
Payments A-Z

Everything you ever wanted to know about entering and processing credit cards and ACH (direct checks)

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Entering Payments

This section will guide you through the process of entering payments and payment plans.

Payment Interface Overview

Payment options

\$ Total Balance \$86.26 | Max Installments 0
SIF Amount \$0.00 | Min Installment \$0.00

- Consumer is making a single payment
- Consumer wants a payment arrangement
- 📄 Quick Pay

v 2.0.3

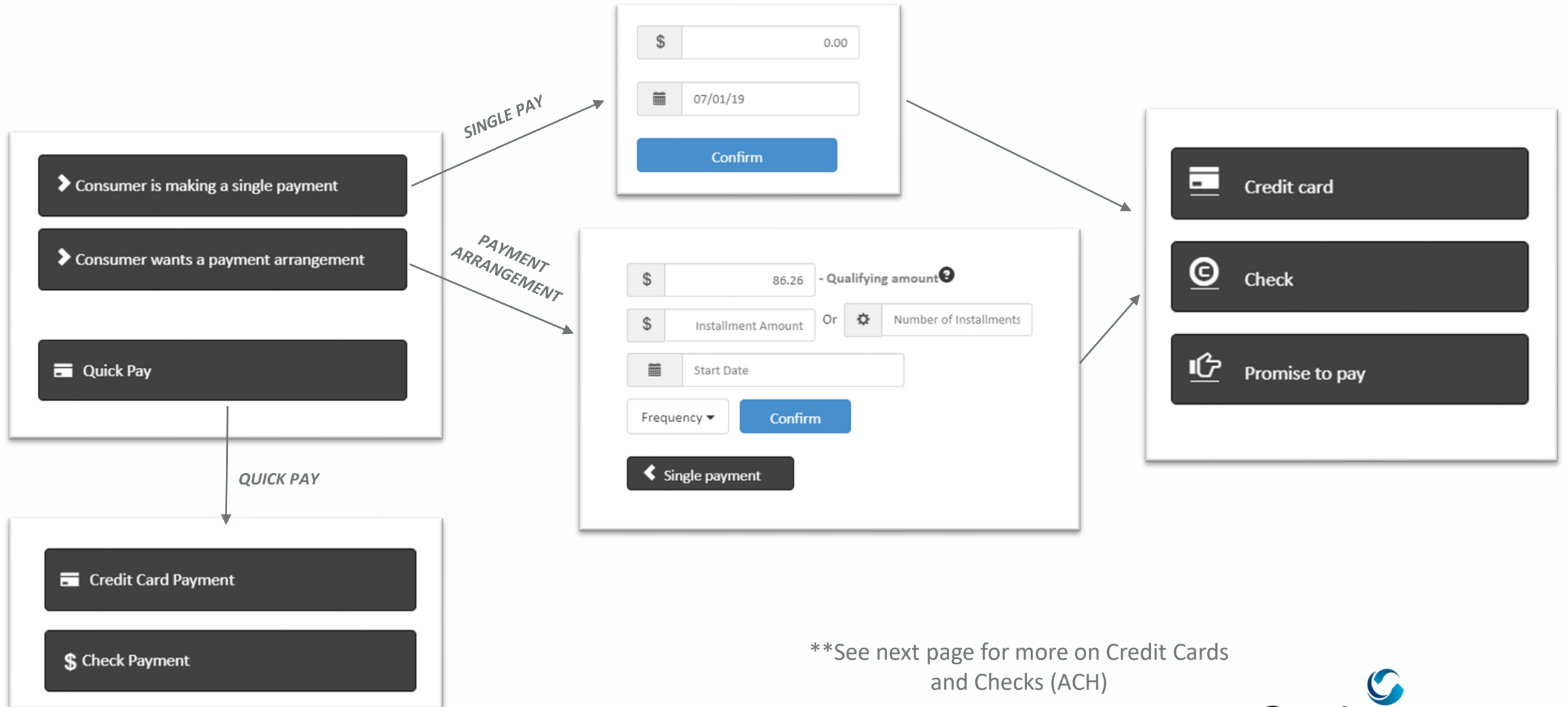
How to use it

Enter a single promise to pay, for any date by mail, credit card, ACH or other means

Enter a recurring payment plan, by mail, credit card, ACH or other means

Single credit card or ACH payment for today. (FAST). Used to add on to a p/a – must be for today.

Payment Interface Flow



**See next page for more on Credit Cards and Checks (ACH)

* Quick pay must be a CREDIT CARD or ACH for TODAY

Payment Interface - Authorizing Credit Cards

- ▶ When the first payment is DATED TODAY choose AUTHORIZE.
- ▶ For future payments, do not select authorize. Instead, select SAVE and they will be authorized on the future date(s)
- ▶ Optional Service Charge
- ▶ Confirm Authorization

Credit card payment

\$ Total Balance \$620.00 | Max Installments 0
SIF Amount \$0.00 | Min Installment \$0.00

Card Number	1234567891321231	Card Holder's Name	DEBTOR ANDY
Special Code (CVV)	222 AMEX	Street address	1647 BENNING RD NE S
Exp Date(MM/YY)	11 22	Extra address	
Amount	620.00	City/State/Zip	WAS DC 20002

Service Charge

1st payment	\$620.00
1st payment with service charge	\$641.70

Consumer agrees refuses

Reason refused

Please Confirm

You are about to authorize \$641.70 . Are you sure ?

Payment Interface - Completing ACH transactions

- ▶ Checks do not have real time authorization like credit cards
- ▶ Choose confirm

Check payment

\$ Total Balance \$620.00 | Max Installments 0
SIF Amount \$0.00 | Min Installment \$0.00

Account Number	<input type="text"/>	Account holder's Name	DEBTOR ANDY
Routing Number	<input type="text"/>	Street address	123 MAIN ST
Check Number	<input type="text"/>	City/State/Zip	DANVIL VA 24541
Amount	<input type="text" value="620.00"/>	ACH	Select▼

Processing Credit Cards

This section will guide you through the process of authorizing and posting credit cards transactions.

Credit Cards: Processing Step 1

Payment Transaction Menu -> Express payment processing options -> Express Credit Card Processing

A screenshot of a software menu. The 'I-Tel options menu' is highlighted with a blue arrow pointing to 'Express payment processing options'. Other menu items include System Control Menu, Periodic reports menu, Management menu, Payment transaction menu, Daily operations menu, Account processing menu, Inquiry menu, Special options menu, Purge options menu, On-Line Client Menu, Daily reports menu, Month-end processing menu, Year-end processing menu, Client statements menu, Letter format menu, Custom modifications menu, Custom options, and Quantrax remote support.

A screenshot of the 'Express Payment Options for CC/ACH' screen. It displays a list of options: '1. Express Credit Card Processing' (highlighted with a red box), '2. Express Check/ACH Processing', and '3. History of CC/ACH Transactions'. Below the list is an 'Option' field with a cursor. At the bottom, there are buttons for 'F7-Cancel' and 'Press ENTER to Continue'. A blue arrow points from the menu selection to this screen.

All pending Credit Card (or ACH) transactions will be posted. This includes authorized and recurring transactions dated for today date
Do you want to Continue? (Y,N)
Select an option **Y**

This function will:

1. Update the accounts
2. Authorize recurring payments
3. Create a payment batch
4. Remove declines from the batch

Credit Cards: Reviewing the Totals

Step 1

Step 2: <Enter>

Step 3: Detail and Summary

Express Payment Options

Select one of the following options -

1. Express Credit Card Processing
2. Express Check/ACH Processing
3. History of CC/ACH Transactions

Option

NOTE - These options are run for the company you are signed into.

History of CC & ACH Transactions

Quantrax Collection Enterprises

Date Range to (MMDDYY) Leave Blank for Today

EXIT

11:49:46

History of CC & ACH Transactions

Trans #	Date	Time	Amount	User	Type	Declined
1010	03/01/21	10:53	208.39	DAVIDL	CC	
80307	03/01/21	10:53	31.42	DAVIDL	CC	
89372	03/01/21	10:53	20.00	DAVIDL	CC	
90201	03/01/21	10:53	30.00	DAVIDL	CC	
90302	03/01/21	10:53	100.00	DAVIDL	CC	
90303	03/01/21	10:53	35.00	DAVIDL	CC	
1990304	03/01/21	10:53	45.00	DAVIDL	CC	
1990305	03/01/21	10:53	55.00	DAVIDL	CC	
1990306	03/01/21	10:53	65.00	DAVIDL	CC	
1990364	03/01/21	10:53	120.00	DAVIDL	CC	
1990365	03/01/21	10:53	120.00	DAVIDL	CC	
1990376	03/01/21	10:53	120.00	DAVIDL	CC	

	* Approved *	* Declined *
Total of ACH	8030.67	72
Total of CC	16073.81	120
		1049.90 5

↑

Page UP/DOWN

↓

More...

Credit Cards – Posting the Batch

From the PAYMENT TRANSACTION MENU

1. Debtor/Agency entry

2. Debtor/Agency posting

- ▶ Go to the “1. Debtor/Agency entry” option and run your edit. **Review your edit** and make any changes needed.
- ▶ Go to the “2. Debtor/Agency Posting option off the
- ▶ Choose “Y”
- ▶ Press Enter

Payments will be posted

```
Debtor/Agency Transactions will
be posted for UserID PSNITE
Continue? (Y,N)

Select an option  
```

WARNING - ALL transactions in the batch will be posted.
This could include transactions for different companies.

```
Multiple batches of payments
can be maintained -

Select batch number 01
```

Processing ACH (Checks)

This section will guide you through the process of presenting and posting ACH/Direct Checks within RMEX.

ACH/Checks: Processing Step 1

Payment Transaction Menu -> Express payment processing options -> Express Check/ACH Processing

- System Control Menu ▶
- System control menu (2) ▶
- System control menu (3) ▶
- System control menu (4) ▶
- Periodic reports menu ▶
- Management menu ▶
- Payment transaction menu ▶
 - Debtor/Agency entry
 - Debtor/Agency posting
 - Client/Agency entry
 - Client/Agency posting
 - Clear/Update transactions
 - Daily payment report options ▶
 - Express payment processing options ▶**
 - IC/Paylogic
 - Legal payment reports ▶
 - Postdated check options ▶
 - Direct check options ▶
 - Credit card options ▶
 - Payment reports for period ▶
 - Payments by client for period ▶
 - Payments by collector for period ▶
 - Client inquiry
 - Unposted payment batch inquiry
 - Credit balance report
 - Omit transactions from statement
 - Change company to be processed
 - Custom options
- Daily operations menu ▶
- Account processing menu ▶
- Inquiry menu ▶
- Special options menu ▶
- Purge options menu ▶
- I-Tel options menu ▶
- On-Line Client Menu ▶
- Daily reports menu ▶
- Month-end processing menu ▶
- Year-end processing menu ▶
- Client statements menu ▶
- Letter format menu ▶
- Custom modifications menu ▶
- Custom options ▶
- Quantrax remote support ▶

Quantrax INC. Chat

EXIT

Express Payment Options for CC/ACH

Select one of the following options -

- 1. Express Credit Card Processing
- 2. Express Check/ACH Processing**
- 3. History of CC/ACH Transactions

Option

NOTE - These options are run for the company you are signed into.

F7-Cancel Press ENTER to Continue

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All pending Credit Card (or ACH) transactions will be posted. This includes authorized and recurring transactions dated for today date. Do you want to Continue? (Y,N)

Select an option **Y**

This function will:

1. Update the accounts
2. Authorize recurring payments
3. Create a payment batch
4. Remove declines from the batch

ACH/Checks: Reviewing the Totals

Step 1

Step 2: <Enter>

Step 3: Detail and Summary

Express Payment Options

Select one of the following options -

- Express Credit Card Processing
- Express Check/ACH Processing
- History of CC/ACH Transactions**

Option

NOTE - These options are run for the company you are signed into.

F7-Cancel Press ENTER to Continue

History of CC & ACH Transactions

Quantrax Collection Enterprises

Date Range to (MMDDYY) **Leave Blank for Today**

History of CC & ACH Transactions

Tran #	Date	Time	Amount	User	Type	Declined
1010	03/01/21	10:53	208.39	DAVIDL	CC	
80307	03/01/21	10:53	31.42	DAVIDL	CC	
89372	03/01/21	10:53	20.00	DAVIDL	CC	
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1990364	03/01/21	10:53	120.00	DAVIDL	CC	
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1990376	03/01/21	10:53	120.00	DAVIDL	CC	

11:49:46

Page UP/DOWN

More...

	* Approved *	* Declined *
Total of ACH	8030.67	72
Total of CC	16073.81	120
	1049.90	5

F7-Exit F1-New Date

ACH – Posting the Batch

From the PAYMENT TRANSACTION MENU

1. Debtor/Agency entry

2. Debtor/Agency posting

- ▶ Go to the “1. Debtor/Agency entry” option and run your edit. **Review your edit** and make any changes needed.
- ▶ Go to the “2. Debtor/Agency Posting option off the
- ▶ Choose “Y”
- ▶ Press Enter

Payments will be posted

