# 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 Clearning House (ACH) transactions, domestic and international wire transfers, tax payments, loan payments and draws.
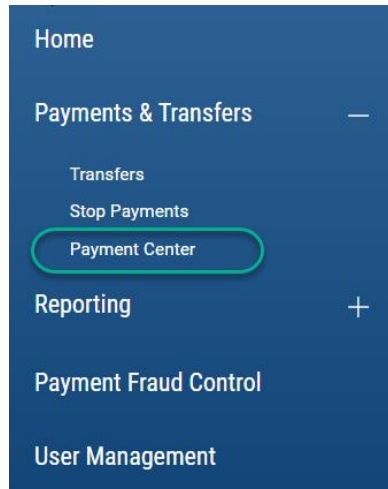
Widgets available on the Payment Center workspace include –

- Payments
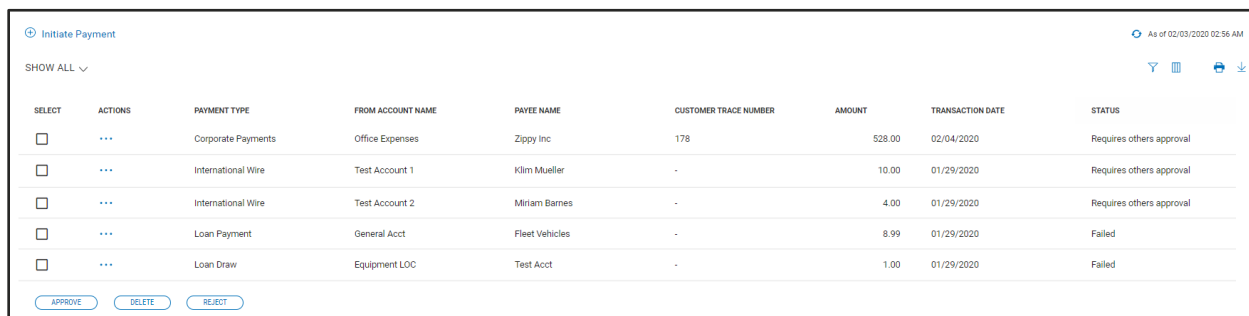- Payment Templates
- ACH Pass-Thru

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.

Quick Reference Guide – Payment Center

The Payments widget –

It provides both processed and pending payments across all ACH, wire transfer, tax and loan transactions, 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.

	⊕ Initiate Payment							As of 02/03/2020 02:56 AM
SHOW ALL ⌄								▽ ▥ 🖶 ↓
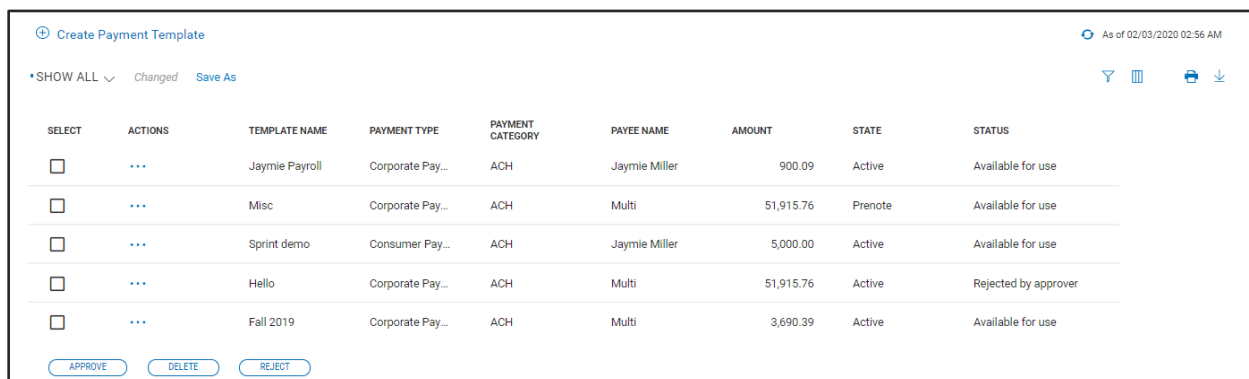
SELECT	ACTIONS	PAYMENT TYPE	FROM ACCOUNT NAME	PAYEE NAME	CUSTOMER TRACE NUMBER	AMOUNT	TRANSACTION DATE	STATUS
☐	···	Corporate Payments	Office Expenses	Zippy Inc	178	528.00	02/04/2020	Requires others approval
☐	···	International Wire	Test Account 1	Klim Mueller	-	10.00	01/29/2020	Requires others approval
☐	···	International Wire	Test Account 2	Miriam Barnes	-	4.00	01/29/2020	Requires others approval
☐	···	Loan Payment	General Acct	Fleet Vehicles	-	8.99	01/29/2020	Failed
☐	···	Loan Draw	Equipment LOC	Test Acct	-	1.00	01/29/2020	Failed

(APPROVE) (DELETE) (REJECT)

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.

	⊕ Create Payment Template							As of 02/03/2020 02:56 AM
▸ SHOW ALL ⌄ *Changed* Save As								▽ ▥ 🖶 ↓

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

(APPROVE) (DELETE) (REJECT)

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.

— SEND ACH FILE

Upload NACHA Supported File Cancel

Drag file here or select file from your computer
1 file maximum. 10MB individual file maximum

As of 02/03/2020 05:39 PM

• DEFAULT ⌄ *Changed* Save As

ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS	STATUS
· · ·	nachaexport 453.txt	41	246,959.82	102,090,893.03	Uploaded
· · ·	nachaexport 478.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

VIEW 1-5 OF 116

DISPLAY 5 ⌄   1 2 3 … 24 ›

— FAILED UPLOADS

As of 02/03/2020 05:39 PM

• DEFAULT ⌄ *Changed* Save As

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_atest1.txt	1	0.00	2.00	Failed
· · ·	qa_testfile4.txt	1	0.00	2.00	Failed

VIEW 1-5 OF 93

DISPLAY 5 ⌄   1 2 3 … 19 ›