

How To Enter a JDF Multi-use Payment

Prior to entering a JDF Multi-use Payment, navigate to Merchant Ag PM | AR | Access Customer | select the Customer Account | Credit to ensure the Customer's JDF information is correct.

Info	Ship To	Credit	Stored Cards	Status	AR Trans	Receipts	Equity	Activity	JDF Trans	PPDs	Bookings	Contacts	Grain	Loyalty	Images	Tax Exempt Items	Web Payments
Credit Limit		950,000	on	10/01/14 08:09	by	EFC											
Previous Credit Limit		950	on	10/01/14 08:09	by	EFC											
Highest Credit Limit		950,000	on	10/01/14	Credit Established	10/01/14											
Highest Balance		52.00	Last Credit Review														
Invoice Terms		Specific day of the following month															
Day of Following Month Due		15															

JDF Multi-use ID	5599900094	Type	Preferred
JDF Credit Plan	992	JDF Credit Limit	150,000.00
JDF Hold	<input type="checkbox"/>		
JDF Manual Hold	<input type="checkbox"/>		
Fuel Sales On JDF	<input type="checkbox"/>		

To Enter a JDF Payment in Merchant Ag PM, navigate to AR | JDF Multi-use | Enter JDF Multi-use Payments

Merchant Ag PM

Cash Mgmt AR Inventory PO DO Orders Fertilizer Mfg/Feed Grain Reports Statistics Setup Services Admin Help Exit

F1-Order

- Access Customers
- Access Written Off Customers
- Access Payment Options
- Check Number Search
- Change Customer ID
- Edit Credit Limits
- Enter Customer Contacts
- Enter Customer Transactions
- Export Customers for Equifax
- Manage Ag Monthly Subscriptions
- Merge Customers
- Export AR Aging to NACM
- Pay Interest
- Process Delayed Terms Interest Charges
- Process Finance Charges
- Process Future Due Interest Charges
- Set Customer Sales Tax Status
- Documents
- Patronage/Equity
- JDF Multi-use
 - Enter JDF Multi-use Adjustments
 - Enter JDF Multi-use Payments
 - Record ACH Payment
 - Uploaded Sales Activity Report
- Access Customer Web Logins

MerchantAgTM
agri-business management

EFC Virtual CATALOG

Eldorado Farm Center

DiGiDOCSTM

EFC • SYSTEM

Server: sql4 DB: Merchantagdev User Profile ID: EFC Inv Site: 1-LaVergne, TN | Workstation: LF1-Lavergne Frnt 1 | Drawer: 1000-Lavergne Counter 1 v3.4.4.29

Follow the steps to enter a Enter JDF Multi-use Payment.

1. Select the Customer account by entering a Customer ID, Phone Number or Name.

Use F12 in any field to search.

2. Enter your Operator ID in this required field.

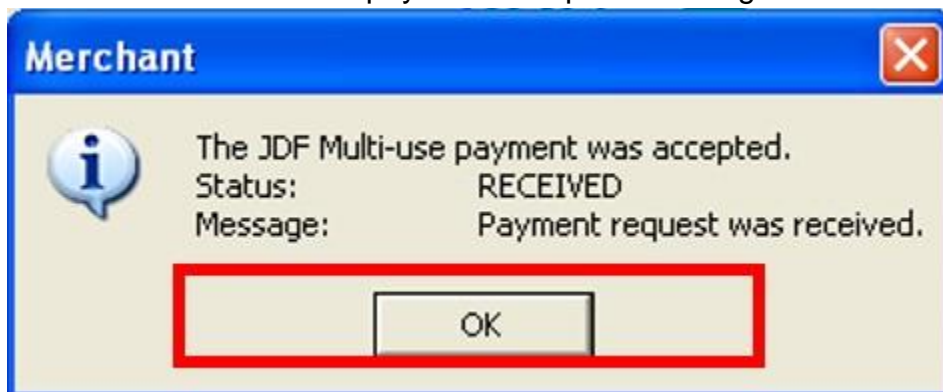


The dialog box is titled "JDF Multi-use Payments". It contains several input fields and buttons. At the top, there are buttons for "Clear" and "Last". The "Customer ID" field contains "1013959" and has an "F12" search button. The "Customer Phone" field is empty and has an "F12" search button. The "Customer Name" field contains "Baker Farms LLC" and has an "F12" search button. Below the name, the address "145 Street Rd. City, TN 37027" is displayed. The "JDF Multi-use ID" is "5599900094" and the "JDF-Preferred" status is indicated. There are three input fields for payment: "Operator" (containing "***"), "Cash Amount" (containing "0.00"), and "Check Number" (containing "1254"). Below these, there are two more input fields: "Check Amount" (containing "200.00") and "Total Amount" (containing "200.00"). At the bottom, there is a label "DBC 985 - CUSTOMER PAYMENT" and a checkbox for "Print Extra Receipt" which is unchecked. The bottom of the dialog has three buttons: "OK", "Cancel", and "Help".

3. Enter the amount of payment into the appropriate form of payment field, Cash Amount or Check Amount. If payment was made by check, enter the Check Number.

4. Click OK to process the payment.

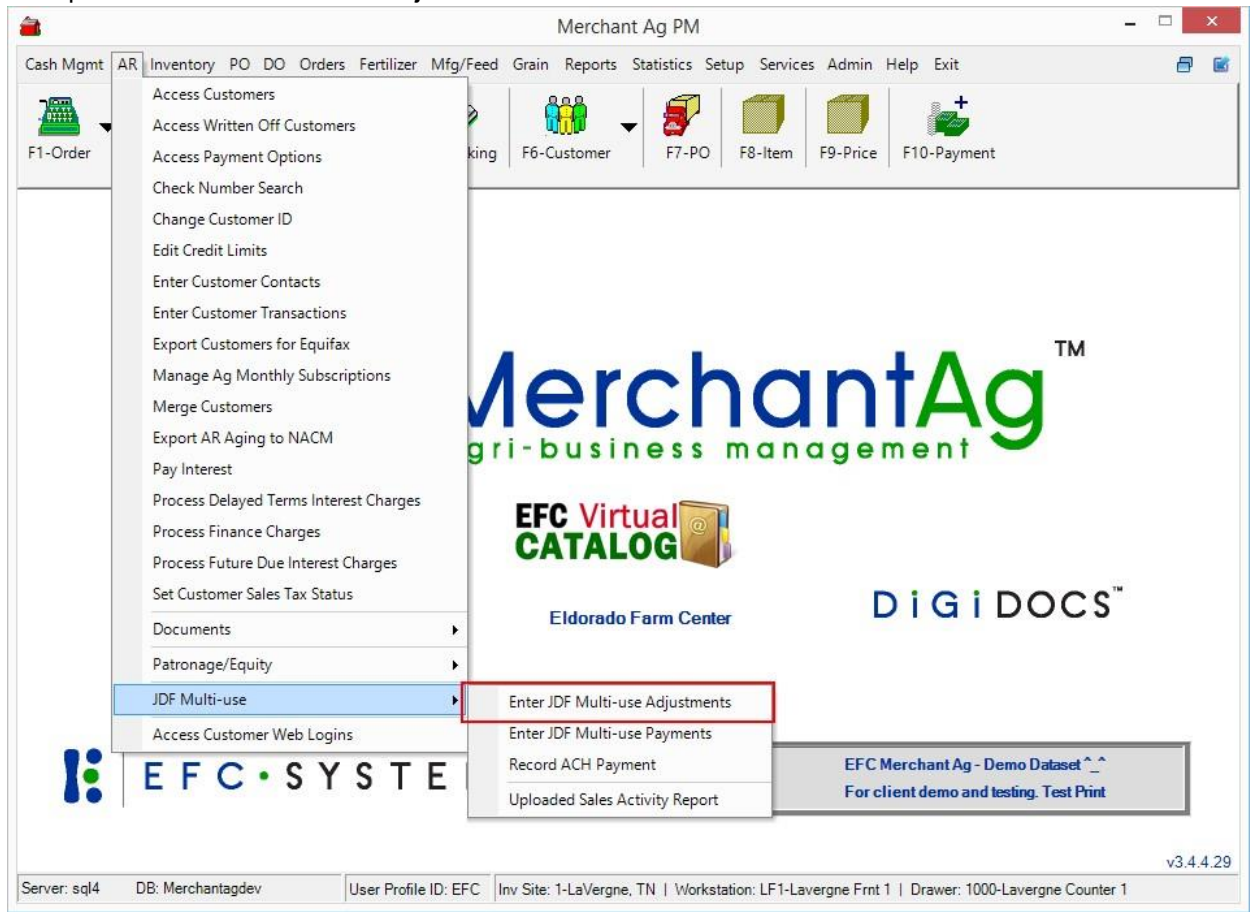
5. Select OK to close the payment acceptance dialog window.



The dialog box is titled "Merchant" and has a blue header bar. It contains an information icon (a lowercase 'i' in a circle) on the left. To the right of the icon, the text reads: "The JDF Multi-use payment was accepted." followed by "Status: RECEIVED" and "Message: Payment request was received." Below this text, there is a red rectangular box highlighting an "OK" button.

How To Enter a JDF Adjustment

To Enter a JDF Multi-use Adjustment in Merchant Ag PM, navigate to AR | JDF Multi-use | Enter JDF Multi-use Adjustments.



Follow the steps to enter a Enter JDF Multi-use Adjustment.

The screenshot shows the 'JDF Multi-use Adjustments' dialog box. It contains the following fields and controls:

- Type:** A dropdown menu with a blue highlight.
- Customer ID:** A text field with a value of 'F12' and a small icon to the right.
- Amount:** A text field with a value of '00'.
- Description:** A text field.
- Create Journal Entry:** A checkbox that is currently unchecked.
- Buttons:** 'OK' (with a green checkmark icon), 'Cancel' (with a red X icon), and 'Help' (with a question mark icon).

1. Select the Adjustment type from the Type drop down menu.

- Billing Adjustment Credit • Billing Adjustment Debit • Refund of Finance Charge Credit

2. Enter the Customer ID number or select F12 to search.
3. Enter The amount of the Adjustment.
4. Select Create Journal Entry to create a Journal Entry to your Merchant Ag General Ledger.
5. Click OK to process the Adjustment.