DP

Drake Pay™

SETTING UP POINT-OF-SALE (POS) DEVICES

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Setting Up Point-of-Sale (POS) Devices

Thank you for signing up to use Drake Pay, your trusted solution for accepting customer payments quickly and securely. This document provides an overview of how to set up your point-of-sale (POS) device for use within Drake Tax and Drake Accounting, allowing you to accept credit, debit, and contactless payments in person.

If at any time you need assistance, contact the Drake Software Customer Support team at (828) 349 – 5724 or DrakePaySupport@DrakeSoftware.com.

Data Cap POS Device Setup

> **IMPORTANT** Only Data Cap DC Direct devices are compatible with Drake Pay.

Before you can use your POS device with compatible Drake Software programs, you must set up your device with Data Cap's services. These steps vary based on the device purchased. Visit DataCapSystems.com/DC-Direct-Setup-Guide, choose your device, and complete all required processes. When finished, proceed to Drake Software POS Setup and Use, below.

Drake Software POS Setup and Use

The steps involved with setting up and using your POS device vary based on the Drake Software program. Proceed to the applicable section:

- Drake Tax on page 4
- Drake Accounting on page 7

Drake Tax

IMPORTANT Drake Pay does not work prior to Drake Tax 2023.

Setting Up Your POS Device

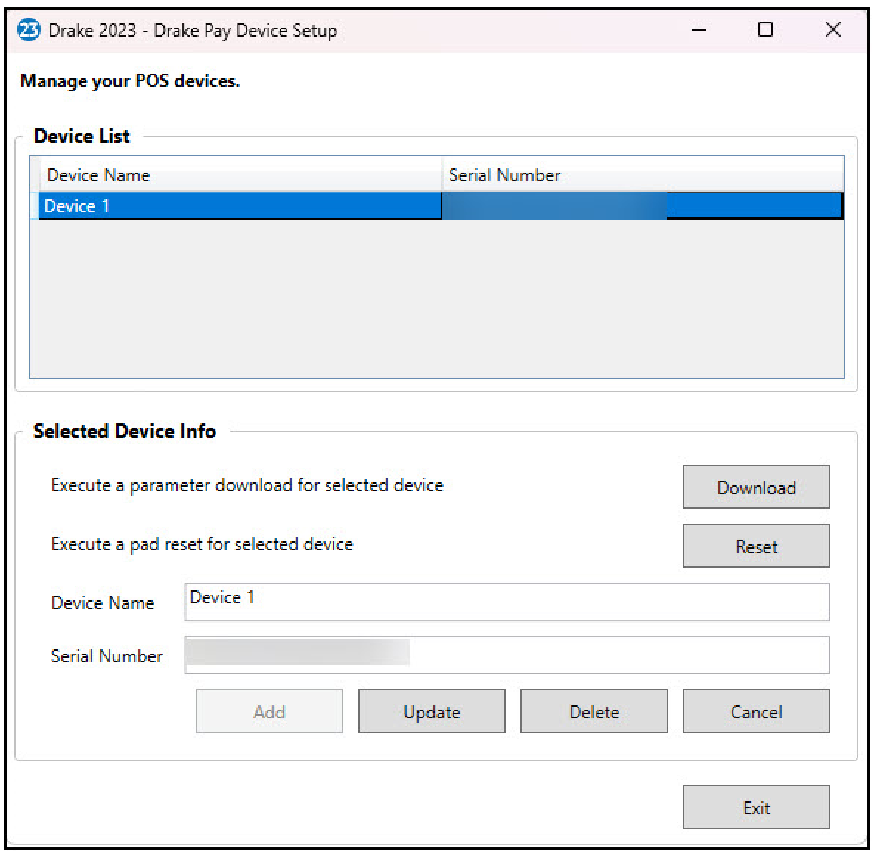
To set up your POS device:

1. From the Drake Tax **Home** window, go to **Setup > Printing and Device Setup > Drake Pay**.
2. Enter a **Name** for the device.
3. Enter the device's **Serial Number**.

> **NOTE** If you have a Ingenico Desk 3500, enter the last 16 digits of the serial number.

4. Click **Add**. The device is added to the **Device List**.

Figure 1: The **Drake Pay Device Setup** window



5. Exit the window once all devices have been configured.

NOTE

- The option **Execute a parameter download for selected device** will update your selected POS device with the latest Drake Pay settings.
- If your POS device is not functioning properly, click **Reset** beside **Execute a pad reset for selected device**.
- To make changes to or delete a POS device, select the device from the **Device List**, and either edit details as needed and **Update** the device, or **Delete** the device completely.
- POS devices do not have to be physically connected to the computer but must be connected to the Internet to transmit payments.
- If you want to limit who can access POS configurations, remove the option for Drake Pay from the group security for a set of preparers (**Setup > Preparers > Security > Edit Group Security Settings >** applicable **Group ID > Security Settings** tab **> Setup** tab **> Printing and Device Setup > Drake Pay**).

Processing Payments in Drake Tax

Set up pricing or enter an amount due for preparing the return. If you have configured pricing for returns, the amount due is automatically figured after you calculate the completed return. Then for each return, do the following:

1. In View/Print mode, review the client's **Bill**. Make any necessary adjustments using the **BILL** screen or the **Fee override** field on screen **1**. If you make any changes, be sure to recalculate the return.
2. From the **Data Entry Menu**, click **Payments** to open the **Drake Pay** window.
3. The **Amount Due** flows from the client's **Bill** and is used to automatically complete the required **Amount to Pay** field. Override the **Amount to Pay**, if necessary, and enter an **Invoice Memo**, if desired.
4. (*optional; signature pads only*) Select **Generate e-sign receipt**, if necessary.

Your next steps depend on whether you are collecting payments by:

- Using a POS device (see POS Device on page 6)
- Manually entering payment information
- Sending a digital invoice (payment requests)

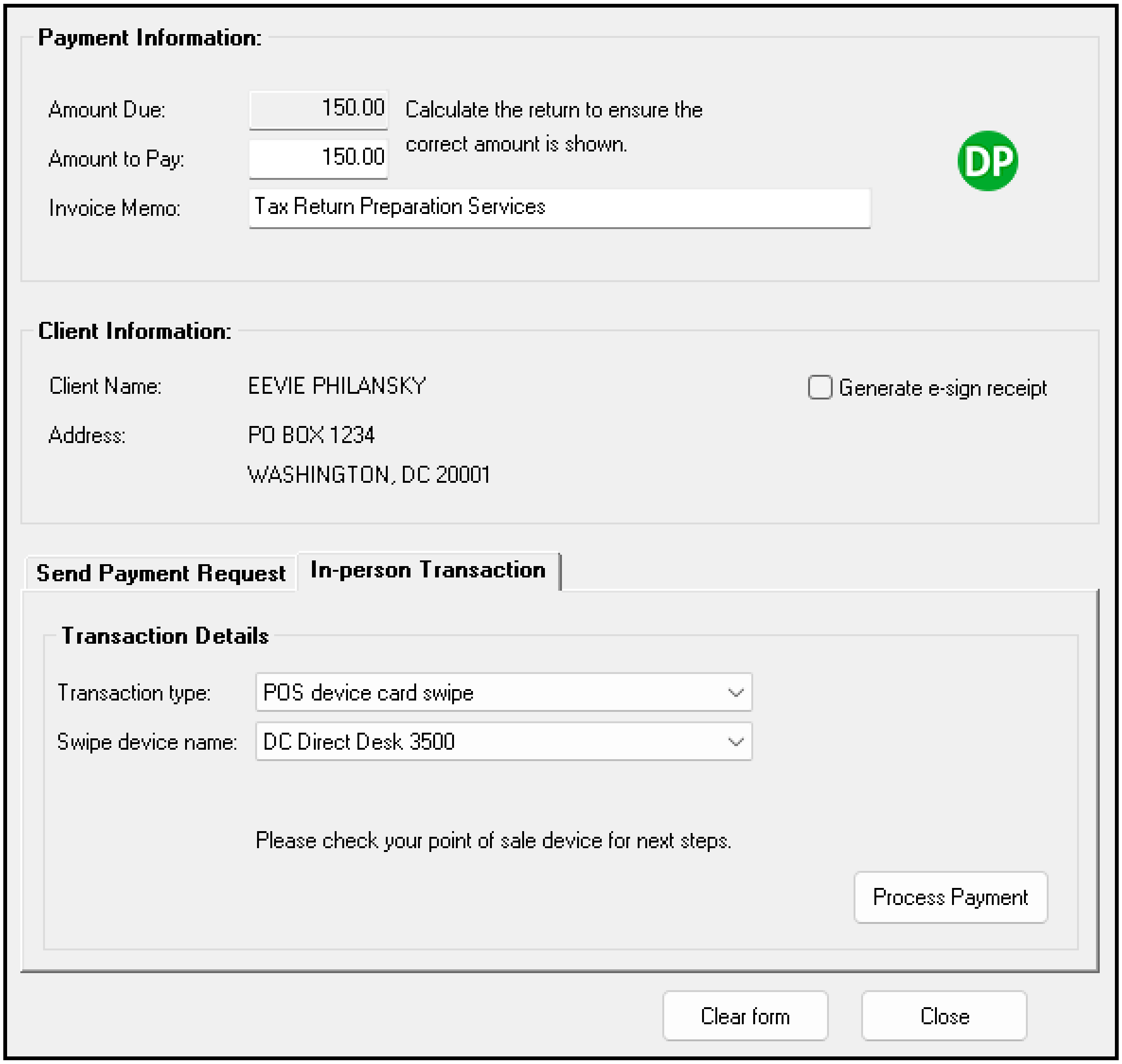
NOTE Manual card entry and digital payment requests are not covered in this document. See the applicable Knowledge Base article for more information:

- Manual Card Entry – Drake Tax (https://drakesoftware.com/Site/Browse/18315/)
- Payment Requests (https://drakesoftware.com/Site/Browse/18583/)

POS Device

1. For **Transaction type**, select **POS device card swipe**.
2. Choose the applicable **Swipe device name**.
3. Ensure your POS device is properly connected to the Internet, and click **Process Payment**.
4. Follow the on-screen prompts on your POS device to complete the transaction. Successful payments are automatically carried to the **BILL** screen in the tax return.

Figure 2: Completing a Drake Pay transaction using a POS device



Drake Accounting

Beginning with Drake Accounting 2024, you can use Drake Pay to collect receivables payments from clients via credit card, debit card, or contactless payment options.

Setting Up Your POS Device

You can set up your POS device manually or by importing device data from Drake Tax.

Import Setup

> **IMPORTANT** If you do not have your Drake Pay device set up in Drake Tax, you must manually set up your device in Drake Accounting. (See Manual Setup, below.)

If you are already set up to use Drake Pay in Drake Tax, you can simply **Import** your existing Drake Tax POS devices into DAS. In DAS:

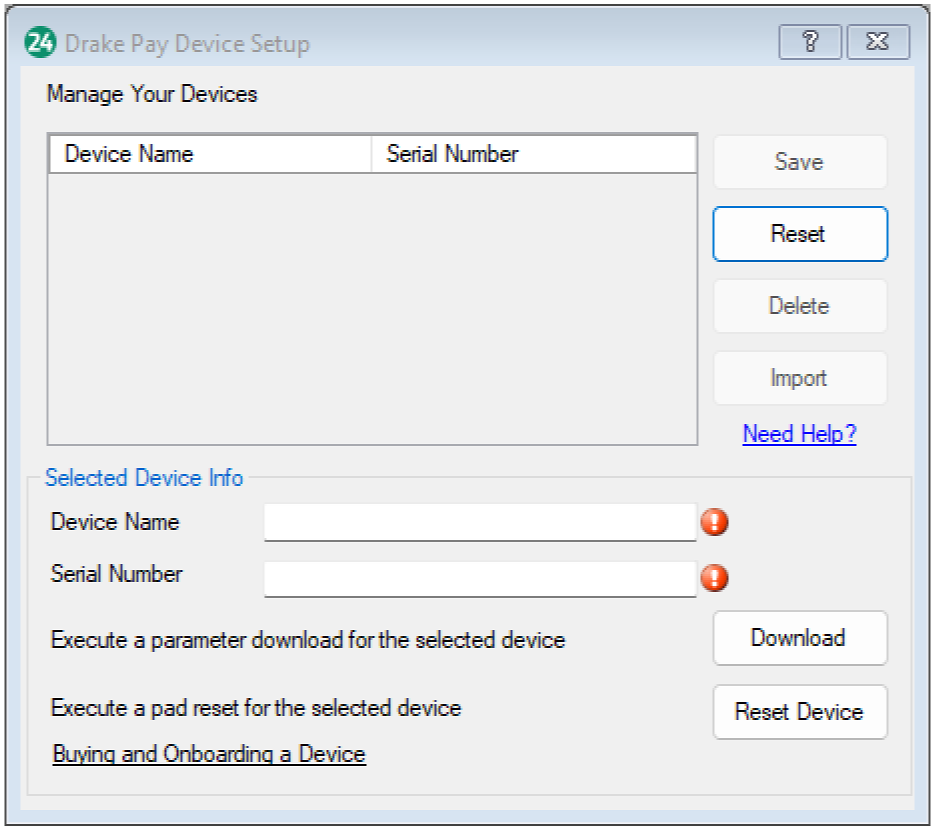
1. Go to **Firm > Drake Pay Setup**.
2. Click **Import**, navigate to your desired **DRAKEYY** folder (such as DRAKE23 for Drake Tax 2023).
3. Click **OK**.

Manual Setup

To manually set up your POS device in DAS:

1. Go to **Firm > Drake Pay Setup**.
2. Click **New** to add your device.
3. Enter the **Device Name** and **Serial Number**.
4. To update the device with the latest Drake Pay settings, click **Download**.
5. **Save** your changes.

Figure 3: The **Drake Pay Device Setup** window



NOTE

- If your POS device is not functioning properly, select the device from the list, and click **Reset Device**.
- To make changes to or delete a POS device, select the device from the list, and either edit details as needed and **Download** any updates, or **Delete** the device completely.
- Use the **Reset** button to clear and reset an existing **Device Name** and **Serial Number**.
- POS devices do not have to be physically connected to the computer but must be connected to the Internet to transmit payments.

Collecting Payments

Payments processed using Drake Pay are reflected at both **Receivables > Invoices** and **Receivables > Payments > Invoice Payments**, as well as on your Drake Pay Manager (https://drakepay.drakesoftware.com/manager/). Invoice numbers *created with Drake Pay* begin with **DP**; the subsequent number matches that of the Drake Pay Manager.

Figure 4: DAS invoices made with Drake Pay begin with **DP**

Invoice Number	Current Balance	Invoice Date
100	530.00	2/28/2023
DP108	34.89	5/16/2024

There are multiple ways to collect payments in DAS. Most Drake Pay transactions share the same steps; minute differences depend on the DAS location from which you initiate the payment.

Payments can be collected using the following methods:

- For on-the-fly receivables payments if an invoice does not currently exist, use Receivables > Payments > Drake Pay on page 9.
- To collect a payment for an existing invoice, use either Receivables > Invoices on page 10 or Receivables > Payments > Invoice Payments on page 11.
- To collect payments in full for multiple existing invoices from the same client, use Receivables > Payments > Batch Payments on page 12.

Additionally, payment can be collected by sending a client a digital invoice—which they pay via a secure, unique Drake Pay payment page (**Send Payment Request** tab)—or in person (**In-person Transaction** tab).

NOTE Manual card entry and digital payment requests are not covered in this document. See the applicable Knowledge Base article for more information:

- Manual Card Entry – DAS (https://drakesoftware.com/Site/Browse/18558/)
- Payment Requests (https://drakesoftware.com/Site/Browse/18583/)

Receivables > Payments > Drake Pay

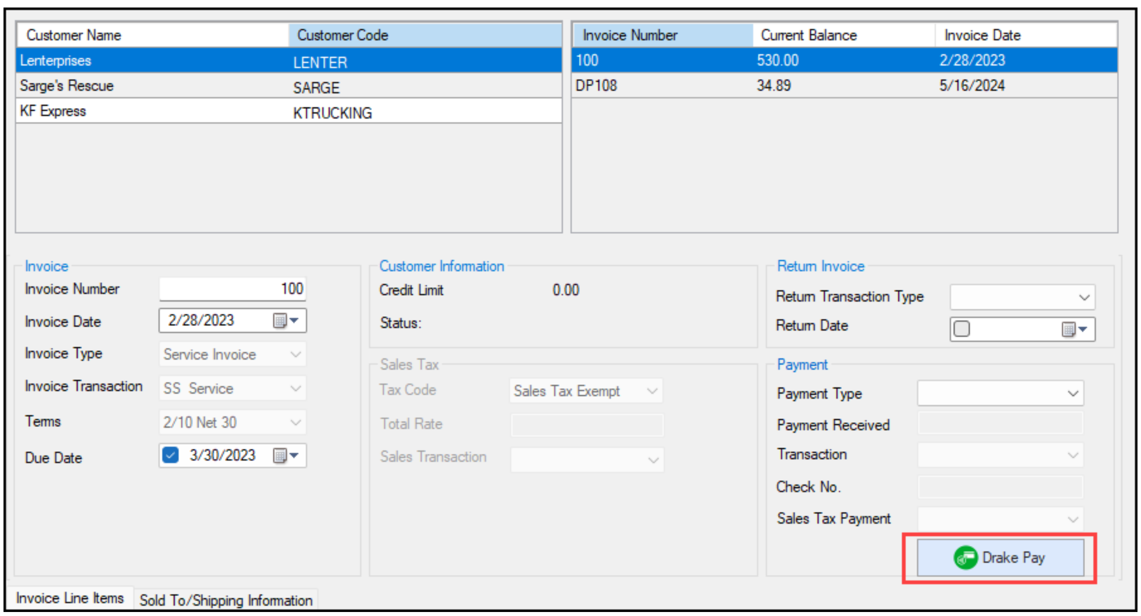
1. Enter the total **Amount Due** and the current amount being paid (**Amount to Pay**).
2. Select the applicable **Invoice Transaction** and **Payment Transaction** accounts or create a **<New Account>**. Account information flows from **Receivables > GL Account Setup**.

3. (*optional*) Enter a **Memo**, identifying what the charge is for.
4. Select the applicable **Customer**. Customer information flows from **Receivables > Customer Setup** and appears automatically when a **Customer** is selected.
5. Choose the applicable **Send Payment Request** or **In-person Transaction** (manual card entry or POS device) tab.
    - (*manual card entry*) On the **In-person Transaction** tab, select a **Transaction Type** of **Manual Card Entry**. Enter the client's payment information, determine if you want to send the client a **Receipt Email**, and **Process** the request.
    - (*POS device*) On the **In-person Transaction** tab, select a **Transaction Type** of **POS Device Card Swipe**. Select the applicable **Swipe device name**, determine if you want to send the client a **Receipt Email**, and **Process** the request. Follow the prompts on your POS device. You are notified when payment is complete.

Receivables > Invoices

1. Choose the appropriate **Customer Name** and **Invoice Number**.
2. In the **Payment** section, click **Drake Pay** to open the **Drake Pay** window.

Figure 5: Accessing **Drake Pay** from **Receivables > Invoices**



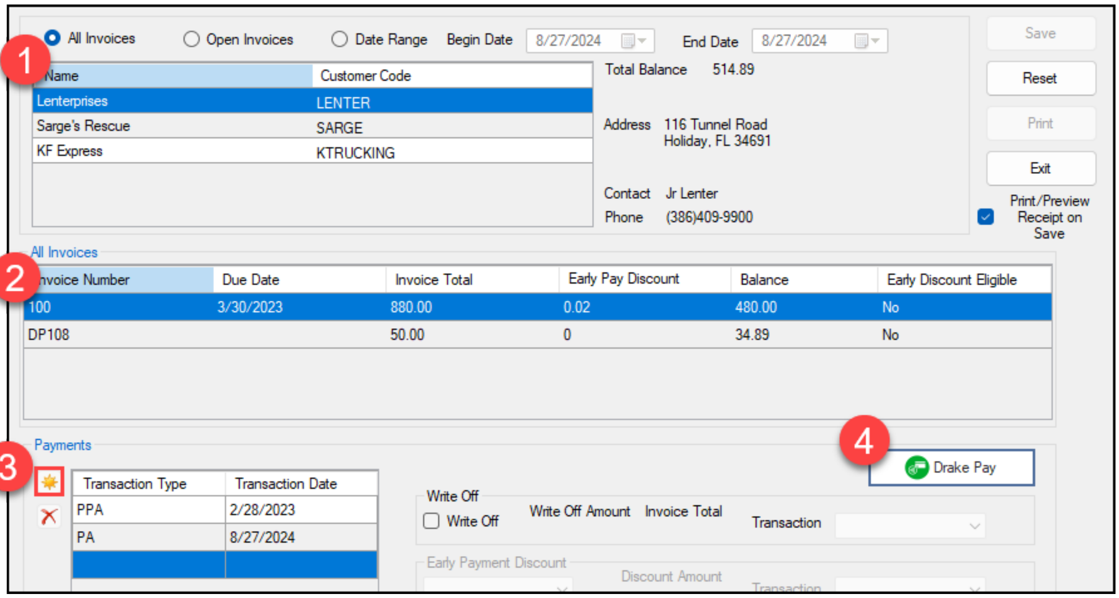
3. (*optional*) Enter a **Memo**, identifying what the charge is for.
4. Select the applicable **Customer**. Customer information flows from **Receivables > Customer Setup** and appears automatically when a **Customer** is selected.
5. Choose the applicable **Send Payment Request** or **In-person Transaction** (manual card entry or POS device) tab.
    - (*manual card entry*) On the **In-person Transaction** tab, select a **Transaction Type** of **Manual Card Entry**. Enter the client's payment information, determine if you want to send the client a **Receipt Email**, and **Process** the request.
    - (*POS device*) On the **In-person Transaction** tab, select a **Transaction Type** of **POS Device Card Swipe**. Select the applicable **Swipe device name**, determine if you

want to send the client a **Receipt Email**, and **Process** the request. Follow the prompts on your POS device. You are notified when payment is complete.

Receivables > Payments > Invoice Payments

1. Choose the appropriate **Customer Name** and **Invoice Number**.
2. In the **Payment** section, click the sunburst icon to create a new transaction.
3. Click **Drake Pay** to open the **Drake Pay** window.

Figure 6: Making a Drake Pay charge by 1) selecting a name and 2) invoice, 3) creating a new transaction, and 4) clicking **Drake Pay**



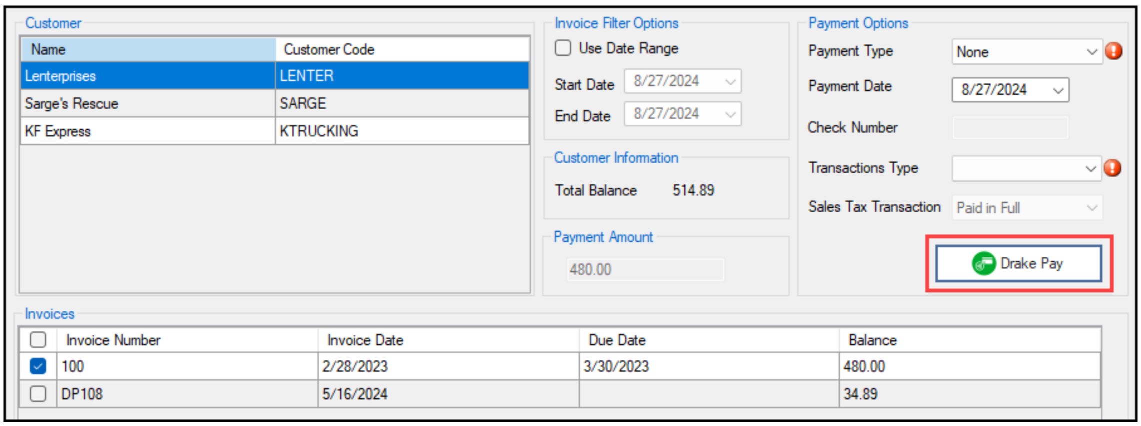
4. (*optional*) Enter a **Memo**, identifying what the charge is for.
5. Select the applicable **Customer**. Customer information flows from **Receivables > Customer Setup** and appears automatically when a **Customer** is selected.
6. Choose the applicable **Send Payment Request** or **In-person Transaction** (manual card entry or POS device) tab.
   - (*manual card entry*) On the **In-person Transaction** tab, select a **Transaction Type** of **Manual Card Entry**. Enter the client's payment information, determine if you want to send the client a **Receipt Email**, and **Process** the request.
   - (*POS device*) On the **In-person Transaction** tab, select a **Transaction Type** of **POS Device Card Swipe**. Select the applicable **Swipe device name**, determine if you want to send the client a **Receipt Email**, and **Process** the request. Follow the prompts on your POS device. You are notified when payment is complete.

Receivables > Payments > Batch Payments

> **IMPORTANT** This method cannot be used to process partial payments or invoices for multiple clients. Any invoices selected during the batch process must be paid in full.

1. Choose the appropriate **Customer**.
2. Select the **Invoices** the client is paying in full.
3. Click **Drake Pay** to open the **Drake Pay** window.

Figure 7: Selecting **Drake Pay** on the **Receivables > Payments > Batch Payments** window



4. (*optional*) Enter a **Memo**, identifying what the charge is for.
5. Select the applicable **Customer**. Customer information flows from **Receivables > Customer Setup** and appears automatically when a **Customer** is selected.
6. Choose the applicable **Send Payment Request** or **In-person Transaction** (manual card entry or POS device) tab.
   - (*manual card entry*) On the **In-person Transaction** tab, select a **Transaction Type** of **Manual Card Entry**. Enter the client's payment information, determine if you want to send the client a **Receipt Email**, and **Process** the request.
   - (*POS device*) On the **In-person Transaction** tab, select a **Transaction Type** of **POS Device Card Swipe**. Select the applicable **Swipe device name**, determine if you want to send the client a **Receipt Email**, and **Process** the request. Follow the prompts on your POS device. You are notified when payment is complete.

Customer Support

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