

**Category** General**Version** 2.2B+**Module** All**Windows** All**Updated** December 08**Join the Retailer User Group**

Send an email with your name and your business name to  
Retailer-users-subscribe  
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Ezidebit™ Application Form:

<http://www.towersystems.com.au/downloads/File/downloads/EZI%20Application%20Form%20KD.PDF>

Ezidebit™ Product Disclosure Statement:

<http://www.towersystems.com.au/downloads/File/downloads/Ezi%2008-607%20PDS.pdf>

Ezi debit website:

[http://www.ezidebit.com.au/ezidebit\\_index.html](http://www.ezidebit.com.au/ezidebit_index.html)

Ezidebit™ is a customer account payment solution that you can use to automatically process customer account payments from their nominated bank account or credit card. This advice sheets steps you through how to set up and use Ezidebit™.

**Requirements**

To set up the Ezidebit™ system you will first need to ensure that you have:

1. Broadband Internet access
2. An application with ezi debit (from the Tower Systems website go to Downloads and find the Ezidebit™ Application Form and the Ezidebit™ Product Disclosure Statement.

**Setting Up Ezidebit™**

1. Go to Setup → System → Accounting
2. Under Ezidebit™, enter the Ezidebit™ client key (this is provided by ezi debit once your account is approved, e.g. FEF0D842-D71C-4540-A783-36D3F9A00EB1)
3. Click 'Save'.

**Setting up customers for automated Ezidebit™ payments:**

1. In the customer screen, find the customer and click the 'Credit' tab.
2. Click 'Add Credit Card' or 'Add Bank Account'
3. Select the Tender Type from the 'Pay Type list.
4. Enter Card Details or Account Details fields
5. Tick 'direct debit' and 'Ezidebit™'.
6. Click on 'Save'.

**End of Month Routine.**

1. Run your customer billing and then run statements as usual.
2. Go to Customers → Direct Debit Payments. The Direct Debit Payments window will open (figure 1.1)
3. Enter Start Customer and End Customer
4. Tick – 'All Cards' or just select a specific payment type as required.
5. Enter a staff member.
6. Set the 'minimum amount owed before printed'.
7. Tick 'Export Direct Debit Data'.
8. Select 'Export to Ezidebit™'.
9. Click on 'Process'.
10. Select the customers that you wish to

process and make sure 'Include in Processing' is ticked

11. Click on Process
12. The Direct Debit report will show any successful / unsuccessful payments and gives the reason.

**Processing the payment**

This can be done 24 hrs after posting the payment to Ezidebit™.

1. Go to Customer → Cardlink/Ezidebit™ Payment
2. Click on Import
3. Select the Date range for when the payment was sent through.
4. Click on OK
5. This will connect to the Ezidebit™ server and give you the details of each transaction.
6. Any transaction that was successful will have a Receipt stamp (R00027434) and will be recorded in the customers account .

**Direct Debit Payments**

This screen allows you to pay direct debits

Options

Start Customer: 1

End Customer: 10958

All Cards/Bank Accts: ALL CARDS

Staff Member: [ ]

Minimum Amount Owed before Printed: \$0.01

Only Show Expired Cards

Export Direct Debit Data

Create CardLink file

Export to Ezidebit™

This general advice is provided by Tower Systems free of charge to supported users of its Retailer system. No warranty is made as to benefits to be gained by following this advice.



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