

**VISA PAYMENTS – MANUALLY POST**  
**APRIL 2026**

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 – PAYMENT BATCH TO APPLY A PAYMENT - OR

80 – FOR DEBIT BATCH TO CLEAR A CREDIT BALANCE.

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.

USING TOOL #492, PERFORM ACCOUNT ADJUSTMENTS TO THE MEMBER.

DEBITS TO CC SUB-ACCOUNT FOR MANUAL PAYMENTS – OR

CREDITS TO SHARE ACCOUNT IF CLEARING CREDIT BALANCES.

***ALL ADJUSTMENTS USE G/L 860-02***