



First Horizon BusinessConnectSM

Employees Center





EMPLOYEES CENTER

The **Employees Center** displays all current employee payments.

The **Employees Payments** list displays the following information about each entry:

- **Amount.**
- **Entered Date:** Date the payment was created in the system.
- **Payment Date:** Date that payment will actually be made.
- **Payment Account.**
- **Beneficiary.**
- **Compensation Type:** Payroll, Expense Reimbursement, or Child Support Payment.

You can perform a number of operations on individual payments, including viewing, editing, modifying, approving, and deleting payments.

You can also create a new expense reimbursement, payroll payment, or child support payment.

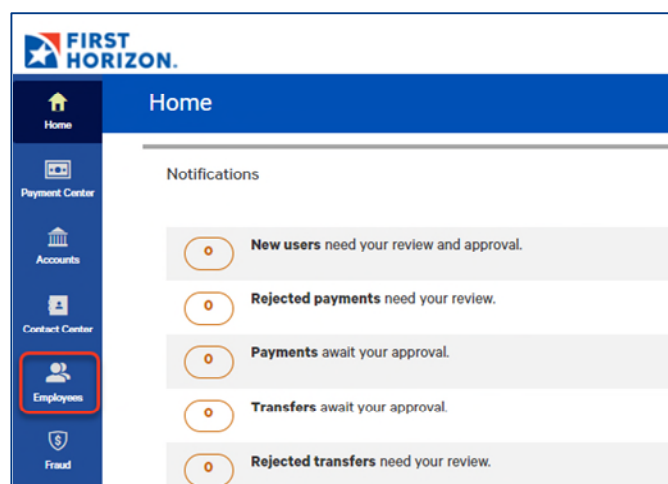
CREATE EMPLOYEE EXPENSE REIMBURSEMENT

You can create a transaction to reimburse an employee for out-of-pocket expenses on a project.

TIP: **Expense Reimbursement** payments work similar to other employee payments in this user guide.

To create an employee expense reimbursement:

1. From the menu, select **Employees**.



The **Employees** widget appears with the **Payments** tab preselected.



2. On the **Employees** widget, click **Reimburse Expenses**.

3. In the **New Employee Reimbursement** window, use the drop-down to select an **Originator ID**, which corresponds to a payment or offset account.
The **ACH Company**, **Company ID/Name**, **Offset Account** number, and **Batch Description** fields will be automatically filled in.
4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.
The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 8:00 PM ET."

NOTE

If you modify the payment, the cutoff time may change. Be sure the payment is approved before the cutoff time.

5. **Batch Description** automatically populates as **"REIMBURSE"**.
6. (Optional) Enter **Company Discretionary Data** information.
7. (Optional) Enter a **Descriptive Date**, if different from the payment date.
8. (Optional) Add any **Internal Comments** desired. The comments are internal; they will not appear on the payment to the employee.



9. In the **Beneficiary Information** section, enter the employee name in **Name**.
10. Select the **Bank Code** from the drop down.
11. Enter the employee's **Account Number**.
12. Select the **Account Type** from the drop-down list.
 - Checking.
 - Savings.
 - Loan.
13. Enter the transaction amount in **Amount**.
14. (Optional) Enter the employee number (or ID) in the **ID** field.
15. (Optional) Enter any **Discretionary Data** desired.
14. (Optional) Check the **Create Prenote** box if you want to create and send a prenote.
15. (Optional) Check the **Hold** box if you want to place a hold on the transaction.
16. (Optional) In the **Internal Comment** field, enter an internal comment that you want to store with the transaction. Comments entered here are not stored with the transaction.

Beneficiary Information

* Name	* Bank Code	* Account Number	* Account Type	* Amount
<input type="text" value="Employee Name"/>	<input type="text" value="061120152 - FIRST HORIZ..."/> FIRST HORIZON BANK 3451 PRESCOTT MEMPHIS, TN	<input type="text" value="123456789"/>	<input type="text" value="Checking"/>	<input type="text" value="100.00"/> <input type="text" value="USD"/>
ID	Discretionary Data	<input type="checkbox"/> Create Prenote <input type="checkbox"/> Hold		
<input type="text" value="12345"/>	<input type="text"/>	<input type="text" value="test internal comment"/> <small>Stored with the transaction, but not forwarded with the payment</small>		



17. If you need to restrict using the beneficiary by a particular date, click to expand the **Beneficiary Exclusion Dates** section.
 - Mark the appropriate box and enter the date.
 - Don't include this Beneficiary before.
 - Don't include this Beneficiary after.
18. If you need to add another employee for the same type of reimbursement, click **Add Another Beneficiary**.
19. You can save an expense reimbursement as a template. Check the **Save this payment as a template for future use** box.
20. Click **Save for Later** to save the payment before submitting it or click **Submit**.
 - If the payment is saved successfully, a confirmation message will appear. Close the message to continue working.
 - If the payment was not saved successfully, an error message will appear. Correct the error and attempt to save the payment again.

NOTE

When a payment is saved for later, its status will appear as *Incomplete* in the Employees Payments list.

21. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user. See **Approve Payment** in this user guide.

Employee Reimbursement Payments may also be deleted, modified or rejected. See those sections later in this guide.

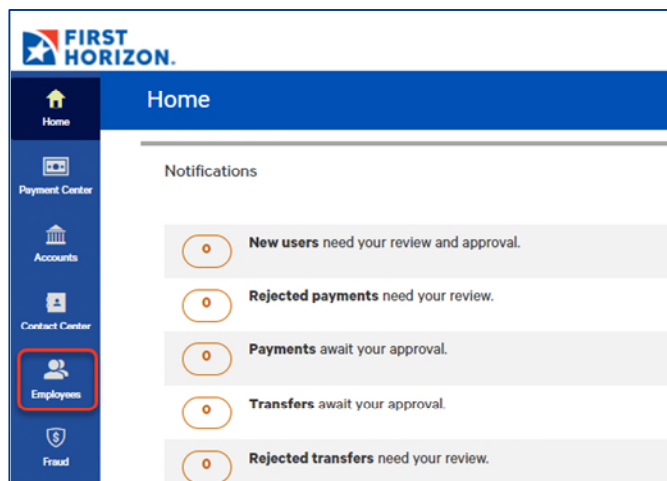


CREATE EMPLOYEE PAYROLL PAYMENT

TIP: Payroll payments work similar to other employee payments in this user guide.

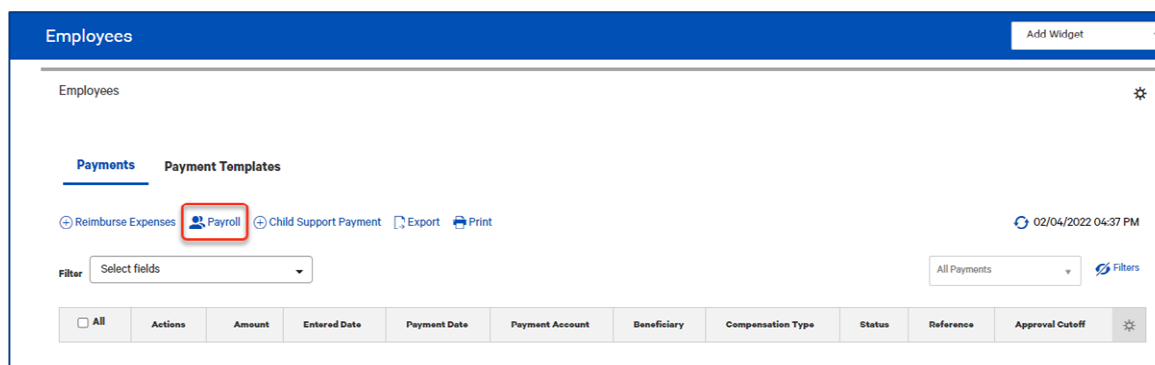
To create an employee payroll payment:

1. From the menu, select **Employees**.



The **Employees** widget appears with the **Payments** tab preselected.

2. On the **Employees** widget, click **Payroll**.



3. In the **New Payroll Payment** window, use the drop-down to select an **Originator ID**, which corresponds to a payment or offset account.

The **ACH Company**, **Company ID/Name**, **Offset Account** number, and **Batch Description** fields will be automatically filled in.

4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 8:00 PM ET."

NOTE

If you modify the payment, this cutoff time may change. Be sure the payment is approved before the cutoff time.



5. **Batch Description** automatically populates as “PAYROLL”.
6. (Optional) Enter **Company Discretionary Data** information.
7. (Optional) Enter a **Descriptive Date**, if different from the payment date.
8. (Optional) Add any **Internal Comments** desired. The comments are internal; they will not appear on the payment to the employee.

9. In the **Beneficiary Information** section, enter the employee name in **Name**.
10. Select the **Bank Code** from the drop down.
11. Enter the employee's **Account Number**.
12. If the payroll amount should be split with a second account, click **Add 2nd Account**. (See second image below)
13. Select the **Account Type** from the drop down list.
 - Checking
 - Savings
 - Loan
14. Enter the transaction amount in **Amount**.
15. (Optional) If **Add 2nd Account** is selected,
 - Select **Allocation Type** from drop down (Fixed or Percentage).
 - Select **2nd Bank Code** from drop down list.
 - Enter **2nd Account Number**.
 - Select **2nd Account Type**.
 - Enter **2nd Account Allocation** (either the fixed amount or the percentage).
 - Click **Remove 2nd account**, if needed.
16. (Optional) Enter the employee number (or ID) in the **ID** field.
17. (Optional) Enter any **Discretionary Data** desired.
18. (Optional) Check the **Create Prenote** box if you want to create and send a prenote.
19. (Optional) Check the **Hold** box if you want to place a hold on the transaction.
20. (Optional) In the **Internal Comment** field, enter an internal comment that you want to store with the transaction. Comments entered here are not stored with the transaction.



View if Add 2nd Account is selected:

Beneficiary Information					
* Name	* Bank Code	* Account Number	* Account Type	Account Allocation	* Amount
Employee Name	061120152 - FIRST HORIZ... FIRST HORIZON BANK 3451 PRESCOTT MEMPHIS, TN	123456789	Checking	1,218.40	1,523.00 USD <small>Total amount for this beneficiary</small>
* Allocation Type	* 2nd Bank Code	* 2nd Account Number	* 2nd Account Type	* 2nd Account Allocation	
Percentage	084303749 - FIRST HORL... 3451 PRESCOTT MEMPHIS FIRST HORIZON BANK TN	987654321	Savings	20% 1,218.40 USD	Remove 2nd Account
ID	Discretionary Data		Internal Comment		
12345	<input type="checkbox"/> Create Prenote <input type="checkbox"/> Hold		payroll 2/4/2022 <small>Stored with the transaction, but not forwarded with the payment</small>		

21. If you need to restrict using the beneficiary by a particular date, click to expand the **Beneficiary Exclusion Dates** section.

- Mark the appropriate box and enter the date.
 - Don't include this Beneficiary before.
 - Don't include this Beneficiary after.

22. If you need to add another employee for the same type of reimbursement, click **Add Another Beneficiary**.

23. You can save an payroll payment as a template. Check the **Save this payment as a template for future use** box.

24. Click **Save for Later** to save the payment before submitting it or click **Submit**.

- If the payment is saved successfully, a confirmation message will appear. Close the message to continue working.
- If the payment was not saved successfully, an error message will appear. Correct the error and attempt to save the payment again.

NOTE

When a payment is saved for later, its status will appear as *Incomplete* in the Employees Payments list.



Beneficiary Exclusion Dates

☐ Don't Include this Beneficiary before

☐ Don't Include this Beneficiary after

Add Another Beneficiary

Clear Beneficiary Info

100.00 USD to 0 on

☒ Save this payment as a template for future use ⓘ

Template Code

Reimbursement Template

Template Description

template for reimbursing emp

☐ Restrict

Submit

Save for Later

Cancel

25. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user. See **Approve Payment** in this user guide.

Employee Payroll Payments may also be deleted, modified or rejected. See those sections later in this guide.

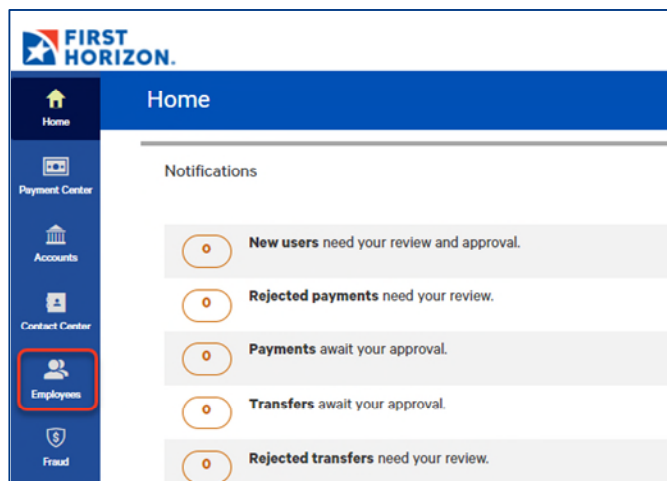


CREATE EMPLOYEE CHILD SUPPORT PAYMENT

TIP: Child Support payments work similar to other employee payments in this user guide.

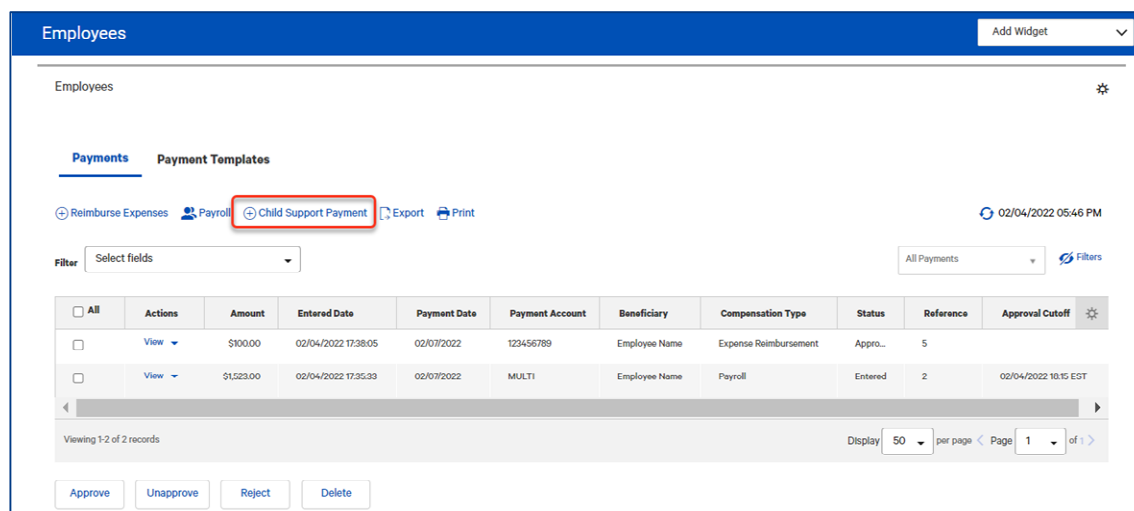
To create an employee child support payment:

1. From the menu, select **Employees**.



The **Employees** widget appears with the **Payments** tab preselected.

2. On the **Employees** widget, click **Child Support Payment**.





3. In the **New Child Support Payment** window, use the drop-down to select an **Originator ID**, which corresponds to a payment or offset account.

The **ACH Company**, **Company ID/Name**, **Offset Account** number, and **Batch Description** fields will be automatically filled in.

4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 8:00 PM ET."

NOTE

If you modify the payment, this cutoff time may change. Be sure the payment is approved before the cutoff time.

5. (Optional) Add any **Internal Comments** desired. The comments are internal; they will not appear on the payment.

6. In the **Beneficiary Information** section, use the **Agency** drop-down to select the state agency mandating the payments.

The remaining **Beneficiary** fields will appear. These fields will vary depending on the state agency.

Note

The beneficiary address book does not support child support beneficiaries.



7. Enter the payer's first name in **Absent Parent First Name**.
8. Enter the payer's last name in **Absent Parent Last Name**.
9. In **Absent Parent SSN**, enter the absent parent's social security number.
10. Enter the **Case Identifier** or court order number. Sometimes, this field will include the state name (for example, **Florida Case No.**).
11. (Optional) If the agency requires the **FIPS code**, use the drop-down to select the appropriate code.
FIPS code: Federal Information Processing Standard Code – a five-to-seven-digit number that identifies a specific county with a state.
12. (Optional) Select **Y** (Yes) or **N** (No) in the **Employment Terminated** field to select the payee's employment status.
13. Use the **Medical Support Indicator** field to select whether the payer has medical coverage through an employer; the options are **Y**, **N**, and **W** (not applicable).
14. (Optional) Enter the appropriate **FEIN** (Federal Employer Identification Number).
15. Use the calendar icon to select the **Pay Date** (the date when income is withheld).
16. Enter the **Payment Amount**.
17. (Optional) Check the **Create Prenote** box if you want to create and send a prenote.
18. (Optional) Check the **Hold** box if you want to place a hold on the transaction.

Beneficiary Information

*** Agency**

Arkansas

*** Absent Parent First Name**

Parent First Name

*** Absent Parent Last Name**

Parent Last Name

*** Absent Parent SSN**

111111111

*** Case Identifier**

123456

FIPS Code

0500000 - Arkansas

Employment Terminated

N

*** Medical Support Indicator**

Y

FEIN

*** Pay Date**

02/04/2022

*** Payment Amount**

325.00

USD

☐ Create Prenote

☐ Hold

19. If you need to restrict using the beneficiary by a particular date, click to expand the **Beneficiary Exclusion Dates** section.
 - Mark the appropriate box and enter the date.
 - Don't include this Beneficiary before.
 - Don't include this Beneficiary after.
20. To add another beneficiary to the batch, click **Add Another Beneficiary**.
21. You can save an child support payment as a template. Check the **Save this payment as a template for future use** box.



22. Click **Save for Later** to save the payment before submitting it or click **Submit**.

- If the payment is saved successfully, a confirmation message will appear. Close the message to continue working.
- If the payment was not saved successfully, an error message will appear. Correct the error and attempt to save the payment again.

NOTE

When a payment is saved for later, its status will appear as *Incomplete* in the **Employees Payments** list.

Beneficiary Exclusion Dates

☐ Don't include this Beneficiary before

☐ Don't include this Beneficiary after

325.00 USD to 1 Beneficiary on 7 Feb 2022

☒ Save this payment as a template for future use ⓘ

Template Code	Template Description
<input type="text" value="ChildSupportTemplate"/>	<input type="text" value="Template for Child Support"/>

☐ Restrict

23. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user. See **Approve Payment** in this user guide.

Employee Child Support Payments may also be deleted, modified or rejected. See those sections later in this guide.



APPROVE PAYMENT

Depending on your entitlements, you may be able to approve payments in the **Employees Center**.

To approve a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Approve**.

Reimburse Expenses Payroll Child Support Payment Export Print 02/04/2022 05:38 PM

Filter Select fields All Payments Filters

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Da...	Payment Accou...	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff
<input type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimburse...	Approved	5	
<input type="checkbox"/>	View	\$1,523.00	02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete

3. Click **OK** to answer any warnings, if applicable.

Warning

The cutoff time for this payment is approaching. The Value Date on this payment will be invalid and the payment will not be eligible for approval after 6:15 PM EST.

Would you like to proceed anyway?

OK Cancel

4. The payment is approved.

Employees

Payments Payment Templates

Reimburse Expenses Payroll Child Support Payment Export Print 02/04/2022 05:46 PM

✓ 1 Payment Approved Details

ID: 5
To: Employee Name 12345
From: Main Account 0001 001000000001
Amount: 100.00 USD
Value Date: 02/07/2022
Payment Type: Expense Reimbursement

Filter Select fields All Payments Filters

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff
<input type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimbursement	Appro...	5	
<input type="checkbox"/>	View	\$1,523.00	02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1



DELETE PAYMENT

To delete a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Delete**.

Reimburse Expenses Payroll Child Support Payment Export Print 02/04/2022 05:39 PM

Filter Select fields All Payments Filters

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Da...	Payment Accou...	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff
<input type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimburseme...	Entered	5	02/04/2022 18:15 EST
<input type="checkbox"/>	View		02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete

3. Click **Yes** to confirm the deletion.

First Last

Confirm Delete

Are you sure you want to delete this item?

Yes No



MODIFY PAYMENT

To change/modify a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Modify**.

Reimburse Expenses Payroll Child Support Payment Export Print 02/04/2022 05:39 PM

Filter Select fields All Payments Filters

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Da...	Payment Accou...	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff
<input type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimburse...	Entered	5	02/04/2022 18:15 EST
<input type="checkbox"/>	View		02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete

3. Make the appropriate changes.
4. Click **Save**.

Account 001000000001 02/07/2022

Modify - Employee Name

Name Employee Name Bank Code 011000138 - BANK OF... BANK OF AMERICA, N.A. Account Number 123456789 Add 2nd Account Account Type Checking Amount 200.00 USD

ID 12345 Discretionary Data Internal Comment

Create Prenote Hold Internal comment

Stored with the transaction, but not forwarded with the payment

> Beneficiary Exclusion Dates

> Transaction Audit History

Save Cancel

Employee Name 12345 011000138 123456789 Checking 100.00 USD No No Entered



REJECT PAYMENT

Depending on your entitlements, you may be able to reject payments in the **Employees Center**.

To reject a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Reject**.

The screenshot shows the 'Payments' section of the Employees Center. At the top, there are tabs for 'Reimburse Expenses', 'Payroll', and 'Child Support Payment', along with 'Export' and 'Print' buttons. A filter dropdown is set to 'Select fields'. A table lists two payments. The first payment has an amount of \$100.00 and a status of 'Entered'. The 'View' dropdown menu is open for this payment, showing options: 'Approve', 'Delete', 'Modify', and 'Reject' (which is highlighted with a red box). Below the table, there are buttons for 'Approve', 'Unapprove', 'Reject', and 'Delete'. The page also shows a date '02/04/2022 05:39 PM' and a 'Filters' button.

	Actions	Amount	Entered Date	Payment Da...	Payment Accou...	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff
<input type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimbursome...	Entered	5	02/04/2022 18:15 EST
<input type="checkbox"/>	View		02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST

3. Enter the **Reject Reason**.
4. Click **OK**.

The screenshot shows a 'Reject Reason' dialog box. It has a title bar 'Reject Reason' and a text input field containing the word 'testing'. At the bottom, there are two buttons: 'OK' (highlighted in blue) and 'Cancel'. The background shows a blurred view of the same 'Payments' page.



EXPORT PAYMENTS

You may export all or selective payment data in a summarized or detailed format.

To export All Payment data:

1. On the **Employees Payment** page, click **Export**.

The screenshot shows the 'Employees' section with a 'Payments' tab selected. Below the tabs, there are links for 'Reimburse Expenses', 'Payroll', 'Child Support Payment', 'Export' (highlighted with a red box), and 'Print'. A table of payments is displayed below, with columns for Amount, Entered Date, Payment Date, Payment Account, Beneficiary, Compensation Type, Status, Reference, and Approval Cutoff. The table shows two records. At the bottom, there are buttons for 'Approve', 'Unapprove', 'Reject', and 'Delete'.

	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff
<input type="checkbox"/>	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimbursement	Appro...	5	
<input type="checkbox"/>	\$1,523.00	02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST

2. **All Payments** is automatically selected under the **Export Payments** heading.
3. Under the **Export Data** area, **Summary Information** is automatically selected.
4. (Optional) Click **Transaction Details** to show the details of each transaction.
5. Click **Export**.

The screenshot shows the 'Export Payments' dialog box. It has two sections: 'Export Payments' with radio buttons for 'All Payments' (selected) and 'Selected Payments'; and 'Export Data' with radio buttons for 'Summary Information' (selected) and 'Transaction Details'. At the bottom, there are 'Export' and 'Cancel' buttons.



- Open the exported file.



- View the summarized data file in Microsoft Excel.

Example of All Payments - Summary

	A	B	C	D	E	F	G	H	I	J
1	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff	
2	100	2/4/2022 17:38	2/7/2022	123456789	Employee Name	Expense Reimbursement	Approved	5		
3	1523	2/4/2022 17:35	2/7/2022	MULTI	Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST	
4										
5										

Example of All Payments – Transaction Details included (portion of detail only shown)

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ID	Payment Type	Status	Batch ID	Name	ID	Amount	Debit/Credit	Account Number	Account T Name	ID Num	Trace ID	Prenote	ABA	Addenda	Comment	Tran Date V	
2	5	Expense Reimbursement	Approved	1047	CORP ABC 1	10000001	100	Credit	123456789	Checking Employee	12345		N	11000138			2/4/2022	
3	2	Payroll	Approval Window Passed	1046	CORP ABC 1	10000001	1523	Credit	123456789	Checking Employee	12345		N	61120152		payroll 2/4/2022	2/4/2022	
4																		
5																		



To export Selective Payment data:

1. On the **Employees Payment** page, click the **checkbox** beside the payment to export.
2. Click **Export**.

Employees

Payments Payment Templates

Reimburse Expenses Payroll Child Support Payment **Export** Print

02/07/2022 08:52 AM

Filter Select fields All Payments Filters

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment Da...	Payment Accou...	Beneficiary	Compensation Type	Status	Referen...	Approval
<input checked="" type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimburse...	Approved	5	
<input type="checkbox"/>	View	\$1523.00	02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Approval Window Passed	2	

Viewing 1-2 of 2 records

Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete

3. **Selected Payments** is automatically selected under the **Export Payments** heading.
4. Under the **Export Data** area, **Summary Information** is automatically selected.
5. (Optional) Click **Transaction Details** to show the details of each transaction.
6. Click **Export**.

Export Payments

Export Payments

☐ All Payments ☒ Selected Payments

Export Data

☒ Summary Information ☐ Transaction Details

Export Cancel



PRINT PAYMENT SUMMARY

Print summary or details of all or selective payments.

To print Payment data:

1. To print all payments, on the **Employees Payment** page, click **Print**.

To print selective payment, click the checkbox beside the payment to print and then click Print.

The screenshot shows the 'Employees' section with a 'Payments' tab selected. A table lists two payment records. The 'Print' button in the top toolbar is highlighted with a red box.

	Actions	Amount	Entered Date	Payment Da...	Payment Accou...	Beneficiary	Compensation Type	Status	Referen...	Approval
<input checked="" type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimburse...	Approved	5	
<input type="checkbox"/>	View	\$1,523.00	02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Approval Window Passed	2	

2. Under the **Print** heading, select **Summary** or **Details**.

The 'Print Options' dialog box is shown. It has two sections: 'Include' and 'Print'. Under 'Include', 'All Items' is selected. Under 'Print', 'Summary' is selected. There are 'Print' and 'Cancel' buttons at the bottom.

Number of selected items: 2

Include

☒ All Items
☐ Selected Items

Print

☒ Summary
☐ Details

Print **Cancel**




Example of Summary Print

Print ListView

1 of 1

Employees Payments List View | All Payments

CORPORATE11 - CORPORATE11



Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff
100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimbursement	Approved	5	
1,523.00	02/04/2022 17:35:33	02/07/2022	MILL T1	Employee Name	Payroll	Entered	2	02/04/2022 18:15 FST

REPORT TOTALS

ACH	Total Debit Amount	Items	Total Credit Amount	Items	Total Batches
ACH (USD to USD)			1,623.00 USD	2	2

Example of Details Print


Print ListView

Export As

1 of 3

Payment Details

CORPORATE11 - CORPORATE11



PAYMENT ID: 5		AUDIT INFORMATION			
ACH Company	CORP ABC 1	APPROVED	Timestamp	User ID	Company
ACH Company ID	10000001	ENTERED	02/04/2022 05:46:25 PM	USER2	CORPORATE11
From Account	Main Account 0001		02/04/2022 05:38:05 PM	USER2	CORPORATE11
From Account ID	001000000001				
Payment Type	Expense Reimbursement				
Same Day	No				
Value Date	02/07/2022				
Batch Status	Approved				
Entry Method	Freeform				
Batch Description	REIMBURSE				

Beneficiary Name	Bene ID	Credit/Debit	ABA	Acct No.	Type	Status	Print ID	Trace ID
Employee Name	12345	100.00	011000138	123456789	Checking	Entered	973	

Batch Totals

100.00	Credits - 1	Prenotes - 0
0.00	(Debits) - 0	



COPY PAYMENT

As long as you have the proper entitlements, you can copy an approved payment from the **Payments** list to make another payment or create a template from the payment. When you copy the payment, you can also edit it as needed, then submit or save it as a new payment.

To complete a Copy As Payment on an existing employee payment:

1. From the menu, select **Employees**.

The **Employees** widget appears with the **Payments** tab preselected.

2. Click the checkbox beside the payment you want to copy.
3. Click View from the **Actions** drop-down, select **Copy as Payment**.

The screenshot shows the 'Employees' widget with the 'Payments' tab selected. At the top, there are tabs for 'Payments' and 'Payment Templates'. Below these are links for 'Reimburse Expenses', 'Payroll', 'Child Support Payment', 'Export', and 'Print'. A filter dropdown is set to 'Select fields'. The main table has columns: All, Actions, Amount, Entered Date, Payment Da..., Payment Accou..., Beneficiary, Compensation Type, Status, Referen..., and Approval. Two rows are visible. The first row is selected, and its 'View' dropdown menu is open, showing options: 'Copy as Payment' (highlighted), 'Copy as Template', and 'Unapprove'. The second row is also visible. At the bottom, there are buttons for 'Approve', 'Unapprove', 'Reject', and 'Delete'.

All	Actions	Amount	Entered Date	Payment Da...	Payment Accou...	Beneficiary	Compensation Type	Status	Referen...	Approval
<input checked="" type="checkbox"/>	View	\$100.00	02/04/2022 17:38:05	02/07/2022	123456789	Employee Name	Expense Reimburse...	Approved	5	
<input type="checkbox"/>	View		02/04/2022 17:35:33	02/07/2022	MULTI	Employee Name	Payroll	Approval Window Passed	2	

4. Data from the existing payment is copied and appears in the **New Payment** screen.
5. Edit the fields as needed.
6. Click **Submit**.
7. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user.



To complete a Copy As Template on an existing employee payment:

1. From the menu, select **Employees**.

The **Employees** widget appears with the **Payments** tab preselected.

2. Click the checkbox beside the payment you want to copy.
3. Click View from the **Actions** drop-down, select **Copy as Template**.

The screenshot shows the 'Employees' widget with the 'Payments' tab selected. A table displays two payment records. The first record is selected, and the 'View' action dropdown is open, showing 'Copy as Template' as an option. The table columns include: All, Actions, Amount, Entered Date, Payment Da..., Payment Accou..., Beneficiary, Compensation Type, Status, Referen..., and Approval. The first record has an amount of \$100.00, entered date of 02/04/2022 17:38:05, payment date of 02/07/2022, payment account of 123456789, beneficiary of Employee Name, compensation type of Expense Reimburse..., status of Approved, and reference of 5. The second record has an amount of \$100.00, entered date of 2/04/2022 17:35:33, payment date of 02/07/2022, payment account of MULTI, beneficiary of Employee Name, compensation type of Payroll, status of Approval Window Passed, and reference of 2. The bottom of the screen shows buttons for Approve, Unapprove, Reject, and Delete.

4. Data from the existing payment is copied and appears in the **New Payment** screen.
5. Enter a **Template Code**.
6. Enter a **Template Description**.
7. Edit the copied fields as needed.

The screenshot shows the 'New Employee Reimbursement' screen. The form is divided into sections: Template Information, Originator Information, and Batch Description. The Template Information section has fields for Template Code (Test1Template) and Template Description (Template for Payroll 2). The Originator Information section has a dropdown for Originator ID (CORP ABC 1-10000001 - Offset Account 001000000001). The Batch Description section has fields for Batch Description (REIMBURSE), Company Discretionary Data, Descriptive Date, and Internal Comments. The Payment Total is 100.00 USD. A note at the bottom states: 'Stored with the transaction, but not forwarded with the payment'.



8. To modify the **Beneficiary Information**, click the **View** drop down in the **Actions** column and then click **Modify**.
9. If you wish this payment template to be recurring, click the **Make Recurring** checkbox.
10. Click **Save**.
11. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user.

Beneficiary Information

⊕ Add New Beneficiary

Filter

Select fields

Edit Hold

Edit Amounts

All Beneficiaries

Filters

<input type="checkbox"/> All	Actions	Name	ID	Bank Code	Account Number	Account Type	Amount	CCY	Prenote	Hold	Status	
<input type="checkbox"/>	<div>View</div>	Employee Name	12345	011000138	123456789	Checking	100.00	USD	No	No		

Viewing 1-1 of 1 records

Modify

Delete

Display 50 per page < Page 1 of 1 >

Delete

☐ Make Recurring

100.00 USD to 1 Beneficiary

Save

Cancel

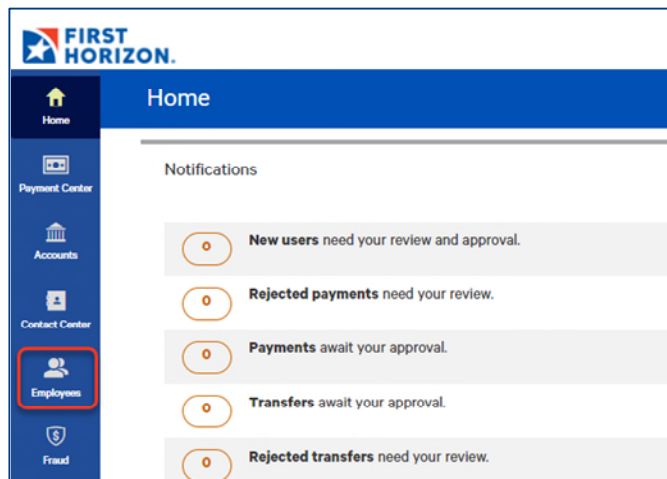


PAYMENT TEMPLATES

Creating a payment from a template can save you time, as much of the required information is pre-populated.

To create an employee payment from a template:

1. From the menu, select **Employees**.

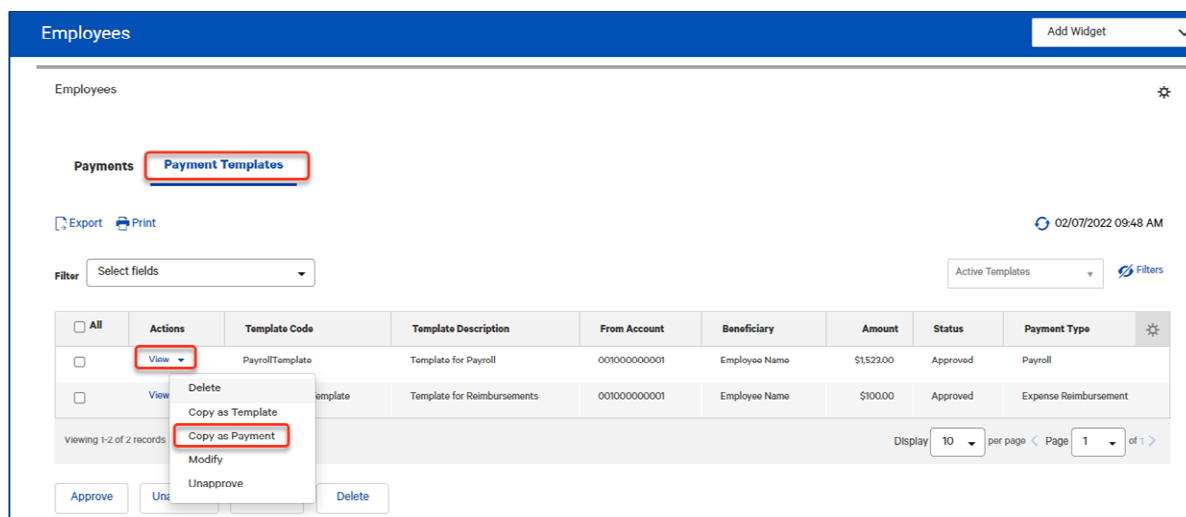


The Employees widget appears with the **Payments** tab preselected.

2. Click the **Payment Templates** tab.
3. Click the **View** drop down arrow on the existing template with which you wish to make the new employee payment.
4. Click **Copy as Payment**.

Note

A template must be in Approved (AP) status for this option to display.





5. Make the necessary changes to the payment detail information and Beneficiary Information.

← New Payroll Payment

Payment Total
1,523.00 USD

Template Information

Template Code

PayrollTemplate

Template Description

Template for Payroll

Originator Information

Originator ID

CORP ABC 1-10000001 - Offset Account 001000000001

* Value Date

02/08/2022

Payment must be approved by
02/07/2022 18:15 EST

Batch Description

PAYROLL

Company Discretionary Data

test

Descriptive Date

0204

Internal Comments

Internal comments

Stored with the transaction, but not forwarded with the payment

6. To modify the Beneficiary Information, click the **View** drop down in the Actions column and then click **Modify**.
7. Click **Submit** to submit the payment for approval.

Beneficiary Information

Filter

Select fields

Edit Hold

Edit Amounts

All Beneficiaries

Filters

<input type="checkbox"/> All	Actions	Name	ID	Bank Code	Account Number	Account Type	Amount	CCY	Prenote	Hold	Status	
<input type="checkbox"/>	View	Employee Name	12345	MULTI	123456789	MULTI	1,523.00	USD	No	No		

Viewing 1-1 of 1 records

Display 50 per page

Page 1 of 1

Delete

1,523.00 USD to 1 Beneficiary on 8 Feb 2022

Submit

Cancel