



KONICA MINOLTA

# **Konica Minolta Invoice Management System**

User Guide

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## Introduction

Welcome to the Konica Minolta Invoice Management System user guide. We hope this guide will assist you in setting up your account or tailoring it to your individual preferences. Within our Invoice Management System you have the ability to update e-mail details, view and pay invoices and review your payment history.

Occasionally we make changes to our system in an effort to enhance the quality and provide you, our customer, with the best overall experience. If you notice something different within the manual please feel free to provide us with feedback at [argroupenquiries@bt.konicaminolta.com.au](mailto:argroupenquiries@bt.konicaminolta.com.au).

Thank you for your patronage and we look forward to hearing from, regards, The Credit Department.



## Login via the Konica Minolta Homepage

[www.konicaminolta.com.au](http://www.konicaminolta.com.au)

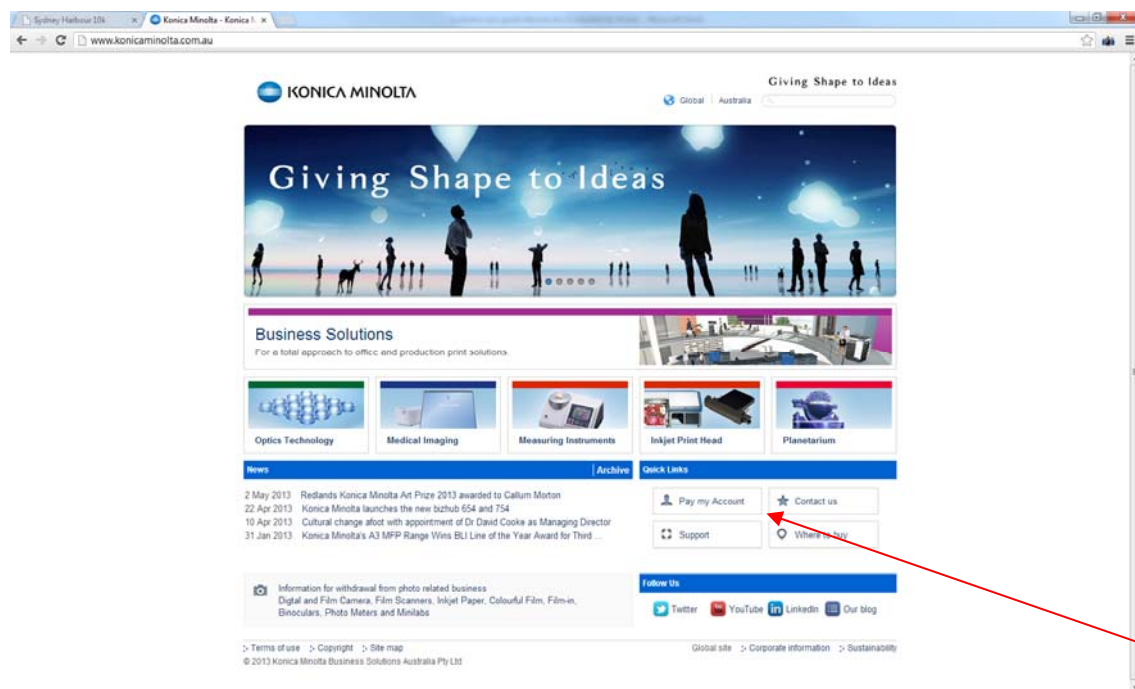
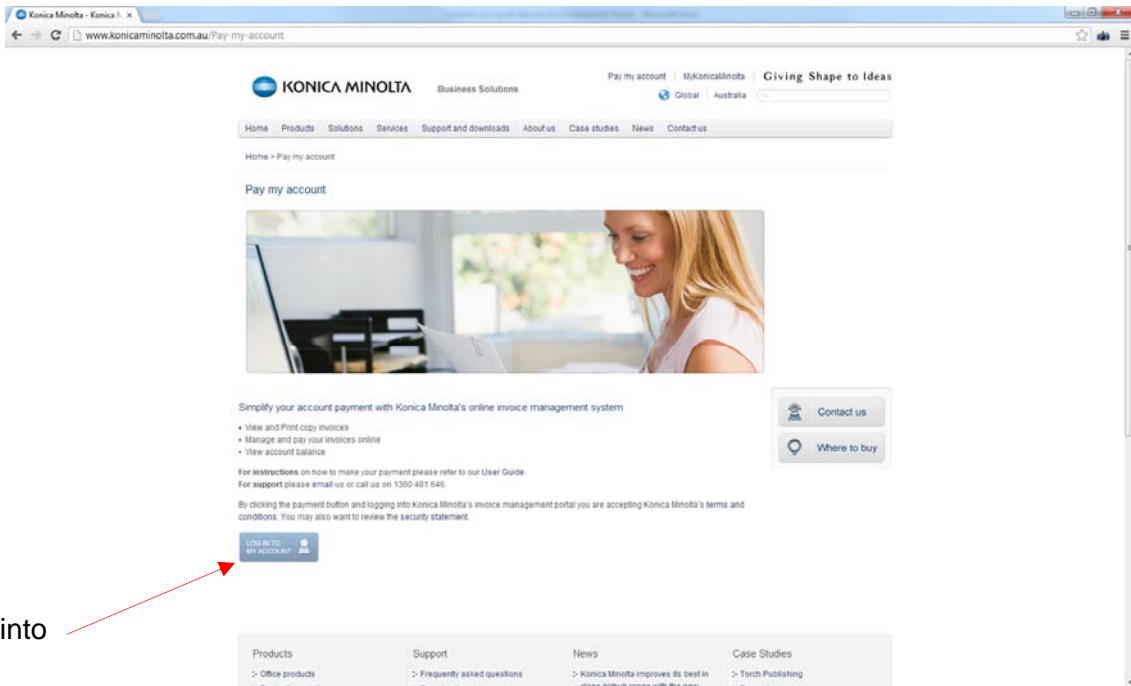


Figure 1 - Konica Minolta Australia homepage

Pay My Account

On the right hand side, halfway down the screen you will find our Quick Links area. Here you will be able to log into your account by selecting the, 'Pay my Account' icon. You will then be redirected to our 'Pay My Account' page where you can use the below icon to log into your account.



Log into my

Figure 2 - Log into my Account

You will be redirected to the login page.

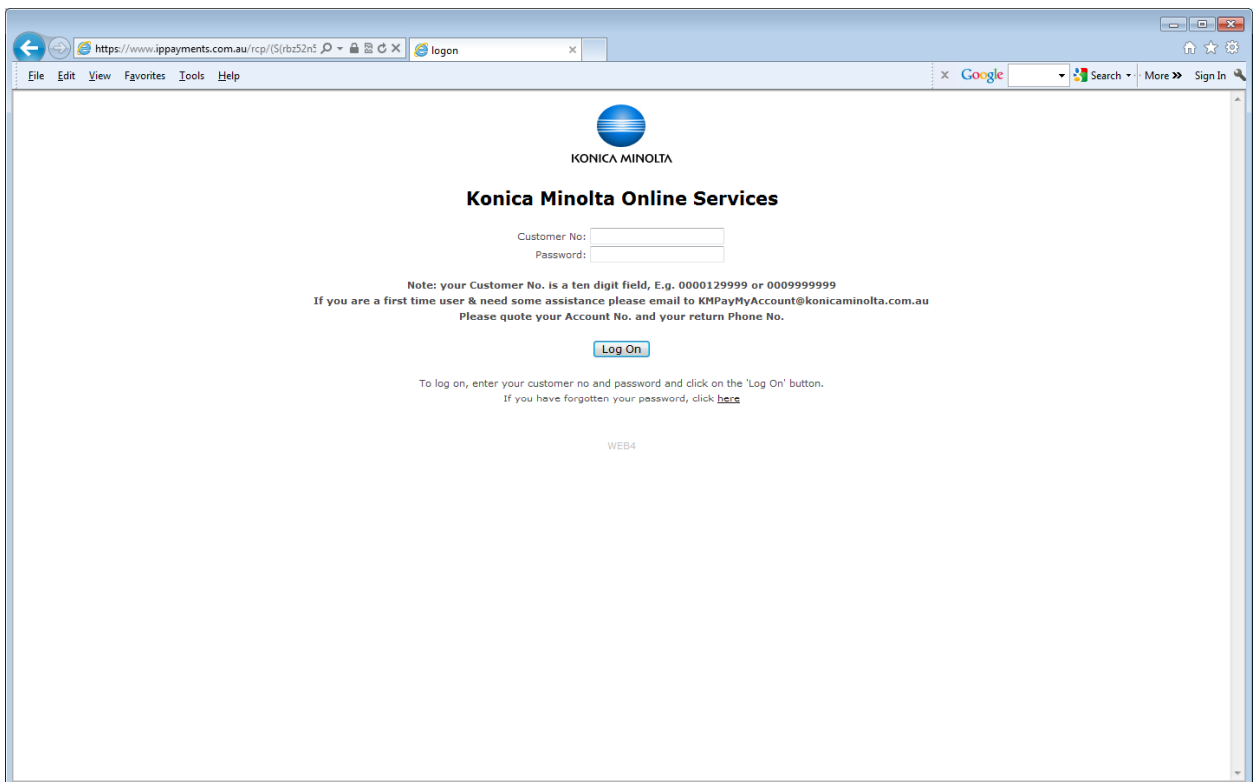
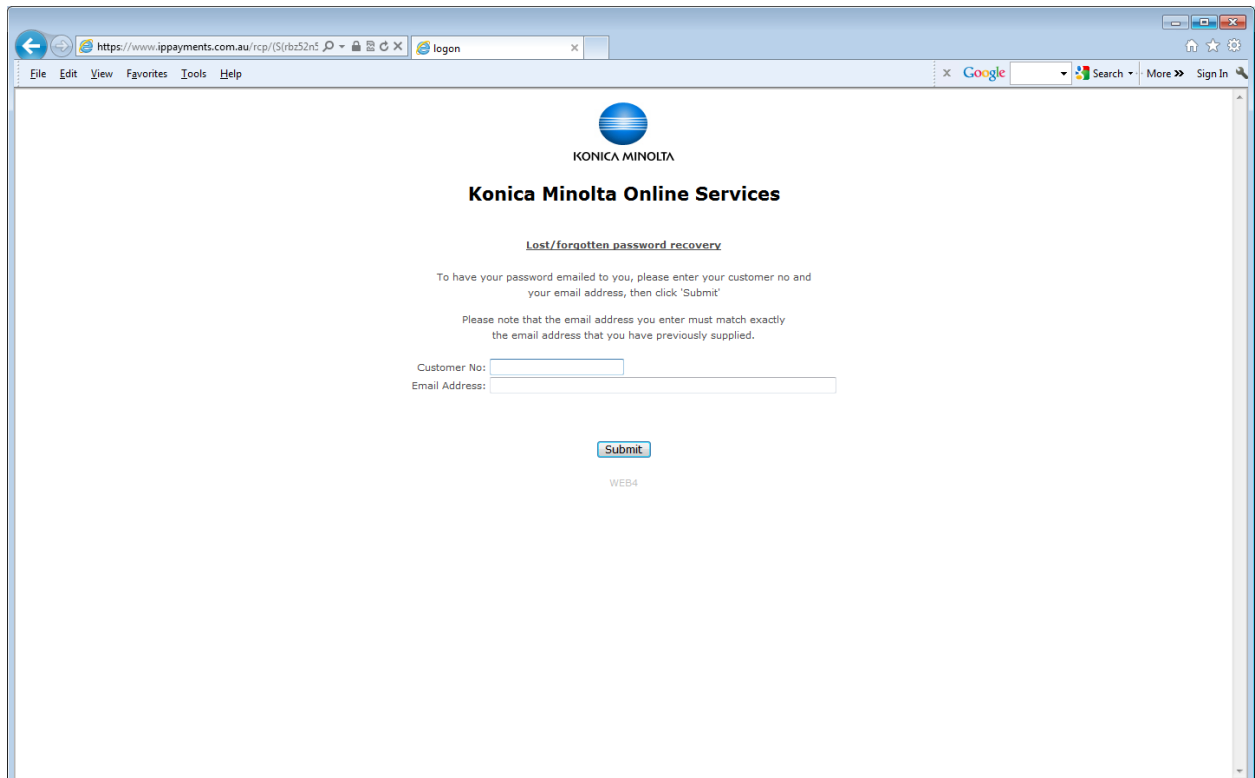


Figure 3 - Log on screen

Please note that your customer number is a ten digit number when logging into the Konica Minolta Invoice Management System (online payment portal). If your account number commences with a number 1 (one), you are required to place 4 (four) zeros in front of the number 1 (one). If your account number commences with a number 9 (nine), you are required to place 3 (three) zeros in front of the number 9 (nine).

In the event that you have forgotten or lost your password click on the hyperlink located towards the bottom right of the log on screen entitled, 'Click Here'. You will be redirected to the recovery screen for further assistance. If you do not have an email stored from a previous session the below screen will appear and you will be required to contact a member of the Credit Department on 1300 554 441 for further assistance.

If you do have an email stored from a previous session, by simply entering your customer account number and email address you will automatically be sent via email a temporary password. Be sure to change this at your next log on.



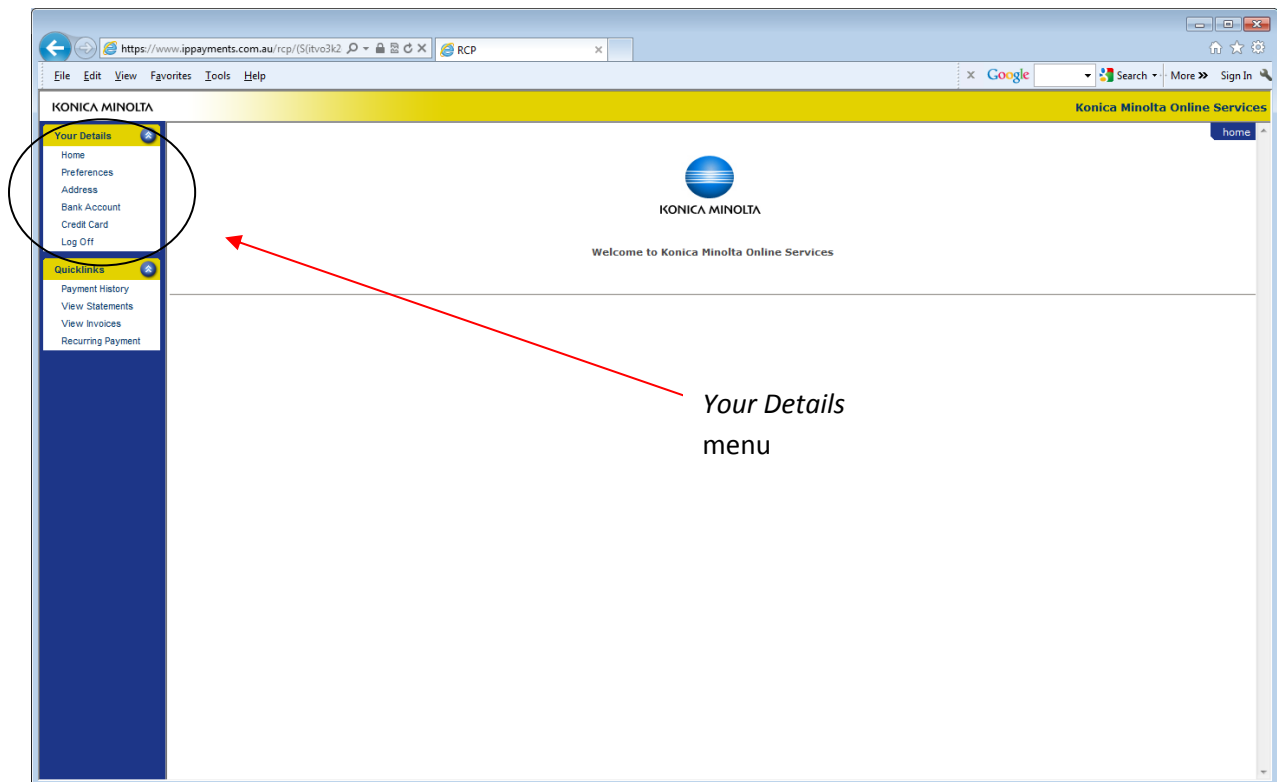
The screenshot shows a web browser window with the URL [https://www.ippayments.com.au/rcp/\(S/rbz52n5\\_0\)](https://www.ippayments.com.au/rcp/(S/rbz52n5_0)). The page features the Konica Minolta logo and the heading "Konica Minolta Online Services". Below this, there is a section titled "Lost/forgotten password recovery". The text on the page reads: "To have your password emailed to you, please enter your customer no and your email address, then click 'Submit'". A note states: "Please note that the email address you enter must match exactly the email address that you have previously supplied." There are two input fields: "Customer No:" and "Email Address:". A "Submit" button is located below the fields. At the bottom of the page, the text "WEB4" is visible.

**Figure 4 - Lost/forgotten password recovery**

Once successfully logged on there are two menus located on the left hand side of the screen. These menus are the *Your Details* menu and the *Quicklinks* menu.

The *Your Details* menu is directly related to the personal details of the account.

The *Quicklinks* menu will assist in viewing and making payments of invoices quickly.



**Figure 5 - Main Screen**

Under the menu item 'Your Details', you are able to review or edit the following sub menus:

- **Preferences**
  - Allows the user to store or change a stored email address for the account
  - Ability to change password
  - Ability to input additional data such as phone or fax number
- **Address**
  - Ability to add or make changes to an existing address
- **Bank Account**
  - Ability to add or make changes to an existing bank account. In order to qualify for payments via either direct debit or direct entry, details must be stored here
- **Credit Card**
  - Ability to add or make changes to an existing credit card. By storing your credit card details here you will be able to make future payments more quickly with a masked credit card number
- **Log Off**
  - Exit the Konica Minolta Invoice Management System

Under the menu item 'Quicklinks', you are able to perform the following actions:

- **Payment History**
  - Ability to view all payments for a date range period
- **View Statements**
  - Currently this function is inactive and will be updated shortly (ETA December 2013)
- **View Invoices**

- Able to view all invoices that have not yet been paid
- **Recurring Payment**
  - Able to establish a recurring payment either via credit card or bank account details

## Your Details

### Preferences

From the *Your Details* menu select Preferences.

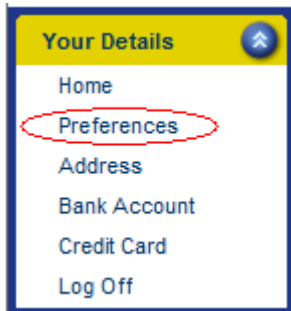


Figure 6 - *Your Details* menu

The customer number and business name are displayed and are not able to be changed. The email address, phone number, fax number and passwords can be edited on this screen.

 A screenshot of the 'Your Details - Preferences' form. The form is titled 'Konica Minolta Online Services' and has a 'preferences' tab. It contains several input fields: 'Customer No:' (0000131998), 'Business Name:' (Konica Minolta Business Solutions U), 'Email:', 'Phone:' (02 99782348), 'Fax:' (02 99782347), 'Current Password:', 'New Password:', and 'Password Confirm:'. There is a note that says 'Your password must be between 5 and 36 characters'. A 'Save' button is located at the bottom right.

Figure 7 - *Your Details - Preferences*

### Address

From the *Your Details* menu select Address. The below screen will be displayed, your address details are unable to be edited via the Konica Minolta Invoice Management System. To change these details you must contact a Konica Minolta Service Representative directly on 1300 554 441.

 A screenshot of the 'Your Details - Address' form. The form is titled 'Konica Minolta Online Services' and has an 'address' tab. It contains several input fields: 'Purpose:' (Street), 'Address Line 1:' (4 Drake Avenue), 'Address Line 2:', 'Suburb:' (Macquarie Park), 'State:' (New South Wales), 'Postcode:' (2113), 'Country:' (Australia), and 'Location Descriptor:' (Konica Minolta House).

Figure 8 - *Your Details - Address*

### Bank Account

From the *Your Details* menu select Bank Account. In order to establish a direct debit, recurring payment or make a one off payment via EFT you are required to enter the following details.

- Bank account name



- BSB number
- Account number

By selecting update, the remaining fields will automatically populate. You will then be asked to accept the terms & conditions and enter a password for the Konica Minolta Invoice Management System. This same password will be used to log into the system in future. It is important that you update your e-mail address within the *Your Details – Preferences* submenu; this will assist in future if you are required to use the Password Recovery tool.

**Figure 9 - Your Details - Bank Account**

## Credit Card

From the *Your Details* menu select Credit Card. In order to pay via credit card the following details must be completed.

- Name on the credit card
- Credit card number
- Credit card expiry

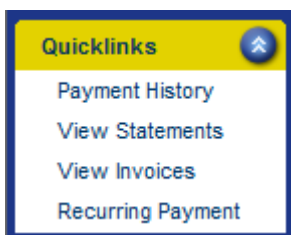
Selecting update will ensure the details are stored for future use. As per the example below, once your details have been updated the centre 8 digits will be masked as part of the ongoing security of the Konica Minolta Invoice Management System.

**Figure 10 - Your Details - Credit Card**

## Quicklinks

### Payment History

From the *Quicklinks* menu select Payment History.



**Figure 11 - Quicklinks menu**

It is possible to search all payments that have been made against the account previously. When searching payment history, the following options are available.

- Searching via a date range
- Searching via a receipt number
- Searching via a paid amount
- Searching via a specific credit card number

Date/Time	Reference	Amount	Payment Type	Settlement	Receipt	Result	Actions
22-May-2013 09:53:26	AUTO PAY	\$10.00	Credit Card - Refund	22-May-2013	59137133	Approved	-
08-May-2013 09:43:15	Geoff test	-\$10.00	Credit Card - Purchase	08-May-2013	57524912	Declined	-
24-Apr-2013 06:10:31	AUTO PAY	\$10.00	Credit Card - Purchase	24-Apr-2013	55877930	Approved / Refunded	-
01-Mar-2013 13:50:38	Geoff testing 01032013	\$1.10	Direct Entry - Debit	01-Mar-2013	38287553	Cleared	-

Figure 12 - Quicklinks - Payment History

It is also possible to identify any further linked transactions to a payment via the Actions dropdown selection located at the right of the screen. By selecting View Details from the drop down menu the receipt information will be displayed for the transaction. Any invoices that are linked to this payment will be displayed towards the bottom of the screen.

## View Statements

Currently there are no available statements to view. Konica Minolta is in the process of updating the Invoice Management System and we will endeavor to make your monthly statements available online by December 2013.

## View Invoices

To display invoices, select View Invoices from the Quick links menu. The invoices are displayed in the below summary format. It is possible to make a payment for all invoices due within a certain period by checking the tick box next to the balance and aging period.

Summary	Current (Not Yet Due)	1-30 Days Overdue	31-60 Days Overdue	61-90 Days Overdue	91-120 Days Overdue	120+ Days Overdue	Cleared
	0 items 0.00	0 items 0.00	0 items 0.00	0 items 0.00	0 items 0.00	2 items 16.00	

Tick to select for payment

Current: 0.00 Select All:

1-30 Days: 0.00 Select All:

31-60 Days: 0.00 Select All:

61-90 Days: 0.00 Select All:

91-120 Days: 0.00 Select All:

120+ Days: 16.00 Select All:

Card Fee Total (incl. GST):  Next >>

Calculate Total

Figure 13 - Quicklinks - View Invoices

Selecting an aging period will show all invoices that are due for this period. It is possible to select all invoices for payment or only a specific number of invoices from this screen. Selecting the document number (invoice number) next to the date will open on screen the invoice that has been queried.

Konica Minolta Online Services [invoice list](#)

Select Payment Type: Credit Card - Purchase

Summary	Current 2 items 4,400.00	30 Days 4 items 4,180.00	60 Days 0 items 0.00	90+ Days 0 items 0.00	Cleared				
<b>Doc. Number</b>	<b>Date</b>	<b>Due Date</b>	<b>Description</b>	<b>Doc. Amnt</b>	<b>Card Fee</b>	<b>Status</b>	<b>Select</b>	<b>Pay Amnt</b>	<b>Variation Reason</b>
0060009115	01-Jan-2012	31-Jan-2012	KM006000911510002011	3300.00	0.00	Unpaid	<input type="checkbox"/>	3300.00	-
0060009118	15-Jan-2012	31-Jan-2012	KM006000911610002011	880.00	0.00	Unpaid	<input type="checkbox"/>	880.00	-
0060009117	15-Feb-2012	31-Jan-2012	KM006000911710002011	770.00	0.00	Paid	<input type="checkbox"/>	0.00	-
0060009118	20-Feb-2012	31-Jan-2012	KM006000911810002011	660.00	0.00	Paid	<input type="checkbox"/>	0.00	-

Card Fee Total (incl. GST):

Figure 14 - Quicklinks - View Invoice Details Aging Period

## Recurring payment

To create a recurring payment (repeat payments not related to any specific invoices), select Recurring Payment from the *Quicklinks* menu. The customer number is automatically populated and relates directly to the Konica Minolta Invoice Management System. This number differs from your account number and is not required for future use. In order to establish a recurring payment the following fields need to be completed.

- Method - If more than 1 payment method has been registered you will have a selection available
  - Credit card, EFT
- Amount
- Recurrence Pattern – Ability to establish a 1 off payment future dated or an ongoing regular payment
- Recurrence Range - Able to enter periods or date ranges for payment to be made

Once all fields have been completed, select save and the payment schedule summary will populate the next due payment.

Konica Minolta Online Services [scheduled payment](#)

Customer #: 256882614 Status:  

Method: -

Amount:  (\$\$.cc)  Modify the amount on a future date

*Recurrence Pattern:*

One Off Payment (payment made on Enable Date)

Periodic Payment -

*Recurrence Range:*

Enable Date:  (payments will start on this date)

End Date:  No end date

End after  payment(s)

End date  (no payments will be made on or after this date)

*Schedule Summary:*

Next Payment:  Previous Payment:  Payments Submitted:

Figure 15 - Quicklinks - Recurring Payment

## Pay an Invoice via Credit Card

Via the *Quicklinks* menu select View Invoices. Choose the invoices due for payment via the summary page or select the specific aging summary for payment. Check the tick box to highlight the invoices that are due for payment. Select *Credit Card* as the payment type which is located at the top of the screen. Select *Calculate Total* and *Next* to continue with the payment. *It is possible to short pay an invoice; however, a reason for short payment must be included.*

Konica Minolta Online Services [invoice list](#)

Select Payment Type: **Credit Card - Purchase**

Summary	Current (Not Yet Due) 0 Items 0.00	1-30 Days Overdue 0 Items 0.00	31-60 Days Overdue 0 Items 0.00	61-90 Days Overdue 0 Items 0.00	91-120 Days Overdue 0 Items 0.00	120+ Days Overdue 2 Items 16.00	Cleared		
Doc. Number	Date	Due Date	Description	Doc. Amnt	Card Fee	Status	Select	Pay Amnt	Variation Reason
0060010959	26-Feb-2013	07-Mar-2013	KM006001095910002012	1.00	0.00	Unpaid	<input type="checkbox"/>	1.00	
0060011018	26-Mar-2013	02-Apr-2013	KM006001101810002012	15.00	0.00	Unpaid	<input checked="" type="checkbox"/>	15.00	

Card Fee Total (incl. GST):  **Calculate Total** **Next >>**

**Figure 16 - Paying an Invoice via Credit Card**

The credit card details are automatically populated. Enter the credit card security code and any additional comments then select *Submit Payment* to finalise the transaction.

Konica Minolta Online Services [submit immediate payment](#)

Payment Type: **Credit Card - Purchase**

Credit Card Number: 3760\*\*\*\*\*003 (Visa, MasterCard or American Express only)

Expiry Date: 08 / 2015 (mm/yyyy)

Cardholder Name: Zhenni He

Card Security Code:  (optional) [Find Out More](#)

Payment Amount: 16.00 (\$\$.cc)

Reference: Multiple Document Payment

Comments:

**Submit Payment** **Clear**

**Figure 17 - Submit Payment – Credit Card**

Once approved you will be provided with a receipt number as confirmation of the payment.

Payment Result: **APPROVED**

Receipt: 86455065

Settlement Date: 26-Mar-2012

Timestamp: 26-Mar-2012 11:09:00

Details: Credit Card Number: 4242\*\*\*\*\*242

Expiry Date: 04/2012

Cardholder Name: test

Payment Amount: 666.60 (including a surcharge amount of 6.60)

Reference: Single Document Payment

**Send Approved Payment Receipt by Email**

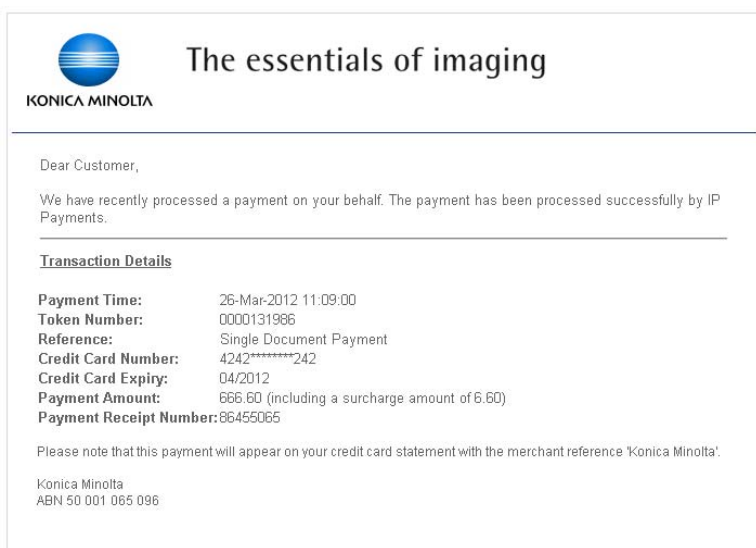
Recipient Name: Schalk Burger (optional)

Email Address: Schalk.Burger@WPRFU.co.za

**Send**

**Figure 18 - Payment Approved via Credit Card**

An optional feature is the ability to forward a receipt to an email address. Enter the email address details and select send for a receipt to be e-mailed as shown below.



**Figure 19 - Email receipt notification**

## Payment from registered bank account (EFT)

Select Payment Type: Credit Card - Purchase  
Credit Card - Purchase  
Direct Entry - Debit

Summary	Current 2 items 4,400.00	30 Days 4 items 4,950.00	60 Days 0 items 0.00	90+ Days 0 items 0.00	Cleared
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**Figure 20 - Paying an Invoice via Bank Account (EFT)**

After selecting the Payment Type of Direct Entry – Debit, select the invoice(s) to be paid, Select *Calculate Total* and *Next* to continue with the payment. *It is possible to short pay an invoice; however, a reason for short payment must be included.*

Konica Minolta Online Services [invoice list](#)

Select Payment Type: Direct Entry - Debit

Summary	Current 2 items 4,400.00	30 Days 4 items 4,950.00	60 Days 0 items 0.00	90+ Days 0 items 0.00	Cleared
---------	--------------------------------	--------------------------------	----------------------------	-----------------------------	---------

Doc. Number	Date	Due Date	Description	Doc. Amt	Discount	Status	Select	Pay Amt	Variation Reason
0060009115	01-Jan-2012	31-Jan-2012	KM006000911510002011	3300.00	0.00	Unpaid	<input type="checkbox"/>	3300.00	-
0060009116	15-Jan-2012	31-Jan-2012	KM006000911610002011	880.00	0.00	Unpaid	<input type="checkbox"/>	880.00	-
0060009117	15-Feb-2012	31-Jan-2012	KM006000911710002011	770.00	0.00	Unpaid	<input checked="" type="checkbox"/>	770.00	-
0060009118	20-Feb-2012	31-Jan-2012	KM006000911810002011	660.00	0.00	Paid	<input type="checkbox"/>	0.00	-

Discount Total: 0.00 Next >>  
Calculate Total 770.00

**Figure 21 - Payment via a Bank Account (EFT)**

The bank account details are automatically populated. Enter any additional comments then select *Submit Payment* to finalise the transaction.

Konica Minolta Online Services [submit immediate payment](#)

Payment Type: Direct Entry - Debit (Registered bank account details will be used)

Payment Amount: 770.00 (\$\$.cc)

Reference: Single Document Payment

Comments: TPP Test Payment

Submit Payment Clear

**Figure 22 - Submit Payment - Bank Account (EFT)**

Once approved you will be provided with a receipt number as confirmation of the payment.

Payment Result: **SUBMITTED**  
 Receipt: 86459473  
 Settlement Date: 26-Mar-2012  
 Timestamp: 26-Mar-2012 11:51:40  
 Details: Payment Amount: 770.00  
 Reference: Single Document Payment

**Figure 23 - Payment Approved via Bank Account (EFT)**

This user manual aimed to assist with viewing invoices, making payments for invoices and updating account details. For assistance in other areas please contact the Credit Department on 1300 481 616.

*This document is intended as a guide only. If you require additional support please contact a member of our Credit Department.*