

Accounts Receivable (ACH)

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Overview of the SOP - This is directions for receiving ACH payments into QBO and MagHub

Resources

QBO
MagHub

Main Section 1

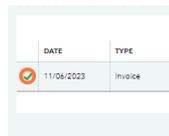
1. Look in QBO for a deposit that starts with “Orig Co Name”
 - a. You need to look for identifies in the Bank Detail.
 - i. Look for a company name or an invoice number.
 - b. Click on Find other Matches



- c. Search the company name or invoice number



- d. Click the check mark to the correct invoice

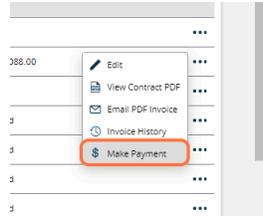


- e. Click Save

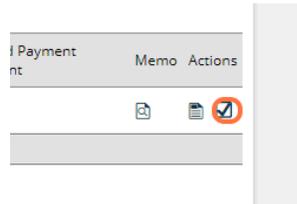


2. Go to MagHub and search for the invoice.

- a. Click the 3 dots to the right of the invoice line. Then click Make Payment



- b. Click the check mark under Actions to note you want to apply the payment to the invoice.



- c. Choose ACH as the payment method

A screenshot of a payment form. The 'Payment Method *' dropdown is set to 'ACH' and is circled in red. Other fields include 'Apply To *' (Selected Invoices), 'Total \$ Amount *' (0), and 'Payment Date *' (12/08/2023). There is also a 'Check Number' field.

- d. Chose One-Time payment for ACH details

A screenshot of the 'ACH Details *' section of the payment form. The dropdown menu is open, showing the option 'Use One-Time Specified ACH Account (Record Payment Only)', which is circled in red.

- e. Click Cancel

A screenshot of a 'One-Time ACH Info' dialog box. It contains a text input field for 'Account Last 4 digits *'. Below the field are 'Save' and 'Cancel' buttons. The 'Cancel' button is circled in red.

- f. Click Record Payment

A screenshot of a button labeled 'Record Payment' circled in red.

- g. Click Yes

A screenshot of a 'Payment Review' dialog box. It displays the following information: 'Please review your payment details.', 'Amount: \$4088.00', 'Payment Type: ACH', 'Apply To: Selected Invoices', and 'Payment Date: 12/08/2023'. Below this information is the question 'Are you sure you wish to record this payment?' and two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.

Main Section 2

1. Receive the payment in QBO
2. Receive the payment in MagHub