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.
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.
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.

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:

- 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

- 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.

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

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