

# Department of Lands



## Spatial Information eXchange Portal

### myAccount – Help Document

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## 1 Introduction

Welcome to the NSW Departments of Lands (Lands), Spatial Information eXchange (SIX) Portal and the myAccount Service

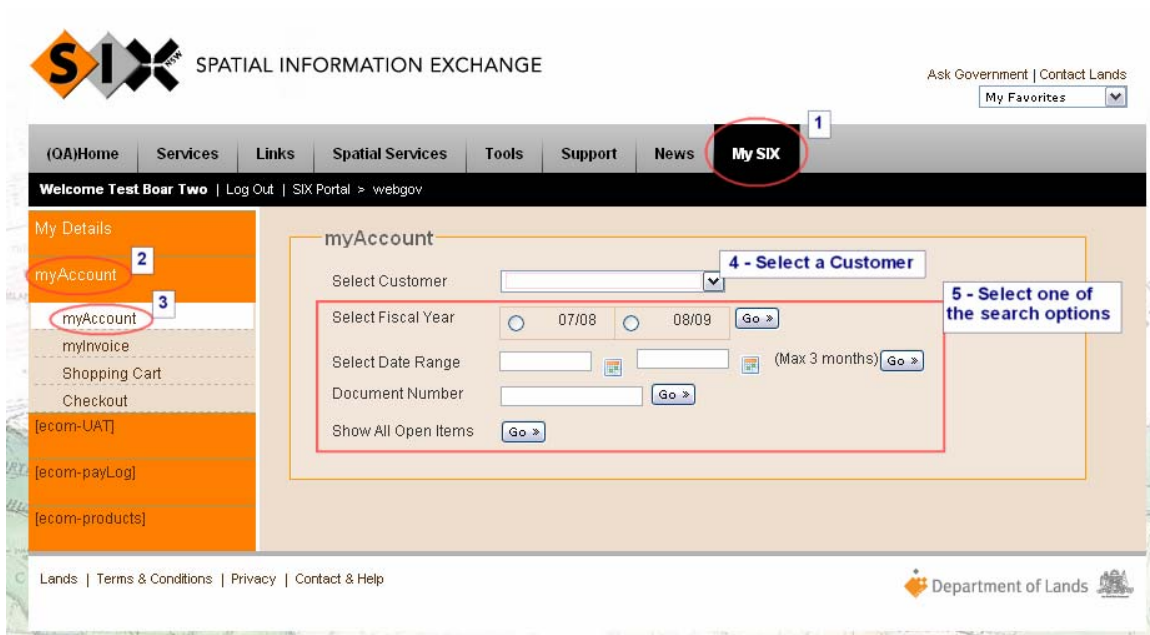
The SIX portal - myAccount service provides you with a detailed view of your current and historical financial transactions that have been made with the Department of Lands up to a maximum of 2 years in the past.

The myAccount service also allows you to download PDF versions Invoices, Credit Notes and Statements, as well as being able to pay your invoices via an On-Line Credit Card Payment facility.

## 2 Purpose

The purpose of this document is to give a brief overview of the SIX Portal – myAccount Service. To show what the screens look like, what information can be found, how to use the service and to show the new features that have been introduced.

### 3 Initial Screen



To find the myAccount Service first go to the **My SIX (1)** page, open the **myAccount (2)** Menu Group and select the **myAccount (3)** Service

**Select Customer (4)** Option will work as follows:

- If you only have one SAP Customer Assigned to your SIX User – Select Customer is forced and cannot be chosen or changed.
- If you have more than 1 SAP Customer Assigned to your SIX User – Select Customer is a drop down selection option that allows you to see one customers details at a time.

**Search Options (5)** will work as follows:

- **Select Fiscal Year** – Select between current or previous fiscal years to see a 12 month summary list of balances with the ability to drill down to 1 to 3 months of transactional data, as well as be able to re-print a statement for any month.
- **Select Date Range** – Select a date range to show a list of transactions between dates chosen. Maximum of 3 months (or 90 days) allowed.
- **Document Number** – Enter a specific document no. to view the transaction in the transaction list format. This can be any Lands Document number, including an ITS Invoice number (eg: B12345X).
- **Show All Open Items** – Shows a transaction list of all uncleared or outstanding transactions on the chosen customer account.

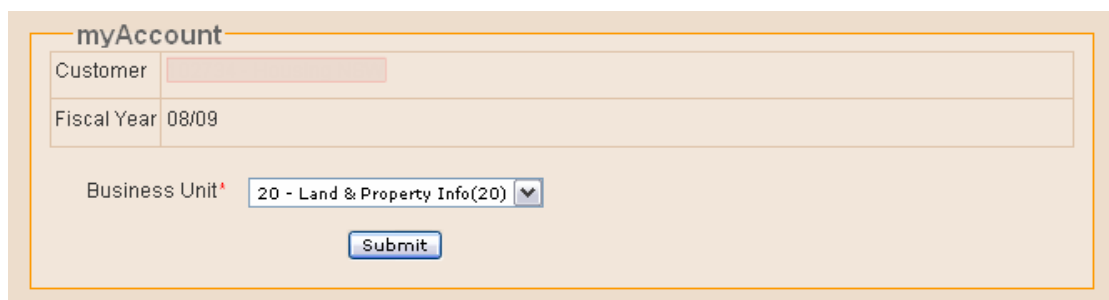
## 4 Business Unit – Interim Screen

This screen only appears if the Customer Account has more than 1 Lands Business Unit Assigned.

This intermediate screen is used to choose a specific Business Unit.

The user must select a specific Business Unit to review.

This screen appears in all search options except for the Specific Document search.



The screenshot shows a web form titled "myAccount". It contains three input fields: "Customer" (empty), "Fiscal Year" (08/09), and "Business Unit\*" (a dropdown menu showing "20 - Land & Property Info(20)"). A "Submit" button is located below the dropdown menu.

## 5 Monthly Balances Screen

This Screen only appears when the Fiscal Year option is selected.

Header – Shows 3 main sections

1. User Selection Details for information only
2. Total Current Outstanding Balance – real time as of the moment the selection is run
3. Balance Breakdown by Days in Arrears – splits the total balance into day based intervals to show the aging of all outstanding transactions

Monthly Balance List shows all months for the chosen fiscal year with totals of Debits, Credits and Cumulative Balance as at the end of that month.

There are 2 options available to the user.

1. "Show" Transactions – Display details of every transaction for the chosen month(s).  
(maximum is 3 months to keep response times and length of the list reasonable)
2. "Download" Statements – Enables the user to get a reprint of an account statement for the specific month with 2 automatically chosen results that will be distributed through the Delivery Box.
  - a. Monthly Statement Customer will receive 1 output for each month chosen.
  - b. Weekly statement customer will receive 4-5 outputs for each month chosen broken into work weeks for that month. (Start and end Dates may be outside the specific month chosen based on the calendar for that month).

**myAccount**

Customer		<b>Selection Details made by user</b>		
Fiscal Year	08/09			
Business Unit	20 - Land & Property Info(20)			
Balance	\$427.00	<b>Total Current Outstanding Balance</b>		

Days	Balance
0 - 015	\$0.00
016 - 030	-\$92.40
031 - 045	\$333.25
> 045	\$186.15

**Balance Breakdown  
by Days in Arrears**

**Monthly Balances**

Month	Total Debits	Total Credits	Cum. Balance	Transactions	Statement
Previous July 2008			\$193.50		
July 2008	\$10.50	\$193.50	\$10.50	<input type="checkbox"/>	<input type="checkbox"/>
August 2008	\$0.00	\$10.50	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
September 2008	\$99,555.10	\$0.00	\$99,555.10	<input type="checkbox"/>	<input type="checkbox"/>
October 2008	\$75.25	\$99,555.10	\$75.25	<input type="checkbox"/>	<input type="checkbox"/>
November 2008	\$0.00	\$0.00	\$75.25		<input type="checkbox"/>
December 2008	\$106.50	\$0.00	\$181.75	<input type="checkbox"/>	<input type="checkbox"/>
January 2009	\$0.00	\$0.00	\$181.75		<input type="checkbox"/>
February 2009	\$455.90	\$0.00	\$637.65	<input checked="" type="checkbox"/>	<input type="checkbox"/>
March 2009	\$182.75	\$0.00	\$820.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>
April 2009	\$0.00	\$393.40	\$427.00	<input type="checkbox"/>	<input type="checkbox"/>
May 2009	\$0.00	\$0.00	\$427.00		<input type="checkbox"/>
June 2009	\$0.00	\$0.00	\$427.00		

## 6 Transaction List Screen

This screen appears as the follow on from the Monthly Balance List when 1 or more months are selected, as well as any other option from the Initial Input Screen, with the list filtered on the different values chosen.

A list of transactions is shown, with SAP Doc No. in the first column, the SAP Document Type, Date of the invoice, Reference No. (will show ITS Invoice No. or other reference no's from SAP) the Status indicator shows if the item is Overdue, Due or Cleared (Paid), the due date and the value in either the Debit or Credit Column.

There are 2 options shown on this screen for the user to select. These options only show on relevant transactions.

1. "Download" Document – Allows the user to select 1 or more transactions to order re-prints from SAP. As with Statements these are distributed through the Delivery Box. This option only shows when the Transaction has a printable output available (ie: Invoices and Credit Notes)
2. "Pay" option – Allows the user to select 1 or more Open Items to pass to the Online Payment module in order to pay the invoices with a Credit Card.

Back
Print

**myAccount**

Customer		<b>Days</b>	<b>Balance</b>
FiscalYear	08/09	0 - 015	\$90.35
Company	20 - Land & Property Info(20)	016 - 030	\$150.50
Balance	\$427.00	031 - 045	\$0.00
		> 045	\$186.15

**Transactions**

Doc No.	Doc Type	Date	Ref Doc No.	Status	Due Date	Debit	Credit	Document	Payment
<b>Feb 2009</b>									
0090095035	BO Invoice	03.02.2009	IB00001242	!	03.03.2009	\$4.40		<input type="checkbox"/>	<input type="checkbox"/>
0090095036	BO Invoice	05.02.2009	IB00000854	!	05.03.2009	\$75.25		<input type="checkbox"/>	<input type="checkbox"/>
0090095037	BO Invoice	26.02.2009	IB00002100	✓	26.03.2009	\$225.75		<input type="checkbox"/>	
0090094679	BO Invoice	27.02.2009	IB00002262	!	27.03.2009	\$75.25		<input checked="" type="checkbox"/>	<input type="checkbox"/>
0090095038	BO Invoice	27.02.2009	IB00002422	!	27.03.2009	\$75.25		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total Feb 2009</b>						\$455.90	\$0.00		
<b>Mar 2009</b>									
0090095354	BO Invoice	13.03.2009	IB00003701	!	10.04.2009	\$182.75		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Total Mar 2009</b>						\$182.75	\$0.00		
<b>Total</b>						\$638.65	\$0.00	<input type="button" value="Download"/>	<input type="button" value="Pay"/>

**Legend**

- ✓ Cleared Amount
- ! Non-overdue Amount
- ! Overdue Amount

## 7 Document Download – Confirmation Screen

This Screen appears after selecting 1 or more transactions and clicking on the Download button.

It confirms the documents selected and verifies the submission of the request. The Transaction Id provides a unique reference number to identify these invoices selected now as oppose to re-selecting them again at a later time.

In the example we have chosen 3 invoices to re-print.

back Print

myAccount

These documents will be sent to your [delivery box](#).

Document Number	Message	Transaction Id
0090094679	Submitted.	41900
0090095038	Submitted.	41900
0090095354	Submitted.	41900

You can choose to use the link provided to navigate to the Delivery Box Service and pick up your documents (when available) – See below, or use the back button to go back to the myAccount transaction screen.

SIX SPATIAL INFORMATION EXCHANGE

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Welcome Test Boar Two | Log Out | SIX Portal > webgov

Delivery Box

Delivery Box

System Status  
Last delivery (system-wide) took approx. sec.  
Timestamp of the oldest request in queue:

Refresh

Date Ordered	Trans No.	Type	Status	Document	Size	Date Collected
11/05/2009 12:40 pm	41900	MYACCOUNT	Ready	<a href="#">41900_009009535...</a>	24 Kb	
11/05/2009 12:40 pm	41900	MYACCOUNT	Ready	<a href="#">41900_009009503...</a>	24 Kb	
11/05/2009 12:40 pm	41900	MYACCOUNT	Ready	<a href="#">41900_009009467...</a>	24 Kb	

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Department of Lands

**Please note:** If you navigate to the delivery box, then you are exiting the myAccount Service. This means when you navigate back to the myAccount Service, you will be shown the initial entry screen and have to select and process all options to get back to the transaction screen.

## 8 Statement Download – Confirmation Screen

This Screen appears after selecting 1 or more months from the Monthly Balance Screen and clicking on the Download button.

It confirms the months selected and shows the breakdown of what is passed to SAP, either the months selected or the weeks determined and verifies the submission of the request. The Transaction Id provides a unique reference number to identify these invoices selected now as oppose to re-selecting them again at a later time.

Example 1 – Shows 2 months chosen by a Monthly Statement Customer

back Print

myAccount

These documents will be sent to your [delivery box](#).

Start Date	End Date	Message	Transaction Id
20080901	20080930	Submitted.	41904
20081001	20081031	Submitted.	41904

Example 2 – Shows 1 month selected and then split into individual weeks for a Weekly Statement Customer.

back Print

myAccount

These documents will be sent to your [delivery box](#).

Start Date	End Date	Message	Transaction Id
20090329	20090404	Submitted.	41923
20090322	20090328	Submitted.	41923
20090315	20090321	Submitted.	41923
20090308	20090314	Submitted.	41923
20090301	20090307	Submitted.	41923



You can choose to use the link provided to navigate to the Delivery Box Service and pick up your Statements (when available) – See below, or use the back button to go back to the myAccount monthly balance screen.

**Delivery Box**

**System Status**  
Last delivery (system-wide) took approx: **sec.**  
Timestamp of the oldest request in queue:

[Refresh](#)

Date Ordered	Trans No.	Type	Status	Document	Size	Date Collected
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	<a href="#">41923_20090301_...</a>	19 Kb	
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	<a href="#">41923_20090308_...</a>	21 Kb	
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	<a href="#">41923_20090315_...</a>	21 Kb	
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	<a href="#">41923_20090322_...</a>	38 Kb	
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	<a href="#">41923_20090329_...</a>	20 Kb	

**Please note:** If you navigate to the delivery box, then you are exiting the myAccount Service. This means when you navigate back to the myAccount Service, you will be shown the initial entry screen and have to select and process all options to get back to the monthly balance screen.

## 9 Paying Invoices On-Line

The online payment function offers the ability to pay 1 or more invoices via a credit card. This can also be used to “take-up” credits and unallocated payments or accounting documents offsetting them against outstanding invoices and just paying the difference.

The payment facility is only available to those items that are not “Cleared” on the Lands financial system. (ie: Marked by either the Yellow or Red Status icons).

Legend	
	Cleared Amount
	Non-overdue Amount
	Overdue Amount

To Use the On-Line Payment facility through the myAccount Service, proceed to the Transaction List Screen.

**Please Note:** The easiest way to find payable documents is to use the “Only Open Items” Option on the Initial Entry Screen. This selection shows all documents regardless of date that are awaiting payment or clearing.

Back
Print

**myAccount**

Customer	
Fiscal Year	08/09
Balance	\$431,377.87

Days	Balance
0 - 015	\$15.20
016 - 030	\$10.00
031 - 045	\$87,824.45
> 045	\$343,528.22

**Transactions**

Doc No.	Doc Type	Date	Ref Doc No.	Status	Due Date	Debit	Credit	Document	Payment
<b>May 2009</b>									
0090095533	Billing doc.transfer	01.05.2009	0090095533		15.05.2009	\$5.20		<input type="checkbox"/>	<input type="checkbox"/>
3000651902	Customer invoice	06.05.2009	3000651902		20.05.2009	\$10.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
0090095561	Credit notes SD	11.05.2009	0090095561		11.05.2009		\$5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total May 2009</b>						\$15.20	\$5.00		
<b>Total</b>						\$15.20	\$5.00	<input type="button" value="Download"/>	<input type="button" value="Pay"/>

**Legend**

	Cleared Amount
	Non-overdue Amount
	Overdue Amount

From the Transaction List screen, select the documents you wish to pay. In the example we have chosen an Invoice and a Credit.

**Please note:** You can choose as many invoices and credits as you need, but there is 2 criteria that the total must meet.

1. The total must be a positive value – The online payment facility only allows you to “PAY” documents therefore if the total of documents selected equals zero or less than zero (ie: more credits than invoices) you will get an error at the top of the screen.
2. The Total Value must not exceed \$10,000 – This is a limitation of the credit card facility that not more than \$10,000 can be accepted using this method. This limit is set within the online payment facility, so you will receive an error when trying to pay for these transactions.

When you select the “Pay” option from myAccount you are directed to the online payment facility. This is a separate function to the myAccount Service so it looks and operates slightly different.

### 9.1 Initial Summary Screen

The 1<sup>st</sup> Screen shows the summary of what has been selected with the total payable shown. Please confirm by clicking on the “Next” button.

#### Checkout

Summary **Payment** Confirmation
?

**Invoice Details**

Description	Amount Due
0090095561 - Credit notes SD	-\$5.00
3000651902 - Customer invoice	\$10.00

**Total Amount Due** \$5.00

The payable amount is the net total amount of all documents selected.

Cancel
Next

? Help

## 9.2 Credit Card Entry Screen

Please enter your credit card details and Click on "Next"

The screenshot shows the 'Checkout' page with the 'Payment' tab selected. Under 'Payment Method', 'Credit Card' is selected. The 'Credit Card Details' section includes fields for Card Type (Visa selected), Card number, Expiry date (Month and Year dropdowns), CVN (with a note: 'Three digit number on the signature strip at the back of the card.'), and Name on card. Navigation buttons 'Back' and 'Next' are at the bottom, along with a 'Help' button and logos for VeriSign Secured, MasterCard, and VISA.

## 9.3 Pre-Payment Confirmation Screen

A final check of Credit Card and total amount that will be deducted. If all details are correct click on "Pay Now" to actually pay the amount.

The screenshot shows the 'Checkout' page with the 'Confirmation' tab selected. A summary box displays the following information:

Summary	Payment Method:	Credit Card
Name on card:	myAccount Test	
Credit card number:	4111 **** * 1111	
Expiry date:		
CVN:		
Amount:	\$5.00	

Navigation buttons 'Back', 'Cancel', and 'Pay Now' are at the bottom, along with a 'Help' button and logos for VeriSign Secured, MasterCard, and VISA.

## 9.4 Post-Payment Confirmation Screen

This screen will show you whether the payment has been successful or not.

If the payment has been successful it provides you with a Dept of Lands Transaction Reference and the ability to see and print the receipt details.

When you have finished with the receipt and want to go back to myAccount, click on the "Return to myAccount" button.

Checkout

Summary Payment **Confirmation**

**Result** Thank you for your payment, the transaction was successful.  
Your transaction reference: EC000020C4

Message to confirm a successful payment and provides a reference number

Please print your receipt from the link below as this cannot be reprinted or replaced.

[Preview the Receipt](#) [For printable receipt doc - click on this option](#)

To complete the process you must return to the calling application

[Return to myAccount](#) [When finished - click on this option](#)

Back Pay Now

? Help

VeriSign Secure MasterCard VISA

The below is the example of the Payment Receipt window.

This is the only place you can view this receipt, use the print option to take a copy if required. When finished with the receipt click on the "X" button to close this window

To close Receipt View click on "x" button

Land and Property Information Department of Lands

ABN: 21 804 973 362  
GPO Box 15  
Sydney NSW 2001  
DX 17 SYDNEY Telephone: (02) 9228 6666

**Payment Receipt**

Date: Mon May 11 2009

Transaction Reference: EC000020C4  
Credit card Payment Receipt: 571316770  
Amount paid (incl GST): \$5.00

Print

## 9.5 Returning Back from the Online Payment Facility

When you click on the “Return to myAccount” button it comes back to the initial screen of the myAccount Service.

When we look back to the month of May for the selected customer we can see the following:

1. 4 documents are now showing as “Cleared”
  - i. The Invoice Chosen
  - ii. The Credit Chosen
  - iii. The Payment Document for the Invoice
  - iv. The Payment Document for the Credit.
2. The Reference number from the Online Payment Facility is shown as the reference number for the 2 payment documents.
3. The 2 payment documents are showing Debit and Credit values corresponding to the outstanding documents chosen. So instead of having 1 payment document with a \$5 summary total, there is 1 payment document per outstanding document chosen.

Back Print

myAccount

Customer		<b>Days</b>	<b>Balance</b>
Fiscal Year	08/09	0 - 015	\$5.20
Balance	\$431,367.87	016 - 030	\$10.00
		031 - 045	\$87,824.45
		> 045	\$343,528.22

**Transactions**

Doc No.	Doc Type	Date	Ref Doc No.	Status	Due Date	Debit	Credit	Document	Payment
<b>May 2009</b>									
0090095533	Billing doc.transfer	01.05.2009	0090095533	⚠️ 1	15.05.2009	\$5.20		<input type="checkbox"/>	<input type="checkbox"/>
3000651902	Customer invoice	06.05.2009	3000651902	✅	20.05.2009	\$10.00		<input type="checkbox"/>	
0090095561	Credit notes SD	11.05.2009	0090095561	✅	11.05.2009		\$5.00	<input type="checkbox"/>	
2100001424	Customer DD Payment	11.05.2009	EC000020C4	✅	11.05.2009	\$5.00		<input type="checkbox"/>	3
2100001424	Customer DD Payment	11.05.2009	EC000020C4	✅	11.05.2009		\$10.00	<input type="checkbox"/>	
<b>Total May 2009</b>						\$20.20	\$15.00		
<b>Total</b>						\$20.20	\$15.00	<input type="button" value="Download"/>	<input type="button" value="Pay"/>

**Legend**

- ✅ Cleared Amount
- ⚠️ Non-overdue Amount
- ❗ Overdue Amount