

Payment Processing Quick Reference Guide

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| <p>To setup Balance Types: <i>System Control 1 menu > Balance types > Options for the company</i></p> <ul style="list-style-type: none"> • Setup Interest • Secondary balance types are user defined • Client statements are affected | <p>To view and setup Payment Codes: <i>System Control 2 menu > Payments and Adjustment Codes > Payment Codes</i></p> <ul style="list-style-type: none"> • Payment codes define the types of payment • Balance Adjustments 41 thru 49 are user defined • Balance Adjustments to not show up on statements • Entered payments are added to a batch • Use option to request a payment receipt when applying the payment • Use Payment Codes at the time of payment • Notify a user about special conditions when applying payments • Always request an edit before posting (Press Exit – F7 prompt for Edit displays) | |
| <p>To distribute payments across linked accounts: <i>System Control 2 menu > Payments and Adjustment Codes > Payment Code (2nd screen)</i></p> <ul style="list-style-type: none"> • Use to distribute a payment across the linked accounts • Spread the payment across the linked group with F10 - Change Method | <p>To setup Direct Check/Post-Dated Checks: <i>Account Detail Screen > F9 P/A > F14-Direct Checks</i> NOTE: Direct Check option must be run before Post Dated Check Options</p> <ul style="list-style-type: none"> • Payment Transaction > Direct Check > Direct check interface (with report) • REQUIRED Payment Transaction > Post Dated Checks | <p>To setup/authenticate Credit Cards: Authorize credit cards in real time, this requires a third party vendor</p> <ul style="list-style-type: none"> • Account detail screen > Tab-Q > Credit Cards • F2 – Authorize <p>Run option to print/delete credit cards daily; can also be applied to a batch</p> <ul style="list-style-type: none"> • Payment Transaction menu > Credit card options |
| <p>To enter client Commission rate: <i>Management menu > Client Update > Page 2</i></p> <ul style="list-style-type: none"> • Commissions are at the account level (changing the client does not change the account) • Fee codes are used to give different commissions based on rules that were setup | <p>To setup Fee Codes: <i>System Control 1 menu > Fee Codes</i></p> <ul style="list-style-type: none"> • Fee Codes automatically adjusts the commission code on an account based on various conditions | <p>To run Payment Reports: <i>Payment transaction > Payment reports for a period</i></p> <ul style="list-style-type: none"> • <i>Analysis of Pending Payments</i> • <i>Payment Detail List</i> • <i>Daily Payment Summary</i> |