



**PROBEGIN**

*Creating Connections*

User manual

**Direct Debit**

---

## Revision history

Date	Description of Change
March, 9 2017	v. 0.1 Initial Draft
April, 11 2017	v. 0.2 Updated by new Settings.



# Table of Contents

<b>INTRODUCTION</b>	<b>3</b>
1.1 System Overview	3
1.2 System Configuration	3
1.3 User Access Levels	3
<b>GETTING STARTED</b>	<b>4</b>
2.1 Installing Direct Debit Module	4
2.2 Activate the Module	4
2.3 Settings tab	5
<b>USING THE MODULE</b>	<b>6</b>
3.1 Create Batch tab	6
3.2 Download Batch tab	7
3.3 Send Contract tab	8
3.4 Contract Layout tab	9
<b>GLOSSARY</b>	<b>11</b>



# 1.INTRODUCTION

Introduction section explains in general terms the system and the purpose for which it is intended.

## 1.1 System Overview

Direct debit is a module for managing unprocessed invoices. Direct Debit software consolidates customer information and Invoices into a single database so business users can more easily access and manage it. Read this guide to understand the basic concepts of Direct Debit and its terminology.

## 1.2 System Configuration

Direct Debit is compatible with WHMCS 7.x. WHMCS 7.x supports PHP 5.6 and 7.x. The application requires connection to Internet in order to save data to database. Data saved in database can be seen using any major Internet browser.

## 1.3 User Access Levels

Management options consist of activating and deactivating of the module. Access control allows full admin to define which of the roles can access the module (Configure stage).



## 2. GETTING STARTED

Getting Started section explains how to get Direct Debit Module. The section briefly presents system menu.

### 2.1 Installing Direct Debit Module

Installing Direct Debit Module is very simple. The following steps will guide you through the process:

1. Upload the **Direct Debit zip** file to your server into `/modules/addons`

*\* If you previously used another version of Module you have to remove the folder with it. Also on the Configure stage you have to Deactivate and then Activate the Module for restructure your database.*

2. Unzip the contents of the zip file.
3. Change permissions to the next folders:
  - o `contracts/ CHMOD 777`
  - o `documents/ CHMOD 777`
  - o `uploads/ CHMOD 777`
4. Login to the WHMCS Admin Area and configure your module (see the next unit).

### 2.2 Activate the Module

To activate Direct Debit Module:

1. Hover the **Setup** tab.
2. Click on the **Addon Modules**.
3. Click on the **Activate** button near the **Direct Debit**.

#### » Direct Debit

This is a XML generator for mass payments.

4.0.0

PROBEGIN

Activate

Deactivate

Configure

User Manual

4. Click on the **Configure** button.
5. Select roles which can access the module (**Full Administrator** is recommended).
6. Click on the **Save Changes** button.

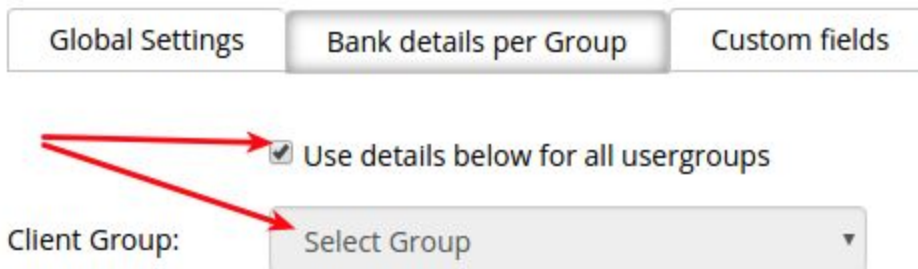


## 2.3 Settings tab

\* For starting work with Direct Debit the User must be licensed. Also User should configure **Bank details per group** and additional **Custom fields**. All required fields should be filled.

1. Click on the **Addons** tab and choose **Direct Debit**.
2. Click on the **Settings** tab.
3. Fill in **License Key** field.
4. Choose an option under **Language** dropdown.
5. Select **Payment gateways**.
6. Go to **Bank details per Group** tab.
7. Select **Client Group** for which Bank details will be set.

\* Bank details can be set for all usergroups by clicking on appropriate checkbox.



8. Go to **Custom fields** tab.
9. Fill in all required fields.
10. Click on the **Save** button.

*Congratulations! Your Direct Debit module is ready to use.*



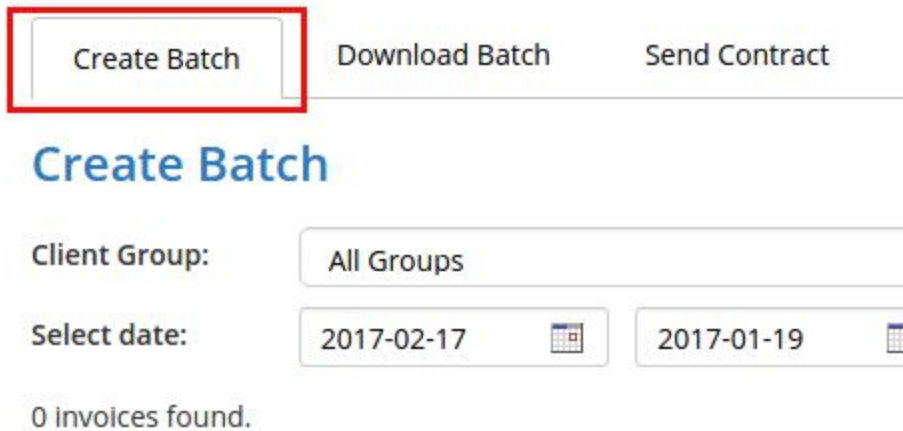
## 3. USING THE MODULE

WHMCS Direct Debit Module is an XML generator for mass payments.

### 3.1 Create Batch tab

To create a [Batch](#) of unprocessed invoices, follow the steps below:

1. Go to **Create Batch** tab.



Create Batch    Download Batch    Send Contract

### Create Batch

Client Group: All Groups

Select date: 2017-02-17    2017-01-19

0 invoices found.

2. Choose a [Client Group](#) from **Client Group** dropdown.
3. Tick the checkboxes next to the invoices you wish to combine for a new **Batch**.
4. Click on the **Create Batch** button.

*\* After completing Step 4 you will be automatically redirected to the **Download Batch** tab.*



## 3.2 Download Batch tab

To download Paid or Unpaid Batch(es):

1. Go to **Download Batch** tab.
2. Select a Batch.
3. Click on the **Download** button next to **Download paid batch(es)** or **Download unpaid batch(es)**.

Download paid batch(es)	2017-03-08 15:35:22 ▼	Download
Download unpaid batch(es)	2017-03-08 15:35:22 ▼	Download

*\* **Download paid batch(es)** & **Download unpaid batch(es)** - Clicking these buttons converts invoices from the selected Batch to XML document.*

---

To start the process of Unpaid invoices:

1. Go to **Download Batch** tab.
2. Select a Batch.
3. Tick the checkboxes next to the invoices you wish to process payment.
4. Click on the **Process Payment** button.

Process Payment

*\* Wait for the page to reload. After that, you will see the invoice with PAID status.*

---

To remove an invoice from a Batch:

1. Go to **Download Batch** tab.
2. Select a Batch.
3. Tick the checkboxes next to the invoice(s) you wish to remove.





4. Click on the **Remove from batch** button.

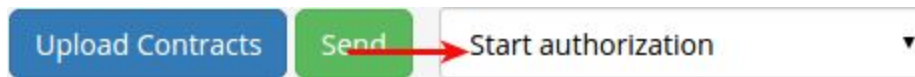
<input type="checkbox"/>	Invoice ID	Company Name	First Name	Last Name	Invoice Date	Due Date	Status	Total Amount
<input type="checkbox"/>	85				2017-03-09	2017-03-23	Paid	€175.00
<input checked="" type="checkbox"/>	86				2017-03-09	2017-03-23	Unpaid	€200.00
							Total	€200.00

Below the table, there are two buttons: a red button labeled "Remove from batch" and a blue button labeled "Process Payment". A red box highlights the "Remove from batch" button, and a red arrow points to the checkbox for invoice 86.

### 3.3 Send Contract tab

To Send Contract to customer:

1. Go to **Send Contract** tab.
2. Tick the checkbox(es) next to Client(s).
3. Select Contract Layout.



4. Click on the **Send** button.

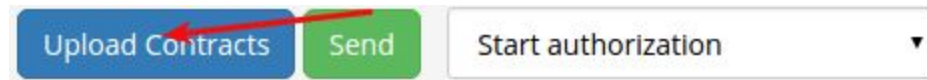
*\* Wait for page reload. After that, you will see the updated Sent and Date columns.*

Sent	Date
Start authorization	2017-03-09 15:52:45
Stop authorization	2017-03-09 15:52:59

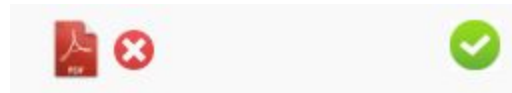
Also you can save Client Contract for further management, for that:

1. Go to **Send Contract** tab.
2. Click on the **Browse** button next to Client(s) and select appropriate file.
3. Click on the **Upload Contracts** button.





After the Contract is uploaded, **Client Status** column will change to the **green icon**.



### 3.4 Contract Layout tab

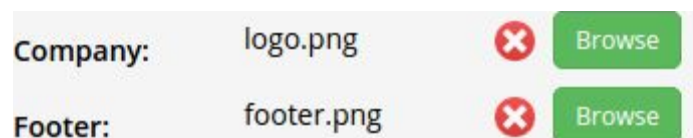
Contract template can be updated by new details from the **Contract Layout** tab that contains of two parts: **PDF** and **Email**.

There are two template types: **Start authorization** and **Stop authorization**. Contract Layout type can be selected from dropdown next to **PDF intro text:** label.



You can update text and font for **PDF** and **Email**.

Also can be updated **Company logo** and **Footer**.



**Shortcodes** window - consists of **Contact related**, **Client related**, **Custom Client Fields & Other** options. To add new info to **PDF intro text** or **Email** you can simply Copy & Paste needed shortcode.





PROBEGIN

*Creating Connections*

### Shortcodes:

#### Contract related

ContractID	{contract_id}
ContractDuration	{contract_duration}
ContractDurationY	{_duration_years}
ContractDurationM	{_duration_months}
ContractDurationD	{_duration_days}
Contractname	{contract_name}
Contractcreatedate	{date_created}
Contractstartdate	{contract_start_date}
ContractEndDate	{contract_end_date}

Products table      {products\_table}

When you have finished with changes, click the **Save** button. After save changes you can **Download PDF** for review new Contract Layout.

Download PDF

Cancel

Save



## GLOSSARY

- **Batch** - Direct Debit module allows to create group of unprocessed invoices named as Batch.
- **Client Group** - WHMCS Client Groups allow to group various clients together and quickly identify them at a glance. Client Groups can be managed from the option in the Setup menu.

