1 Purpose

This procedure covers the uploading of previous day's payments that are sent as data files by cashiers to the billing system.

2 Scope

Providing clear steps on how to upload sent payments from/**pctlib** into the billing system and update customer accounts with day before payments.

3 References

N/A

4 Definitions

N/A

5 Responsibilities

Systems Operator – the business systems operator is the one responsible for uploading payments from the receipting system to the billing system.
Systems Administrator – in the absence of the business systems operator the systems administrator is the one responsible for uploading payments from the receipting system to the billing system.

6 Procedure

6.1 Conducted every morning, almost first thing every morning, provided that cashiers have sent their data files through.

An e-mail is sent from receipting system notifying which workstations were uploaded the previous day.

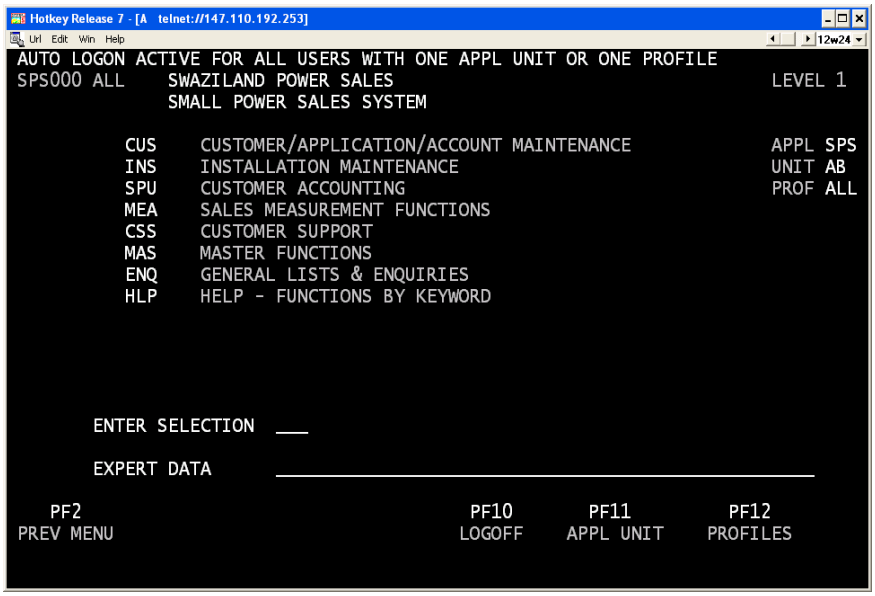
6.2 This procedure is completed successfully when:

A report SPSABP10_??_01 is generated in /sps/spsprint<1st ??being the job count

When you press F4 on the billing screen there is nothing executing or you type EAJ "enter solution "and there is nothing executing on the billing screen.

6.3 Login as seb5624into the billing system using any ssh session.

On Enter solution, type **TXR**



6.4 Press enter twice

Name = <type dt*.*>

Press enter

6.5 Type **PTX**(to check transmitted payments by cashier post which is reflected by dt??????.txt.) 1st ??being cashier post/workstation , 2nd ?? the date of payment and 3rd ?? being the month.

Press F2 (takes you back to menu screen).

Type **RQ1**

6.6 On the menu look for PAYMENT EXTRACT and put **X**

Press enter

6.7 Menu screen, type **EAJ** and press enter twice

7 Records

N/A