

# QUALITYCLICK

## Payment

**Content:** Start payment  
EBICS-collective transfer (SEPA)  
Important notes

# Payment

Finance → Start payment

Virtual payment	Payment initially starts with a virtual payment iteration. You may choose which groups of partners shall be paid, select campaigns and a deadline for billing. This deadline can relate to all transactions which are created (Creation date) or confirmed (Clearing date) until the given date. Virtual payment iteration states the single affiliate accounts with the particular amounts of payment. Please mind the tab 'missing bank info', these are affiliates which cannot be paid due to incomplete bank account information.
Who gets paid?	You can only see affiliates exceeding the minimum payment amounts, and are not deactivated. You may unselect individual affiliates which should not be paid here. The accounting period can manually be set or calculated by QualityClick. For automatic calculation QualityClick takes the longest period between creation of the first transaction and confirmation of the last one.
VAT	Value added tax will only be calculated if you activate VAT per affiliate. VAT may be activated in Affiliate details > Finance tab.
Start payment	After checking sums you may start payment by clicking on 'Create payment statements'. The balance of affiliate accounts will be decreased by paid amounts. Status of paid transactions will be changed from confirmed to paid. Affiliates will receive an e-mail with their credit note (commission statement) as PDF file. You will see these documents in Affiliate details > Finance tab > Detail > Payment-No.
Documents	Your accounting will receive a mail with a PDF collection including all single credit notes for this payment (System > Options > E-mail - payment documents ) Following information will be printed in payment documents: <ul style="list-style-type: none"><li>• Invoice number</li><li>• Date of payment</li><li>• Accounting period</li><li>• Specification of service</li><li>• Name and adress, country</li><li>• Affiliate ID</li><li>• Commissions: net, VAT, gross</li><li>• Affiliate tax number</li><li>• Bank account data</li><li>• Free definable lines in different languages</li></ul>

Additionally you'll find an overview of account movements. In a short statistic commissions will be itemized by product and campaign. Below them is a list with every transaction and additional data like subIDs. If this list exceeds 1000 items it will be summarized.

#### Corporate invoice design

You may send us a template for your corporate letter with your logo and contact data as Word or PDF Document. Your corporate data should be in the heading or/and footer area as it is the background of the invoice. Specific data like affiliate info and commissions will be inserted by QualityClick.

#### After payment

After payment all credits are marked as not paid. You will find a history of every payment in Finance > Payments. You may change the status to paid there. If you export SEPA collective transfer files the status of invoices changes automatically to paid.

## EBICS collective transfer

#### Export for your accounting software

Under Finance > Export > Open payments > EBICS/SEPA Collective transfer you may generate files for your financial accounting software. For SEPA payments the file will follow the Electronic Banking Internet Communication Standard (EBICS).

In the first step enter account information about the account sending the money. For SEPA payments you will need also a date of planned execution.

All payments generated by this export will be marked as paid automatically.

#### Accompanying documents

After EBICS Export your accounting will get an e-mail document in PDF format. You will find for every transfer to an affiliate a short data overview (adress, tax numbers, bank account data, net/VAT/gross amounts) and 2 sum lines at the end with and without VAT taxes.

#### Bank transfer

After checking the numbers in the document you may import the file in your accounting software like Starmoney or Genolight.

#### Returns

You should mark declined remittances (maybe because the account is closed) as "not paid" in QualityClick Finance > Payments so the bill remains in the payment cycle.