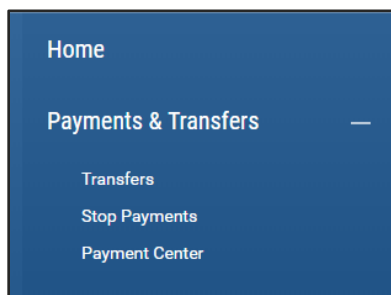


Quick Reference Guide – Payments Widget

The Payments widget provides a consolidated list of Automated Clearing House (ACH), Tax, Wire and Loan payment records that have been submitted, on accounts and payment types you have permissions to. These include both processed and pending payments, initiated on the fly as freeform payments and those initiated from using a payment template.

To access the Payments widget, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Payment Center link. The Payments widget is pinned to the Payment Center workspace.



Payment Center Add Widget

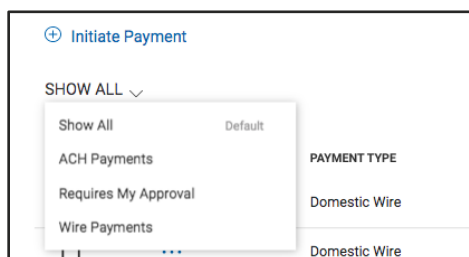
[Initiate Payment](#) As of 02/02/2020 09:04 PM

SHOW ALL Filter, Columns, Print, Export

| SELECT | ACTIONS | PAYMENT TYPE | FROM ACCOUNT NAME | PAYEE NAME | CUSTOMER TRACE NUMBER | AMOUNT |
|--------------------------|---------|----------------------|-------------------|--------------------------|-----------------------|-----------|
| <input type="checkbox"/> | ... | Domestic Wire | Operating Account | Green Temporary Services | - | 8,926.35 |
| <input type="checkbox"/> | ... | Domestic Wire | Capital Account | New Investors | - | 10,000.00 |
| <input type="checkbox"/> | ... | Consumer Payments | - | MULTI | 1 | 650.00 |
| <input type="checkbox"/> | ... | Consumer Payments | - | MULTI | 2 | 2,371.09 |
| <input type="checkbox"/> | ... | Consumer Payments | - | MULTI | 3 | 6,241.22 |
| <input type="checkbox"/> | ... | Consumer Collections | - | MULTI | 4 | 189.75 |
| <input type="checkbox"/> | ... | Corporate Payments | - | MULTI | 5 | 6,403.32 |

As with other list view widgets, the Payments widget list view can be personalized by you – sort data in a column, display desired columns, arrange the order of columns and filter data. You can save multiple personalized views for later use. Data from the list view can be printed and exported.

As a helpful start, standard saved views are offered that filter and arrange the data specifically for Wires and ACH, as well as for showing payments requiring approval.



Quick Reference Guide – Payments Widget

Initiating Payments

To initiate a new payment, click the Initiate Payment link at the top of the list view. This link will launch a workflow where you will select a payment type that you have permission to initiate.

The screenshot shows the top portion of the 'Initiate Payment' form. It features a dark blue header with a white left-pointing arrow and the text 'Initiate Payment'. Below the header is a light gray section containing a 'PAYMENT TYPE' label and a dropdown menu. The dropdown menu is open, showing a list of options: 'Wire' (with sub-options 'Domestic Wire' and 'International Wire'), 'Tax' (with sub-option 'Tax Payment'), and 'ACH' (with sub-option 'Corporate Payments').

Once a payment type is selected, the payment entry form appropriate to that type will appear. Input the required and desired optional information.

The screenshot displays the full 'Initiate Payment' form. The dark blue header includes a white left-pointing arrow, the text 'Initiate Payment', and a blue box on the right containing '\$0.00'. The form is divided into several sections: 'PAYMENT TYPE' (set to 'Corporate Payments'), 'PAYMENT NAME', 'TRANSACTION DATE', and 'DESCRIPTIVE DATE' (marked as 'Optional'). The 'ORIGINATOR INFORMATION' section includes 'ACH SENDER' (set to 'Select'), 'OFFSET ACCOUNT' (set to 'Select'), 'BATCH DESCRIPTION', and 'DISCRETIONARY DATA' (marked as 'Optional'). The 'RECEIVER INFORMATION' section includes 'NAME', 'ID' (marked as 'Optional'), 'DISC DATA' (marked as 'Optional'), 'BANK CODE', 'ACCOUNT NUMBER', and 'ACCOUNT TYPE'. At the bottom, there is an 'AMOUNT' field, an 'ADDENDA TYPE' dropdown (set to 'No Addenda'), an 'ADDENDA' text area (with '0 / 80' characters), and a 'STATE' dropdown (set to 'Active').

Quick Reference Guide – Payments Widget

When the payment creation workflow is complete and the payment is saved, you are returned to the Payment Center and the Payments List View. A success message is shown at the top of the List View, and your new payment appears in the list. The position of the payment in the list depends on the ordering and filtering you had set on the list view before clicking Initiate Payment, so the new payment may not always be at the very top of the list.

✓
✕

Success! Payment has been activated

| | | | | | | |
|--------------------|----------------|----------------------|--------|--------------|---------|---------------|
| Batch Name | Customer Trace | Effective Entry Date | Debits | Total Debits | Credits | Total Credits |
| Acme Office Supply | 8 | 02/04/2020 | 0 | \$0.00 | 1 | \$345.00 |

+ [Initiate Payment](#) As of 02/02/2020 09:39 PM

• SHOW ALL v Changed Save As

🔍
📄
🖨️
↓

| SELECT | ACTIONS | PAYMENT TYPE | FROM ACCOUNT NAME | PAYEE NAME | STATUS |
|--------------------------|---------|----------------------|-------------------|--------------------------|----------------------|
| <input type="checkbox"/> | ... | Domestic Wire | Operating Account | Green Temporary Services | Requires other |
| <input type="checkbox"/> | ... | Domestic Wire | Capital Account | New Investors | Requires other |
| <input type="checkbox"/> | ... | Corporate Payments | Operating Account | Acme Office Supply | Requires my approval |
| <input type="checkbox"/> | ... | Consumer Collections | - | MULTI | Ready to Process |

Approve Payments

When approval requirement is turned on, payments requiring approval show a status of either “Requires My Approval”, when you can approve them, or “Requires Others Approval” when they require approval by another user.

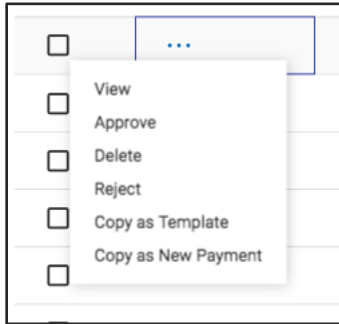
| SELECT | ACTIONS | PAYMENT TYPE | FROM ACCOUNT NAME | PAYEE NAME | STATUS |
|--------------------------|---------|--------------------|-------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | ... | Domestic Wire | Operating Account | Green Temporary Services | Requires others approval |
| <input type="checkbox"/> | ... | Domestic Wire | Capital Account | New Investors | Requires others approval |
| <input type="checkbox"/> | ... | Corporate Payments | Operating Account | Acme Office Supply | Requires my approval |

3

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Quick Reference Guide – Payments Widget

Payments can be approved from the list view by clicking on the ellipsis (...) and choosing “Approve” for one payment;



or by selecting multiple payments and clicking the Approve button at the bottom of the list view. Payments of different types (Wires and various ACH) can be approved together with a single click of the Approve button.

| SELECT | ACTIONS | PAYMENT TYPE | FROM ACCOUNT NAME | PAYEE NAME | STATUS |
|-------------------------------------|---------|--------------------|-------------------|---------------|--------------------------|
| <input type="checkbox"/> | ... | Corporate Payments | Office Expenses | Zippy Inc | Requires others approval |
| <input checked="" type="checkbox"/> | ... | International Wire | Test Account 1 | Klim Mueller | Requires others approval |
| <input type="checkbox"/> | ... | International Wire | Test Account 1 | Klaus Mueller | Requires others approval |
| <input checked="" type="checkbox"/> | ... | International Wire | Test Account 1 | Klaud Mueller | Requires others approval |
| <input type="checkbox"/> | ... | International Wire | Test Account 2 | Scott Stone | Requires others approval |

APPROVE DELETE REJECT

Quick Reference Guide – Payments Widget

When multiple payments are selected to approve, you are taken to an approval action summary workflow page, which will show the selected payments about to be approved. You can remove payments from the list, if desired, cancel the whole action, or continue on with the approval.

< Approve Payments

⚠ You are about to approve the following payments

| ACTIONS | PAYMENT TYPE | FROM ACCOUNT NAME | PAYEE NAME | TRANSACTION DATE | STATUS |
|------------------------|--------------------|-------------------|--------------------|------------------|----------------------|
| Remove | Corporate Payments | Operating Account | Acme Office Supply | 02/04/2020 | Requires my approval |
| Remove | Corporate Payments | - | MULTI | 02/03/2020 | Requires my approval |

VIEW 1-2 OF 2

DISPLAY All 1

[APPROVE](#) [CANCEL](#)

When the approval is completed, you are returned to the Payment Center workspace. A success message will show at the top of the Payments List View, and the newly approved payments should show with an updated status. Depending on the type of payment and the specific approval requirements, some payments may require approval from more than one user.

Similar to the approval action, payments can also be rejected or deleted singularly or in bulk.

✓ 2 Payments Approved

| Batch Name | Customer Trace | Transaction Date | Payment Type | Debits | Total Debits | Credits | Total Credits |
|----------------|----------------|------------------|------------------------|--------|--------------|---------|---------------|
| Jaymie Payroll | 179 | 02/10/2020 | CCD w/Addenda, Credits | 0 | \$0.00 | 1 | \$900.09 |
| HelloHowareyou | 181 | 02/10/2020 | CCD w/Addenda, Debits | 1 | \$78.00 | 0 | \$0.00 |

[+ Initiate Payment](#)

• SHOW ALL Changed [Save As](#)

As of 02/08/2020 08:05 AM

| ALL | ACTIONS | PAYMENT TYPE | FROM ACCOUNT NAME | PAYEE NAME | CUSTOMI |
|--------------------------|---------|--------------------|-------------------|----------------|---------|
| <input type="checkbox"/> | ... | Domestic Wire | Test Account 1 | Jannifer James | - |
| <input type="checkbox"/> | ... | Domestic Wire | Test Account 1 | Jansen James | - |
| <input type="checkbox"/> | ... | Domestic Wire | Checking | Jennifer James | - |
| <input type="checkbox"/> | ... | Corporate Payments | Office Expenses | Jaymie Miller | 179 |

Quick Reference Guide – Payments Widget

View Payment

To view the details of a payment, select “View” from the ellipsis (...) menu of the desired payment. This will take you to a workflow page that lists the payment information. The appropriate action buttons to that payment type, status and the user permissions are displayed on the bottom of the page.

< Acme Office Supply
\$345.00
(1) PAYMENTS

| | | | | |
|----------------------------|------------------|----------------------|-----------------------|-------------------|
| PAYMENT INFORMATION | | | | |
| PAYMENT TYPE | TRANSACTION DATE | DESCRIPTIVE DATE | CUSTOMER TRACE NUMBER | BANK TRACE NUMBER |
| Corporate Payments | 02/04/2020 | -- | 7 | -- |
| INITIATED | INITIATED BY | STATUS | SOURCE | TEMPLATE NAME |
| 02/02/2020 12:00 AM | Demo User1 | Requires my approval | Freeform | -- |

| | | |
|-------------------------------|---------------------------|-----------------------|
| ORIGINATOR INFORMATION | | OFFSET ACCOUNT |
| ACH SENDER | | 0040000001 |
| 3123456004 - Corporate Pmnts | | |
| BATCH DESCRIPTION | DISCRETIONARY DATA | |
| ABC Corp | | |

| | | | | |
|---------------------|-------------|-------------------|------------------|--------------|
| Transaction Details | Show Limits | TOTAL CREDITS (1) | TOTAL DEBITS (0) | TOTAL AMOUNT |
| | | \$345.00 | \$0.00 | \$345.00 |

| ACTIO | NAME | ID | ROUTING NUMBER | ACCOUNT NUMBER | ACCOUNT TYPE | AMOUNT | CREDIT/DEBIT | STATUS |
|-------|--------------------|----|----------------|----------------|--------------|--------|--------------|--------|
| ... | Acme Office Sup... | | 123123123 | 2343457439 | Checking | 345.00 | Credit | Active |

VIEW 1 OF 1
DISPLAY All 1

\$345.00
Payment

APPROVE
reject
copy as payment
copy as template
delete
cancel

Quick Reference Guide – Payments Widget

Modify Payment

Payments can also be modified if they are in the appropriate status. To modify a payment, select “Modify” from the ellipsis (...) menu of the desired payment. This will take you to a workflow similar to the payment initiation page with the information prefilled. Make desired changes, then save, and send or confirm, depending on the payment type. When complete, you will return to the Payments List View and the payment is updated to reflect your changes.

< Acme Office Supply \$345.00 (1) PAYMENTS

| | | |
|------------------------------------|--------------------------------|------------------------------|
| PAYMENT NAME Acme Office Supply | TRANSACTION DATE 02/04/2020 | DESCRIPTIVE DATE Optional |
| SOURCE Freeform | TEMPLATE NAME -- | |

ORIGINATOR INFORMATION

| | |
|-------------------------------------------|--------------------------------------------------------|
| ACH SENDER Corporate Pmts - 3123456004 | OFFSET ACCOUNT 0040000001 - Operating Account (USD) |
| BATCH DESCRIPTION ABC Corp | DISCRETIONARY DATA Optional |

[+ Add A Receiver](#)

| | | | | |
|---------------------|-----------------------------|-------------------------------|----------------------------|--------------------------|
| Transaction Details | Show Limits | TOTAL CREDITS (1) \$345.00 | TOTAL DEBITS (0) \$0.00 | TOTAL AMOUNT \$345.00 |
|---------------------|-----------------------------|-------------------------------|----------------------------|--------------------------|

| ACTIO | ID | NAME | ACCOUNT NUMBER | ROUTING NUMBER | ACCOUNT TYPE | AMOUNT | CREDIT / DEBIT |
|-------|----|--------------------|----------------|----------------|--------------|--------|----------------|
| ... | | Acme Office Sup... | 2343457439 | 123123123 | Checking | 345.00 | Credit |

VIEW 1 OF 1 DISPLAY All 1

\$345.00 Payment

[SEND PAYMENT](#) [SAVE & CONTINUE](#) [cancel](#)

Quick Reference Guide – Payments Widget

Copy As New Payment

A very useful feature of the Payment List View is the ability to copy an existing payment as the starting point to create a new payment. Selecting “Copy as New Payment” from the ellipsis (...) menu, will launch the payment initiation workflow with all the relevant fields prepopulated from the selected payment. From there you can quickly complete the payment initiation workflow to send your new payment.

Copy As Template

Another useful feature of the Payment List View is the ability to copy an existing payment as the starting point to create a payment template (ACH and wire) for future use. To copy a payment as a template, select “Copy as Template” from the ellipsis (...) menu. This will launch the payment template creation workflow with all the relevant fields prepopulated from the selected payment. Because an existing payment contains all the necessary information for creating a template, you should review the template information before adding template name and saving the new template.

< Acme Office Supply **\$345.00**
(1) PAYMENTS

PAYMENT TYPE: Corporate Payments TEMPLATE NAME: Acme Office Supply

ORIGINATOR INFORMATION

ACH SENDER: Corporate Pmts - 3123456004 OFFSET ACCOUNT: 0040000001 - Operating Account (USD)

BATCH DESCRIPTION: ABC Corp DISCRETIONARY DATA: Optional MAKE THIS A RECURRING PAYMENT

[+ Add A Receiver](#)

Transaction Details

| | TOTAL ACTIVE COUNT | TOTAL CREDITS (1) | TOTAL DEBITS (0) | TOTAL AMOUNT |
|--|--------------------|-------------------|------------------|--------------|
| | 1 | \$345.00 | \$0.00 | \$345.00 |

| ACTION | ID | NAME | ACCOUNT NUMBER | ROUTING NUMBER | ACCOUNT TYPE | AMOUNT | CREDIT / DEBIT | ADDENDUM | STATUS |
|--------|----|--------------------|----------------|----------------|--------------|--------|----------------|----------|--------|
| ... | | Acme Office Sup... | 2343457439 | 123123123 | Checking | 345.00 | Credit | | Active |

VIEW 1 OF 1 DISPLAY: All 1

\$345.00 Payment

Prenote

Quick Reference Guide – Payments Widget

Your new template will appear in the list of templates in the Payment Templates widget. The position of the template in the list depends on the ordering and filtering you might have set on the list view before clicking “Copy as Template”, so the new template may not be at the very top of the list.

PAYMENT TEMPLATES
⚙️

PAYMENT TEMPLATES
IMPORT

➕ Create Payment Template
🔄 As of 02/02/2020 09:29 PM

• SHOW ALL ▾
Changed
Save As
🔍 📄 🖨️ ⬇️

| SELECT | ACTIONS | TEMPLATE NAME | PAYMENT TYPE | PAYMENT CATEGORY | PAYEE NAME | AMOUNT | STATE |
|--------------------------|---------|-------------------|-------------------|------------------|-------------------|----------|--------|
| <input type="checkbox"/> | ⋮ | Monthly Mem... | Consumer Coll... | ACH | Multi | 189.75 | Active |
| <input type="checkbox"/> | ⋮ | Accounts Pay... | Corporate Pay... | ACH | Multi | 6,403.32 | Active |
| <input type="checkbox"/> | ⋮ | Acme Office S... | Corporate Pay... | ACH | Acme Office S... | 345.00 | Active |
| <input type="checkbox"/> | ⋮ | Cash Concentr... | Corporate Coll... | ACH | Multi | 0.00 | Active |
| <input type="checkbox"/> | ⋮ | ABC Co Drawd... | Domestic Wire | Wire | ABC Company | 0.00 | |
| <input type="checkbox"/> | ⋮ | Overseas Ven... | International ... | Wire | Overseas Ven... | 0.00 | |
| <input type="checkbox"/> | ⋮ | Smithe Invest... | Un Known | Wire | Smithe Invest... | 0.00 | |
| <input type="checkbox"/> | ⋮ | Triple A Manuf... | Un Known | Wire | Triple A Manuf... | 0.00 | |

APPROVE
DELETE
REJECT