

Exchange

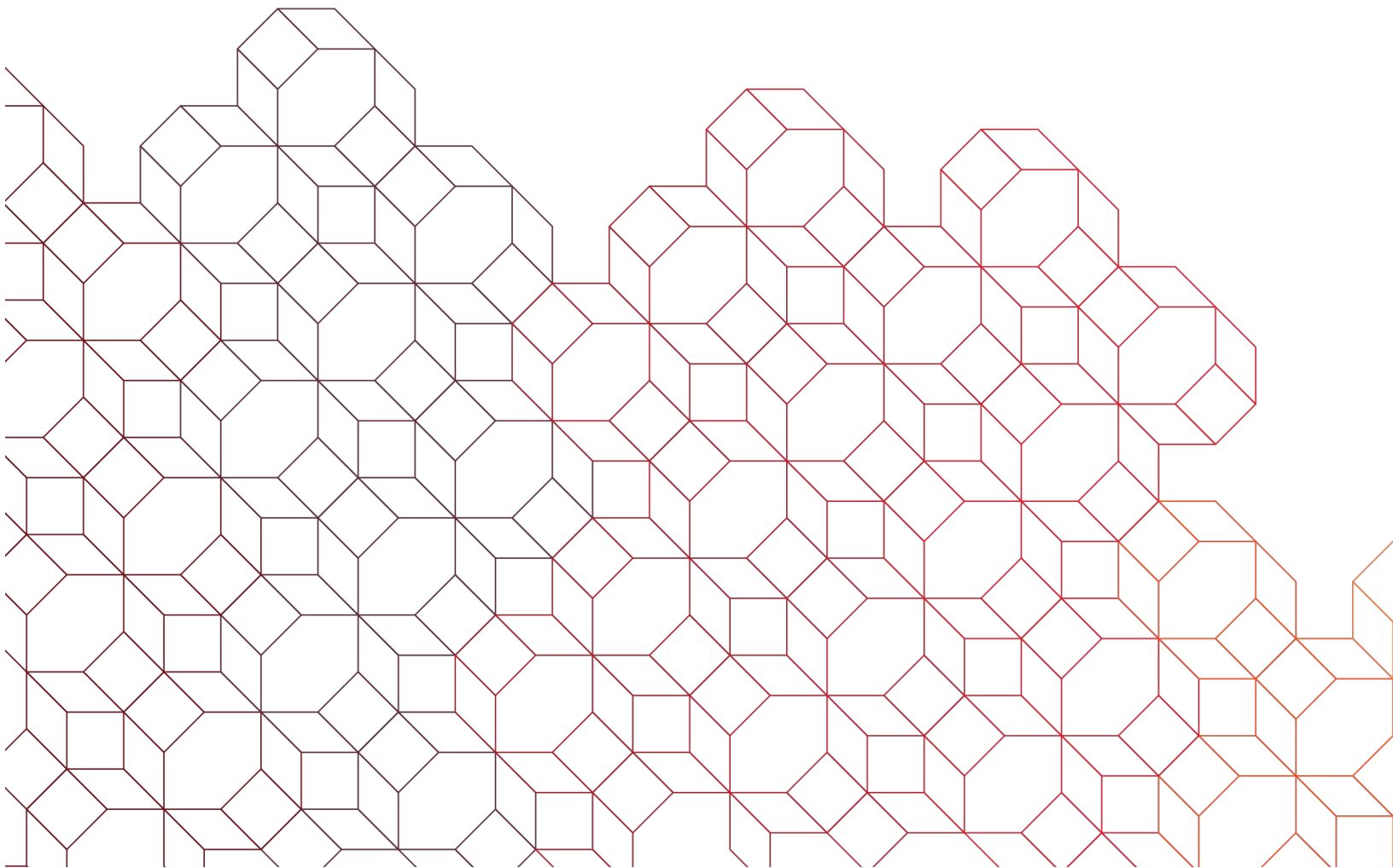


Employee Payments

This Quick Reference Guide will assist you with instruction to perform Employee ACH related payments within the application. Employee payments include payroll, expense reimbursement, child support payments and how to use the “copy as” features. Use the table of contents below to navigate to different topics within this guide.

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Send a Payroll Payment

After selecting "Payroll" from the "Payments" tab, a "New Payroll Payment" screen displays.

Originator Information

* Originator ID: SB ACH CREDITS-9123456013

* Value Date: 04/20/2023

Payment must be approved by 04/19/2023 20:00 CDT

* ACH Entry Description: PAYROLL

Company Discretionary Data

Descriptive Date

Originator Information

- The "Originator ID" defaults to the one setup in the system, which would be your "Company Name/ID". If you have more than one originator ID setup, click in the "Originator ID" box for list of available accounts to choose from.
- Select the "Value Date" the Payroll is to be received. A message displays beneath with a reminder that the ACH must be approved before the cut off for the day it must be sent.
- "ACH Entry Description" defaults to payroll, therefore should not be changed to ensure proper settlement of the file.

Filter: Select fields

Beneficia...	Account Ty...	Account Numb...	Bank Code	Bank Name
Jane Doe	Checking	443322	1039000...	Bank of Oklahoma, A Division of BOK

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Continue
Cancel

Beneficiary Information

* Name

* Bank Code

* Account Number

* Account Type

* Amount

ID

Discretionary Data

Create Prenote Hold

Internal Comment

Stored with the transaction, but not forwarded with the payment

Beneficiary Information

- Select the "Name" search icon to locate the Employee from beneficiary contacts. Once located, select the employee and click "Continue". All account information from the contact will auto populate.
- Input the payroll payment "Amount".

Add Another Beneficiary
Clear Beneficiary Info

6,000.00 USD to 0 Beneficiary on 15 Jul 2024

Save this payment as a template for future use ⓘ

* Template Code ⓘ

* Template Description

Submit
Save for Later
Cancel

Final Steps

- Click "Add Another Beneficiary" to add another employee to the payroll payment.
- Optional - If needed, you may save this payment as a template. Select "Save this payment as a template for future use" check box and provide the "Template Code" and "Template Description".
- Click "Submit" after all information has been supplied.



Send a Payroll Payment cont'd.

You are then directed back to the Employees Payments List View.

- All Employee Payments initiated in the system require secondary approval before they are released to the bank. They will appear in the Employees Payments list view as **"Incomplete Approval"** or **"Entered"** until approved.
- You may continue to modify the payment until approved.
- If the payment is **entered** successfully, you will see the "Payment Submitted" message and the Payment is in the list view in an "Entered" status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

Reimburse Expenses Payroll Child Support Payment Export

✓ Payment Submitted

ID: 2196
To: Mickey Mouse
From: DEMO Operating Account 0130000022
Amount: 500.00 USD
Value Date: 07/16/2024
Payment Type: Payroll

Filter Set As Default My Payments Filters

Entered By Tinaadmin@Basic

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff	
<input type="checkbox"/>	View	500.00	07/15/2024 12:44:59	07/16/2024	111223333	Mickey Mouse	Payroll	Entered	2196	07/15/2024 20:00 CDT	

Viewing 1-1 of 1 records Display 50 per page Page 1 of 1



Send an Expense Reimbursement

After selecting "Reimburse Expenses" from the "Payments" tab, a "New Employee Reimbursement" screen displays.

Originator Information

* Originator ID: SB ACH CREDITS-9123456013

* Value Date: 04/20/2023

Payment must be approved by 04/19/2023 20:00 CDT

* ACH Entry Description: REIMBURSE

Company Discretionary Data: []

Descriptive Date: []

Originator Information

- The "Originator ID" defaults to the one setup in the system, which would be your "Company Name/ID". If you have more than one originator ID setup, click in the "Originator ID" box for list of available accounts to choose from.
- Select the "Value Date" the Reimbursement is to be sent.
- "ACH Entry Description" defaults to reimburse, therefore should not be changed to ensure proper settlement of the file.

Beneficiary Information

Filter: Select fields

Beneficia...	Account Ty...	Account Num...	Bank Code	Bank Name	...
<input type="radio"/> Jane Doe	Checking	443322	1039000...	Bank of Oklahoma, A Division of BOK	...

Viewing 1-1 of 1 records

Display 10 per page Page 1 of 1

* Name: []

* Bank Code: []

* Account Number: []

* Account Type: -Select-

* Amount: [] USD

ID: []

Discretionary Data: []

Create Prenote Hold

Internal Comment: []

Stored with the transaction, but not forwarded with the payment

Beneficiary Information

- Select the "Name" search icon to locate the Employee from beneficiary contacts. Once located, select the employee and click "Continue". All account information from the contact will auto populate.
- Input the reimburse payment "Amount".

[Clear Beneficiary Info](#)

85.00 USD to 1 Beneficiary on 15 Jul 2024

Save this payment as a template for future use ⓘ

* Template Code ⓘ []

* Template Description []

Final Steps

- Click "Add Another Beneficiary" to add another employee to the expense reimbursement payment.
- Optional - If needed, you may save this payment as a template. Select "Save this payment as a template for future use" check box and supply a template code and description.
- Click "Submit" after all information has been supplied.



Send an Expense Reimbursement cont'd.

You are then directed back to the Employees Payments List View.

- All Employee Payments initiated in the system require secondary approval before they are released to the bank. They will appear in the Employees Payments list view as **“Incomplete Approval”** or **“Entered”** until approved.
- You may continue to modify the payment until approved.
- If the payment is **entered** successfully, you will see the **“Payment Submitted”** message and the Payment is in the list view in an **“Entered”** status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

⊕ Reimburse Expenses
👤 Payroll
⊕ Child Support Payment
📄 Export

✓ Payment Submitted

ID: 2197

To: John Jacob Jingleheime 111

From: DEMO Operating Account 0130000022

Amount: 85.00 USD

Value Date: 07/16/2024

Payment Type: Expense Reimbursement

Filter
My Payments [Filters](#)

Entered By Tinaadmin@Basic

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Date
<input type="checkbox"/>	View	85.00	07/15/2024 12:57:36	07/16/2024	2222222	John Jacob Jingleheime	Expense Reimbursement	Entered	2197	07/15/2024 2
<input type="checkbox"/>	View	500.00	07/15/2024 12:44:59	07/16/2024	111223333	Mickey Mouse	Payroll	Entered	2196	07/15/2024 2



Send a Child Support Payment

After selecting “Child Support Payment” from the “Payments” tab, a “New Child Support Payment” screen displays.

Originator Information

- The “Originator ID” defaults to the one setup in the system, which would be your “Company Name/ID”. If you have more than one originator ID setup, click in the “Originator ID” box for list of available accounts to choose from.”
- Select the “Value Date” the Payment is to be sent.

Beneficiary Information

- Select the State “Agency” to receive the child support payment.
- Complete all required fields.

Final Steps

- Click “Add Another Beneficiary” to add another child support payment to this payment.
- Optional - If needed, you may save this payment as a template. Select “Save this payment as a template for future use” check box and supply a template code and description.
- Click “Submit” after all information has been supplied.



Send a Child Support Payment cont'd.

You are then directed back to the Employees Payments List View.

- All Employee Payments initiated in the system require secondary approval before they are released to the bank. They will appear in the Employees Payments list view as **“Incomplete Approval”** or **“Entered”** until approved.
- You may continue to modify the payment until approved.
- If the payment is **entered** successfully, you will see the “Payment Submitted” message and the Payment is in the list view in an “Entered” status.

Reminder: You may need to adjust your list view settings or filters to display in your preferred format.

Reimburse Expenses
Payroll
Child Support Payment
Export

✓ Payment Submitted

ID: 2198
 To: OK CHILD SUPPORT 123456789
 From: DEMO Operating Account 0130000022
 Amount: 300.00 USD
 Value Date: 07/16/2024
 Payment Type: Child Support Payments

Filter
My Payments
Filters

Entered By Tinaadmin@Basic

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Date
<input type="checkbox"/>	View	300.00	07/15/2024 13:07:50	07/16/2024	0010251577	OK CHILD SUPPORT	Child Support Payments	Entered	2198	07/15/2024 2
<input type="checkbox"/>	View	85.00	07/15/2024 12:57:36	07/16/2024	2222222	John Jacob Jingleheime	Expense Reimbursement	Entered	2197	07/15/2024 2
<input type="checkbox"/>	View	500.00	07/15/2024 12:44:59	07/16/2024	111223333	Mickey Mouse	Payroll	Entered	2196	07/15/2024 2



Employee - Copy as Payment

Based upon permissions, you can copy an approved employee payment from the Employee payments list view. When you copy a payment, you can also edit as needed, then submit to send.

[Reimburse Expenses](#)
[Payroll](#)
[Child Support Payment](#)
[Export](#)
[Print](#)

Filter All Payments [Filters](#)

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference
<input type="checkbox"/>	View Copy as Payment Copy as Template Unapprove	500.00	07/12/2021 10:43:36	07/13/2021	0010251577	OK CHILD SUPP...	Child Support Payments	Approved	114751
<input type="checkbox"/>			07/12/2021 10:36:05	07/13/2021	443322	Jane Doe	Expense Reimburseme...	Approved	114749
<input type="checkbox"/>			07/12/2021 10:35:16	07/13/2021	443322	Jane Doe	Payroll	Approved	114747
<input type="checkbox"/>		40.00	07/12/2021 10:26:10	07/13/2021	443322	Jane Doe	Expense Reimburseme...	Entered	114743

- From an approved or released employee payment, from the “Actions” menu, select “Copy as Payment”.
 - Once the Payment screen displays, select “Modify” from the “Actions” menu to make edits necessary to any entries.
 - Click “Add Another Beneficiary” to add another employee to be included in the payment.
 - Click “Submit” once all edits are complete.
 - The process will follow the same final steps as sending any employee payment.
- NOTE:** Copy as Payment does not alter the approved payment only uses the information within it to create a new payment.

Originator Information

* Originator ID:
 * Value Date:

Payment must be approved by 07/12/2021 20:00 CDT

Internal Comments

Stored with the transaction, but not forwarded with the payment

Beneficiary Information

Filter Edit Hold Edit Amounts All Beneficiaries [Filters](#)

<input type="checkbox"/> All	Actions	Parent Name	Agency	SSN	Case Identifier	Amount	CCY	Prenote	Hold	Status	Addenda
<input type="checkbox"/>	View	Doe,Jane	Oklahoma	123456789	1111	500.00	USD	No	No		DED*CS*1111*210714*50000*12:

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[Add Another Beneficiary](#) [Delete](#)

500.00 USD to 1 Beneficiary on 13 Jul 2021

Save this payment as a template for future use

[Submit](#) [Cancel](#)



Employee - Copy as Template

Based upon permissions, you can copy an approved employee payment as a template from the Employee payments list view. When you copy a payment as a template, you can also edit as needed.

[Reimburse Expenses](#)
[Payroll](#)
[Child Support Payment](#)
[Export](#)
[Print](#)
07/12/2021 10:43 AM

Filter: All Payments [Filters](#)

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference
<input type="checkbox"/>	View Copy as Payment Copy as Template Unapprove	500.00	07/12/2021 10:43:36	07/13/2021	0010251577	OK CHILD SUPP...	Child Support Payments	Approved	114751
<input type="checkbox"/>			07/12/2021 10:36:05	07/13/2021	443322	Jane Doe	Expense Reimburseme...	Approved	114749
<input type="checkbox"/>			07/12/2021 10:35:16	07/13/2021	443322	Jane Doe	Payroll	Approved	114747
<input type="checkbox"/>		40.00	07/12/2021 10:26:10	07/13/2021	443322	Jane Doe	Expense Reimburseme...	Entered	114743

- From an approved or released employee payment, from the "Actions" menu, select "Copy as Template".
 - Once the Template screen displays, provide the "Template Code" and "Template Description".
 - Select "Modify" from the "Actions" menu to make any edits necessary to any entries.
 - Click "Add Another Beneficiary" to add another to be included in the template.
 - Click "Save" once all template information is complete.
- NOTE:** Copy as Template does not alter the approved template only uses the information within it to create a new template.

Template Information

* Template Code * Template Description Maximum Amount USD

Originator Information

* Originator ID Internal Comments

Beneficiary Information

Filter: All Beneficiaries [Filters](#)

<input type="checkbox"/> All	Actions	Parent Name	Agency	SSN	Case Identifier	Amount	CCY	Prenote	Hold	Status	Addenda
<input type="checkbox"/>	View	Doe, Jane	Oklahoma	123456789	1111	500.00	USD	No	No		DED*CS*1111*210714*50000*12:

Viewing 1-1 of 1 records Display 50 per page < Page 1 of 1 >

[Add Another Beneficiary](#) [Delete](#)

500.00 USD to 1 Beneficiary

[Save](#) [Cancel](#)

