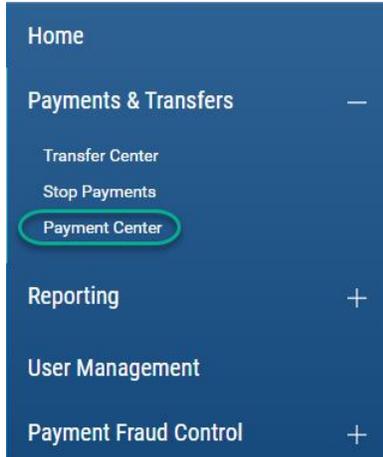


Quick Reference Guide – Payment Center

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, domestic and international wire transfers, tax payments, loan payments and draws.



Widgets maybe available on the Payment Center workspace include –

- Payments
- Simplified Payments
- 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.

Payments widget –

This widget is organized by multiple functional tabs based on your permissions:

- Payments
- Payment Templates
- Payment Maps
- NACHA Import
- Wire Import

Quick Reference Guide – Payment Center

PAYMENTS

The Payments tab provides a consolidated list of both processed and pending payments across all ACH, wire transfer, tax and loan transactions, as well as the ability to initiate (new) payment and import ACH and wire transfer instructions from a third-party source to create payments.

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

The screenshot displays the Payment Center interface. At the top, there are navigation tabs: **PAYMENTS** (underlined), **PAYMENT TEMPLATES**, **PAYMENT MAPS**, **NACHA IMPORT**, and **WIRE IMPORT**. Below the tabs is an **Initiate** button with a dropdown arrow. Underneath, there is a filter section with **• ALL PAYMENTS** (dropdown), **Changed**, and **Save As**. To the right, there is a refresh icon, the text **As of 08/15/2021 12:26 PM**, and icons for filter, list view, print, download, and lock. The main area contains a table with the following columns: **ALL** (checkbox), **ACTIONS**, **PAYMENT TYPE**, **STATUS**, **FROM ACCOUNT NAME**, and **PAYEE NAME**. The table lists three payments:

<input type="checkbox"/> ALL	ACTIONS	PAYMENT TYPE	STATUS	FROM ACCOUNT NAME	PAYEE NAME
<input type="checkbox"/>	...	Domestic Wire	Approved	Test Account 2	Kingfisher2
<input type="checkbox"/>	...	International Wire	Approved	Test Account 2	Kingfisher4
<input type="checkbox"/>	...	Domestic Wire	Approved	Test Account 2	Kingfisher

Quick Reference Guide – Payment Center

PAYMENT TEMPLATES

The Payment Templates tab provides a consolidated list of ACH and wire payment template records for repeated use, as well as the ability to create (new) payment template and import ACH payment instructions from a third-party source to either generate ACH payments, create new or update existing ACH payment template.

Transactions initiated using payment templates are reported in the Payments list view, templates themselves remain in the Payment Templates list view.

The screenshot shows the 'PAYMENT TEMPLATES' tab selected in a navigation bar. Below the navigation bar is a 'Create Template' button. Underneath is a filter dropdown set to 'ALL TEMPLATES' and a 'Save As' button. To the right of the filter are icons for refresh, filter, list view, print, download, and lock. The main content is a table with the following data:

<input type="checkbox"/> ALL	ACTIONS	TEMPLATE NAME	STATUS	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME	AMOU
<input type="checkbox"/>	...	srff	Available for u...	Consumer Pay...	ACH	Multi	0.
<input type="checkbox"/>	...	Andrea2	Requires other'...	Corporate Pay...	ACH	Andrea	0.
<input type="checkbox"/>	...	Payroll for May	Available for u...	Consumer Pay...	ACH	Multi	1,450.

Quick Reference Guide – Payment Center

PAYMENT MAPS

The Payment Maps tab provides a consolidated list of ACH and wire payment import maps for repeated use, as well as the ability to create new or update existing import maps.

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: PAYMENTS, PAYMENT TEMPLATES, PAYMENT MAPS (which is underlined and highlighted), NACHA IMPORT, and WIRE IMPORT. Below the navigation bar, there is a link that says "Add Map" with a plus icon. On the right side of the interface, there is a refresh icon, the text "As of 01/07/2022 09:51 AM", and icons for filter, list view, print, and download. Below this is a table with the following data:

ACTIONS	MAP NAME	PAYMENT TYPE	MAP FORMAT	MAP TYPE	CREATED BY	LAST USED DATE
...	Payroll	Domestic Wire	Delimited	Add Only	Millerp	01/06/2022
...	International Map	International Wire	Delimited	Add Only	jaymie	12/02/2021
...	Commission Del	International Wire	Delimited	Add Only	Bank defined	10/08/2021

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NACHA IMPORT

NACHA Import provides the ability to import a National Automated Clearing House Association (NACHA) format compliant file to create new ACH payments and templates.

PAYMENTS PAYMENT TEMPLATES PAYMENT MAPS NACHA IMPORT WIRE IMPORT

Import NACHA File

CREATE NEW PAYMENTS CREATE NEW TEMPLATES

📎 Drag file here or [select file](#) from your computer.
1 file maximum. 50000 records per file maximum

🔄 As of 02/06/2021 10:25 AM 🔍 📄 🖨️ ⬇️

ACTIONS	FILE NAME	IMPORT DATE	STATUS	IMPORT TYPE	NAME	ACH SENDER
...	ACH.txt	12/21/2020 0...	OK	Payment	Bonus Pay	061000104 - R...

Quick Reference Guide – Payment Center

WIRE IMPORT

Wire import provides a list of recently imported wire files and an Import Wire link to initiate the wire file import process.

PAYMENTS PAYMENT TEMPLATES PAYMENT MAPS NACHA IMPORT WIRE IMPORT

Wire Import [⊕ Import Wire](#)

As of 01/31/2021 07:50 PM    

ACTIONS	FILE NAME	IMPORT DATE	MAP TYPE	RECORDS IN FILE	IMPORT T
...	Weekly payroll 5.txt	01/31/2021	Delimited	20	-

Quick Reference Guide – Payment Center

Simplified Payments widget –

It provides a consolidated list of both processed and pending payments across all Simplified Payments types – Regular, Collect, Expedited, International Wire, Tax, Employee and Loan Payments, as well as Loan Draw. The widget also provides the ability to initiate (new) Simplified Payments.

The screenshot shows the 'SIMPLIFIED PAYMENTS' widget interface. At the top left, there is an 'Initiate' button with a dropdown arrow. Below it, there are filters for 'SHOW ALL' (with a dropdown arrow), 'Changed', and 'Save As'. On the right side, there is a refresh icon, the text 'As of 09/19/2020 07:47 PM', and icons for filter, list view, print, and download. The main area contains a table with the following columns: ALL (checkbox), ACTIONS (three dots), STATUS, PAYMENT TYPE, PAYEE NAME, TRANSACTION DATE, DEBITS, and CREDITS. The table lists five transactions. At the bottom of the table, there are three buttons: 'DELETE', 'APPROVE', and 'REJECT'.

<input type="checkbox"/> ALL	ACTIONS	STATUS	PAYMENT TYPE	PAYEE NAME	TRANSACTION DATE	DEBITS	CREDITS
<input type="checkbox"/>	...	Processed	Employee	MULTI	09/16/2020	3.00	
<input type="checkbox"/>	...	Processed	Regular	Susan	04/10/2020	0.87	
<input type="checkbox"/>	...	Processed	Regular	Susan - 1	04/09/2020	0.87	
<input type="checkbox"/>	...	Stale dated	Regular	Susan - 18654	04/16/2020	0.87	
<input type="checkbox"/>	...	Processed	Collection	Tom	04/10/2020		67.00

Quick Reference Guide – Payment Center

ACH Pass-Thru widget –

It provides the capability for you 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 displays the ACH Pass-Thru widget interface, which is divided into two main sections: 'ACH PASS-THRU' and 'FAILED UPLOADS'. Each section contains a table with columns for 'ACTIONS', 'INCOMING FILE NAME', 'TOTAL BATCHES', 'TOTAL DEBITS', 'TOTAL CREDITS', and 'STATUS'. The 'ACH PASS-THRU' section shows five rows of data, with the first row having a status of 'Requires my approval' and the others being 'Processed' or 'Uploaded'. The 'FAILED UPLOADS' section shows five rows of data, all with a status of 'Failed'. Both sections include a 'SEND ACH FILE' button, a 'DEFAULT' dropdown, and a 'Save As' button. The interface also features a 'VIEW 1-5 OF 165' indicator and a 'DISPLAY 5' dropdown menu.

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	raclic_a19300034.txt	1	0.00	0.55	Requires my approval
...	raclic_a19300044.txt	1	0.00	0.55	Processed
...	raclic_a19300029.txt	1	0.00	0.55	Processed
...	raclic_a19300006	1	1.21	0.00	Uploaded
...	PT Test.txt	4	0.00	76,056.09	Uploaded

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
...	raclic_a19300019.txt	1	0.00	0.55	Failed
...	raclic_a19300009.txt	1	0.00	0.55	Failed
...	raclic_a19300007.txt	1	0.00	0.55	Failed
...	raclic_a19300005.txt	1	0.00	0.55	Failed
...	raclic_a19300004.txt	1	0.00	0.55	Failed