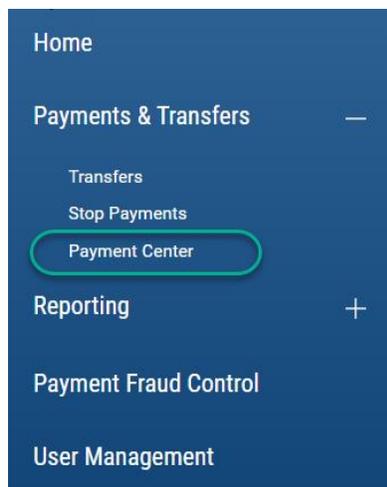


## Quick Reference Guide – Payment Center

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 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

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.

PAYMENTS		PAYMENT TEMPLATES	PAYMENT MAPS	NACHA IMPORT	WIRE IMPORT	
<input type="button" value="Initiate"/> ▾						
• ALL PAYMENTS ▾		Changed	Save As	As of 02/06/2021 10:52 AM		
<input type="checkbox"/> ALL	ACTIONS	PAYMENT TYPE	STATUS	TRANSACTION DATE	AMOUNT	PAYEE NAME
<input type="checkbox"/>	...	Corporate Payments	Updated	02/08/2021	900.09	Jaymie Miller
<input type="checkbox"/>	...	Consumer Collections	Updated	02/08/2021	0.00	Bruce Wayne -
<input type="checkbox"/>	...	International Wire	Stale dated	02/05/2021	232.31	Nissinan - Rob

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.

PAYMENTS		PAYMENT TEMPLATES		PAYMENT MAPS	NACHA IMPORT	WIRE IMPORT
<input type="button" value="Create Template"/> ▾						
• ALL TEMPLATES ▾		Changed	Save As	As of 02/06/2021 10:46 AM		
<input type="checkbox"/> ALL	ACTIONS	TEMPLATE NAME	STATUS	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME
<input type="checkbox"/>	...	Payroll	Available for use	Corporate Paym...	ACH	Bottomline
<input type="checkbox"/>	...	Rents	Available for use	Corporate Paym...	ACH	Land Lord
<input type="checkbox"/>	...	International ...	Available for use	International Wire	Wire	International FX For...

## Quick Reference Guide – Payment Center

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.

[PAYMENTS](#)   [PAYMENT TEMPLATES](#)   **[PAYMENT MAPS](#)**   [NACHA IMPORT](#)   [WIRE IMPORT](#)

[+ Add Map](#)

ALL MAPS ▼ 
[As of 02/06/2021 10:28 AM](#)   [Filter](#)   [List](#)   [Print](#)   [Download](#)

ACTIONS	MAP NAME	PAYMENT TYPE	MAP FORMAT	CREATED BY	LAST USED DATE
...	Commission Payments	Domestic Wire	Delimited	Miller	-
...	Title Insurance Compa...	Domestic Wire	Delimited	Miller	-
...	Annual Bonus Payments	Domestic Wire	Delimited	Miller	01/31/2021

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](#)   [Filter](#)   [List](#)   [Print](#)   [Download](#)

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 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' interface. At the top left, there is an 'Initiate' button with a dropdown arrow. Below it, there are options for 'SHOW ALL', 'Changed', and 'Save As'. On the right side, there is a refresh icon, a timestamp 'As of 09/19/2020 07:47 PM', and icons for filters, list view, print, and download. The main area contains a table with the following data:

<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

At the bottom of the table, there are three buttons: 'DELETE', 'APPROVE', and 'REJECT'.

# 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, including file names like 'raclic\_a19300034.txt' and 'PT Test.txt', with various statuses such as 'Requires my approval', 'Processed', and 'Uploaded'. The 'FAILED UPLOADS' section shows five rows of data, all with a status of 'Failed'. The interface also includes navigation elements like 'VIEW 1-5 OF 165' and 'DISPLAY 5'.

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