

How to make a check payment, in Web Track.

- 1.) The customer needs to log in to their account.
- 2.) Click on Make a Payment

The screenshot shows the Big Creek Lumber & Building Materials account information page. The page is titled "Account Information" and displays various details for a specific account. A blue arrow points to the "Make a Payment" button in the "Account activity" section.

Account Information

Account Information for [Redacted]

Address

[Redacted]

Contact details

Tel: [Redacted]
Fax: [Redacted]
Contact: Diane

Sales Rep(s)

Contact: Administrator

Email: [Redacted]

Account activity

Open Invoices:	124.12	Last Account Invoice:	01/04/2020 (124.12)
On Order:	0.00	Last Account Payment:	01/22/2020 (-3.67)
Credit Limit:	2,500.00	Last Statement Amount:	12/27/2019 (3.67)
Unapplied Cash:	0.00	Last Statement Discount:	12/27/2019 (0.07)
Unapplied Credits:	0.00	Last Statement Net Amount:	12/27/2019 (3.60)
Net Balance:	124.12	Last Statement Finance Charges:	12/27/2019 (0.00)
Amount Owing:	122.87		
Available Credit:	2,375.88		

Make a Payment

*Net Balance is the Balance minus any unapplied cash and credit.
Amount Owing is the net balance minus any settlement discounts currently available.*

Job Balances

Interim Statement

Generate Interim Statement

Account aging

	Overdue:	Current	1 - 30	31 - 60	61 - 90	91 - 120	121 - 150	151 +
No. of Transactions:	1	0	0	0	0	0	0	0
Value of Transactions:	124.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
% of Transactions:	100 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %

- 3.) Choose: Pay by Check
- 4.) Select items you want paid with this payment. Invoices and Credit Notes. The payment amount will be calculated with the discount amount automatically, if available.

Account Payment | Big Creek Lumber

bigcreekportal.epicoranywhere.com/AccountPayment.aspx

Account Payment

Make a Payment

Account Information

Make a Payment

Quicklists

Quotes

Orders

Proof of Receipt

Invoices

Credit Notes

Products Purchased

Statements

Uploaded Files

Amount owing: \$122.87

Payment amount:

Address: (Optional)

Billing Address: (Required for billing)

Zip code: (Required for billing)
Please enter a valid ZIP code.

Notes: (Optional)

Remittance advice: (Optional)
Comma separated list of invoice numbers you wish to pay.

Email address:

Pay by check

Please check your input.

1 item found

Sort by:

Search by Date Range From: 1/3/2020 To: 1/24/2020

<input checked="" type="checkbox"/>	Type	Branch	Transaction Date	Doc. #	Job Ref	Customer Ref	Amount	Amount Outstanding	Due Date	Settlement Discount Date	Settlement Discount Available
<input checked="" type="checkbox"/>	Invoice	Sanla Cruz	01/04/2020	1267131	SHOP	-	124.12	124.12	02/25/2020	02/10/2020	1.25

1 item found

Items per page 12 | 24 | 48

5.) Fill in the requested payment information. Then click Next.

Account Payment [Big Creek Lumber] x

bigcreekportal.epicoranywhere.com/AccountPayment.aspx?searchType=TransactionDate&startDate=2020-01-03T00%3a00%3a00&endDate=2020-01-24T23%3a59%3a59

Apps Bank Of The West Bank Of America Comerica Big Creek Lumber American Express FasTrak UTA /NCT DOTN Shi#4 Epicor Learning Ce... Palace Business Sol...

Account Information
 Make a Payment
 Quicklists
 Quotes
 Orders
 Proof of Receipt
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 Uploaded Files

Amount owing: \$122.87
 Payment amount: 122.87
 Address: (none) (Optional)
 Billing Address: (Required for billing)
 Zip code: 95006 (Required for billing)

Remittance
 Email address

1 item found
 Search by
 Type
 Invoice
 1 item found

Sort by: Apply

Settlement Date Discount Date

Items per page 12 | 24

Big Creek Lumber Company

Payment Method

9-digit Routing #* Checking

Account number* Re-enter account num

Billing information United States of An

Company name*

First and last name*

Address line 1

Address line 2

City --Select State--

Postal code Phone number

Email address

* required

Next

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Web Track 0.0.121 Taxes and Conditions | Privacy Policy

TLC Member 1025
 123 Anywhere St.
 Adrian, MI 49221

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS Security Features Included. Details on Back.

TLC Community Credit Union

MEMO _____

⑆000000000⑆ ⑆000000000⑆ 1025

Routing Number **Account Number** **Check #**

6.) Once you click next double check the payment amount then click the green button to authorize payment. If the payment information is incorrect, click edit in the upper left hand corner.

Account Payment | Big Creek Lun x

bigcreekportal.epicoranywhere.com/AccountPayment.aspx

Apps Bookmarks The Official Site of... Giants and A's Imported From IE West Marine Websi... Help Support Cred... Thank You! We App... Natural Pet RX, Nat... Robert & Cristina's...

Account Payment

Make a Payment

Amount owing: \$10.03

Payment amount: 10.03

Big Creek Lumber Company

Payment Information Edit

Accounting Ending - 2343

RTN #

Amount Summary

Amount: \$10.03

Authorize

Type	Branch	Transaction Date	Doc. #	Job Ref	Customer Ref	Amount	Amount Outstanding	Due Date	Settlement Date
Invoice	Watsonville	11/12/2019	1244676	SHOP	-	10.03	10.03	12/25/2019	12/10/2019

7.) Once the payment has been authorized, an email will be sent to the email address listed on the first payment screen. Confirming the payment has been processed.

