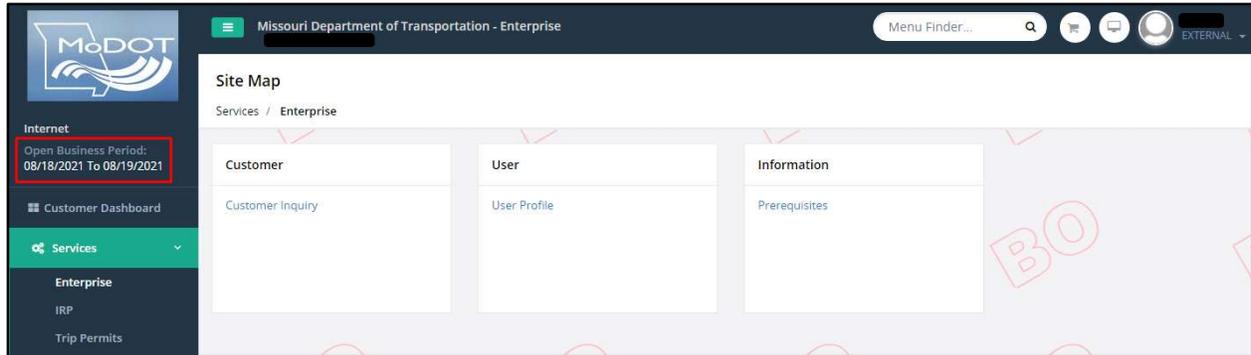


1.4 Operations

1.4.1 Financial Elements

1.4.1.1 Business Period in header

Upon sign on to the application, the user will be able to see the available business period in the upper left corner.



1.4.1.2 Payment

1.4.1.2.1 Cart Payment

Transactions/supplements are added to a cart for payment. Access the payment function by doing the following:

- From the Finance application-level menu under the Operations header, select CART PAYMENT from the PAYMENT menu tile.
- If a cart with added transactions exists, the cart will be listed on the screen.
- Otherwise, you can search using the information at the top of the screen.
 - MCE Customer ID – is prepopulated and disabled.
 - Invoice No.
 - Invoice Date From/To
 - Cart ID
 - Legal Name
 - Click SEARCH to search for carts matching the criteria.

The screenshot shows the 'Payment' interface with the following elements:

- Search for Transaction:** Fields for MCE Customer ID (1198), Invoice No., Invoice Date (MM/DD/YYYY To MM/DD/YYYY), Cart Id, and Legal Name. An 'All Transaction' checkbox is present.
- Buttons:** Search, Refresh, Quit, and a help icon.
- Selected Transaction:** Fields for Payer Name, Payer MCE Customer ID, and Receipt Date (MM/DD/YYYY).
- Bottom Buttons:** Pay and Save & Quit.

After a cart is selected:

- To remove a transaction from the cart:
 - Select the check box next to the transaction.
 - Click the REMOVE button.
- To continue to add additional transactions to the cart, click the SAVE & QUIT button
- Click PAY to perform the edits and display the validation screen.
- A shopping cart icon appears at the top left corner of the screen to indicate if there are transactions in the cart and how many.

This screenshot is identical to the previous one but shows a transaction selected in the cart:

- Selected Transaction:** Payer Name: SUCCESS TRUCK LEASING INC, Payer MCE Customer ID: 1198, Receipt Date: 08/18/2021.
- Invoice Date:** 08/01/2021 To 08/19/2021.

REMOVE	MCE CUSTOMER ID	LEGAL NAME	INVOICE NO.	INVOICE DATE	TRANSACTION TYPE	PRIORITY	AMOUNT DUE (\$)
<input checked="" type="checkbox"/>	1198	SUCCESS TRUCK LEASING INC	3160041	08/17/2021	AC#:1198;ENTERPRISE SYSTEM CREDIT DEPOSIT	1	1000.00
Total							1000.00

Showing 1 to 1 of 1 entries

Remove

Pay Save & Quit

1.4.1.2.1.1 Payment Collection

Click the PROCEED button to process the payment from the validation screen. The screen displays the invoices ready for payment.

MCE CUSTOMER ID	LEGAL NAME	INVOICE NO.	INVOICE DATE	TRANSACTION TYPE	PRIORITY	AMOUNT DUE (\$)
1198	SUCCESS TRUCK LEASING INC	3160041	08/17/2021	AC#:1198; ENTERPRISE SYSTEM CREDIT DEPOSIT	1	1000.00
Total						1000.00

On the cart payment screen, enter the payment types.

To enter a payment type:

- Select the PAYMENT TYPE:
 - Process electronic payments only by clicking the Credit Card or E-Check button from the Payment Details section.
 - Process Credit Card or E-Check payment via NCR system in the electronic payment window.
 - When the electronic payment is approved, it will populate the details on the payment screen to allow generation of a receipt and credentials.

Refund:

- The system automatically transfers any overpayment of certified funds to Enterprise System Credit.

Payment
Cart Payment

Payment

Payer MCE Customer ID	Legal Name	DBA Name	Enterprise System Credit
1198	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	0.00
IRP System Credit	IFTA System Credit	OPA System Credit	
0.00	50.00	0.00	

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3160041	08/17/2021	SUCCESS TRUCK LEASING INC	AC#:1198;ENTERPRISE SYSTEM CREDIT DEPOSIT	1000.00
Total Amount Due				1000.00

Payment Details

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	▼		

Delete
Add
Credit Card
E-Check

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

FOR OVER PAYMENT: SYSTEM CREDIT REFUND

Total	0.00
Remaining Balance	1000.00
Change	0.00
Over Payment	0.00
Net Amount Paid	0.00

Electronic Delivery Type

Payment receipt:

D - PDF

Proceed
Refresh
Quit
?
▲

Payment:

- Click PROCEED to perform the edits and display the validation screen.
- Click PAY on the validation screen to finalize the payment and proceed to creation of credentials.
- Payment Receipt displays
- Payment receipt is produced.

1.4.1.2.2 Post Payment

The Post Payment menu option is used to continue with credential assignment if errors occur after payment was collected.

Perform the following steps to process a post payment:

- From the Finance menu under the Operations header, click POST PAYMENT from the PAYMENT menu tile.
- On the search screen, the MCE Customer ID is prepopulated and disabled. Enter the additional search parameters to narrow down the search.
- Click SEARCH to view the search results.

- Click on the Cart ID link from the far left of the grid to select the preferred record

CART ID	MCE CUSTOMER ID	CART STATUS	PAYMENT DATE	TRANSACTION TYPE	INVOICE NO.	INVOICE DATE	TRANSACTION STATUS	APPLICATION TYPE
2192	1198	PAID	08/05/2021	IFTA;CAN#:1198;FL#:001;YR:2020;QTR#:2;FUEL:GAS;AMD#:0	3159520	08/05/2021	PAID	IFTA
2193	1198	PAID	08/05/2021	IFTA;CAN#:1198;FL#:001;YR:2020;QTR#:3;FUEL:GAS;AMD#:0	3159521	08/05/2021	PAID	IFTA

- The system assigns the inventory against the supplement and display the success message at the top of the screen.
- The generated credentials will open in a pop-up window and the status of the supplement is changed from Paid to Closed.

1.4.1.2.3 Payment Inquiry

Users can check payment details for the amount paid. This inquiry provides a breakout of each fee charged for a particular transaction. Perform the following steps for Payment Inquiry:

- From the Finance application-level menu under the Operations header, click PAYMENT INQUIRY from the PAYMENT menu tile.
- On Payment Inquiry page, the MCE Customer ID is prepopulated and protected. Enter any of the additional search criteria to narrow down the search.
- Click on SEARCH button and the application will fetch a list of the payment records matching the search criteria.

Payment Inquiry

Payment

MCE Customer ID: 1198

Invoice No.:

Payment Date From: MM/DD/YYYY

To: MM/DD/YYYY

Cart Id:

Legal Name:

DBA Name:

Payment No.:

Payment Type:

Search Refresh Quit ?

Export To CSV

CART ID	MCE CUSTOMER ID	INVOICE NO.	LEGAL NAME	DBA NAME	BUSINESS DATE	TRANSACTION TYPE	FIN TRANS DATA	PAYMENT AMOUNT (\$)	INVOICE AMOUNT (\$)
2476	1198	3159793	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALLEASE	08/11/2021	RENEW LICENSE	IFTA; CAN#:1198; FL#:001; YR:2022; SUPP#:000	0.00	0.00

- Click on the Cart Id link from the left of the grid and a pop-up screen containing the payment details will open.

TRANSACTION DETAILS
✕

Cash Drawer Details

MCE Customer ID	1198	Legal Name	Financial Location
		SUCCESS TRUCK LEASING INC	BATCH OFFICE

Cash Drawer Details

Cash Drawer User ID	MCE Customer ID
BATCHOFFICE	1198

MCE CUSTOMER ID	INVOICE NO.	SESSION NO.	EFFECTIVE DATE OF TRANSACTION	PAYMENT DATE	TRANSACTION DESCRIPTION
1198	3159793	3560	08/11/2021	08/11/2021	RENEW LICENSE

GL Code Distribution

INVOICE NO.	GL CODE DESC	FEE TYPE	DESCRIPTION	FEE AMOUNT (\$)

MODOT Fees Distribution

FEE TYPE	ACCOUNT DESCRIPTION	ACCOUNT	FUND	FEE AMOUNT (\$)

Print
Close

- Click CLOSE from the command line to close the window or click PRINT to print the payment details.

1.4.1.3 Reprint

1.4.1.3.1 Payment Receipt

The Payment Receipt Reprint option allows a user to reprint a payment receipt. Perform the following steps to reprint a payment receipt:

- From the Finance application-level menu under the Operations header, select PAYMENT RECEIPT from the REPRINT menu tile.
- On the search screen, the MCE Customer ID is prepopulated and protected. Enter additional search criteria such as Payment Date to narrow the search results.
- The Electronic Delivery Type is defaulted to PDF and cannot be changed.
- Click PROCEED.

Reprint Payment Receipt

Reprint

MCE Customer ID: Payment Date: Cart Id: Legal Name:

Electronic Delivery Type:

- A list of records matching the search parameters appears.
- Click the Cart ID link for the payment receipt to reprint.
- The payment receipt which was originally produced is generated in the selected electronic delivery type.

Reprint Payment Receipt

Reprint

MCE Customer ID: Payment Date: Cart Id: Legal Name:

Electronic Delivery Type:

CART ID	PAYMENT DATE	MCE CUSTOMER ID	LEGAL NAME	CUSTOMER TYPE	INVOICE NO.	TRANSACTION DETAILS
2459	08/11/2021	1198	SUCCESS TRUCK LEASING INC	Corporation	3159778	IFTA;CAN#:1198;FL#:001;YR:2021;QTR#:2;FUEL:DSL;AMD#0
2465	08/11/2021	1198	SUCCESS TRUCK LEASING INC	Corporation	3159782	IFTA;CAN#:1198;FL#:001;YR:2021;QTR#:2;FUEL:DSL;AMD#1
2476	08/11/2021	1198	SUCCESS TRUCK LEASING INC	Corporation	3159793	IFTA;CAN#:1198;FL#:001;YR:2022;SUPP#000