File #131
Platform: ALL

Got Them Ol' (B) Screen Blues?

eCommerce Industries, Inc.

Are You Missing Out?

If you still post A/R payments in the text-based (B) screen, you're missing out on features that may save you time and trouble. You have two newer alternatives that are simpler and faster to use: the text-based (BQ) screen and the graphical Accounts Receivable Posting screen.

The (BQ) and Accounts Receivable Posting screens share a number of advantages over the (B) screen, but here we'll focus on two key features:

- Accepting credit card payments
- Posting to several accounts from a single payment.

Note: eNsite does not include the feature for accepting credit card payments. If you're an eNsite dealer, though, you can post to several accounts from a single check.

Setting Up Credit Card Payments

Before you can accept credit card payments in A/R, you need to set a parameter.

Follow these steps:

1 Go to the (LA2) screen.

Note: If you use graphical eNsite Pro software, get to this screen by double-clicking **Keyop Menu**, and then double-clicking **Parameters**. When the text-based (L) screen appears, type **A 2** to get to the (LA2) screen.

2 In the (LA2) screen, select the [C] Change action code.

```
10:54:40                      (LA2) A/R Parameters                       04/03/02
===============================================================================
             Action [C] (C=Change, I=Inquiry )   G/L Location [ 1]
===============================================================================
Floating Credit Y/N ?Y                  Purge by Latest Date Y/N ?

User-Selected Date for AR-MASTER ?   (N=Net Date or S=Statement)
  Net Date Number of Days #     (30)  Deposits & Credits Always Current Y/N ?

Prompt for Period When Releasing Batches by Loc Y/N ?

Build Customer P/O Index Y/N ?
Scanning Customer Number Y/N ?          Use Up-to-Date as Cutoff Date Y/N ?

Journalize Purged Invoices Y/N/X ?  (X=Archive Specials)

Allow Credit Card Payments In A/R Quick Pay Y/N ?Y
Require Authorization Number on Credit Card Payments Y/N ?
Prompt for Address Verification on Credit Card Payments Y/N ?

Graphical Deposit Receipt: Format ?     Printer ?
Graphical Deposit Report : Format ?     Printer ?
================================================================================
```


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3 At G/L Location, accept the default location by pressing TAB, or specify another location number.

4 Tab to the Allow Credit Card Payments In A/R Quick Pay field, and type **Y**, as shown on the previous page.

5 Save your change by pressing ENTER.

Note: You can specify credit card information for individual accounts, so it will be displayed when you post A/R. For text-based software, see "Chapter 7: Credit Card Enhancements" in *What's New in Versions 3 and 4. For* graphical software, open online help to the **Contents** tab; click **Customers**, then click **Credit Cards**.

Accepting Credit Card Payments

You can accept credit card payments in the (BQ) screen or in the Accounts Receivable Posting screen. We'll briefly describe both methods.

Accepting Credit Cards in the (BQ) Screen

Follow these steps:

1 From the Master Menu, go to the (BQ) screen.

2 The cursor appears at the posting date. Accept it by pressing ENTER, or specify another date.

3 At Batch#, specify a batch number of your choice.

4 At G/L Description, accept the default G/L number by pressing ENTER. (DDMS recommends against changing the default G/L account.)

5 At Pay Method, select **Credit Card Payment**. Do this by typing **C** (the highlighted letter).

6 At When Marking Invoices, Suppress Zero Balances, enter the appropriate response:

Y **(default)** Do not display invoices with a balance of zero.

N Display invoices with a balance of zero.

7 At Update Customer History With Check Information, enter the appropriate response:

Y **(default)** Update customer payment history in the (AH) screen.

N Do not update customer payment history.

8 At Name, specify part of the customer's name and press ENTER. You can also tab to the # field, specify their account number, and press ENTER.

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9 At Correct Customer, enter the appropriate response:

- **Y** **(default)** Yes, this is the correct customer
- **N** No, display the next customer record
- **Q** No, display the next 10 customer records so that you may select the correct one
- **C** Display customer information to help you determine if this is the correct customer.

10 At Credit Card Information, complete the fields, including the amount the customer wants to pay, as shown here:

```
+=====| Credit Card Information |====+
|  Account # [123456789012345     ]  |
|  Exp Date: 10/10/04  Card Type ?1  |
|   0=M/C, 1=Visa, 2=AMEX 3=Din.Club |
|   4=Ca.Blanc, 5=Disc, 6=Other      |
|  Credit Card Amount   $    345.75  |
+====================================+
```

Note: When entering the credit card amount, type the decimal point if you're specifying both dollars and cents.

The system displays the credit card type and amount in the Check# and $ fields.

11 At Select Invoices By, select **Marking** by pressing ENTER. (You have several other options for choosing which invoices to pay, but we won't cover them here; for details, see **Section 4: Marking the Invoices to Pay** in "Chapter 18: Using the One Account Per Check Payment Method" of *Book IV: Accounts Receivable*.)

12 When the system displays the customer's invoices, mark those you want to pay by typing **X**.

You can also use the following keystrokes here:

Enter	Move the cursor down
Esc	Move the cursor up
Tab	Change payment or discount amounts
D	View details

13 If you run out of money before completely paying off an invoice you marked, you'll see the message Not Enough Money to Completely Pay Invoice, and the cursor appears in the Payment column. Accept the partial payment amount by pressing ENTER, or specify a different amount.

If you want to stop marking invoices before using all the money, type **E**, and when you see the message All Available Money Has Not Been Used, press ENTER.

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If you pay off the last invoice you mark completely, the system displays an Out of Money message. Press ENTER.

14 When the End Menu Window appears, select **Post Payments** by typing **P**.

The system will process your postings, and the cursor will go back to the Name field, so you can select the next customer to post payments for.

Accepting Credit Card Payments in eNsite Pro

We’ll briefly describe the procedure for accepting credit card payments here. Remember that help is easily available in Accounts Receivable Posting, and in every graphical application: Click the **Help** menu and choose **Help.** You can also see the Help topic for each field: click the field that you want help for, then press the F1 key.

1 In the graphical Master Menu, double-click the **Accounts Receivable** icon.

2 Retrieve the customer record you want to post payments for:

- To specify a name, click the **Name** box, type the customer name, and press ENTER (not TAB).
- To specify the account number, click the **ID** box, type the customer name, and press ENTER (not TAB).

3 In the Batch Information dialog box: Type the batch number, or select one from the drop-down list.

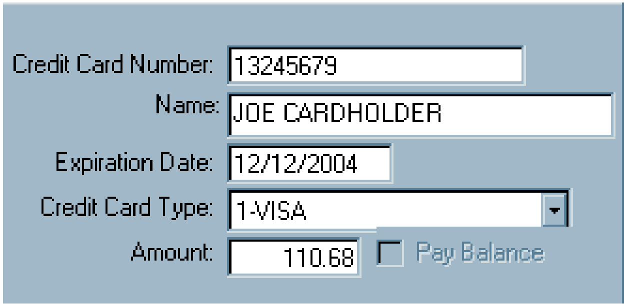
Click **OK**.

4 Click the  icon.

5 Click the **View** button, which is next to the Credit Card Amt box.

If you have credit card information for this customer in your database, the default credit card information will be displayed, along with any other cards you set up for this customer. To use an alternate credit card, complete the boxes, as shown below.

If you do not have credit card information for this customer in your database, complete the credit card information boxes, as shown here:



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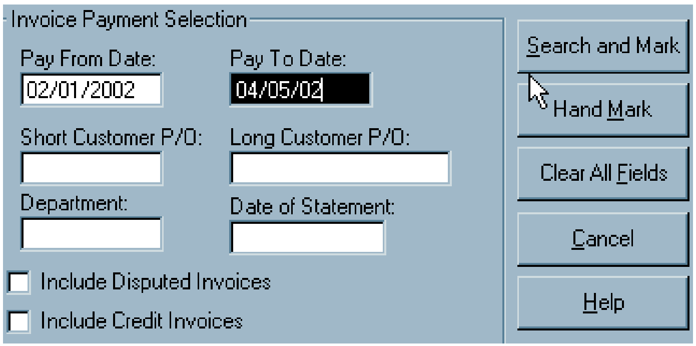
Note: When specifying the payment amount in the Amount box, include the decimal.

6 Select the invoices you want to pay. Several methods are available. We’ll discuss only one here: setting limits. To do this, complete any of the fields shown below, and click **Search and Mark**:



7 The search begins for any outstanding invoices that meet the limits you specified. If an outstanding invoice is found, payment is automatically applied, beginning with the lowest invoice number. All outstanding invoices will continue to be paid, until the first invoice is reached that cannot be completely paid, or until all invoices are paid.

- If the available amount matches the total outstanding invoices due, the Post to Account window opens, along with the Are You Sure message. Click **Yes**.
- If the amount is not sufficient to pay all the outstanding invoices, when the first invoice is reached that cannot be completely paid, as much of the invoice balance as possible will be applied. The Partial Payment window opens, listing the invoice number that was partially paid, along with the amount that was applied. Click **OK**.
- If the amount was greater than the outstanding invoices, a message appears indicating that you have not applied all of the available funds. You can now post the remaining money as a credit memo. We’ll explain this under **Posting to Several Accounts.**
- If you have funds remaining after posting the invoice payments, the You Have Not Applied All of the Available Funds message appears. At this message, click **Yes**.

8 Post your payments by clicking the  icon.

9 At Are You Sure, click **Yes**.

10 At Approve, click **Yes**.

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11 At Approval Code, enter the approval code for this credit card transaction. (If you have previously approved this card, you can click **On File**, and select an approval code.)

12 At Complete, click **OK**.

Posting to Several Accounts

You can post to several accounts with a single payment in the (BQ) screen or in the Accounts Receivable Posting screen. We'll briefly describe both methods.

Posting to Several Accounts in the (BQ) Screen

This is very similar to the steps for posting credit card payments. Follow these steps:

1 Complete **Steps 1–4** under **Accepting Credit Cards in the (BQ) Screen** on page 2.

2 At Pay Method, select **Multiple Accounts Per Check** by typing **M**.

3 At Check#, enter the check number, and press TAB. (For cash transactions, type the word **CASH**; for credit cards, specify the card type, such as VISA or AMEX.)

4 At $, enter the amount of the check, including the decimal point.

5 At Input Invoice Number, type the complete number of the first invoice, including the extension (10009-0, for example).

6 At Pay This Invoice, enter the appropriate response:

Y **(default)** Yes

N No, select another

D Display more information about this invoice

C Change the payment amount and then pay

7 Continue to retrieve and pay invoices, from as many different accounts as necessary, until you see the Out of Money message.

Press ENTER.

Note: The Out of Money message appears when you exactly pay off all the invoices you selected. For other situations, please see "Chapter 19: Using the Multiple Accounts Per Check Payment Method" in *Book IV: Accounts Receivable*.

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8 When the End Menu Window appears, select **Post Payments** by typing **P**.

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9 At Update Customer History with Check Information, enter the appropriate response:

- **Y** **(default)** Update customer payment history in the (AH) screen. (You can only update payment history for one account.)
- **N** Do not update customer payment history.

10 At Input Customer Name or Number, specify the account whose history will be updated. Do this by entering the customer name and pressing ENTER, or tabbing to the # field, entering the account number, and pressing ENTER.

11 At Correct Customer, enter the appropriate response:

- **Y** **(default)** Yes, this is the correct customer
- **N** No, display the next customer record
- **Q** No, display the next 10 customer records so that you may select the correct one
- **C** Display customer information to help you determine if this is the correct customer.

12 After you accept the customer, the system updates the account with the payment information.

Posting to Several Accounts in eNsite/eNsite Pro

We’ll briefly describe the procedure for posting to several accounts here. For more complete instructions on accounts receivable, click the **Help** menu and choose **Help.** You can also see the Help topic for each field: click the field that you want help for, then press the F1 key.

1 In the graphical Master Menu, double-click the **Accounts Receivable** icon.

2 Retrieve the customer record you want to post payments for:

- To specify a name, click the **Name** box, type the customer name, and press ENTER (not TAB).
- To specify the account number, click the **ID** box, type the customer name, and press ENTER (not TAB).

3 In the Batch Information dialog box: Type the batch number, or select one from the drop-down list.

Click **OK**.

4 Click the  icon.

5 In the Check# box, enter the check number. (You could also specify a credit card, as described earlier.)

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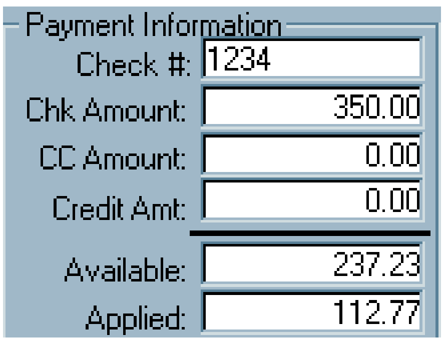
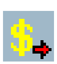
6 In the Chk Amount box, enter the amount of the check, including the decimal point.

7 Set limits, if you want, as described in **Step 6** under **Accepting Credit Card Payments in eNsite Pro**.

You can also simply begin with the oldest invoices for this customer. To do this, leave the limits blank, and click **Search and Mark**.

8 The system applies the check to the customer's outstanding invoices. The amount left will be displayed in the Available box, as shown here:



9 Click the  icon.

10 At You have … Do you still want to post, click **Yes.**

11 At Complete, click **OK**.

12 Select the next account, and click the **Enter Payments to Invoices** button.

13 Set limits for this account, or click **Search and Mark.**

14 If there is still money left after applying paymenst to this account, repeat **Steps 9-13** as often as necessary.

15 When you apply money to the last account, post it by clicking the  icon.

16 At Are You Sure, click **Yes**.

17 At Complete, click **OK**.

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