

# New World ERP

## Payment Code Setup

1. Navigate to Maintenance>new world ERP Suite>Revenue Collections>Payment Codes
2. Click New

Payment Code List

Active	Category	Code	Description	Sub Ledger	Bank Account	Default Amount
✓	004	BAY 05 Canvas	Canvas Reusab		Key Bank Fine & Fees	
✓	004	BAY 10 Pspt Appl	Passport Appl		Key Bank Fine & Fees	
✓	004	BAY 15 Pspt CC	Passport Appl CC/Deb		Key Bank Fine & Fees	
✓	004	BAY 20 Pspt Phot	Passport Phot		Key Bank Fine & Fees	
✓	004	BAY 25 Book Sale	Book Sale		Key Bank Fine & Fees	
✓	004	BAY 30 Headphone	Headphones		Key Bank Fine & Fees	
✓	004	BAY 35 USB Key	USB Key		Key Bank Fine & Fees	
✓	004	BAY 40 Gifts	Gifts (Trust Fund)		Key Bank Fine & Fees	
✓	004	BAY 45 Fines	Fines		Key Bank Fine & Fees	
✓	004	BAY 50 Fees	Fees		Key Bank Fine & Fees	
✓	004	BAY 55 Fees CC	Fees CC/Deb		Key Bank Fine & Fees	
✓	004	BAY 60 Ear Buds	Ear Buds		Key Bank Fine & Fees	

New Delete Refresh Export Print

3. Fill out required Fields
  - Category – select from list
  - Code (max 16 characters)
  - Description (max 32 characters)
  - Bank Account – Select from list
  - G/L Distribution Maintenance = No Maintenance
  - Usage Type = Both

Payment Code List  
Payment Code

General | G/L Distribution | Rates

**Detail**

Active

Category

Code

Description

Bank Account

Payment Code Type

Taxable

G/L Distribution Maintenance

Usage Type

Grant Required

Barcode Preface

ePay Merchant ID

**Validation**

Auto Validate Forms

Override Form Validation

Form Validation - Preview

**Project Requirement / Usage**

Project Requirement

Project Usage

Save Save/New Delete Reset Projects Customize Slip Receipt Validate

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## Payment Code Setup

- Click Save then click on the G/L Distribution Tab

Payment Code - RE Taxes

General ▾ G/L Distribution Rates

Seq. Number ▲	Debit G/L Account	Credit G/L Account	Distribution Percent	Max. Amount
There are no items to show in this view				

New Delete

- Click New
  - Sequence Number = 1
  - Debit G/L Account
  - Credit G/L Account
  - Distribution Percent = 100
  - Maximum Amount – leave blank

Payment Code - RE Taxes

General ▾ G/L Distribution Rates

Seq. Number ▲	Debit G/L Account	Credit G/L Account	Distribution Percent	Max. Amount
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New Delete

Logos.NET -- Webpage Dialog

Payment Code Distribution

Sequence Number

Debit G/L Account  ▾ 👁

Credit G/L Account  ▾ 👁

Distribution Percent

Maximum Amount

OK Cancel

# New World ERP

## Payment Code Setup

6. Click OK
7. Then Go Back to the General Tab and Click Validate

Project Requirement / Usage

Project Requirement: Not Allowed

Project Usage: All Projects

Buttons: Projects, Customize Slip Receipt, **Validate**

8. Once a new Payment Code is created, it will need to be authorized to applicable users in User-Based Security
9. Navigate to Maintenance>new world ERP Suite>Security>User-Based Security
10. Choose the User and Select 'Payment Codes' in the Function field
11. Move the Payment Codes to the Authorized section on the right then click Save

User-Based Security - Payment Codes

User: NWS Function: Payment Codes

Available Payment Codes: 0

Authorized Payment Codes: 55

- MB Customer - Miscellaneous - MB Customer
- MB Invoice - Miscellaneous - MB Invoice
- Pk Adj - Parks - Adjustment Park
- PK Aviary - Parks - Aviary Bird Seed
- PK Bday Party - Parks - Birthday Parties
- PK Comm Gath - Parks - Community Gatherings
- PK Donation - Parks - Donations
- PK ED Grant - Parks - Education Grant Unity Found
- PK Feeder - Parks - Zoo NR feeder money
- PK Ins Reimb - Parks - Insurance Reimbursement Park
- PK Lect Adm - Parks - Lecture Admissions
- PK Oasis Adm - Parks - Oasis Park Admissions
- PK OP Misc - Parks - Miscellaneous Receipts Park
- PK Outreach - Parks - Outreach Programs
- PK Over - Parks - Overage Park

Buttons: Save, Reset