

VISA PAYMENTS – MANUALLY POST
UPDATED MAY 2025

LOGON TO FIS CLIENT PORTAL

CHOOSE “PIC SERVICE VIEW PRODUCTION” BOX

CLICK “MONETARY ENTRY”

CLICK “NEW BATCH” BUTTON

CLICK TRANSACTION CODE DROPDOWN AND SELECT 65 (65-PAYMENT BATCH)

ENTER CONTROL AMOUNT (TOTAL AMOUNT OF ALL BALANCES BEING POSTED)

ENTER TOTAL NUMBER OF BALANCES BEING CLEARED INTO “ITEMS” BOX

CLICK “UPDATE” BUTTON

NEW SCREEN WILL SAY “BATCH ADDED SUCCESSFULLY,” CLICK “OK”

CLICK “TRANSACTION ENTRY”

ENTER “ACCOUNT NUMBER” (CARD NUMBER), TRANSACTION AMOUNT, AND TRANSACTION DATE FOR EACH PAYMENT. LOOK UP CARD NUMBERS ON PHONE SCREEN FOR CARDHOLDER. FOR THE REASON/DESCRIPTION CODE, CHOOSE 0001 PAYMENT – THANK YOU.

AFTER ALL ARE ENTERED, CLICK “UPDATE” AND “OK”

CHOOSE “TRANSACTION BROWSE” AND PRINT OUT INFORMATION

CLICK “CANCEL”

IN “SUPERVISOR UPDATE” CLICK THE “OPEN/CLOSE” BUTTON