NavuNav (Android) Processing COD Payments

Last Modified on 08/12/2024 4:41 pm EDT

Cash on Delivery (COD) is available to the NavuNav Android application to allow drivers to take payment in the form of cash, check or card.

3:40 Wed, Aug 7 🔺 🖪 🖬 •						\$	হ ় 3	0%
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Wild Mountain (49121001) 37200 Wild Mountain Rd Taylors Falls, MN 55084	EP	A#			Davie		L 1 826	Wed A 105 4.6mi 57015
1x per week	Avg (Qty 0.0			- Payn	nent	<u>Requ</u>	
2 - FE Delivery - FEOZR - 2 Taid FE								
Driving Directions								>
Completion Note								>

Setup Requirements

In order for NavuNav to accept COD payments, the Term for the account must be set to 'COD.'

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	9		VIS	COD				CLASS	IT WOR	Alleria Somers		
	- M	IND		Empil with Link				CLASS		INVFEE		
		INV	JICE DELIVERT	Email With Link				BILL GRO	DUP	QA Billing Cycle		
								ADVANO	E - MONTHLY	Billed Thru Date Jul	31, 2024	
	ā		CURRENT		-						6	
	Q		0.00	EDIT ACCOUN								· •
LUCLU I	CUTC			Account	Settings							
HIGHLI	GHTS			Billing								
_				BILL GROUP		QA Billing Cycle		-		BILL BY SITE	AUTO STATUS UPDATE	
- A			Notes	Advance - M	onthly Billed Th	ru Date Jul 31, 2024	Next Invoice Date	Jul 01, 2024 BATCH	25880 (in prog		APPLY FINANCE CHARGES	
	QTY	SERVICE O	ODE	INVOICE BY I	MAIL	Email With Link		-		EXCLUDE FROM PA	YMENT PROCESSING FEE	
H	1	15 Yard C	Open Top Servic	TERM		COD		-		EXCLUDE FROM	PAST DUE NOTIFICATION	
	2	2 Yard Re	ecycle Service	CREDIT LIMIT		500		÷		HIDE WO	RK ORDER FORMAT RATE	
<u>^</u> c	CALENDA	R 🧮	< August, 2	PAPER BILL F	EE	<u>\$ 10.00</u>				INBO	UND ORDER AUTO PRINT	
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Capture Payment - Cash or Check

To capture a cash or check payment, follow these steps:

- 1. Select the **COD-Payment Required link** displayed in NavuNav for the site. This will open the transaction processing popup.
- 2. Choose the **payment method** by selecting the appropriate radio button.
- 3. Enter the payment amount.
- 4. (Optional) If paying by check, enter the check number in the Reference # field.
- 5. Click 'Make Payment' when finished.

Once the payment is processed, 'COD-Paid' will display for the site in NavuNav.



Capture Payment - Credit Card / eCheck

When the Credit Card/eCheck option is selected, contact fields will display to send a payment link to the customer via text or email. If a payment is requested from the NavuNav Android App through either email or text, the screen will remain open after clicking the 'Make Payment' button. A link will be sent to the customer, who must then process the payment using that link. To see the processed payment, the payment screen needs to be manually refreshed by swiping down.



Credit Card / eCheck SMS Example



••Seheduled Date		
Wednesday Aug 7, 20)24	
CHARGE CODE	GROSS QTY	AMOUNT
Adjustment-Commer	1	\$ 65.00
••• Estimated Surcha	\$ 0.00	
Estimated	\$ 0.00	
Payment Due To	oday	\$ 65.00
Туре		•
Name On Card		
Confirmation Email		
Proc		

Payment Reflected in Service Record

Once a payment has been received it will be reflected in the Payments tab of Edit Service Record.

EDIT SERVICE RECORD								7 😣
Wild Mountain 37200 Wild Mountain Rd Taylors Falls, MN 55084 COD - Payment Required		WORK ORDER 8266348 ORDER NOTES	QTY 1	SERVICE	CODE Top Service	EQUIPMENT 15YD	WORK TYPE RO_DUMPRET	ORDER TYPE On Call
CREATED BY								
Aliena Somers on 8/6/24 12:58 pm ORDER REASON		PO NUMBER		EXTERNAL ID				
Billable pickup	~	SCHEDULED DATE		ROUTE		SEQUE	NCE DESTINATION / ORIGIN	
		08/06/24 Tuesday		LA 300		- 🛞 0	\$	- 🛛
		WORK STATUS		EXCEPTION REASO		N	POSTING STATUS	
		Scheduled		v			👻 🛛 Pending	*
Charges \$ 65.00 Charges \$ 65.0	D	isposal / Ship	Payment	s \$ 65.00	Completion	Attachments	Labels Photos	
DESCRIPTION	BATCH #	BATCH DATE	ST	TATUS	REFERENCE		AMOUNT NOTE	
Check	11392	08/06/2024	0	pen	1234		\$ 65.00	•
Select Print Format 🔻 🖨				SA	VE (F2)			