

A/R Payments Portal

The QuickScreens portal for A/R payments provides fast and efficient entry of A/R payments via check, cash, or cards. It also provides the option to quickly apply existing open payments. The web-page portal covers the most commonly-used functions, and the advanced A/R cash receipt entry program is just a click away if you need other advanced SouthWare functions.

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Feature Highlights

Highlights of features included in the portal include:

- Payment entry tab for entry
 - Minimal keystrokes to record a new transaction
 - Quick customer lookup and verification
 - Option to add a new customer
 - Notifies if there are warning notes for customer
 - Option to review transaction and the applied amounts
- Flexible application of payment
 - Option to auto-default payment application to oldest balances
 - Option to pay specific invoices
 - Option to create an open payment
- Quick application to specific invoices
 - List of unpaid invoices (with option to view details)
 - One-click to pay balance
 - Option to pay partial amount
 - Option to create open payment for unapplied balance of payment
 - Option to apply an existing open payment using same one-click options
- Accept Check, Cash, Credit Card, or other pay
 - Credit cards and other pay accepted as in standard entry program

- Zoom to standard entry program for advanced functions such as editing open transactions, reapplying credits, and canceling transactions
- Transaction view screen lets you see list of amounts applied to invoices
 - Option to zoom to standard entry for editing
- Automatically incorporates Extended Data
- Notifies of warning notes for a transaction
- Tab with list of pending transactions with option to view transaction or call post program
- Option to set the background image for entry pages in the portal

Setup Requirements

The A/R Payment Portal must be run within a normal SouthWare login session (SouthWare's browser) and is not available to external users. It also requires NetLink Server mode - Processor mode is NOT supported.

Any SouthWare operator with A/R security access of at least 5 and a valid A/R Cash Receipt operator (AR-07-11) may use this portal. You must have a default A/R transaction operator assigned to your logon operator since this is the operator that will be used within the portal.

This portal utilizes the following A/R Cash operator options (AR-07-11):

- Access All operator transactions
- Show Customer Balance
- Allow Apply Open Payment
- Allow Create of Open Payment
- Allow Posting
- Use Credit Card Interface

Accessing the A/R Payment Portal

You may access this portal via the A/R portal or from the QuickScreens menu.

When you access the portal you will have a choice of two tabs on the bottom of the page:

Enter Payments tab

This is the main entry tab for new A/R payment transactions. See "Entering a New Document" below for details on this tab.

Pending tab

This tab displays a list of pending (unposted) A/P transactions. You may click on a transaction in the list to display it in the same review screen used for new transactions. From the review screen you may zoom to the standard entry program for editing if

necessary. You may also click on the “Post Transactions” button to access the Posting program (AR-02-04) to post transactions (subject to your operator security).

Entering a New Document

In the “Enter Payments” tab you will initially see the start page for a new transaction.

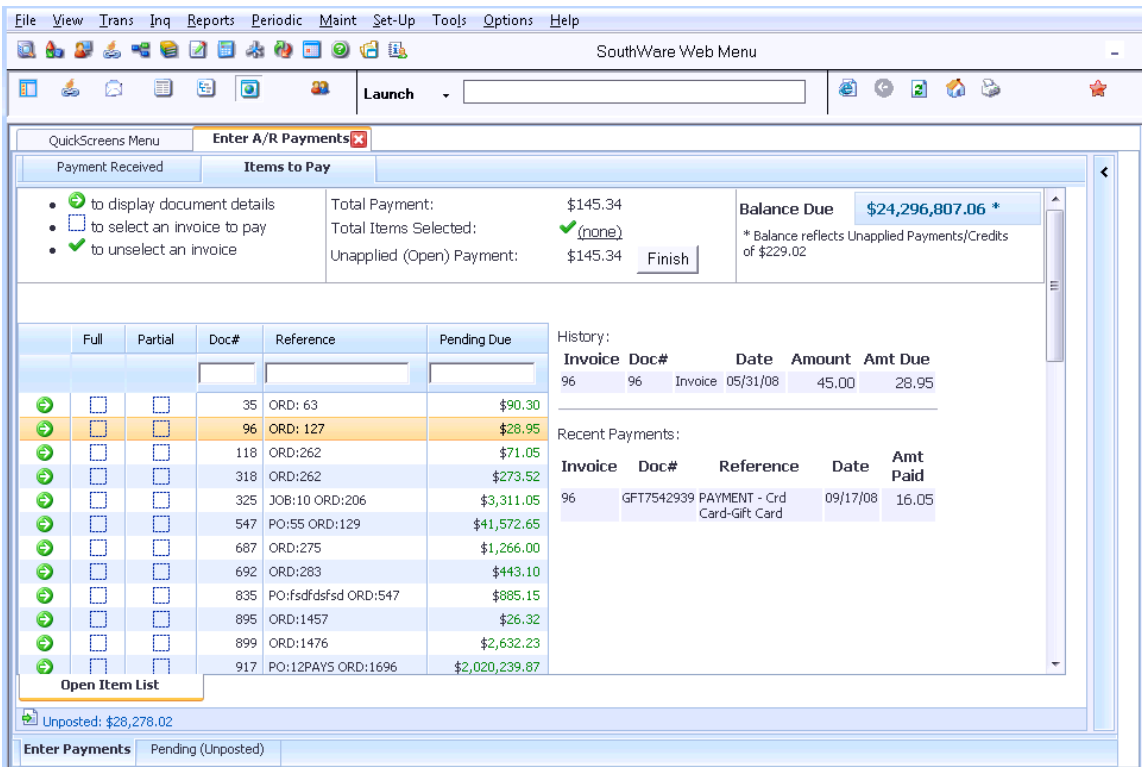
Entering a New Payment

- Specify the apply method (defaults from the last transaction you added).
- Specify the customer by entering a customer number, using the search functions, or you can even add a new customer if needed.
- Choose a pay type (defaults from the last transaction you added). If open credits are available for the customer you can also choose to apply an open credit by clicking on the button that displays the amount of open credits to be applied.
 - If you choose to apply an open credit a list of open credits will appear. Select one. The Apply Payment option then determines how to apply the credit:
 - If the option is to “Pay Specific Documents” then the Items to Pay tab (described below) will display and you may choose the invoices to pay with the open credit.
 - If the option is to apply to oldest then the program will automatically apply the credit to the oldest unpaid items for the customer.
 - If you choose to pay via Card the page will ask for the card information when you choose to Add the transaction. *(The Card option is not available if your operator indicates not to use the Credit Card interface.)*
 - If you choose to pay via Other Payment then the page will display a list of other pay codes that are not cards.

- Enter the remaining header information needed including the document number (if applicable) and amount.
- If you are applying payment to specific invoices click on the Show Items button to access the Items to Pay tab (described below).
- If you are auto-applying to the oldest or creating an open payment then just click on the Add Trx button to create the transaction.
- If you have enabled Review Mode the created transaction will display in the Transaction Review page (discussed below). Otherwise the screen will be cleared for the next transaction.
 - If you need to add Extended Data for the transaction you should choose to go to the Transaction Review page.

Items To Pay Tab

If you are applying payment to specific items the Items to Pay tab shows a list of existing unpaid items for the customer. You may select the items to pay and optionally specify the amount of payment to apply. As you highlight an item the preview pane to the right shows any payment history for the item.



Items to Pay Tab

Here are the available functions:

- Click on the “Full” column

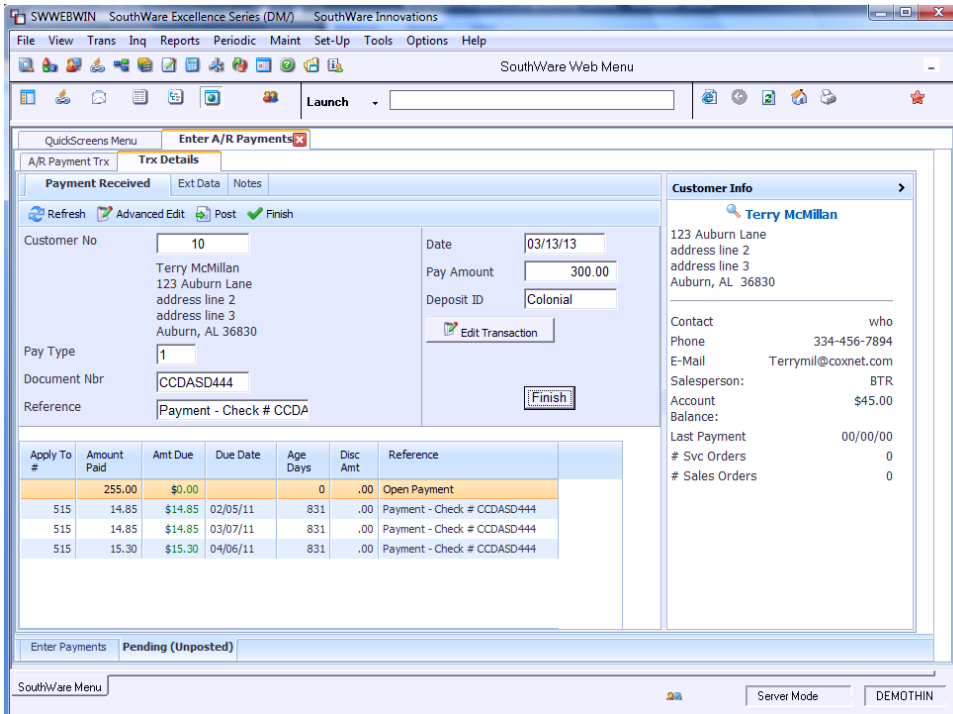
- This applies payment for the entire pending due amount for the item. Pending due is the current balance less any unposted payment transactions for the same item. If the pending due amount is greater than the remaining payment to apply then the payment will be limited to the remaining payment balance.
- The totals at the top will be updated to reflect the applied payment.
- If an item is already selected you may click on the check mark to clear the payment.
- Click on the “Partial” column
 - This displays a window with an amount field so that you may specify the amount to pay. The pending due amount is the default (unless the remaining payment amount is insufficient). Enter the amount to apply to this document.
 - The totals at the top will be updated to reflect the applied payment.
 - If an item is already selected you may click on the check mark to clear the payment.
- Click on the arrow to zoom for more details
 - This displays some details of the document. See the “View Open Item” discussion below.
- Click on the “Clear” link beside the Total Items Selected to clear all applied payments and start over.

Note:

The payment portal stores some of the info about payment selection in the page, so if you refresh the browser page you may have inaccurate totals for the transaction. If you have refreshed the page and the totals are incorrect you should select an item to display the “Clear” link, then press the “Clear” link to remove all stored info about payments for this transaction. This will reset the totals.

Transaction Review

You may view a payment transaction immediately after creating the transaction (by selecting the “Review after adding” option) or by selecting a transaction from the Pending (Unposted) transaction list.



Payment Transaction Review Page

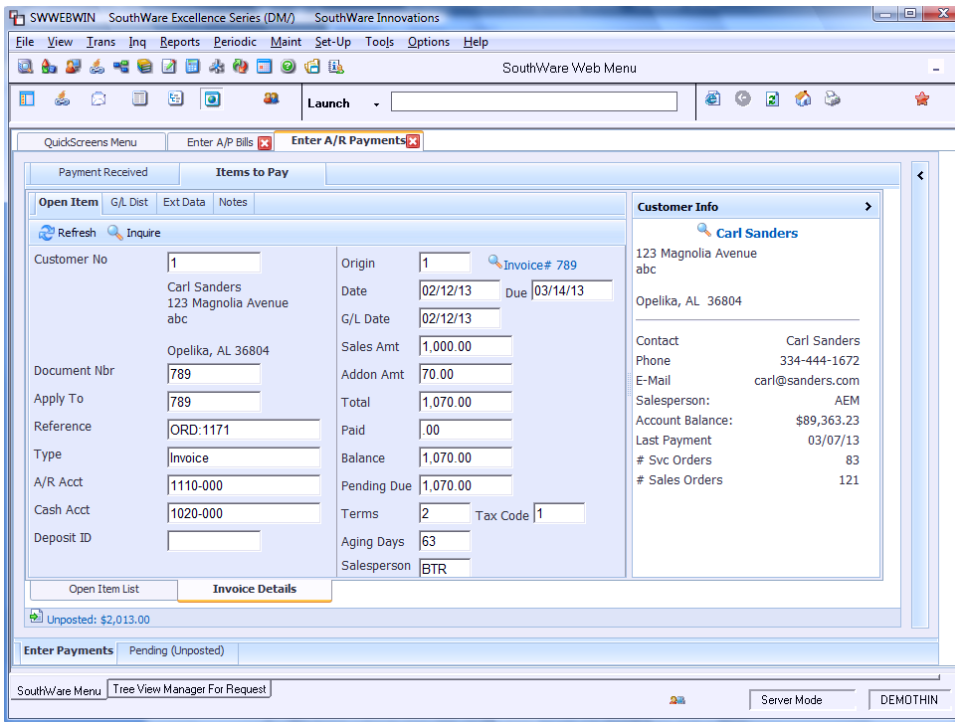
Here are the components of the view:

- Payment header information
- List of the applied payment documents/amounts
- Customer summary info
- Option to edit the transaction by zooming to the standard entry program
- Option to access the post program
- You may also access and edit Extended Data (if applicable).

To finish/exit a transaction click on the Finish button.

View Open Item

When you zoom on an open item from the Items to Pay tab you will see the following view page with more details.



Within this page you may access the following info:

- Document header info
- A list of G/L distributions for the transaction
- Extended Data (if applicable)
- Any notes added to the transaction

You may also click on the Inquire button to zoom to the standard inquiry program (AR04) for this open item.

Technical Notes

Below is a list of the NetLink pages specifically for this portal:

- QSARPCONTAINER – container with main tabs
- QSARPENTRY – page to start entry of A/R payment
- QSAROPENDIST – page to show G/L distributions for an open item
- QSAROPENVIEW – page to show details for zoom of an open item
- QSARPAYADD – page to import payment transaction
- QSARPAYAMT – page to specify amount to pay on partial pay of open item
- QSARPAYITEMS – list of open items to pay when paying specific items
- QSARPCADDR – request to retrieve customer address/info at start of transaction
- QSARPCODEAJAX – request to create selection list of other pay codes
- QSARPCREDITS – list of open credits to select
- QSARPCUSSEL – list of customers for search
- QSARPCUSTVIEW – customer info to display in right portion of page
- QSARPTRXLST – list of pending A/R payment transactions (unposted)
- QSARPVIEW – transaction review page for a pending transaction