

## Parent Portal - Import USAePay Payments into Member Tracking System<sup>™</sup>

If the member's auto pays transact on Monday then on Tuesday morning the plan should be to:

1. Export those payments from USAePay Click *Reports* in the main menu then Scroll down to the bottom and click the custom report that we created: *MtsPortalAutoPayImport* 



- 2. Select your Start and End dates. DO NOT OVERLAP DATES PREVIOUSLY IMPORTED. THIS WILL DOUBLE POST PAYMENTS.
- 3. Select either Comma Delimited (exports .csv file) or Tab Delimited (exports a .txt file) and
- 4. Click Export

Vision Computer Programming Services, Inc. User: visioncps											
Home	vTerminal	Sale Form	Customers	Batches	Reports	Search	Settings	Fraud Center			
Custo Start: End:	9/1/2016 9/1/2016	MtsPorta	lAutoPayImpo esets - V	ort Print	E-mail	Comma I	Delimited N	Export			

- 5. Save the file in the place where you want to keep (a history of) these exports (for importing into MTS) organized. Name the file Export and the date or date range. EX: Export 9-1-16. If you choose Comma Delimited (.csv file) you can open it in Microsoft Excel to sort and remove any transactions from within excel. This is based on how your organization is set up during training.
- 6. After the spreadsheet has been modified in Excel, click File, choose Save as, name the file EX: Import 9-1-16. The Save as type must be Text (Tab delimited) (\*.txt) to save the actual file that you will now import into Member Tracking System.

File name:	Import 9-1-16.txt	$\sim$
Save as type:	Text (Tab delimited) (*.txt)	~

7. Import the payments into MTS. (From the Member Tracking System<sup>™</sup> Main Menu, Click *Procedures* then go to the *Financials* tab and click on *Batch Payment Import.*)

Procedures		3
Backup/Import/Export Member-Specific Tools Adm	in Membership Tools MTS Maintenance	Financials Staff-Specific Tools
Apply Payments to Multiple	Auto-Billing	Charge/Payment Imbalances
Members		
Add/Update Custom Currency Fields for Auto-Billing	Auto-Billing by Household	Write-off Unpaid Charges
Batch Payment Import		

8. Click the open folder button next to "Select a Batch Payment File to Import" so you can browse to the exported text file you just saved (from USAePay).



9. Find the file and then click *Save* or double click on the .txt file. Now you should see the payments listed in the *Batch Payment Import* screen. At this point you can make modifications if necessary before importing into MTS. For example, you can remove individual lines (payments) you do not want to import. If you double click a row (on the *Found* column) you can search and select a (different) member for each payment in case the system did not find the (correct) member. ONLY IMPORT PAYMENTS WITH SOURCE RECURRING (Comment 'Monthly' 'Bi-weekly' or 'Weekly'), DO NOT IMPORT PAYMENTS WITH SOURCE PORTAL (Comment will be similar to '(Cardholder) - Manual Pmt for Jamella Johns member'), this will double post payments that were made manually. If you have any questions or are unsure about what you are importing, please call us for assistance before Processing Transactions.

	📑 Batch Payment Import												23	
	Select a Ba Associate ea	tch Payme ch record v	nt Fil vith a	e to Import 😅 n MTS member	"Found" Methods: (Note: 'R' is likely the most reliable) R = Recurring Customer ID U = User selected a member C = Customer ID NM = Matched by Member Name C? = Customer ID, but same ID was used multiple times						If the system did not select the correct Member, double-click on the 'Found' column to pick another person.			
Γ.	PayPa ITrx #	Pay Date	Unit	Member Name	Pay Comment	Pay Amount	Found	Nme Chg	Mult Memb	Status	Memb #	Source	Refund Handled?	
	109458579	9/1/2016	04	McGee, Anthony	Weekly	\$140.00	R			Active	0787	recurring		
	109458576	9/1/2016	03	Seals, Savannah Lien	Monthly	\$100.00	R			Active	194	recurring		
	109458585	9/1/2016	03	Seals, Savannah Lien	Monthly	\$55.00	R			Active	194	recurring		
	109458582	9/1/2016	05	Seals, Cheyenne M.	Weekly	\$55.00	R			Active	195	recurring		
	109458588	9/1/2016	05	Ratta, Johnny	Monthly	\$150.00	R			Active	767	recurring		
	109458594	9/1/2016	02	LeFevre, Little C	Monthly	\$120.00	R			Active	900	recurring		

- 10. At the bottom select the *Method of Payment*, type in TODAYS DATE for the batch (which will show in the payment comments in MTS)
- 11. Click Process Transactions.

Method of Payment: AutoDraft	• Batch: 9/1/2016	Process Transactions	To handle Refunds, double-click in the 'Refund Handled' cell.	<u>C</u> lose

- 12. You will receive a Batch Payment Import finished... message, click OK. Optionally Preview or Print the list.
- 13. In the Members charges and payments screen you will see the new payment that was imported.

Memb	Members											
<u>U</u> nit:	02	Little LeFev	re - 900	Status: A	ctive			Quick F	Last Na	ime, Firs	it <u>-</u>	Last Viewed
Me	mber Info	Contacts	Medical	General	Household	Custom   F	ements/Surv	/Surveys Calendars / Activities				
G	roups	Guidance/A	ccidents/Mer	ntoring Member Stars Charges / Payment			/ Payments	ts Misc. Academics			Medications	
								Do No	ot Show Vo	ids [	Hide Tra	nsactions
Colly show transactions within last: 30 Days Only show charges for: [All] 🔹 * Double Click a payment to view more Details									Details			
	Date	Account		Comme	ent	Charge	Payment *	MOP *	Chk/MO#	Init F	Receipt#	
	08/25/16	6 MEMB	E02-RB-F	MF Init Chg		\$120.00				SS		
	08/25/16	6 MEMB					\$120.00	Credit Card		SS		
	09/01/16	6 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	09/01/16	6 MEMB	Batch: 9/1	/2016, Month	nly		\$120.00	AutoDraft		SS		
	10/01/16	6 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	11/01/16	6 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	12/01/16	6 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	01/01/17	7 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	02/01/17	7 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	03/01/17	7 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	04/01/17	7 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		
	05/01/17	7 MEMB	E02-RB-F	MF Recurrin	g Chg	\$120.00				SS		