Account (Accounting) Layout | 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**.

The screenshot shows the Salesforce Page Layout Editor interface. On the left, the 'Fields' panel is expanded, showing a list of available fields. Two fields are highlighted in yellow: 'ACH Routing Number' and 'ACH Account Number'. The 'ACH Routing Number' field has a tooltip that reads: 'Label: ACH Routing Number', 'Name: DigitalCheck.Account_Number', 'Type: Text', and 'Length: 17'. Below the fields panel, the 'Account Information' section of the page layout is visible, showing fields for 'Account Owner', 'Account Name', 'ACH Routing Number', and 'ACH Account Number'. The 'ACH Routing Number' and 'ACH Account Number' fields are highlighted in blue, indicating they have been added to the layout.

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.

Cash Disbursement
CD-00015

Invoices Applied To (0) | Transactions (0) | Open Activities (0) | Activity History (0) | Notes & Attachments (0) | Cash Disbursement History (2)

Cash Disbursement Detail

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

Type Check

No action has been taken by Checkbook.io for this Cash Disbursement.

If you click on the send button, then a Digital Check of \$8.00 will be sent by Checkbook.io to Coaching Services LLC at the address bob.smith@gmail.com

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.

▼ Payee Information

Payee Premium Services LLC

Vendor Premium Services LLC

Contact

Employee

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

Account Detail

Edit Delete Include Offline

Billing Contact Bob Smith

Payable Days Due

Account Owner Checkbook.io [Change]

Account Name Premium Services LLC [View Hierarchy]

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 ⓘ = Required Information

Contact Owner Checkbook.io

Salutation --None--

First Name Bob

Last Name Smith

Account Name

Title

Department

Birthdate

Reports To

Lead Source --None--

Phone

Home Phone

Mobile

Other Phone

Fax

Email bob.smith@gmail.com

Assistant

Asst. Phone

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 JP MORGAN CHASE BANK 5235
829 San Miguel Avenue
Sunnyvale, CA, 94085 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 ⑆

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

| | | | |
|-------------------------|----------------------------------|-------------------|---------------|
| 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



[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.

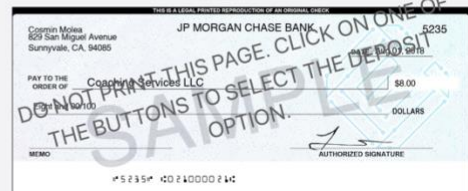
THE RECIPIENT can either deposit the check online, print it or have it mailed by USPS:



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



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 |
| Payment Status | Paid |
| 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 |
| Industry | --None-- |
| 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.

USE CASES

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

Contact Information

| | | | |
|---------------|----------------------|-------------|----------------------|
| Contact Owner | Checkbook.io | Phone | <input type="text"/> |
| Salutation | --None-- | Home Phone | <input type="text"/> |
| First Name | Bob | Mobile | <input type="text"/> |
| Last Name | Smith | Other Phone | <input type="text"/> |
| Account Name | <input type="text"/> | Fax | <input type="text"/> |
| Title | <input type="text"/> | Email | <input type="text"/> |
| Department | <input type="text"/> | Assistant | <input type="text"/> |
| Birthdate | <input type="text"/> | Asst. Phone | <input type="text"/> |
| Reports To | <input type="text"/> | | |
| 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

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 |
| Industry | --None-- |
| Annual Revenue | <input type="text"/> |
| ACH Routing Number | <input type="text"/> |
| ACH Account Number | <input type="text"/> |

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 1 0 0 0 0 2 1 ⑆ | | |

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 1 0 0 0 0 2 1 ⑆ | | |

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.


Cash Disbursement Batch
 **Demo Batch**
[« 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=a016A000004SRrL
https://digitalcheck.na50.visual.force.com/apex/SendChecksBatchPage?scontrolCaching=1&id=a016A000004SRrL
    
```

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.

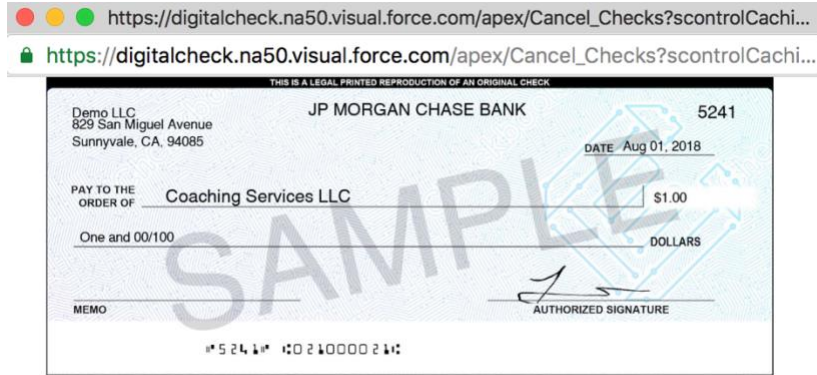
USE CASES

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](#).

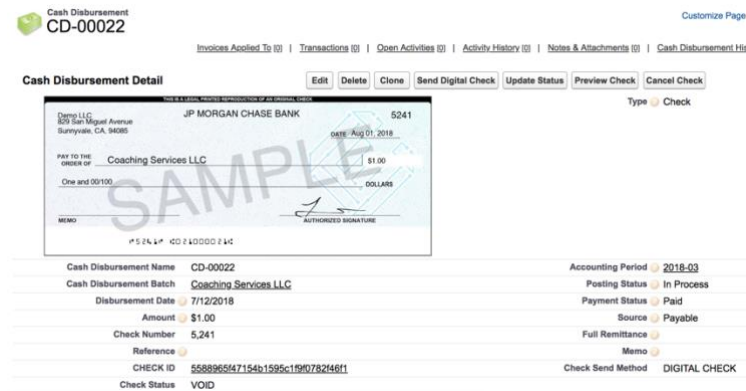


A popup will be displayed confirming the check has been canceled successfully:



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**.

FAQ

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

The check statuses are synced twice a day (at 2:30PM and 5:30PM 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.

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