

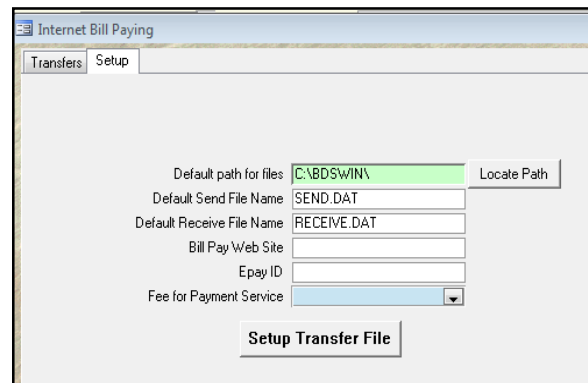
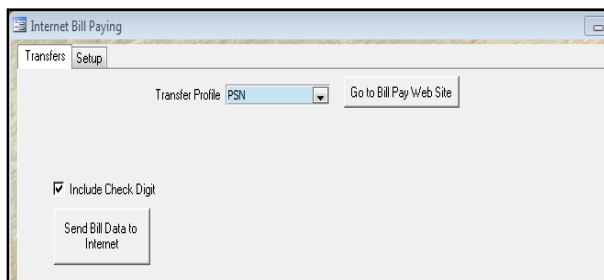
## Banyon Data and PSN Online Payments Setup

Banyon interfaces with Payment Service Network (PSN) via our **Internet Bill Pay Module** that sends balances to PSN and receives payments back from PSN. The other module is our **Send Bill Info To File** that is used for online bill presentment and email billing through PSN. If you plan to do both, you need both modules from Banyon first in order to get PSN the correct information.

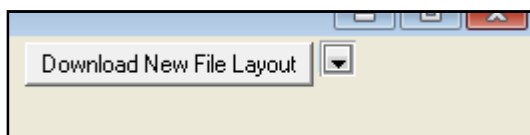
The setup steps will be completed by Banyon Data when the modules are activated. The only setup steps needed later are inserting the Epay ID numbers (PSN calls RT Number) on the setup screen for each module.

### Setup For Internet Bill Pay Module (PSN calls this the “customer file”)

Banyon’s PSN Internet Bill Pay Module (customer file) first needs to be activated by calling Banyon. Once activated, it shows up under the right click option (from the main account screen), select transfers, and internet bill pay.



The internet bill paying screen should now appear. Click on the setup tab and then click on the setup transfer profile button at the bottom. On the bill transfer profile screen if PSN does not show on the left hand side, click the drop down arrow by the download new file layout box and choose PSN(as shown below) **IF PSN ALREADY SHOWS UP ON THE LEFT HAND SIDE OF THE SCREEN, THEN SKIP TO VERIFYING PSN INFO.**



After PSN has been selected in the drop down, click on the download new file layout button. Once the download completes the PSN transfer profile screen will be displayed.

## VERIFYING PSN SETUP

Transfer Profile for Payments

First Prev Next Last Add New Delete Reports Import New File Layout Download New File Layout

7 PSN

Transfer Name: PSN  Use This Profile

Location of Send Files: c:\bdswin\

Location of Receive Files: c:\bdswin\

Send file name: send.bt

Default Receive file name: receive.bt

ASCII numeric value of Line Terminator character:  Epay ID:

Login Name:

Login Password:

Send Receive Options Transfer Display

Format

Column File  Delimiter

Comma Delimited File

Single Line Format  Include Trailer Record

Include Header Info  Strip Quotes

Send Check Digit  No Quotes in CVS send

Check for Duplicate Batches  No dashes in account number

RevTrak Auto Transfer

Display

File Header

Invoice Header

Customer Header

Account Header

ACCOUNT

Account Footer

Customer Footer

Invoice Footer

File Footer

File Trailer

Verify under the options tab that the COMMA DELIMITED FILE button is selected AND the single line format box is checked AND the send check digit box is checked.

1. Enter the Epay ID (*PSN calls it RT Number*) obtained from PSN in the Epay id box.  
*If the Epay id is not entered, there will be an error message when the file is created saying it can't communicate with the server. Call PSN to obtain the Epay id.*

**Setup is now complete on the Banyon side for internet bill paying with PSN. Contact PSN to complete setup on their side.**

**Payment Service Network phone number is 1-866-917-7368**

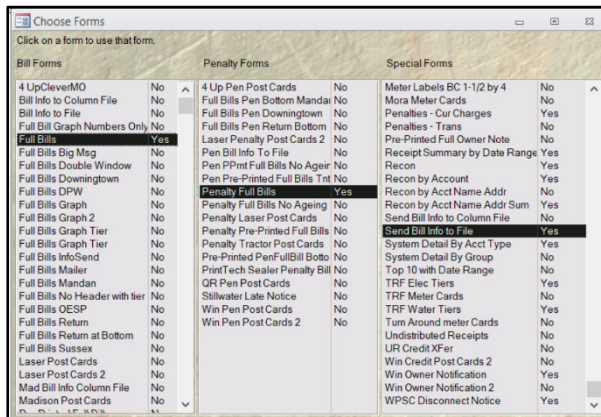
# SETUP PSN EMAIL BILLING & ONLINE BILL PRESENTATION

**\*\*These setup steps should already be done for you by Banyon Data when the modules are activated. These steps are shown to verify setup.**

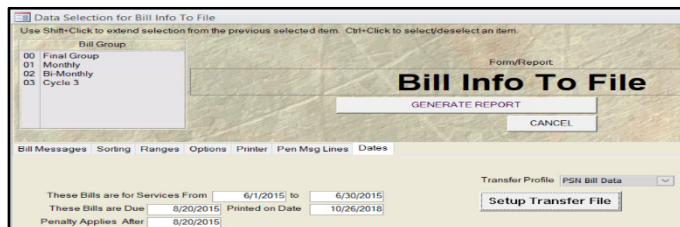
**The only step needed to be completed should be #8 on entering the Epay ID/RT Number when that is received from PSN.**

If PSN is emailing bills or providing online bill presentation, then this section explains the setup for that. This does require Banyon's Bill Info To File module.

1. To verify if this module is turned on in Banyon, go up to tools from the main ribbon, add on modules and see if YES is by BILL INFO TO FILE. If not, give Banyon a call to activate.
2. From the main utility billing account screen right click, choose setup, then choose forms. In the SPECIAL FORMS column scroll down and make sure SEND BILL INFO TO FILE says yes. If it displays no, click on it to show yes.

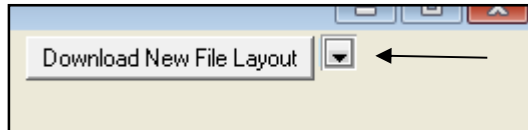


3. Once the send bill info to file is marked yes, close out of that screen and from the main utility account screen click on the reports drop down and choose Send Bill Info to File
4. Click on the dates tab, then click on setup transfer file (click yes if a message appears)

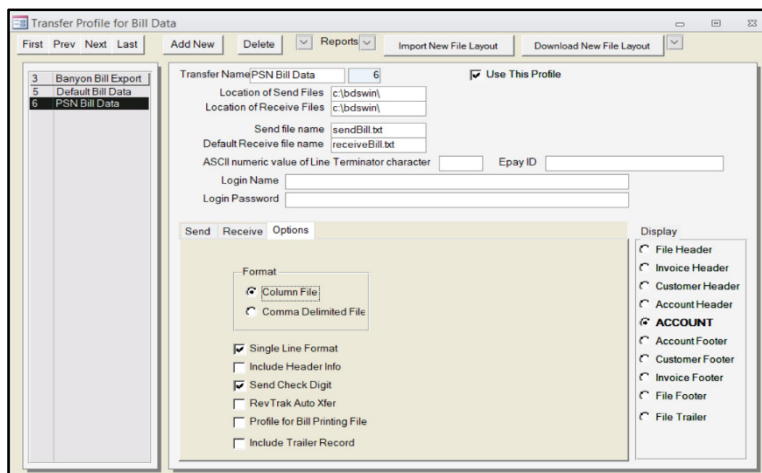


- For this transfer, PSN Bill Data is chosen.

If the profile does not show up in the drop down, click the “Setup Transfer File” button (say yes to any message displayed). On the top right, click the drop down arrow by the download new file layout button and select PSN. Next, click the download new file layout button.



- Under the options tab, make sure the Column File button is selected AND the Single Line Format box is checked AND the Send Check Digit box is checked.



- DO NOT CHANGE ANYTHING UNDER THE SEND OR RECEIVE TABS.
- Enter the Epay ID obtained from PSN in the Epay id box (PSN calls this the RT Number). *If the Epay id is not entered, there will be an error message when the file is created saying it can't communicate with the server. Call PSN to obtain the Epay id.*

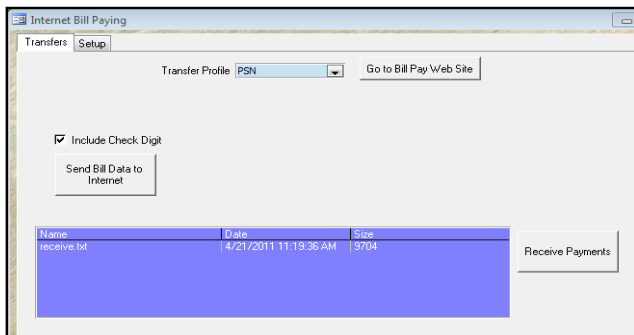
**Setup is now complete on the Banyon side for billing file with PSN.  
Contact PSN to complete setup on their side.**

**Payment Service Network phone number is 1-866-917-7368**

## PROCEDURE STEPS

### Generating the Internet Bill Pay File (PSN calls this customer file)

1. From the main utility billing account screen right click, choose transfers, then internet bill paying.

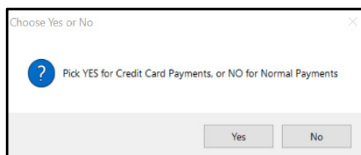


2. Make sure PSN is selected in the drop down for transfer profile.
3. Click on the send Bill Data To Internet Button.
4. This process should be done daily or Monday, Wednesday, Friday at a minimum.  
**This file also needs to be generated the last day of each month to ensure accuracy for the recur payment process in PSN.**
5. There is an option to **auto send** the PSN file the first time Utility Billing is opened each day. To set this, right click from the UB account screen, click setup, setup options, options tab. In the bottom right, check the "auto send epay" box.

**Only check this box after the Epay ID/RT Number is entered and your PSN account is active. Otherwise the software will error out saying it can't communicate with PSN**

### Importing Receipts From PSN Into Banyon

1. From the main utility billing account screen right click, choose transfers, then internet bill paying.
2. Highlight a transfer file and then on the right hand side click the **Receive Payments** button and all receipts will be loaded directly into your Banyon Utility Billing into an un-posted receipt batch.

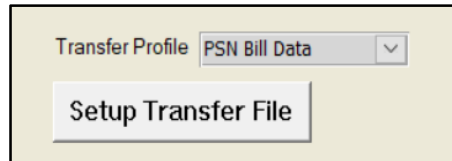


Clicking YES will download the credit card transactions into a separate receipt batch. Click the same file name again and receive payments and select NO to download the non-credit card transactions into a separate receipt batch.

3. Go to your normal Banyon Receipt entry in Utility Billing and the batch will be under unposted for you to preview, post, and distribute to fund accounting.

## Generating the Billing File for PSN (File for email bills and online presentation)

1. From the main utility billing account screen click on the reports drop down arrow and select Send Bill Info To File.
2. Click on the dates tab and verify that the transfer profile says “PSN Bill Data”

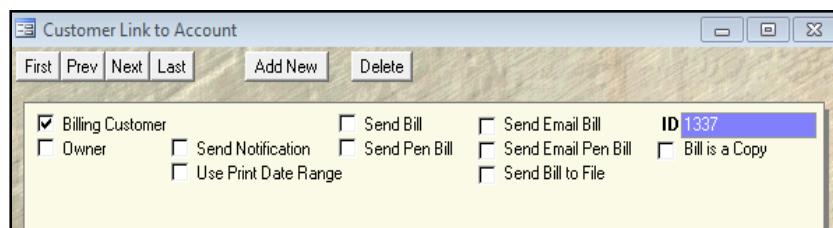


3. Once the profile is verified/selected fill out your dates, bill messages, and ranges (if needed), highlight the bill groups, then click generate report to create the file.

**If PSN is going to email bills to certain customers and the customer has opted out of receiving a paper bill, the customer needs to be marked **NO** to send bill.**

**(PSN will provide a monthly report of customers that have opted out of receiving a paper bill.)**

1. To make sure a customer does not receive a printed bill, pull up their account from the main account screen.
2. Click on the names tab and click on their name.



3. Uncheck the send bill option and verify the send bill to file is checked. **YOU DO NOT NEED TO DO ANYTHING WITH THE SEND EMAIL BILL OR SEND EMAIL PEN BILL CHECK BOXES. THOSE ARE NOT USED FOR PSN.**
4. Do this to all accounts that you are not going to be printing a bill for as they have opted for email bills. A customer can receive both a printed copy and email copy if wanted. If that is the case, leave send bill checked.

## **OTHER BANYON INTEGRATION AVAILABLE THROUGH PSN**

**Fund Accounting:** All non-Utility Billing payments are automatically sent to Banyon Fund Accounting during the transfer process to utility billing. Banyon Utility Billing detects that the payments are not for utility billing and re-routes to Banyon Fund Accounting where they will show up in the external batch area.

Municipal customers can setup items like permits, licenses, or any other items they want to sell through the online web store. This integration is available at no charge with the purchase of Banyon's PSN Module for Utility Billing. Customers would setup permits and licenses this way if they have not purchased our actual software to track and issue those items.

**Invoicing Module in Fund Accounting:** If a customer has purchased the Banyon Invoicing Module, the generated invoices can be uploaded to PSN for lookup and payment. The paid invoices are then transferred back to Banyon Fund Accounting and posted towards the invoices. This does require the customer to purchase the Banyon PSN Invoicing Integration Module (*Contact Banyon for pricing*)

**Property Management (Permits, Licensing, and Violations):** If a customer has purchased Banyon's Property Management Software, the permits, licenses, and violations can be uploaded to PSN for lookup and payment. Those payments are then transferred to the Banyon Property Management Software and posted towards the corresponding permit, license, or violation. This does require the customer to purchase the Banyon PSN Property Management Integration Module (*Contact Banyon for pricing*)

**Property Tax Collection Module in Point of Sale Software:** If a customer has purchased Banyon's Property Tax Collection Module, then Property Tax balances can be uploaded to PSN for lookup and payment. Those payments are then transferred back to Banyon Point of Sale and posted to the parcel id. This does require the customer to purchase the Banyon PSN Property Tax Integration Module (*Contact Banyon for pricing*)