# How Your Customers Pay Invoices Online

## Introduction

The latest version of Magaya software provides a new way for your customers to pay their invoices online. Magaya Corporation has partnered with PaySimple. PaySimple is a payment gateway that provides a cloud-based, receivables management and payment processing platform that enables small businesses to invoice, collect, track, and manage their receivables in one user-friendly system. With this new feature, your customers can pay you with a credit card or by e-check (electronic bank check, also called ACH). You can process the payment in your Magaya system, or your customers can log into Magaya LiveTrack and pay the invoices online 24/7, worldwide. If you are currently using the PayCargo payment option, it is still available for processing bank ACH payments.

In the June 2011 how-to article, we explained how to register with the PaySimple gateway; how to set up your Magaya system to use it; how to set up payment accounts in a customer profile; and how to process the payment right from your Magaya system. The June 2011 how-to article is available on the Magaya.com Training page.

Now let's see how to use the next feature: how your customers pay their invoices online via Magaya LiveTrack.

## Set Up Customer's LiveTrack Permissions

To give your customers the option to send you their payments online, follow these steps to set up the permissions for the customer in their profile:

1) Go to Maintenance > Customer and right-click on their name. A pop-up menu appears.

2) Select "Allow Tracking". In the Web Track User dialog box, click the Tracking tab.

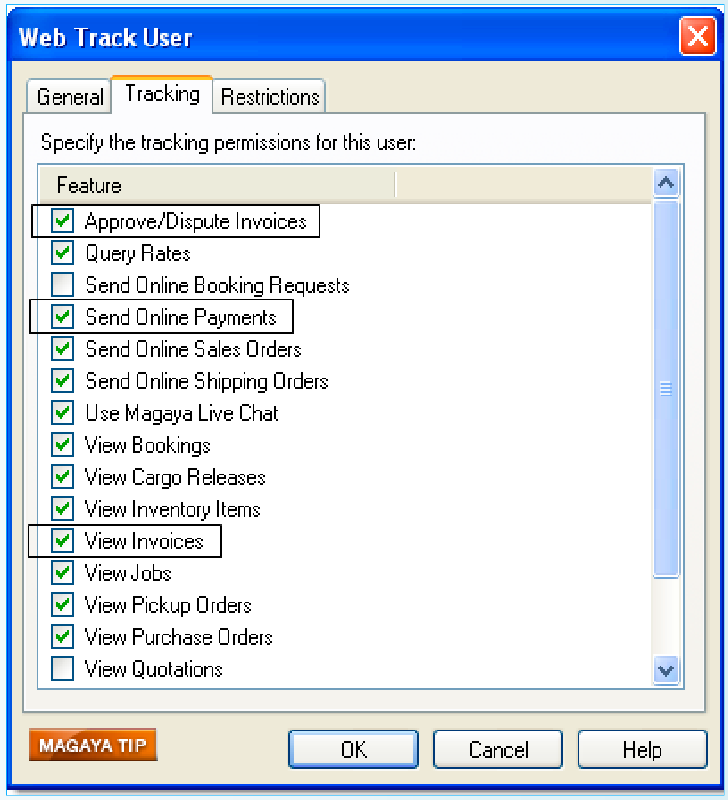
3) Click the option "Invoices" to give your customers the ability to view the invoices.

4) Click the option "Send Online Payments" to give your customers the option to pay their invoices in Magaya LiveTrack.

Note: If you only check the "View Invoices" box, the system will give your customers a "View Only" permission for the invoices.

You can also give your customers the option to approve and/or dispute invoices by checking the box "Approve/Dispute Invoices".

Click OK to save the settings.




## How Your Customers Make Payments via Magaya LiveTrack

After you give tracking access to a customer, they can log into Magaya LiveTrack, see their invoices and make payments.

Steps for Customers:

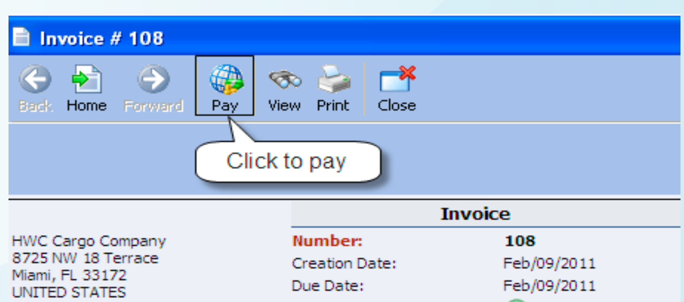
1) Log in to Magaya LiveTrack. For details on using Magaya LiveTrack, please see Chapter 5 in the *Magaya Software Communications Manual*.

2) Click the "Invoices" icon on the menu.

3) Select a date range to view invoices for any time period.

4) Select the invoice to view and pay by double-clicking on it (or, click the Actions button and select "Send online payment".)

5) To pay the invoice, click the "Pay" button on the top menu.



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A payment screen opens:

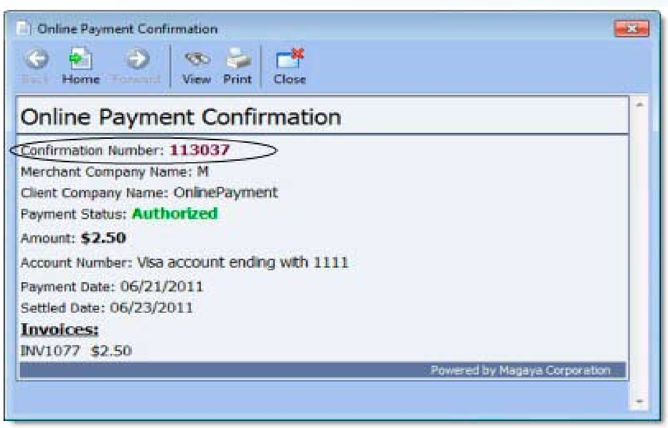

6) If your customer has given their credit card or banking information to you, he or she can select the option “Use existing payment account” and select the “Pay with” option from the dropdown menu.

If your customer has not given you their credit card or banking information, he or she can select the option “Use new payment account (one time)”. Then select to pay by credit card or echeck, and enter the information. This option is useful for payments made by a different credit card or bank.

Enter the payment amount; the system accepts partial payments but not amounts over the Amount Due. Also enter the Account Holder information.

Click OK to save.

7) A confirmation of the payment appears. Print it as a receipt (optional).




The invoice will have a status of “Paid” in the LiveTrack list of invoices. A record of the payment appears in the Payments List in your Magaya system.

## System Alerts to Notify you of Payments Made Online

When a customer makes a payment online, it shows up in your Payments List. A note in the Memo field will include a statement telling you that this payment was received from LiveTrack. Add this column to your Payments List by using Actions > Choose Columns.

You can also set up a System Alert to notify you when a customer made a payment online. This is an optional, extra way to notify yourself or other employee.

1) Go to Maintenance > Configuration > System Alerts

2) Click the “Add” button to open a new dialog box to set up the alert.

3) In the System Alert dialog box, select the options you want:

- For the “When” field, select “Online Payment is received” from the dropdown menu.
- Employee: Select the employee to notify. Alerts can be sent to the employee via email or as a Magaya Task.
- Send email notice to the sender.
- Edit the Subject line and body of the message as needed.
- Check the “Enabled” box.
- Click OK to save.

Deposit the funds in your account as you would when processing a check mailed to you.

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