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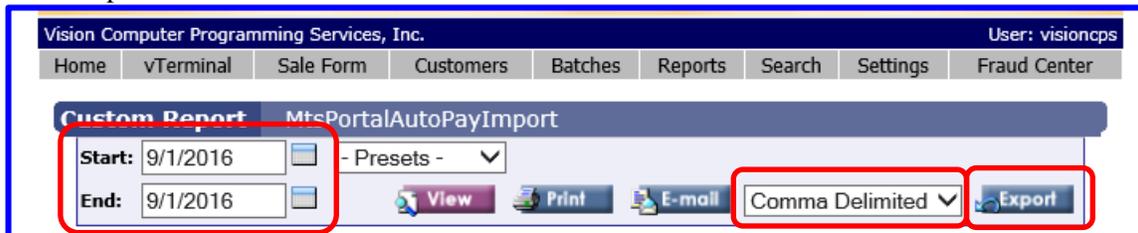
Parent Portal - Import USAePay Payments into Member Tracking System™

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

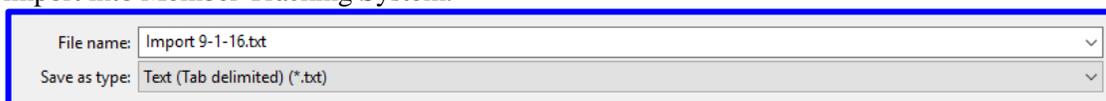
1. Export those payments from USAePay
Click *Reports* in the main menu then
Scroll down to the bottom and click the custom report that we created: *MtsPortalAutoPayImport*



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



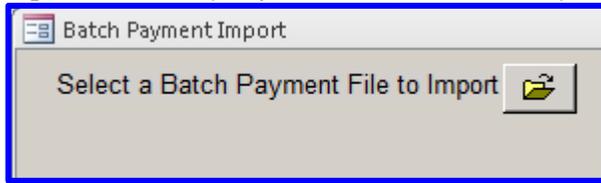
5. Save the file in the place where you want to keep (a history of) these exports (for importing into MTS) organized. Name the file Export and the date or date range. EX: Export 9-1-16.
If you choose Comma Delimited (.csv file) you can open it in Microsoft Excel to sort and remove any transactions from 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.



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



- 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).

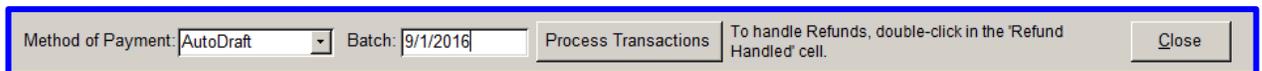


- Find the file and then click *Save* or double click on the .txt file. Now you should see the payments listed in the *Batch Payment Import* screen. At this point you can make modifications if necessary before importing into MTS. For example, you can remove individual lines (payments) you do not want 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.**

PayPa Trx #	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	<input type="checkbox"/>	<input type="checkbox"/>	Active	0787	recurring	
109458576	9/1/2016	03	Seals, Savannah Lien	Monthly	\$100.00	R	<input type="checkbox"/>	<input type="checkbox"/>	Active	194	recurring	
109458585	9/1/2016	03	Seals, Savannah Lien	Monthly	\$55.00	R	<input type="checkbox"/>	<input type="checkbox"/>	Active	194	recurring	
109458582	9/1/2016	05	Seals, Cheyenne M.	Weekly	\$55.00	R	<input type="checkbox"/>	<input type="checkbox"/>	Active	195	recurring	
109458588	9/1/2016	05	Ratta, Johnny	Monthly	\$150.00	R	<input type="checkbox"/>	<input type="checkbox"/>	Active	767	recurring	
109458594	9/1/2016	02	LeFevre, Little C	Monthly	\$120.00	R	<input type="checkbox"/>	<input type="checkbox"/>	Active	900	recurring	

- At the bottom select the *Method of Payment*, type in TODAY'S DATE for the batch (which will show in the payment comments in MTS)

- Click *Process Transactions*.



- You will receive a Batch Payment Import finished... message, click OK. Optionally Preview or Print the list.

- In the Members charges and payments screen you will see the new payment that was imported.

Date	Account	Comment	Charge	Payment *	MOP *	Chk/MO#	Init	Receipt#
08/25/16	MEMB	E02-RB-FMF Init Chg	\$120.00				SS	
08/25/16	MEMB			\$120.00	Credit Card		SS	
09/01/16	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
09/01/16	MEMB	Batch: 9/1/2016, Monthly		\$120.00	AutoDraft		SS	
10/01/16	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
11/01/16	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
12/01/16	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
01/01/17	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
02/01/17	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
03/01/17	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
04/01/17	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	
05/01/17	MEMB	E02-RB-FMF Recurring Chg	\$120.00				SS	