

INSTRUCTIONS FOR USING INTERNET BILL PAYING (Add-On Module)

After calculating your regular bill groups you should backup your data and then transfer to your Internet Bill Pay provider. However, to transfer current FINAL BILLS, you must transfer after you final bill account(s) and then you MUST Final Group transfer before you calculate.

Step 1) Right-click on the account screen to bring up the options menu.

Step 2) Click on "Transfers" on the options menu.

Step 3) Click on "Internet Bill Paying" on the Transfers sub-menu. This will display the Internet Bill Paying screen.

HOW TO SET UP OPTIONS FOR INTERNET BILL PAYING

Step 1) When you have the Internet Bill Paying screen displayed (see above), click on the Setup tab.

Step 2) Fill in the appropriate information.

"Default Path for Files" is the location where you will be storing files transferred to and from the internet bill paying module. You can use the "Locate Path" button to assist you in filling in this information.

"Default Send file Name" is the name of the file you will be using to send information to the Internet Bill Paying web site. The default name is SEND.DAT.

"Default Receive file Name" is the name of the file you will be using to receive information from the Internet bill Paying web site. The default name is RECEIVE.DAT

"Bill Pay Web Site" is the URL (Name) of the Internet Bill Paying web site. This is optional.

HOW TO SEND DATA TO THE INTERNET BILL PAYING WEB SITE

Step 1) When you have the Internet Bill Paying screen displayed (see above), click on the "Send Bill Data to Internet" button. You are now finished using the BANYON WinUB program's part of this process.

Now you will need to access the program supplied by your vendor (i.e. PSN, RevTrak...) in order to process the file and put the information on the web site. If you have questions with this, please contact your vendor. BANYON cannot help you with this part.

HOW TO RECEIVE DATA FROM THE INTERNET BILL PAYING WEB SITE

Once people have made payments to your Internet Bill Pay web site, you will need to use your vendor (i.e. RevTrak, PSN) supplied software to pull the information from the web site and create a file for Banyon WinUB to read into your Utility Billing data. Banyon employees cannot help you with this process. Once you have completed this process and successfully created the file you are ready to begin reading the information into Utility Billing.

Step 1) When you have the Internet Bill Paying screen displayed (see above), click on the file name you want to import at the bottom to the left of the "Receive Payments" button.

Step 2) Click on the "Receive Payments" button. This will read the data and create a receipt batch for you.

Step 3) Print the Entry Register for the receipt batch.

Step 4) Post the receipt batch.