WARREN CAT UI TRAINING

8/3/21

Objectives

- Upon completion of this training, you will be able to understand how to:
  - View / Email Invoice
  - Manage Accounts
  - Manage Contact
  - Make ACH Payments
  - Schedule Payments
  - Auto Pay setup
  - Invite Contact
  - Contact supplier

User Roles Involved

- This course is mapped to the following user roles:
  - Customers Users
- User will be created on following Security Roles depending on the business requirements :

  Customer User security roles:
  - Customer Admin
  - Customer View Only

Agenda

1. User registration and Login
2. Open Bills and Payments
3. Payment History
4. Manage Accounts
5. Manage Contacts
6. Manage Users
7. Closed Bills
8. Exports
9. Home Page

USER REGISTRATION & LOGIN

User Registration : Customer Onboarding

A customer can receive a Registration link through a

Invite contact: Warren user needs to invite Customer by sending an invite email to a Customer's contact.

Registration : Invite contact / Mail invitation

Upon clicking on invitation link, user will be redirected to registration page with all required fields pre-populated.

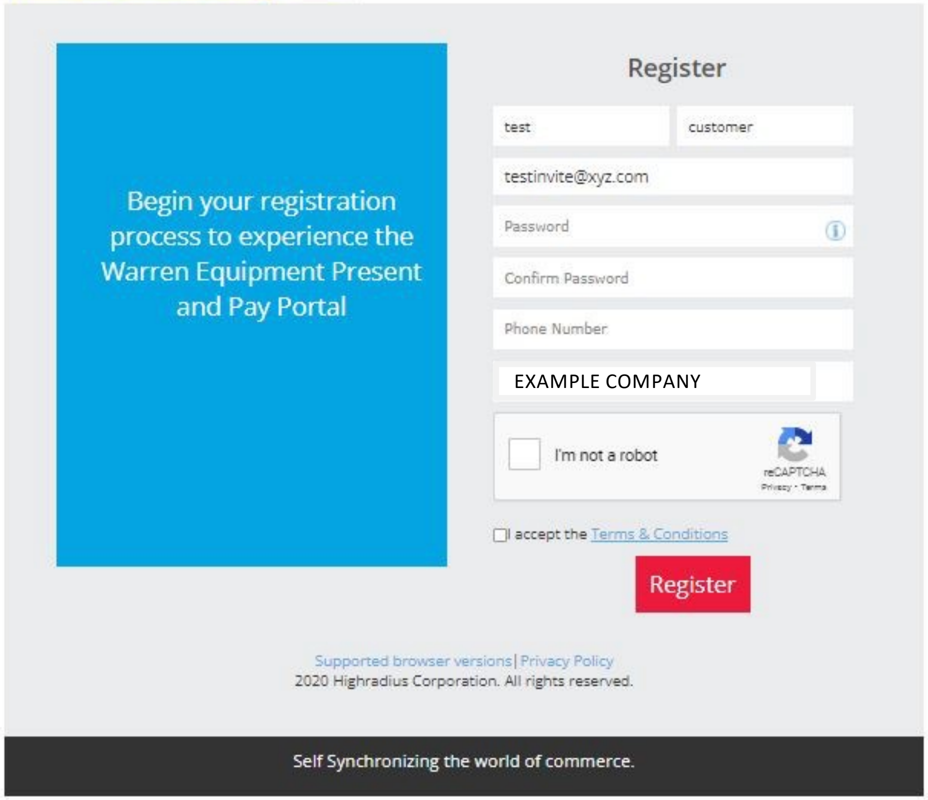
Step 1: User needs to create password and confirm it

Step 2: Accept terms and conditions

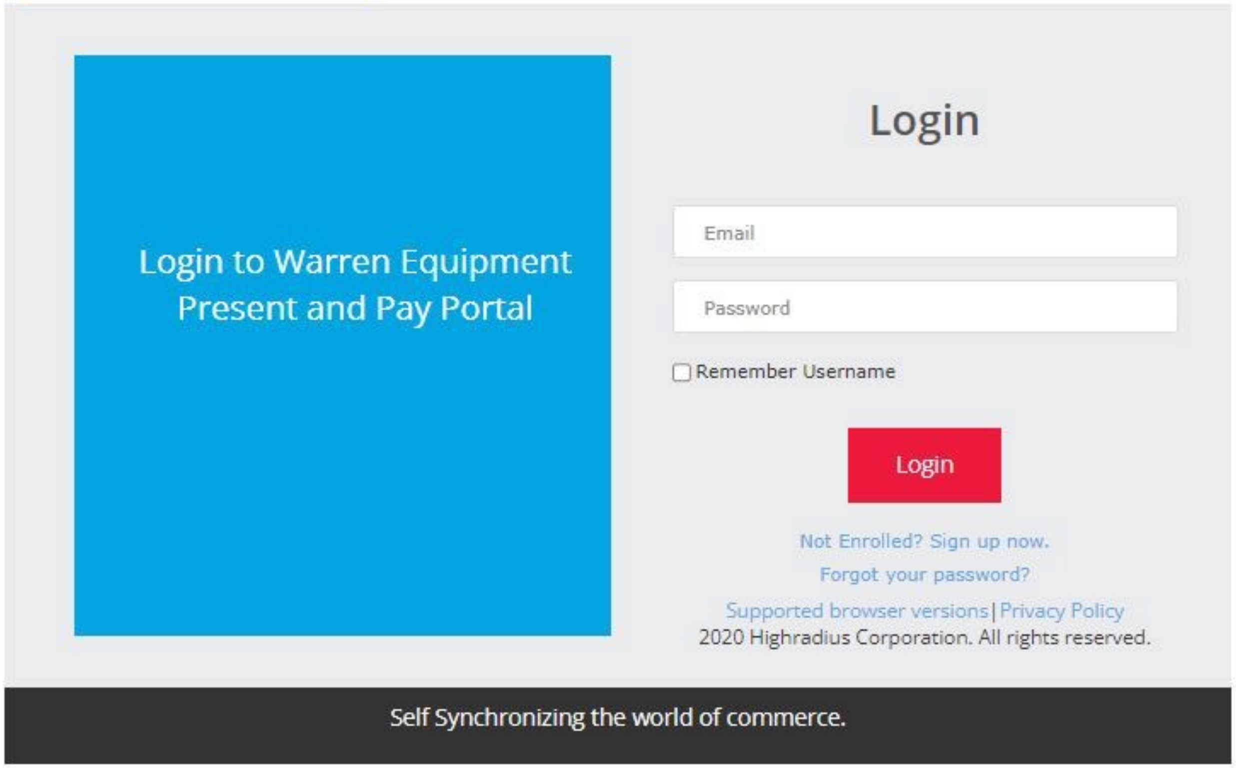
Step 3: Click Register

After successful registration user will be redirected to login page for entering into the portal

Registration: Invite Contact



Login Page


Login to Warren Equipment Present and Pay Portal
Login
Email
Password
Remember Username
Login
Not Enrolled? Sign up now.
Forgot your password?
Supported browser versions | Privacy Policy
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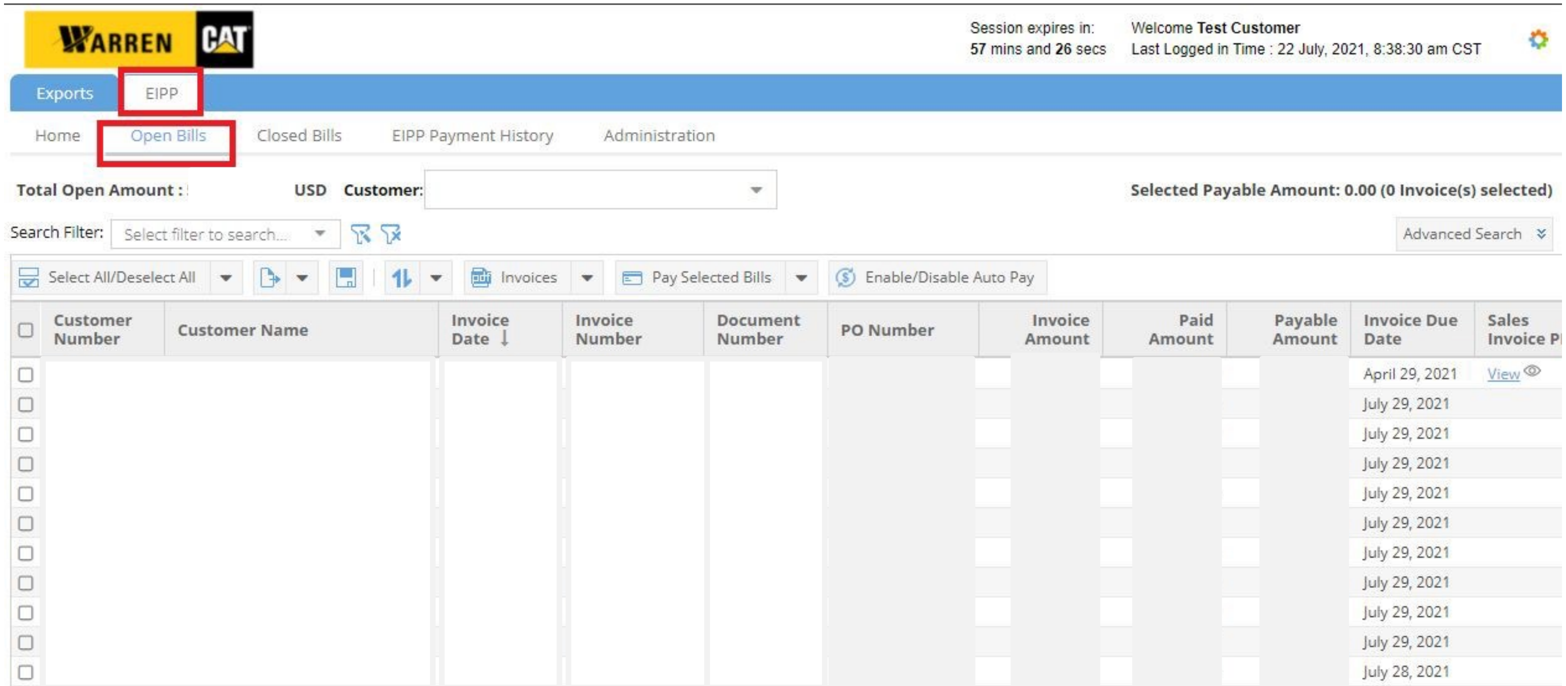
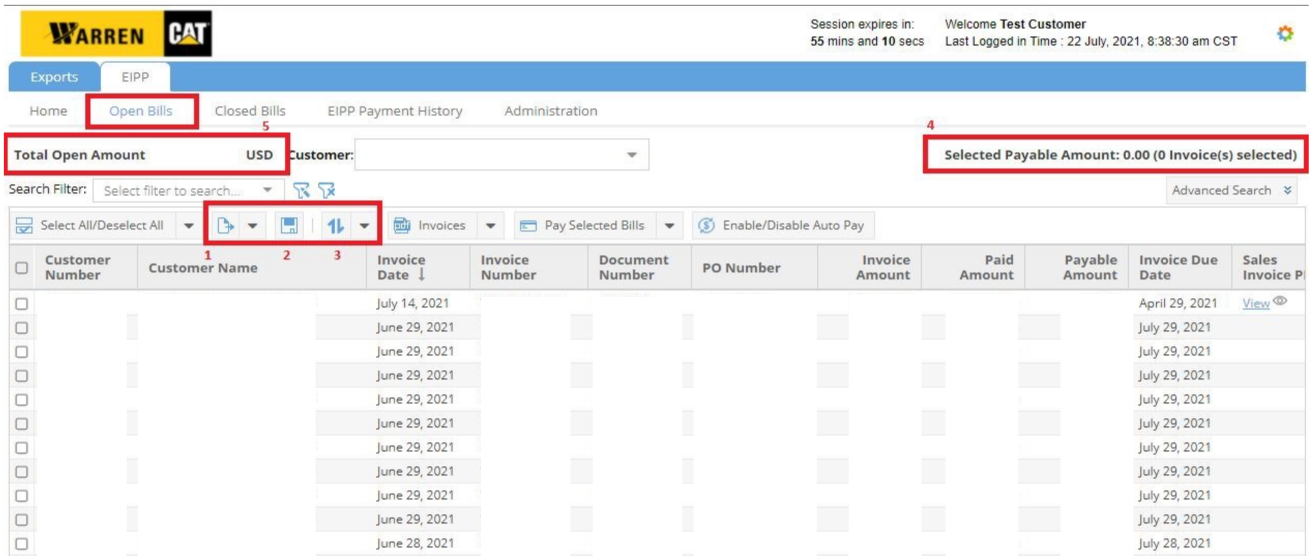
OPEN BILLS AND PAYMENTS

Open Bills and Payments



Open Invoice provides an overview of all their invoices allowing them to make payments and shows payment status of invoices.

Open Bills

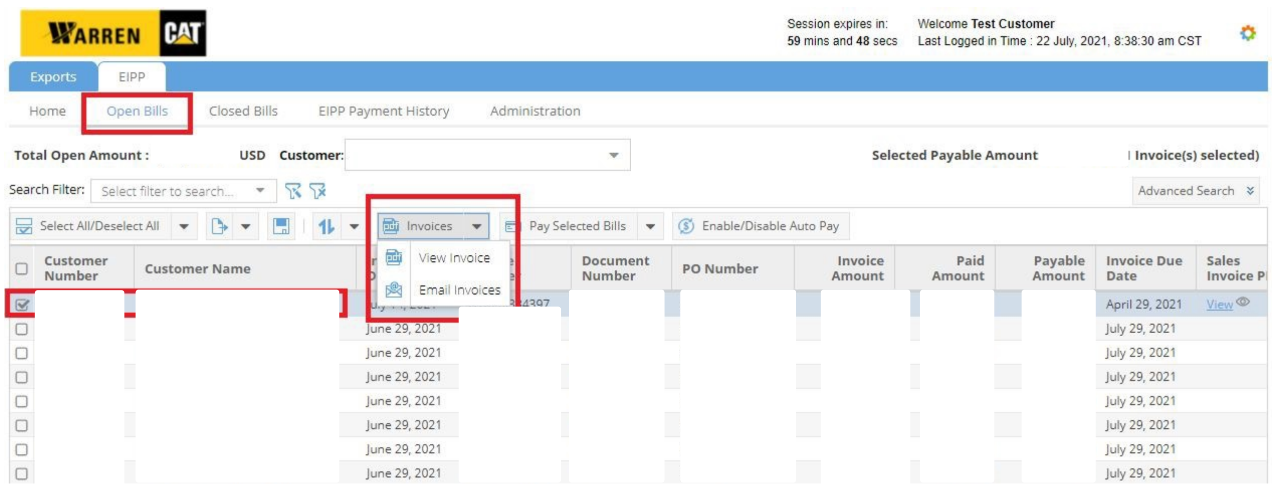


1. Export pages: Click on the dropdown to export current/ all pages
2. Save layout: Layout can be customized by moving field (columns) right or left as per requirement. Click on Save layout button to save the changes
3. Save/Delete sort
4. The total payable of the selected invoices is shown in the upper right corner.
5. Total outstanding amount for the customer is shown in the upper left corner.

Open Bills and Payments Functionalities

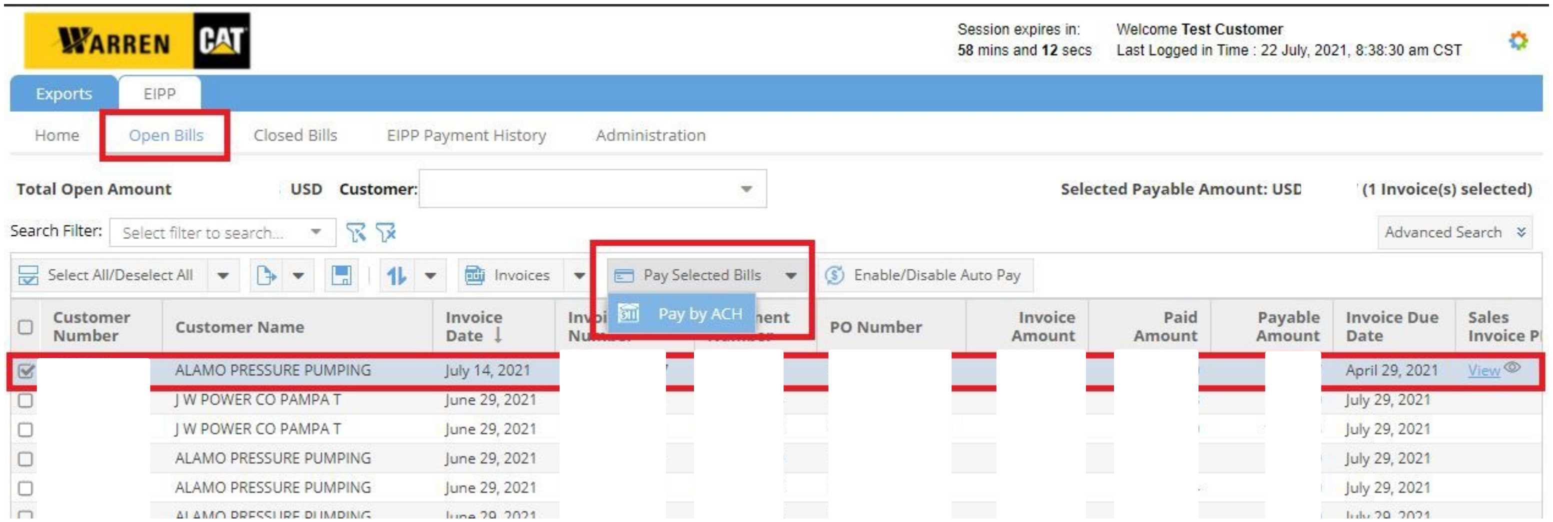
- View Invoices
- Pay By ACH
- Schedule Payments

View/Download Invoice



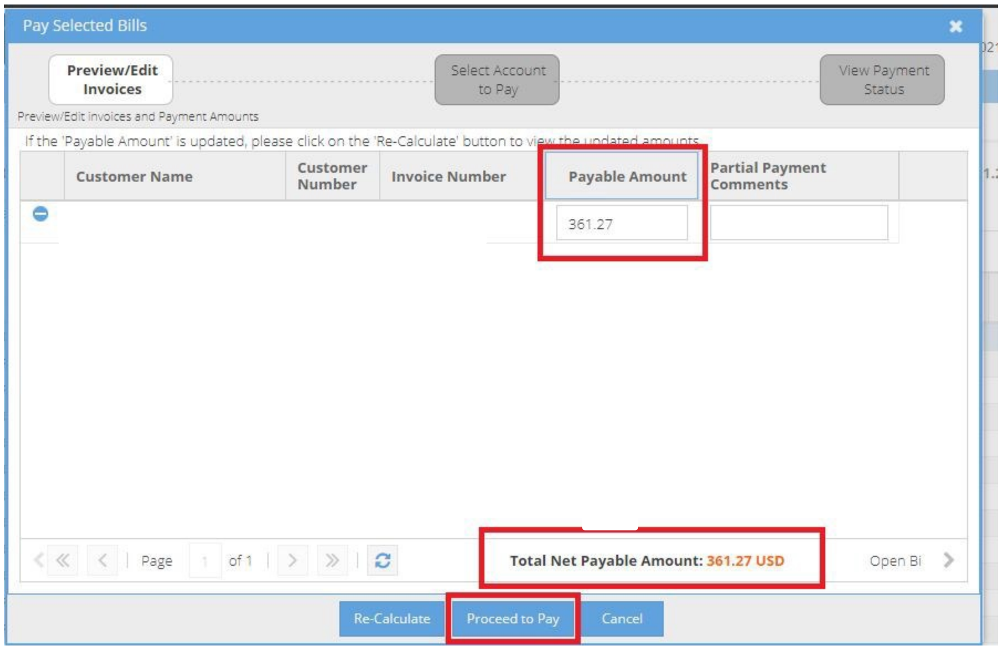
Navigate to EIPP > Open Bills
Step 1: Select an invoice
Step 2: Click on **Invoice>>View Invoice**
*Invoice PDF will be opened in a new tab. User can download a copy of Invoice PDF
To view Invoice details, click on View Details button. A popup appears with invoice details

Pay By ACH



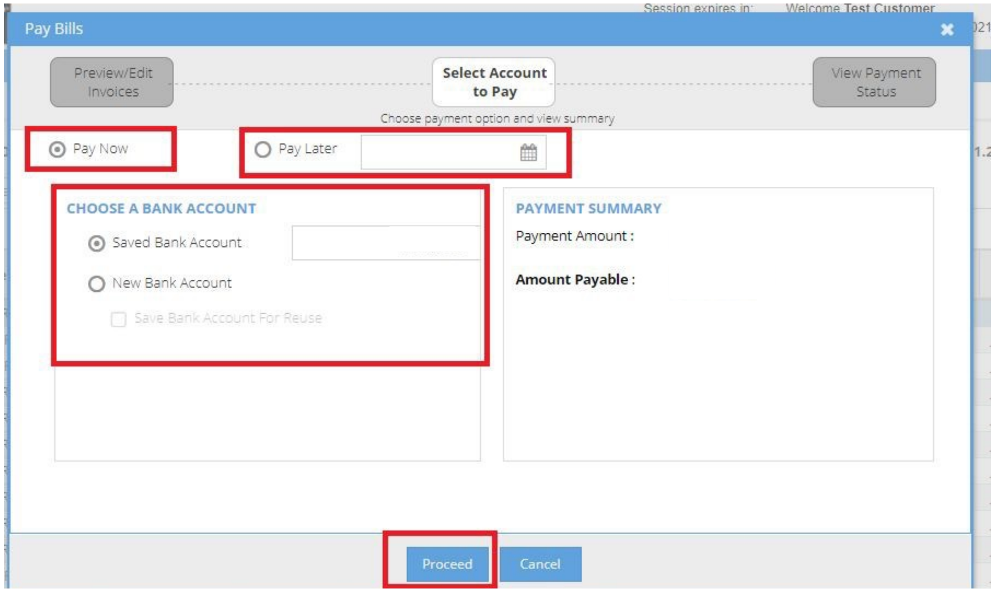
Under **Open Bills** Menu,
Step 1: Select an(or multiple) AR record(s)
Step 2: Click **Pay Selected Bills**
Step 3: Click **Pay by ACH**
A popup appears.

Pay By ACH - Preview



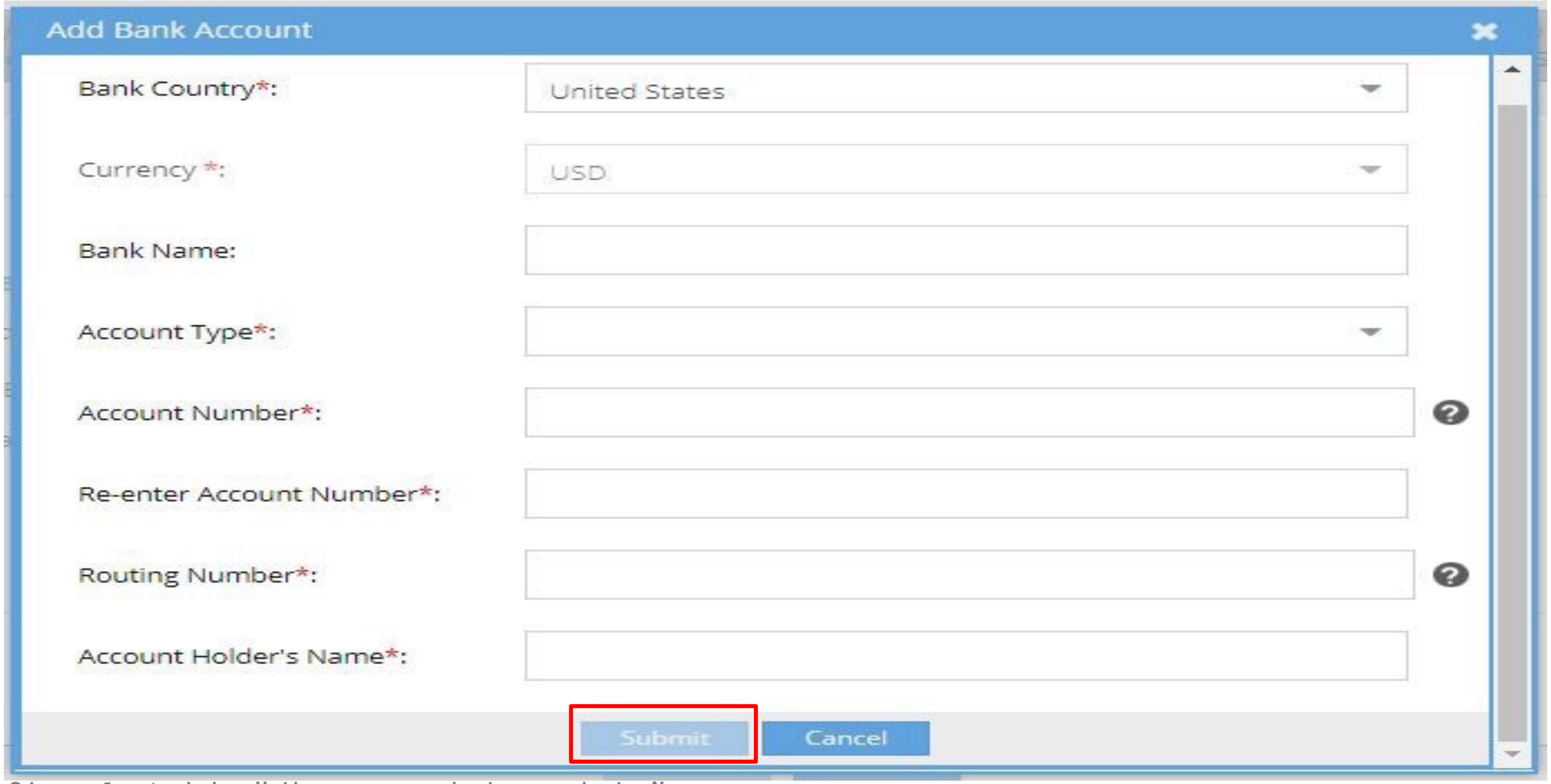
Step 1: Check the Payable Amount
Step 2: Click **Proceed To Pay**
A popup appears.
In case of Partial Payments, please mention the comments in ‘Partial Payment Comments’ and click on ‘Re-calculate’. You can click on ‘Proceed to pay’ once the amount is revised.

Pay By ACH – Payment Summary



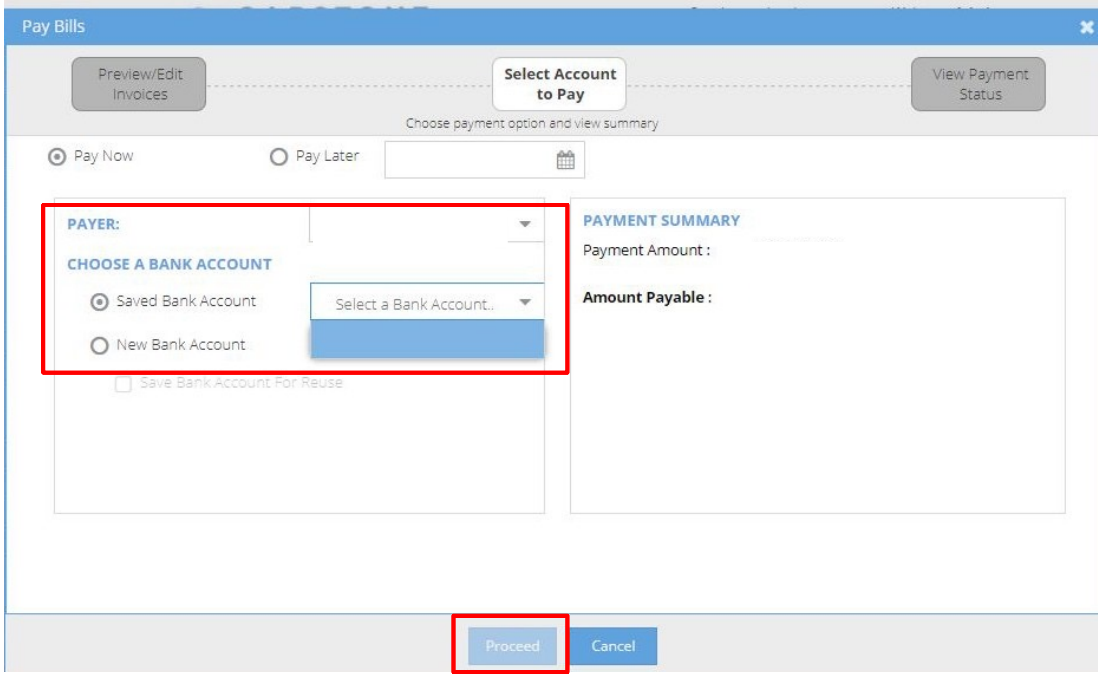
Step 1: Click on "Pay Now" radio button to pay instantly. To schedule a payment for later date, click on 'Pay Later' radio button.
Step 2: You can add 'New Bank Account' details and save if for future use. You will be redirected to a separate screen to add a new bank account.
Step 4: Click **Proceed**
A popup appears.

Pay By ACH – Add Bank Details



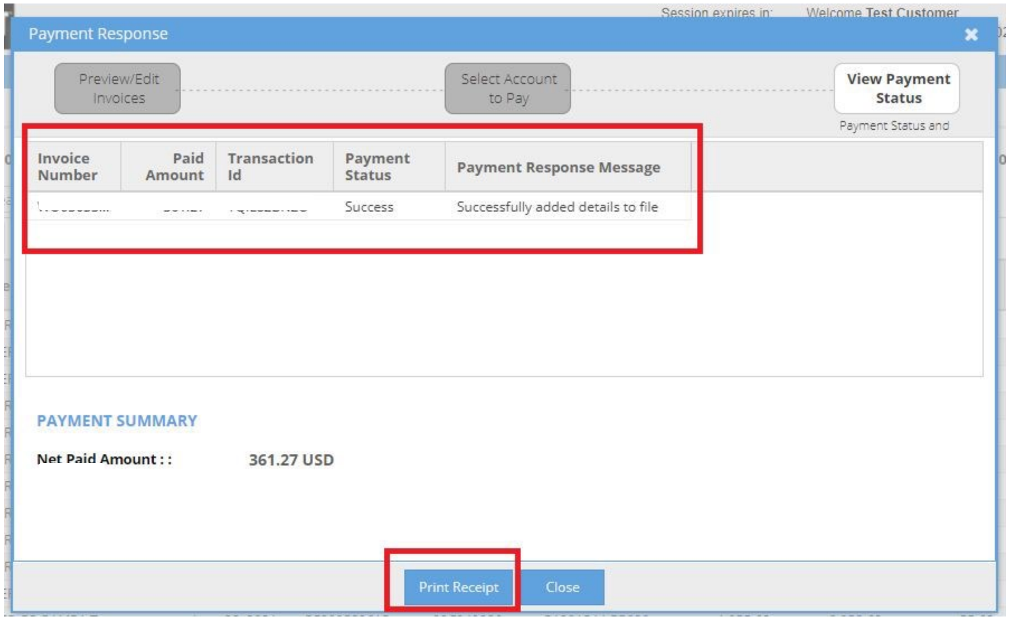
Step 1: Add all the mandatory details
Step 2: Click **Submit** to save bank details

Pay By ACH – Use Existing Bank Account Details



Step 1: Select Payer from dropdown
Step 2: Select existing Bank Account details from dropdown
Step 3: Click **Proceed** to continue

Pay By ACH – Print Receipt



Payment Status shows **Success**. Payment was successful.
Step 1: Click **Print Receipt** to generate Receipt
Step 2: Click **Close** to close the popup

Pay By ACH – Schedule Payment

Select invoice which needs to be scheduled from Open Bills. Click **Pay Selected Bills > Pay by ACH > Proceed to Pay**

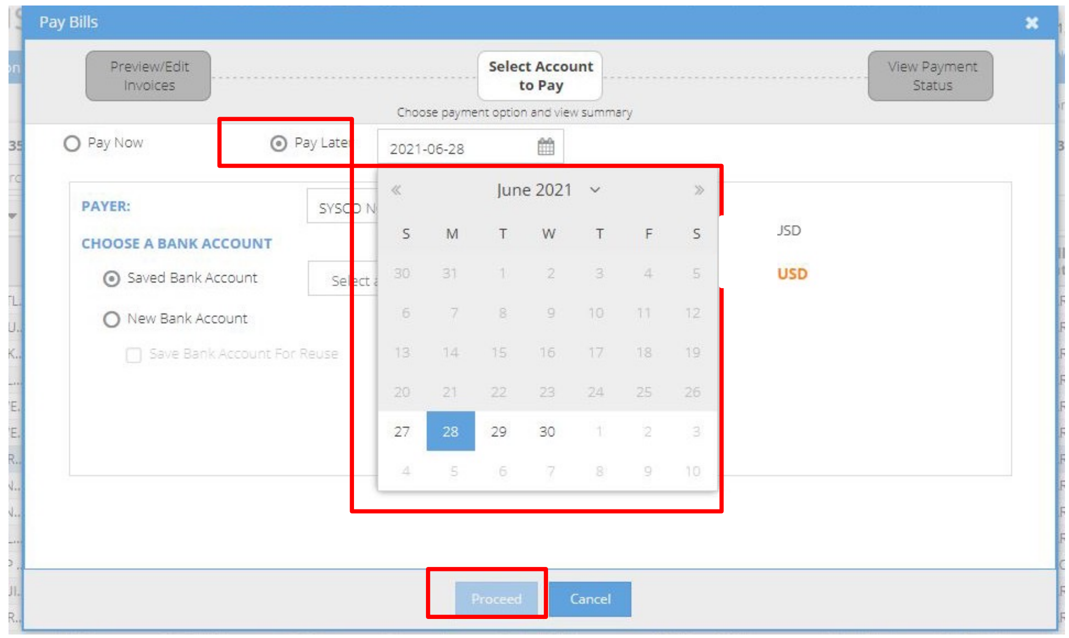
Step 1: Click on “Pay Later” radio button

Step 2: Select a date from the calendar as per required

Step 3: Select a Payer from dropdown

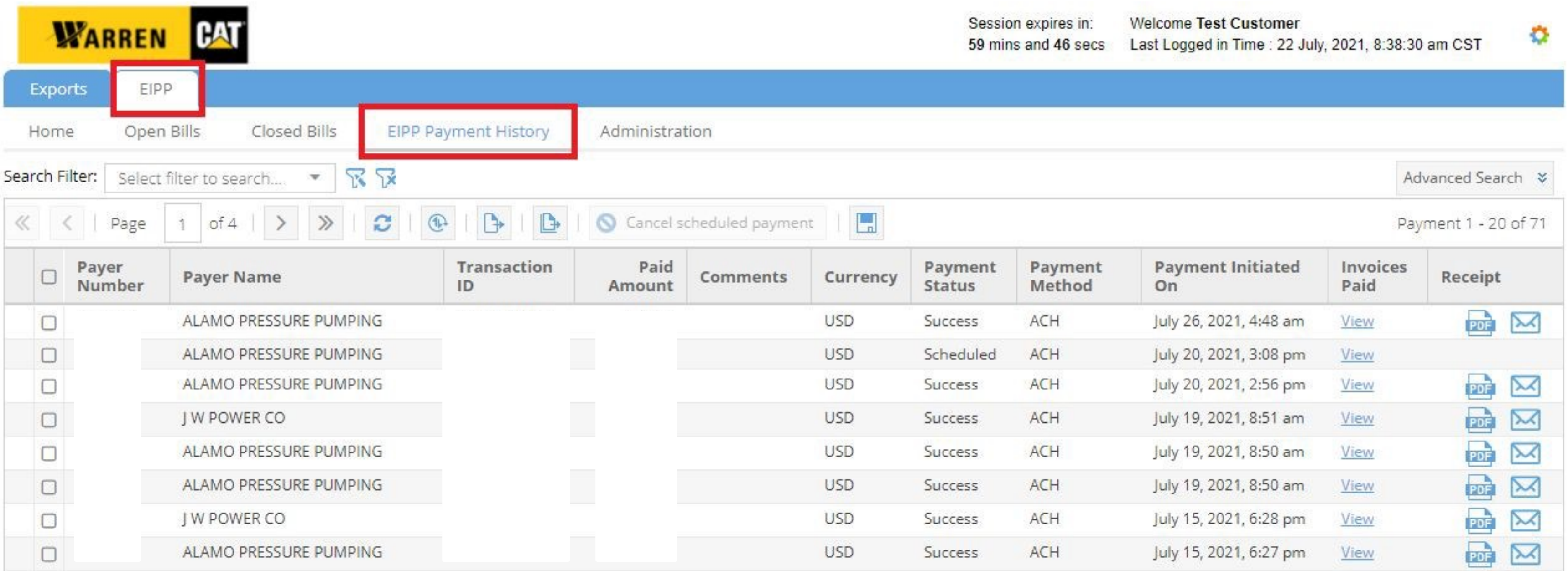
Step 4: Select saved bank account or add a new bank to pay for the schedule payment

Step 5: Click **Proceed**. Follow same steps as detailed for “Pay Now” scenario



PAYMENT HISTORY

EIPP Payment History

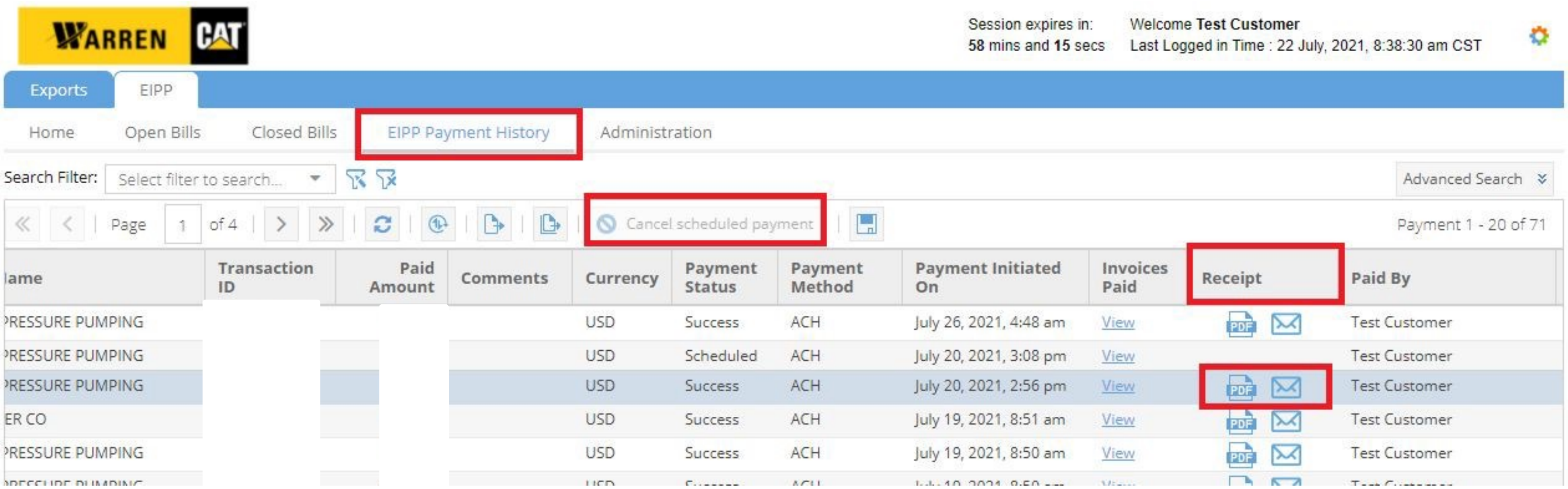


EIPP Payment History tab displays the entire list of payments associated with that customer. The screen displays all relevant information about the payment including Payment date, paid amount, payment method, scheduled date etc.

EIPP Payment History Functionalities

- View Payment Details
- View / Email Payment Receipt
- Cancel Schedule Payments
- Export

View/Email Payment Receipt



Select an invoice

View Payment Receipt: Click PDF icon to open payment receipt. A new tab will open with payment receipt which can be downloaded in PDF format

Email Payment Receipt: Click on envelope icon to send payment receipt by entering required email address

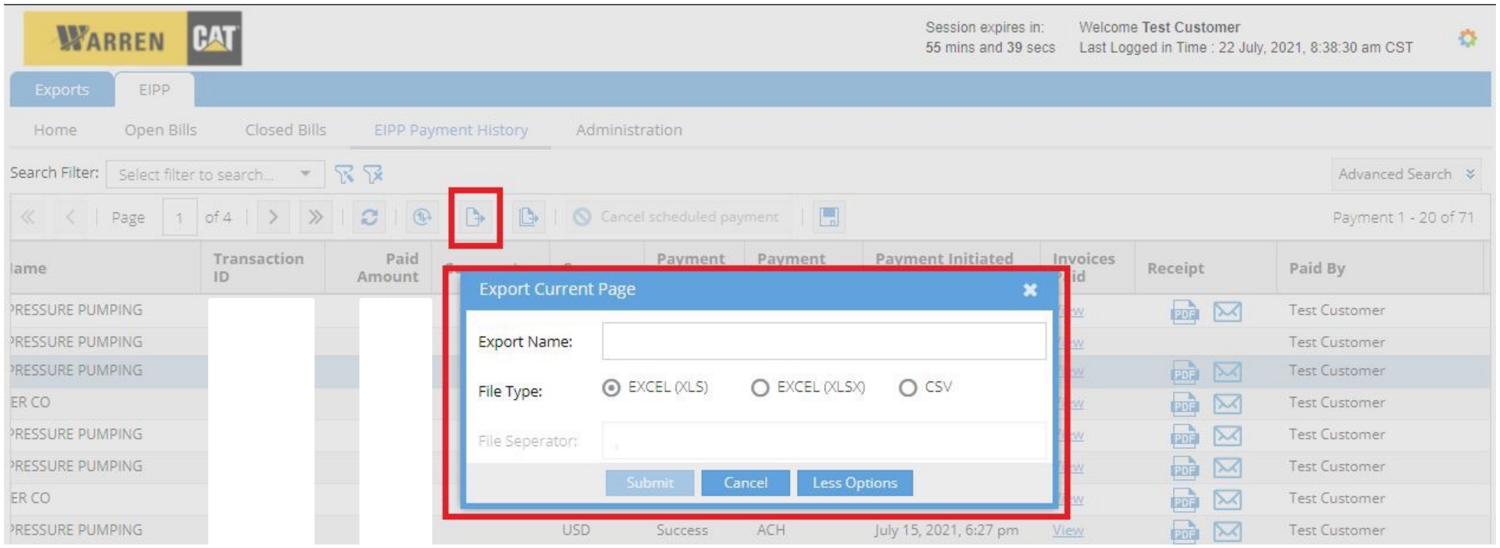
Cancel scheduled payment

Navigate to EIPP > EIPP Payment History

Step 1: Select an invoice which is already scheduled. To view all the scheduled invoices, go to **Advanced Search** > Select "**Scheduled**" from the dropdown for Payment Status field and search

Step 2: Click **Cancel Scheduled Payment** button to cancel the scheduled payment
Payment Status will change to **Cancelled**

Export



Navigate EIPP > EIPP Payment History

Step 2: Click **Export current page / export all pages button.** A pop window opens

Step 3: Enter the **Export name**

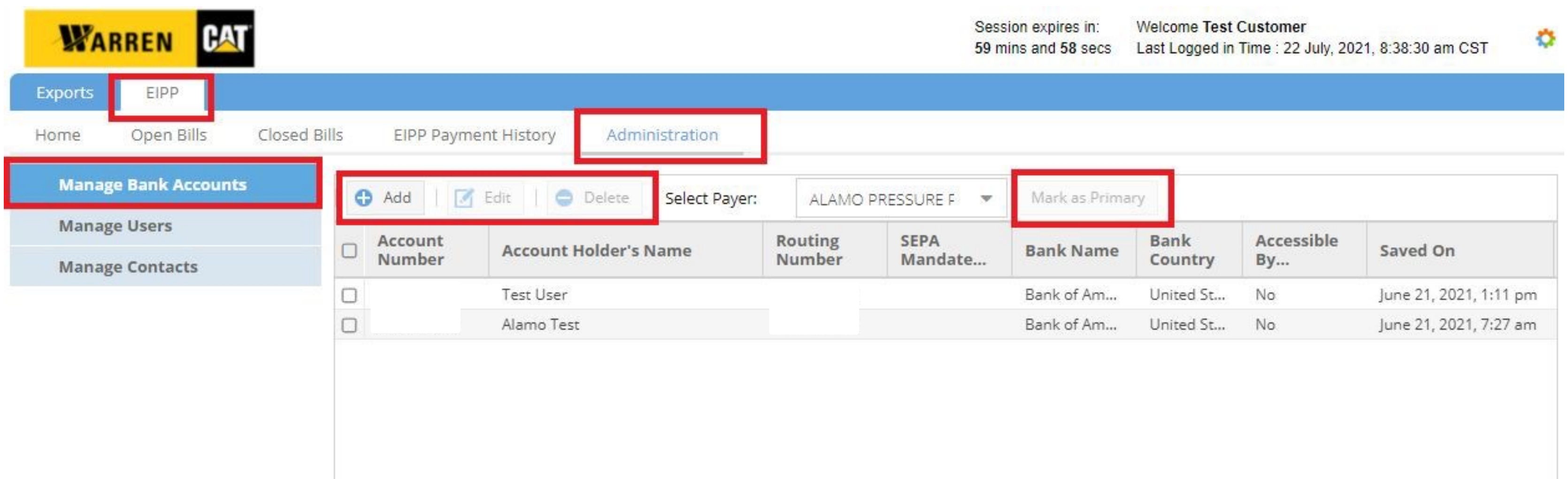
Step 4: Click More Options to select **File type**

Step 5: Click **Submit**

* File will be generated under Exports tab

MANAGE ACCOUNTS

Manage Accounts



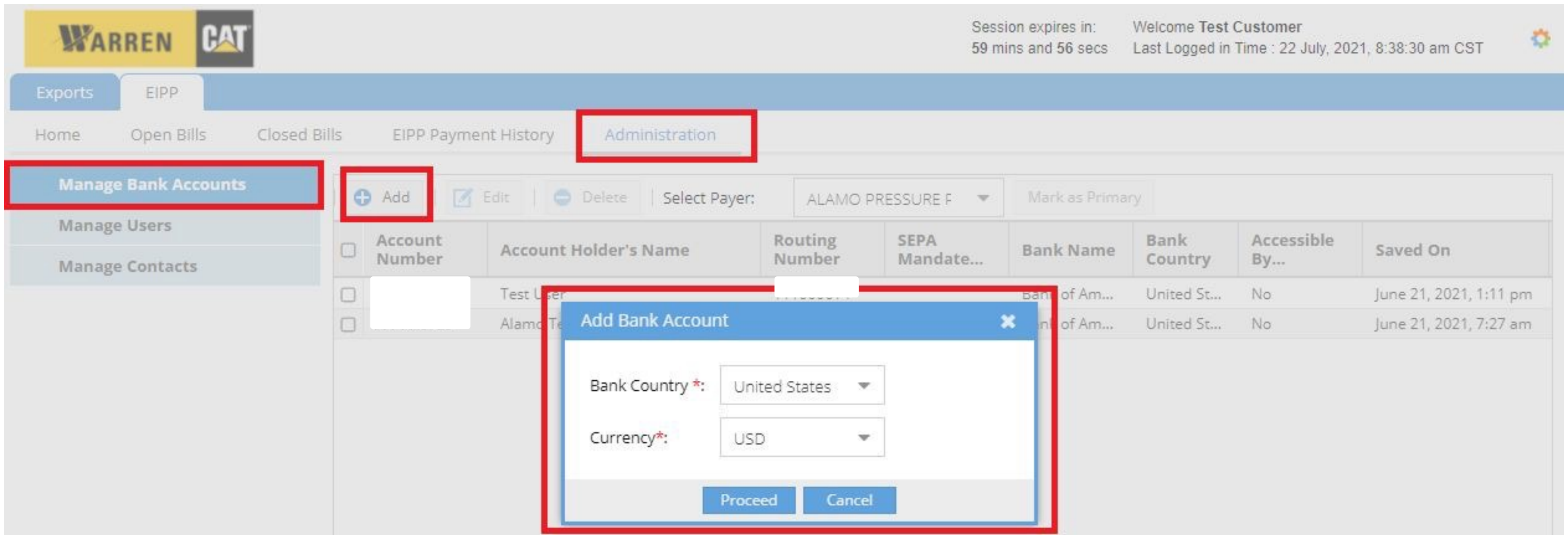
Manage Account Menu allows you to manage the company's electronic payment methods, such as bank accounts

Step 1: Navigate EIPP > Administration
Step 2: Click **Manage Bank Account**
This tab helps Customer to **Add, Edit and Delete** bank account from EIPP Portal.
You can only edit the account name, not other details due to security

Manage Accounts Functionalities

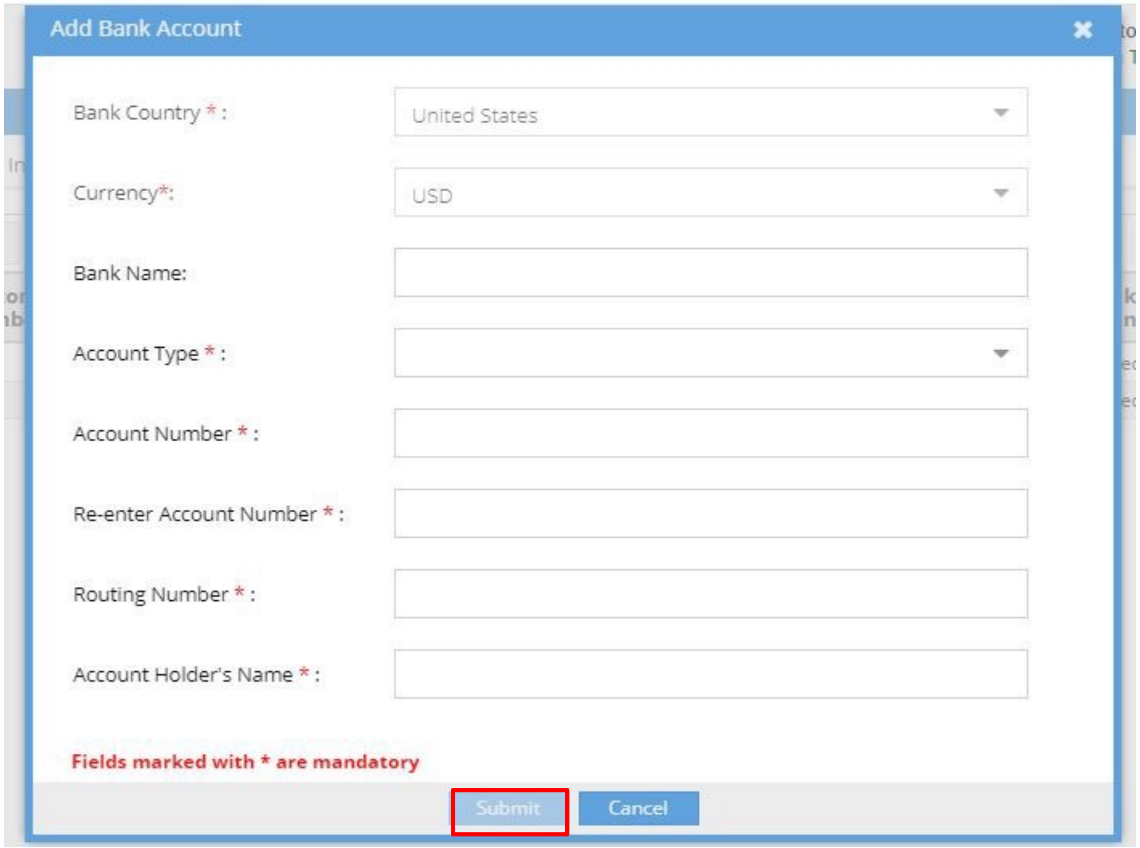
- Add a Bank Account
- Edit a Bank Account
- Delete a Bank Account
- Make a Bank Account Primary

Add a Bank Account



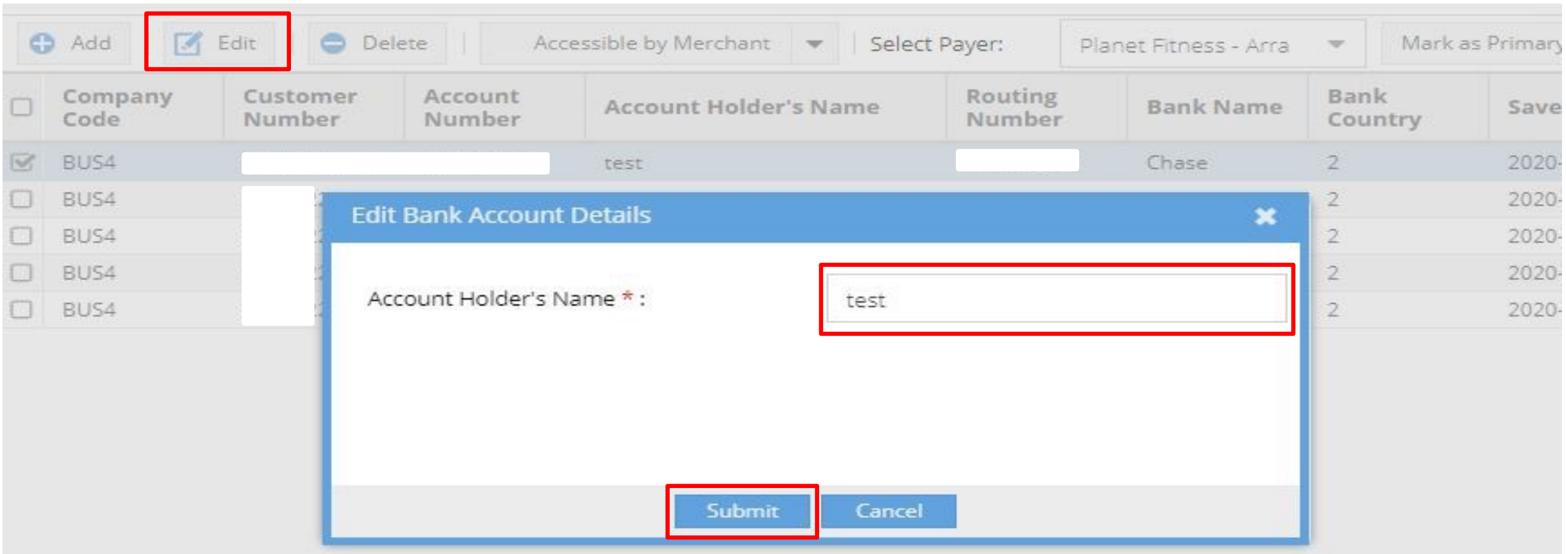
Step 1: Click on **Add** to add Bank details. A popup appears with Bank Country and Currency auto populated
Step 2: Click on Proceed to continue

Add a Bank Account – Enter details



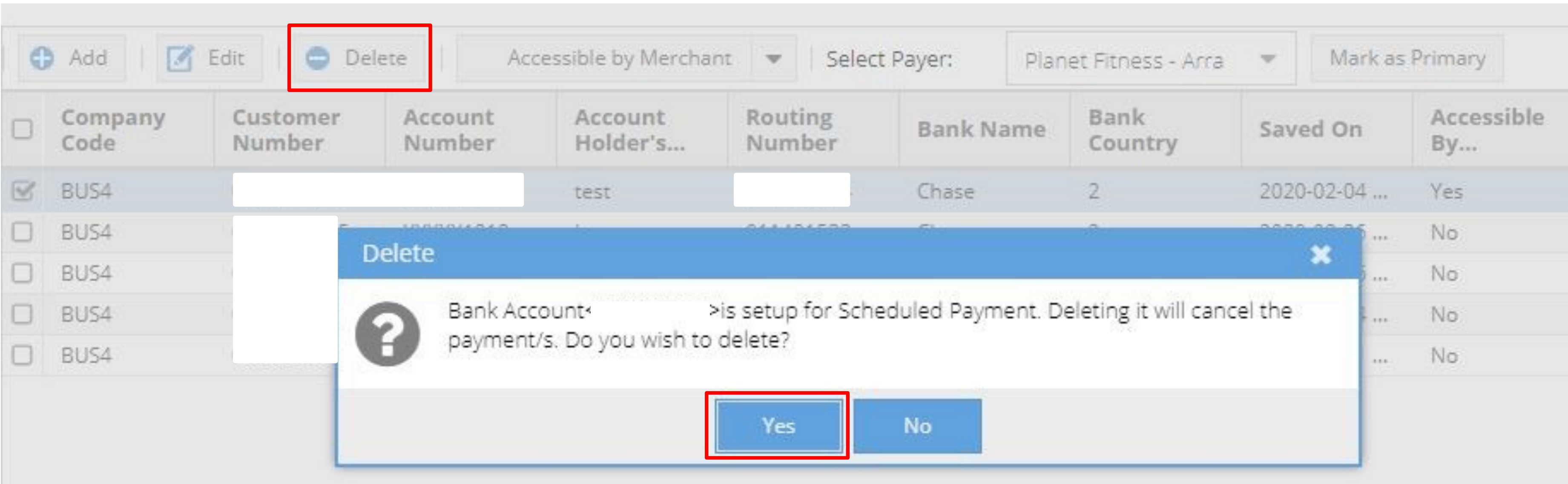
Step 1: Enter all mandatory details
Step 2: Click **Submit**
The newly updated Bank Account appears in the **Bank Details** grid.

Edit Bank Account Holder’s Name



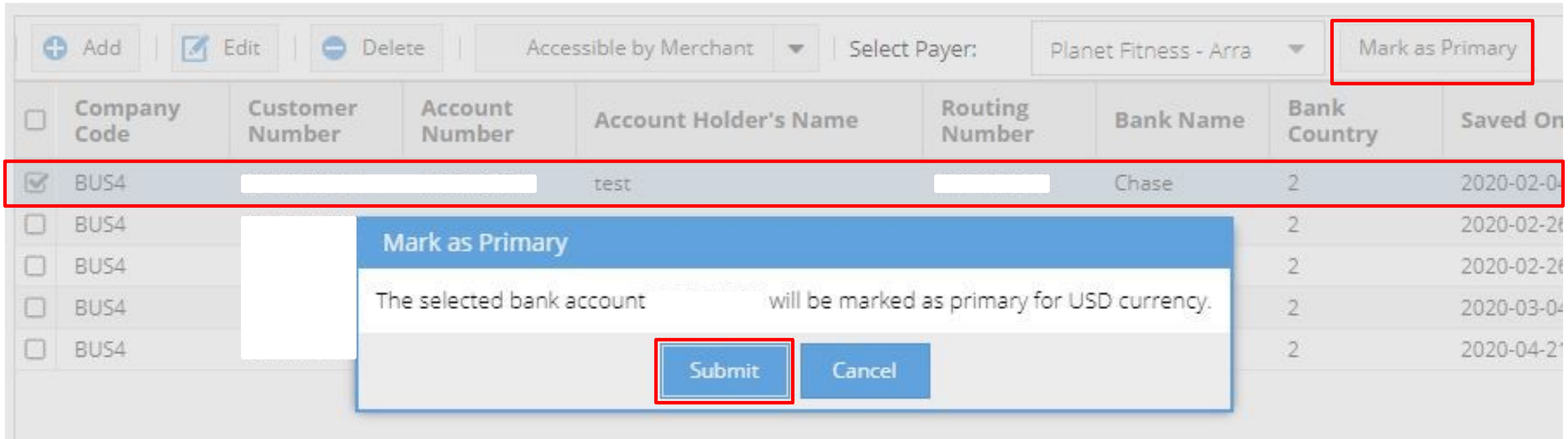
Step 1: Select Bank Account record to be edited
Step 2: Click **Edit** button. A popup appears
Step 3: Enter required account holder’s name in the field
Step 4: Click on Submit to save the updated name in the EIPP portal

Delete Bank Account



Step 1: Select Bank Account record to be deleted
Step 2: Click **Delete** button. A popup appears
Step 3: Click **Yes** to delete the bank account from EIPP portal
The Bank Account gets deleted.

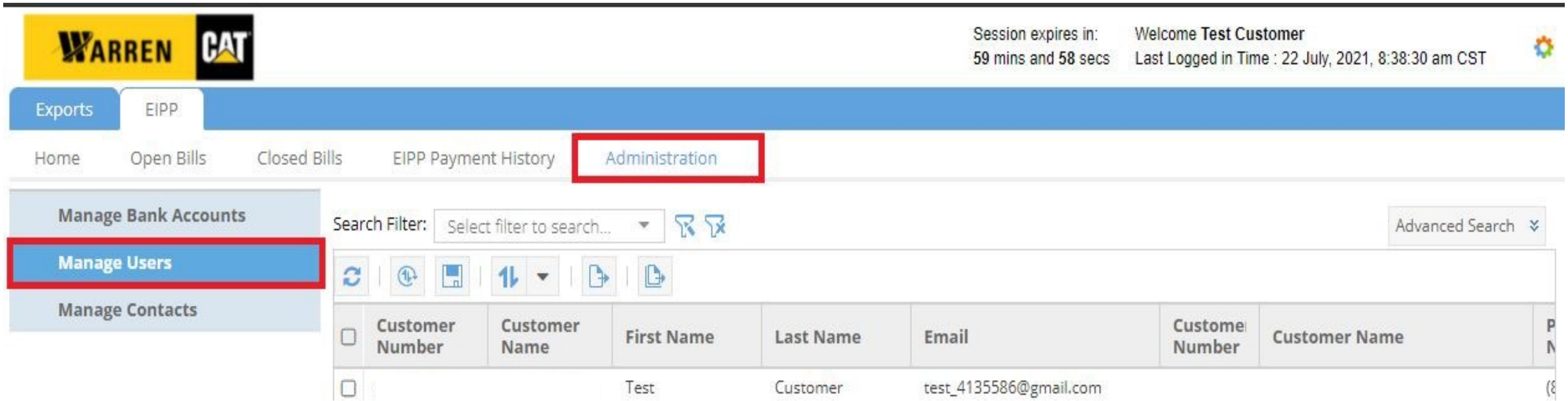
Make a Bank Account Primary



Step 1: Select Bank Account record to be made primary bank account
Step 2: Click **Mark as Primary** button. A popup appears
Step 3: Click Submit to mark the bank account as primary for future transactions

MANAGE USERS

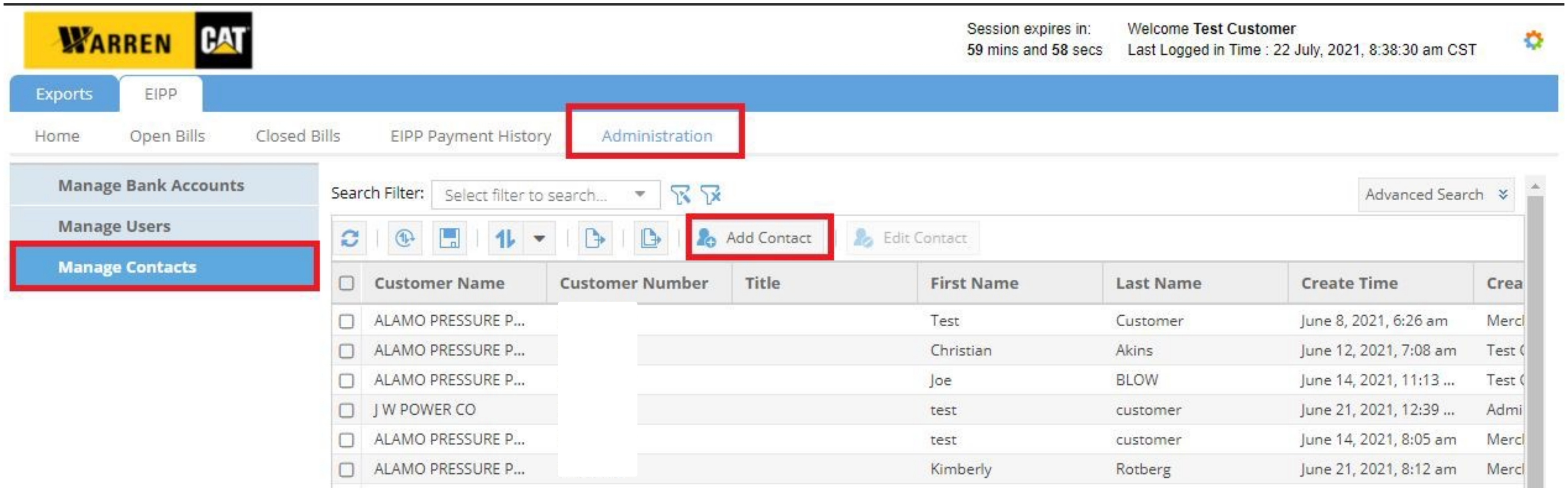
Manage Users



The customers will find the list of users using the portal in Manage Users section.

MANAGE CONTACTS

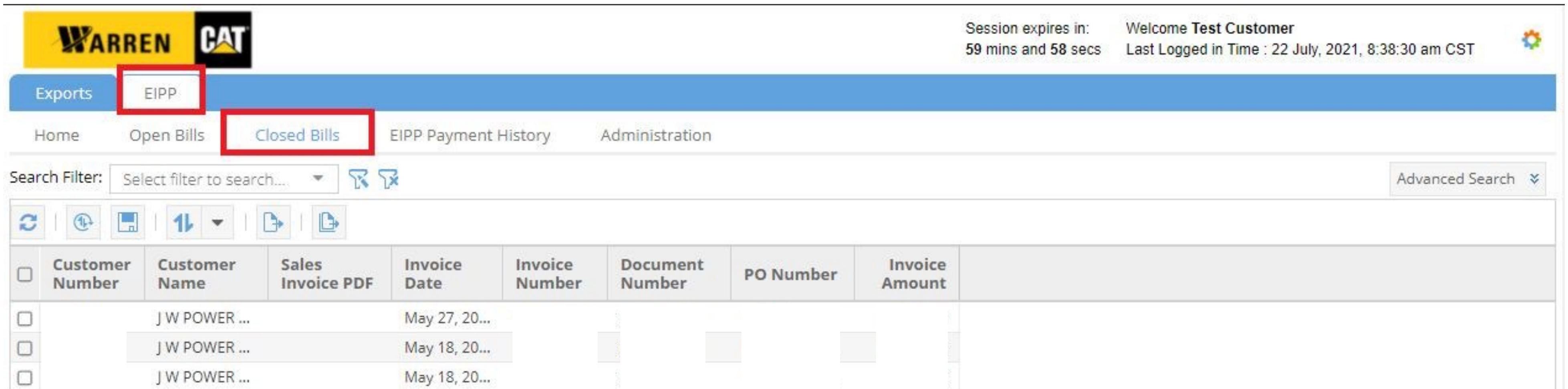
Manage Contacts



The customers can add their contacts in the portal.

CLOSED BILLS

Closed Bills

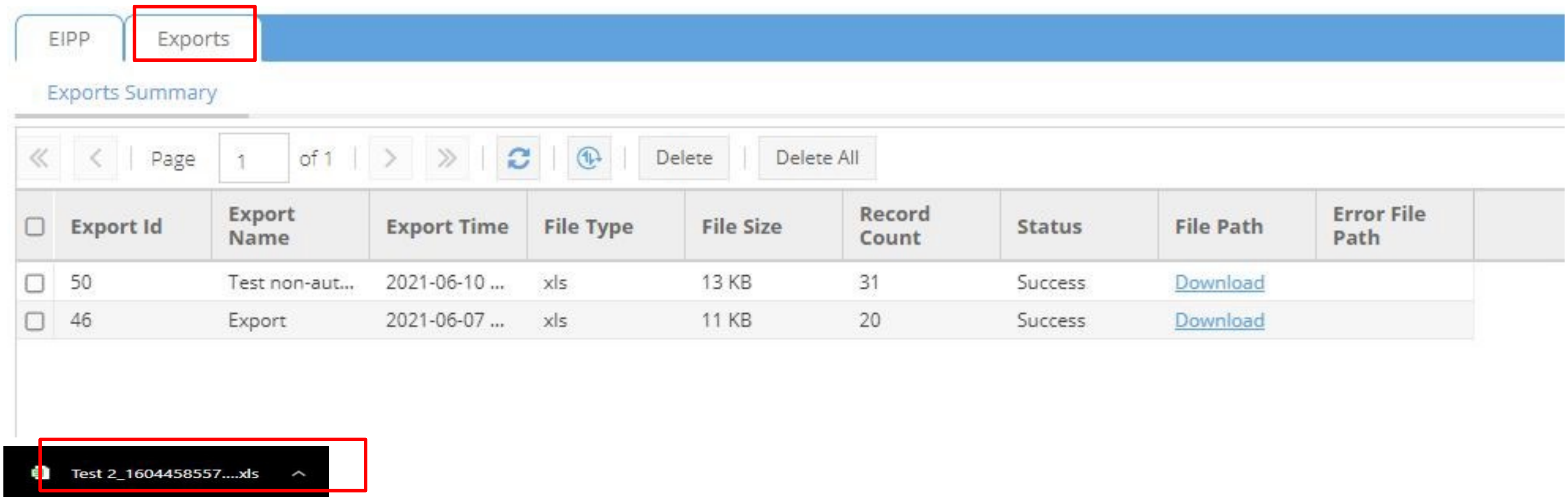


Closed Bills displays all the Invoices for all customers that have been closed.

EXPORTS

Exports

WARREN CAT



Records exported using **Export**, and **Export All** features from any of the tabs within the application, will be available in **Exports** tab as downloadable links.

Exported files are labeled with an "Export Name" that is assigned by the user when exporting the file. This allows you to identify the exported file in **Exports** tab accordingly. Click on **Download** to fetch the data on excel format.

HOME PAGE

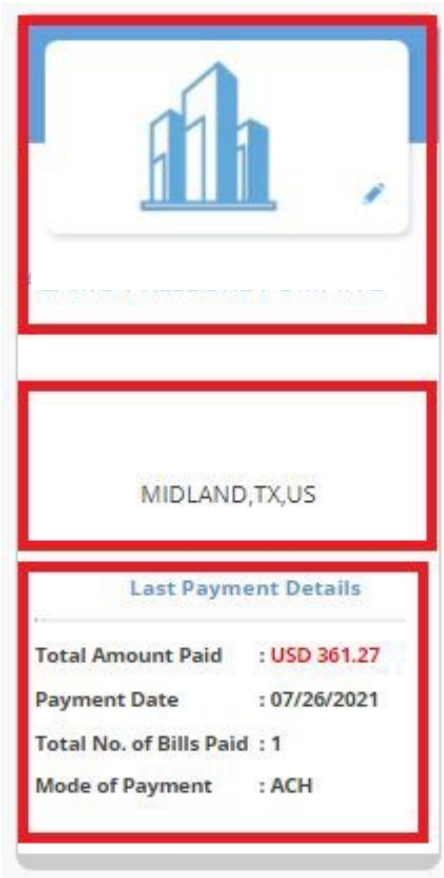
Home page

EIPP- Home page provides an overall summary of the customer AR.

Home page functionalities

- Customer Details
- Amount due by aging buckets
- Filters payable by aging buckets
- Shortcuts
  - Look for Invoices
  - Download Statement
  - Payments
  - Contact Supplier
  - Autopay setup

Customer Details

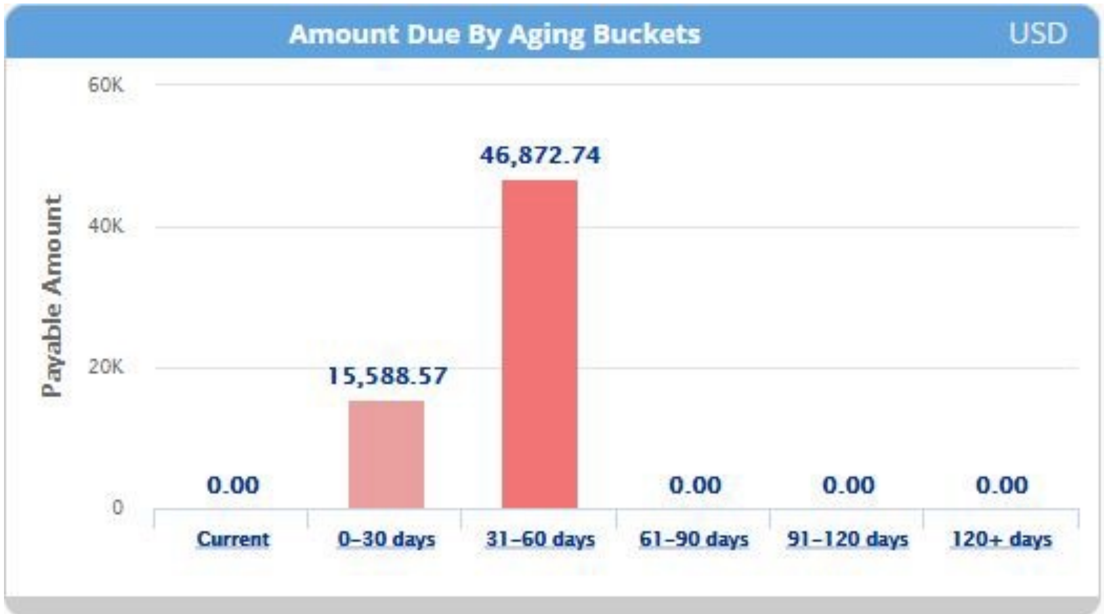


1. Customer's name and Logo
2. Logo can be edited by clicking on pencil icon

Customer's Address

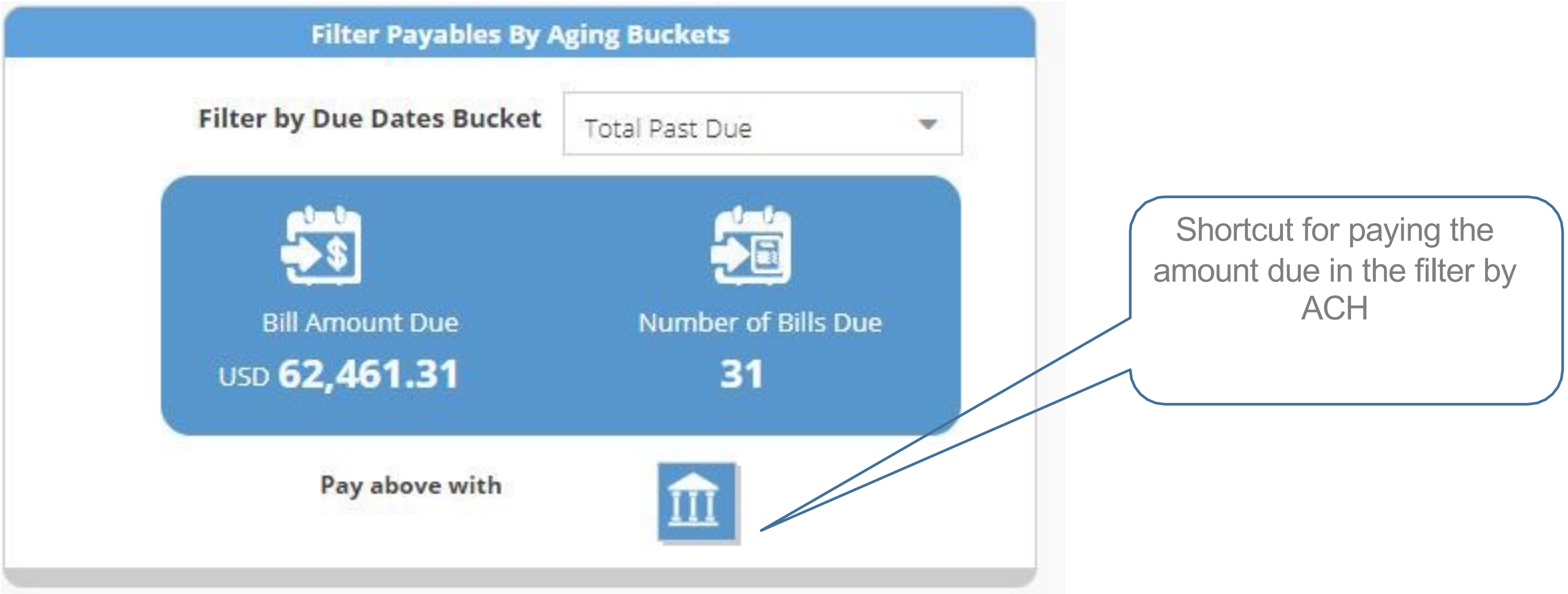
Last payment details in the portal

Amount due by aging buckets



1. This graph provides a graphical representation of the amount due by the customer as per the aging buckets
2. By clicking on the aging bucket bar , it will redirect to open bills showing the invoices due in that aging bucket

Filters payable by aging buckets

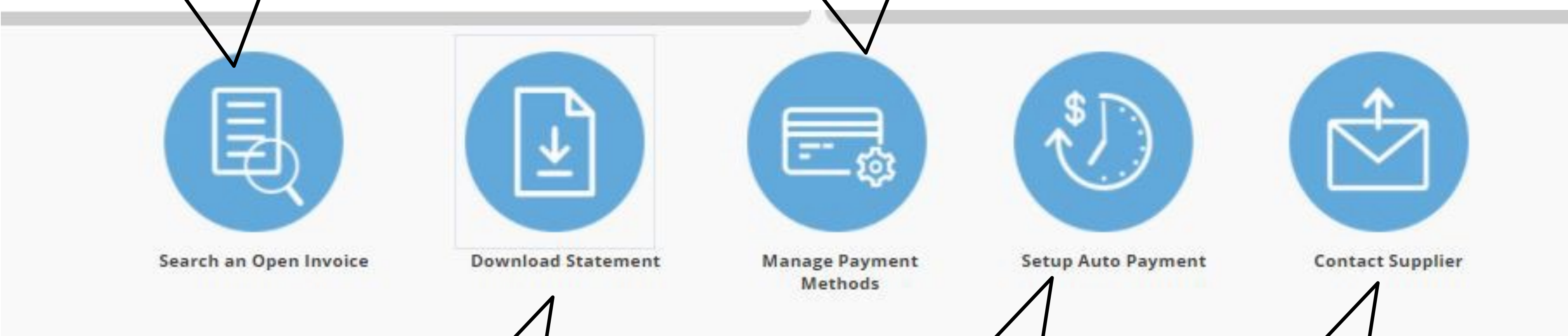


1.This section provides the amount due and number of bills due by the customer for the selected filter/aging bucket
2.By clicking on payment method it will redirect to the pay bills popup screen

Shortcuts

Search open invoice(s) directly by entering the invoice number(s) separated by “,”. It will redirect to the open bills

Redirects to Manage Bank accounts section under Administration tab



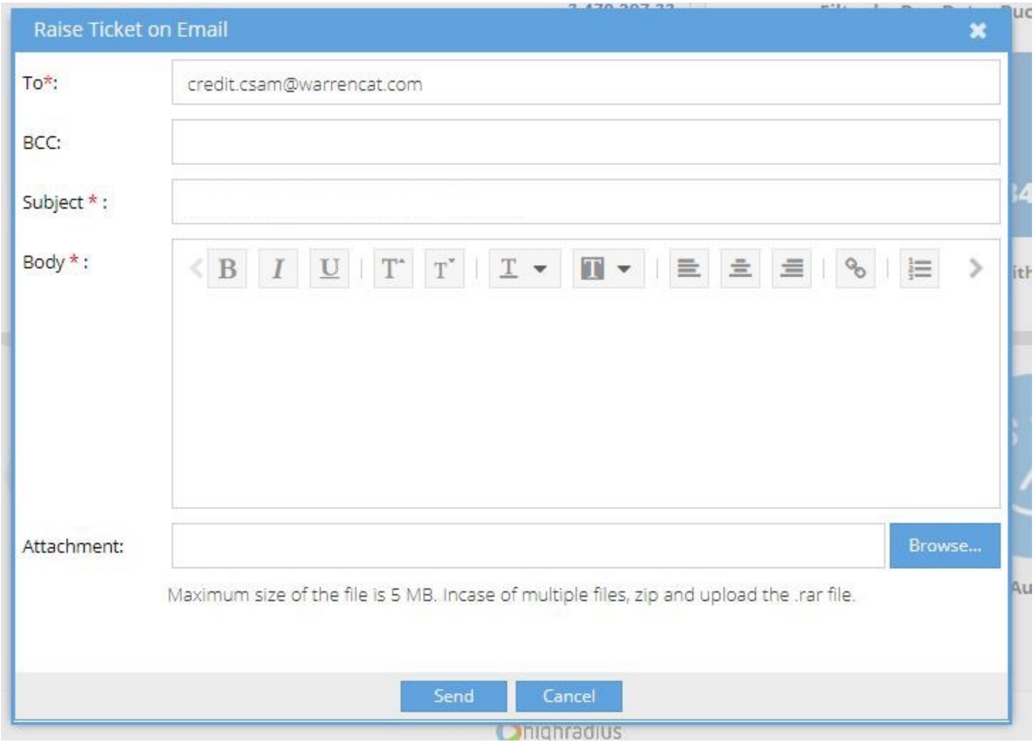
Download statement

Set Up Auto Payment

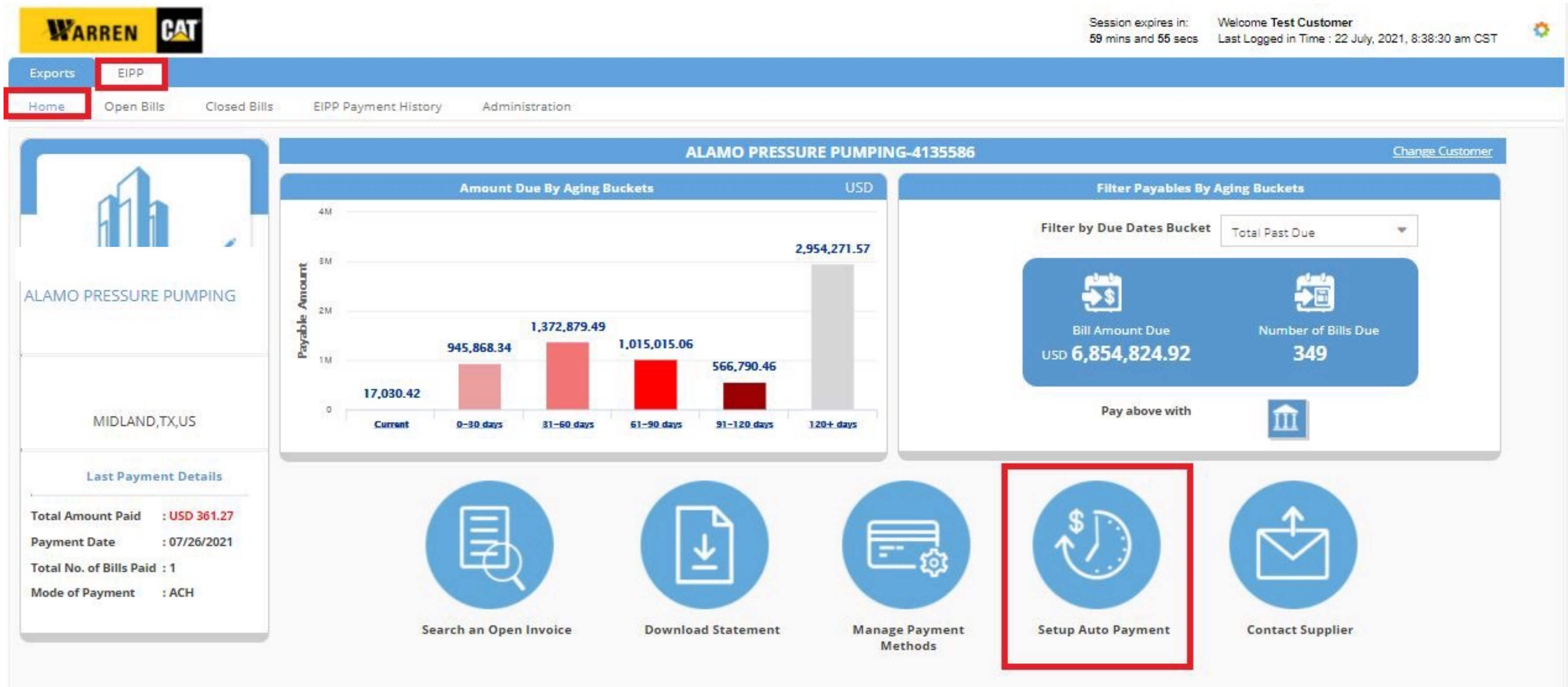
Contact account representative

Home page functionalities – Shortcut – Contact Supplier

On clicking the contact supplier button, a pop up appears to Raise a ticket to Warren.



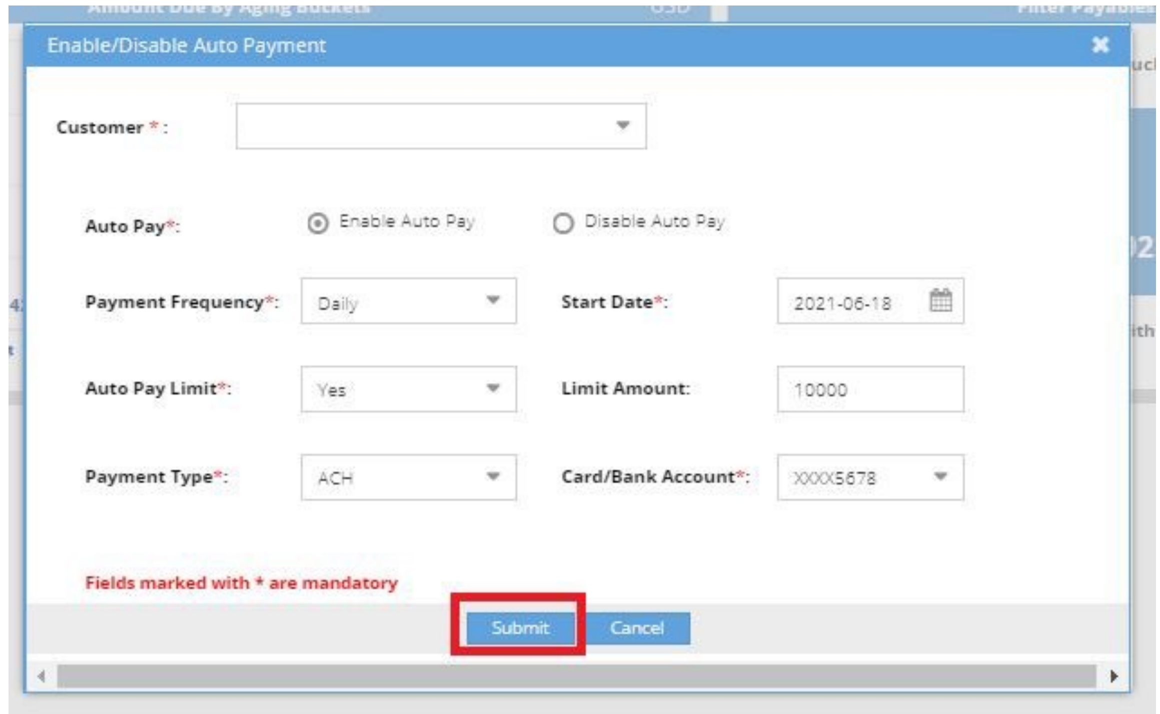
Auto Pay Setup



- To setup Auto Pay click on Setup Auto Payment shortcut from Home tab

Auto Pay Setup (Continued)

- Customer name will be auto populated. Fill all the fields on the screen.
- Select the payment type ACH and select the respective bank account or card number from the list.
- Click on submit to save.
- * Please note that before setting up Auto payment a bank account must be added first.



THANK YOU