Check and create payment links

Learn how to check and create payment links in Amlib.

Check and create payment links

The Check and Create Payment Links facility is only used for Amlib sites that run Double Entry. Occasionally for certain reasons the charges and payments need to be checked to reconcile irregular financial transactions.

The Check and Create Payment Links client enables the user to create links between unlinked financial transactions, it also has the ability to update the Borrowing Owing balances where these are out of alignment.

WARNING: Those libraries using Double-Entry accounting in the Amlib client may have to reconcile irregular financial transactions as part of this update. If running on Windows 2000 (OS) Servers: Users of Windows 2000 will not be able to run the Financial Transactions Upgrade on their Amlib server as the application requires .Net 4.0 support. However, the Upgrade can be run from any networked PC using Windows 7 (or above).

Steps in the process

1. **Install** the Check Payment Links application using the Check Payment Links.msi
2. **Configure** the connection between the Check Payment Links application and the Amlib SQL databases using the Amlib Configuration Manager (installed at the same time)
3. **Run** the Check Payments application to reconcile any irregular Financial transactions (if required)

Step 1: Install the Check Payment Links program

In the latest release of Amlib (Version 6.0.1) a new Check Payment Links.msi (Wizard) was created. This Wizard should be downloaded from the Amlib web site from our OCLC Support website at: https://www.oclc.org/support/services/amlib.en.html

1. Double-click the **CheckPaymentLinks.msi** to launch the Setup Wizard – the Check Payment Links Setup screen will open displaying the **Welcome** message:
2. Select the **Next** button – the Destination Folder screen will be displayed:

3. The Setup Wizard will default the destination folder to the program files folder.

4. The Setup Wizard will default to the program files folder.
5. If the folder displayed IS NOT correct then click the **Change**... button to manually setup the location of the *Amlib Check Payment Links* folder.

6. The installation wizard is now ready to install the *Amlib Check Links* program.

7. Click the **Install** button to begin the installation – the Setup Wizard will now begin installing the *Amlib Check Links* program (and the *Amlib Configuration Manager*)
8. When the installation has been completed, the following message will be displayed: **Completed the Amlib Check Payment Links Wizard**

9. Ensure the Launch Configuration Manager box is **ticked**
10. Click the **Finish** button

**Step 2: Configure the Amlib Configuration Manager [immediately after install]**

1. The Amlib Configuration Manager will display. The correct path should automatically display (within the ProgramData folder)

2. Once opened, the **AM** and **TE** databases will display as default

   1. **Please Note:** This configuration automatically has the **AM** (Live) and **TE** (Test) databases defined (but not set)
3. In the Amlib Systems tab, highlight the **Live** or **Test** database connector and click the **Edit** button – the System Editor will open.

4. On the Databases tab, enter the following details:
   - Generally the details for the **RDBMS** and **OleDbProvider** from the drop-down boxes are defaulted and do not need changing if using SQL Server
   - Enter the details for the Lib database:
     - **Server** – enter the name of the **Server** running your **Amlib** databases
     - **Instance** – enter an **Instance** (if required – otherwise leave as **Default**. For example SQLEXPRESS users need to enter that instance)
- Port – enter a **Port number** (if required – otherwise leave as 0 [for unused])
- User – enter the **Username** for the database connection
- Password – enter the **Password** for the database connection – the username and password should be the same as that the login for your other Amlib databases. **SYSADM/SYSADM** is the default login for most Amlib database setups. It is case sensitive

  - Click the **Copy to all** button to copy the details to the other database fields

5. Click the **OK** button once complete – the System Editor window will close

### Testing

Once complete, the connection can be tested:

1. Highlight the relevant database – for example: **AM** – and click the **Test** button
The Test Connections window will display with the result – if errors occur, the reason will display in the Error Details column:

1. Test **successful** – all Results = **OK**:

2. Test **unsuccessful** – all Results = **Fail** with Error Details shown:

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3. Click the **Close** button to close the Test Connections screen

4. Click the **Exit** button when complete

**Step 3: Configure the Amlib Configuration Manager**

(Manually if you didn’t select Launch Configuration Manager at the end of the install process)

The *Amlib Configuration Manager* eliminates the need for separate *Amlib.ini* and *SQL.ini* files to connect the *Amlib CheckPaymentLinks* program to the *Amlib* SQL databases.

**Please Note:** Due to the additional extra security measures on *Windows Server 2008*, *Windows 7* and *Vista*, you may need to edit the installation’s access control list settings before being able to edit the *AmlibConfig.xml* file.

**Set Up Database Configuration**

1. **Launch** the *Amlib Configuration Manager* from **Start > All Programs > Amlib CheckPaymentLinks folder**

   ![Amlib Configuration Manager](https://help.oclc.org/Library_Management/Amlib/Borrower/Check_and_create_payment_links)

2. **Open** the Amlib CheckPayment Links folder to display the program and the Configuration Manager

   ![Amlib CheckPayment Links](https://help.oclc.org/Library_Management/Amlib/Borrower/Check_and_create_payment_links)

3. **Click** *Configuration Manager* (then follow from **STEP 2** above)

**Step 3: Running the Amlib Check Payment Links application**

1. Launch the *Amlib Check Payments Link* client from **Start > All Programs > Amlib CheckPaymentLinks folder**
2. **Open** the Amlib CheckPayment Links folder to display the program and the Configuration Manager

3. **Click** *Amlib Check Payment Links*

4. The Amlib Login prompt will display

5. Enter the following details:
   1. Amlib User Name: your *Amlib* client Username
   2. Password: your *Amlib* client Password
   3. Database: **select** the Database to be upgraded (for example: *Live*)

6. Click the **OK** button – the Check and Create Payment Links window will display and a message will display:

7. Click **OK** button – the Transactions screen will display:
8. Click the **Run** button – the Transactions screen will display:

9. This will run through and check the Financial Transactions

10. If there are Borrower records to update see the next Section on possible Unlinked or Unbalanced messages that may arise and how to balance them

11. If there are no Borrower records to update, the prompt will appear: **Processing completed**

12. Click the **OK** button – you will be returned to the main screen (the number of Borrowers processed, Borrowers with unlinked and Borrowers unbalanced details will be displayed):
13. Click on the Exit button

Possible Unlinked or Unbalanced Messages that may be encountered:

Across the top of the screen you will see the following fields:

- **Borrower barcode**
- Amt owing from Borrower
- Amt owing from Transactions
- Amt unlinked
- Rows – the number of items requiring attention

The table below this heading will contain a complete list of the Borrower transactions (not just the ones requiring attention):

<table>
<thead>
<tr>
<th>ID</th>
<th>Credit ID</th>
<th>Debit ID</th>
<th>Charge Amount</th>
<th>Paid Amount</th>
<th>Outstanding Amount</th>
<th>Type</th>
<th>Date Entered</th>
<th>Item</th>
<th>Title</th>
<th>Comments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>17260</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>WAVE</td>
<td>4/02/2009</td>
<td></td>
<td></td>
<td>WAVYed by</td>
<td>8/1/1952</td>
</tr>
<tr>
<td>17261</td>
<td>0</td>
<td>0</td>
<td>2.50</td>
<td>0.00</td>
<td>2.50</td>
<td>WAVE</td>
<td>4/02/2009</td>
<td></td>
<td></td>
<td>WAVYed by</td>
<td>8/1/1952</td>
</tr>
<tr>
<td>17262</td>
<td>0</td>
<td>0</td>
<td>2.00</td>
<td>0.00</td>
<td>2.00</td>
<td>WAVE</td>
<td>4/02/2009</td>
<td></td>
<td></td>
<td>WAVYed by</td>
<td>8/1/1952</td>
</tr>
<tr>
<td>17263</td>
<td>0</td>
<td>0</td>
<td>2.00</td>
<td>0.00</td>
<td>2.00</td>
<td>WAVE</td>
<td>10/01/2008</td>
<td>AL1234567890</td>
<td></td>
<td>WAVYed by</td>
<td>8/1/1952</td>
</tr>
</tbody>
</table>

- The client will list each Borrower in succession and the user will have to assess the data being presented and make the necessary adjustments. For the most part, this simply requires the **Borrower owing balances** to be readjusted (something that can be done with a simple button click). Other transactions may require linking, whilst some may be missing matching transactions altogether.

**Please Note:** It is possible to remove transactions that are already linked from the table by simply clicking on the **Remove Linked from list** button at the bottom of your screen. Use the **Restore All to List** button to show all transactions again.

The following scenarios present various issues and how to resolve them.

**Scenario 1: Create a Balance Debit**

[ For when a credit has been added to borrower financial where there was no matching debit, such as when a reserve is cancelled in NetOPACs or OpenOPAC after the reserve was already paid for]

In the following example, you will notice the following:

- Amt Owing from Borrower = **-17.60**
- Amt Owing from Transactions = **-17.60**
- Amount unlinked = **17.60**

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The Amounts Owing are in balance (they are listed in **BLACK**). However, the Amt unlinked is **17.60**. You will also note that both the **Update Borrower Owing** and **OK** buttons at the bottom of the screen are inactive. A closer examination of the table shows that there is only 1 item containing an amount in the OutstandingAmounts column if **17.60**:

Since there are no other transactions with which this item can be linked, the user is required to create a balancing transaction line:

1. **Highlight** the transactions to be linked (by clicking in the grey area at the start of the transaction line):

2. **Click the Create Balance Debit** button – the Create Debit Transaction screen will display:
3. The Amount should default to the Amt unlinked (in this example: 17.60) – if there are multiple transactions to be accounted for, then you need to insert more than 1 transaction line and adjust the Amount accordingly for new line

4. Select a Transaction Type from the drop-down list (these are derived from the Transaction types present in your Circulation Transaction Types table in the Amlib client) – for example: DEBIT

   Please Note: It is possible to separate these adjustments from other Transaction Types if the user has created a unique Transaction Type for this purpose – for example: BALANCEDB.

5. If you like you can enter a comment at this point – the example above uses a comment from the transaction: **Was subsequently returned**

6. When complete, click on the **OK** button – the system will now insert a new transaction line with the amount specified:

7. There is now an imbalance between the Amounts Owing – click the **Update Borrower Owing** button to reset the balances

8. It is now necessary to create a link between the two transactions – use the instructions outlined in Scenario 2: Create Links Between Transaction Records to achieve this

9. Click the **OK** button

Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

**Scenario 2: Update Borrower Owing Balances**

In the following example, you will notice the following:

- Amt Owing from Borrower = **4.10**
- Amt Owing from Transactions = **105.25**
- Amount unlinked = **105.25**

![Image of Create Debt Transaction window with inputs filled out](image-url)
There is a clear imbalance between the Amounts Owing (they are listed in **RED**). However, you will note that the **Update Borrower Owing** button at the bottom of the screen is active – this means that the client can automatically adjust these balances:

1. Click the **Update Borrower Owing** button – the system will automatically adjust the balances (the Amounts Owing should be the same and no longer in red):

<table>
<thead>
<tr>
<th>Amt owing from Borrower</th>
<th>Amt owing from Transactions</th>
<th>Amt unlinked</th>
</tr>
</thead>
<tbody>
<tr>
<td>105.25</td>
<td>105.25</td>
<td>105.25</td>
</tr>
</tbody>
</table>

2. At this point the **OK** button at the bottom of the screen should now be active:

3. Click the **OK** button

   Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

**Scenario 3: Create Links between Transaction Records (2 Transactions Only)**

In the following example, you will notice the following:

- Amt Owing from Borrower = **0.00**
- Amt Owing from Transactions = **0.00**
- Amount unlinked = **4.00**

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The Amounts Owing are in balance (they are listed in BLACK). However, the Amt unlinked is **4.00**. You will also note that both the **Update Borrower Owing** and **OK** buttons at the bottom of the screen are inactive. A closer examination of the table shows that there are 2 items containing amounts in the OutstandingAmounts column (of **2.00** and **-2.00**) totaling **4.00**:

There appears to be a clear relationship between the transactions (as they are both showing amounts of the same value) and all that is required is for the user to create a link between the two transactions:

1. **Highlight** the transactions to be linked (by clicking in the grey area at the start of the transaction line – use the **Ctrl** button when highlighting additional transactions):
2. At this point the **Create Link** button at the bottom of the screen should now be active

3. Click the **Create Link** button – the system will now link the two transactions together (you will note that the two transactions now have the same CreditID and that the Amt unlinked is now **0.00**):

4. At this point the **OK** button at the bottom of the screen should now be active

5. Click the **OK** button when complete

Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

**Scenario 4: Create Links between Transaction Records (Multiple Transactions)**

Whilst Scenario 2 above showed only 2 transactions being linked, the same method can be used to link multiple items (1 credit transaction with multiple debit transactions and vice versa), as shown in the following example:
There is a clear relationship between the 3 unlinked items – as evidenced by the total of the amounts (this is further supported by the CR and DR values in the CreditOrDebit column)

1. In this instance, **Highlight** all 3 transactions (by clicking in the grey area at the start of the transaction line – use the Ctrl button when highlighting additional transactions):

<table>
<thead>
<tr>
<th>ID</th>
<th>CreditID</th>
<th>DebitID</th>
<th>ChargeAmount</th>
<th>PaidAmount</th>
<th>OutstandingAmount</th>
<th>Type</th>
<th>DateEntered</th>
</tr>
</thead>
<tbody>
<tr>
<td>17244</td>
<td>0</td>
<td>0</td>
<td>0.55</td>
<td>0.00</td>
<td>0.55</td>
<td>WAIVE</td>
<td>17/03/2008</td>
</tr>
<tr>
<td>2120</td>
<td>17758</td>
<td>2120</td>
<td>5.50</td>
<td>0.00</td>
<td>4.95</td>
<td>LOST</td>
<td>14/03/2008</td>
</tr>
<tr>
<td>16939</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>5.50</td>
<td>-5.50</td>
<td>PAYFINE</td>
<td>29/10/2010</td>
</tr>
</tbody>
</table>

2. Click the **Create Link** button – the system will now link the 3 transactions together (they now have the same CreditID and that the Amt unlinked is now **0.00**):  

<table>
<thead>
<tr>
<th>ID</th>
<th>CreditID</th>
<th>DebitID</th>
<th>ChargeAmount</th>
<th>PaidAmount</th>
<th>OutstandingAmount</th>
<th>Type</th>
<th>DateEntered</th>
</tr>
</thead>
<tbody>
<tr>
<td>16939</td>
<td>16939</td>
<td>17244</td>
<td>0.00</td>
<td>5.50</td>
<td>0.00</td>
<td>PAYFINE</td>
<td>29/10/2010</td>
</tr>
<tr>
<td>17244</td>
<td>16939</td>
<td>17244</td>
<td>0.55</td>
<td>0.00</td>
<td>0.00</td>
<td>WAIVE</td>
<td>17/03/2008</td>
</tr>
<tr>
<td>17758</td>
<td>17758</td>
<td>2120</td>
<td>0.00</td>
<td>0.55</td>
<td>0.00</td>
<td>LOST</td>
<td>14/03/2008</td>
</tr>
<tr>
<td>2120</td>
<td>16939</td>
<td>2120</td>
<td>5.50</td>
<td>0.00</td>
<td>0.00</td>
<td>LOST</td>
<td>14/03/2008</td>
</tr>
</tbody>
</table>

3. Click the **OK** button when complete

Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.

**Scenario 5: Create Links between Transaction Records (Amounts Unmatched)**

Occasionally, a relationship between two or more transactions will be detected but the amounts will not match (perhaps because only partial payment has been made), as shown in the following example:
There is a clear relationship between these 2 unlinked transactions – as evidenced by the Comments: **GSWT # 10% = 8.85**

1. In this instance, **highlight** the 2 transactions (by clicking in the grey area at the start of the transaction line – use the **Ctrl** button when highlighting additional transactions):

   ![Transaction Highlight](image1)

2. Click the **Create Link** button – the following prompt will appear, asking: **Are you sure the selected transactions are correct?**

   ![Create Link Prompt](image2)

3. Click the **OK** button – the system will now link the 2 transactions together (they now have the same CreditID):

   ![Linked Transactions](image3)

4. The Amt unlinked is still **7.90** as the Borrower still owes money – but the Amounts Owing are now in balance and the **OK** button is now active

5. Click the **OK** button when complete
Adjustments to this Borrower record are now complete – if there are additional Borrower records to be adjusted, then the next one will then display.