# 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.
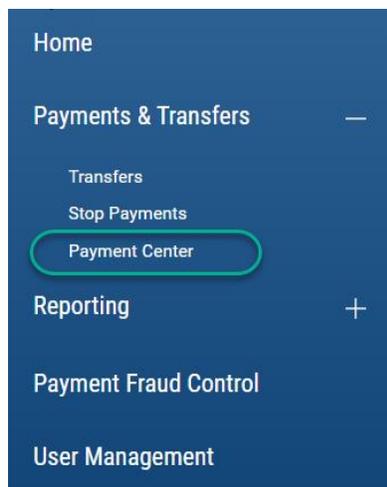


Widgets available on the Payment Center workspace include –

- 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

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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 |
|---|---|---|---|---|

Initiate ⌄

• ALL PAYMENTS ⌄   *Changed*   Save As                        ⟳ As of 02/06/2021 10:52 AM  ▽  ▥  🖶  ↓

| ☐ ALL | ACTIONS | PAYMENT TYPE | STATUS | TRANSACTION DATE | AMOUNT | PAYEE NAME |
|---|---|---|---|---|---|---|
| ☐ | ⋯ | Corporate Payments | Updated | 02/08/2021 | 900.09 | Jaymie Miller |
| ☐ | ⋯ | Consumer Collections | Updated | 02/08/2021 | 0.00 | Bruce Wayne - |
| ☐ | ⋯ | 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 |
|---|---|---|---|---|

Create Template ⌄

• ALL TEMPLATES ⌄   *Changed*   Save As                        ⟳ As of 02/06/2021 10:46 AM  ▽  ▥  🖶  ↓

| ☐ ALL | ACTIONS | TEMPLATE NAME | STATUS | PAYMENT TYPE | PAYMENT CATEGORY | PAYEE NAME |
|---|---|---|---|---|---|---|
| ☐ | ⋯ | Payroll | Available for use | Corporate Paym… | ACH | Bottomline |
| ☐ | ⋯ | Rents | Available for use | Corporate Paym… | ACH | Land Lord |
| ☐ | ⋯ | International … | Available for use | International Wire | Wire | International FX For… |

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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  ▽  ⫼  🖶  ↓

| 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  ▽  ⫼  🖶  ↓

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

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 | - |

## Simplified Payments widget –

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

## 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.