



# Account Gateway Gateway Payments

*Harris Computer Systems*

*Version 1.0 05/04/2017*

## Gateway Payments

*Program Key Values* required

'ENABLEQUICKCASH' value = true

\*\*Note: Users must re-launch NorthStar after adding Program Key Value.

Program Key Value 'ENABLEQUICKCASH' enables the Gateway Payment Icon in Account Gateway



### 1. *Cashiering > Setups > Gateway Payment Control Setup*

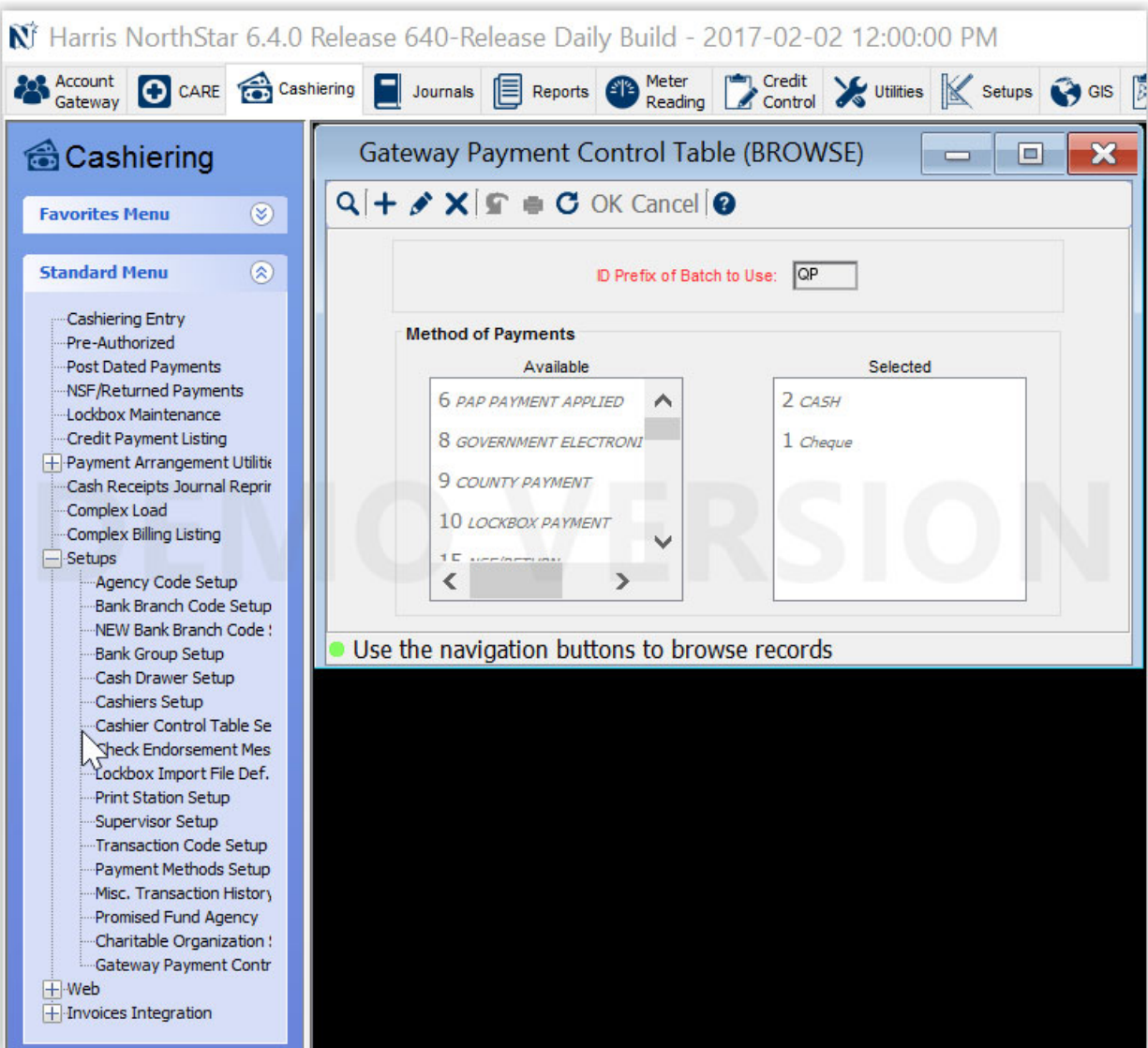
#### Gateway Payment Control Table Setup

Users must add an ID Prefix (to be used when creating batch header)

Then from the Method of Payments users can select up to 4 method of payments to be used in when processing Gateway Payments.

\*\*\* select 'method of payment' and drag to 'selected' box.

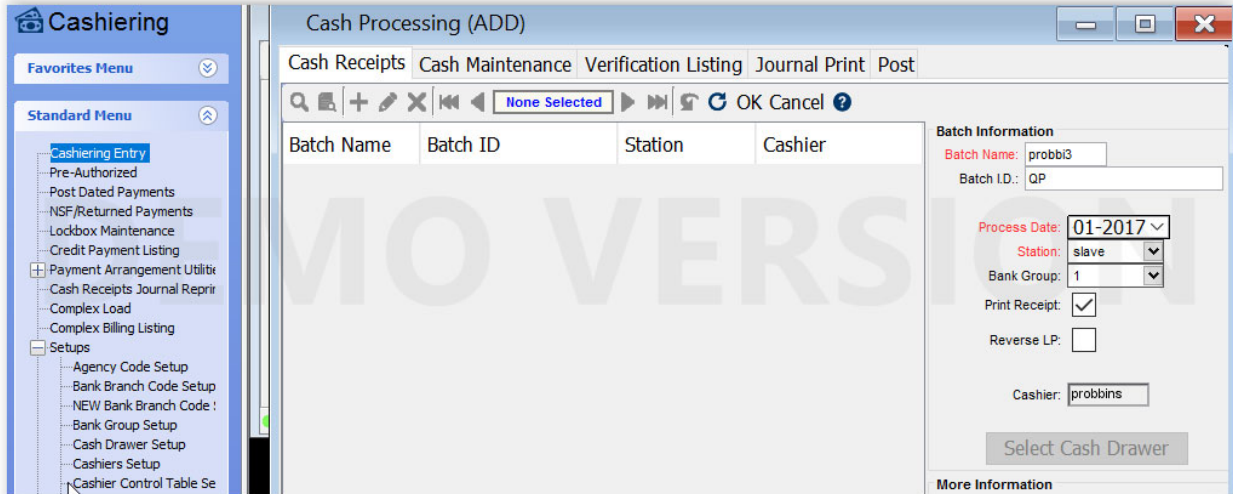
NOTE: The order of display will be the same as the order in the selection.



- Each user will need a batch header for Gateway Payment processing:

*Cashiering > Cashiering Entry*

Add in Cash Processing to create a Cash Batch Header. Be sure to insert the Gateway Payment ID Prefix from the Gateway Payment Control Table.



- Once the Cashier Batch is set up for the specific Cashier payments can be made from Account Gateway, allowing CSR to review account information prior to making payment.

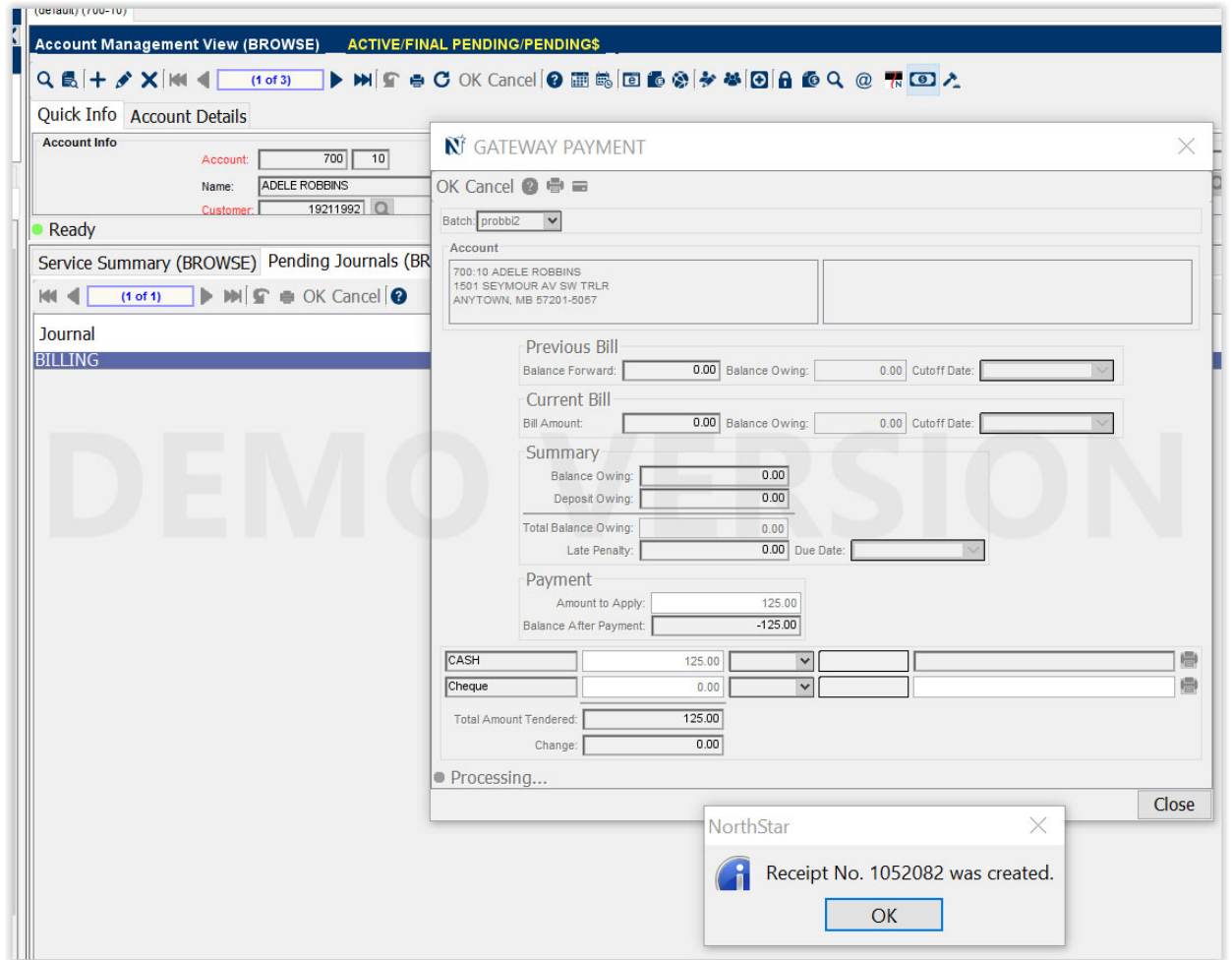
Find the account in Account Gateway

Select the ICON  from the tool bar

Gateway Payment screen pops up

NOTE: Payment defaults to the first Method on the control table.  
Users will need to select correct payment method.

Users enter amount to apply and select payment method.  
Click OK and NorthStar prints receipt.



4. Payment can now be processed (verification, journal print and post) from the CashBatch it was transferred to:

Cash Processing (EDIT)

Cash Receipts | Cash Maintenance | Verification Listing | Journal Print | Post

Cash Entry | Add Many

**Receipt (BROWSE)**

Date:  Batch Name:  Entry:    
 Agency #:  Station:  Type:    
 Receipt #:  Name on Receipt:  Receipt Printed:

Account Payments | Misc AR Payments | Miscellaneous Transactions | Method of Payment

**Payments on Account (BROWSE)**

Browse | Record Details

Ap	Account	Occ.	Name	Balance	Payment	Deposit	Next ...	NSF/...
E	700	10	ADELE ROBBINS	0.00	125.00	0.00	0.00	
S	700	10	ADELE ROBBINS	0.00	0.00	0.00	0.00	
P	700	10	ADELE ROBBINS	0.00	0.00	0.00	0.00	

Account Payment Totals      Balance:       Payment:       Deposit Required:

Ready

**Receipt Totals**      Amount Owing:       Amount Tendered:       Change: