

# Application Management System Training

## Terms in the AMS Payment module

As part of the Commission’s new online Application Management System (AMS), online fee payment of amendments will be available via Electronic Fund Transfer (EFT). This guide outlines terminology associated with the new system.

| Term                             | Definition  |
|----------------------------------|---|
| <b>Authorization Code</b>        | The code that is assigned when an EFT Account is created. The Authorization Code is given to the ePay Payer to complete payment. Each Authorization Code is associated with a maximum payment amount for the company. The authorization code can be any mix of letters, numbers, and special characters. There is a maximum of three Authorization Codes allowed per company. |
| <b>EFT</b>                       | Electronic Funds Transfer. This is the method of payment within the payment system. The EFT information is taken from the Pre-Authorized Debit (PAD) Account form submitted by the company.   |
| <b>Invoice</b>                   | The invoice lists out the details of the payment, including the items being purchased and the quantities of each item.  |
| <b>Invoice Number</b>            | The BC Oil and Gas Commission number associated with the invoice.   |
| <b>NSF</b>                       | Non-Sufficient Funds is an error that will cause a submitted payment to fail. Occurs when the chosen Pre-Authorized Debit (PAD) Account does not have enough money to complete the transaction.   |
| <b>PAD Account</b>               | Pre-Authorized Debit Account. A bank account that has been previously approved and designated for Electronic Funds Transfers to be submitted.   |
| <b>Pending Payments List</b>     | The list of invoices that have a status of Pending or Failed. This is the list of invoices that is displayed to users with an ePay Financial Admin, ePay Payer, and Applications role.  |
| <b>Purchase Order Number</b>     | Additional information that may be important for the applicant for their own records (not generated in AMS).  |
| <b>ePay Financial Admin role</b> | This is the role that has overall control of the company’s AMS Payment account. There can only be one ePay Financial Admin role per company.  |
| <b>ePay Payer role</b>           | The only role that can submit payments in AMS Payment.  |
| <b>Applications role</b>         | An existing role in KERMIT that will be able to submit applications in AMS and view payments but not make them.   |
| <b>Transaction Number</b>        | A number associated with the submission of a payment.   |

