Appendix: Instructor commands

A.1 Access Server Tools

In the browser login using su/gw and hold down the following keys together: **<Alt><Shift>T**
Then select **<Server Tools>** on the tab bar

A.2 Access Internal Tools

In the browser login using su/gw and hold down the following keys together: **<Alt><Shift>T**
Then select **<Internl Tools>** on the tab bar

A.3 Advance the System Clock

From Internal Tools: Select **<Testing System Clock>** and set the date using the UI

A.4 Running a Batch Process

From Server Tools: Select **<Batch Process Info>** and click **<Run>** on the row of the required batch process.

If you run a batch process and it doesn't seem to work, the problem could be caused by a stopped work queue. Go to the **Work Queue Info** screen on the **Server Tools** tab and restart the work queue. This issue typically occurs after a reload of the sample data.

A.5 Make an invoice Billed

Advance the System clock to the *Bill Date* of the invoice.
Run the *Invoice* Batch Process

A.6 Make an invoice Due

Make the invoice Billed if it is not already so.
Advance the System clock to the *Due Date* of the invoice.
Run the *Invoice Due* Batch Process

A.7 Release a suspense payment

Run the *Suspense Payment* Batch Process
Advance the System clock to the *Due Date* of the invoice.
Run the *Invoice Due* Batch Process

A.8 Update a payment allocation plan

The following are the steps to add a new filter on the Default Payment Allocation plan.

a) *Go to the **Administration->Business Settings->Payment Allocation Plans**.*

b) *Click the **Default Payment Allocation Plan** link.*

c) *On the **Default Payment Allocation Plan** screen, click **Edit**.*

d) *In the **What invoice items should be paid?** section, click **Add**.*

e) *On the **Distribution Filters** page, select **Next Planned Invoice** and click **Add Filters***

f) *On the **Default Payment Allocation Plan** screen, click **Update**.*

The following are the steps to remove a filter on the Default Payment Allocation Plan

a) *Open **Default Payment Allocation Plan** (**Administration→ Business Settings—Payment Allocation Plans**).*

b) *Click **Edit**.*

c) *Select the **Next Planned Invoice** filter and click **Remove**.*

d) *Click **Update***