

InterPayments

Products & Services Overview

The Payment System lets you to add products or services to invoices. You must first have created an invoice.

Adding Products & Services

1. Click **Configuration** from the left menu.
2. Click **Products & Services** from the drop-down window.
3. Click the **Add** button.
4. Select a **Location**. If you have more than one Merchant account, you can click the drop-down window next to the Location box and select the Location you want to use.
5. Enter the price in the **Price field**.
6. Enter a product a name in the **Name field**.
7. Enter a **Product SKU**.
8. Optionally, enter a **Description**.
9. Optionally, enter a **Product UPC**.
10. Optionally, enter a **Commodity Code**.
11. Click the **Save** button.

Deleting Products & Services

1. Click **Configuration** from the left menu.
2. Click **Products & Services** from the drop-down window.
3. To narrow your list, you can enter a search term in the **Search** box or you can enter a search term in one or more of the column- specific search fields. If you enter a search term in one or more of the column-specific search fields, you can also click the magnifying icon to do an advanced search.
4. **Check the boxes** next to the products or services you to delete or select all boxes by clicking the box from the top.
5. Click the **Delete** button.
6. Click **OK** in the pop-up window to delete

Editing Products & Services

1. Click **Configuration** from the left menu.
2. Click **Products & Services** from the drop-down window.
3. To narrow your list, you can enter a search term in the **Search box** or you can enter a search term in one or more of the column-specific search fields. If you enter a search term in one or more of the column-specific search fields, you can also click the magnifying icon to do an advanced search.
4. Select the products or service you want to edit by clicking any part of its row.
5. **Edit** any items you want to edit.
6. Click the **Save** button.

Exporting Products & Services

1. Click **Configuration** from the left menu.
2. Click **Products & Services** from the drop-down window.
3. To narrow your list, you can enter a search term in the **Search box** or you can enter a search term in one or more of the column-specific search fields. If you enter a search term in one or more of the column-specific search fields, you can also click the magnifying icon to do an advanced search.
4. Check the boxes next to the products and services you want to export or select all boxes by checking the box from the top.
5. Click  .
6. Click the **desired file type** from the drop-down window.