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

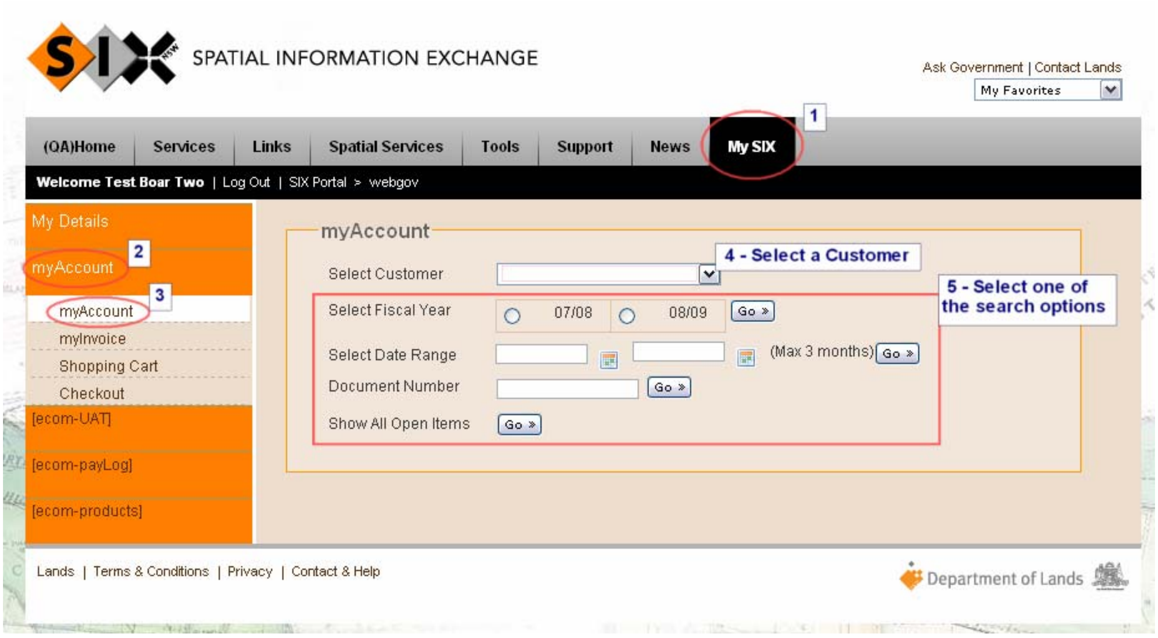
The SIX portal - myAccount service provides you with a detailed view of your current and historical financial transactions that have been made with the Department of Lands up to a maximum of 2 years in the past.

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:

a) If you only have one SAP Customer Assigned to your SIX User – Select Customer is forced and cannot be chosen or changed.

b) 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.

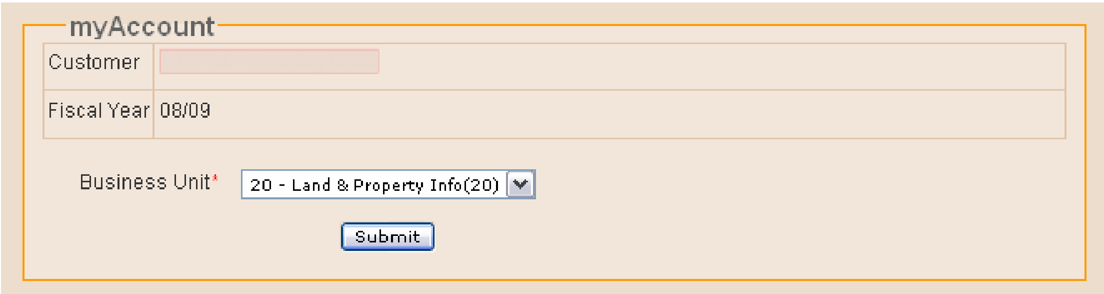
4 Business Unit – Interim Screen

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.



5 Monthly Balances Screen

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

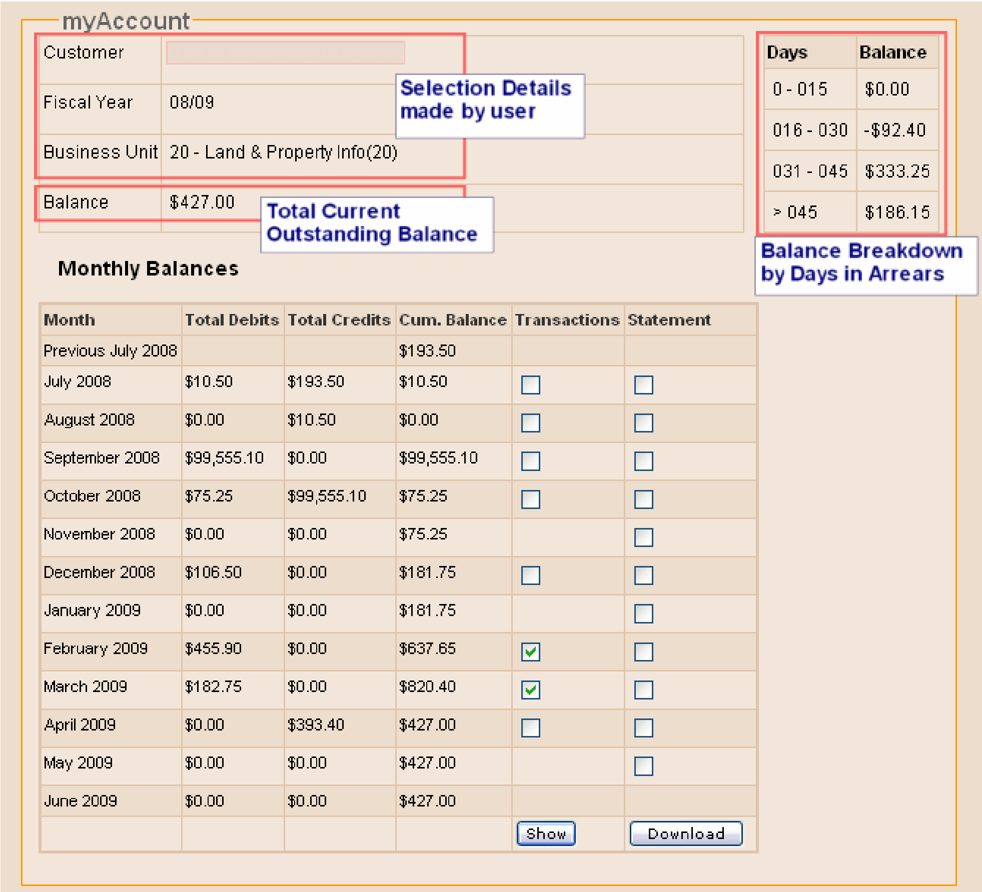
Header – Shows 3 main sections

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).



Customer	
Fiscal Year	08/09
Business Unit	20 - Land & Property Info(20)
Balance	$427.00

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

Monthly Balances

Month	Total Debits	Total Credits	Cum. Balance	Transactions	Statement
Previous July 2008			$193.50		
July 2008	$10.50	$193.50	$10.50	☐	☐
August 2008	$0.00	$10.50	$0.00	☐	☐
September 2008	$99,555.10	$0.00	$99,555.10	☐	☐
October 2008	$75.25	$99,555.10	$75.25	☐	☐
November 2008	$0.00	$0.00	$75.25		☐
December 2008	$106.50	$0.00	$181.75	☐	☐
January 2009	$0.00	$0.00	$181.75		☐
February 2009	$455.90	$0.00	$637.65	☑	☐
March 2009	$182.75	$0.00	$820.40	☑	☐
April 2009	$0.00	$393.40	$427.00	☐	☐
May 2009	$0.00	$0.00	$427.00		☐
June 2009	$0.00	$0.00	$427.00		
				Show	Download

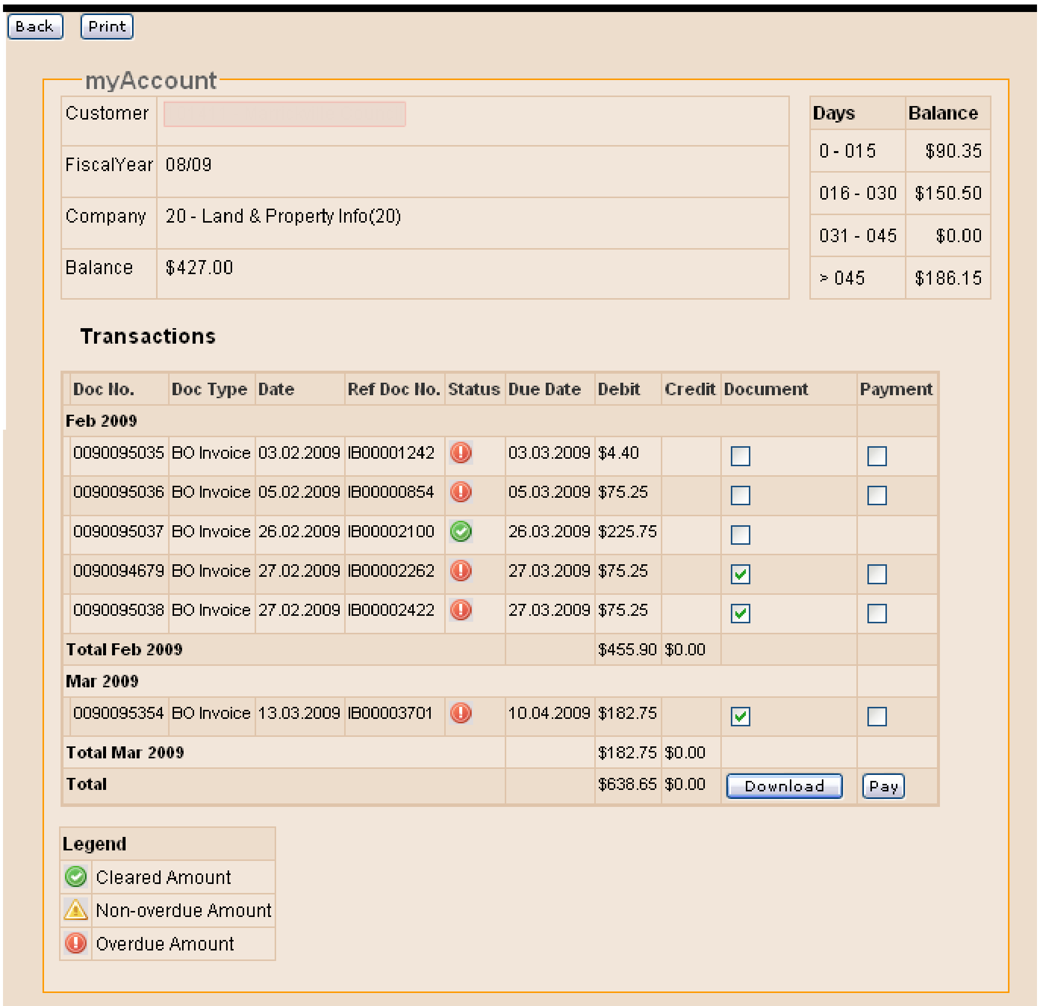
6 Transaction List Screen

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	
FiscalYear	08/09
Company	20 - Land & Property Info(20)
Balance	$427.00

Days	Balance
0 - 015	$90.35
016 - 030	$150.50
031 - 045	$0.00
> 045	$186.15

Transactions

Doc No.	Doc Type	Date	Ref Doc No.	Status	Due Date	Debit	Credit	Document	Payment
Feb 2009									
0090095035	BO Invoice	03.02.2009	IB00001242	Overdue	03.03.2009	$4.40		☐	☐
0090095036	BO Invoice	05.02.2009	IB00000854	Overdue	05.03.2009	$75.25		☐	☐
0090095037	BO Invoice	26.02.2009	IB00002100	Cleared	26.03.2009	$225.75		☐	
0090094679	BO Invoice	27.02.2009	IB00002262	Overdue	27.03.2009	$75.25		☑	☐
0090095038	BO Invoice	27.02.2009	IB00002422	Overdue	27.03.2009	$75.25		☑	☐
Total Feb 2009						$455.90	$0.00		
Mar 2009									
0090095354	BO Invoice	13.03.2009	IB00003701	Overdue	10.04.2009	$182.75		☑	☐
Total Mar 2009						$182.75	$0.00		
Total						$638.65	$0.00	Download	Pay

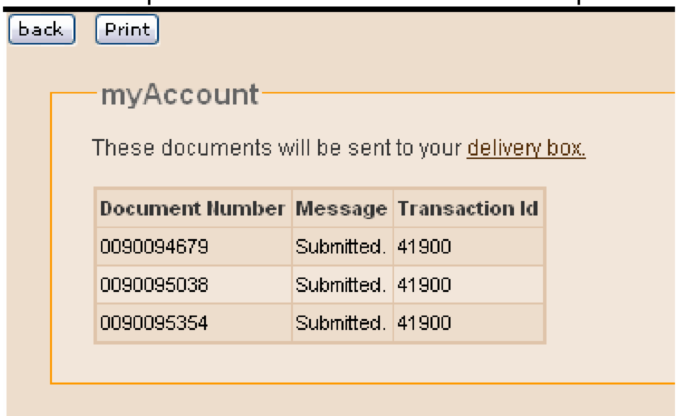
Legend
Cleared Amount
Non-overdue Amount
Overdue Amount

7 Document Download – Confirmation Screen

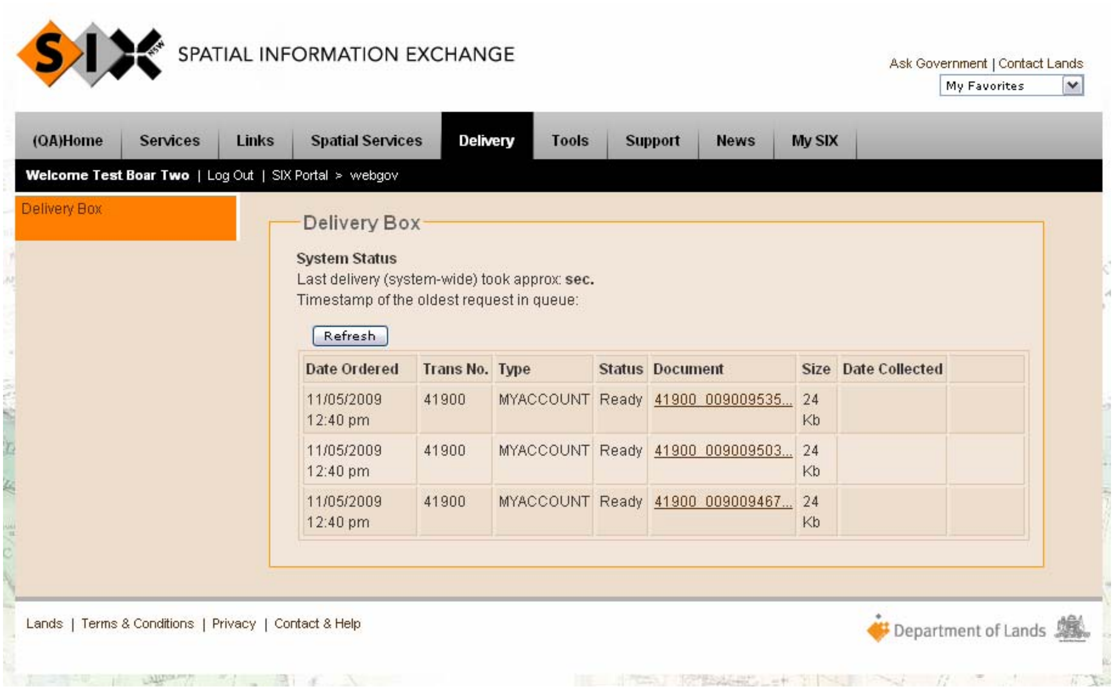
This Screen appears after selecting 1 or more transactions and clicking on the Download button.

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.



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.



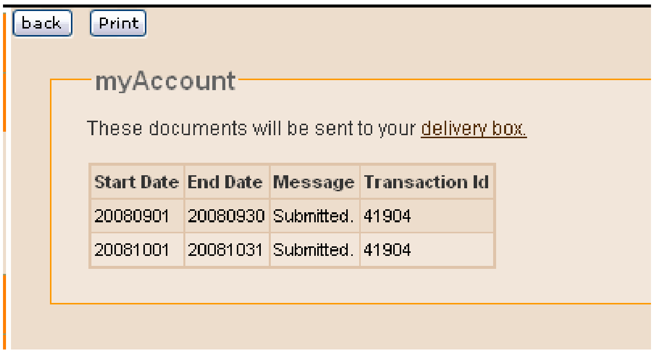
Please note: If you navigate to the delivery box, then you are exiting the myAccount Service. This means when you navigate back to the myAccount Service, you will be shown the initial entry screen and have to select and process all options to get back to the transaction screen.

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.

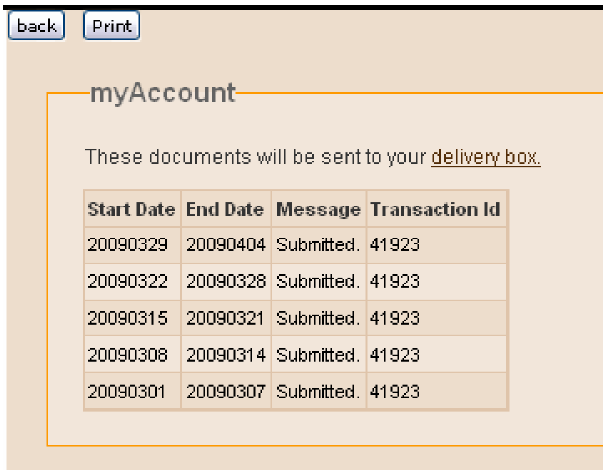
It confirms the months selected and shows the breakdown of what is passed to SAP, either the months selected or the weeks determined and verifies the submission of the request. The Transaction Id provides a unique reference number to identify these invoices selected now as oppose to re-selecting them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

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



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.



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

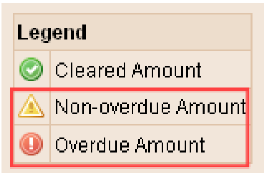
Date Ordered	Trans No.	Type	Status	Document	Size	Date Collected	
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	41923_20090301_...	19 Kb		
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	41923_20090308_...	21 Kb		
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	41923_20090315_...	21 Kb		
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	41923_20090322_...	38 Kb		
11/05/2009 03:17 pm	41923	MYACCOUNT	Ready	41923_20090329_...	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

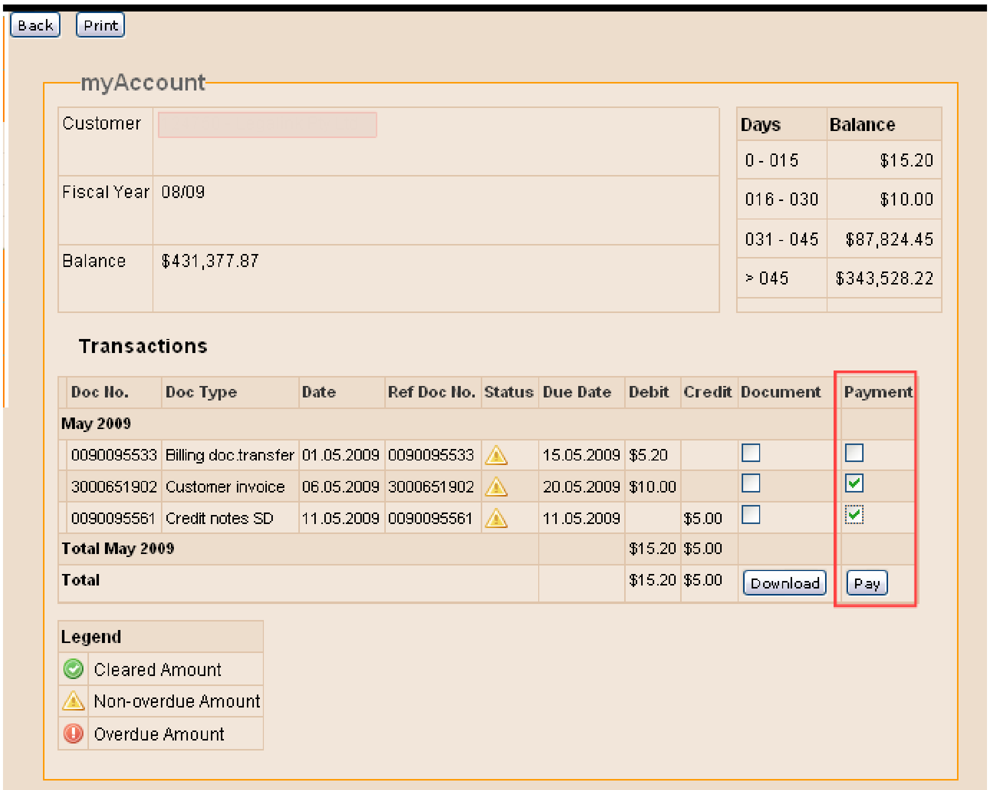
The online payment function offers the ability to pay 1 or more invoices via a credit card. This can also be used to “take-up” credits and unallocated payments or accounting documents offsetting them against outstanding invoices and just paying the difference.

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).



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.



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

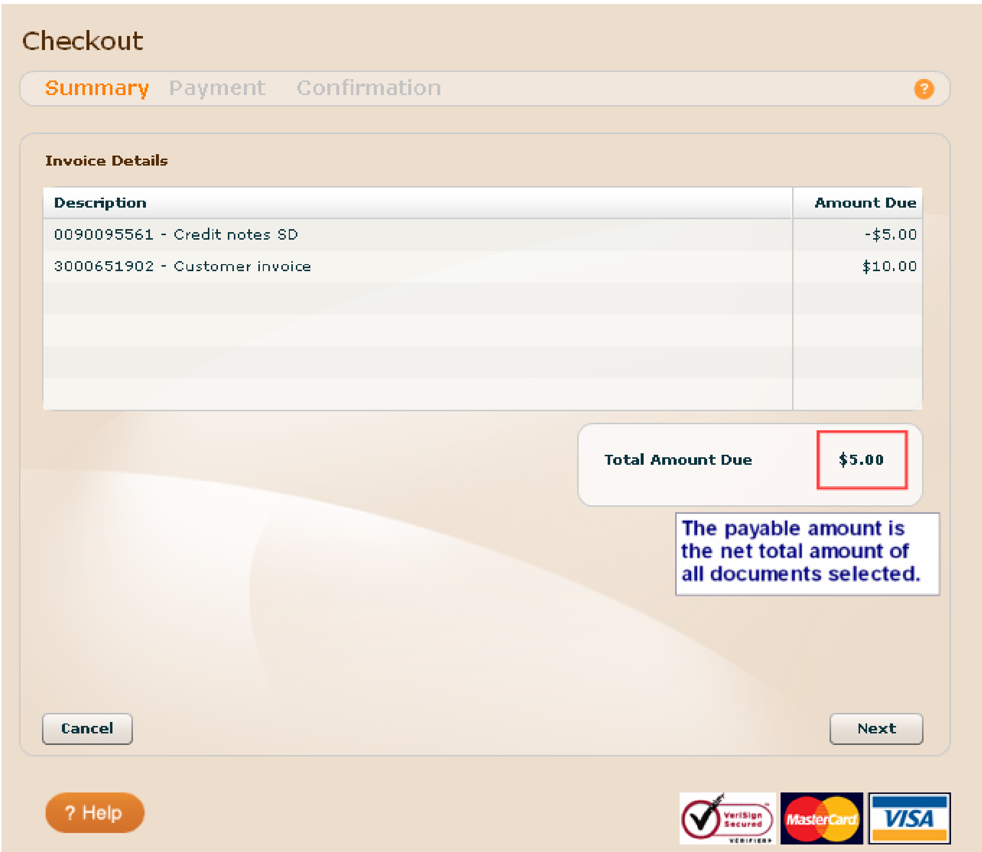
Please note: You can choose as many invoices and credits as you need, but there is 2 criteria that the total must meet.

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.

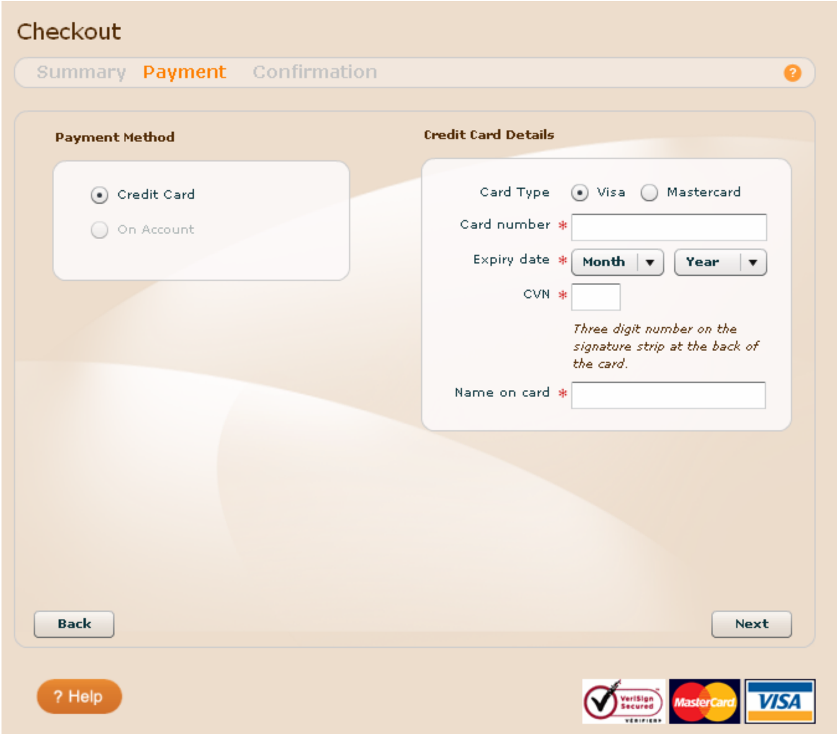
9.1 Initial Summary Screen

The 1st Screen shows the summary of what has been selected with the total payable shown. Please confirm by clicking on the "Next" button.



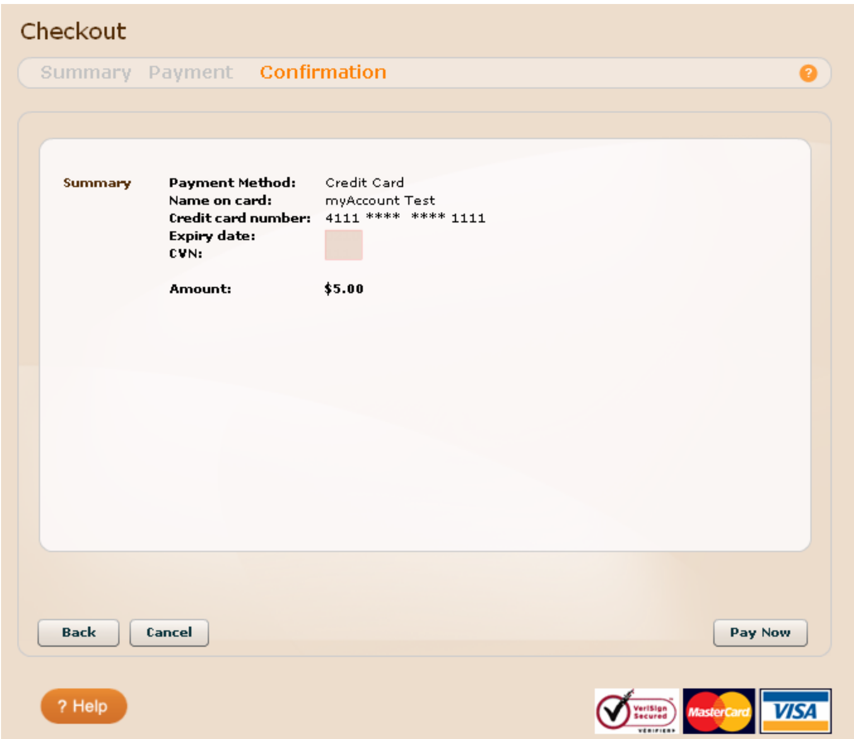
9.2 Credit Card Entry Screen

Please enter your credit card details and Click on “Next”



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.

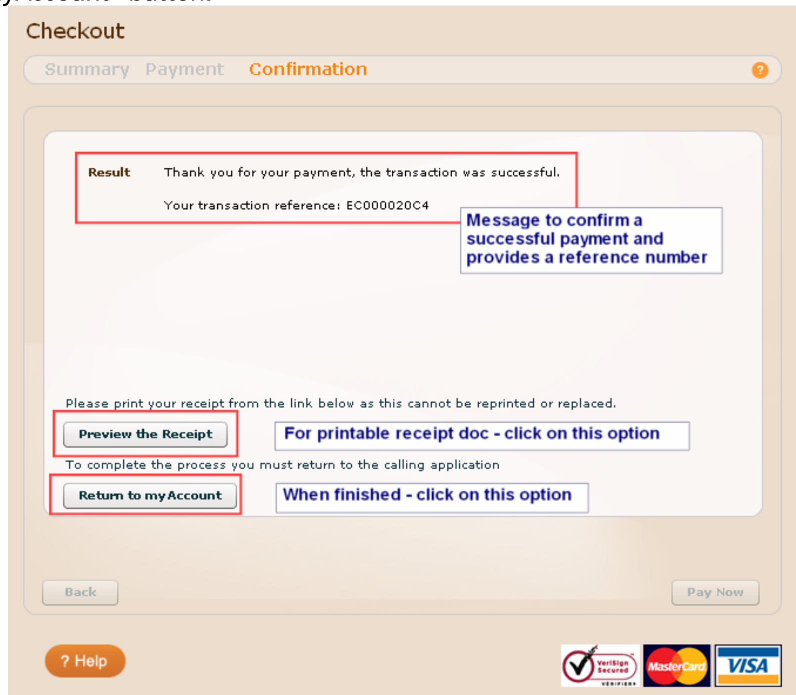


9.4 Post-Payment Confirmation Screen

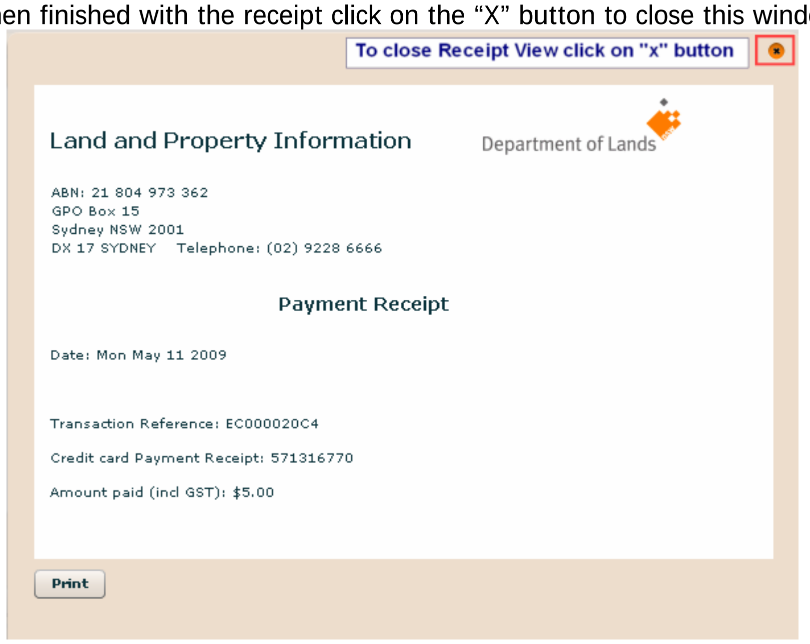
This screen will show you whether the payment has been successful or not.

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.

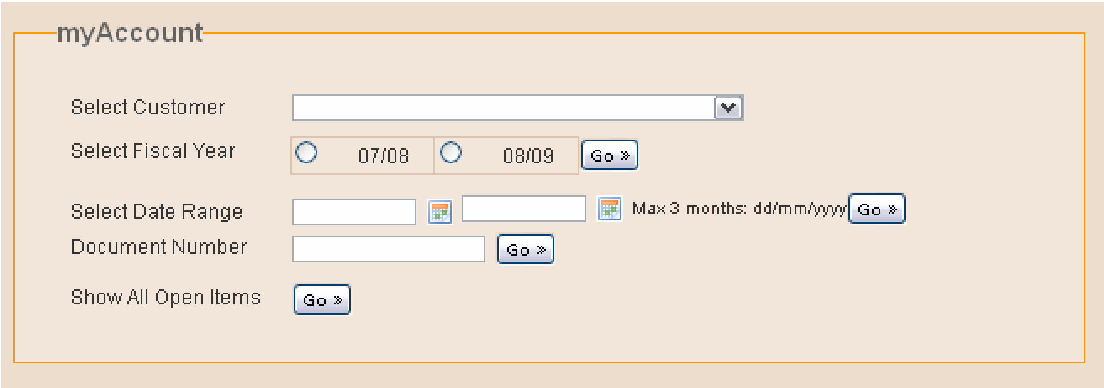


The below is the example of the Payment Receipt window.
This is the only place you can view this receipt, use the print option to take a copy if required. When finished with the receipt click on the "X" button to close this window



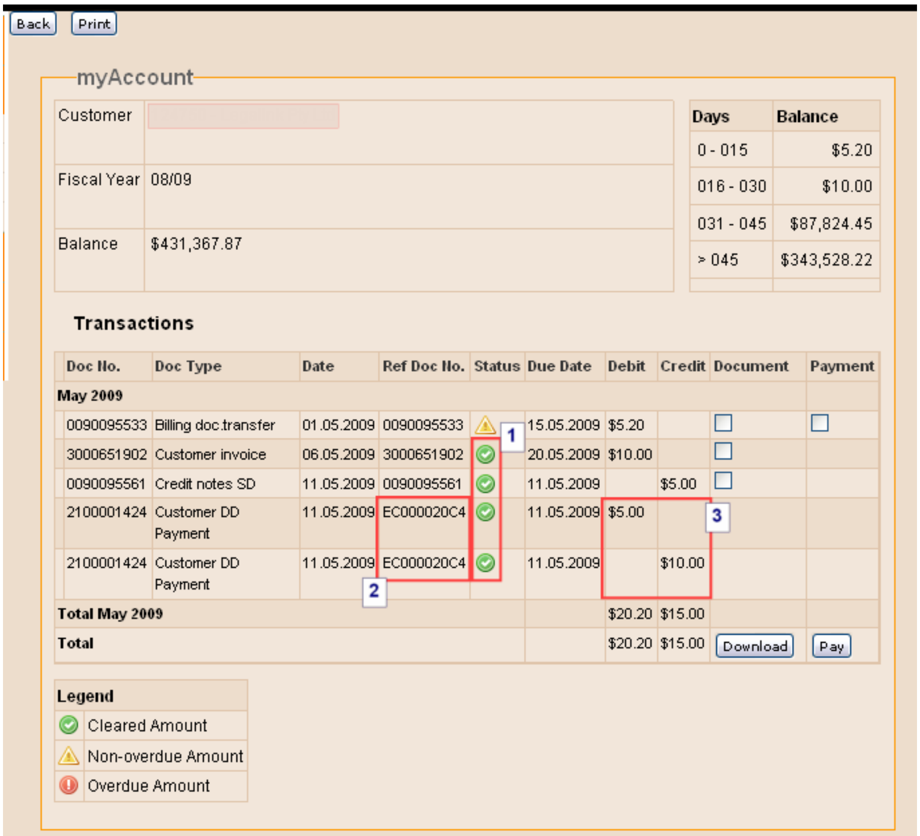
9.5 *Returning Back from the Online Payment Facility*

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 created.
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.



Doc No.	Doc Type	Date	Ref Doc No.	Status	Due Date	Debit	Credit	Document	Payment
May 2009									
0090095533	Billing doc.transfer	01.05.2009	0090095533		15.05.2009	$5.20		☐	☐
3000651902	Customer invoice	06.05.2009	3000651902		20.05.2009	$10.00		☐	
0090095561	Credit notes SD	11.05.2009	0090095561		11.05.2009		$5.00	☐	
2100001424	Customer DD Payment	11.05.2009	EC000020C4		11.05.2009	$5.00			
2100001424	Customer DD Payment	11.05.2009	EC000020C4		11.05.2009		$10.00		
Total May 2009						$20.20	$15.00		
Total						$20.20	$15.00	Download	Pay