

Feature Guide

NCR Digital Banking
Business Banking Invoicing and Payments

March 2023

Powered by Autobooks

Invoicing & Payments

Autobooks

Copyright

Copyright © 2023, NCR Corporation - All rights reserved. The information contained in this publication is confidential and proprietary. No part of this document may be reproduced, disclosed to others, transmitted, stored in a retrieval system, or translated into any language, in any form, by any means, without written permission of NCR Corporation.

NCR Corporation is not responsible for any technical inaccuracies or typographical errors contained in this publication. Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication. Any reference to gender in this document is not meant to be discriminatory. The software described in this document is provided under a license agreement. The software may be used or copied only in accordance with the terms of that agreement.

Requesting Updates

To request updates to this document, submit a request to TechDoc.DI@NCR.com.

Invoicing & Payments

Autobooks

Entitlements	4
Business	4
Business User.....	4
Autobooks Service Level.....	4
Admin Platform - Autobooks.....	5
Enable Businesses for Invoicing and Payments	5
Admin Platform Reporting.....	5
Activity Report	7
Autobooks Hub.....	8
Business Setup	9
<i>Step 1: SMB Customers will be presented with Terms and Conditions.....</i>	9
<i>Step 2: SMB Customer will enter the Autobooks solution within online banking.....</i>	9
<i>Step 3: SMB will be prompted to enter information required to approve payment and invoice limits</i>	10
<i>Step 4: Autobooks will prompt the user though setting up the business profile</i>	11
<i>Step 5: Within minutes, the business can be approved and ready to process their first digital invoice or payment.....</i>	13
<i>Step 6: The SMB will choose to setup an invoice or payment form.....</i>	13
Invoice	14
<i>Step 1: The business customer will add individual or company information that the invoice is sent to.....</i>	14
<i>Step 2: Add details about the billed item, including adding optional sales tax</i>	14
<i>Step 3: Review and send the invoice. The business and their customer will both receive an email. An email reminder will automatically be sent to the customer on the due date and reminders if the payment is late.</i>	15
Payment Form.....	16
<i>Step 1: The business will customize their payment form including their business name, address, phone number, and logo.....</i>	16
<i>Step 2: The business will complete the payment form information with the aid of prompts though the form</i>	17
<i>Step 3: Once the payment form is complete, the business can share their payment form though email, link, or embedded link on their website.</i>	17
Accounting Services (Optional).....	18
Mobile	20
Action Needed	20

Invoicing & Payments

Autobooks

Overview

NCR has partnered with Autobooks to bring digital invoicing and payments to your DI Business Banking users. Businesses will have the option to subscribe additional cash flow/accounting reports for a monthly fee.

Entitlements

Business

The following Admin Platform business entitlement is associated with Invoicing and Payments:

Entitlement	Description
Invoicing and Payments	Entitles the Primary and Secondary Administrators of each business to access the Invoicing and Payments feature

Business User

The following Business Banking user entitlement is associated with Invoicing and Payments:

Entitlement	Description
Invoicing and Payments	Entitles the user to access the Invoicing and Payments feature

Autobooks Service Level

Entitlement	Description
Basic Service	Enable businesses to send digital invoices and accept payments from customers
Accounting Function Subscription fee of \$9.99 paid by SMB	Allow business customers to upgrade to accounting functions within Autobooks. The upgraded functions will include GL, Accounting, Cash-flow, and reports.

Invoicing & Payments

Autobooks

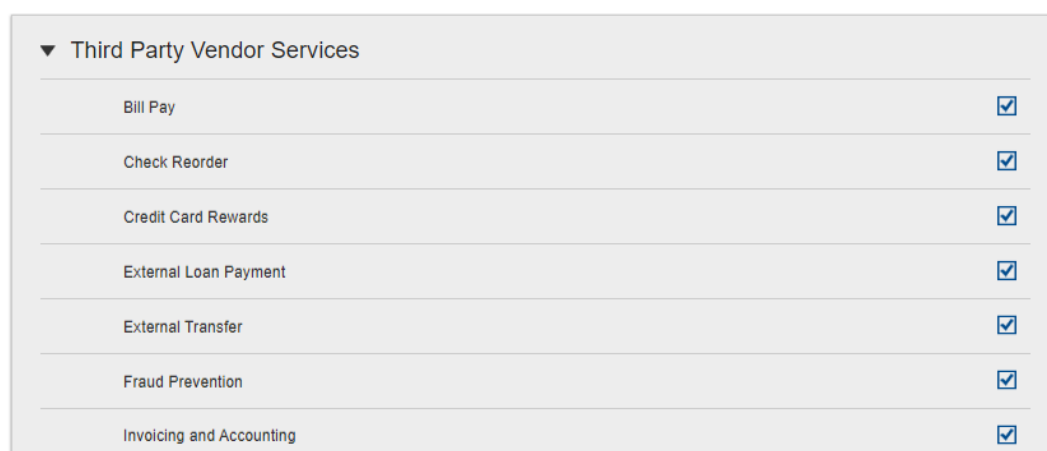
Admin Platform - Autobooks

Enable Businesses for Invoicing and Payments

To enable a business to access the Invoicing and Payments module

Admin Platform → Business Banking → Dashboard → Choose business to enable → Additional Services → Third Party Vendor Services → ☒ Invoicing and Accounting → Save changes to profile

- Uncheck Invoicing and Accounting to disable service for a business



▼ Third Party Vendor Services	
Bill Pay	<input checked="" type="checkbox"/>
Check Reorder	<input checked="" type="checkbox"/>
Credit Card Rewards	<input checked="" type="checkbox"/>
External Loan Payment	<input checked="" type="checkbox"/>
External Transfer	<input checked="" type="checkbox"/>
Fraud Prevention	<input checked="" type="checkbox"/>
Invoicing and Accounting	<input checked="" type="checkbox"/>

Third Party Vendor Services Enablement in Business Banking Dashboard

For Financial Institutions with Experience Groups enabled:

- If Invoicing and Accounting is removed from the experience, access for all business banking companies and users within the Experience will be removed. If Invoicing and Accounting is added back to the Experience after being deleted, Invoicing and Payments must be manually enabled for each business banking company.

Admin Platform Reporting

When a business is enabled or disabled in Admin Platform for Invoicing and Accounting modules, it will be recorded in the Log Viewer reports.

Admin Platform → Home → Log Viewer → Enter Start and End Date → (Optional) Login ID → Event Type: Update Business → View Logs

- When enabled for a business, "Invoicing and Accounting" will be included in the SSO entitlements. When disabled, it will not be included.

Invoicing & Payments

Autobooks

Start Date: 09/01/2022

End Date: 11/07/2022

View Logs

Select Login Id: pafe738

Select Event Type: Select Event / Option

Logs Per Page: 25

Return to Login ID List

Download These Results				Expand Results Collapse Results	
Details	Login Id	Date	IP Address	Product	Event
	pafe738	9/19/2022, 3:18:21 PM	165.225.59.92	USP	Search User
	pafe738	9/19/2022, 3:22:13 PM	165.225.59.92	USP	Search User
	pafe738	9/19/2022, 3:22:55 PM	165.225.59.92	USP	Reset End User Password
	pafe738	9/19/2022, 3:23:22 PM	165.225.59.92	USP	MFA OTP Generated
	pafe738	9/19/2022, 3:39:20 PM	165.225.59.92	ADMIN PLAT	Jump to Site
	pafe738	9/29/2022, 1:53:02 PM	165.225.57.204	USP	Search User
	pafe738	9/29/2022, 1:53:42 PM	165.225.57.204	USP	Search User
	pafe738	9/29/2022, 1:55:13 PM	165.225.57.204	BB_ADMIN	Update Business

Log Results

UPDATE_BUSINESS_INFO	International Wire Transfer Approval Threshold (per transaction)=500.00
UPDATE_BUSINESS_INFO	Check Positive Pay Enabled=true
UPDATE_BUSINESS_INFO	Check Positive Pay Default Decision=RETURN
UPDATE_BUSINESS_INFO	Entitlement SSOs=Invoicing and Accounting, Online Statements
UPDATE_BUSINESS_INFO	Business Mobile App Enabled=false
UPDATE_BUSINESS_INFO	Ach File Import Enabled=true
UPDATE_BUSINESS_INFO	ACH Auto Approval=false
UPDATE_BUSINESS_INFO	ACH File Pass-Through Auto Approval=false
UPDATE_BUSINESS_INFO	Payments Report Enabled=true
UPDATE_BUSINESS_INFO	Multi Account Report Enabled=false
UPDATE_BUSINESS_INFO	Report & Notice Delivery Enabled=false

Report Results

Invoicing & Payments

Autobooks

Activity Report

When a business user accesses the Autobooks SSO, it will be recorded in the Activity Report in Admin Platform.

Admin Platform → Reports → Activity Report → Enter date → Activity: Business → Select Event Type: Single Sign on → Display Results

Activity Reporting

Select Date Range

☐ Today ☐ Yesterday ☐ This Week ☐ Last Week ☐ This Month ☐ Last Month ☒ Custom Date

Start Date: 12/01/2022 12:00 AM

End Date: 12/06/2022 11:59 PM

☐ Show in PST

Enter Search Criteria

Activity: ☐ Retail ☒ Business

Select Event Type: Single Signon

[Download list of events](#)

☐ Include Monitoring User Events ☒ Include Administrative Events

Enter Company: (Optional)

Enter Username: (Optional)

Advanced Options

Display Results Generate Report

Saved Queries

Run Saved Query

Save this Query

Update this Query

Delete this Query

Activity Reporting

▼	12/02/2022 @ 1:08:39 PM	Baking	TPV-SSO	Single Signon	165.225.216.163
Attribute	Value				
channel	ONLINE				
clientversion	3.3.1				
companyid	2570525923				
customertype	BUSINESS				
elapsedtime	451				
eventid	singleSignon				
featurename	SAML				
homeid	05523				
locale	en_US				
loginid	Baking				
member	360a8201662011e6a252005056a05d07				
result	Success				
segmentid	e420b1437840				
sessionid	XX-3ad25818-7274-11ed-9599-42010a63a106				
source	Web				
thirdpartyvendor	V5422-SAML_AUTOBOOKS_BETA				
transid	e346b377-0168-4ec1-b40e-89eb88af2599				
useragent	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/107.0.0.0 Safari/537.36				

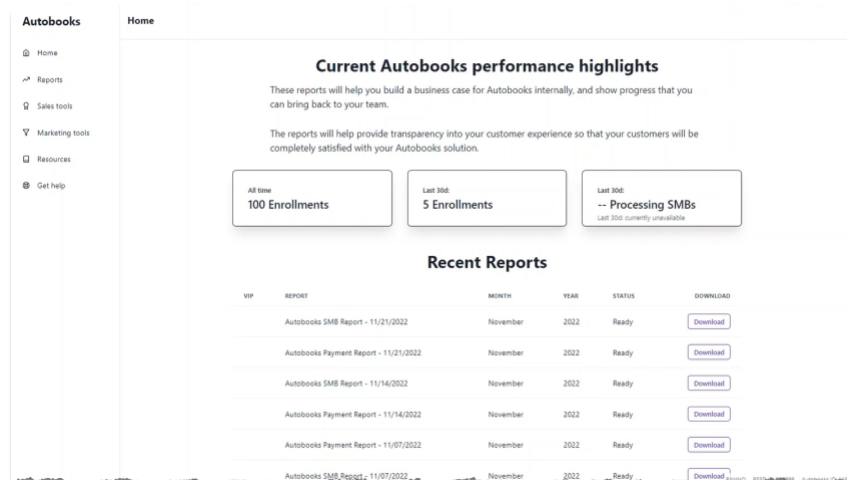
Activity Reporting Results

Invoicing & Payments

Autobooks

Autobooks Hub

Autobooks Hub offers financial institutions insight into their customers that have enrolled in Autobooks services. A username and password will be issued to your financial institution when Autobooks is enabled. More information can be found at <https://www.autobooks.co/ncr/resources>



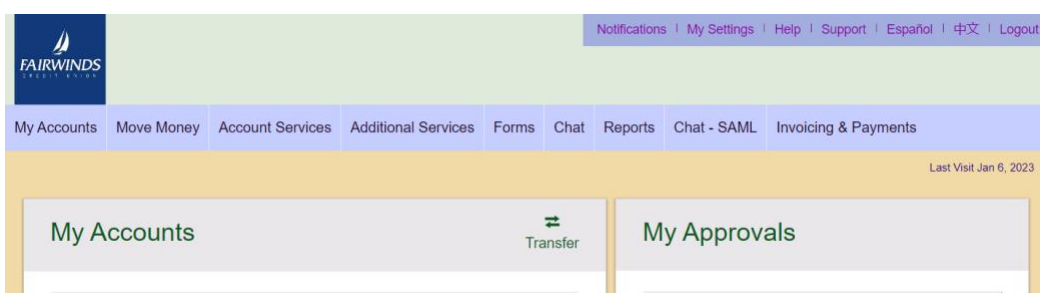
Autobooks Hub

Invoicing & Payments

Autobooks

Business Setup

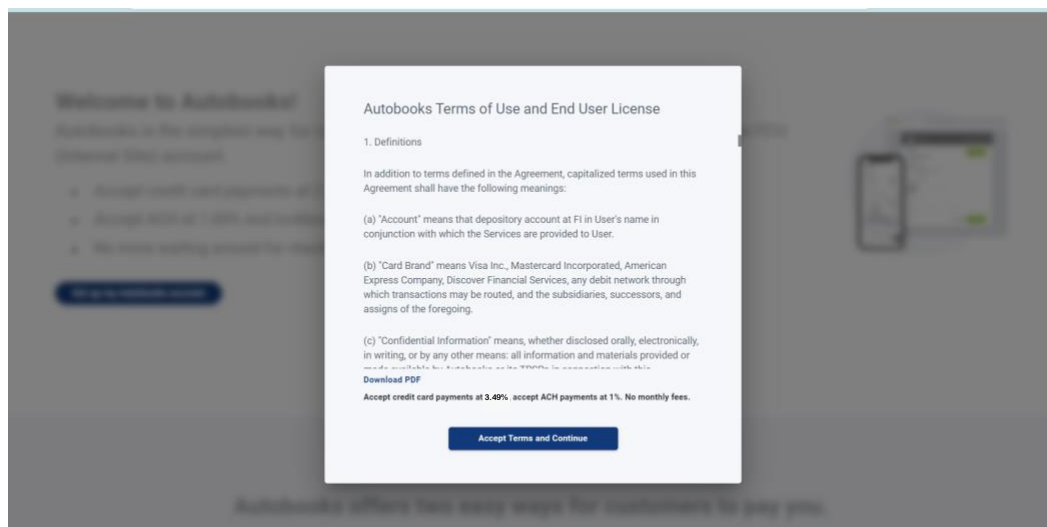
All primary and secondary administrators will be granted access to Autobooks SSO link from the main navigation screen when the business is entitled to Invoicing & Payments. Once the business is enrolled in Autobooks, the primary or secondary administrator can grant access to other business users. Business users with the entitlement of Invoicing and Payments will have access to the SSO link from the main navigation screen. The first time the user accesses this menu item, the user will be prompted to enroll in Autobooks.



Main Navigation Menu

Step 1: SMB Customers will be presented with Terms and Conditions

SMB customers will be presented with Autobooks terms and conditions. Customers will choose the account to enroll for payments and accept the terms and conditions.



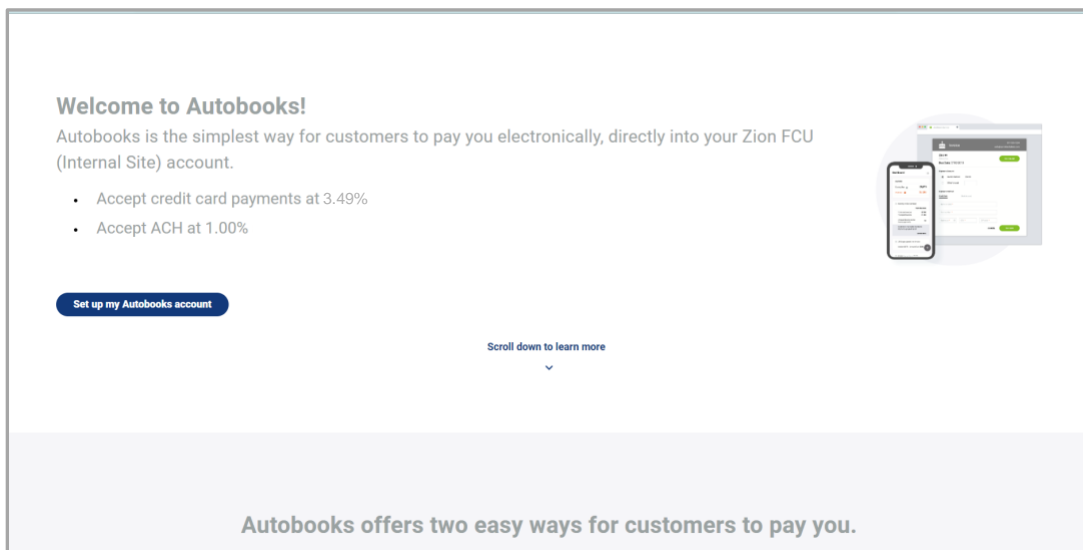
Terms and Conditions from Autobooks

Step 2: SMB Customer will enter the Autobooks solution within online banking

Information about the SMB transactions will be sent from the financial institution to Autobooks automatically to aid in the underwriting process for Autobooks.

Invoicing & Payments

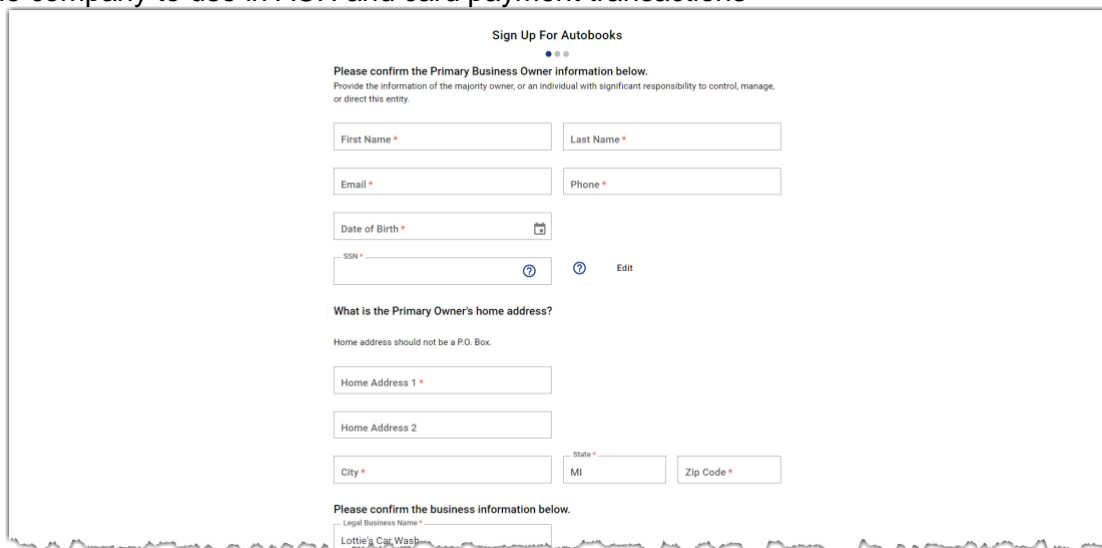
Autobooks



Autobooks Welcome Screen

Step 3: SMB will be prompted to enter information required to approve payment and invoice limits

Business information will be used with past account transactions to underwrite and set the limits for the company to use in ACH and card payment transactions

The image shows the 'Sign Up For Autobooks' form. It has a title 'Sign Up For Autobooks' with a progress indicator. Below the title, it says 'Please confirm the Primary Business Owner information below.' and 'Provide the information of the majority owner, or an individual with significant responsibility to control, manage, or direct this entity.' The form contains several input fields: 'First Name *', 'Last Name *', 'Email *', 'Phone *', 'Date of Birth *' (with a calendar icon), and 'SSN *' (with a magnifying glass icon and an 'Edit' link). Below these is a section titled 'What is the Primary Owner's home address?' with a note 'Home address should not be a P.O. Box.' It includes fields for 'Home Address 1 *', 'Home Address 2', 'City *', 'State *' (with a dropdown menu), and 'Zip Code *'. At the bottom, it says 'Please confirm the business information below.' and has a field for 'Legal Business Name *' with the example 'Lottie's Car Wash'.

Autobooks Signup Form

Invoicing & Payments

Autobooks

Please confirm the business information below.

Legal Business Name *
Lottie's Car Wash

DBA * ⓘ

☒ I do not have a DBA

EIN / TIN ⓘ Edit

☒ My EIN is the same as my SSN

Please use the business address registered with the IRS.

Business Address 1 *
Business Address 2

City * State * Zip Code *
MI

Back Next

Autobooks Signup Form Con't

Step 4: Autobooks will prompt the user though setting up the business profile

Start getting paid directly into your bank account by answering the following questions.

• • •

Please provide the following information about your business.
If you don't have a website, you can enter your Facebook page, Instagram page, Yelp page, or any other link related to your business.

Company Formation Year * Business Website URL
https://

Business Structure *

What industry does your business operate in?
Choose the general sector, then the specific industry that best matches your business. If you don't see an exact match, you can pick the next closest option.

Sector *

What products or services does your business sell?

Products/services sold *

Back Next

Autobooks "Know Your Customer" form

Invoicing & Payments

Autobooks

Start getting paid directly into your bank account by answering the following questions.

● ● ●

Please provide the following information about your business.

If you don't have a website, you can enter your Facebook page, Instagram page, Yelp page, or any other link related to your business.

Company Formation Year *	Business Website URL *
2018	https://lottiescarwash.com
Business Structure *	Title *
Sole Proprietorship	Owner

What industry does your business operate in?

Choose the general sector, then the specific industry, that best matches your business. If you don't see an exact match, you can pick the next closest option.

Sector *
Other Services (except Public Administra...
Industry *
Automotive Body, Paint, and Interior Rep...

What products or services does your business sell?

Products/services sold *
Car wash

Back Next

Autobooks "Know Your Customer" form Con't

Primary Account Selection

● ● ●

Please select the account you would like your payments to be deposited into.

☒ Business OFX Checking (*0101)

☐ Simulator Business Checking (*0099)

☐ ABS Account (*0026)

☐ Simulator Checking (*0001)

☐ OFX Business Checking (*0111)

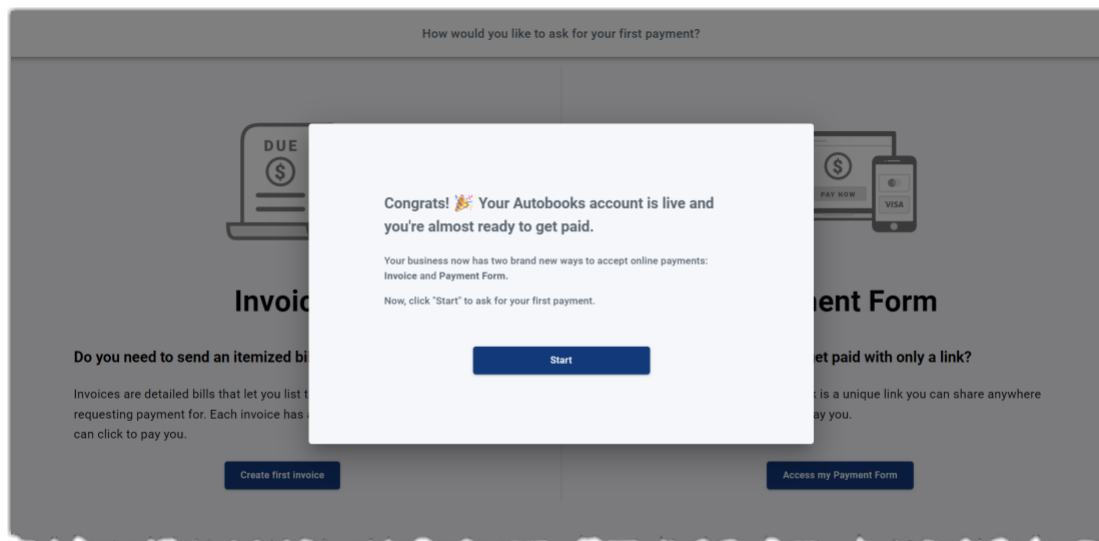
Back Submit

Account Type

Invoicing & Payments

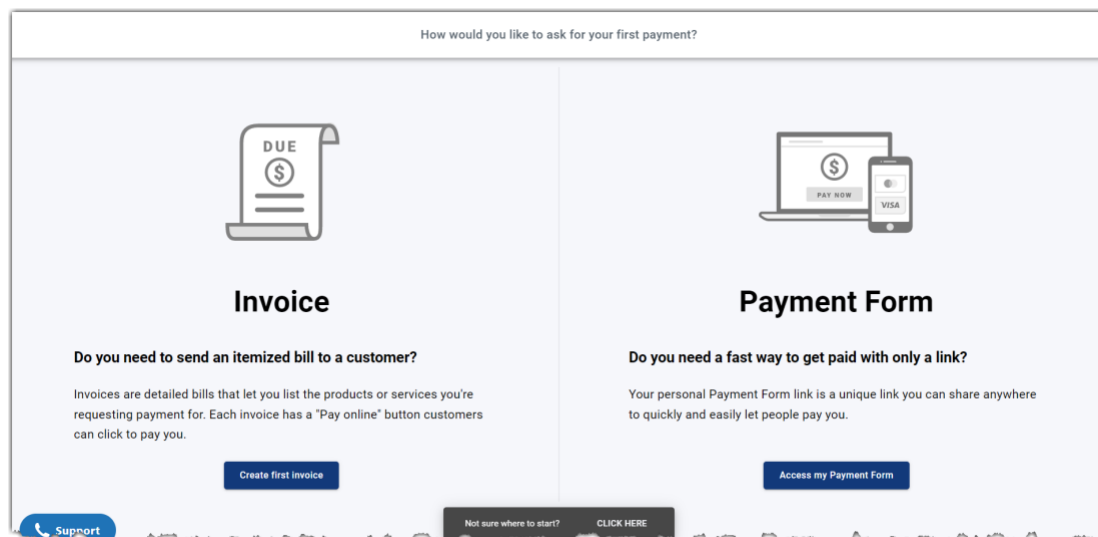
Autobooks

Step 5: Within minutes, the business can be approved and ready to process their first digital invoice or payment



Autobooks Welcome Screen

Step 6: The SMB will choose to setup an invoice or payment form



Invoice & Payment Screen

Invoicing & Payments

Autobooks

Invoice

Invoices are detailed bills that let the business list the products or service they are requesting payment for. Each invoice has a “Pay Online” button customer can click to pay the business.

After choosing “Create First Invoice”, the user will be prompted through the setup process

Step 1: The business customer will add individual or company information that the invoice is sent to

Step 1/3: Add your customer's info

Tell Autobooks who you want to send this invoice to

Will you send this invoice to a company (i.e. Jan's Dry Cleaning Service) or an individual (i.e. Jan Smith)?
If you don't have a customer or client to invoice right now, you can start by sending an invoice to yourself.

☐ Individual ☒ Company

Company name *
Scott's Soap Co

Customer's e-mail *
bubbles@scottassoap.com

Invoice due date *
10/27/2022

Support

Invoice Setup Screen 1/3

Step 2: Add details about the billed item, including adding optional sales tax

Step: 2/3 Add the products or services you're billing for

Now, tell us what you're invoicing for

Title of your product or service *
Lots of Bubbles Soap

Quantity *
1

Price per unit *
\$5.00

Amount
\$5.00

Description of your product or service
Bubbles, bubbles, bubbles

☒ Apply Sales Tax

Edit sales tax Add another

Subtotal
\$5.00

Sales Tax (8.25%)
\$0.26

Total Cost
\$5.26

Support

Invoice Setup Screen 2/3

Invoicing & Payments

Autobooks

Step 3: Review and send the invoice. The business and their customer will both receive an email. An email reminder will automatically be sent to the customer on the due date and reminders if the payment is late.

Step 3/3: Review and send your invoice

Please review your invoice. If you need to make any changes, return to the previous steps.

Need to update your business info or add your logo? Click below

EDIT BUSINESS INFORMATION

Invoice

\$5.26
Balance due Due

10/27/2022
Due date

Ner
409-854-6523
Lottiescarwash@gmail.com

Customer	Created date	Due date	Invoice #
Scott's Soap Co	10/13/2022	10/27/2022	0000000

Product/Service	QTY	Unit Price	Amount
Lots of Bubble Soap	1	\$5.26	\$5.26

Support

Looks good, send invoice

Invoice Setup Screen 3/3

Invoicing & Payments

Autobooks

Payment Form

Payment forms will allow businesses to setup a unique link that can be shared anywhere to let their customer make payments or donations quickly and easily.

After choosing “Access my Payment Form”, the user will be prompted though the setup process

Step 1: The business will customize their payment form including their business name, address, phone number, and logo

Step 1/2: Customize and review your Payment Form

Here's a preview of your brand new Payment Form. When your customers click on your Payment Form link, this is the form they'll fill out to pay you.

Need to update your business info or add your logo? Click below

[EDIT BUSINESS INFORMATION](#)

Make a payment to Ncr

409-854-6523
Lottiescarwash@gmail.com

YOUR LOGO HERE (optional)

Your details

First name * Last name *

Edit Business Information

Previous

Share your Payment Form

Edit business information to be displayed

Business name
Lottie's Car Wash

Business phone number
123-456-7890
invalid phone number

Business email
Lottiescarwash@gmail.com

Payment type *
Payment

Business logo (optional)

autobooks

Cancel Save changes

Need to update your business info or add your logo? Click below

[EDIT BUSINESS INFORMATION](#)

CUSTOMER CONTACT INFORMATION
Your customer adds their name and contact information here. Autobooks will capture this information for your records.

Edit Business Logo

Invoicing & Payments

Autobooks

Step 2: The business will complete the payment form information with the aid of prompts though the form

The screenshot shows a web interface for creating a payment form. At the top left is a '< Previous' button and at the top right is a 'Share your Payment Form >' button. The main content area is divided into sections: 'Your details' with fields for First name, Last name, Email, and Company; 'What is this payment for?' with a Description field; 'Payment amount' with a Payment amount field; 'Payment schedule' with a dropdown menu (currently showing 'One-time payment') and a 'What's this?' link; and 'Payment method' with tabs for 'Credit/Debit' and 'Bank account'. Under 'Credit/Debit', there are fields for Name on card, Card number, Exp. month, Exp. year, CVC, and Zip. A 'Support' button is in the bottom left corner. A 'PAYMENT DESCRIPTION' box on the right explains that the customer's description is used for credit card payments.

Payment Form Description

Step 3: Once the payment form is complete, the business can share their payment form though email, link, or embedded link on their website.

The screenshot shows the 'Step 2/2: Share your Payment Form' interface. At the top left is a '< Previous' button and at the top right is a 'Send email with Payment Form >' button. The main content area has a title 'Step 2/2: Share your Payment Form' and two numbered steps. Step 1: 'First, click "Copy Link" to copy your Payment Form link.' followed by the URL 'https://staging.autobooks.co/pay/mcr' and a 'Copy Link' button. Step 2: 'Now, paste your link into the email message below and send it to a customer.' with a 'How do I paste?' link. Below step 2 are fields for 'Customer's email address', a checkbox for 'Also send to me', an 'Email subject line' field with the placeholder 'Here's a link to pay by credit card!', and an 'Email message' field with the placeholder 'Hi there, Here's a secure link to pay Lottie's Car Wash by credit card:'. A 'Support' button is in the bottom left corner.

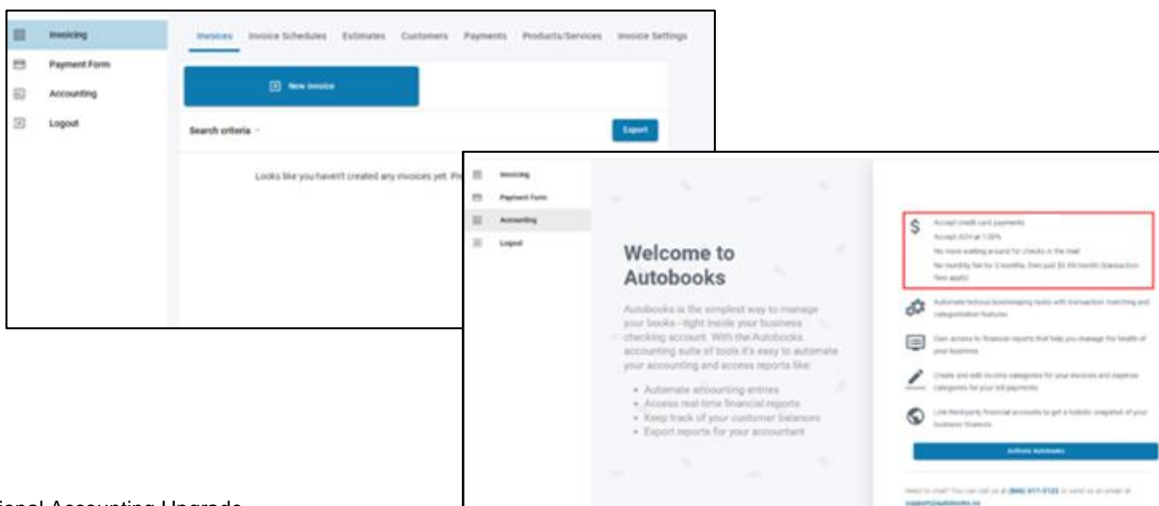
Payment Information Form 2/2

Invoicing & Payments

Autobooks

Accounting Services (Optional)

Business Customer will have the option to upgrade to the Accounting Package from Autobooks by selecting the “Accounting tab in the navigation menu. When the user chooses to upgrade, they will be presented with a Welcome Screen which describes the accounting functions and contains the pricing disclosures. This feature is optional and will be billed if enrolled.



Optional Accounting Upgrade

After subscribing to the optional accounting service, an expanded menu will be available for the business including Accounting, Reports, and Need Help.

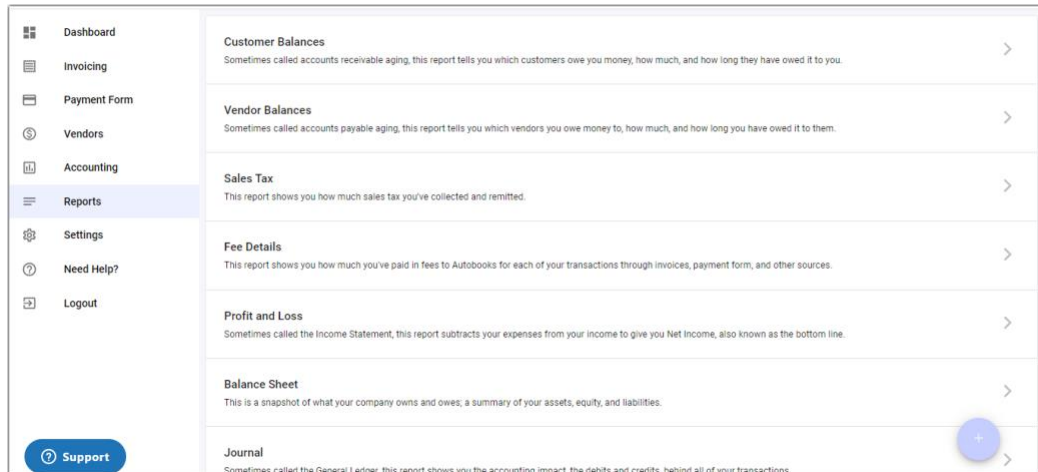
The screenshot shows the 'Accounting' tab in the Autobooks interface. The sidebar menu includes 'Dashboard', 'Invoicing', 'Payment Form', 'Vendors', 'Accounting' (selected), 'Reports', 'Settings', 'Need Help?', and 'Logout'. The main content area shows the 'Accounts' section with tabs for 'Balances', 'Transactions', and 'Rules'. A table lists various accounts with columns for 'Account name', 'Type', 'Uncategorized Transactions', 'Last updated', and 'Total'.

Account name	Type	Uncategorized Transactions	Last updated	Total
★ Business OFX Checking (0101)	Checking	38996	11/10/2022	\$16,250,957.10
Simulator Money Market (0003)	Savings	11765	11/10/2022	\$456,365.00
Simulator Business Checking (0099)	Checking	0		-\$21,470,549.80
ABS Account (0026)	Checking	16371	11/10/2022	\$15,373,012.50
Simulator Savings (0002)	Savings	26009	11/10/2022	\$21,428,923.03
Simulator Checking (0001)	Checking	13937	11/10/2022	\$2,179,117.73
REGD Sim Saving (2222)	Savings	3951	11/10/2022	\$421,989.67
Business OFX Savings (1002)	Savings	1766	11/10/2022	\$10.72
Business OFX Money Market (0033)	Savings	211	11/10/2022	\$119,669.86

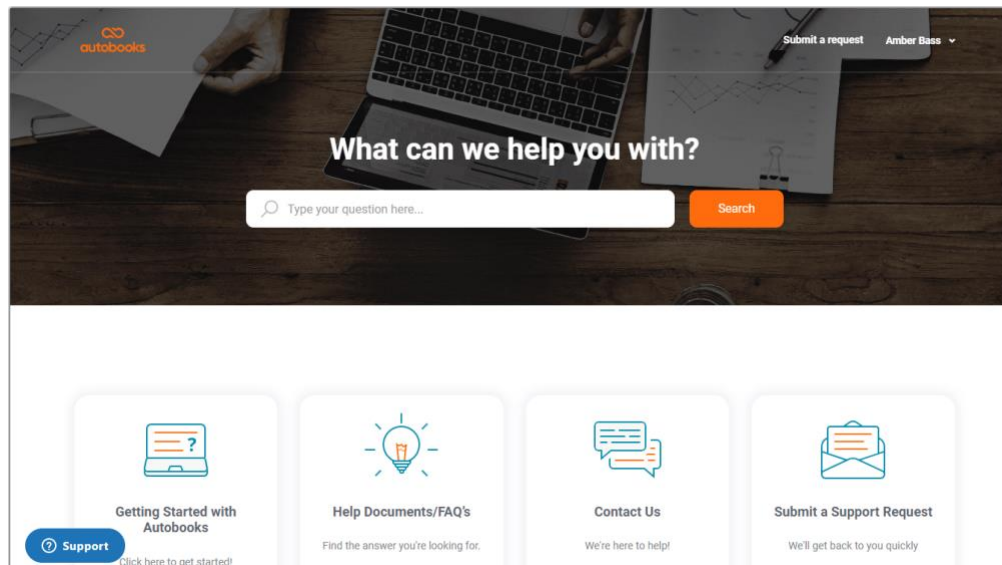
Accounting Tab

Invoicing & Payments

Autobooks



Reports Tab



Need Help Tab

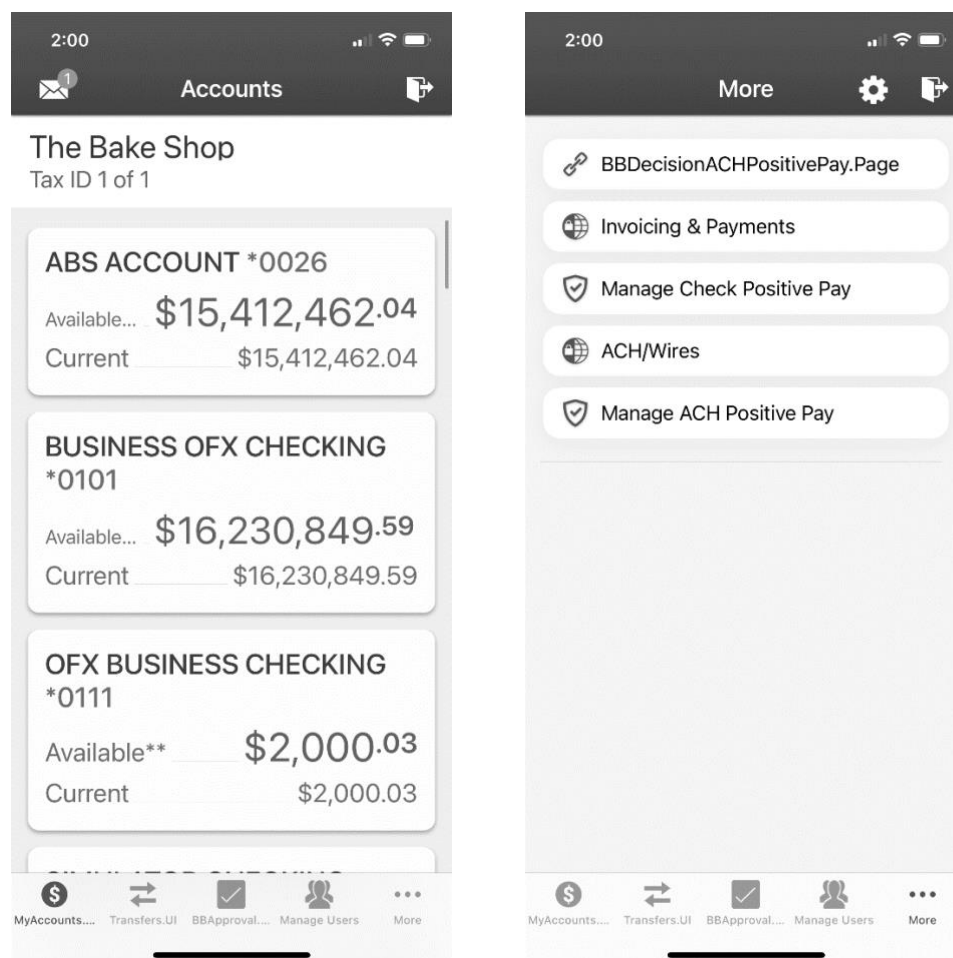
To Unsubscribe from Autobooks or the upgraded accounting service, the business user can use the “Support” link to “Pause, Modify, or Remove Autobooks Service”, Email Autobooks at support@autobooks.co, or contact them directly at (866) 617-3122 Monday – Friday 9AM-6PM EST.

Invoicing & Payments

Autobooks

Mobile

If entitled to the user, Invoicing & Payments will be available in the mobile application under the “More” menu. To change the order of your institution’s mobile menu, a case can be opened with NCR DI Care team to specify menu order.



Mobile Access

Action Needed

Contact your Digital Sales Manager to Sign opt out of Autobooks before February 22, 2023.