

Manual Payment links in eAccounting

Dear eAccounting customer,

Great that you want to activate payment links in eAccounting! This manual will guide you step by step through the process of activating, setting up, using and handling payments via payment links. Please read the entire manual carefully. The activation process takes about 20 minutes

Introduction to payment links

Payment links are hyperlinks that direct customers to an online payment environment for direct payments. Customers can pay using iDEAL and/or Visa/Mastercard. These links are sent in the invoice email. In addition, the invoice contains a scannable QR code and the e-mail a payment button, both also lead directly to the payment environment.

Costs

Costs for the payment link are incurred only if the customer pays the invoice through the payment link.

- iDEAL: € 0,33
- Credit card:
 - Personal cards (European Union): 1,8% + € 0,25
 - Business & non-EU cards: 2,9% + € 0,25

We work with the Visma company Zetr for the realization of the payment links, it takes up to 3 business days for your payment to appear on your bank account.

Good to know

If you work with eAccounting's standard chart of accounts, these two general ledger accounts are used to process the payment links.

- 1250 (Suspense account payment links)
- 4990 (Payment link costs)

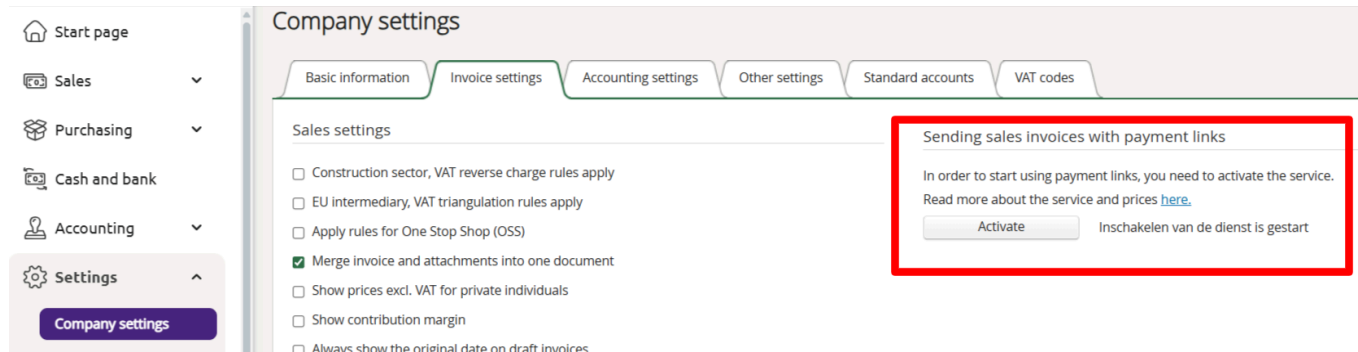
! **Note:** If these accounts are already in use, they will be overwritten. Therefore, our advice is also to first transfer these accounts to another general ledger account so that they are empty before paying with payment links. Read more about this on [page 21](#).

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Step 1. Enable the payment links service in eAccounting

Navigate to **Settings - Company settings - Invoice settings**. Then click **Activate** under **Sending sales invoices with payment links**.



The screenshot shows the 'Company settings' interface with the 'Invoice settings' tab selected. A red box highlights a specific section titled 'Sending sales invoices with payment links'. Inside this box, there is a message: 'In order to start using payment links, you need to activate the service. Read more about the service and prices [here](#).' Below the message is an 'Activate' button and the text 'Inschakelen van de dienst is gestart'.

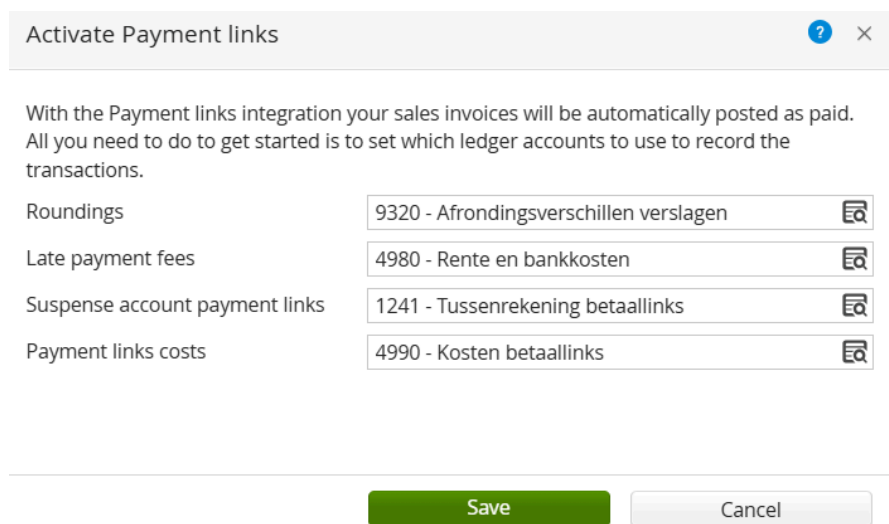
Visma Zettr

You are now guided through an onboarding wizard to create an account to use the payment link service with Zettr. In the onboarding wizard you will go through their “know your customer” process.





See a video of what the onboarding looks like here: <https://vimeo.com/844529799>

Custom chart of accounts

If you are using your own chart of accounts instead of eAccounting's standard chart of accounts, you will be asked which general ledger account you want to use for **Suspense Account Payment Links** and **Cost Payment Links**. Once these are set, click **Save** and continue onboarding.



The screenshot shows a dialog box titled 'Activate Payment links'. It contains the following text: 'With the Payment links integration your sales invoices will be automatically posted as paid. All you need to do to get started is to set which ledger accounts to use to record the transactions.'


Roundings	9320 - Afrondingsverschillen verslagen	
Late payment fees	4980 - Rente en bankkosten	
Suspense account payment links	1241 - Tussenrekening betaallinks	
Payment links costs	4990 - Kosten betaallinks	

At the bottom of the dialog, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

Step 2. Start the onboarding

Before you start with the onboarding, you can change the language of the manual by selecting the desired language from a drop-down menu at the bottom right of the gray globe. This manual follows the onboarding process in English.

Activate payment links in your company ? ×



Complete onboarding
In order to start using application you need to complete onboarding process.

[Go to onboarding](#)

English ▾

Click the **Go to onboarding** button to start onboarding.

Step 2.1 Approve agreements

In this step, you agree to Zettr's Terms of Service. You must approve these in order to use the payment links. Click the **Approve Agreements** button to read and approve Zettr's Terms of Service.



Your account has unapproved agreements

Before proceeding to further onboarding process you should approve all the agreements which are assigned to your account.

[Approve agreements](#)

You can read the Terms of Service to click on Zettr. After this, click the **Approve** button.



Agreements

All agreements related to your account

Approve All

AGREEMENT	APPROVAL DATE	STATUS	ACTION
Zettr	Waiting for approval	Pending	Approve

Go To Onboarding

After you accept the Terms of Service, the status changes to **Active**. Now click the **Go to Onboarding** button to continue onboarding.



Agreements

All agreements related to your account

Approve All




AGREEMENT	APPROVAL DATE	STATUS	ACTION
Zettr	2025-04-18 11:46:16	Active	

Go To Onboarding

Step 2.2 Choose your business structure

Choose your business structure (**Company** or **Partnership or association**). Then click **Next**.

What best describes your business setup?

	Sole proprietorship You're a registered sole proprietor, and you use a bank account in your name or sole proprietorship's name. <input type="radio"/> For example: eenmanszaak.
	Company Your business is registered as a separate legal entity from its owners. <input checked="" type="radio"/> For example: besloten vennootschap (BV), unlisted naamloze vennootschap (NV), stichting.
	Partnership or association You're an individual or company, and you use a bank account in the name of a partnership, or association. <input type="radio"/> For example: vereniging, vennootschap onder firma (VOF), maatschap.

Next

Step 3. Corporation or Partnership or association

If your business structure is a corporation, partnership or association, you must provide the following information: **Business details**, **Decision-makers**, and **Bank account details**.


Finally, you must sign the (Payment Card Industry Data Security Standards) **PCI DSS questionnaire**. You sign these to protect cardholder data, reduce fraud and reduce the likelihood of a data breach (such as from a cyber attack).

See [this link](#) for more information on the PCI DSS questionnaire.

Step 3.1 Business details

Click **Add** to provide the **Business details**.

Set up your account

Your business setup: **Company** 

To prepare your account, we need information about your business.

 Business details	Add >
--	-------

Step 3.2 Business details - Basic details

Enter your company's country/region of establishment and the legal business name. Once you are done, click **Next**.

Business details

Basic details ✓

Company structure

Additional details

Summary

Basic details about your business

In the next steps, we'll collect and verify details about your business in compliance with financial regulations. Learn about how your data is managed in our [Privacy Statement](#).

Country/region of establishment

Netherlands

Business legal name

Enter the name exactly as it is on your Chamber of Commerce registration.

Charlotte de Kast

Next

Step 3.3 Business details - Company structure

Choose the type of structure your company has. Once you have chosen, click **Next**.

Business details

- Basic details ✓
- Company structure ✓
- Additional details
- Summary

Company structure

What type of company do you have?

Private company

Your company is owned privately and not traded on a public stock exchange.
For example: besloten vennootschap (BV), unlisted naamloze vennootschap (NV).



Public company

Your company is traded on a public stock exchange, and has to disclose financial information to the public regularly.
For example: listed naamloze vennootschap (NV).



Non-profit or charitable organization

Your organization has official non-profit or tax-exempt status.
For example: stichting.



Governmental organization

Your organization is owned by the government or state.
For example: publiekrechtelijke rechtspersonen op basis van artikel 2:1 lid 1 BW (public legal entities under Dutch public law).



Back

Finish later

Next

Step 3.4 Business details - Additional details

Fill in the DBA name (if applicable), the Chamber of Commerce number and the VAT number. Then enter the registered business address and optionally the address where the head office is located (if it does not match the registered business address). Then click **Next**.

Business details

Basic details ✓

Company structure ✓

Additional details ✓

Summary

Additional business details

Does your business use a DBA name?

A Doing Business As (DBA) name is a version of your business' name that may be more recognizable to shoppers but is different from the legal name.

Yes No

Chamber of Commerce registration number

11112848

✓ Format is correct

Btw-nummer

NL 123455678 B 98

✓ Format is correct

I don't have a VAT number

Registered business address

Your business's official address used for government and other legal purposes in the Netherlands.

Address

H.J.E. Wenckebachweg 200

Other address information (optional)

Postal code

1096AS

City

Amsterdam

Principal place of business

The physical location where a business's key officers oversee and manage its operations: this is usually the main office or headquarters.

Same as registered business address

Back

Finish later

Next

Step 3.5 Business details - Overview

Review your submitted data and click **Submit**.

Business details

Basic details ✓

Company structure ✓

Additional details ✓

Summary

Summary

Basic details

Business legal name	Charlotte de Kast
Country/region	Netherlands

Company structure

Entity type	Private company
-------------	-----------------

Additional details

Chamber of Commerce registration number	11112848
VAT number	NL123455678B98

Registration address

Country/region	Netherlands
Address	H.J.E. Wenckebachweg 200
Postal code	1096AS
City	Amsterdam


By submitting this summary you are confirming the following: I confirm (on behalf of the company that I am authorized to represent), that the information and supporting documentation provided during this KYC process is accurate and up-to-date, and therefore correctly represents the current state of affairs.

[Back](#)

[Submit](#)

! Note: It may take a while for it to be approved. In the meantime, continue completing the other information. The information is not approved until there is a green check mark beside **Business details** with **Verified**.

To prepare your account, we need information about your business.


 Business details

 Verified >



Step 4. Decision-makers

Click **Add** next to **Decision-makers** to submit this information.

Set up your account

Your business setup: Company 

To prepare your account, we need information about your business.

 Business details	✔ Verified >
 Decision-makers	Add >

In this section you need to name and identify all owner(s)/ultimate stakeholder(s) and signatory(s).

Click the **+ Add decision-maker** button to add a decision maker (owner, controlling person or signatory).

! Note:



- There must always be one signatory and one owner/final stakeholder, which can be in combination.
- Some individuals may hold multiple roles (e.g., owner and signatory).
- If you are unsure about the meaning of the roles, click on the *i* icon for further explanation.

Then fill in the personal details of the decision maker(s).

Decision-makers

Provide the information of the owners, controlling persons, and signatories in your company. Keep in mind that one person may hold multiple roles. The requirements are as follows:

- ✔ **Owner** Add all owners holding 25% or more of your company.
- ✔ **Controlling person** If you don't have any owners holding 25% or more, then specify all controlling persons.
- ✔ **Signatory** Add at least 1 signatory.

 What is the difference between these roles? 

[+ Add decision-maker](#)

[Save and go to overview](#)

Step 4.1 Individual details - Personal details

Select the role(s) of this decision maker and enter the name, date of birth, country/region of residence and job title. Then click **Next**.

Individual details

- Personal details ✓
- Address
- Verification method ✓
- ID Document
- Summary

Personal details

Why do I need to fill in this information?

Select all the roles that this decision-maker holds.

- Owner**
Someone who owns 25% or more of the company (directly or indirectly)
- Controlling person**
Authorized to make major business decisions (may or may not be an owner)
- Signatory**
Authorized to sign contracts on behalf of the company

First name
Enter your first name(s) exactly as it appears on your identity document

Charlotte

Last name
Enter your last name(s) exactly as it appears on your identity document

de Kast

Date of birth

01/01/1950

Country/region of residence

Netherlands

Email address

charlottedekast@gmail.com

Phone number

NL (+31) 6 46152594

Job title

Owner

Next

Step 4.2 Individual details - Address

Enter the decision-maker's personal address. Then click **Next**.

Individual details

Personal details ✓

Address ✓

Verification method ✓

ID Document

Summary

Provide personal address

[Why do I need to fill in this information?](#)

Address

H.J.E. Wenckebachweg 200

Other address information (optional)

Postal code

1096AS

City

Amsterdam

Back

Finish later

Next

Step 4.3 Individual details - Verification method

Choose the method by which you want to identify yourself: 1) **Instant verification** or 2) **Manual upload**.

- With **Instant verification**, take a picture of your ID right away and upload it on your onboarding. This way you can see right away if this photo has been accepted.
- With **Manual upload**, you make a copy of your ID manually, only here verification takes longer than Immediate verification.

After choosing one of the verification methods, click **Next**.

Individual details

Personal details ✓

Address ✓

Verification method ✓

ID Document

Summary

Verify Charlotte de Kast's Identity



Instant verification

Take a photo of a passport, identity card, or driver's license.

Powered by onfido



Manual upload

May take a few days. Upload a copy of a passport, identity, or driver's license.

[How does verification with our partner Onfido work?](#)

Back

Finish later

Next

Step 4.3.1 Individual details - Verification method - Manual upload

If you choose Manual upload, select the Document type. After that, click **Next**.

After selecting your document type, you can upload files by clicking the **Browse files** button. Do this for both the front page and the back page of the identity document.

Once these are uploaded, click **Next**.

Individual details

- Personal details ✓
- Address ✓
- Verification method ✓
- ID Document
- Summary

ID Document


So that we can verify the identity of **Charlotte de Kast**, we need to see their government issued ID. Choose the method most convenient to you.

Select document type

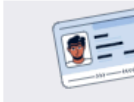
Driver's license

Requirements:


- The document cannot be expired or damaged
- Include both the front and back side, each in separate file
- The full document needs to be visible, with all text readable
- Images have to be in color




✓ Good



✗ Not cut off




✗ Not blurry



✗ No glare

Front page

 dummy rijbewijs.jpg 64.7 KB 🗑️

Back page

📁

Drop file to upload

Supported file types: JPG, JPEG, PNG, PDF
 Max file size: 4 MB. Maximal 1 page.
 Up to 1 file(s).

Browse files

Back

📅 Finish later

Next

Step 4.3.2 Individual details - Verification method - Instant verification

If you choose **Instant verification**, select the country of issue for your chosen identification document and what type of identification document it is.

- Individual details
- Personal details ✓
- Address ✓
- Verification method ✓
- ID Document**
- Summary

Choose your document

Select issuing country to see which documents we accept

Issuing country

Netherlands | Nederland

Accepted documents

- Driver's license
Front and back
- National identity card
Front and back

onfido | Real Identity

Can not complete instant verification?
Go back and provide document scans

Choose to take or upload a photo from your phone right away.

Check your uploaded file and click **Upload**. If this file is not properly visible/failed, choose **Redo**. Do the same for the back of your identification document.

- Individual details
- Personal details ✓
- Address ✓
- Verification method ✓
- ID Document**
- Summary

Check your image

Redo Upload

onfido | Real Identity

After uploading, you will get confirmation that the upload was provided properly, then click **Next**.

Individual details

- Personal details ✓
- Address ✓
- Verification method ✓
- ID Document ✓**
- Summary

Document verification

You've successfully provided the ID document.

Made a mistake? [Submit ID documents again](#)

[Back](#) [Finish later](#) [Next](#)

Step 4.4 Individual details - Summary

After this you will see the summary of your submitted information, once you have approved it, click **Submit**.

Individual details

- Personal details ✓
- Address ✓
- Verification method ✓
- ID Document ✓
- Summary

Summary

Personal details

First name	Charlotte
Last name	de Kast
Date of birth	January 01, 1950
Country/region of residence	Netherlands
Job title	Owner
Email address	charlottekast@gmail.com
Phone number	+31646152594

Address

Country/region	Netherlands
Address	H.J.E. Wenckebachweg 200
Postal code	1096AS
City	Amsterdam

ID Document

Document type	Driver's license
Front page	dummy rijbewijs.jpg
Back page	dummy rijbewijs_achter.jpg

[Back](#)

[Submit](#)


If you need to add other decision makers, click the **+ Add decision maker** button. Otherwise, click the **Save and go to overview button** to continue onboarding. After you submit this information, next to a decision-maker's name it will say, **In review**.

Decision-makers

Provide the information of the owners, controlling persons, and signatories in your company. Keep in mind that one person may hold multiple roles. The requirements are as follows:

- ✓ **Owner** Add all owners holding 25% or more of your company.
- ⊖ **Controlling person** If you don't have any owners holding 25% or more, then specify all controlling persons.
- ✓ **Signatory** Add at least 1 signatory.

? What is the difference between these roles? ▼

Charlotte de Kast ✓ Verified 

Signatory Owner

[+ Add decision-maker](#)

! Note: It may take a while for these to be approved. In the meantime, continue to complete the other data. The information is not approved until there is a green check mark with Verified next to Decision-makers.


Step 5. Bank account details

Click **Add** next to **Bank account details** to provide this information.


Set up your account

Your business setup: Company [↗](#)

To prepare your account, we need information about your business.


Business details

✓ Verified >


Decision-makers

✓ Verified >

Let us know the bank account you use to send or receive funds.


Bank account details

Add >

Choose the method by which you wish to identify yourself

- Verify via app or mobile banking app or website.
- Upload a bank statement.

Payout details

Verification method ✓

Instant verification

Summary

Add a bank account for payouts


The bank account has to be in your company's name Charlotte de Kast

Bank account country/region


You can only use a bank account in the country/region where your company is registered.

Netherlands

Verification method



Instant
Verify via mobile banking app or website
Log in to your bank account and get instantly verified.
Powered by tink[™]



May take a few days
Upload a bank statement
You also have to provide the bank account details.

[How does verification with our partner Tink work?](#)

Next

Step 5.1 Payout details - Verification method - Upload a bank statement - Bank account

Enter the IBAN number of the bank account you want to use for payout links and click **Next**.

Payout details

Verification method ✓

Bank account ✓

Bank document

Summary

Add a bank account for payouts

The bank account has to be in your company's name Charlotte de Kast

IBAN

NL50 ABNA 4452 7591 49

✓ Format is correct

This bank account will be verified to prevent fraud or other misuse of funds in compliance with global regulations.

Back

Finish later

Next

Step 5.2 Payout details - Verification method - Upload a bank statement - Bank document

Upload a bank document showing that your name/company name provided in the previous steps matches the IBAN number already entered.

Payout details

Verification method ✓

Bank account ✓

Bank document ✓

Summary

Upload a bank document

To help verify your bank account details, we need a bank statement clearly showing your business's name and dated within the last 12 months.

Select document type

Bank statement

Document requirements

- Bank account must be in your company's name (**Charlotte de Kast**)
- Includes your account number or IBAN
- Includes the bank logo, bank name, or bank-specific font
- Includes the country/region of the bank account
- Dated in the last 12 months



✓ Good




✗ Not cut off



✗ Not blurry



✗ Not expired

 dummy bank.jpg 131.8 KB



Add a description for this bank account (optional)

200 characters left

Back

 Finish later

Next

Upload the file by clicking the Browse files button. Add a description in the box, this is optional. Click **Next**.

Step 5.3 Payout details - Summary

Check your completed information and click **Submit**.

Payout details

- Verification method ✓
- Bank account ✓
- Bank document ✓
- Summary

Summary

Bank account

IBAN	NL50ABNA4452759149
Currency	EUR
Account holder	Charlotte de Kast
Bank country/region	Netherlands

Bank document

File name	dummy bank.jpg
-----------	----------------

Back

Submit

! Note: It may take a while for these to be approved. In the meantime, continue completing the other information. The information is not approved until there is a green check mark with **Verified** next to the IBAN number entered.

Step 6. PCI DSS questionnaire

Click **Add** next to the **PCI DSS questionnaire** to sign it.

To complete this process, review and sign the official documentation.



PCI DSS questionnaire

Sign >

Click on the name of the Signer who will sign the PCI-DSS questionnaire and click on **Sign**.

- ✓ **Are external vulnerability scans by PCI SSC Approved Scanning Vendor (ASV) conducted at least once every 3 months and after any significant change as such when a critical vulnerability has been resolved?**

Signer

Charlotte de Kast

By clicking the Sign button, I acknowledge and agree to the following:


- We hereby acknowledge that we must remain compliant with the aforementioned PCI DSS requirements at all times as long as we want to receive payments. Consequently, we must continuously reassess our environment and implement any additional PCI DSS requirements if our environment changes.
- Based on the above, the signatory above asserts that the information within this attestation form fairly represents the results of the assessment.

 Finish later


Sign

! Note: You will now be returned to the onboarding overview. Only when there is a green **Verified** button under **Business details**, **Decision-makers** and next to the IBAN you entered, you have submitted the information correctly.


Set up your account

Your business setup: Company 

To prepare your account, we need information about your business.


 Business details

 Verified >

 Decision-makers

 Verified >


Let us know the bank account you use to send or receive funds.

 NL**ABNA*****9149

 Verified 

+ Add extra bank account

To complete this process, review and sign the official documentation.

 PCI DSS questionnaire

[Download a copy >](#)

[Back to eaccounting.stage.vismaonline.com](https://eaccounting.stage.vismaonline.com)

It may take a while for the status of **In review** to change to **Verified**. Should it take longer than one business day, please contact support.

Now click the **Back to eaccounting.stage.vismaonline.com** button to return to your eAccounting environment and perform the further steps.

The status of this process is displayed in **Settings - Company settings - Invoice settings**.

Sending sales invoices with payment links

In order to start using payment links, you need to activate the service.

Read more about the service and prices [here](#).

Activate

Inschakelen van de dienst is gestart

Step 7. Validated

Once the onboarding is approved, the service is activated in eAccounting. The status of this process is displayed in **Company settings - Invoice settings**.

Verkoopfacturen verzenden met betaallinks

Uw bedrijf is ingesteld om betaallinks te gebruiken.

Lees meer over de dienst en prijzen [hier](#).

Schakel betaallinks uit

Step 8. Configure settings

There are two options in this step, where you can only choose one option.

- A. Use this step if you are using eAccounting's default chart of accounts.
- B. Use this step if you have imported a custom chart of accounts via an audit file.

If you don't know whether you're working with a standard chart of accounts or your own, go to **Settings > Company settings**. If you see four tabs (Basic information, Invoice settings, Accounting settings, Other settings) you are working with a standard chart of accounts.

Company settings

Basic information

Invoice settings

Accounting settings

Other settings

You use a custom chart of accounts if you see six tabs here (Basic information, Invoice settings, Accounting settings, Other settings, Standard accounts, VAT codes).

Company settings

Basic information

Invoice settings

Accounting settings

Other settings

Standard accounts

VAT codes

A. Standard chart of accounts

When you work with eAccounting's standard chart of accounts, the following general ledger accounts are created:

- 1250 (Suspense account payment links)
- 4990 (Cost of payment links)

! Note: If these ledger accounts are already in use, they will be overwritten. Therefore, our advice is also to transfer the balance of these ledger accounts to another ledger account first.

Check if general ledger accounts 4980 and 9310 are enabled.

- 4980 (Late payment fees)
- 9310 (Rounding)

If you cannot find the general ledger accounts 1250, 4990, 4980 or 9310 in your chart of accounts. Then see if they are enabled.

Go to **Settings - Chart of Accounts** - click the **Show inactive items** checkbox - click on the appropriate ledger number. See if the **Active** checkbox above is colored green. If it is not, do click it and then click **Save**.

! Note: The names of the general ledger accounts may differ, the general ledger number is leading.

B. Custom chart of accounts

If you are working with a custom chart of accounts from an audit file import, these accounts themselves still need to be created and committed.






















First, go to **Settings - Chart of accounts - New ledger account**. Here, create the two general ledger accounts **Suspense Account Payment Links** and **Cost Payment Links**. In case the general ledger accounts, **Collection costs** and **Rounding differences** have not yet been created, create them in the same way.

To link these four general ledger accounts in the chart of accounts, go to **Settings - Company - Default accounts** and define the desired accounts. The accounts, **Collection Fees** and **Rounding Differences** must be established to successfully process differences and collection fees. It is very important to check and complete this prior to use.

Bedrijf

Algemeen Facturering Boekhouding Overige **Standaardrekeningen** Btw-codes

Standaardrekeningen

Debiteuren	01200 - Debiteuren subadministratie	
Crediteuren	01400 - Crediteuren subadministratie	
Afrondingsverschillen	02181 - Afrondingsverschillen	
Valutakoersverliezen		
Valutakoerswinsten		
Herwaarderingsverliezen		
Herwaarderingswinsten		
Niet-inbare vorderingen		
Administratiekosten		
BTW-afdrachten/-teruggaven	99951 - BTW voorgaande jaren	
Transactiekosten		
Btw-afrondingen		
Kosten betaalmeth. Webshop		
Kst. bet.m. PayPal, Webshop		
Betaling. onderw., creditcards		
Incassokosten	04340 - Incassokosten	
Verdelingen		
Opbrengstenverdeling		
Tussenrekening automatische incasso		
Tussenrekening betaallinks	00204 - Tussenrekening betaallinks	
Kosten betaallinks	04000 - Kosten betaallinks	

Step 9. Use the payment links

With the Payment Links service, a QR code with a clickable link will be added by default to all generated sales invoices and any payment reminders (only if the invoice already had a payment link). In addition, a Pay button will also be added to emails with sales invoices or payment reminders to be sent. This button also refers directly to the external payment link.

! Note: However, there are a few exceptions:

- Sales invoices where direct debit is marked;
- Sales invoices where the debtor has “Cash payments” set as a payment condition;
- Sales invoices entered via fast invoice entry from Accounting - Accounting entries.
- Credit sales invoices

! Important information:

- The money paid through the payment link will be deposited into your account approximately **2 to 3 business days** after the payment is made.
- A payment link remains **active until 30 days after the due date of the open entry**.
- If the amount payable via the payment **link changes due to corrections, credit notes or partial payments, the payment link adapts to this changed amount**.
- For sales invoices that are charged off as **Doubtful/Bad dept**, the payment link is removed on the platform.

Step 10. Handling payment transactions.

Handling payment transactions consists of several parts:

1. First, the invoice with payment link is created, it is open for payment
2. Once a debtor has paid via a payment link, the open sales invoice is automatically converted to paid. An entry is also automatically created where the outstanding payment amount is processed in the Payments Link Suspense Account.
3. The bank mutation including the costs of the payment links (general ledger account 4990) now only needs to be booked manually.

Any **Collection Fees** for the payment reminder will also be processed. In the unlikely event that a discrepancy is found due to a communication problem, it is also processed in the **Rounding Differences** account. The costs of the payment links should also be booked manually on the Cost of payment links ledger account.

Once you have received the payment of the payment links from the bank, you can process them in eAccounting as follows. It is also possible to speed up the manual posting to use a booking template.

1. Select Cash and bank transactions.
2. Select the account where the disbursement took place (for example, current account).
3.
 - If you are working with a direct bank link or have imported a bank file, find the transaction with the disbursement.
 - If you record your bank transactions manually, select New bank transaction to add the transaction.
4. Select Tune.
5. Select Other credits and select Manual booking.
6. Under Account, select Suspense Account Payment Links and enter the (net) disbursement amount.
7. Click the plus for a new line.
8. Under Account, select Costs Payment Links and enter the remaining cost amount (total or broken down if desired).
9. Select Book.

Example booking

You receive €500 from three different invoices paid via iDEAL. So the cost for the payment links is 0.99 cents.

Datum	Referentie	Bedrag	Overzicht	Status
18-3-2025		499,01	? Er is geen bijbehorende boekhoudtransactie.	

Rekening	Projecten	Bedrag incl. btw	Code	Saldo
1110 - Bank 2		499,01		499,01
4990 - Kosten betaallinks		0,99		0,99
1250 - Tussenrekening betaallinks		-500,00		-500,00

Step 11. Choose your payment method (optimal)

In eAccounting, go to the **Payment Links** tab within **Sales Invoices**. Then click on **Settings - Payments - Payment methods**. Currently, only Visa/Mastercard and iDEAL are available as payment methods.

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- Account
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Update shopper statement information

Your company name is shown by default

Shopper statement

Kai Kloet

The text is visible on the shopper's bank statement

Save

Payment methods

Select witch payment options should be available on the payments page.

NAME	STATUS
Visa / Mastercard	<input type="checkbox"/>
iDEAL	<input type="checkbox"/>
Trustly	<input type="checkbox"/>
Vipps	<input type="checkbox"/>

Enable or disable payment methods

- If all payment methods are disabled (gray sliders), the customer can pay with either Visa/Mastercard or iDEAL.
- To enable a specific payment method, slide the corresponding button to the right.
- Example:
 - All sliders gray → Both payment options available.

- Only iDEAL enabled (purple) → Only iDEAL is visible to the customer.
- Only Visa/Mastercard enabled (purple) → Only Visa/Mastercard is visible to the customer.

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Update shopper statement information

Your company name is shown by default

Shopper statement

The text is visible on the shopper's bank statement

Save

Payment methods

Select witch payment options should be available on the payments page.

NAME	STATUS
Visa / Mastercard	<input type="checkbox"/>
iDEAL	<input checked="" type="checkbox"/>
Trustly	<input type="checkbox"/>
Vipps	<input type="checkbox"/>