

## business gateway<sup>®</sup> solutions

# payment center user guide



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#### USER SERVICE PERMISSIONS

Payment Center permissions and limits must be assigned to users before they will have access to initiate Payment transactions.

To assign users with permissions and limits:

**Step 1:** Select the **Administration** menu and choose **User Administration**.

**Step 2:** Click **Services** next to the user profile and assign the user with the necessary Payment services. Click **Submit** to save your changes.

**ACH Reversal:** Grants permission to cancel a previously submitted ACH transaction. *NOTE:* This does not happen directly – a system-generated email request is sent to Johnson Bank.

**Wire Entry:** Allows users to initiate domestic Wire Transfers.

**Wire Report:** Displays summary and detail information for Wire Transfers.

**Payee Approval:** Allows user to approve Payees that have been added, edited and deleted.

**Payee Setup:** Allows users to add, edit or delete payees and payee groups.

**Payment Activity Report:** Displays summary and detail information for Payments. Also allows user to delete ACH Payments after activated or approved.

**Payment Administration:** Allows user to set the number of days that will display in the Date Range From and To Fields in Payment reports.

**Payment Approval:** Allows user to approve pending ACH, Tax and Wire Payments.

**ACH Payments Report:** Displays summary and detail information for ACH Payments. Also allows user to delete an ACH Payment after activated or approved.

**ACH Payments:** Allows users to initiate ACH Payments.

**ACH Tax Payments:** Allows users to initiate ACH Tax Payments.

**Tax Report:** Displays summary and detail information for ACH Tax Payments. Also allows user to delete an ACH Tax Payment after activated or approved.

**Step 3:** If assigning the user with Wire Entry access, click the **Permissions** tab, then select the applicable Wire Entry accounts. Click **Submit** to save your changes.

**Step 4:** If assigning the user with ACH or Tax Payment access, click the **ACH Permissions** tab, then select the applicable ACH Company ID and Transaction Types. Click **Submit** to save your changes.

**Step 5:** Click the **Limits** tab. Expand the Small Business ACH Limits and Wire Limits boxes as applicable to set the maximum monetary limits for the user.

- Entry/Txn: limits the amount a user can submit in a single Payment transaction.
- Entry/Day: limits the amount a user can submit in total for all Payment transactions per day.
- **Approval/Txn:** limits the user approval amount allowed per Payment transaction.
- **Approval/Day:** limits the user approval amount allowed in total for all Payment transactions per day.

#### **PAYEE SETUP**

The Payee Setup is used to add and maintain payee information for ACH, Wire, and Tax Payment types. Payee information includes the necessary information to direct a payment request, such as bank's transit routing number (ABA) and an account number.

#### **Payee Groups**

The Payee Groups service is used to add, edit or delete groups of payees for the ACH, Wire and Tax Payment types. A group can be defined for each service type, but payees may only belong to one group. Payee Groups can also be filtered during the payment activation or reporting process to only display specific lists of available payees.

#### Add Payee Groups

Step 1: Select the Payments menu and choose Payee Setup.

#### Step 2: Click Payee Groups

**Step 3:** Click the **service** (Payments, Tax or Wire), enter a **name** for the group, and click the **+** to save.

**Note:** To modify a group name, select the pencil icon. To delete a group, select the X icon.

Payee Gro	ups	Close X
Payments	Tax Wre	
Add Group	+	
Demo 1 Grou	2	/ ×



#### Add a Payee

Step 1: Select the Payments menu and choose Payee Setup.

Step 2: Click Add Payee.



**Step 3:** From the **Add Payee Form** page, input the payee name and choose the **payment type** under the Payment Type Selections option. **Note:** *Once the payment type is chosen more fields will populate for payee information. All three payment types may be chosen at one time or input individually.* 

		* Payee Name:	Demo Vendor
Provide State			
Pavees c	an he		
T ayees to		Location:	
grouped	together for	Telephone:	
0.0000000		* Payee's ID Number:	123
convenie	nce. Existing	Department/Group:	Demo 1 Group
groupe a	nnaar in tha	* Payee's Account Number:	23456789
groups a	ppear in the	e's Bank ABA/Routing Number:	075911852
dropdow	n using the	· Account Type:	Checking OSavings
a. op a o i.		Department/Group:	No Group w
payee gr	oups service.	* Provent Account Number:	123457892
		wee's Bank ABA/Routing Number:	075911852
		* Tax Input Form:	Federal - Federal- Form 941
		Group:	No Group
		* Account Name:	Vendor ABC Co
		* Account Number:	1548713541
		* Address 1:	555 Main St
		* Address 2:	Suite 370
		* Address 3:	Racine
		* Currency	USD - US Dollar 💌
		* Receiving Bank:	075911852 Search
		Additional Info 1:	Invoice 4512 ×
		Additional Info 2:	
		Additional Info 3:	
		Additional Info 4:	

#### Step 4: Input required fields.

**Step 5:** Click **Add.** A confirmation will be displayed that the payee has been successfully added. **Note:** *If Payee Approval is required for your company, you will receive a confirmation that they payee has been successfully updated and is pending approval.* 

#### PAYEE APPROVAL

The Payee Approval service provides companies with the option to enable dual control for the addition, edit or deletion of payees. Please contact your Treasury Management Relationship Manager for more information.

Step 1: Select the Payments menu and choose Payee Approval.

**Step 2:** Check the Payees you want to approve, and choose **approve**.

**Step 3:** Review the payee information and choose approve to save the changes. You will receive a confirmation that the payee has been successfully approved.

•			
	Туре	Payee Name	Payee Status
	P.T.W	Denne Vandur	Pending Approval

#### VIEW/EDIT/DELETE PAYEE

Step 1: Select Payments menu and choose Payee Setup.

**Step 2:** Select the **Payee Name** to view payee information, the edit icon to revise the necessary fields or the delete icon to remove a payee.





#### PAYMENT ADMINISTRATION

The Payment Administration service allows users to set the number of days that will display in the Date Range From and To fields on the Payment Reversals, Wire Report, Payroll Report, Tax Report, and Payment Activity Report.

**Step 1:** Select the **Payments** menu and choose **Payment Administration**.

**Step 2:** In the Maximum # Days History box, enter the number of days you would like displayed. Click **Save**. *Note: Clicking reset will remove the number you have input into the box.* 

Default Disp	play Settings	for Payments			
	*M	aximum # Days of H	istory 1		
ave Dec	test				
ave	301				

#### ACH PAYMENTS

The ACH Payments service allows users to activate ACH transactions and prepare them for bank processing. ACH Payments can be entered by selecting payees added using the Payee Setup service or new payees can be added as needed.

Step 1: Select the Payments menu and choose ACH Payments.

Step 2: Enter your one time passcode

**Step 3:** Choose the payees that should be included in this payment from the "Filter By" Box Groups (if one is established) or a single payee can be chosen. *Note:* The system defaults to All Payees, or All Groups and Payees if groups are established.

**Step 4:** Enter the date for the ACH payment. *Note:* The date will default to the next business day. It is recommended that all ACH payments are sent two days prior to the effective date.

Step 5: Enter the payment amount.

**Step 6:** Set **Default Company ID** for each Payee. If the Company ID varies with each payee, set the Company ID for each individual Payee. **Step 7:** Set the **Default Entry Type** for each Payee. If the Entry Type varies with each payee, set the Entry Type for each individual Payee.

#### Step 8: Click Make Payments.

**Step 9:** Review the payments, click **Submit.** A confirmation that the payments have been submitted will populate. *Note: If no approval is required, this confirmation means that payments have been submitted to the bank for processing. If approval is required, this confirmation means that payments have been submitted for approval. For approval instructions please see Payment Approval on page 7.* 





#### TAX PAYMENTS

Tax Payments allows users to submit federal and state tax payments to the appropriate government agencies. Tax Payments can be entered by selecting payees added using the Payee Setup service or new payees can be added as needed.

# **Step 1:** Select the **Payments** menu and choose **ACH Tax Payments**.

**Step 2:** Choose the payees that should be included in this payment from the "Filter By" Box Groups (if one is established) or a single payee can be chosen. *Note:* The system defaults to All Payees, or All Groups and Payees if groups are established.

**Step 3:** Enter the date for the tax payment. **Note:** The date will default to the next business day. It is recommended that all tax payments are sent two days prior to the effective date.

**Step 4:** Enter the payment amount. Upon clicking on the amount box, the addenda form associated with the tax payment type that is being made will be populated. Input the information needed to be sent to the government agency so the payment can be applied correctly. Click **Save.** *Note: If any information is formatted incorrectly the system will provide an error message with the correct format so the information can be corrected.* 

Taxpayer ID (9/9)	111445588
	Choose Your Tax Type
Тах Туре	94105 - Federal Tax Deposit
	Date format mm/yy
Tax Period End Date (4/7)	09/14
Tax Amount (1/11)	1.00
Social Security Amount (0/11)	.35
Medicare Amount (0/11)	.35
Withholding Amount (0/11)	.30
s	ave Reset Close Tax Help
	Convert to Freeform

**Step 5:** Choose the **Company ID**. *Note:* If multiple tax payments are being sent from the same company ID, then use the Set Payment Default dropdown option at the top of the page. Any tax payments that then have the Use Default option selected per payee will be sent from the company ID chosen from above. If a different Company ID should be used for the payment, the Company ID

should then be chosen from the Company ID dropdown box for that payee.

**Step 6:** Place a check mark in front of the payee and click **Make Payments.** 

**Step 7:** Review the payments, click **Submit.** A confirmation that the payment(s) have been submitted will populate. *Note: If no approval is required, this confirmation means that payments have been submitted to the bank for processing. If approval is required, this confirmation means that payments have been submitted for approval. For approval instructions, please see Payment Approval on page 7.* 

#### WIRE ENTRY

The Wire Entry service is used by to enter domestic wire payment requests. Users may enter a wire payment request by selecting payees who have already been added using the Payee Setup service or new payees can be set up as needed. Users also can enter a one-time wire payment request.

#### Wire entry from existing payee

# Step 1: Select the **Payments** menu and choose Wire Entry.

**Step 2:** Filter the payees that should be included in this payment from the "Filter By" Box Groups (if one is established) or a single payee can be chosen. *Note: The system defaults to All Payees, or All Groups and Payees if groups are established.* 

**Step 3:** Enter the date for the wire payment. *Note: The date will default to the current business day. Wire entries can be dated up to 30 days in advance.* 

Step 4: Enter the payment amount.

**Step 5:** Choose the Pay From Account. *Note:* If multiple wire payments are being sent from the same Pay From Account, then use the Set Payment Default dropdown option at the top of the page. Any wire payments that then have the Use Default option selected per payee will be sent from the account chosen from above. If a different account should be used for the payment, the account should then be chosen from the Pay From Account dropdown box for that payee.

#### Step 6: Click Make Payments.



**Step 7:** Review the payments, click Submit. A confirmation that the payment(s) have been submitted will populate. *Note:* This confirmation means that payments have been submitted for approval. For approval instructions please see the instructions for Payment Approval on page 7. Click Return to go back to the Wire Entry screen.



Submitted Payments		The page can	The page can be printed		
Customer Tax Trace Number	Payee Name	Tor company	records.	nount Pay From Acct	
Group: Wandor Pay f   Total Selected 2:00 (2)					
000009	Demo Vendor	1548713542 075011052	11/06/2014	1.80 123456789 (USD)	
200010	Demo Vendor 2	1234569709 875911852	11/06/2014	1.00 8712391269 (USD)	
Account Totals					
123456700				1.00	
8712391289				1.00	
Total Wee Payments 5350				2.00	

#### INITIATING ONE TIME PAYMENT

**Step 1:** Select the **Payments** menu and choose **Wire Entry**.

#### Step 2: Click Initiate One Time Wire

Finite by	Payees		0	Initiale One Time Wee	+ Add Payee
Groups     Payees	Payee Name Receiving Account	t Date	Amount Set Payment Delauits	Pay From Acct Choose Default Account	More let
Vendor Pay 1 No Group Assigned	Demu Vimdur 1548713542	11/06/2914	1.00	123456739	A
Submet Reset	Make Payments Root	11062014	1.00		1)
	Account Totals				
	123456789				1.00 (1)
					100 (1)

#### Step 3: Enter the payment information.

Step 4: Click Add

		ing bank information. The
Payment Information		search button must be used to populate this field. If the
* Payee Name:	Vendor Two	Receiving Bank information is
* Account Name:	ABC Company	net found than the wire must
* Account Number:	456123789	not found then the wire must
* Address 1:	555 Main S	be initiated by a local branch.
* Address 2:	Suite 370	
* Address 3:	Racine, WI	
* Currency	USD - US Dollar 🗸	]
* Receiving Bank:	075911852	JOHNSON BANK Search
Additional Info 1:	Invoice 4178	×
Additional Info 2:		
Additional Info 3:		
Additional Info 4:		

**Step 5:** Enter the date for the wire payment. *Note:* The date will default to the current business day. Wire entries can be dated up to 30 days in advance.

Step 6: Enter the payment amount.

**Step 7:** Choose the Pay From Account. *Note:* The Pay From Account Automatically defaults to the first account in the dropdown menu. If a different account should be used, select the appropriate account from the dropdown menu.

#### Step 8: Click Make Payments.

**Step 9:** Review the payments, click **Submit.** A confirmation that the payment(s) have been submitted will populate. *Note:* This confirmation means that payments have been submitted for approval. For approval instructions please see the instructions for Payment Approval on page 7. Click Return to go back to the Wire Entry screen.

Filter Dy	Payees				D Initiate One Time Wire	+ Add Payee
Croups Payees  Access and Payees  Category Ray 1 No Group Assigned  Submit Best	Payre Name Group: No Group Vinder Tare Maker Payre	Receiving Account o Assigned   Total Selected 456123700 Result	Date 0.00(0) 11062014	Amount	Pay From Acct	More In
	Account Totals					
	Total Mire Deserve					0.00 m



#### PAYMENT APPROVAL

J<u>OHNSON</u> BANK

Payment Approval displays payments (wire or ACH Payment) needing approval. The default view is all payments needing approval, but users can filter by groups or payees.

#### Approve a Payment

**Step 1:** Select the **Payments** menu and choose **Payment Approval**. *Note: Items that are pending approval can also be seen on the Dashboard Screen under Action Required.* 

Action	n Required A	
C	Watch here for transaction review or approval	

**Step 2:** Choose the **Edit** button to review payment details. If no changes need to be made, click **Cancel.** If changes need to be made, make the appropriate changes and click **Save.** *Note: If changes have been made then the payment will need to be approved by another user.* 

Filter Dy	Wire Payments Requiring	Approval			*On Hold = On H	old by Oth	er User :
Ceroupe	C Passa Banco	Acct #	Date +	Confit*	Pay From Acct	Dep	E COR
Payees	Dens Vendor	1546713542 - 075911052	1109/2014	1.00	173456789	101	4
- P	Vendor Tero	456123789 - 875911852	11062014	1.00	123456788	1	55
Demo Vendor Demo Vendor 2	Account Totals 123456790				Credit Required		
Submit -Rent	No Associated Account Total Wire Payments				3.00 (7)		

**Step 3:** Mark the box for the payment that needs approval after reviewing details and click **Approve.** 

itter Dy	Wire Payments Requiring A	leproval			*On Hold ** On	Huid by Oth	er Uber
Compt	Examp Bana >	Acct #	Quite.*	S.	ndit > Pay From Acct	Detai	1 2.61
Payees	Demo Vendor	1548713542 - 875911852	1106/2014		1.00.123456789	(it)	2
D	Demo Vendur 2	1234568789 - 075911052	1106/2014		1.00 8712591289	a).	33
Difference in the second second	Vendor Two	456123709 - 075911852	1106/2014		1.00 123456789	in.	2
Demo Vendor	Account Totals				Credit Required		
Denno Vendor 2	123466789				2.00 (2)		
	No Associated Account				1.00 (1)		
Submit Front	Sotal Wire Paymenta				2.00 (2)		
	Payments Requiring Appro	val			* On Hold ** On	HURE BY ORN	e Daer
	Paper Name - 1D #	Receising Acct	Date	Debit	Credit Company / Acct	Detai	t tex
	Demo Vendor 123	23456788 (CHH) - 075811852	11072014	0.01	4445556967	ji)	2
	Payment Approval Totals						
	Account		Debit Fire	itel.	Credit R	bring	
	No Associated Account		0.01	(1)		00; 00	
	125456789		0 00	(2)	21	10 (2)	
	8712331289		0.00	(8)	1	00 (1)	
			0.04	111	1	100	

**Step 4:** Review correct payment is displayed that you are approving and Click **Confirm Approval.** 

**Step 5:** A confirmation that the payment(s) have been submitted will populate. *Note:* For Tax Payments only the addenda information of the tax payment will show on this page.

Your payment(a) have been submitted		for company reco			
Aleman Videovec				(an	out This Page
Payse Name - ID #	Receiving Acct	Date	Debit	Credit Company / Acct	
Demo Vendor 123	25456788 (CHK) 075011852	11/07/2014	0.01	4445554687 -	

#### PLACE A PAYMENT ON HOLD

**Step 1:** Select the **Payments** menu and choose **Payment Approval**.

*Note:* Items that are pending approval can also be seen on the Dashboard Screen under Action Required.

Step 2: Choose Edit to review payment details.

**Step 3:** Mark the box for the payment that needs appoval after reviewing the details and click **Hold** 

Rer By	Wire Payments Requiring A	Approval			* On Hold ** On H	vid by Othe	r User
Groups	Cayna Name+	Acci	Data>	Credit*	Pay From Acct	Detail	Edil
ayees	Demo Vendor	1548713542 - 075911052	11/06/2014	1.00	123456709	(it)	20
0	E Demo Vendor 2	1234569789 - 075911852	11/06/2014	1.00	8712391209	(da	h
	Vendor Two	456123789 - 075911052	11/06/2014	1.00	123456789	d)	2
emo Vendor	Account Totals				<b>Credit Required</b>		
emo Vendor 2	123456789				2.00 (2)		
	No Associated Account				1.00 (1)		
Summer Dense	Total Wire Payments				3.00 (3)		

**Step 4:** Review correct payment is displayed that you are approving and Click **Confirm Hold.** 

**Step 5:** A confirmation that the payment(s) have been successfully placed on hold will populate. *Note:* For *Tax Payments only the addenda information of the tax payment will show on this page.* 

**Note:** On the Payment Approval main page, any payments placed on hold will have an asterisk next to the payee name. If the hold was placed by another user, there will be two asterisks next to the payee name. Any payments placed on hold must be released before the payment will be available for approval.





#### **RELEASE A PAYMENT ON HOLD**

**Step 1:** Select the **Payments** menu and choose **Payment Approval**. *Note:* Items that are pending approval can also be seen on the Dashboard Screen under Action Required.

**Step 2:** Choose the **Edit** button to review payment details of the item with the asterisk or double asterisk.

**Step 3:** Mark the box for the payment that needs approval after reviewing details and click **Release.** 

**Step 4:** Review correct payment is displayed that you are approving and Click Confirm **Release.** 

CONSTRUCTION DESITES				Califor Califo	de 19 ces	- USA
C CONTRACTOR	Acct #	Date +	Credit+	Pay From Acct	Detail	Edi
C * Dene Vendar	1545713542 - 675911052	15052814	1.00	123456709	(1)	21
Demo Venke 2	1234569789 - 075911052	11/95/2014	1.80	6712391205	(4)	30
Vendor Two	456123788 - 075911852	11/06/2014	1.00	123456789	dit.	31
Account Totals				Credit Required	-	
125456788				2.00 (7)		
No Associated Account				1.00 (1)		
Total Wire Payments				3.00 (7)		
	$\sim$					
	Conservation of the second sec	1         Act #           0         - Transienaux           12/2007/8         - Transienaux	Operation         Arct #         East- bill           Operations         BAT105C - 07911032         1980/294           Demonitories         1984/0195         1980/294           Operations         1984/0195         1980/294           Operations         641/2718- 270311032         1980/294           Operations         641/2718- 270311032         1980/294           Display         641/2718- 670311032         1980/294           Display         641/2718- 670311032         1980/294           Display         641/2718- 670311032         1980/294	Norminal &         Ref #         Bala &         Codd/s           Come volume         100 - 2019 102         100 - 2019 102         100 - 2019           Come volume         100 - 2019 102         100 - 2019         100 - 2019         100 - 2019           Come volume         46422108 - 070 10102         100 - 2019         100 - 2019         100 - 2019         100 - 2019           Come volume         46422108 - 070 1102         100 - 2019         100 - 2019         100 - 2019         100 - 2019           Come volume         46422108 - 070 1102         100 - 2019         100 - 2019         100 - 2019         100 - 2019	Commission         Acct #         Date #         Candid #         Ford #           Image: Volume         Total Volume         100 CONSTR         100 CONSTR         100 CONSTR           Image: Volume         Total Volume         100 CONSTR         100 CONSTR         100 CONSTR           Image: Volume         Volume         461 CONSTR         100 CONSTR         100 CONSTR           Image: Volume         461 CONSTR         100 CONSTR         ConstRegarding           Image: Volume         461 CONSTR         100 CONSTR         200 CO           Image: Volume         ConstRegarding         100 CO         100 CO           Image: Volume         ConstRegarding         200 CO         100 CO           Image: Volume         ConstRegarding         100 CO         100 CO	TERMINAL™         Artcl #         Edds+         Catdls+         Catdls+         Part From Arctl         Defail           (2)         Come visuality         14471352 - 07511452         1990/214         118         0146078         (2)           (2)         Come visuality         125:06719 - 07591152         1990/214         118         0146078         (2)

**Step 5:** The Payment Approval page will now be displayed and the payment that was just released will not have an asterisk any longer and is now available for approval.

**Note:** If a payment has an asterisk due to a hold, the payment cannot be approved until the payment is released. If an attempt to approve or delete the payment is made before being released, the following error message will be displayed.



#### PAYMENT ACTIVITY REPORT

The Payment Activity Report provides a consolidated view of all payment requests submitted by users. Select the **Payments** menu and choose **Payment Activity Report**.

Users can search for a certain payment by selecting a specific date range, payee, status, or account.

For each payment type, the trace displays along with general payee information, the amount, the debit account, and the status.

Action icons are available to edit payment requests that are pending approval, view the details of the payment request, or delete a pending payment request prior to approval.

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We 11002014	e Damo Ve		Approved	1.1	8712301230				
			Cancelled	•		181.			
Submit Copit Rend									
otal Approval Required Payments (	PSO) Total Debit: 0.00 (8)	Total Credit: 3.01 (1					(1)	Erpati	(Ab
otal Approval Required Payments (	150y Total Debit: 8.00 (8)	Total Credit: 3.99 (1					(1)	Españ	AR)
otal Approval Required Payments (	250) Total Debit: 0.00 (8) Payee	Total Credit: 3.00 (2 Payne Acco	ant Date	Debr	A Credit	Matus	(i) 8 4 H	Espais	d All
otal Approval Required Payments ( 1986 	PSG) Total Debit: 0.00 (8) Payee	Total Credit: 3.00 (2	ant Date	Debr	6 Credit	Matus	(i) 6 411	Espats Detail	d All
otal Approval Required Payments ( 1984 	PSD) Tustal Delat. 8.00 (R) Payee Cerro Vendo	Total Credit 3.00 (7 Payee According 1546713542 (75911352)	8 ant Date 11/05/2014	Deb 6.01 (R	8 Cr+88 1 2,00 (2) 1:00	States .	() 640 2)	Equation Detail	a As Delete
otal Aggreval Required Payments ( 1986) 	PSO) Tuski Dekit 0.00 (R) Payee Carro Vendo Vendor Two	Total Credit: 3.00 (7 Payee &cco 1546713542 075911652 455122758	eart Date 11060014 11050014	Deb 9.01 (0	8 Credit 224(2) 100	Status Hold	(0) 6 an 1) 1)	Expans Detail (2) (2)	a AA Defete Q) Q)
Total Approval Required Payments () Type	Payer Payer Demo Vendo Vendor Tes	Total Credic 3.59 (2 Payer Reso 1545113042 015911952 450123789 075911852	eart Date 11050014 11052014	Deb 6.01 (0	4 Credit 2.00 (2) 1.00 1.00	Status Hoti	(0) 6 an 1/) 1/1	Equation Detail ph ph	and Defete Q1 Q1

#### ACH PAYMENT REPORT

The ACH Payment Report displays all ACH payments submitted. Select the **Payments** menu and choose **ACH Payment Report**.

Users can search for a certain payment by selecting a specific date range, payee, status, or account.

For each payment type, the trace displays along with general payee information, the amount, the debit account, and the status.

Action icons are available to edit payment requests that are pending approval, view the details of the payment request, or delete a pending payment request prior to approval.

Date Range From 1105 To 1115	2014 IP	antrans and a second se	Approved Repursed Approved Repursed Approved Cancelles	Companies	- Payatras - Receivatr	-				
Bahmit	Expetit									
Solunit Lotal Payment	Enanti Resai	Payments Credit   0.00 (0)						() C	oliapse P	•
Submit Total Payment Trace 8	Doct   0.01 (1) Tela Payer Name - 10.5	(Payments Credit   8.00 (f) (Payme Acut / Sant	Cate	Debit	Credit	Company / Rest	Idatus	() Call	olispor P Detail 1	u )
Solarit Lotal Payment Trace #	Doubri   0.01 (1) Teta Payes Name -10.8 Date: 11/2/14	Payments Credit   8.00 (f) Payme Asst J Bank Tene Cytot: 0.01 (f)	Cate Teler Credit: 0.00 (d)	Debit	Credit	Company / Aret	Idatus	();;;; C4	oliapos P Detail (	u)



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#### TAX REPORT

The Tax Report displays all ACH Tax payments submitted. Select the **Payments** menu and choose **Tax Report**.

Users can search for a certain payment by selecting a specific date range, payee, status, or account.

For each payment type, the trace displays along with general payee information, the amount, the debit account, and the status.

Action icons are available to edit payment requests that are pending approval, view the details of the payment request, or delete a pending payment request prior to approval.

Edit D	etall Delet
East De	etani Deter

#### WIRE REPORT

The Wire Report displays all wire payment activity submitted by users.

All wire payments for the date range will appear by default. Users can also search for a specific wire payment by selecting a specific date range, payee, status, or account.

For each payment type, the trace displays along with general payee information, the amount, the debit account, and the status.

Action icons are available to edit payment requests that are pending approval, view the details of the payment request, or delete a pending payment request prior to approval.

Dete Range Fram 1105/2014 Te 1106/2014	Geospa®	Pagees (p) dor 0	Status Aggrove Frequenci Aggrove Cancelled	Account 12345476 87122912	9 9 59				
Submit 0	quet Hanat								
Estal Wro Payment	s ( 4.00 (4)							Collaps	eAI)
Eatal Wee Payment	cust Trace	Payes	Receiving Acct.	Amount	Pay From Acct	Matas		Collaps	e All
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#### **REPORT STATUS DESCRIPTIONS**

Status	Actions	Notes
<b>Approval Required:</b> Payment request has been submitted and requires approval before it can be processed	Edit Detail Delete	<ul> <li>If the approver makes edits to the payment request and "different user required" is set for the approval requirement, the approver becomes the initiator and the payment request will no longer appear for approval.</li> </ul>
		<ul> <li>Payment requests can only be deleted prior to the next cutoff.</li> </ul>
<b>Approved:</b> Payment request had been submitted an approved	Detail Delete	<ul> <li>Edits cannot be made for payment requests in an Approved status. The edit icon will appear but will be grayed out.</li> </ul>
		<ul> <li>Payment requests can only be deleted prior to the next cutoff.</li> </ul>
<b>Cancelled:</b> The payment request has been deleted by a user prior to cutoff	Detail	<ul> <li>Payment requests that have been cancelled cannot be edited or deleted. These icons will appear but will be grayed out.</li> </ul>
		<ul> <li>If the payment request was cancelled in error, it must be resubmitted.</li> </ul>
<b>Hold:</b> Payment request has been placed on hold by a user during the approval process	Detail	<ul> <li>Payment requests that have been placed on hold cannot be edited or deleted. These icons will appear but will be grayed out.</li> </ul>
		<ul> <li>Payment requests that have been placed on hold must be released before they can be approved for processing.</li> </ul>
<b>In Process (wire requests only):</b> Payment request has submitted and approved. The payment request is ready to be sent to financial institution's wire transfer payment system	Detail	<ul> <li>Payment request cannot be edited or deleted. These icons will appear but will be grayed out.</li> </ul>
<b>Processed:</b> Payment request has been sent to the financial institution for processing	Detail	<ul> <li>Payment request cannot be edited or deleted. These icons will appear but will be grayed out.</li> </ul>