

Notifications

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Go to **Administration** and then click on **Notifications**.

The Notifications tab allows you to specify which user will receive emailed notifications about events such as Batch Closure, Disputes Summary, ACH Payment Rejects or Returns, Statements, or IRS 1099. You can also configure notifications for various summary email notifications, including Processing, Invoice, Subscription, and Account Updater.

Select a user from the dropdown list for each notification type you want to enable. The user receiving notifications must be listed as a valid Qualpay Manager user for your account. If the user does not exist, select **Create a New User**, allowing you to [create a user](#) with an associated email address before enabling notifications.

Users can be ineligible to receive notifications due to [previous bounced emails](#) or due to their [user status](#). Orange or red-highlighted users assigned to a notification will not receive emails until the issues are corrected.

To stop specific notifications from being sent to a user, click the X in the box containing the user's name/email address for each applicable notification type.

Three of the notification types require at least one user to be selected. A fourth is required if your account is set up to take ACH Payments. Required notification types are marked with an **asterisk** in the list below. When no valid users are assigned to these required notifications, the notifications will be sent to the Account Administrators on file instead.

Notification List

Processing Summary

This summary contains the total counts and amounts of all the settled batches received by Qualpay the previous day. It is helpful for merchants who process more than one batch per day (due to using multiple payment profiles, having multiple Qualpay Merchant Accounts, taking ACH payments in addition to credit cards, or using multiple point-of-sale devices at your business).

Batch Closure

This notice contains the total counts and amounts for transactions settled in a single batch when it closes. If you close multiple batches daily, you will receive multiple emails, one for each closed batch. It is only available for transactions settled using Qualpay direct products.

*Dispute Summary

This summary contains the counts for any disputes received and any cases with status changes within the last seven days.

This notification type requires at least one assigned user.

*ACH Payment Rejects or Returns

A summary of ACH payment rejects or returns received in the last 24 hours. Only available on accounts that process ACH payments.

If your account takes ACH Payments, this notification type requires at least one assigned user.

Invoice Summary

A summary of your invoice activity, including payments against outstanding invoices in the last 24 hours. Only available on accounts that use Qualpay Invoicing.

Subscription Summary

This summary contains the total counts and amounts for all Subscription payments run in the last 24 hours. Only available on accounts that use Qualpay Recurring Billing.

Account Updater Summary

A summary of your Requests, Responses, and Matches for your most recent Account Updater Harvest. Only available on accounts that use Qualpay Account Updater.

***IRS 1099**

An annual alert when your IRS 1099(s) for the previous year's activity are available to view, print, or download from Qualpay Manager.

This notification type requires at least one assigned user.

***Statements**

This monthly alert is sent when your statement for the previous month's activity is available to view on Qualpay Manager.

This notification type requires at least one assigned user.
