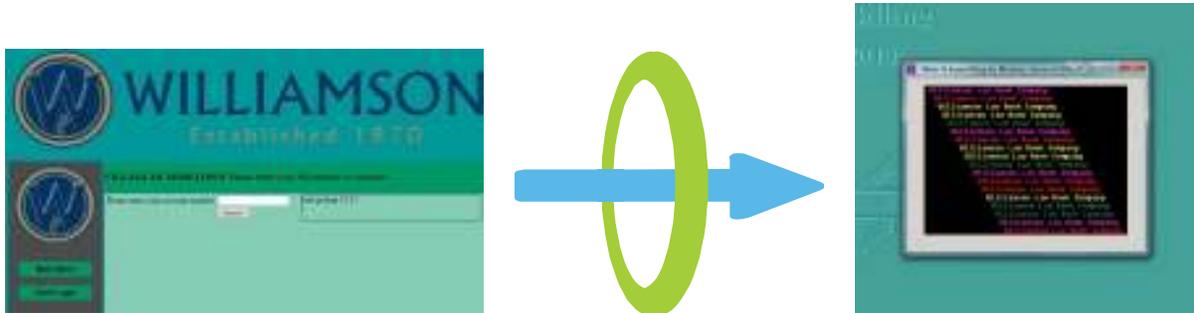WATER QUICK PAY LOOKUP GUIDE

The following guide is intended to aide you in the processes involved in exporting the electronic payments from the Williamson Law Book Company Water Quick Pay web portal and importing the electronic payments into an open journal in the Williamson Law Book Company Water and/or Sewer Billing Software.

OVERVIEW:

The process begins with exporting the new electronic payments from the web portal to a payment file which is saved to your computer. Once the payment file is created you may open the water and/or sewer billing software to being the importing process.
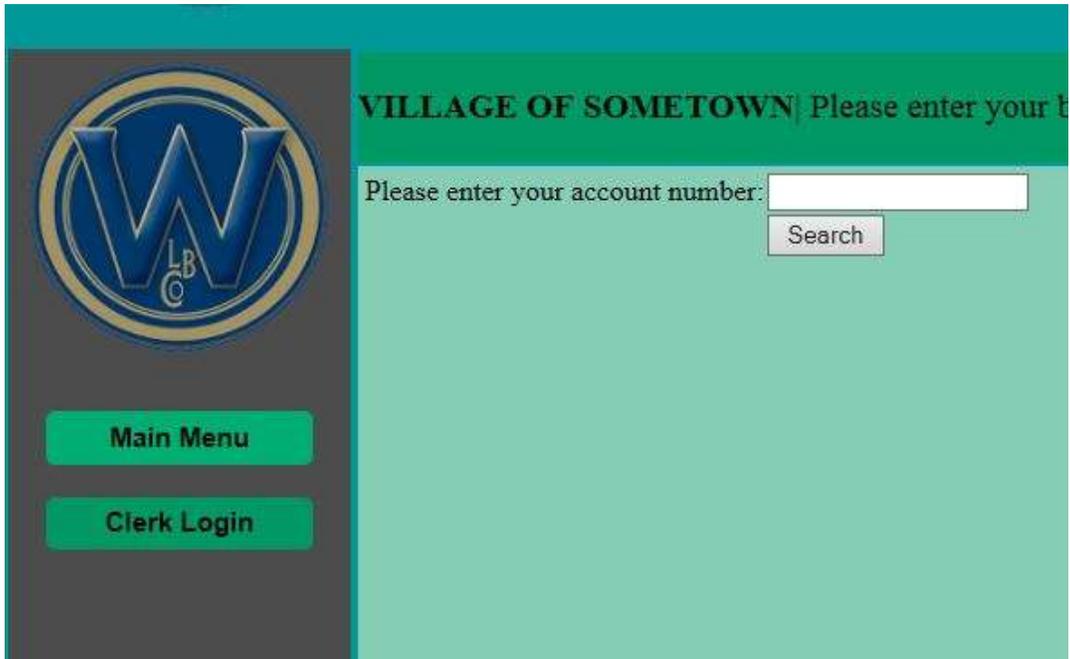
Please use the Table of contents on the next page to quickly access the section to best suit your needs.
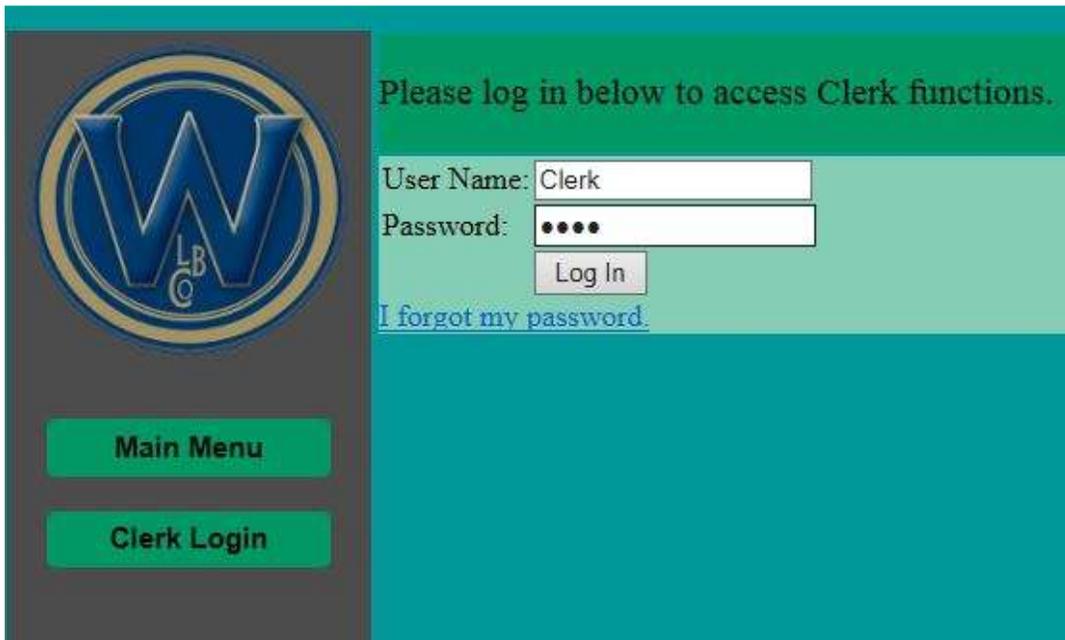
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EXPORTING PAYMENTS FROM THE WEB PORTAL

In order to bring the payments into the water and sewer program you must first acquire the payment file from the web portal. Start by accessing the web portal.

Click the 'Clerk Login' button to access the secured Clerk menu functions. Enter your user name and password and click the 'Log In' button.

Click the 'Reports' button.

Choose a starting date and an ending date for the search criteria.

NOTE: The web portal will indicate the date range for which new payments need to be exported in the line of text above the date range boxes. Use this information to narrow your search window.
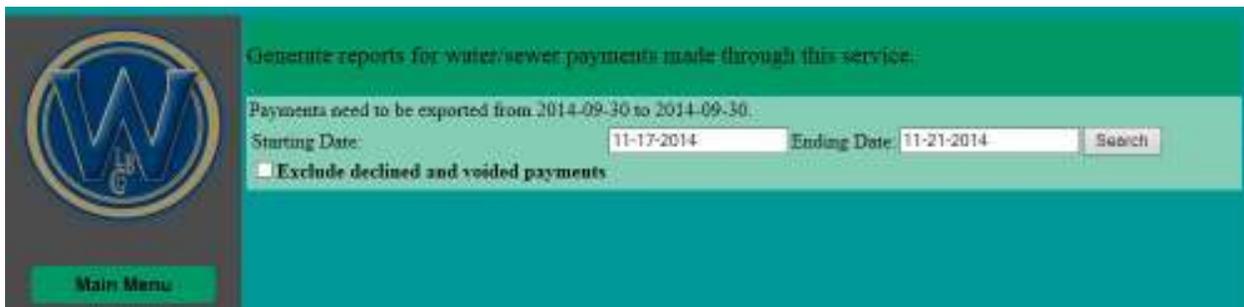
Any payments made within the selected date range will be listed. If you wish to print a report with the contents of this list, click the 'Show Printable Version.' Otherwise, proceed by clicking the 'Export to File' button.

Finally, the file will download. Depending on your browser settings the file may automatically download to your 'Downloads' folder on your computer. Your computer will indicate when this download is complete.

NOTE: Take care to note the location this file downloads to. You will need to know the location of the file to import it into the water and sewer program.

IMPORT ELECTRONIC PAYMENTS INTO THE WATER/SEWER SOFTWARE

NOTE: This section of the guide is intended for use only after you have acquired the payment file from the web portal. Do not proceed further until you have acquired that file.

Importing electronic payments begins in the payment menu along the main menu bar that runs across the top of the program window.
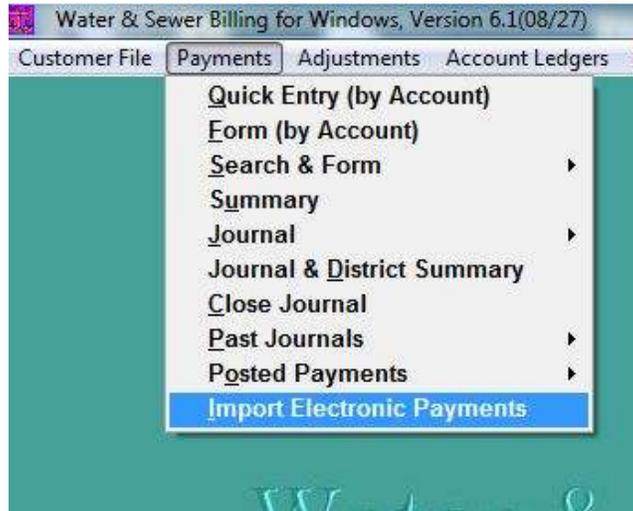
Next the program with prompt you to select the file you wish to import. Navigate to where you downloaded the file from the payment portal, select the file desired, and click the OK button.
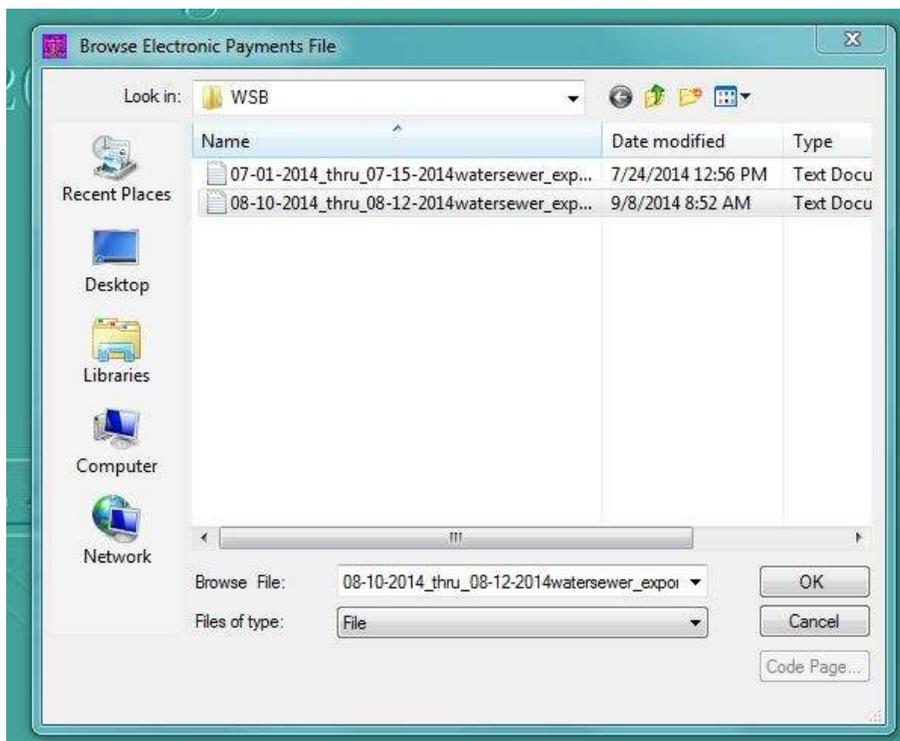
Once you have selected the payment file you wish to import the program will prompt you with a window that indicates it will be checking the electronic payment file for any errors. If it does not find any errors it will add the new payments to the payment journal highlighted in yellow.

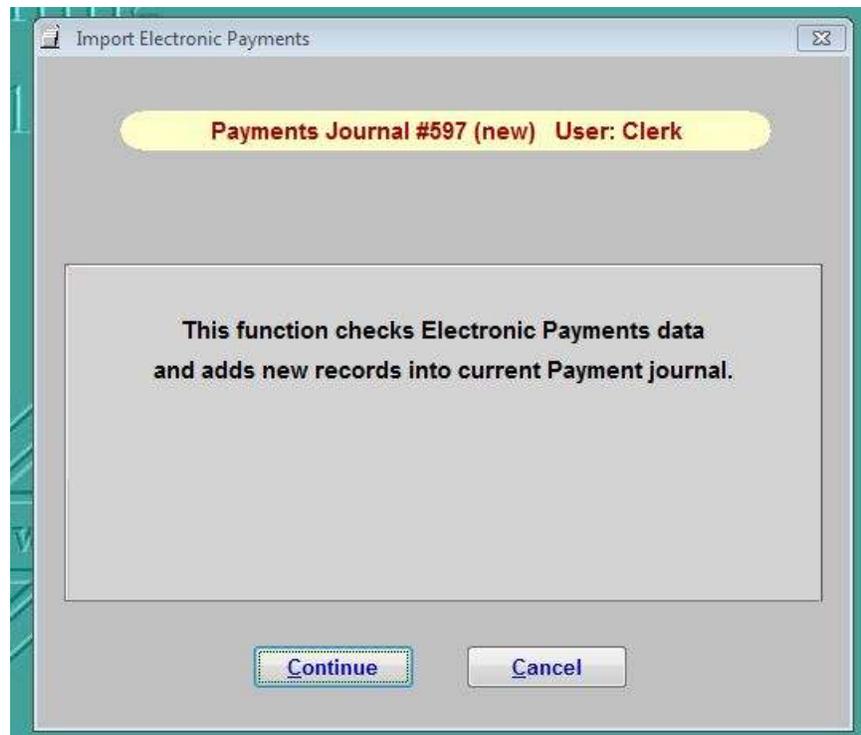It is recommended that you only import electronic payments into a new and empty journal. Importing electronic payments into an existing journal with cash or check payments will inhibit your ability to easily compare the amounts on the journal with a bank deposit.

Click 'Continue' when you are ready to import the payments or 'Cancel' to abort the import process.

If the program discovers any errors in the import file it will indicate that some accounts could not be imported and prompts you to print a report indicating which lines on the payment file are erroneous and why they cannot be imported.

Click 'Yes' to preview the report. The report will indicate the lines that could not be imported on the left side and the reason why they could not be imported on the right side.

11/21/2014			**TOWN OF SOMETOWN**			
09:49:28			**Wrong Payment Records**			

Account #	Date	Name	Payment Type	Payment Amount	Current Balance	
A005	08/12/2		echeck	200.00	0.00	Not found
16500	08/12/2	DUDEK, JOHN	Master	50.00	31.37	No match

NOTE: The two reasons a line from the payment file may not be imported are either when the account number does not exist in the Water and Sewer Program (Not Found) or the amount that was paid does not match the amount currently owed by that account number. (No Match)

The program will then prompt you once more to confirm the importing of the payment file. You may click 'No' to abort the process or 'Yes' to continue with importing the payments.

NOTE: If there were any lines on the payment file that were not imported due to error they will not be added to the payment journal.
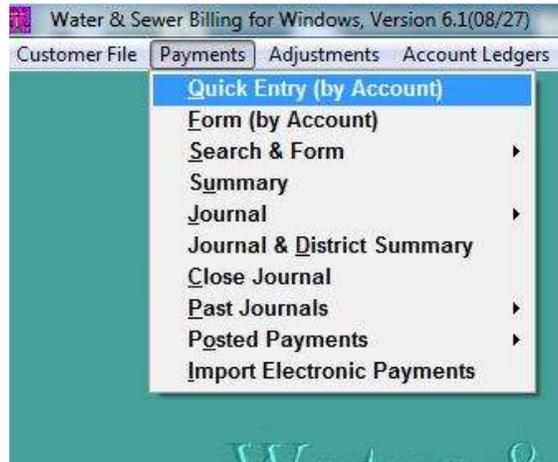

The program will notify you that the import process is complete. Click OK to continue.

CLOSING THE PAYMENT JOURNAL

Once the payments have been imported successfully they only step that remains is printing and closing the payment journal. From here the steps should be familiar.

First, open up the payment journal using either the Quick Entry or Form option from the payment menu.
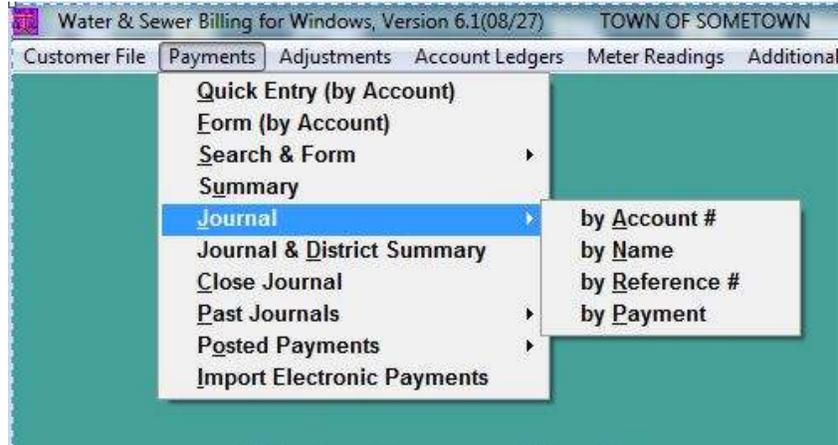

Next, verify that the electronic payments are on the journal.

Print the payment journal out for your records.

NOTE: You have four options for which to sort the journal report by. The 'by Payment' option is particularly useful here as it sorts the report by the various payment methods.

11/21/2014
08:12:51

TOWN OF SOMETOWN

Water Sewer Payments Journal #597

Date	Ref	Chk#	Account	Name	Water Charge	Water Penalty	Water Final	Other Water	Sewer Charge	Sewer Penalty	Sewer Final	Other Sewer	Total
Master													
08/10/14	002	Master	12900	HANRAHAN, STEPHEN & SERENA	16.28	1.30		4.00	31.02	2.38		6.00	60.98
08/11/14	004	Master	15900	MURPHY, JAMES /LILLIAN MARTIN	157.59	6.76		48.00	301.81	12.31		72.00	598.47
				TOTAL:	173.87	8.06		52.00	332.83	14.69		78.00	659.45
Visa													
08/10/14	001	Visa	10200	ESTIGO, FRANCIS	5.07	0.27		4.00	9.88	0.48		6.00	25.70
08/11/14	003	Visa	13000	DORIS BULGER	228.75	9.12		48.00	432.55	16.60		72.00	807.02
				TOTAL:	233.82	9.39		52.00	442.43	17.08		78.00	832.72
echeck													
08/12/14	005	echeck	16500	DUDEK, JOHN	4.22	0.37		8.00	8.23	0.55		10.00	31.37
				TOTAL:	4.22	0.37		8.00	8.23	0.55		10.00	31.37
				GRAND TOTAL:	411.91	17.82		112.00	783.49	32.32		166.00	1523.54

Last, make sure you close the journal to apply the payments to the individual account ledgers. This part of the process is no different than any other payment journal closing.