Business Access Simplified Payments System Guide

Busey BANK

Business | Wealth Management | Personal

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Simplified Payments

The Simplified Payments widget lets you manage corporate payments in a streamlined fashion on the order of bill pay system. You first set up a directory of payees; see Payee Directory.

Once the list is established, for each payee you can initiate the following types of payments:

- Send Payment: Regular Payments (ACH credits), Expedited Payments (domestic wire payments), International Wire Payments
- Loan Payment
- Loan Draw
- Employee Payments: Payroll and Expense Reimbursements
- Tax Payments: Federal Government (IRS) payments

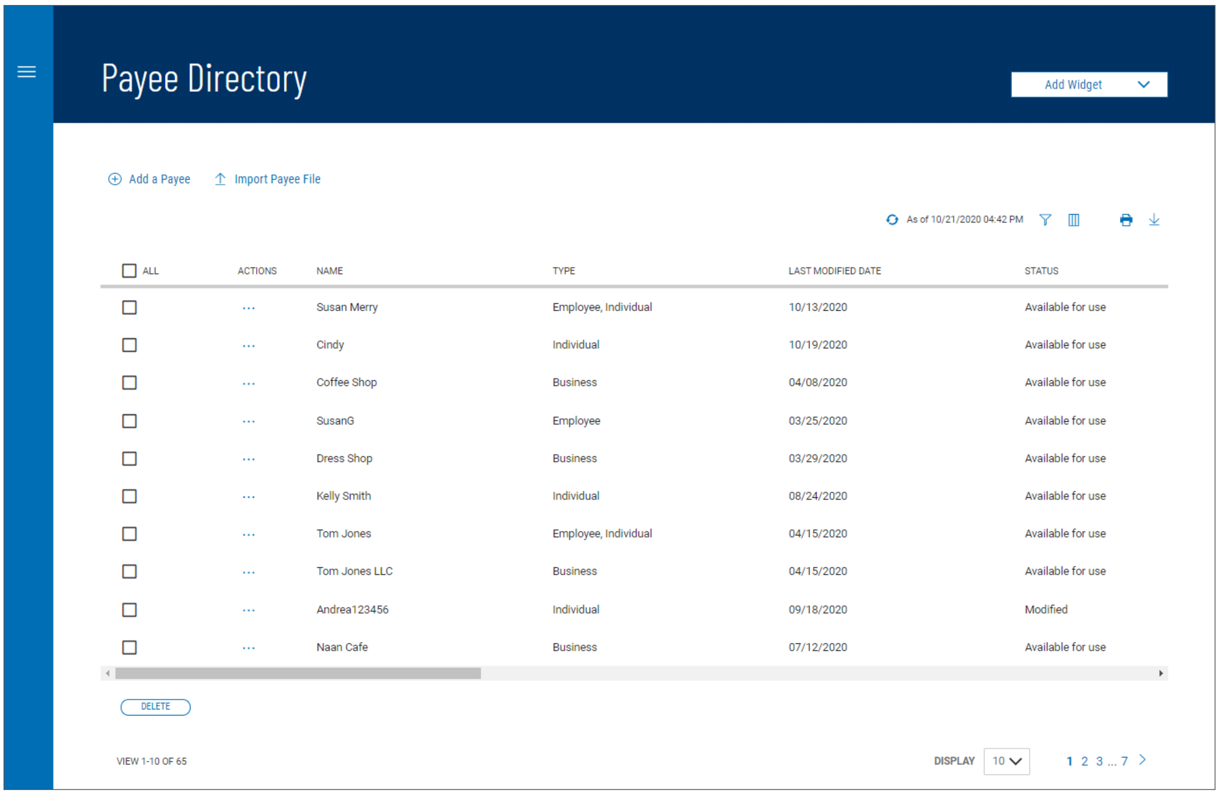
The Simplified Payments widget appears in the Payment Center workspace by default. If the Simplified Payments widget is not available, select it from the **Add Widget** drop-down menu.

The columns that appear in the Payments list depend on the currently active filter. Additional columns can be displayed by clicking the **Filter** icon and selecting from the **Columns** tab. The Simplified Payments list view displays the following information about available payments:

- **Status** – The status of the payment: *Ready to Process*, *Approved*, *Deleted*, or *Rejected*
- **Payee Name** – The name of the beneficiary of the payment

- **From Account Name** – The name of the account the payment is either made or originated from (funding account)
- **From Account** – The From account number
- **Amount** – the total amount of the payment
- **Transaction Date** – The date the payment is issued
- **Payment Type** – The payment type of the payment, for example, *Employee*
- **Approve By** – user ID that approved the payment if approval was required
- **Approval Date** – date approved
- **Initiated By** – user that initiated the payment
- **Initiated Date** – date the payment was initiated
- **Comments** – Comments that are sent with the transaction

Payee Directory



The Payee Directory is a list of the companies and individuals to whom you make regular payments. Once you have added payees to the system, they will be available for selection in the **Receiver Information** section of payment screens.

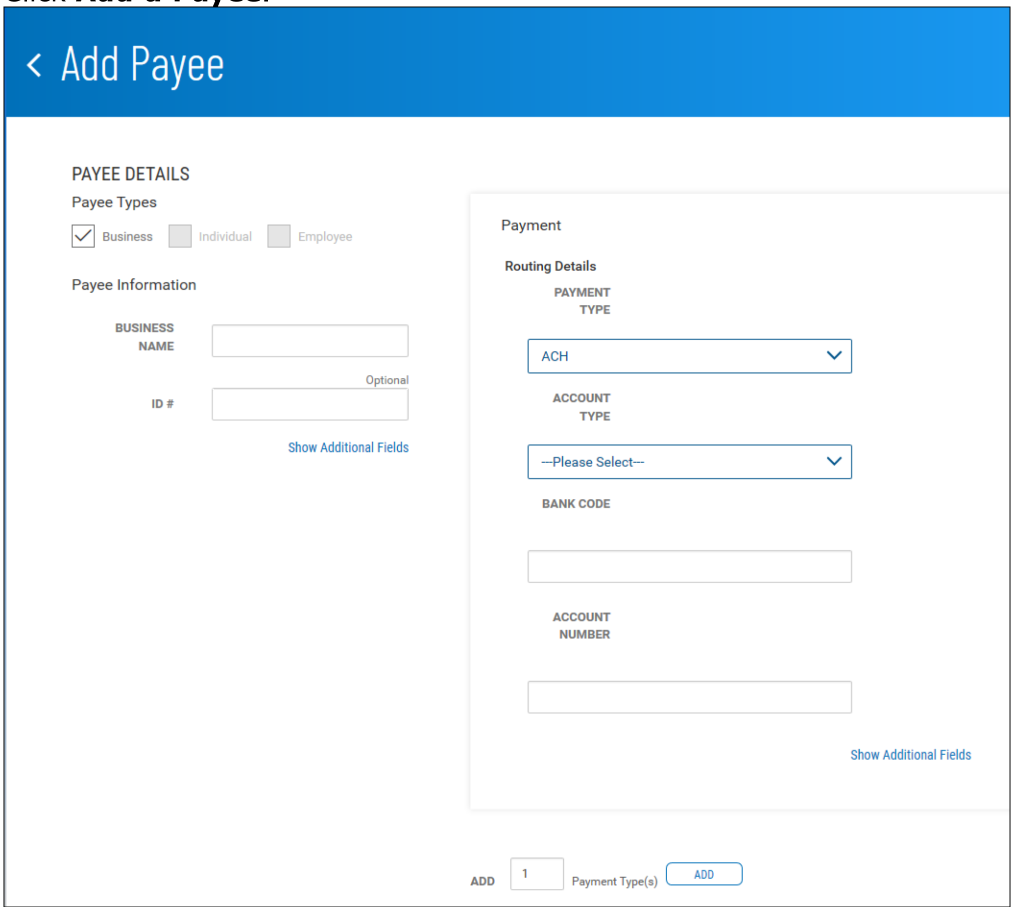
The Payee Directory list displays the following information for each payee:

- Name
- Type - Business, Individual, or Employee
- Last Modified Date
- Status
- Contact Person
- ID#
- Phone
- Email 1 & Email 2
- Mobile
- Fax
- Entry Method

Adding a Payee

To add a new payee to the directory:

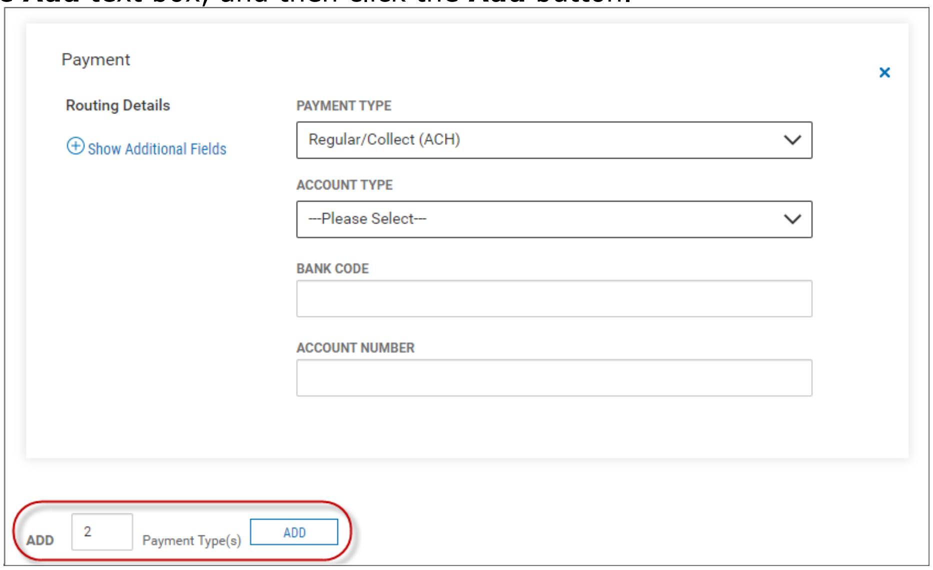
1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payee Directory**. ***Note:*** the Payee Directory widget can be added to the Payment Center workspace.
2. Click **Add a Payee**.



3. **Payee Types** - select the appropriate payee type
   - **Business**- Company or vendor being paid for services
   - **Individual** consumer being paid for services
   - **Employee** – consumer being paid wages or expense reimbursements
4. In the **Payee Information** section, enter the below information:
   - **Name** - enter the business or individual name of the payee.
   - **ID #** - This is an optional field and can be used to enter a unique identifier for the payee.
   - **Show Additional Fields** – click this link to add additional contact information for this payee. These fields are optional.
   - The additional fields available include:
     - Contact Person – only available when Business type is chosen Email address 1 & @
     - Phone number
     - Extension
     - Mobile phone number
     - Fax number
5. In the **Payment** section, for Routing Details, enter the below information:
   - **Payment Type** use the drop-down menu to select a default payment type: *ACH, Wire -*

Domestic, or *Wire - International*. ***Note:*** only the payment types you have been setup on will be available.

- **Account Type** – use the drop-down menu to select the account type: Checking or Savings.
- **Bank Code** - enter the payee bank routing number.
- **Account Number** - enter the payee account number.
- Click **Show Additional Fields**, Address Line 1-3 will appear. These fields are optional and can be used to add the payee's address.
- **Add** – click the Add button to add additional payments, enter the number of types you want in the **Add** text box, and then click the **Add** button.



6. When you have finished, click **Submit**.
7. The payee will appear in the Payee Directory list view with a status of:
   - "*Available for use*" – the payee can be used for payments
   - "*Requires Others Approval*" – another user will have to approve the payee before they can be used for payments

Viewing a Payee

In the **Actions** column, click the ellipses (**...**) next to the appropriate payee, and from the drop- down menu, select **View**. The View Payee screen will appear with all payee information that has been entered.

Modifying a Payee

1. In the **Actions** column, click the ellipses (**...**) next to the appropriate payee, and from the drop- down menu, select **Modify**.
2. In the Modify Payee screen, make changes to the payee as needed
   - All fields are editable
   - You can add additional payments by entering the number of payments you want in the **Add** text box and clicking Add
   - You can remove additional payments by clicking the *X* in the top right corner
   - Click **Modify**.

Approving a Payee

The Payee Directory may be configured so that a new payee must be approved before it becomes available for payments in the Payment Center.

To approve multiple payees, in the **ALL** column, check the boxes corresponding to the desired payees, and then click the **Approve** button.

OR

In the **Actions** column, click the ellipsis (…) next to the corresponding payee, and from the drop-down menu, select **Approve**.

Deleting a Payee

In the **Actions** column, click the ellipses (**…**) next to the corresponding payee, and from the drop-down menu, select **Delete**.

OR

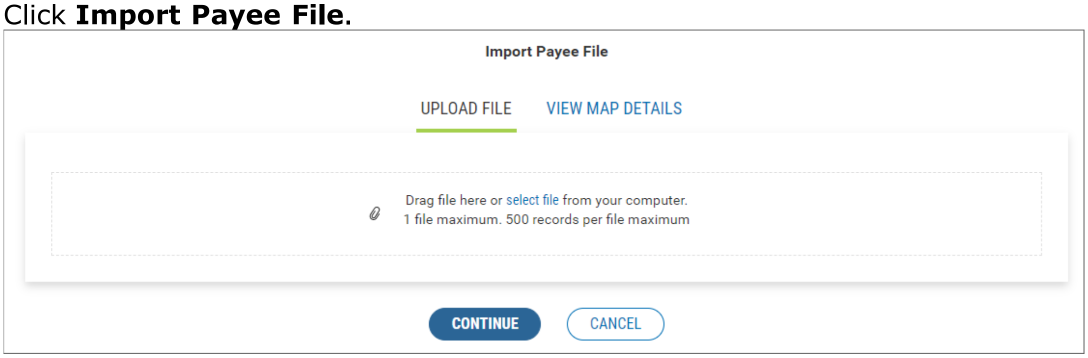
To delete multiple payees, in the **ALL** column, check the boxes corresponding to the desired payees, and then click the **Delete** button.

Import Payee File

Through the Payee Directory, you will be able to import payees eligible for Simplified Payments. Payees can be imported in comma-delimited format from an external file. Import is facilitated by an import map that created by administrative users. For more information, consult your administrator.

Importing a payee file

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payee Directory**.
2. Click **Import Payee File**.



3. Do one of the following;

   Drag and drop the file onto the widget.

   OR

   Click the screen, then browse for and select the desired file.

4. Click **Continue,** the Review Payee Upload screen appears
   - If the import is successful:
     - the Status will show as Pending. Click **Import.**
     - The imported payee(s) is added to the Payee Directory widget and appears in the list view. ***Note:*** The **Entry Method** column will reflect this payee as *Imported*.
   - If the import is unsuccessful:
     - The Upload Messages section will provide detailed information about first 10 errors encountered while trying to upload the file.
     - If all records failed, click the **Try Again** button, correct the errors in the file, and then reupload the file .
     - If some of the records failed

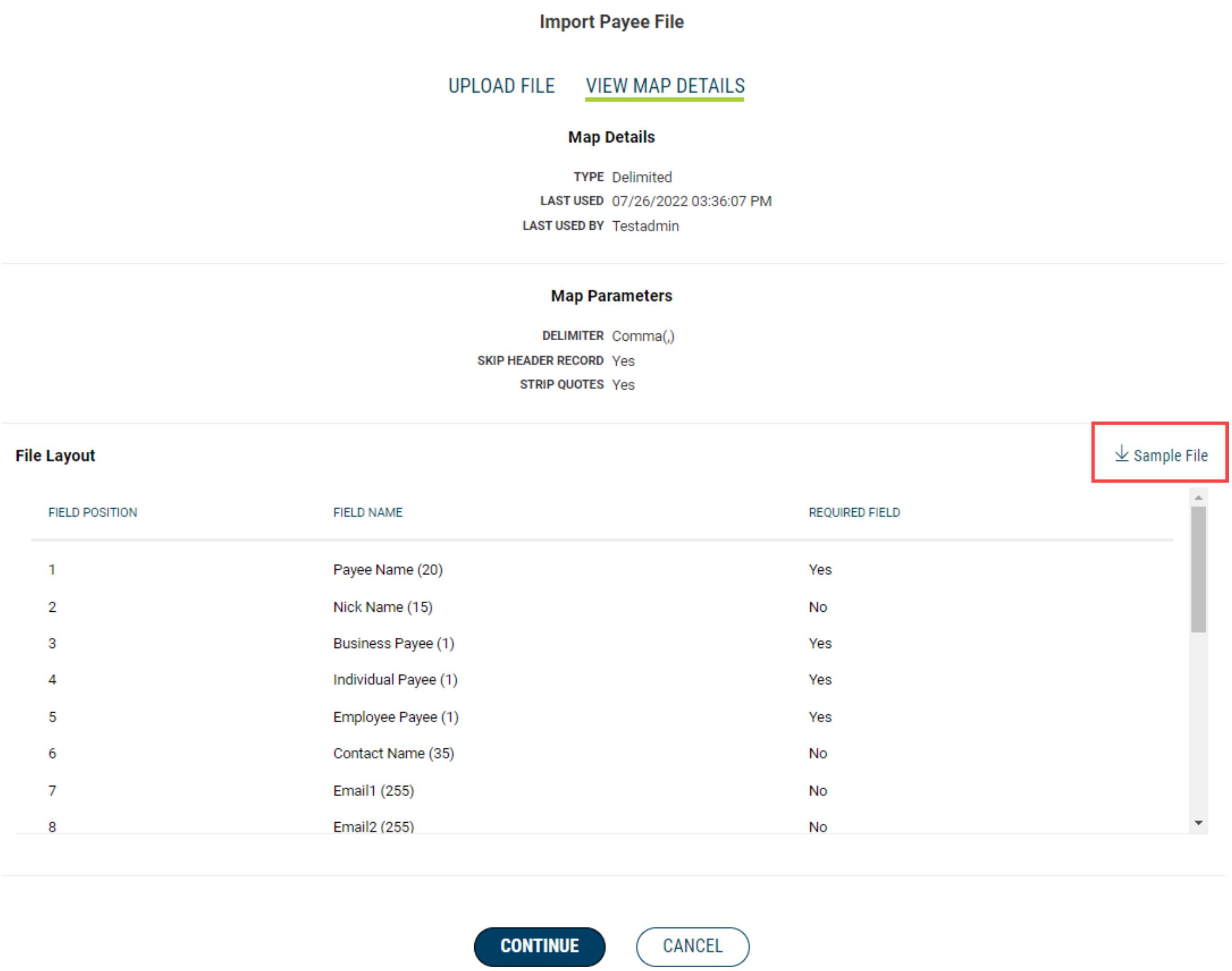
i. Click **Cancel** to correct the errors in the file and then reupload the file.
OR
ii. Click **Import** to import the successful records only. ***Note:*** the failed records will still need to be uploaded.

Viewing Import Map Details

The payee file import map defines field positions and other features that determine how fields in the original payee file are imported into the system.

Viewing map details

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payee Directory**.
2. Click **Import Payee File**.
3. Click **View Map Details**. The Map Details advise how the file will need to be set up to successfully upload.
4. Click **Sample File** to download a file in Excel format which illustrates the proper layout of details in payee files



Send Payment

The **Send Payment** option lets you send an ACH or wire payment depending on the payment type established in the payee's profile. ***Note:*** only the payment types you are setup for will be available.

Initiating an ACH payment

Note: this option will only be available if you are setup for ACH payments.

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center.**
2. Click **Initiate**, select **Send Payment**.
3. In the **Payee Information** section, enter the below information:
    - **Payee Name** – use the drop-down menu to select a payee. ***Note:*** payees must be added to the Payee Directory prior to initiating a payment.
    - **Payee Account** – A default payee account will appear if there is only one account for that payee. Use the drop-down to select the appropriate account if the payee has multiple accounts available .
    - **Transaction Date** – The next available payment date for available payment types will appear as the default transaction date. If needed, use the drop-down calendar to select a different date.
4. In the **Payment Information** section, enter the below information:
    - **Amount** - enter an amount to send.
    - **Select Type** - A default payment will appear if the payee is setup for only one type of payment type. Use the drop-down to select *Regular Payment (ACH)* .
    - **Entity –** use the drop-down menu to select the ACH Company being used for the payment.
    - **From Account** – A default account will appear if there is only one funding account for the ACH Company chosen. If needed, use the drop-down menu to select a different funding account.
    - **Memo** - enter a maximum eighty-character memo that will be sent along with the payment.
5. Click **Submit For Approval**.
6. The Submit Payment confirmation pop-up window appears, click **Continue**.
7. The payment will appear in the Payments list view with a status of:
    - "*Requires my approval*" – click the ellipsis (…) next to the payment and select Approve. The status will update to "*Ready to Process*". ***Note:*** the status will update to "*Processed*" once the payment has processed.
    - "*Requires other's approval*" - another user will need to Approve the payment to submit for processing.

Initiating a Wire Payment

Note: this option will only be available if you are setup for Wire payments.

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Initiate**, select **Send Payment**.
3. In **the Payee Information** section, enter the below information:
    - **Payee Name** – use the drop-down menu to select a payee. Note: payees must be added to the Payee Directory prior to initiating a payment.
    - **Payee Account** – A default payee account will appear if there is only one account for that payee. Use the drop-down to select the appropriate account if the payee has

multiple accounts available .

- **Transaction Date** – The next available payment date for available payment types will appear as the default transaction date. If needed, use the drop-down calendar to select a different date.

4. In the **Payment Information** section, enter the below information:
   - **Amount** - enter an amount to send.
   - **Select Type** - A default payment will appear if the payee is setup for only one type of payment type. Use the drop-down to select one of the below:
     i. **Expedited Payment** – to send a Domestic wire
     ii. **International Wire** – to send an International wire using US Dollars
   - **From Account** – use the drop-down menu to select the appropriate funding account.
   - **Purpose of Wire** – this is an optional field and can be used to include a sixteen maximum character memo for the purpose of the wire. ***Note:*** It is recommended to include this information to prevent delays with processing the wire
   - **Message To Payee** - enter a maximum thirty-five character message that will be sent along with the payment. ***Note:*** click **More** next to Line 1 to display Line 2-4 to include additional information.
5. Click **Send**.
6. The Submit Payment confirmation pop-up window appears. Click **Continue**.
7. The payment will appear in the Payments list view with a status of:
   - "*Approved*" – the payment has been approved ***Note:*** the status will update as the wire is processed for payment.
   - "Requires other's approval" - another user will need to Approve the payment to submit the wire.

Tax Payments

The **Tax Payment** option lets you pay the federal government (IRS) electronically. ***Note:*** this option will only be available if you are setup for ACH payments.

Initiating a Tax Payment

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Initiate** , select **Tax Payment**
3. In the **Payment Details** section, enter a **Payment Name** for the payment.
4. In the **Tax Information** section, enter the below information:
   - **Form Type** – the Federal radio button will be selected as the default.
   - **Tax Form** – use the drop-down to select the appropriate tax form. ***Note:*** different fields will appear in the Payment Information section depending on the tax form chosen.
   - **Tax Type Code** – use the drop-down to select the appropriate tax code.
5. In the **Originator Information** section, enter the below information:
   - **ACH Sender** – use the drop-down to select the ACH Company being used for the payment.
   - **Offset Account** – use the drop-down to select the appropriate funding account.
   - **Transaction Date** - The next available payment date will appear as the default transaction date. If needed, use the drop-down calendar to select a different date.
6. In the **Payment Information** section, enter the below information:
   - **9 Digit EIN** – enter the 9 digit EIN for the taxpayer.
   - **Tax Period End Date** – use the drop-down menus to choose the month and year for the tax period.

- Enter the information below for the different tax forms:
    i. **Federal – Form 941**
        - **Social Security Amount** – enter the amount for Social Security
        - **Medicare Amount** – enter the amount for Medicare
        - **Withholding Amount** – enter the amount for Withholding
    ii. **Federal – All tax forms except 941, 720, CT1**
        - **Amount** – enter the amount of the payment
    iii. **Federal – Form 720**
        - **First Amount** – enter the first amount to be paid
        - **First Tax Amount Code** – use the drop-down to choose the appropriate tax code for the first amount
        - **Second Amount** - enter the second amount to be paid
        - **Second Tax Amount Code** - use the drop-down to choose the appropriate tax code for the second amount
        - **Third Amount** - enter the third amount to be paid
        - **Third Tax Amount Code** - use the drop-down to choose the appropriate tax code for the third amount

7. Click **Submit For Approval**.
8. The Submit Payment confirmation pop-up window appears, click **Continue**.
9. The payment will appear in the Payments list view with a status of:
    - "*Requires my approval*" – click the ellipsis (…) next to the payment and select Approve. The status will update to "*Ready to Process*". ***Note:*** the status will update to "*Processed*" once the payment has processed.
    - "*Requires other's approval*" - another user will need to Approve the payment to submit for processing.

Loan Payment

The **Loan Payment** option lets you make a loan payment to loans on your Business Access setup.

Initiating a Loan Payment

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Initiate** , select **Loan Payment**.
3. In the **Payment Details**, enter the below information:
    - **Loan Account** – use the drop-down menu to select the loan account you like to make a payment to.
    - **Funding Account** – use the drop-down menu to select the account being used to make the loan payment .
    - **Payment Options** drop-down to select an option:
        i. **Regular Payment** – to make a principal plus interest payment
        ii. **Principal Only** – to make a payment towards the principal only
    - **Amount** - enter the payment amount.
    - **Transaction Date** – defaults to today's date. ***Note:*** loan payments can't be future dated.
    - **Memo** - enter a maximum eighty-character memo that will be sent along with the payment.
4. When you are finished, click **Submit**.
5. The Submit Payment confirmation pop-up window appears, click **Continue**.
6. The payment will appear in the Payments list view with a status of Processed.

Loan Draw

The **Loan Draw** option lets you draw from a Line of Credit account. ***Note:*** this option will only be available if you are setup for loan draws.

Initiating a loan draw

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Initiate** , select **Loan Payment**.
3. Enter the below information:
    - **Loan Account** – use the drop-down menu to select the line of credit you would like to draw funds from.
    - **Funding Account** – use the drop-down menu to select the account you would like the funds to be sent to.
    - **Amount** - enter a draw amount.
    - **Transaction Date** – defaults to today's date. ***Note:*** loan draws can't be future dated.
    - **Memo** - enter a maximum eighty-character memo that will be sent along with the loan draw.
4. When you are finished, click **Submit**.
5. The Request Draw confirmation pop-up window appears, click **Continue**.
6. The payment will appear in the Payments list view with a status of Processed.

Employee Payments

The **Employee Payment** option lets you pay an employee set up in the Payee Directory. ***Note:*** this option will only be available if you are setup for ACH payments.

Initiating an Employee Payment

1. Open the left navigation menu, click the plus sign to expand the **Payments & Transfers** menu, then select **Payment Center**.
2. Click **Initiate** , select **Employee Payment**.
3. **Payment Name** - enter a payment name. ***Note:*** there is a twenty-five character maximum.
4. In the **Payment Information** section, enter the below information:
    - **Payment Date** - The next available payment date for available payment types will appear as the default transaction date. If needed, use the drop-down calendar to select a different date.
    - **From Account** - use the drop-down menu to select the funding account.
    - **Description** - enter a brief (10 characters maximum) description of the payment.
5. The **Payee Information** section will display the Name, ID, Account Number, and Last Amount paid for all Employee payees from the Payee Directory. Enter the below information for each employee:
    - **This Amount** - enter the amount of the current payment.
    - **Memo** – this is an optional field and can be used to enter a brief memo.
6. When you are finished, click **Submit for Approval**.
7. The Submit Payment confirmation pop-up window appears. click **Continue**.
8. The payment will appear in the Payments list view with a status of:
    - "*Requires my approval*" – click the ellipsis (…) next to the payment and select Approve.

      The status will update to "*Ready to Process*". **Note:** the status will update to "*Processed*" once the payment has processed.

- "*Requires other's approval*" - another user will need to Approve the payment to submit for processing.