



# **PCRS+ TRAINING GUIDE**

## **Remittance: Process Register**

## LEGEND

As you navigate this guide, you will come across several icons that signify general, important, and critical information. These icons are specifically designed to draw your attention to essential details related to the tasks you are performing within the PCRS+ system. Below is a legend explaining the icons and their significance.



General reminder to save your changes before moving on to the next step.



General information/reminder relevant or specific to the current step.



Important information/reminder relevant or specific to the current item of focus and/or must be completed before proceeding.



Critical information/reminder that must be completed prior to proceeding. The highest level of attention must be paid to this information.

# Introduction

This Remittance: Process Register is used when the Dealer is going to submit payment to the TPA.

Guide leads you through the steps necessary to Process Register in the Policy Claims and Reporting Solutions (PCRS+) for Warranty Solutions.

This guide will cover:

- Remittance: Process Register

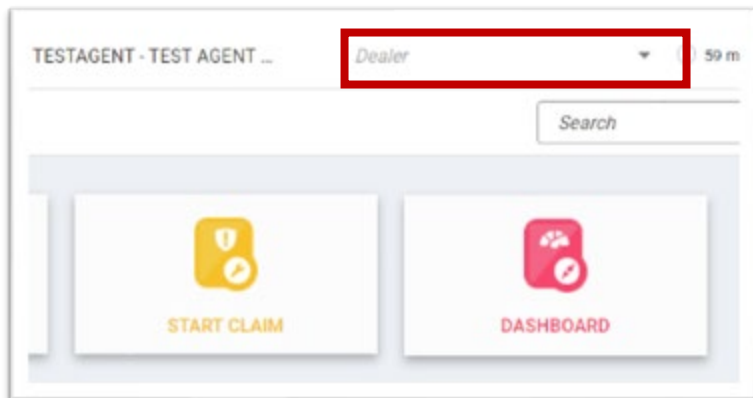
## Disclaimer

This guide is created by and specific to the Warranty Solutions Program. All numbers are for demonstration purposes only. Portions of this training are from PCMI Corporation's PCRS software. All rights reserved.

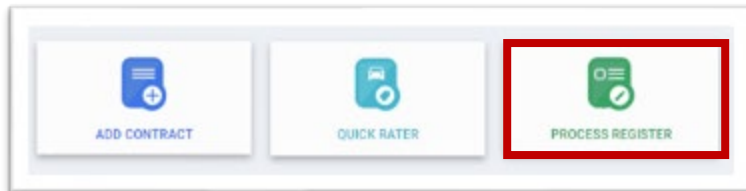
## Process Register

The Process Register function allows you to view all contacts that require payment.

- From the PCRS Home screen, select the dealer you want to create a register for.

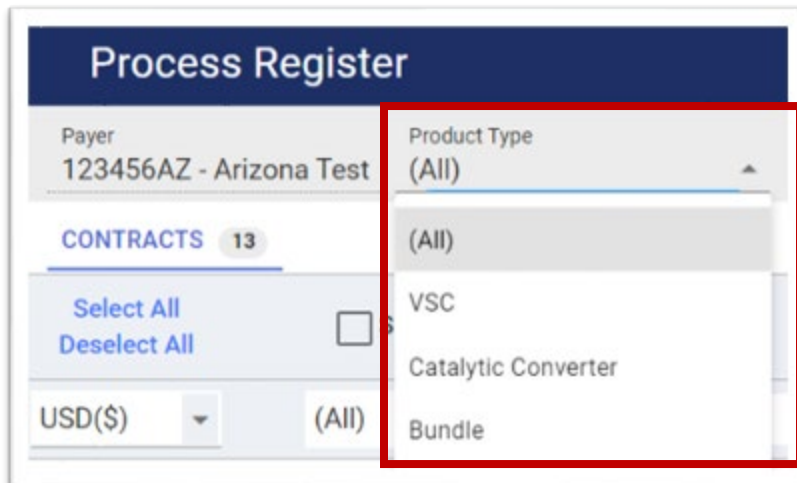


- Select **PROCESS REGISTER** to open the process register screen and begin remittance.



- Select a **Product Type** you wish to Remit through Process Register.

**Payer = Dealer**



4. The Process Register Contracts page reflects New Business, Contract Adjustments and Cancellations

Contract #	Deal #	Stock #	Sale Date	First Name	Last Name	VIN	Coverage	Term
VSC-10000517			05/21/2024	TEST REBECCA	REBECCA TEST	3N14B8B4X1238549	Platinum - New	48/75,000
VSC-10000498			05/20/2024	AZ 075L	TEST	1H4D2V1F33N4201574	Platinum - New	48/75,000
VSC-10000497			05/20/2024	AK TOYOTA	TEST	1H4D2V1F33N4204074	Platinum - New	48/75,000
VSC-10000496			05/20/2024	AS NONE	TEST	1H4D2V1F33N4202709	Platinum - New	48/75,000
VSC-10000403			02/14/2024	CHRIS	DECKER	3N14B8B4X1238549	Platinum - New	48/75,000
VSC-10000221			05/06/2024	ALISA	ROSE	1H4D2V1F33N4204074	Platinum - New	48/75,000
KD001046			03/07/2024	JOSIE	VILLALBA	3N14B8B4X1238549	Platinum - New	48/75,000

5. Select which Contracts to pay by placing a check mark in the Select funded checkbox next to the appropriate Contract.

Contract #	Deal #	Stock #	Sale Date
VSC-10000517			05/21/2024
VSC-10000498			05/20/2024
VSC-10000497			05/20/2024
VSC-10000496			05/20/2024
VSC-10000403			02/14/2024
VSC-10000221			05/06/2024
KD001046			03/07/2024



Contracts will be voided after 120 Days of non-payment. Please ensure all remittances are submitted timely.

6. As you select the Contracts, the corresponding values and count will populate at the bottom of the register.

Summary bar showing: CONTRACTS 2 | \$1,285.00, CLAIMS 0 | \$0.00, OTHER 0 | \$0.00, TOTAL 2 | \$1,285.00. A 'PAY' button is visible on the right.



The full remittance amount of the contract will add as selected; you cannot adjust payment amount in the process register.

7. When all contracts have been selected for Remittance, select PAY to proceed with the remittance process.

Contracts list with columns: Select All/Deselect All, Select Funded, Contract #, Deal #, Stock #, Sale Date, First Name, Last Name, VIN, Coverage, Term. Summary bar at the bottom right shows: CONTRACTS 2 | \$1,285.00, CLAIMS 0 | \$0.00, OTHER 0 | \$0.00, TOTAL 2 | \$1,285.00. The 'PAY' button is highlighted with a red box.

8. The Payment screen will open, allowing you to select the payment type and enter the required information.

**Recipient:** The payment recipient's monies and contracts are being remitted.

**Transactions:** Breakdown of transaction type by \$ and count of each with a summary.

Payment screen with a table for Recipient and Transactions. The recipient is 'WS Aftermarket Services Corporation'. The transactions summary shows: CONTRACTS 2 | \$1,285.00, CLAIMS 0 | \$0.00, OTHER 0 | \$0.00, SUMMARY 2 | \$1,285.00. Payment Method Information shows 'ACH' with a 'CHANGE' button. 'PREVIEW' and 'PAY ALL' buttons are at the top right, and a 'CLOSE' button is at the bottom right.

9. Under the Payment Method information, 'Click' on change to add a new payment method.

The dialog box is titled "Payment Method Information". It shows "ACH" with a bank icon. To the right of the icon is a blue circular button with a white arrow pointing down. Further right is a blue rectangular button with the word "CHANGE" in white, which is highlighted with a red border.

10. Select the method of payment to apply to this remittance. **The below example is for ACH.** Skip to step 14 to view the Check instructions.

You can select Set as Default Payment Method for future remittances.

You can select Save the ACH details for future use.

The "Payment" screen shows "WS Aftermarket Services Corporation" at the top. Below it, a summary bar displays "CONTRACTS 1 | \$548.00", "CLAIMS 0 | \$0.00", "OTHER 0 | \$0.00", and "REMITTANCE 1 | \$548.00". The "Select a Payment Method" dropdown is set to "ACH (Default)". To its right, the checkbox "Set as Default Payment Method" is checked and highlighted with a red box. The dropdown menu is open, showing "ACH (Default)" and "Check", with "ACH (Default)" highlighted by a red box. Below the dropdown are fields for "Routing Number", "Bank Account Number", "Bank Name", "Bank City", "State", and "Name on Account". At the bottom left, the checkbox "Save the ACH details for future use" is highlighted with a red box. The "Payment Date" is 05/23/2024 and the "Amount" is \$548.00. At the bottom right are "PREV", "CLOSE", and "ACCEPT" buttons.

11. Reference number of the remittance you wish to apply for your records.

The form shows a "Reference Number" field, which is highlighted with a red box, and a "Memo" field below it.

12. Enter the Banking information including Routing Number, Bank Account Number, Bank Name, Bank City, State and Name on Account. All fields are required to proceed.

The form displays six required fields for banking information: "Routing Number", "Bank Account Number", "Bank Name", "Bank City", "State", and "Name on Account".

13. When all payment details are correct and you wish to proceed, select **ACCEPT**. Skip to step 18 to submit payment.

14. To process a Check payment, Select Check from the Payment Method drop-down.

15. Reference number of the remittance you wish to apply for your records.

16. Enter the Check Number and Check Date.

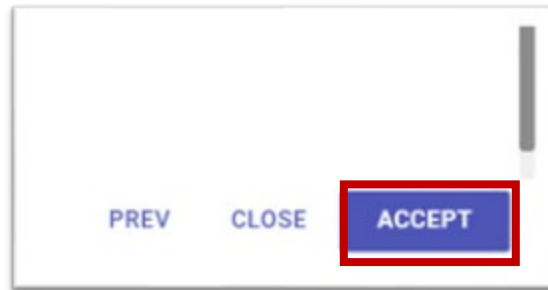
To mail a check, use the below address.



WS AFTERMARKET SERVICES CORPORATION, P.O. Box 735639, Dallas, TX 75373  
Overnight: JPMorgan Chase (TX1-0029), Attn: WS AFTERMARKET SERVICES CORPORATION 735639, 14800 Frye Road, 2nd Floor, Ft Worth, TX 76155



17. When all payment details are correct and you wish to proceed, select **ACCEPT**.



18. You will be returned to the payment screen. The payment type will display in the Action and Status of Payment area.

Payment

PREVIEW

PAY ALL

#	Recipient	Transactions	Payment Method Information
1	WS Aftermarket Services Corporation	<div> <div> CONTRACTS 2   \$1,285.00 </div> <div> CLAIMS 0   \$0.00 </div> <div> OTHER 0   \$0.00 </div> <div> SUMMARY 2   \$1,285.00 </div> </div>	<div> <div>CHECK</div> <div></div> <div>123456</div> </div> <div> <div></div> <div>CHANGE</div> </div>

CLOSE

19. You can click the Preview button to verify the payment and open the **Sales Register Report**.

### RPT200 - Sale Register Processed Report

2024-Nov-29 11:05 AM

#### RPT200 - Sales Register Preview

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**Payer:** Arizona Test - 123456AZ

**Payee:** WS Aftermarket Services Corporation  
REMITTANCE ADDRESS, P.O. BOX 735439, DALLAS, TX 75373

REGISTER	BANK	CHECK
Register #	PREVIEW Bank Name	Check Date
Register Date	5/23/2024 Routing Number	Check Number
	Account Number	Check Amount Due <span style="float: right;">\$1,285.00</span>

	Contract #	Stock #	Sale Date	Customer/ Product Name	Coverage Term Months/ Miles	VIN Number	Vehicle	Retail	Amount Due	Subscribed	NET Cost	Dealer Cost
1	VSC-10000497		5/20/2024	Air-tyota TEST Platinum - New	48/75000	1M9BCVLF33NA024074	2022 HONDA Accord Sport	\$1,787.00	\$787.00	\$0.00	\$787.00	\$787.00
2	VSC-10000517		5/21/2024	Ten Rebecca Rebecca Test Platinum - New	48/75000	3N1A888V9V250649	2020 NISSAN Sentra S	\$1,548.00	\$548.00	\$0.00	\$548.00	\$548.00
<b>Contracts Count:</b>			<b>2</b>									
								<b>\$1,285.00</b>	<b>\$0.00</b>	<b>\$1,285.00</b>	<b>\$1,285.00</b>	

20. After the payments are verified, you can go back to the Payment screen and **select Pay All**.

**Payment**

[PREVIEW](#)
[\*\*PAY ALL\*\*](#)

#	Recipient	Transactions	Payment Method Information
1	WS Aftermarket Services Corporation	<div style="display: flex; align-items: center;"> <div> <p><b>CONTRACTS</b> 2   \$1,285.00</p> <p><b>CLAIMS</b> 0   \$0.00</p> <p><b>OTHER</b> 0   \$0.00</p> <p><b>SUMMARY</b> 2   \$1,285.00</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>CHECK</b></p> <div style="display: flex; align-items: center;"> <div> <p>123456</p> <p><a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">CHANGE</a></p> </div> </div> </div>



**Warning:** If you do not select the Pay All button and fully process the register, this will cause a delay in processing your check.

21. The process Register will complete the process and payment of the remittance and **RPT200 – Sale Register Processed Report** will display.

This report will provide remitted contract information and have a **Register Number** assigned for reference.

**RPT200 - Sale Register Processed Report**

2024-May-23 11:09 AM

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**RPT200 - Sale Register Processed Report**

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ayer: Arizona Test - 123456AZ

ayer: WS Aftermarket Services Corporation  
REMITTANCE ADDRESS, P.O. BOX 735628  
DALLAS, TX 75373

**REGISTER**

Register # R20040523-11396200

Register Date 5/23/2024

**CHECK**

Check Name

Check Date 5/24/2024

Check Number 123456

Check Amount Due \$1,285.00

Contract #	Stock #	Sale Date	Customer/ Product Name	Coverage Term Month(s)/ Miles	VIN Number	Vehicle	Retail	Amount Due	Submitted	NET Cost	Dealer Cost
VSC-10000497		5/20/2024	AK-HONDA TEST Platinum - New	48/75000	1H9CV1F33NA024014	2022 HONDA Accord Sport	\$1,737.00	\$0.00	\$737.00	\$737.00	\$737.00
VSC-10000517		5/21/2024	TEST REBECCA REBECCA TEST Platinum - New	48/75000	3N1A889V2JF258649	2020 NISSAN Sentra S	\$1,548.00	\$0.00	\$548.00	\$548.00	\$548.00
<b>Contracts Count:</b>		<b>2</b>						<b>\$0.00</b>	<b>\$1,285.00</b>	<b>\$1,285.00</b>	<b>\$1,285.00</b>



Print the RPT200 Sales Register report and mail it along with your check. Once checks are received and processed, the contracts will go active in PCRS+.