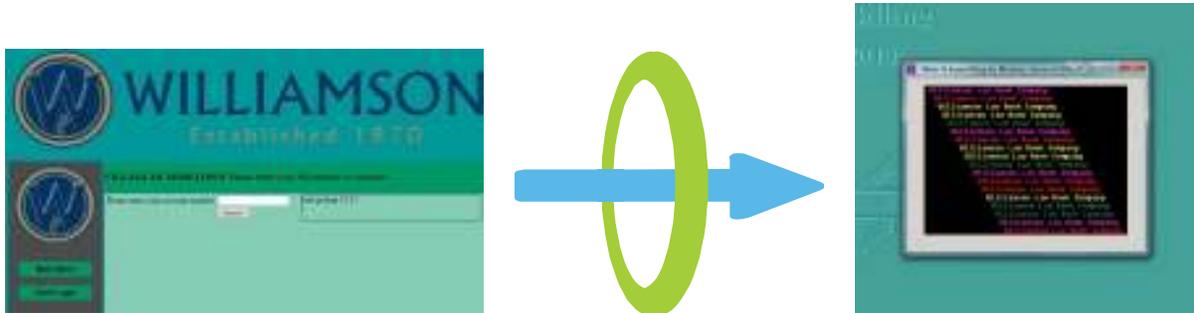


WATER QUICK PAY LOOKUP GUIDE

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 begin the importing process.

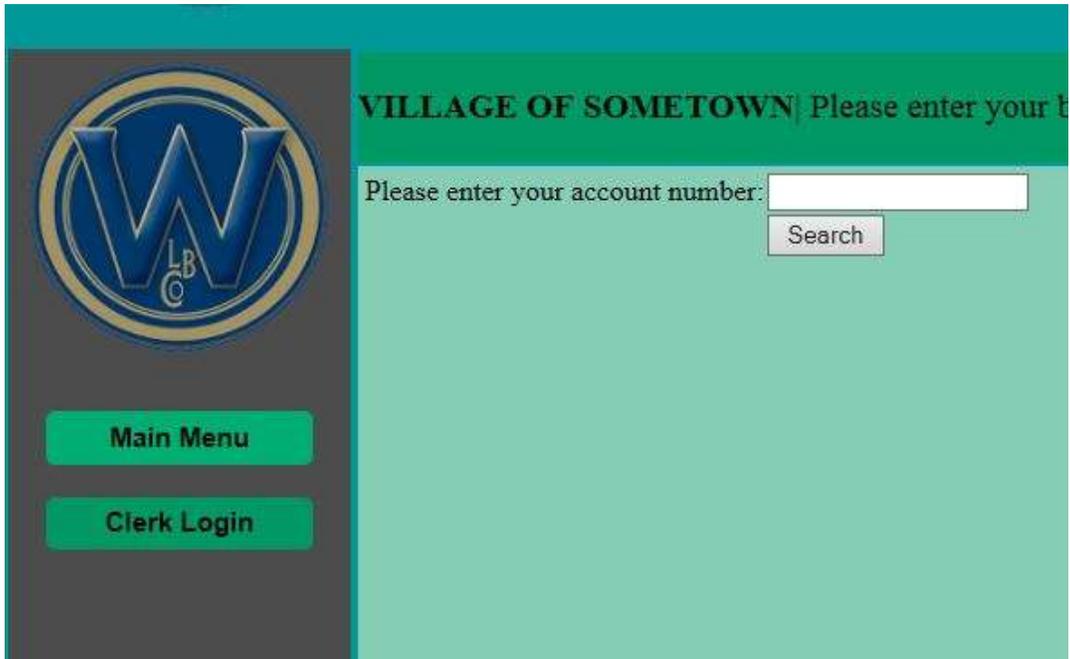
Please use the Table of contents on the next page to quickly access the section to best suit your needs.

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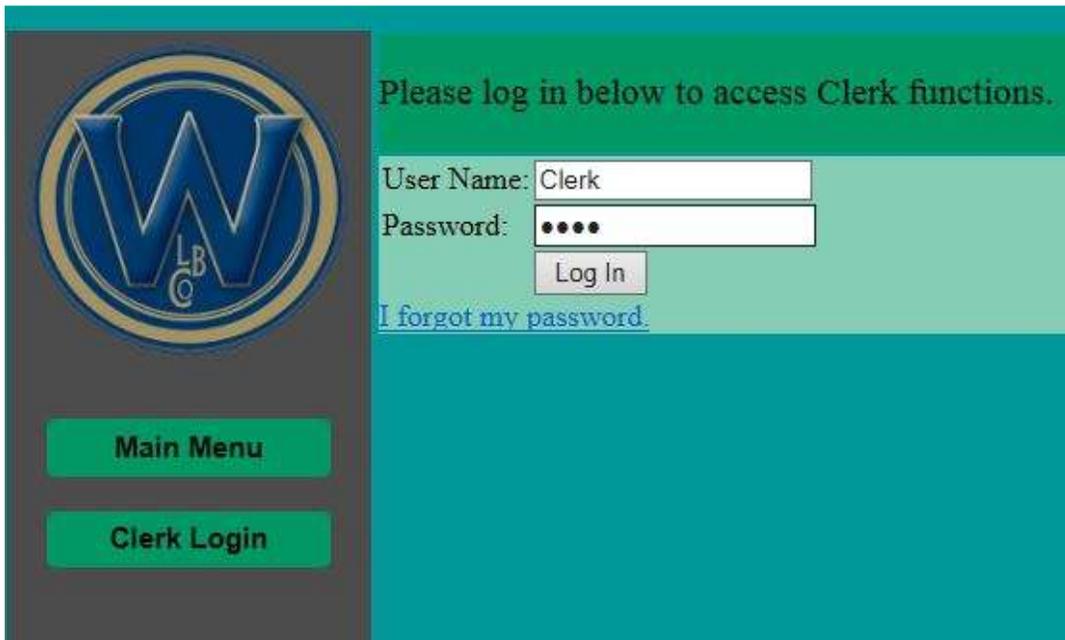
EXPORTING PAYMENTS FROM THE WEB PORTAL

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.



The screenshot shows the home page of the Village of Sometown web portal. On the left side, there is a circular logo with a large 'W' and 'LB' and 'C' below it. Below the logo are two buttons: 'Main Menu' and 'Clerk Login'. The main content area has a green header with the text 'VILLAGE OF SOMETOWN | Please enter your t'. Below the header, there is a form with the label 'Please enter your account number:' followed by a text input field and a 'Search' button.

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



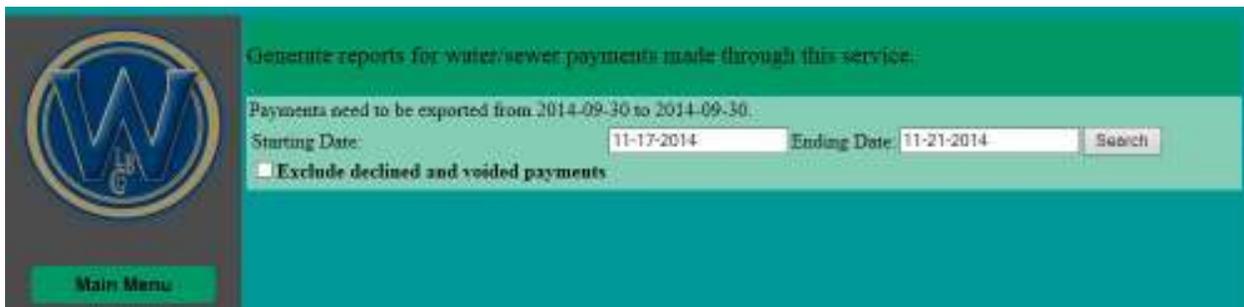
The screenshot shows the Clerk login page of the Village of Sometown web portal. On the left side, there is a circular logo with a large 'W' and 'LB' and 'C' below it. Below the logo are two buttons: 'Main Menu' and 'Clerk Login'. The main content area has a green header with the text 'Please log in below to access Clerk functions.'. Below the header, there is a form with the label 'User Name:' followed by a text input field containing 'Clerk'. Below that is a 'Password:' label followed by a text input field containing five dots. Below the password field is a 'Log In' button. At the bottom of the form, there is a blue link that says 'I forgot my password.'.

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.

Generate reports for water/sewer payments made through this service.

Payments need to be exported from 2014-09-30 to 2014-09-30.

Starting Date: Ending Date:

Exclude declined and voided payments

Date	Account #	Amount	Payment Type	Invoice #
2014-09-30	1056	200.00	Visa	1421
2014-10-07	1015	1.00	Visa	1422
Total:		201.00		

Total payments by payment method:
 Visa Total: 201.00

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.

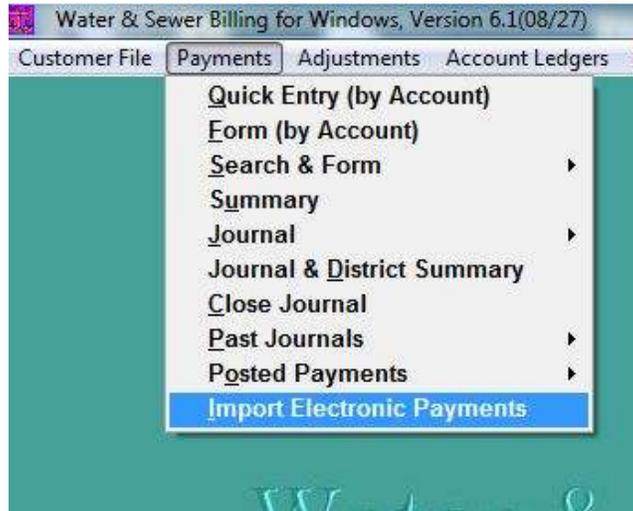


NOTE: Take care to note the location this file downloads to. You will need to know the location of the file to import it into the water and sewer program.

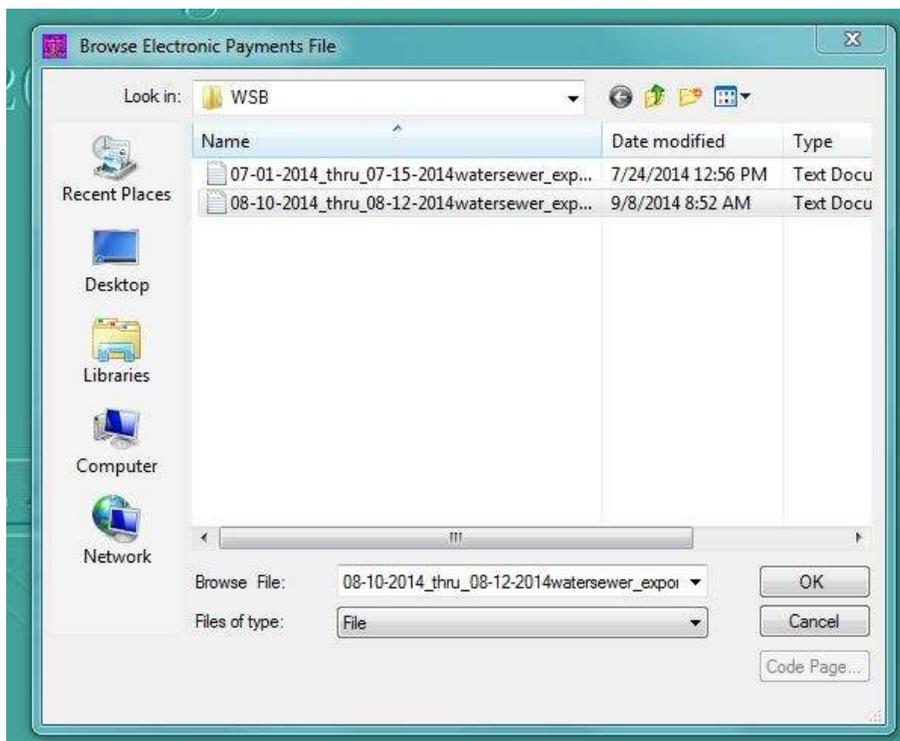
IMPORT ELECTRONIC PAYMENTS INTO THE WATER/SEWER SOFTWARE

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.

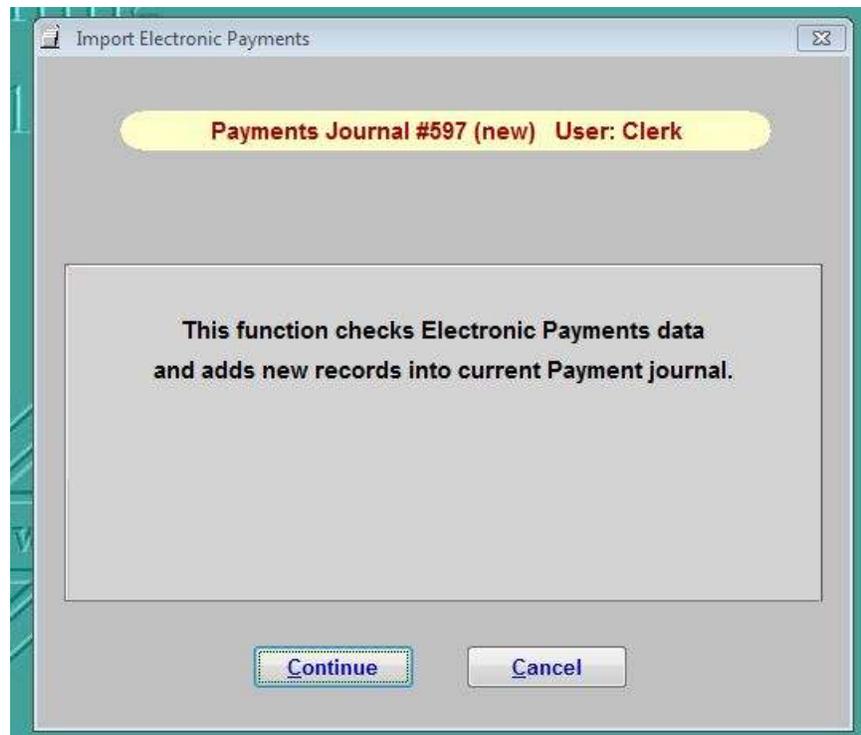
Importing electronic payments begins in the payment menu along the main menu bar that runs across the top of the program window.



Next the program will 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.



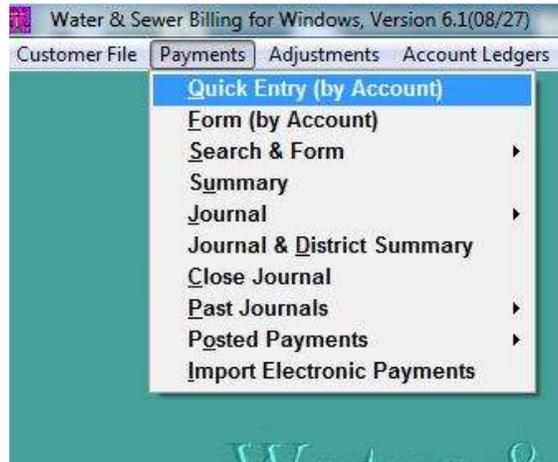
The program will notify you that the import process is complete. Click OK to continue.



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.

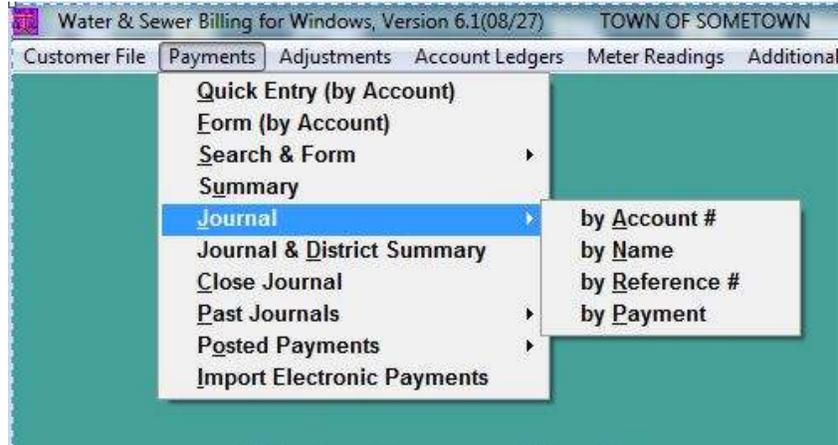


Next, verify that the electronic payments are on the journal.

The screenshot shows the 'Quick Entry of Payments' window. At the top, it displays 'Journal #597 User: Clerk' and a total amount of '\$1,523.54'. Below this, there are two tables. The first table is a summary table with columns for Account, Date, Ref, Check, Water Charges, Water Penalty, Water Final Bill, Water Other, Sewer Charges, Sewer Penalty, Sewer Final Bill, Sewer Other, and Total. The second table is a detailed table with columns for Account, Date, Ref, Checkno, Waterchg, Waterpen, Waterin, Waterher, Sewerchg, Sewerpen, Sewerlin, Sewerher, and Total. The detailed table contains four rows of data for accounts 10200, 12900, 13000, and 15500.

Journal #597 User: Clerk													\$1,523.54	
				Water				Sewer						
Account	Date	Ref	Check	Charges	Penalty	Final Bill	Other	Charges	Penalty	Final Bill	Other	Total		
	11											\$0.00		
Account	Date	Ref	Checkno	Waterchg	Waterpen	Waterin	Waterher	Sewerchg	Sewerpen	Sewerlin	Sewerher	Total		
10200	08/10/2014	001	Visa	5.07	0.27	0.00	4.00	9.88	0.48	0.00	6.00	25.70		
12900	08/10/2014	002	Master	16.29	1.30	0.00	4.00	31.02	2.38	0.00	6.00	60.99		
13000	08/11/2014	003	Visa	228.75	9.12	0.00	48.00	432.55	16.60	0.00	72.00	807.02		
15500	08/11/2014	004	Master	107.58	0.76	0.00	48.00	301.81	12.31	0.00	72.00	598.47		
15500	08/12/2014	005	echeck	4.22	0.37	0.00	8.00	8.23	0.55	0.00	10.00	31.37		

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		TOWN OF SOMETOWN											
08:12:51		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.