

Corporate Services

Quick Reference Guide - Payment Center

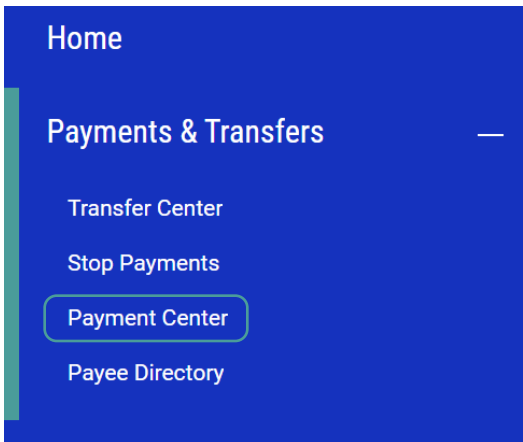
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The Payment Center workspace is home to all your payment initiation needs and transaction records. You can initiate, view and manage freeform (one time use) and template payments in a consolidated fashion.

These payment types include Automated Clearing House (ACH) transactions, and wire transfers.



Widgets available on the Payment Center workspace include:

- Payments
- Payment Templates
- ACH Pass-Thru

All are permission based. This guide touches upon the relationship between the widgets and the Payment Center workspace, as well as the relationship between the widgets.

THE PAYMENTS WIDGET

It provides both processed and pending payments across all ACH and wire transfer, as well as the ability to initiate (new) payment.

These processed and pending payments include those initiated on the fly as freeform payments and those initiated from using a payment template.

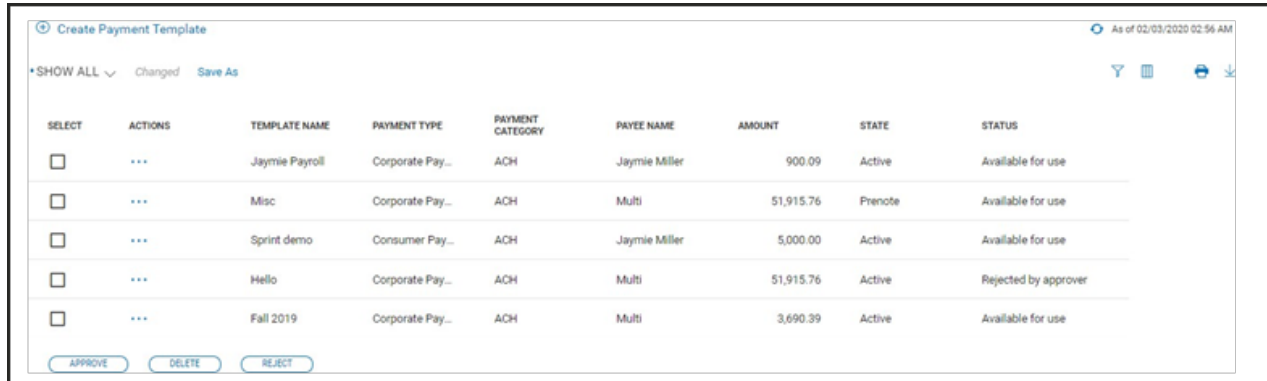
ALL PAYMENTS ▾ 🔄 As of 06/17/2024 11:47 AM 🔍 📄 📖 📄 📄

<input type="checkbox"/>	ALL	ACTIONS	STATUS	PAYEE NAME	FROM ACCOUNT NAME	FROM ACCOUNT	AMOUNT
<input type="checkbox"/>		⋮	Processed		OPERATING ACCOUNT		10,833.33
<input type="checkbox"/>		⋮	Processed		OPERATING ACCOUNT		10,833.33
<input type="checkbox"/>		⋮	Processed		OPERATING ACCOUNT		10,833.33

THE PAYMENT TEMPLATES WIDGET

It provides a consolidated list of ACH and wire payment template records for repeated use, as well as the ability to create (new) payment template.

Transactions initiated using Payment Templates are reported in the Payments widget, templates themselves remain in the Payment Templates widget.

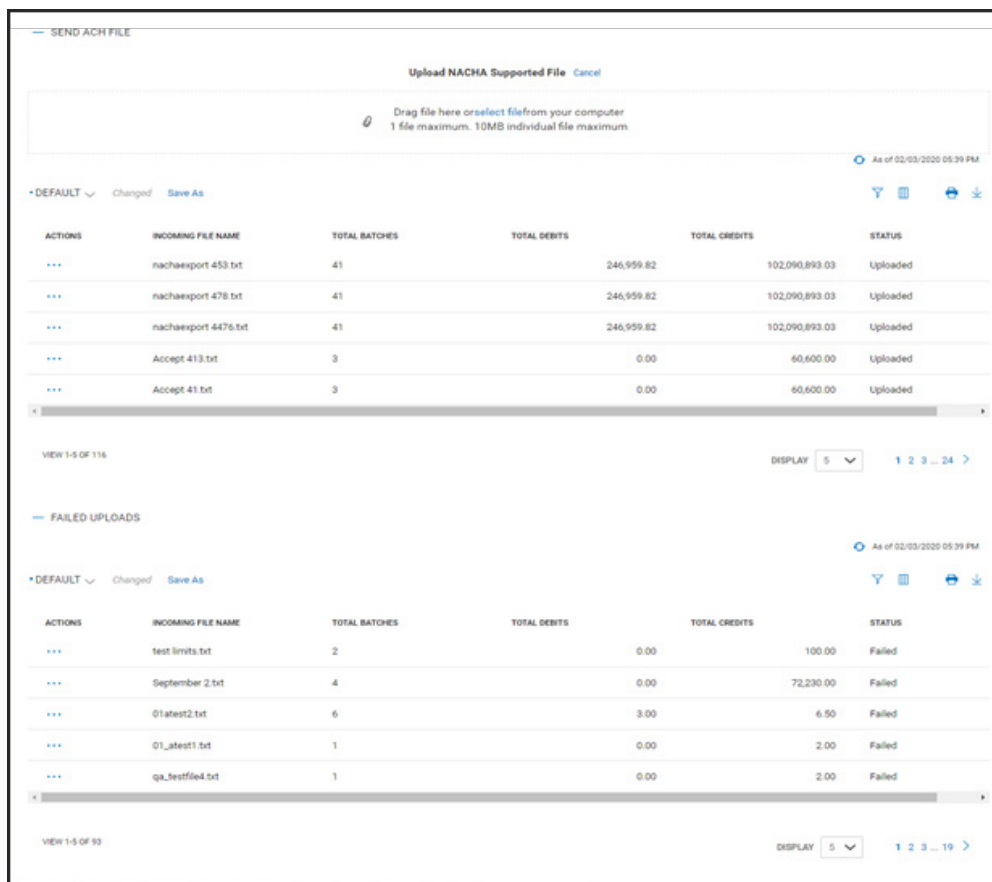


The screenshot shows the 'Create Payment Template' interface. At the top, it says 'As of 02/03/2020 02:56 AM'. Below that, there are options for 'SHOW ALL', 'Changed', and 'Save As'. The main part of the interface is a table with the following columns: SELECT, ACTIONS, TEMPLATE NAME, PAYMENT TYPE, PAYMENT CATEGORY, PAYEE NAME, AMOUNT, STATE, and STATUS. There are five rows of data. At the bottom, there are buttons for 'APPROVE', 'DELETE', and 'REJECT'.

SELECT	ACTIONS	TEMPLATE NAME	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME	AMOUNT	STATE	STATUS
<input type="checkbox"/>	...	Jaymie Payroll	Corporate Pay...	ACH	Jaymie Miller	900.09	Active	Available for use
<input type="checkbox"/>	...	Misc	Corporate Pay...	ACH	Multi	51,915.76	Prenote	Available for use
<input type="checkbox"/>	...	Sprint demo	Consumer Pay...	ACH	Jaymie Miller	5,000.00	Active	Available for use
<input type="checkbox"/>	...	Hello	Corporate Pay...	ACH	Multi	51,915.76	Active	Rejected by approver
<input type="checkbox"/>	...	Fall 2019	Corporate Pay...	ACH	Multi	3,690.39	Active	Available for use

THE ACH PASS-THRU WIDGET

It provides the capability for users to send via upload, a National Automated Clearing House Association (NACHA) format compliant file to be “passed through” for processing at the financial institution.



The screenshot shows the 'SEND ACH FILE' interface. At the top, it says 'Upload NACHA Supported File'. Below that, there is a drag-and-drop area with the text 'Drag file here or select file from your computer' and '1 file maximum, 10MB individual file maximum'. The main part of the interface is a table with the following columns: ACTIONS, INCOMING FILE NAME, TOTAL BATCHES, TOTAL DEBITS, TOTAL CREDITS, and STATUS. There are five rows of data. Below the table, there are options for 'VIEW 1-5 OF 116' and 'DISPLAY 5'. At the bottom, there is a section for 'FAILED UPLOADS' with a similar table structure. The table has five rows of data.

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	nachaexport 453.txt	41	246,959.82	102,090,893.03	Uploaded
...	nachaexport 476.txt	41	246,959.82	102,090,893.03	Uploaded
...	nachaexport 4476.txt	41	246,959.82	102,090,893.03	Uploaded
...	Accept 413.txt	3	0.00	60,600.00	Uploaded
...	Accept 41.txt	3	0.00	60,600.00	Uploaded

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	test limits.txt	2	0.00	100.00	Failed
...	September 2.txt	4	0.00	72,230.00	Failed
...	01atest2.txt	6	3.00	6.50	Failed
...	01_test1.txt	1	0.00	2.00	Failed
...	qa_testfile4.txt	1	0.00	2.00	Failed