

# Regions Integrated Payables

## Comprehensive User Guide



# Regions Integrated Payables

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## Welcome to Regions Integrated Payables

**Regions Integrated Payables** is a comprehensive integrated payables solution that simplifies and optimizes the payables process. Regions Integrated Payables enables clients to securely deliver a consolidated file containing all outgoing payment types, including:

- **Checks**
- **Automated Clearing House (ACH)**
- **Wire Transfer**
- **Virtual Card**

Regions will process each payment in the consolidated file as instructed and will provide status updates throughout the process. And, if your company elects to participate in the check conversion program, Regions will compare each payment to the vendor database and convert the check payment to an electronic payment. Choose one or both of the following electronic payment types for conversion:

- **Check to Virtual Card**
- **Check to ACH**

You can manage your payment jobs from start to finish through the Regions Integrated Payables Payment Center, a resource for you to review reports and perform payment research. The website maintains image copies of all payments made and provides the ability to search the payment database by check number, vendor, date or amount. The website also provides reports related to payment jobs processed, converted payments, vendor reports, vendor enrollment report, and virtual card settlement reports. Audit reports for all users of the system are provided as well.

Regions partners with **SunGard AvantGard**, a leader in the field of integrated payables, to deliver this product to our clients. You may ask your vendors to register with SunGard's PayNetExchange Vendor Web Portal to receive electronic notice of payments and to participate in Check to Virtual Card conversion or Check to ACH conversion. Vendors can also download remittance information in a variety of standard formats.

## Comprehensive User Guide Overview

This guide covers all aspects of the **Regions Integrated Payables** from service implementation to management of your payments in an outsourced environment.

***Please note that the Comprehensive User Guide covers only the Standard Service. Since some clients may choose to add customizations to the standard service, a list of Optional Services is provided in Appendix 1.***

## Integrated Payables Standard Service

The Integrated Payables Standard Service includes:

- Submission of file via website upload or FTP
- Programming to map the payment file from your Accounts Payable system to the Integrated Payables service. You must be able to provide the payment file and the file layout.
- Check print and mail (includes Canadian checks)
- The ability to set up special handling instructions for certain checks
- Processing of ACH payments in your payment file
- Processing of wire transfer payments in your payment file
- Check conversion program, which includes both check to ACH and check to Virtual Card
- Vendor Enrollment Program developed jointly with you and our Vendor Enrollment Team. Note that there may be charges for campaign letters, etc.
- Conversion of payments to ACH/Virtual Card based on your vendor's enrollment
- Regions Integrated Payables website which can be used to upload and manage payment files, as well as research and reporting
- Downloadable reports on the website to use in reconciliation and in updating payment type on your AP System. Note that there are other optional services available to assist in automating this process. See Appendix 1 for Optional Services.
- Research features on the website that allow you to search and view payments
- The ability to set up various levels of payment approvals prior to payment processing

These topics are discussed in greater detail in throughout this guide.

## Chapter 1 - Integrated Payables Service Overview

Regions Integrated Payables allows you to outsource all of your payment processing. You can provide Regions with a consolidated file of all your payment types (Checks, ACH, Virtual Card and Wire) and we will separate those payments by type and process them according to your instructions. Additionally, if you choose to participate in our Check to ACH or Check to virtual Card programs, we will assist you with vendor campaigns and vendor enrollment.

Regions Integrated Payables provides the optimal solution for any type of check, including checks for A/P or Payroll payments, rebates, commissions, refunds, and dividends. Using this intuitive application, you can transfer payment files to Regions Integrated Payables, review records prior to production, release jobs, check the status of files, choose delivery options, and view reports on all completed jobs.

### Check Stock & Security

All check stock is U.S. Postal Service certified with regard to optical scanning and density area on the face of the check for printing of postal address and routing information. The check stock offers a broad range of security features that work together to help protect your payments from fraud such as photocopying or chemical alterations.

- Color background prismatic printing to deter fraud
- Micro printed text border on face and back of check
- Background patterns – signature area with wavy line background
- Non-negotiable message text in stub area to prevent fraud
- Security alert reminder in endorsement area to alert cashing clerk
- Warning band on top of check to alert to prismatic printing
- “VOID” appears when photocopied, with two types present to enhance security
- Paper mill watermark – built into the paper – this standard cross-link Fourdrinier watermark cannot be removed, photocopied, easily replicated or corrupted. The watermark can be viewed when held to a light.
- Security fibers embedded and randomly distributed throughout check stock – variety of colors
- Invisible fluorescent (UV black light viewable only and cannot be photocopied)
- Toner retention – a grip coating to enhance toner adhesion resists lifting or scraping of the data printed on the check

### Check Design & Layout

The layout of the check and all remittance documents are determined by you during implementation. Checks are printed on blank check stock to offer flexibility in the design. Checks are printed on cut-sheet 8.5" x 11" blank check stock. The check portion is on the bottom third of the check and the remittance information is laid out per your company's specifications on the top two-thirds. Regions supports:

- Multiple bank accounts
- Signature changes based on dollar limits

- Form changes based on indicators in the file
- Free form messaging on checks. You must create any desired messages must be created by customer and inserted into the payment data file. Free-form messages are limited to available space on the document. These limitations will be defined in the final check design.

## Signatures

Digital images are used for signatures on the checks. Signatures can be scanned images, or we can digitize hard copy signatures as part of the implementation process.

If you require a manual signature on checks over a threshold amount, we implement procedures to have these checks sent back to you via overnight courier. During the implementation, we will set up a special handling code for checks over the threshold amount. If we receive a check over the threshold amount, the special handling code will automate the process to have the check separated from the other checks prior to being mailed. The check over the dollar limit will then be sent to you via FedEx so that you can manually sign the check before mailing.

## Company Logos

Company logos and signatures are encrypted and stored as separate resources on secure servers. They are separated from the check print form. These resources are pulled from the secure folders and added to the check print form at run time. They are returned to their separate folders once the job is processed. Print operators have no access to these resources to ensure an added level of security. We support black MICR toner print only and currently do not print logos in color.

## Envelopes

The check is inserted into a window envelope. The windows are sized to allow full postal bar code support and for use in automated folding and inserting equipment. Address information and the return address are shown through the envelope windows. The use of non-standard envelopes cannot be accommodated, as this has a negative impact to the print operations and could result in processing errors.

## Mailing & Shipping

The standard distribution mail/ship method is through the United States Postal Service (USPS). Other check distribution methods, such as FedEx and UPS, may be used upon your request.

All files received will be processed for postal cleansing and discounts, with postage billed at the lowest possible first class rate. Our solution is integrated with Satori's Mailroom Toolkit to provide USPS postal processing operations such as address correction and postal.

## **Canadian Checks**

Regions supports printing of Canadian checks using Canadian check stock. Checks are printed by SunGard's U.S. check printing facility complying with Canadian check regulations and mailed to the respective recipients in Canada.

## **Foreign Addresses**

Regions Integrated Payables recognizes foreign addresses and sorts them separately from U.S. mail. Appropriate postage amounts are calculated and added to the envelope. All mail pieces are then delivered to the USPS.

## **Dual Approval Process**

Regions Integrated Payables is designed to start processing immediately when a payment file is uploaded and released for processing; however, a dual approval/workflow process can be implemented to establish one group of users with limited access rights upload the payment file and another group of users with access rights release the file for processing. Email notifications are automatically sent to designated users when files are uploaded, held, released, and completed.

## **Check Pulls**

You must complete and email a Special Handling & Check Pull Request Form to prevent a check from being mailed, if it has not been mailed already. All efforts will be made to pull the check(s) from the processing stream. A notification will be emailed to advise the status of your check pull request.

## **Duplicate Files**

For every file submitted to Regions Integrated Payables, the system will automatically perform duplicate file checking. The submitted payment file will be compared with all past payment files processed for the same customer to check for any possible matches based on the total dollar amount and the total number of payment records in the file. If a match is detected, processing of the submitted payment file is automatically suspended.

The SunGard Job Management System alerts the Production Operations Team of possible duplicate files. The Production Specialist will visually inspect both the submitted payment file and the matching duplicate file to verify if the payment records in the two files are truly identical. The Production Specialist will review the Payee Names, Payment Numbers, Payment Amounts, and Payment Dates in both files. Once the review is complete, if the submitted file is not identical to the previously processed matching files, the Production Specialist will initiate the request for the file to be released to the system for processing; noting the differences in the files, and an Authorized Production Personnel approves and releases the file for processing.



In the event that the submitted file is a duplicate file, the Production Specialist will provide notification of the duplicate file and to confirm whether the file should be released or cancelled. The Production Specialist will log a Production Incident Ticket to track each duplicate file incident.

## **Emergency Check Printing**

You can upload emergency checks to Regions Integrated Payables for same day printing and mailing. Same day printing requires pre-approval and is based on availability. Emergency check printing and mailing charges are quoted based on volume and timing.

## **Audit Trail**

Automated emails are generated to a customer defined distribution list upon receipt of the file. The email contains a job tracking number and link to our secure website for job tracking throughout the entire production process. Customers with proper authorization can log on and see what time the file processed, printing started, checks inserted, and job closed. An email is automatically generated at the end of the day once the job has been completed and delivered to the USPS or the appropriate courier.

## **Electronic Payments/Check Conversion**

Integrated Payables provides a bridge that enables corporate clients to make the transition from checks to electronic payments via the Automated Clearing House (ACH) or one-time use only Virtual Cards. When processing a payment file, the system performs a match validation query against our database and automatically creates ACH payments or one-time use only Virtual Cards rather than checks for registered vendors. The payment file is divided into separate ACH payments or one-time use only Virtual Cards/Purchasing Cards from check payments for processing.

## **Vendor/Supplier/Payee Database**

As part of implementation, data mapping and conversion will be performed to load your supplier data into our supplier database.

## **Remittance Data to Vendor/Supplier/Payee**

The remittance information is attached to the payment instruction received from the customer. In our normal process, it is separated from the electronic payment that is submitted to the ACH and/or card systems so that we can automatically deliver it directly to the supplier identified in our system.

Electronic remittance data may be viewed on the secure vendor website or downloaded from the website in the following standard formats: HTML, CSV, TXT, PDF, and STP 820.

## **Check Volume Reduction (Adoption of Electronic Payments)**

The check migration rates will depend largely on the electronic payment adoption rate among your vendors/suppliers/payees. Experience has shown that the more aggressively we encourage your vendors/ suppliers/payees to participate in the migration to electronic payments, the better the results. As the benefits to be gained from receiving electronic payments are compelling for most companies (faster payments at a lower cost), we expect a significant number of your vendors/suppliers/payees to enroll in the electronic payment program.

We will provide proven enrollment campaigns to encourage your payees to register for the service, including enrollment messages on the check stub and a variety of other marketing methods (mail, email, check stuffers, and telemarketing). During the implementation process we will work with you to design a custom marketing campaign that best meets your needs as well as your payees.

## Chapter 2 - Getting Started – Implementation

### Overview

This chapter provides an overview of the standard implementation process for Regions Integrated Payables. Outlined below is a description of what you can expect during service setup.

Note that successful implementations occur when the communications your company, Regions and SunGard is open and frequent and, when a project schedule is developed and agreed upon by all parties. To that end, the implementation of Integrated Payables will be managed as a project. The project team will consist of resources from your company, from Regions and from SunGard.

- The project team will be managed by an Implementation Coordinator from Regions who will serve as your main point of contact.
- SunGard will also provide a Project Coordinator who will work with you on a daily basis on the details of establishing your Integrated Payables project.
- Your company is expected to provide a Primary Contact to work with the project team to provide project deliverables from your company and to provide final approvals for the project schedule and the project deliverables.

A project kickoff meeting will be held early in the process to introduce you to the Regions and SunGard team and to answer any questions you have about the service and/or the project.

### Implementation Timeframes

#### A) Standard Check Print & Mail

- A typical implementation takes approximately 25-35 business days starting from the day SunGard receives all required paperwork for the implementation.

#### B) Standard Check Print & Mail, ACH/Positive Pay

- A typical implementation takes approximately 45-55 business days starting from the day SunGard receives all required paperwork for the implementation.

#### C) Standard Wire Transfer Payment

- A typical implementation takes approximately 55-65 business days starting from the day SunGard receives all required paperwork for the implementation.

## D) Vendor Enrollment

- If you have chosen Check to ACH or Check to Virtual Card, a separate, but parallel project will be implemented to work with you to develop a successful Vendor Enrollment Campaign. The Vendor Enrollment Campaign is uniquely designed to meet each client's needs and the timeframe will differ from client to client. Once the Vendor Enrollment Campaign is designed, a timeframe will be assigned to this aspect of the program.

## Project Phases

Once you have enrolled in Regions Integrated Payables, we will assign a project team to facilitate your implementation. The project team will schedule a kick-off meeting with representatives at your company that will be working on the implementation. We will discuss what is needed to get you started and will outline the project phases to help set your expectations with each phase.

### Data Collection Phase

In order to get your Integrated Payables project started we will need to receive the following items from you.

- **Company logos** (if you want a logo on your checks)
- **Digital signatures** (signatures of the persons signing your checks)
- **Sample data files \***
- **Record layouts**
- **Sample checks**
- **ACH file specifications** (if choosing to send ACH payments)
- **Wire payment file specifications** (if choosing to send Wire payments)
- **Vendor Master File** (if choosing Check Conversion)

***\*Note: If your Accounts Payable system produces a file that you use to print checks, we will review that file, and, in most cases, should be able to use that file without the need to program any file changes. Appendix 2 provides a list of the fields that are required for each payment type (Check, Card, ACH and Wire Transfer) and Optional Fields that can be used in your implementation.***

### Requirements and Design Phase

The Requirements Analysis & Design phase of the project starts as soon as the required information and sample files are received from you. The primary objective for this phase is to make sure that we have a complete understanding of your processing requirements and output specifications. SunGard's project team will work closely with your project team on the following activities:

- Review the payment types you are requesting (Check, ACH, Wire Transfer)
- Review the check to electronic payment conversion methods that you desire (Check to ACH; Check to vCard)

- Gain an understanding of your company structure and how you would like to manage and view payments and payment jobs (This is particularly important if you have multiple companies converting to Integrated Payables)
- Review the sample data files and file layouts to ensure that the minimum set of data elements required for your payments types is found in the data files.
- Data mapping analysis is performed to determine how your data will be mapped to the to the Integrated Payables database without requiring changes to your current software or data files.
- Review the design layouts for the forms based on your requirements.
- Determine how you will be delivering your files. Options include:
  - Uploading the file with the Regions Integrated Payables website
  - FTP (see **Appendix 2 for options for FTP files and the setup process**)
- Identify Client requirements that might require custom codes to be written. SunGard's development team will review the requirement and estimate the work involved.

## Configuration Set Up/Build

Once the requirements and the designs have been finalized, SunGard's developers will start the actual programming and configuration activities to set up the Client in the Regions Integrated Payables system. Some of these activities are listed below:

- Convert your company logo and signatures to digital images
- Create the electronic forms and electronic files (for Positive Pay, ACH, and Wire Transfer).
- Establish network connections between SunGard and your data network for data transmission. If you are uploading your files through the Integrated Payables site, this step does not apply.
- Set up user accounts for a subset of users from the Client's organization.
- Write custom codes and routines to address Client-specific requirements

## Testing

The Testing phase is intended to validate your company's entire setup in the Regions Integrated Payables system. Quality Assurance (QA) testing is performed in a separate system environment enabling the QA Manager to simulate your process. More specifically, the QA Manager will validate that the input data files are processed correctly in Regions Integrated Payables. All print documents and electronic forms and files generated from the test cycle will be validated and submitted to you for final review and approval.

Issues identified during the QA test cycles are logged in the issue database for tracking and reporting purposes. Reported issues are assigned to SunGard developers to resolve in the development environment. Once the issue has been fixed, the changes are retested in the QA test environment and validated by the QA Manager.

You can also choose to conduct a User Acceptance Test after the QA Manager has completed the validation test cycles.

Regions and SunGard will require a **formal signoff** from you at the end of the Testing phase.

## Deployment (Go-Live)

As soon as you have provided Regions and SunGard with the **acceptance signoff**, the Deployment process can be scheduled. The deployment date is usually scheduled on a Monday to allow SunGard to prepare the production environment for your company over the weekend. SunGard has a support structure that is available to assist your company during production.

## Vendor Enrollment - Vendor Onboarding Process Overview

### What SunGard Provides:

- Sample Vendor Master File format
- Sample Mail Campaign Templates for Virtual Card
  - Three different letter templates each with a stronger enrollment message
- Sample message to appear on the check
- This message provides the registration code and the SunGard Vendor Enrollment Support line to respond to any questions or concerns the vendor may have with the enrollment process

### What SunGard Requires:

- Vendor Master File with Required Data Elements:
  - Vendor Number, Vendor Name, Address, Email, Contact, Phone Number, Number of Payments Within the Past 12 Months and Sum of Annual Spend per Vendor

***Note: Spend per vendor within a 12 month period is a required data element for phone campaign***

- Approved Vendor Campaign Letter Template
- Approved Vendor Check Message on Stub

### Process:

- Vendor Segmentation of List Conducted
  - SunGard match of existing vendors receiving card
  - Vendors with highest spend in list
  - Vendors with most frequent payments issued
- Letters will be mailed to **all** vendors provided once client approval is received
- Initial phone campaign will commence two weeks after initial mail or email campaign
- Secondary campaign strategy is discussed with client once original campaign cycle has been completed

## **What to Expect:**

- Initial higher call volume: your vendors will have questions about this new offering that they will want to discuss with you
- With complete Vendor Master File data, you can expect that SunGard will utilize this information and all communication methods (email, letter, phone) to enroll your vendors in order to be as successful as possible
- To be engaged before, during and after the vendor onboarding implementation process for approval of vendor communication messaging, communicating with SunGard regarding metrics collected from onboarding phases



## Chapter 3 - Regions Integrated Payables Payment Center

### Overview

The Regions Integrated Payables Payment Center provides robust tools for you to manage your payments from uploading a payment file to research. The website allows you to:

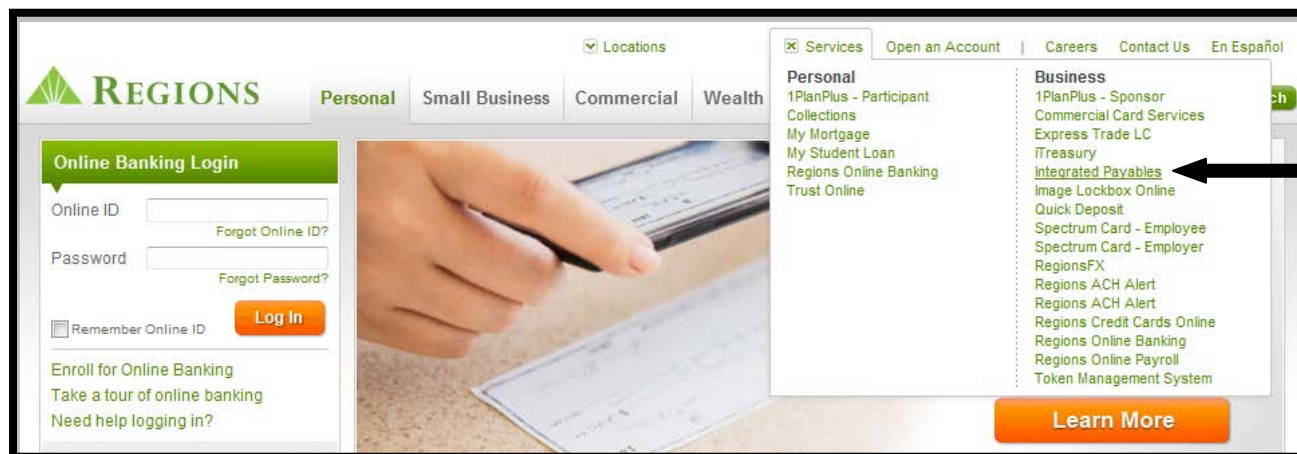
- Upload payment files
- Manage payment jobs
  - Review payment jobs in summary or in detail
  - Place payment holds
  - Submit payment jobs for processing
  - Separate duties by allowing one person to submit the jobs and another to review and submit the job
  - Provide additional review of payment above a certain dollar threshold
- View and download payment information, including reports to help with reconciliation
- View and download virtual card settlement information for reconciliation
- Search and view payments; online archive for one year, 7 year total archive
- Setup and manage user permissions

### How to Access Regions Integrated Payables Payment Center

Access the Regions Integrated Payables website by entering the following URL into your Web browser:

<https://ipayables.regions.com>

Regions Integrated Payables may also be accessed directly from regions.com. Simply select **Integrated Payables** from the **Services** dropdown menu located on the regions.com home page as displayed below.



The "Disbursing Funds" page will appear and you will find a direct link to Regions Integrated Payables. Select the **Integrated Payables Login**.

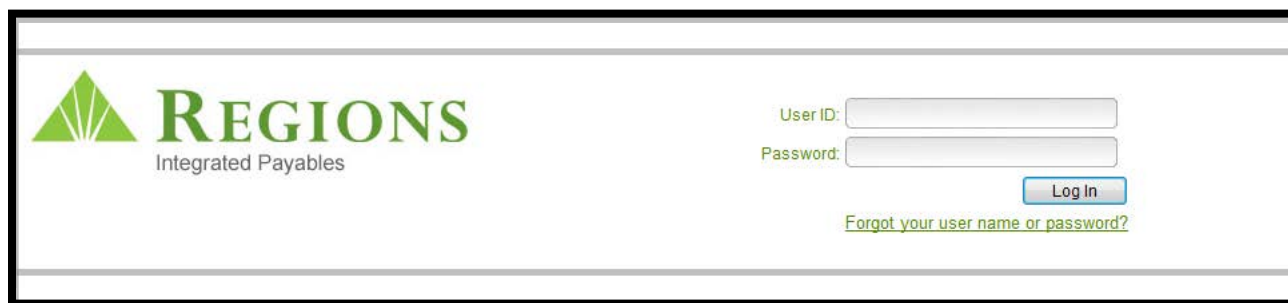
## Login Page

Whether you access Regions Integrated Payables through the URL or regions.com, you will be presented with the login page shown below. Enter your User ID and your Password and click **Log In**.

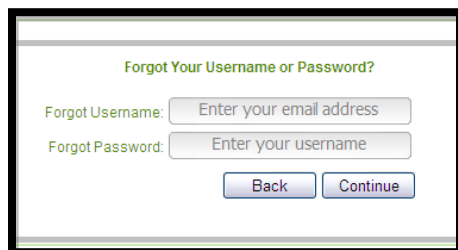
If this is the first time you have accessed the system, you will be prompted to change your password.

**Note: Passwords must be at least eight characters long and contain at least three of the following elements: upper case letters, lower case letters, numbers, and special characters. Your password cannot be your User Name/User ID and cannot contain your User Name/User ID.**

*Must be at least 8 characters long and contain 3 of the following: uppercase, lowercase, numbers, special characters. Your password may not be same as your username and may not contain your username*



If you have forgotten your User Name/User ID or your Password, click on the link provided and you will be presented with the following screen:



Enter the appropriate information in the credential field that you have forgotten. An email will be sent to the address listed in your User Profile.

If this is the first time you have logged into the Regions Integrated Payables Payment Center, you will be presented with another **Authentication Screen**, where you will be prompted to register an

SMS-enabled mobile phone number (a mobile phone that can receive text messages) in order to receive your **one-time password** for accessing the application. To register your mobile phone and receive your password:

- a) Choose your mobile carrier from the drop-down list of carriers
- b) Enter your 10-digit mobile number
- c) Within a few seconds, you will receive the below SMS message on your mobile phone. Enter the 6-digit, one-time password and click **OK** to complete the login process.
- d) The login is now complete.



For subsequent logins:

1. Provide your **User ID**
2. Provide your **Password**
3. Click **Login**
4. Receive the **One-Time Password (OTP)** on your Mobile Device
5. **Enter the OTP** into the Authentication Screen
6. Click **OK**

## Home Screen

When you upload a payment file, that file is assigned a File ID Number. You will access information related to your payment files through the ID Number.

Upon logging in to Regions Integrated Payables, the Home Page will display:

- Recent Jobs – jobs that have been submitted and/or processed, along with summary information pertinent to that Job. Notice that you can view more Jobs by clicking the **View More** button in the Recent Jobs banner.
- Files on Hold – files that have been placed on hold by one of your company's users, or by parameters that you have set up within the system

You can view more Files in the *Recent Jobs* section or the *Files on Hold* section by clicking the **View More** link.

To view the details associated with a particular Job, click the Job Number.

**View More Link**

Regions							
Jobs    Reports    Administration    Vendors    Logout							
Welcome John Doe						Last Login Time: Thursday, January 31, 2013 3:21 PM	
<b>Recent Jobs</b> <a href="#">View More</a>							
ID	Date	Status	Application	Items	Total Amount	Filename	User
5035819	11/30/2012	Delivered to Carrier	Payables	2	\$4,900.55	ACH and Checks Test File.xml	rmollar
5035809	11/30/2012	Delivered to Carrier	Payables	35	\$128,988.00	ACH and Checks Test File.xml	rmollar
5035852	10/09/2012	Delivered to Carrier	Payables	2	\$7,288.50	Check Conversion Test TXT	rmollar
5035832	10/02/2012	Delivered to Carrier	Payables	36	\$130,588.25	ACH and Checks Test File.xml	rmollar
5035811	09/19/2012	Delivered to Carrier	Payables	31	\$124,554.55	Westdale Wireless AP CHK-ACH Westdale Steel.xml	inhouse_regions
5035810	09/13/2012	Delivered to Carrier	Payables	35	\$128,743.55	ACH and Checks Test File.xml	rmollar
5035794	09/04/2012	Delivered to Carrier	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	kabeshaw
5035792	09/04/2012	Delivered to Carrier	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	kabeshaw
<b>Files On Hold</b> <a href="#">View More</a>							
ID	Date	Status	Application	Items	Total Amount	Filename	User
584889	10/19/2012	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	rregions
584838	10/09/2012	On Hold	Payables	1	\$1,600.25	Check Conversion Test TXT	rmollar

## RECENT JOBS

The top half of the Home Screen shows Recent Jobs. Once a payment file has been submitted for processing, it is assigned a Job Number. View the details associated with that particular Job by clicking on the Job ID. The Home Screen will show the eight most recent Jobs. To view Jobs that are not shown on the Home Screen, click on the Jobs tab on the top navigation bar.

## FILES ON HOLD

Files can be placed on Hold for a variety of reasons:

- Your company can require that all files be placed on hold pending review and approval
- A User or Approver can place one or more items within the payment file on hold and submit the remainder of the payments for processing. The items placed on hold will be batched into another file and a Job Number assigned to those payments
- Your company can establish dollar thresholds above which additional approvals will always be required. In this case, the system automatically places those payments on hold and will batch them under another Job Number.

Files placed on Hold must be "Submitted" for processing before the payments will be released into the payment processing stream.

## Chapter 4 - Administration

The Administration Section of the Regions Integrated Payables Payment Center is used to set up your application settings, set up and administer users and permissions and, if applicable, encrypt your wire pin.

- View/edit your Profile
- Set up/edit users and define their permissions
- Set up/edit roles within your company and assign us to those roles
- Set up/edit application configurations, including establishing approval criteria and rules for payments
- View user activity
- Encrypt your Wire Pin (for Wire Transfer users only)

### My Profile

Users can view or edit information in their User Profile, including:

- Change password
- Change phone number used to receive the OTP (one time password) for login
- Change security questions

**REGIONS**

Jobs Reports Administration Vendors Logout

My Profile User Administration Role Administration Application Configuration Activity Log Encryption

Update User Profile \* = Required field

Username: \* JohnDoe\_Regions Must be at least 6 characters long.

Password: \* •••••••• Must be at least 8 characters long and contain 3 of the following: uppercase, lowercase, numbers, special characters. Your password may not be same as your username and may not contain your username.

Confirm Password: \* ••••••••

Full Name: \* John Doe

Phone Number: - - Ext.

Mobile Provider: None

Mobile Number: - -

Email Address 1: \* nowhere@abc.comx

Email Address 1 Type: Plain Text

Email Address 2:

Email Address 2 Type: Plain Text

Security Question 1: \* What is your pet's name?

Security Question 1 Answer: \* •••••••• Answers are not case sensitive.

Security Question 2: \* What is the name of the first company you worked for?

Security Question 2 Answer: \* •••••••• Answers are not case sensitive.

Items per page: 10

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Language: English

Save

## User Administration

Under the User Administration Tab, you can view all of the users that you have set up in the Regions Integrated Payables system. To View the details of a user, simply click the user's name, which is shown in green and underlined.

**REGIONS**

Navigation: Home | Jobs | Reports | **Administration** | Vendors | Logout

Sub-navigation: My Profile | **User Administration** | Role Administration | Application Configuration | Activity Log | Encryption

User Administration

[Add new user...](#) ☐ Show inactive users

Full Name	Username	Active	Role	Last Login	Last Updated	Last Updated By
<a href="#">Caroline Freeman</a>	cfreeman	<input checked="" type="checkbox"/>	Administrator			
<a href="#">Dorothy Moselev</a>	Dorothy	<input checked="" type="checkbox"/>	Administrator	3/4/2013 10:21:43 AM	1/28/2013 1:13:53 PM	mdragiff_regions
<a href="#">Regions - Katie Shaw</a>	inhouse_regionsks	<input checked="" type="checkbox"/>	Administrator kdragiff_regions	3/19/2013 10:49:43 AM		
<a href="#">John Doe</a>	JohnDoe_Regions	<input checked="" type="checkbox"/>	Administrator Dorothy	3/25/2013 5:01:15 PM	1/28/2013 1:49:04 PM	Dorothy
<a href="#">Jacqueline Yantis</a>	jyantis	<input checked="" type="checkbox"/>	Administrator	4/19/2012 1:35:57 PM		
<a href="#">Matthew Dragiff</a>	mdragiff_regions	<input checked="" type="checkbox"/>	Administrator	10/12/2011 3:37:23 PM		
<a href="#">Rick Hollar</a>	rhollar	<input checked="" type="checkbox"/>	Administrator	2/21/2013 12:22:27 PM	7/23/2012 9:34:41 AM	Dorothy
<a href="#">Rob Jacobson</a>	rjregions	<input checked="" type="checkbox"/>	Administrator	10/19/2012 12:01:34 PM		
<a href="#">Tommy Townsend</a>	ttownsend	<input checked="" type="checkbox"/>	Administrator	10/22/2012 10:42:50 AM		

9 total items | 10 items/page | << page 1 of 1 >>

As an example, if [John Doe is chosen](#), the following screen will open, allowing enabling edit of John Doe's permissions. The user's password may also be reset on this screen.

**REGIONS**

Navigation: Home | Jobs | Reports | **Administration** | Vendors | Logout

Add/Update User Profile

Last Updated By Dorothy on 1/28/2013 1:49:04 PM

\* = Required field

Username:  Must be at least 6 characters long

Password:

Active: ☒

Password Expires Next Login: ☐

Role: ☒ Administrator ☒ Dorothy ☐ Jane ☐ kdragiff\_regions ☐ UAT Must select at least one role

Full Name:

Phone Number:    Ext.

Mobile Provider:

Mobile Number:

Email Address 1:

Email Address 1 Type:

Email Address 2:

Email Address 2 Type:

## Add a New User/Assigning Permissions

To add a New user, complete the following steps:

1. **Assign a Username.** This Username is synonymous with User ID and will be required at log in to Regions Integrated Payables.
2. **Password.** Establish and initial, temporary password for the user. **Note: You will need to provide the Username and the Password to the user for his/her initial login to the system.**
3. **Check the Active check box.** Note that to deactivate a User, you can simply uncheck the check box under Active and the user will be unable to log in and gain system access.
4. **Check the check box next to Password Expires Next Login.** This is a necessary security measure which forces the user to change the password that you have initially established.
5. **Roles.** The system uses the concept of "Roles" to establish permissions for a user. You will set up one or more roles for your company and assign permissions to the roles. (Role setup is defined in detail in the next section). You will then need to assign your new user to one of those roles.
6. **Phone Number.** Provide a phone number for the user.
7. **Mobile Provider/Mobile Number.** This information will be used to provide the OTP (One Time Passcode) that is necessary to log in to Integrated Payables. Provide the mobile provider/carrier and the mobile number of the user.
8. **Email Addresses (up to two email addresses can be provided).** Enter a valid email address(es) for the user. If the user is set up to receive emails related to the processing of the jobs, this email address will be used. Note that you will choose whether the user receives the emails in HTML or plain text.

In the following example, a new user, Jane Doe, is set up and is assigned to the Role = AP Clerk. See Section below entitled Role Administration to see how to set up a Role.

The screenshot displays the 'Add/Update User Profile' interface. At the top, there's a navigation bar with 'Admin', 'Reports', 'Administration', 'Users', and 'Logout'. Below this, the title 'Add/Update User Profile' is shown. A timestamp indicates the last update by 'jdu@Regions' on 3/25/2013 at 5:11:09 PM. The form contains several sections: 'Username' with a text field 'Jane Doe' and a 'Reset Password' button; 'Active' with a checked checkbox; 'Password Expires Next Login' with a checked checkbox; 'Role' with a dropdown menu showing 'Administrator', 'AP Clerk' (selected), 'Dorothy', 'Jane', 'kdrag@regions', and 'UAT'; 'Full Name' with a text field 'Jane Doe'; 'Phone Number' with a text field '123-456-7890 Ext.'; 'Mobile Provider' with a dropdown menu showing 'AT&T'; 'Mobile Number' with a text field '987-654-3210'; 'Email Address 1' with a text field 'Jane.Doe@Company.com'; 'Email Address 1 Type' with a dropdown menu showing 'HTML'; 'Email Address 2' with a text field; and 'Email Address 2 Type' with a dropdown menu showing 'Plain Text'. A 'Save' button is located at the bottom right of the form.

Once Jane Doe has been set up as a user, her name will appear on the User Administration main screen along with a list of all users. To view the details of any user, simply click on the green highlighted link under Full Name for the user.

Regions

Home Jobs Reports Administration Vendors Logout

My Profile User Administration Role Administration Application Configuration Activity Log Encryption

User Administration

[Add new user...](#) ☐ Show inactive users

Full Name	Username	Active	Role	Last Login	Last Updated	Last Updated By
<a href="#">Caroline Freeman</a>	cfreeman	<input checked="" type="checkbox"/>	Administrator			
<a href="#">Dorothy Moseley</a>	Dorothy	<input checked="" type="checkbox"/>	Administrator	3/4/2013 10:21:43 AM	1/28/2013 1:13:53 PM	mdragiff_regions
<a href="#">Regions - Katie Shaw</a>	inhouse_regionsks	<input checked="" type="checkbox"/>	Administrator	3/19/2013 10:49:43 AM		
<a href="#">Jane Doe</a>	Jane Doe	<input checked="" type="checkbox"/>	Dorothy	3/25/2013 5:11:09 PM	3/25/2013 5:11:09 PM	JohnDoe_Regions
<a href="#">John Doe</a>	JohnDoe_Regions	<input checked="" type="checkbox"/>	Administrator	3/25/2013 5:01:15 PM	1/28/2013 1:49:04 PM	Dorothy
<a href="#">Jacqueline Yantis</a>	jyantis	<input checked="" type="checkbox"/>	Administrator	4/19/2012 1:35:57 PM		
<a href="#">Matthew Dragiff</a>	mdragiff_regions	<input checked="" type="checkbox"/>	Administrator	10/12/2011 3:37:23 PM		
<a href="#">Rick Hollar</a>	rhollar	<input checked="" type="checkbox"/>	Administrator	2/21/2013 12:22:27 PM	7/23/2012 9:34:41 AM	Dorothy
<a href="#">Rob Jacobson</a>	rbjacobson	<input checked="" type="checkbox"/>	Administrator	10/19/2012 12:01:34 PM		
<a href="#">Tommy Townsend</a>	ttownsend	<input checked="" type="checkbox"/>	Administrator	10/22/2012 10:42:50 AM		

10 total items 10 items/page << page 1 of 1 >>

## Active/Inactive Users

Notice that all users are marked *Active*. In order to inactivate a User, simply uncheck the check box. Inactive users will not be allowed to log into the system until they are designated as Active. Inactive users are maintained on the system for audit purposes, and can be viewed by checking the box "Show Inactive Users" located in the upper right corner of the User Administration screen.



## Role Administration

The first task when setting up users is to establish Roles. You can have one or more roles in your company. Roles are designed to allow you to set up permissions one time for a set of employees that will have the same access in Regions Integrated Payables.

To set up a Role, choose a **Role Name** that is descriptive to you and your company. You can provide a brief description of the role for easy identification. You will then choose the **Applications** to which the role should have access. In the example below, we chose Payable for the AP Clerk. If you are doing Payroll, you might create a Role associated with just the Payroll functions.

Note also, if your company has chosen to participate in the Check to ACH or Check to Virtual Card Programs, the Vendor Enrollment Application can be selected for those people in your company working with the vendor campaign and/or updating your system with payment status.

Once the application(s) is chosen, choose the **Feature or functions** that you would like for this Role to perform.

Then choose the **Email Notifications** that you would like for this Role to Receive. Remember that email notifications are sent at each step in the process. Email alerts are also sent to alert particular users of particular steps that need to be completed (e.g. Approval required).

Approval Rules are set up and maintained through the Application Configuration under the Administration Tab. Application Configuration will be covered in the next section.

### Example: Set up Role = AP Clerk

The screenshot shows the 'Create/Edit Security Role' window. The role name is 'AP Clerk' and the description is 'Accounts Payable Clerk'. The status is 'Active'. The 'Access' section is expanded, showing the following applications and features:

Applications	Features	Email Notifications
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input checked="" type="checkbox"/> Payables	<input checked="" type="checkbox"/> Upload Files	<input type="checkbox"/> Control Totals Entered
<input type="checkbox"/> Payroll	<input type="checkbox"/> User Administration	<input type="checkbox"/> File Auditing Control Totals
<input type="checkbox"/> Vendor Enrollment Reports	<input type="checkbox"/> Submit Jobs	<input type="checkbox"/> Control Totals Failed
<input type="checkbox"/> Payables - CT	<input type="checkbox"/> View Documents	<input checked="" type="checkbox"/> File Received
	<input type="checkbox"/> Application Configuration	<input type="checkbox"/> File Placed On Hold
	<input type="checkbox"/> View File Details	<input type="checkbox"/> Approval Required
	<input type="checkbox"/> Notifications	<input type="checkbox"/> File Released For Processing
	<input type="checkbox"/> Document Archive	<input checked="" type="checkbox"/> Job Completed
	<input type="checkbox"/> Enter Control Totals	<input type="checkbox"/> Scheduled Report
	<input type="checkbox"/> Edit Approval Rules	<input type="checkbox"/> Scheduled Export Report
	<input type="checkbox"/> Approve Payments	
	<input type="checkbox"/> Encryption	
	<input type="checkbox"/> Add Edit Vendors	
	<input type="checkbox"/> Add Edit Vendors	
	<input type="checkbox"/> Card Settlement	
	<input type="checkbox"/> View File Details	
	<input type="checkbox"/> View Files	
	<input type="checkbox"/> View Job Details	
	<input type="checkbox"/> View Jobs	
	<input type="checkbox"/> View Vendors	
	<input type="checkbox"/> View Vendors	

At the bottom right, there are 'Cancel' and 'Save' buttons.

In this example, we have set up a Role for an AP Clerk and assigned the permissions related to uploading files, viewing file details, establishing notifications for their role, researching documents, viewing jobs, viewing vendors and adding new vendors to the system.

Note that the AP Clerk does not have the permissions to approve or submit jobs, nor does the AP Clerk Role have the ability to access or view Users or perform User Administration.

Administrative duties are usually assigned to a specific Role within the company and granted to a select group of people.

## Chapter 5 - Submitting and Viewing Payment Files

There are two ways to deliver your payment file for processing:

- Upload your file through the website
- Transmit your file via FTP

Files submitted through either method can be set up two ways:

- **Straight-through processing** – means that once the file is transmitted and passes the validation test, it will be submitted for processing.
- **File Placed on Hold** – means that when you submit the file and it is validated, the file will be placed on hold. The file can then be viewed in the Files on Hold section of the home page. The file will have to be reviewed and submitted by a user with permission to submit files.

### Uploading Payment Files through the Website

To upload a payment file through the site, choose **Jobs** from the top navigation bar and **Upload Files** in the secondary navigation bar. Click **Browse** to search for the correct file on your computer. When the correct file is chosen, click **Upload File**. You will be able to view your file on the home page.

The screenshot displays the 'Regions' web application interface. At the top, the 'Regions' logo is visible. Below it, a navigation bar includes links for 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. A secondary navigation bar contains 'Upload Files', 'View Jobs', and 'View Held Files'. The 'Upload File' section is active, showing a progress bar with five steps: '1. Select File', '2. Upload File', '3. View File Details', '4. Select Records', and '5. Confirm & Submit'. The 'Application' dropdown is set to 'Payables'. The 'Data File' field shows the path 'H:\Integrated Payables Project\Demo\ACH and Checks.xml'. A 'Browse...' button is located to the right of the file path. An 'Upload File' button is at the bottom left. Three black arrows point to the 'Jobs' link, the 'Upload Files' link, and the 'Browse...' button.

## Transmitting your Payment Files through FTP

During the Implementation of your service, you will determine if you want to upload your files through FTP. Appendix 2 defines the FTP protocols that are available and the FTP setup process.

## Submitting Files

If you have set up your processing to require someone in your company to review and submit the file prior to processing, you will need to follow the below steps.

To submit a file that has been placed on hold, click on the **ID Number** as shown below:

Files On Hold <a href="#">view more »</a>							
ID	Date	Status	Application	Items	Total Amount	Filename	User
<a href="#">585007</a>	02/26/2013	Awaiting Approval	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regionsks
<a href="#">585006</a>	02/26/2013	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regionsks
<a href="#">585001</a>	02/15/2013	On Hold	Payables	2	\$2,310.00	ACH and Checks Test File.xml	rhollar
<a href="#">584869</a>	10/19/2012	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	rjregions
<a href="#">584838</a>	10/09/2012	On Hold	Payables	1	\$1,600.25	Check Conversion Test.TXT	rhollar
<a href="#">584808</a>	10/02/2012	On Hold	Payables	1	\$3,200.30	ACH and Checks Test File.xml	rhollar
<a href="#">584772</a>	09/19/2012	On Hold	Payables	2	\$2,610.00	Westdale Wireless AP CHK-ACH Westdale Steel.xml	inhouse_regionsks
<a href="#">584769</a>	09/19/2012	Import Batch Validation Passed	Payables	37	\$133,788.55	ACH and Checks.xml	Dorothy

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**Click on Job ID to view the file details**

File Details will provide pertinent information about who submitted the file, the date submitted, the dollar amount of the files and the item count. In this example the file contained one check payment.

File Details				
<b>File Information</b>				
File ID:	584769			
Application:	Payables			
Import Filename:	ACH and Checks.xml			
Submitted By:	Dorothy			
Date Submitted:	9/19/2012 10:49:11 AM			
Total Dollar Amount:	\$133,788.55			
Total Item Count:	37			
Status:	Import Batch Validation Passed			
<b>Item Summary</b>				
Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	10	\$36,461.90
Check	CHK	Check	27	\$97,326.65
<input type="button" value="Details"/> <input type="button" value="Hold"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>				

- To view details on each of the payments, click **Details**
- To place the file on hold, click **Hold**
- To proceed to the next step in submitting the file, click **Next**
- To cancel the file, click **Cancel**

## Details Option

Additional details provided are the Payee Name, the Payee Number and the Payment Number as shown below. Once you have reviewed the payment details, select **Return** button to return to the File Detail page.

Upload File

1. Select File 2. Upload File 3. View File Details 4. Select records 5. Confirm & Submit

Payee Name	Payee Number	Payment Number	Payment Date	Payment Amount	Payment Method
UNION FINANCIAL	RFCYIHP2	2318039111	1/27/2010	\$5,350.00	ACH
JAMES WALKER	RFC3JHP2	2318039112	1/27/2010	\$1,300.00	ACH
ATZ COSMETICS	RFCPKHP2	2318039113	1/27/2010	\$2,500.00	ACH
JACOB INDUSTRIAL SUPPLY	RFCBLHP2	2318039114	1/27/2010	\$2,545.00	ACH
EVERGREEN STORE	RFCTLHP2	2318039115	1/27/2010	\$4,514.00	ACH
BARTRAM AUTO GLASS WINDOWS	RFCGMHP2	2318039116	1/27/2010	\$2,210.00	ACH
HIDDEN HILLS	RFCYMHP2	2318039117	1/27/2010	\$1,310.00	ACH
SOUTHERN FEDERAL	RFCKNHP2	2318039118	1/27/2010	\$8,310.30	ACH
CALIFORNIA ARTS	RFC3NHP2	2318039119	1/27/2010	\$4,210.80	ACH
DAVID JAMES COLLINS DDS	RFCCPHP2	2318039121	1/27/2010	\$1,000.00	Check

Total: 37 items, \$133,788.55

10

<< page 1 of 4 >>

Export selected items as: Excel Export Export

Return

*To return to the previous screen*

## Next Option

By choosing Next, the details of the individual transactions are displayed. Additionally, at this point you can choose to place a particular payment or payments on hold and process the remainder of the payments. Note that the default shows all payments selected for submission.

By default, all of the items within this file are selected for submission. You may exclude individual items and place them on hold for future review and processing by unchecking the corresponding checkbox on the far right of the grid. Clicking the checkbox in the grid header will clear or set all check boxes for the entire file. Click Next to view a summary of your selection.

Payee Name	Payee Number	Payment Number	Payment Date	Payment Amount	Payment Method	<input type="checkbox"/>
UNION FINANCIAL	RFCYIHP2	2318039111	1/27/2010	\$5,350.00	ACH	<input checked="" type="checkbox"/>
JAMES WALKER	RFC3JHP2	2318039112	1/27/2010	\$1,300.00	ACH	<input checked="" type="checkbox"/>
ATZ COSMETICS	RFCPKHP2	2318039113	1/27/2010	\$2,500.00	ACH	<input checked="" type="checkbox"/>
JACOB INDUSTRIAL SUPPLY	RFCBLHP2	2318039114	1/27/2010	\$2,545.00	ACH	<input checked="" type="checkbox"/>
EVERGREEN STORE	RFCTLHP2	2318039115	1/27/2010	\$4,514.00	ACH	<input checked="" type="checkbox"/>
BARTRAM AUTO GLASS WINDOWS	RFCGMHP2	2318039116	1/27/2010	\$2,210.00	ACH	<input checked="" type="checkbox"/>
HIDDEN HILLS	RFCYMHP2	2318039117	1/27/2010	\$1,310.00	ACH	<input checked="" type="checkbox"/>
SOUTHERN FEDERAL	RFCKNHP2	2318039118	1/27/2010	\$8,310.30	ACH	<input checked="" type="checkbox"/>
CALIFORNIA ARTS	RFC3NHP2	2318039119	1/27/2010	\$4,210.80	ACH	<input checked="" type="checkbox"/>
DAVID JAMES COLLINS DDS	RFCPPHP2	2318039121	1/27/2010	\$1,000.00	Check	<input checked="" type="checkbox"/>

Total: 37 items, \$133,788.55

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Previous Next Cancel

**You can view 10, 25, 50  
or 100 payments per page**

**Allows you to  
advance the pages**

Below is page 2 of the screen above. In this example, we do not want the last three check payments processed. So, we uncheck the box next to the payment, which will place these payments on hold once the file is submitted. Note that the total of these payments is \$4,885.

Payee Name	Payee Number	Payment Number	Payment Date	Payment Amount	Payment Method	<input type="checkbox"/>
TTK ELECTRICAL SERVICES INC	RFCUPHP2	2318039122	1/27/2010	\$3,200.30	Check	<input checked="" type="checkbox"/>
ATLAS AMUSEMENT GAMES AND RIDES	RFCQOHP2	2318039120	1/27/2010	\$4,211.80	ACH	<input checked="" type="checkbox"/>
FARRIS AND NEWMAN	RFCFILP2	2318039123	1/27/2010	\$1,634.25	Check	<input checked="" type="checkbox"/>
BARTRAM LAW OFFICES	RFC4ILP2	2318039124	1/27/2010	\$1,600.25	Check	<input checked="" type="checkbox"/>
JUMBO SPORTS	RFCRJLP2	2318039125	1/27/2010	\$5,634.25	Check	<input checked="" type="checkbox"/>
KITCHEN DESIGNS INC	RFCEKLP2	2318039126	1/27/2010	\$9,023.00	Check	<input checked="" type="checkbox"/>
JNJ CONSTRUCTION SUPPLIES INC	RFCWKLP2	2318039127	1/27/2010	\$5,539.00	Check	<input checked="" type="checkbox"/>
UNITED PROPERTY MANAGEMENT GROUP	RFCWLLP2	2318039129	1/27/2010	\$2,295.00	Check	<input type="checkbox"/>
AAA PRINT SERVICES INC	RFCUKLP2	2318039128	1/27/2010	\$1,295.00	Check	<input type="checkbox"/>
DISCOVERY ISLAND HOTEL	RFCOMLP2	2318039130	1/27/2010	\$1,295.00	Check	<input type="checkbox"/>

Total: 37 items, \$133,788.55

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Previous Next Cancel

**Click next to continue to  
submit the file**

**Uncheck the box to  
Place payments on  
hold when the file is  
submitted**

You will be provided with a summary of the job, with the changes related to the payments placed on hold. Note that the totals for the job submission have been changed to reflect the three payments for \$4,885 that have been placed on hold and a new job has been created for those payments.

Upload File

1. Select File
2. Upload File
3. View File Details
4. Select Records
5. Confirm & Submit

Below is a summary of the items that you have selected to submit for processing. Any items that you have excluded will be placed on hold and saved in a new file. You may modify the name of the file if you wished.

Item Summary				
Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	10	\$36,461.90
Check	CHK	Check	27	\$97,326.65

Job Submission Information	
Number of Items	34
Total Amount:	\$128,903.55

Held File Information	
Number of Held Items:	3
Total Amount:	\$4,885.00
File Name:	ACH and Checks.xml

Previous
Submit
Cancel

**Click Submit to process the payment file**

The Regions Integrated Payables system will provide you with a confirmation that the file submission process is complete. It will also provide you with the File ID for the three payments that were placed on hold. You can access this new file under the Files on Hold section of the home page, or under the Jobs tab at the top of the screen.


**REGIONS**

Home
Jobs
Reports
Administration
Vendors
Logout

File Submission Complete

File **ACH and Checks.xml** has been uploaded.  
34 items have been submitted as job [5035989](#)  
3 items have been placed on hold as file [585043](#)

## Home Screen showing file placed on hold:




REGIONS							
<a href="#">Home</a> <a href="#">Jobs</a> <a href="#">Reports</a> <a href="#">Administration</a> <a href="#">Vendors</a> <a href="#">Logout</a>							
Welcome John Doe				Last Login Time: Tuesday, March 19, 2013 4:28 PM			
Recent Jobs <a href="#">View More</a>							
ID	Date	Status	Application	Items	Total Amount	Filename	User
5035988	03/19/2013	Delivered to Carrier	Payables	34	\$128,903.55	ACH and Checks.xml	Dorothy
5035975	03/04/2013	Delivered to Carrier	Payables	2	\$17,333.30		JohnDoe_Regions
5035974	03/04/2013	Delivered to Carrier	Payables	35	\$116,455.25	ACH and Checks.xml	JohnDoe_Regions
5035969	02/01/2013	Delivered to Carrier	Payables	2	\$5,211.80	ACH and Checks Test File.xml	rhollar
5035968	02/01/2013	Delivered to Carrier	Payables	35	\$128,576.75	ACH and Checks Test File.xml	rhollar
5035966	02/15/2013	Delivered to Carrier	Payables	35	\$131,478.55	ACH and Checks Test File.xml	rhollar
5035919	11/30/2012	Delivered to Carrier	Payables	2	\$4,800.55	ACH and Checks Test File.xml	rhollar
5035909	11/09/2012	Delivered to Carrier	Payables	35	\$128,980.00	ACH and Checks Test File.xml	rhollar
Files On Hold <a href="#">View More</a>							
ID	Date	Status	Application	Items	Total Amount	Filename	User
585043	03/19/2013	On Hold	Payables	2	\$4,895.00	ACH and Checks.xml	Dorothy
585007	02/06/2013	Awaiting Approval	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regions
585006	02/26/2013	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regions
585001	02/15/2013	On Hold	Payables	2	\$2,310.00	ACH and Checks Test File.xml	rhollar
584869	10/18/2012	On Hold	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	regions
584838	10/09/2012	On Hold	Payables	1	\$1,600.25	Check Conversion Test TXT	rhollar
584806	10/02/2012	On Hold	Payables	1	\$3,200.30	ACH and Checks Test File.xml	rhollar
584772	09/19/2012	On Hold	Payables	2	\$2,510.00	Westdale Wireless AP CHK-ACH Westdale Steel.xml	inhouse_regions

## Emails showing Status of Jobs Submitted

At each step in the process, from submission of the file to delivery of the checks to the carrier, you will receive an email confirmation. You can determine which users receive these emails. See Chapter 6 – Administration for instructions on setting up user permissions for emails. Appendix 3 provides examples of emails that you may receive.

Below is an example of an email sent informing you that a file has been received and placed on hold.



---

**Regions Integrated Payables File On Hold**

The following file has been received and placed on hold:

**Customer Name:** ACME Corporation  
**File ID:** 931208  
**Application:** Accounts Payable  
**Date Submitted:** 05/10/2011 08:08:08 AM  
**Submitted By:** mdragiff  
**Total Items:** 68  
**Total Dollars:** \$251,729.70  
**Total File Size:** 3,289,650 Bytes  
**Filename:** payments\_20110517\_141537.dat

Payment Summary				
Description	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	6	\$26,039.30
Check	CHK	ACH	11	\$42,351.35
Check	CHK	Check	39	\$14,359.05
Virtual Card	CRD	vCard	10	\$36,960.00

Service email  
This is a service email from Regions Financial Corporation. Please note that you may receive emails periodically, whether or not you have elected to receive promotional emails.

Contacting Us  
Please do not reply to this email with private information including account numbers, Online ID, Social Security Number.

Privacy and Security  
Regions values your privacy and security. To review our privacy and security policies please visit our website at [www.regions.com](http://www.regions.com).

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## Viewing Recent Jobs

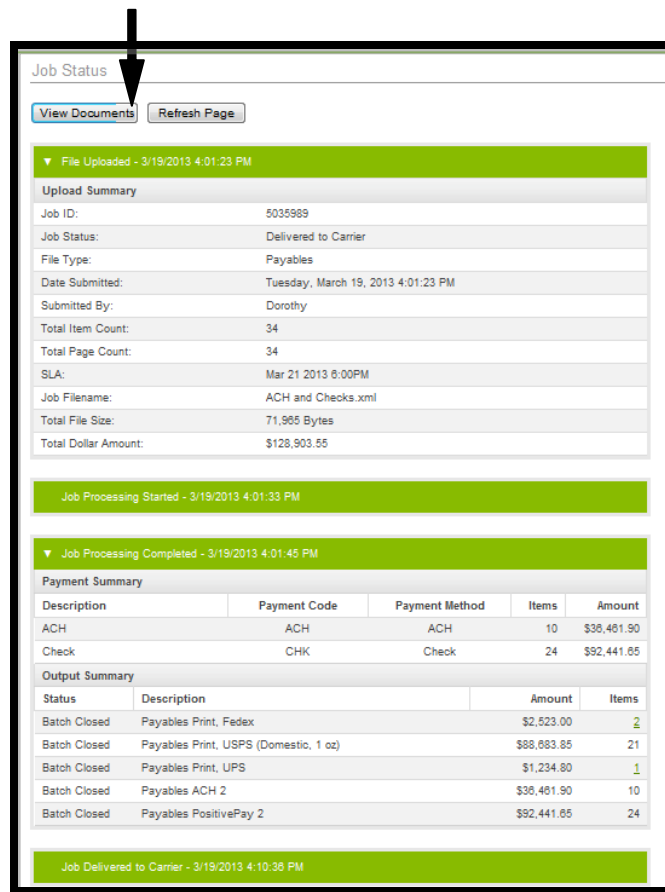
Once a Payment File has been submitted for processing, you can view the details associated with that particular Job by clicking on the Job ID under Recent Jobs on the home screen. Note that the most recent job was the job submitted in the previous example. Click that Job ID and a Job Status screen will appear.

The Job Status Screen will provide summary level details of the job, including when the payment file was received, who submitted the file, number of items and the dollar amount of the file. Additionally, the Job Status will provide you with the current status of the job – in this case “Delivered to the Carrier,” which means the payments have all been submitted, including delivery of checks to the post office.

Note that the Job Status screen also shows the times the job started processing, completed processing, and when the checks were delivered to the post office.

From the Job Status screen, you can also view images of the payments that were sent to your payees.

### Click View Documents



The screenshot shows the 'Job Status' screen. At the top, there is a 'View Documents' button and a 'Refresh Page' button. Below these are three green summary bars: 'File Uploaded - 3/19/2013 4:01:23 PM', 'Job Processing Started - 3/19/2013 4:01:33 PM', and 'Job Processing Completed - 3/19/2013 4:01:45 PM'. The main content area is divided into three sections: 'Upload Summary', 'Payment Summary', and 'Output Summary'.

Upload Summary				
Job ID:	5035989			
Job Status:	Delivered to Carrier			
File Type:	Payables			
Date Submitted:	Tuesday, March 19, 2013 4:01:23 PM			
Submitted By:	Dorothy			
Total Item Count:	34			
Total Page Count:	34			
SLA:	Mar 21 2013 6:00PM			
Job Filename:	ACH and Checks.xml			
Total File Size:	71,995 Bytes			
Total Dollar Amount:	\$128,903.55			

Payment Summary				
Description	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	10	\$38,461.90
Check	CHK	Check	24	\$92,441.65

Output Summary			
Status	Description	Amount	Items
Batch Closed	Payables Print, Fedex	\$2,523.00	2
Batch Closed	Payables Print, USPS (Domestic, 1 oz)	\$88,683.85	21
Batch Closed	Payables Print, UPS	\$1,234.80	1
Batch Closed	Payables ACH 2	\$38,461.90	10
Batch Closed	Payables PositivePay 2	\$92,441.65	24

At the bottom, there is a green bar indicating 'Job Delivered to Carrier - 3/19/2013 4:10:36 PM'.

From the Job Status screen, view the details of each of the payments included in the Job you have chosen. To view details of the payments, click **View Documents** at the top of the Job Status screen. The following screen will appear.

**To view an image of an individual payment Click the View link**

**Payables** Payroll Vendor Enrollment Reports

**Search Criteria:** Job ID: 5035832

**Results**

	Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date	
<a href="#">View</a>	5035832	WATSON AND GATES ENTERPRISE	IDUI23P1	2318039142	1/27/2010	\$1,294.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	JAMES WALKER	RFC3JHP2	2318039112	1/27/2010	\$1,300.00	ACH	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	CALIFORNIA ARTS	RFC3NHP2	2318039119	1/27/2010	\$4,210.80	ACH	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	BARTRAM LAW OFFICES	RFC4ILP2	2318039124	1/27/2010	\$1,600.25	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	ATLANTIC FOOD SERVICES	RFC4Y5P2	2318039140	1/27/2010	\$1,029.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	CAFE ISABELLE	RFCANLP2	2318039131	1/27/2010	\$6,600.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	JACOB INDUSTRIAL SUPPLY	RFCBLHP2	2318039114	1/27/2010	\$2,545.00	ACH	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	DAVID JAMES COLLINS DDS	RFCCPHP2	2318039121	1/27/2010	\$1,000.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	KITCHEN DESIGNS INC	RFCEKLP2	2318039126	1/27/2010	\$9,023.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035832	FARRIS AND NEWMAN	RFCFILP2	2318039123	1/27/2010	\$1,634.25	Check	1/27/2010	<input checked="" type="checkbox"/>

Total: 36 items, \$130,588.25 10 << page 1 of 4 >>

Export selected items as: Excel Export Export Return

**Payment records can be exported in Excel Format or HTML**

**Note:** You will use the information on this screen to update your Accounts Payable records based on the payment method for use in reconciliation. More on reconciliation will be provided later in this guide.

Once you click on the **View** link, you will be presented with a PDF image of the payment that was sent to your payee.

Note that checks are printed on 8 ½ by 11 inch paper stock. The check is printed on the bottom third of the page with a perforation line for easy detachment.

The top portion of the document is used for remittance information. The remittance information you provide in your file is printed in this space. If the remittance information is voluminous and will not fit on the page with the check, overflow pages will be printed with the remittance information and inserted in the envelope with the check.

A portion of the document can be used for marketing messages to your payees. This is particularly useful if you are participating in the Check to ACH or Check to Virtual Card program. This allows you to tell your payee that they could have received the payment sooner if they sign up to receive electronic payments.

## PDF Image of Check Payment sent to Payee


This portion of the document is used for providing remittance information to your vendor. Note if the remittance information exceeds this area, additional pages can be used for the overflow.

For clients who choose to participate in the check to ACH or virtual card conversion, this space can be used to solicit your vendors to sign up.

This is an image of the actual check that was sent to your vendor.

Invoice Number	Invoice Date	Description	Gross Amount	Discount Amount	Net Amount
9999000132	11/29/2009	Maintenance Services	1,294.00	0.00	1,294.00
			\$1,294.00	\$0.00	\$1,294.00

WestDale Wireless now offers Credit Card payments instead of paper checks! Enroll in our new Virtual Credit Card Program today and avoid waiting for your check to arrive in the mail. If you are already setup with credit cards, visit <https://signup.paynetexchange.com> and use registration code 3XJSC6M2 to enroll today. Call 1-877-330-4950 for more information about our program.

 Westdale Wireless 1801 Alexander Graham Bell Blvd Reston, VA 20191		Any Bank  DATE 01/27/2010	<b>2318039142</b> 99-999/999 Check Payment NET AMOUNT \$*****1,294.00
--	--	------------------------------------	---

PAY EXACTLY One Thousand Two Hundred Ninety Four And No/100 Dollars

WATSON AND GATES ENTERPRISE  
 11322 PADDINGTON DR  
 HOUSTON, TX 77070

TO THE ORDER OF

*Non Negotiable*  
 AUTHORIZED SIGNATURE

**VOID VOID VOID VOID VOID VOID VOID VOID VOID**

Above is a PDF image of the actual document that was sent to the payee. These images are archived and are searchable to assist with payment disputes. For more about searching, see the Reports Section of this guide.

## Chapter 6 - Reports

### Overview

The Reports section of Regions Integrated Payables allows you to:

- Search for particular payments, invoices or vendors
- Search for particular payroll data on a particular employee (For Payroll clients only)
- Create a report of all payments processed within a certain time period
- Save reports for future use
- View Virtual Card Settlement Report

If participating in the check to ACH or check to Virtual Card programs, you can view and run reports related to your Vendor Enrollment Program.

### Document Search

The Document Search is a robust search engine that allows you to search for a single payment or invoice, a group of payments or invoices, or all payments or invoices for a certain period of time.

#### Document Search criteria includes:

**Search By:** Choose Payment Search or Invoice Search.

**Effective Date or Date Period:** Enter a specific date or a date range. (The calendar lookup can be used to look up the dates). Or, you can choose This Week, This Month or Today by choosing the Date Period option.

**Status:** Choose Returned, Processed or All.

**Job ID:** Numeric Field that supports exact match for Job ID or range of Job IDs.

**Payee Name:** Character field. Supports exact match or wildcard searches (e.g. John Doe, John\*, \*Doe).

**Payee Number:** Character field. Supports exact match or wildcard searches (e.g. 12345, 12\*, \*345).

**Check Number:** Character field. Supports exact match, wildcard searches or list (e.g. 12345, 12\*, or list of check numbers separated by commas).

**Check Date or Date Period:** Enter a specific date or a date range. (The calendar lookup can be used to look up dates). Or, you can choose, This Week, This Month or Today by choosing the Date Period option.

**Check Amount:** Numeric field. Supports exact matches or ranges (e.g. 123.45, 10.00- 100.00, > 100.00 or < 100.00).

**Clear:** Use the Clear option to clear all search criteria from the screen.

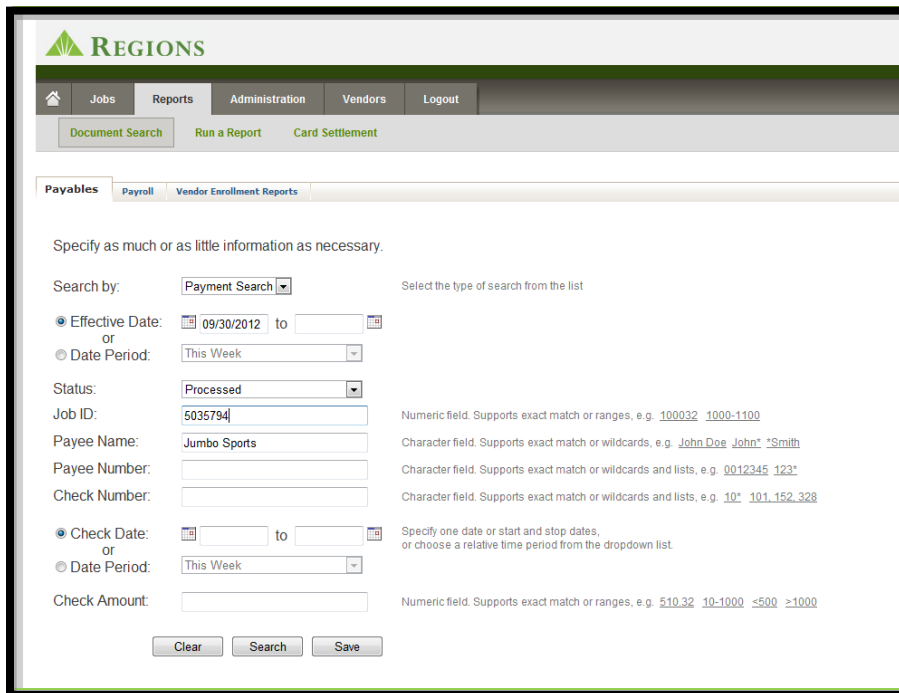
**Search:** Executes a search of the database and yields a report matching your criteria.

**Save:** Use Save to retain the search criteria as a Report. You will be able to name the report and run the report from the Run a Report tab. You can also schedule the report to run on a scheduled basis (See Save a Report below).

## Example – Document Search:

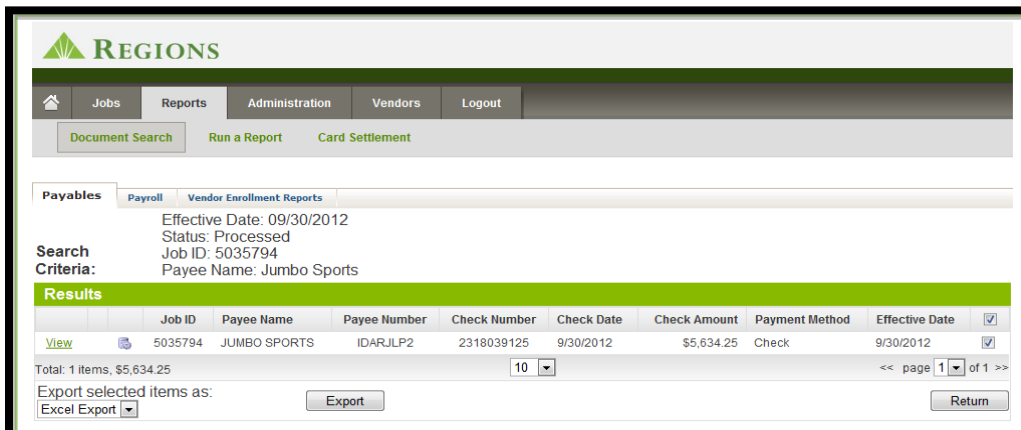
**Step 1** – Complete the Document Search Criteria and click **Search**.

In the below example, we are searching for a payment to Jumbo Sports in Job ID 5035794.



The screenshot shows the 'Document Search' form in the 'Payables' section. The form includes a navigation bar with 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. Below this is a sub-navigation bar with 'Document Search', 'Run a Report', and 'Card Settlement'. The 'Document Search' tab is active, showing a 'Payables' sub-tab with 'Payroll' and 'Vendor Enrollment Reports' options. The main form area contains search criteria fields: 'Search by:' (set to 'Payment Search'), 'Effective Date:' (09/30/2012), 'Date Period:' (This Week), 'Status:' (Processed), 'Job ID:' (5035794), 'Payee Name:' (Jumbo Sports), 'Payee Number:', 'Check Number:', 'Check Date:', 'Date Period:' (This Week), and 'Check Amount:'. There are 'Clear', 'Search', and 'Save' buttons at the bottom.

**Step 2** – Search results are returned. From here you can view the payment details by clicking **View**.



The screenshot shows the 'Search Results' page. It displays the search criteria used: 'Effective Date: 09/30/2012', 'Status: Processed', 'Job ID: 5035794', and 'Payee Name: Jumbo Sports'. Below this is a table of results with columns: Job ID, Payee Name, Payee Number, Check Number, Check Date, Check Amount, Payment Method, and Effective Date. A single result is shown for Job ID 5035794, Payee Name JUMBO SPORTS, Payee Number IDARJLP2, Check Number 2318039125, Check Date 9/30/2012, Check Amount \$5,634.25, Payment Method Check, and Effective Date 9/30/2012. There are 'View' and 'Export' buttons for the result. The bottom of the page shows 'Total: 1 items, \$5,634.25' and 'Export selected items as: Excel Export'.

Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date
5035794	JUMBO SPORTS	IDARJLP2	2318039125	9/30/2012	\$5,634.25	Check	9/30/2012

## Example – Saving Searches as a Report:

**Step 1** – Choose the criteria to include in your report and click **Save**.

The screenshot shows the 'Vendor Enrollment Reports' section of the Regions Integrated Payables system. The form includes the following fields and options:

- Search by:** A dropdown menu set to 'Payment Search'.
- Effective Date:** A date range selector with 'to' and 'from' fields.
- Date Period:** A dropdown menu set to 'This Week'.
- Status:** A dropdown menu set to 'Processed'.
- Job ID:** A text input field.
- Payee Name:** A text input field.
- Payee Number:** A text input field.
- Check Number:** A text input field.
- Check Date:** A date range selector with 'to' and 'from' fields.
- Date Period:** A dropdown menu set to 'This Week'.
- Check Amount:** A text input field.

Help text for the fields:

- Job ID:** Numeric field. Supports exact match or ranges, e.g. 100032 1000-1100
- Payee Name:** Character field. Supports exact match or wildcards, e.g. John.Doe John\* \*Smith
- Payee Number:** Character field. Supports exact match or wildcards and lists, e.g. 0012345 123\*
- Check Number:** Character field. Supports exact match or wildcards and lists, e.g. 10\* 101-152 328
- Check Date:** Specify one date or start and stop dates, or choose a relative time period from the dropdown list.
- Check Amount:** Numeric field. Supports exact match or ranges, e.g. 510.32 10-1000 >500 >=1000

Buttons at the bottom: Clear, Search, Save. An arrow points to the 'Save' button.

**Click Save to store your criteria as a Report**

**Step 2** – Complete the **Save/Edit Report** Form.

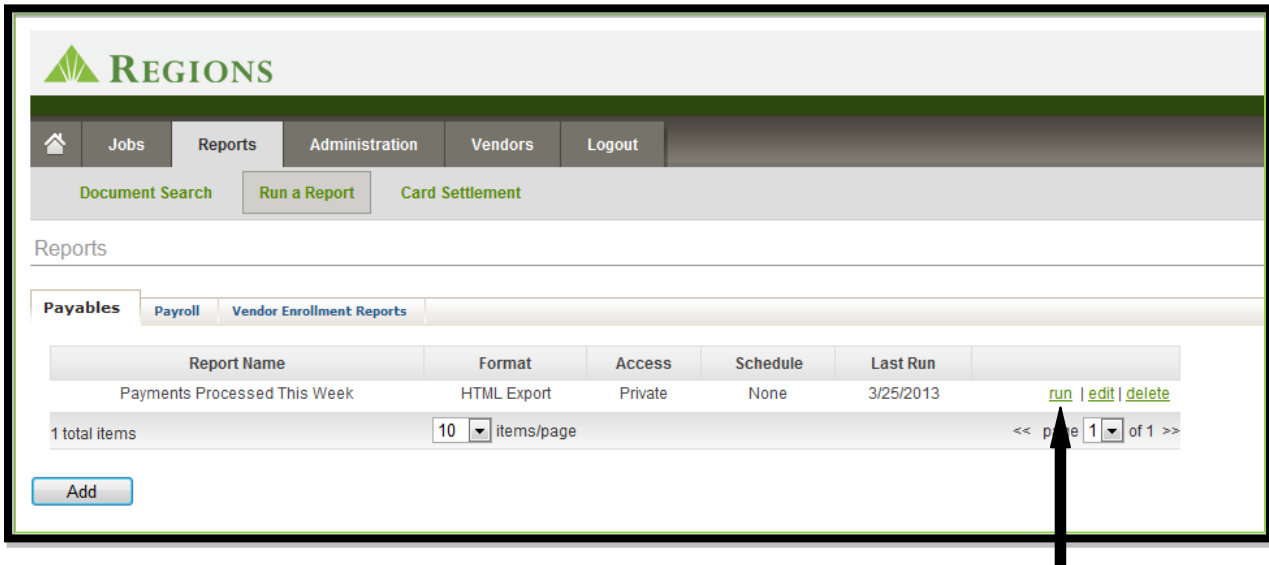
- Name your report.
- Determine whether this is a report that only you can see, or whether you would like to share it with other users.
- Choose a schedule or leave the report as **Unscheduled** (choose none). If the report is unscheduled, you can run the report at any time by clicking on the **Run a Report** tab and choosing the report by name.
- Choose a time of day and a day of the week to schedule the report to run.
- Since some of the criteria you chose in your report is date sensitive or could change when you run the report, you can specify that you be prompted to enter certain criteria prior to a scheduled report running.
- Click **Save** to retain your report.

## Run a Report

This section of Reports allows you to run a report that you have previously defined and saved.

### To Run a Saved Report:

From the Run a Report tab, find the Report Name that you want to run. Click **Run** as shown below.



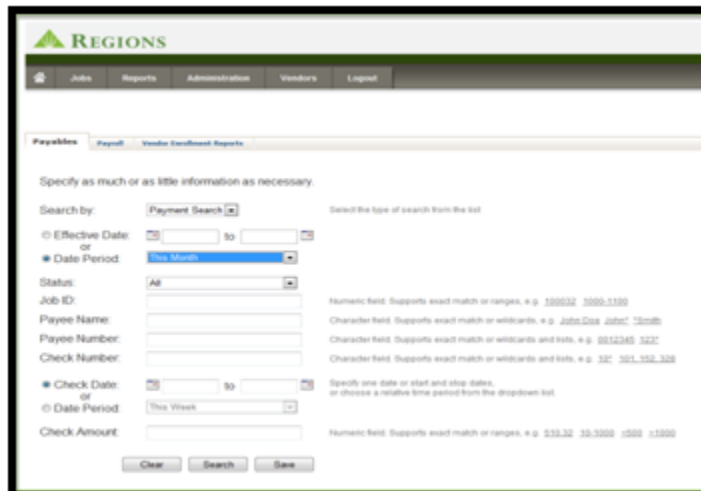
The screenshot shows the 'Run a Report' interface. At the top, there's a navigation bar with 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. Below this, there are tabs for 'Document Search', 'Run a Report' (which is active), and 'Card Settlement'. The main content area is titled 'Reports' and contains a sub-tab for 'Payables'. Below the sub-tab, there's a table with columns: Report Name, Format, Access, Schedule, Last Run, and actions. The first row shows 'Payments Processed This Week' with format 'HTML Export', access 'Private', schedule 'None', and last run '3/25/2013'. The actions column for this row contains links: 'run', 'edit', and 'delete'. A black arrow points to the 'run' link. Below the table, there's a summary row showing '1 total items' and a pagination control '10 items/page'. At the bottom left, there's an 'Add' button.

Click Run to run the report

## Scheduling Reports - Daily/Weekly/Monthly Reports

### Example - Monthly Report of All Payments:

**Step 1 - Complete the Document Search Criteria, choosing Date Period (This month) and Payment Status (All). Note: If you want to save as a Report, click Save located at the bottom; otherwise, click Search.**



The screenshot shows the 'Document Search Criteria' form. At the top, there's a navigation bar with 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. Below this, there are tabs for 'Payables', 'Payroll', and 'Vendor Enrollment Reports'. The 'Payables' tab is active. The form is titled 'Specify as much or as little information as necessary.' and contains several search criteria fields: 'Search by:' (set to 'Payment Search'), 'Effective Date:' (set to 'This Month'), 'Status:' (set to 'All'), 'Job ID:', 'Payee Name:', 'Payee Number:', 'Check Number:', 'Check Date:' (set to 'This Week'), 'Check Amount:', and 'Check Date:' (set to 'This Week'). There are also fields for 'Date Period' and 'Status'. The 'Search' button is highlighted with a black arrow.

**Step 2 – View Results of the search.**

**Regions**

Jobs Reports Administration Vendors Logout

Payables Payroll Vendor Enrollment Reports

Search Criteria: Unfiltered

**Results**

Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date
5035728	DAVID JAMES COLLINS DDS	99999992	2318039121	9/30/2012	\$1,000.00	Check	9/30/2012
5035728	DISCOVERY ISLAND HOTEL	17412582	2318039130	9/30/2012	\$1,295.00	Check	9/30/2012
5035728	UNITED PROPERTY MANAGEMENT GROUP	18787872	2318039129	9/30/2012	\$2,295.00	Check	9/30/2012
5035544	JAMES WALKER	IDA3JHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012
5035548	JAMES WALKER	IDA3JHP2	2318039112	5/19/2010	\$1,300.00	ACH	5/19/2010
5035552	JAMES WALKER	IDA3JHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012
5035554	JAMES WALKER	IDA3JHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012
5035555	JAMES WALKER	IDA3JHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012
5035558	JAMES WALKER	IDA3JHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012
5035560	JAMES WALKER	IDA3JHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012

Total: 1649 items, \$9,788,271.15

Export selected items as: Excel Export

Export Return

**Step 3 – If desired the data can be exported in either Excel or HTML. Below is a view of the export of report data in HTML format.**

Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date
5035544	JUMBO SPORTS	IDARJLP2	2318039125	3/10/2012	\$5,634.25	Check	3/10/2012
5035548	JUMBO SPORTS	IDARJLP2	2318039125	5/19/2010	\$5,634.25	Check	5/19/2010
5035547	JUMBO SPORTS	IDARJLP2	2318039125	5/19/2010	\$5,634.25	Check	5/19/2010
5035552	JUMBO SPORTS	IDARJLP2	2318039125	3/10/2012	\$5,634.25	Check	3/10/2012
5035554	JUMBO SPORTS	IDARJLP2	2318039125	3/10/2012	\$5,634.25	Check	3/10/2012
5035544	UNION FINANCIAL	IDAYIHP2	2318039111	3/10/2012	\$5,350.00	ACH	3/10/2012
5035544	JTB Express Communications Inc	IDAYYAA3	2317039168	3/10/2012	\$2,800.00	vCard	3/10/2012
5035548	JTB Express Communications Inc	IDAYYAA3	2317039168	5/19/2010	\$2,800.00	vCard	5/19/2010
5035547	JTB Express Communications Inc	IDAYYAA3	2317039168	5/19/2010	\$2,800.00	vCard	5/19/2010
5035552	JTB Express Communications Inc	IDAYYAA3	2317039168	3/10/2012	\$2,800.00	vCard	3/10/2012
5035554	JTB Express Communications Inc	IDAYYAA3	2317039168	3/10/2012	\$2,800.00	vCard	3/10/2012
5035556	JTB Express Communications Inc	IDAYYAA3	2317039168	3/10/2012	\$2,800.00	vCard	3/10/2012
5035558	JTB Express Communications Inc	IDAYYAA3	2317039168	3/10/2012	\$2,800.00	vCard	3/10/2012
5035560	JTB Express Communications Inc	IDAYYAA3	2317039168	3/10/2012	\$2,800.00	vCard	3/10/2012



## Vendor Enrollment Reports

If you have chosen to use Regions Integrated Payables Check to ACH and/or Check to Virtual Card option, the Vendor Enrollment Reports will provide you with updated information on which of your vendors have chosen to sign up and what payment option they have chosen.

The Vendor Enrollment Reports provides you with the opportunity to search for specific vendors or recipients and to create reports related to vendor enrollment, vendor status and vendor payment method. The search criteria includes:

**Search By:** Allows you to search for Registered Recipients, Registered Vendors, Non-Registered Recipients and All Recipients.

**Registration Date or Date Period:** Allows you to search by a date range or to choose This Week, This Month or Today.

**Recipient Address:** Provides the address of the recipient.

**RegCode:** Allows you to search by the Registration Code that was sent to a specific vendor. Also allows you to put in a wildcard search (\*123) or a list of registration codes.

**Recipient State:** Allows you to search your recipients by state.

**Payment Method:** Allows you to search by payment type -- ACH, Card, Other or ALL

**Status:** Allows you to search by Vendor Registrations that are Active, Pending, Rejected, or all Statuses.

**Payee Number:** This is a character field that allows for exact match, wildcard or list of your vendor's payee number.

**Payee Name:** This is a character field that allows for exact match, wildcard or list of vendors' name.

**Recipient Zip:** This five digit, or nine digit (if applicable) zip code allows you to search by zip code.

**Recipient City:** This alphanumeric field allows you to search by city for an enrolled vendor.

## Example - Search for Registered Vendors for This week:

The screenshot shows the 'Vendor Enrollment Reports' search form. The 'Search by' dropdown is set to 'Registered Vendors'. The 'Registration Date' is set to 'This Week'. The form includes fields for Recipient Address, RegCode, Recipient State, Payment Method, Status, Payee Number, Payee Name, Recipient Zip, and Recipient City. There are 'Clear', 'Search', and 'Save' buttons at the bottom.

**Note:** Click **Search** to display report; click **Save** to retain as a report. If you choose **Save**, you will be asked to name the report for future use. You can also choose to schedule the report to run at a specific time or date.

**Results of Registered Vendor Search:** The report shows all of the vendors who have registered to receive ACH and/or Virtual Card payments within the past week. Note that two of the Vendors show "Pending" as their status. Pending indicates that the vendor is in the process of providing documentation to validate ownership of their banking information. This is accomplished through the use of micro deposits sent to the bank account that the vendor registered. The vendor will then enter the amounts of those deposits into the vendor web portal to validate the ownership of the account.

The status will change to Active when the vendor is validated and fully enrolled.

The screenshot shows the results of the search for Registered Vendors. The table lists 12 vendors with their status, payee number, registration date, and regcode. Two vendors are marked as 'Pending' and ten as 'Active'. The table includes a 'Total' row showing 12 items and \$0.00. There are 'Export' and 'Return' buttons at the bottom.

Payee Name	Status	Payee Number	Registration Date	RegCode	
AMATO ELECTRICAL SERVICES INC	Active	WWQUP32	11/27/2012 1:15:29 PM	RGTR2713	<input checked="" type="checkbox"/>
Anson Food Delivery	Active	IDAYYA11	3/26/2012 4:41:25 PM	BK51PK3A	<input checked="" type="checkbox"/>
DAVID JAMES COLLINS DDS	Active	IDACPHP2	4/27/2012 12:13:18 PM	663UBIS5	<input checked="" type="checkbox"/>
DISCOVERY ISLAND HOTEL	Active	IDAOMLP2	5/11/2012 12:01:06 PM	VR6P8634	<input checked="" type="checkbox"/>
DONNELLY DAIRY PRODUCTS	Active	IDAQSSP2	5/11/2012 3:39:45 PM	DED1R6T6	<input checked="" type="checkbox"/>
FARRIS AND NEWMAN	Active	IDAFILP2	3/26/2012 9:05:07 AM	E56W33RV	<input checked="" type="checkbox"/>
HOOVER GENERAL SERVICES	Pending	IDANANP2	5/8/2012 11:03:23 AM	6KVYHTSW	<input checked="" type="checkbox"/>
JACOB INDUSTRIAL SUPPLY	Pending	IDABLHP2	4/16/2012 11:31:40 AM	DBDVIDD8M	<input checked="" type="checkbox"/>
KITCHEN DESIGNS INC	Active	IDAELKP2	10/23/2012 12:24:17 PM	H174177E	<input checked="" type="checkbox"/>
TTK ELECTRICAL SERVICES INC	Active	IDAUPHP2	3/26/2012 9:00:15 AM	GLY44X56	<input checked="" type="checkbox"/>
UNION FINANCIAL	Active	IDAYIHP2	9/4/2012 3:35:45 PM	RD2511B1	<input checked="" type="checkbox"/>
UNITED PROPERTY MANAGEMENT GROUP	Active	IDAWLLP2	5/11/2012 2:38:40 PM	EPTK28A3	<input checked="" type="checkbox"/>

Total: 12 items, \$0.00

Export selected items as:

## Exporting Reports

Reports can be exported in Excel or in HTML. You can use exported reports to upload information to your systems. In this example, since it is a Payables application, you may want to upload the vendor enrollment information into your Accounts Payable system to denote which vendor payments are made electronically (ACH or Virtual Card).

Payee Name	Status	Payee Number	Registration Date	RegCode
TTK ELECTRICAL SERVICES INC	Active	IDAUPHP2	3/26/2012 9:00:15 AM	GLY44X56
FARRIS AND NEWMAN	Active	IDAFILP2	3/26/2012 9:05:07 AM	E56W33RV
Anson Food Delivery	Active	IDAYYA11	3/26/2012 4:41:25 PM	BK51PK3A
JACOB INDUSTRIAL SUPPLY	Pending	IDABLHP2	4/16/2012 11:31:40 AM	DBDVDD8M
DAVID JAMES COLLINS DDS	Active	IDACPHP2	4/27/2012 12:13:18 PM	663U8IS5
HOOVER GENERAL SERVICES	Pending	IDANANP2	5/8/2012 11:03:23 AM	6KVYHTSW
DISCOVERY ISLAND HOTEL	Active	IDAOMLP2	5/11/2012 12:01:06 PM	VR6P8634
UNITED PROPERTY MANAGEMENT GROUP	Active	IDAWLLP2	5/11/2012 2:38:40 PM	EPTK28A3
DONNELLY DAIRY PRODUCTS	Active	IDAQS5P2	5/11/2012 3:39:45 PM	DED1R6T6
UNION FINANCIAL	Active	IDAYIHP2	9/4/2012 3:35:45 PM	RD2511B1
KITCHEN DESIGNS INC	Active	IDA EKLP2	10/23/2012 12:24:17 PM	H174177E
AMATO ELECTRICAL SERVICES INC	Active	WWQUP32	11/27/2012 1:15:29 PM	RGTR2713

## Payroll Reports

(Applicable for clients using the Payroll application)

Payroll Reports allows you to search the database using several search criteria to find specific payroll payments or run periodic payment reports. Payroll Report search criteria includes:

**Recipient ID:** Must match a specific recipient ID within the database.

**Job ID:** This is a numeric field that supports exact matches or ranges.

**Employee Name:** This is a character field that supports exact match, or wildcard search. For example: John Doe, John\* or \*Doe.

**Employee SSN:** This is a character field that supports exact match, lists or wildcard search. For example: 123-45-6789, 123\*.

**Employee ID:** This is a character field that supports exact match, lists or wildcard search.

**Dept:** This is a character field that supports exact match, lists and wildcard search.

**Check Number:** This is a character field that supports exact match, lists and wildcard search.

**Amount:** This is a numeric field that supports exact match or range search. Example: \$123.45, \$100.00 - \$150.00.


**Check Date or Date Period:** Allows you to choose a specific start and stop date or enter a period of time such as Weekly, Monthly or Today.

**Recipient ID:**

The screenshot displays the 'Regions' Payroll Reports search interface. At the top, there's a navigation bar with 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. Below this, the 'Payroll' tab is selected, showing 'Vendor Enrollment Reports'. The main area contains a search form with the instruction 'Specify as much or as little information as necessary.' The form includes input fields for Recipient ID, Job ID, Employee Name, Employee SSN, Employee ID, Dept, Check Number, and Amount. To the right of these fields, there are helpful hints: 'Numeric field: Supports exact match or ranges, e.g. 100032 1000-1100' for Job ID and Amount; 'Character field: Supports exact match or wildcards, e.g. JohnDoe John\* \*Smith' for Employee Name; and 'Character field: Supports exact match or wildcards and lists, e.g. 123-45-6789 123\*' for Employee SSN. The 'Date Period' is set to 'This Week'. At the bottom, there are 'Clear', 'Search', and 'Save' buttons.

Click "Save" to save your query as a Report

### Example of Search:



**REGIONS**

[Home](#)
[Jobs](#)
[Reports](#)
[Administration](#)
[Vendors](#)
[Logout](#)

[Payables](#)
[Payroll](#)
[Vendor Enrollment Reports](#)

**Search**  
**Criteria:**      Unfiltered

**Results**

	Job ID	Employee Name	Employee SSN	Employee ID	Company	Dept	Check Number	Check Date	Amount
<a href="#">View</a> 	5035584	SOMEONE PERSONS	999-74-2885	000207225	LIGHTING C...	LIT20408...	0000000	8/30/2002	\$0.00

Total: 1 items, \$0.00
 10
<< page 1 of 1

Export selected items as:
 Excel Export
Export
Return

**Click the "View" Button to see the payroll/payment data**

1234 Wireless Road  
Anytown, Anystate 12345

Pay Group: W21 CHECK NO. 0000000  
Pay Begin Date: 08/19/2002  
Pay End Date: 08/26/2002 Check Date: 08/30/2002

SOMEONE PERSONS  
1234 E FIRST  
SANTA ROSE UT 12345

Employee ID: 000207225  
Department: LT20405H 4FM - BASE REFILL  
Location: Lightning Company Fmt  
Job Title: Horizontal Unit Oper  
Pay Rate: 10.257

TAX DATA	Federal	State	Local
Marital Status	0	N	
Allowances	0	0	0
Add Pct.			
Add Amt.			

HOURLY EARNINGS					TAXES		
Description	Rate	Hours	Earnings	YTD	Deductions	Current	YTD
OT Straight		1.00	10.24		Fed Withholding		450.01
OT Free			5.12		Fed MCO/DC		71.49
Regular		162.08	1656.80		Fed OASDI / FIC		306.89
Personal		40.00	409.49		IN Withholding		161.10
Holiday		86.00	573.69				
Vacation		125.00	1314.74				
UnionTime		71.29	730.89				
Total:				475.67	4530.47		906.58

REDUCED TAX DEDUCTIONS			ADDITIONAL DEDUCTIONS			OTHER DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Union Dues			Pension		180.80			
			Vol. Pen		210.00			
			Vol. Life		783.30			
			ADP 12		124.80			
			ADP 15		124.80			
			Dep Life		22.50			
			Sp Life 0		41.41			
Total:			Total:			1488.96	Total:	

Deductions Below		FEDERAL		FICA/STATE		STATE		LOCAL	
Current		4530.47		5930.47		5930.47		5930.47	
VACATION TIME AVAILABLE	104.00								
P.T.O. AVAILABLE									

MESSAGE:

ADDRESSES MAY HAVE CHANGED TO CONFORM TO POSTAL REQUIREMENTS. QUESTIONS - 1.488.FOR.\*\*\*

NET PAY DISTRIBUTION		Check # 0000000	\$ 5.00
TOTAL			\$ 5.00

1234 Wireless Road  
Anytown, Anystate 12345

Any Bank USA  
1234 Bank Road  
Anytown, Anystate 12345  
1234567

Date: 08/30/2002 Check No. 0000000

PAY

Zero And No/100 Dollars

Check Amount

\$\*\*\*\*\*.00

Valid after 90 days.

To The  
Order Of: SOMEONE PERSONS  
1234 E FIRST  
SANTA ROSE UT 12345

W21

*Non Negotiable*





VOID VOID VOID VOID VOID VOID VOID

Note that Payroll Reports can be exported in Excel or HTML format.

## Card Settlement Report (For Virtual Card Clients Only)

The Card Settlement provides a listing of Virtual Card Payments by Status of the card payment. The report can be filtered by Status or the report can be viewed for all cards issued for a particular date.

Virtual Card Statuses include the following. You can also enter a date filter to narrow the card payments displayed. The status of the virtual card payments is also show graphically in the last column.

-  **Unsettled Card:** Represents a virtual card that has been issued, but the vendor has not used the card, so the funds have not settled.
-  **Settled Card:** Represents a virtual card that has been issued and the vendor has used the full amount of the card, so the funds for the full amount of the payment have been settled.
-  **Partially Settled Card:** Represents a virtual card that has been issued and the vendor has used a portion of the amount of the card, so the funds have not been fully settled.
-  **Expired Card:** Shows that the card has expired and is no longer valid for the vendor to use. Expired Cards will need to be addressed with the vendor and possibly reissued.

**The Card Settlement Report allows you to filter by virtual card status, including:**

**All:** All virtual cards that have been issued.

**Unsettled:** Virtual cards that have been issued but were not used by the vendor, so the funds have not been settled.

**Fully Settled:** Virtual cards that have been issued and the vendor has used the entire amount of the card.

**Partially Settled:** Virtual cards that have been issued and the vendor has used a portion of the amount of the card, but the full amount has not been settled.

**Partially Settled/Expired:** Virtual cards that have been issued, the vendor has used a portion of the amount of the card, but the card has expired (see note below concerning expired cards).

**Not Settled/Expired:** Virtual cards that have been issued, the vendor has not used any portion of the card, and the card has expired (see note below on expired cards).

**Expired Cards:** Virtual Cards expire at the end of the month following the month of issuance. For example, a virtual card issued on February 18 will expire on March 31. Once a virtual card expires the payment will have to be reissued.

### Example of a Card Settlement Report showing all “Unsettled” Cards:

**REGIONS**

Home Jobs Reports Administration Vendors Logout

Document Search Run a Report Card Settlement

Card Settlement

Filter by Posted Date:

Status:  From:  To:  Go

Payee Name	Payment Number	Card Number	Payment Date	Payment Amount	Posted Date	Settlement Amount	Status
Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-9180	03/10/2012	\$5,300.00		\$0.00	<input type="radio"/>
Mandarin Flowers and Gifts	2317039148	XXXX-XXXX-XXXX-4511	03/10/2012	\$5,200.00		\$0.00	<input type="radio"/>
HLT Computer Professionals	2317039149	XXXX-XXXX-XXXX-8023	03/10/2012	\$6,000.00		\$0.00	<input type="radio"/>
Aberdeen Trading LLC	2317039166	XXXX-XXXX-XXXX-3572	03/10/2012	\$3,800.00		\$0.00	<input type="radio"/>
Stern Delivery Services	2317039167	XXXX-XXXX-XXXX-4635	03/10/2012	\$3,800.00		\$0.00	<input type="radio"/>
JTB Express Communications Inc	2317039168	XXXX-XXXX-XXXX-8022	03/10/2012	\$2,800.00		\$0.00	<input type="radio"/>
New Day Coffee Delivery Inc	2317039169	XXXX-XXXX-XXXX-0193	03/10/2012	\$3,820.00		\$0.00	<input type="radio"/>
Kinetics Office Design Inc	2317039170	XXXX-XXXX-XXXX-4635	03/10/2012	\$1,420.00		\$0.00	<input type="radio"/>
Stern Delivery Services Inc	2317039171	XXXX-XXXX-XXXX-5247	03/10/2012	\$2,420.00		\$0.00	<input type="radio"/>
DW Document Printing and Supplies	2317039172	XXXX-XXXX-XXXX-1356	03/10/2012	\$2,420.00		\$0.00	<input type="radio"/>

Total: 175 items, \$0.00

10

<< page 1 of 18 >>

Export as:  Export

### Example of a Card Settlement Report showing “Fully Settled” cards:

**REGIONS**

Home Jobs Reports Administration Vendors Logout

Document Search Run a Report Card Settlement

Card Settlement

Filter by Posted Date:

Status:  From:  To:  Go

Payee Name	Payment Number	Card Number	Payment Date	Payment Amount	Posted Date	Settlement Amount	Status
<input type="checkbox"/> Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-1351	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
<input type="checkbox"/> Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-2489	03/10/2012	\$5,300.00		\$5,300.00	<input checked="" type="radio"/>
<input type="checkbox"/> Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-8020	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
<input type="checkbox"/> Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-8026	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
<input type="checkbox"/> Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-9122	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
<input type="checkbox"/> Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-9139	03/10/2012	\$5,300.00		\$5,300.00	<input checked="" type="radio"/>

Total: 6 items, \$31,804.00

10

<< page 1 of 1 >

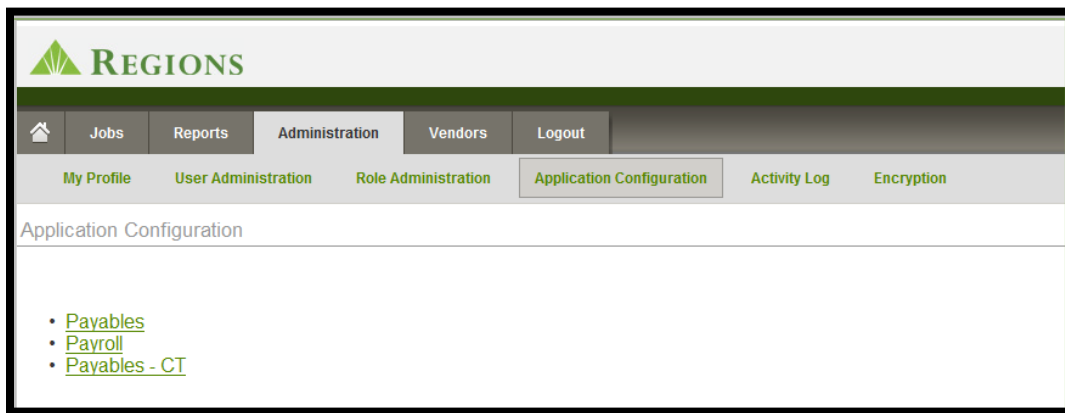
Export as:  Export

## Chapter 7 - Application Configuration

The Application Configuration section of Administration allows you to:

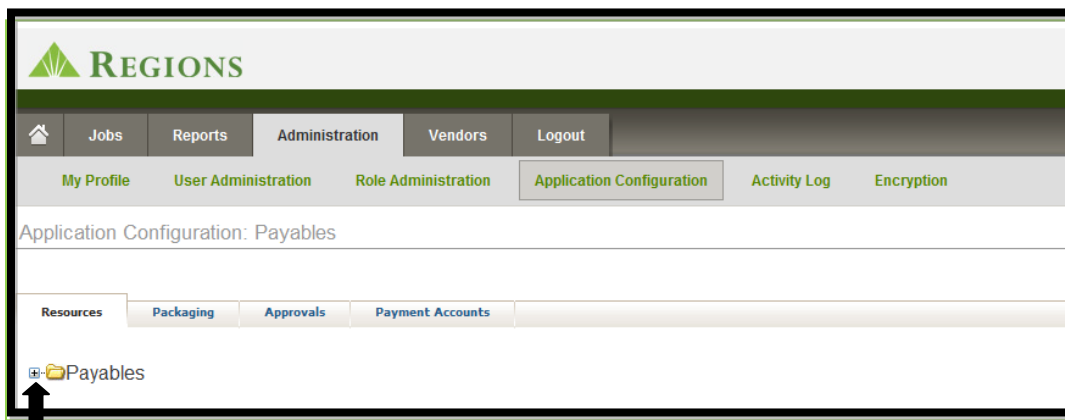
- View the resources that have been used in each of your applications (i.e. Images, Fonts, and Lookup Tables)
- View the packaging instructions that you have established for a particular application
- Set up and edit payment approval criteria
- View the checking accounts that you have set up for your checks, ACH and Virtual Card (if applicable)

To view the above items under Application Configuration, first choose the Application that you want to view. In some cases, only one application may be listed, such as Payables. We will use Payables in the following examples.



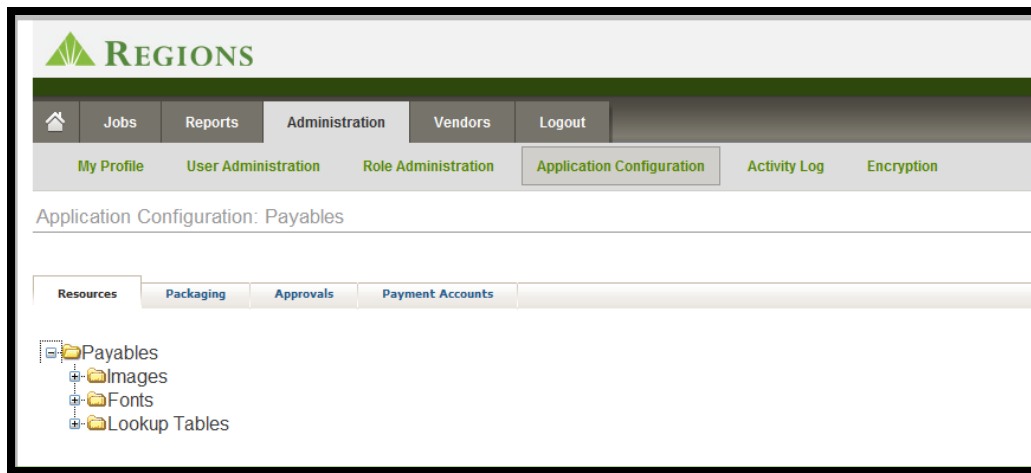
### Resources

Once you choose your Application notice that a navigation bar appears related to that application and Resources is the highlighted for the Payables Application. Click on the **[+]** symbol next to the Payables folder.

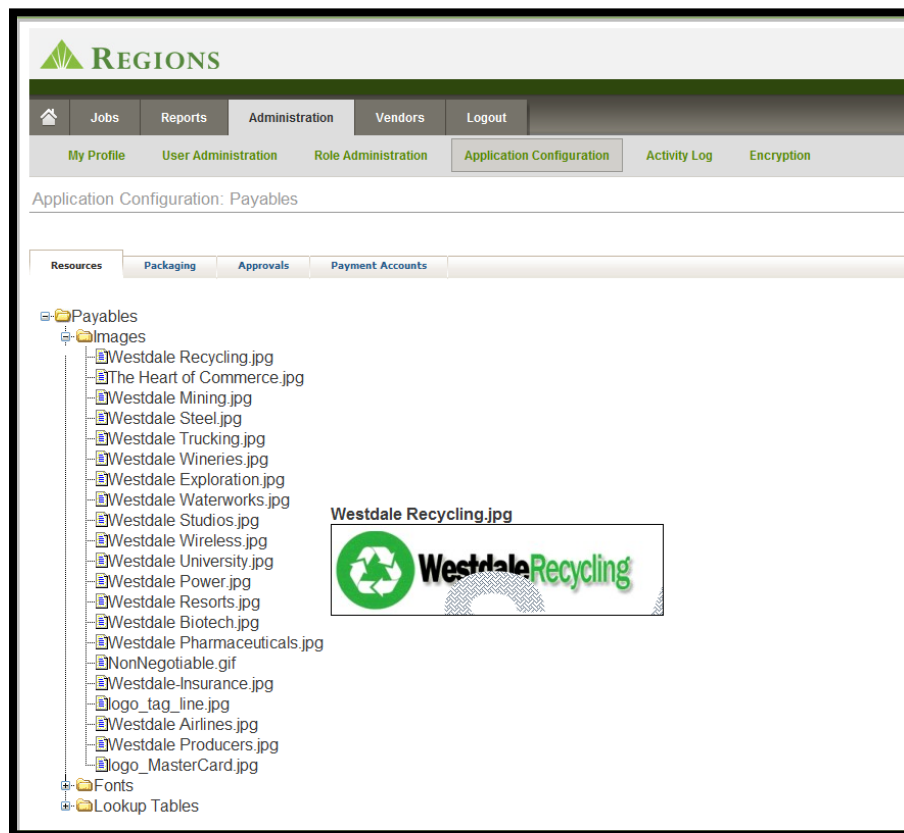




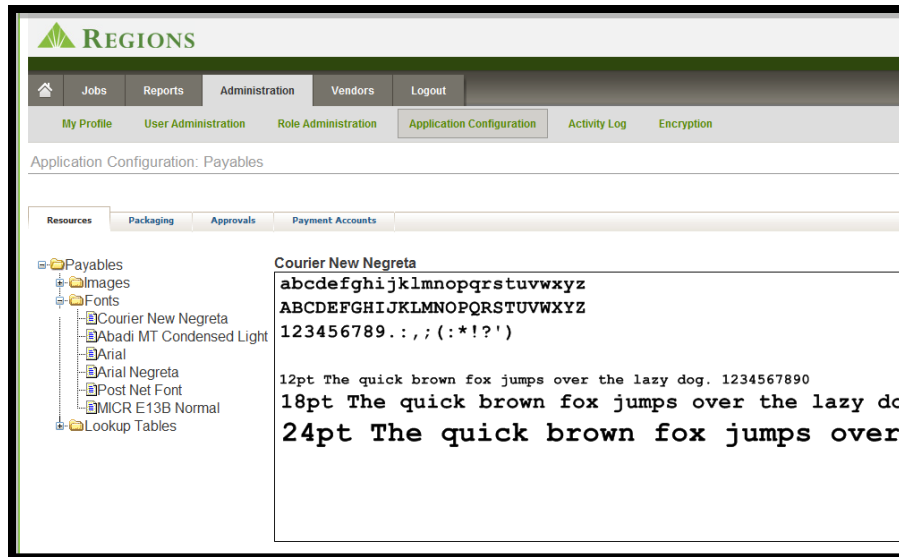
Folders containing your Images, Fonts and Lookup Tables appear. Choose the **Images** folder to see digital images of the Logos for each Company you have set up.



In the example below, multiple separate companies are displayed for the customer. Clicking on the first image shows the logo that is being used to print checks for Westdale Recycling.



When you choose the Fonts folder, you can see all of the various fonts that you have chosen to print checks, remittance details and vendor enrollment letters (if applicable).



By choosing the **Lookup Tables** you will be able to view the tables used to process your payments based on the accounts you have chosen to use. The Checkbook Table below shows the various companies that have been set up for this example and the associated addresses and account numbers used for each company. In cases where only one company is set up, the table will reflect that one company.

The screenshot shows the 'Regions' application interface. The 'Application Configuration: Payables' section is active. Under the 'Resources' tab, the 'Lookup Tables' folder is selected. The 'CheckbookTable' is displayed, showing a list of companies and their associated addresses and account numbers.

CheckbookCode	CompanyName	CompanyAddress1	CompanyAddress2	CompanyAddress3	CompanyAdd
Westdale Exploration	Westdale Exploration	1234 McKinney Street	Houston, TX 77010		
Westdale Pharmaceuticals	Westdale Pharmaceuticals	1002 Ave Sabana Seca	San Juan, Puerto Rico 00949		
Westdale Waterworks	Westdale Waterworks	1400 6th Ave S	Birmingham, AL 35233		
Westdale Recycling	Westdale Recycling	1344 Hwy 12	Starville, MS 39759		
Westdale Power	Westdale Power	1516 Century Boulevard	Nashville, TN 37214		
Westdale University	Westdale University	8900 University Avenue	Fairfax, VA 22033		
Westdale Airlines	Westdale Airlines	99 West Wacker Drive	Chicago, IL 60601		
Westdale Studios	Westdale Studios	54132 E. Lincoln Blvd	Culver City, CA 90232		
Westdale Producers	Westdale Producers	34450 S 2000W Rd	Kankakee, IL 60901		
Westdale Resorts	Westdale Resorts	14000 S Las Vegas Blvd	Las Vegas, NV 89101		

17 total items

## Packaging

The Packaging Tab details all of the various options that you have chosen to mail your checks.

In this example, the customer has chosen to send some payments via FedEx to Westdale Wireless with the envelopes unsealed. Perhaps this client needs to insert additional documents with the check prior to mailing.

Additionally, the example customer has chosen to send some payments via UPS. The bulk of the checks will be sent via USPS (United States Postal Service).

You will establish any special packaging requirements when your service is set up. Those payments that require special packaging, such as FedEx or UPS, will be denoted by special codes within your payment file. We will help you to define those special codes and will program to accept those codes and process your payments accordingly.

My Profile		User Administration	Role Administration	Application Configuration	Activity Log	Encryption
Application Configuration: Payables						
<div>Resources</div> <div>Packaging</div> <div>Approvals</div> <div>Payment Accounts</div>						
Total Package Locations: 3						
Description:		Fedex			Last Updated: 09/25/2011	
Carrier:		Fedex				
Packaging Options:		Inserted unsealed				
Company:		Westdale Wireless				
Contact:		Mark Watson				
Address:		738 Main Street				
		Houston, TX 77001				
Phone:						
Location Criteria:		starts-with(Payee_Address2,HOUSTON)				
Account:						
Description:		UPS			Last Updated: 09/25/2011	
Carrier:		UPS				
Packaging Options:		Inserted unsealed				
Company:		United Property Management Group				
Contact:		Tom Smith				
Address:		760 Sterling St				
		Brooklyn, NY 11225				
Phone:						
Location Criteria:		starts-with(Payee_Address2,BROOKLYN)				
Account:						
Description:		USPS			Last Updated: 09/25/2011	
Carrier:		USPS				
Packaging Options:		Inserted sealed				
Company:						
Contact:						
Address:						

## Approvals

Regions Integrated Payables allows you to establish Approval Rules based on the amount of the payment. If you establish Approval Rules for your payments, those payments will automatically be placed on hold, and you can view the payments on the home screen under Hold Files. The Payment Status will display as Pending Approval. Those payments that do not meet the approval rules will be processed normally.

Some companies may want to have approvals for all payment amounts, but have different people within the company approve different payment amounts. The system allows you to set those rules. In the example below, this customer has established the following rules:

- Payments under \$8,000 do not require approval (since there is no Approval Rule for payments less than \$8,000)
- Payments from \$8,000 up to \$50,000 can be approved by the three users listed
- Payments from \$50,000 up to \$250,000 can be approved by the three users listed
- Payment great than or equal to \$250,000 can be approved by the two users listed

**REGIONS**

Home Jobs Reports Administration Vendors Logout

My Profile User Administration Role Administration Application Configuration Activity Log Encryption

Application Configuration

Resources Packaging Approvals Payment Accounts

	Payment Amount >=	Payment Amount <	Users To Be Notified	Last Updated	Last Updated By
<a href="#">edit</a> <a href="#">delete</a>	\$8,000.00	\$50,000.00	inhouse_regionsks, Dorothy, JohnDoe_Regions	3/4/2013 12:31:57 PM	JohnDoe_Regions
<a href="#">edit</a> <a href="#">delete</a>	\$50,000.00	\$250,000.00	Dorothy, JohnDoe_Regions, rhollar	3/4/2013 12:32:23 PM	JohnDoe_Regions
<a href="#">edit</a> <a href="#">delete</a>	\$250,000.00	MAX	Dorothy, JohnDoe_Regions	4/12/2013 11:01:59 AM	JohnDoe_Regions

3 total items 10 items/page << page 1 of 1 >>

[Add New Rule](#)

**Note:** In the example above, the Rules were set up to allow any user in the list to approve the payment within that range. More restrictive Rules can be established to provide dual approval, or multiple approvals, for certain payments.

One note of caution when establishing Approval Rules. Make sure that the users that you select to be approvers are available to log into the system and approve the payments. Once a payment has been processed with the approval rules in place, it must be approved according to the rule. Deleting or editing the rule after the payment has been processed will not change the approval criteria that were in place at the time the payment was processed.

## Add New Approval Rule

To add an Approval Rule, choose the payment amount range. Note that you can check the box for “No Upper Limit” to set payment approvals above a certain amount.

Next, choose the users with approval permissions that can approve payments for the range you chose. All users chosen will be notified via email that a payment is pending approval.

**Approval Options:** Note that if you select multiple users, you will need to indicate whether “Any User” or “All Users” can approve the payment. If only one user is selected then, by default, that person must approve the payment.

**Example:**

The screenshot shows the 'Create/Edit Approval Rule' form. At the top is the 'REGIONS' logo and a navigation bar with links: Home, Jobs, Reports, Administration, Vendors, and Logout. The form title is 'Create/Edit Approval Rule'. Below this, the 'Application' is set to 'Payables'. The 'Payment Amount' is configured with a range: '>= 0 and < 250000'. There is a checkbox for 'No upper limit' which is currently unchecked. Under the 'Notify' section, there are two lists: 'Available Users' and 'Selected Users'. The 'Available Users' list includes: Caroline Freeman, Dorothy Moseley, Jacqueline Yantis, John Doe, Matthew Dragiff, and Regions - Katie Shaw. The 'Selected Users' list contains: Jane Doe. Below these lists, the 'Approval Options' section has two radio buttons: 'Any selected user may approve payments that meet this criteria' (which is selected) and 'All selected users must approve payments that meet this criteria'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

## Payment Accounts

Payment Accounts lists the accounts that you have designated for each of your payment types.

The screenshot shows the 'Payment Accounts' table within the 'Application Configuration: Payables' section. The navigation bar includes: My Profile, User Administration, Role Administration, Application Configuration (selected), Activity Log, and Encryption. Below the navigation bar, there are tabs for Resources, Packaging, Approvals, and Payment Accounts (selected). The table has the following columns: Payment Code, Payment Method, Account Description, Account Number, Bank, and Last Updated By.

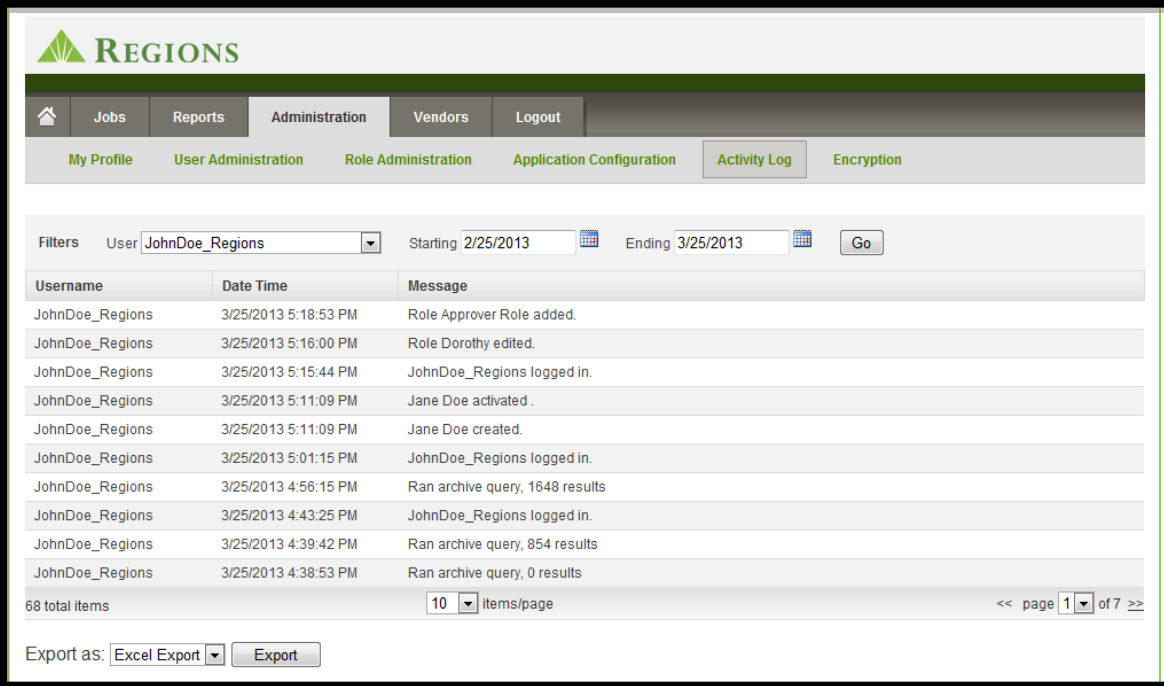
Payment Code	Payment Method	Account Description	Account Number	Bank	Last Updated By
ACH	ACH	ACH	*****6789	Regions Bank	6/11/2010 1:30:04 PM
CHK	Auto	Check	*****6789	Regions Bank	9/25/2011 4:49:58 PM
CRD	vCard	Virtual Card		Regions Bank	9/25/2011 4:50:40 PM

## Activity Logs

The Activity Logs tab under Administration allows you to display all activity for a given user for a specific date range.

In the example below, user John Doe's activity is displayed. Note that the report can be expanded to show more items per page and/or you can page through the report pages.

Note also that the report can be exported in HTML or Excel format for your convenience.



The screenshot displays the 'Regions' application interface. The top navigation bar includes tabs for Home, Jobs, Reports, Administration (selected), Vendors, and Logout. Below this, a sub-navigation bar shows links for My Profile, User Administration (selected), Role Administration, Application Configuration, Activity Log (highlighted), and Encryption.

The Activity Log section features a filter area with 'User' set to 'JohnDoe\_Regions', 'Starting' date '2/25/2013', and 'Ending' date '3/25/2013'. A 'Go' button is present. Below the filters is a table with three columns: Username, Date Time, and Message.

Username	Date Time	Message
JohnDoe_Regions	3/25/2013 5:18:53 PM	Role Approver Role added.
JohnDoe_Regions	3/25/2013 5:16:00 PM	Role Dorothy edited.
JohnDoe_Regions	3/25/2013 5:15:44 PM	JohnDoe_Regions logged in.
JohnDoe_Regions	3/25/2013 5:11:09 PM	Jane Doe activated .
JohnDoe_Regions	3/25/2013 5:11:09 PM	Jane Doe created.
JohnDoe_Regions	3/25/2013 5:01:15 PM	JohnDoe_Regions logged in.
JohnDoe_Regions	3/25/2013 4:56:15 PM	Ran archive query, 1648 results
JohnDoe_Regions	3/25/2013 4:43:25 PM	JohnDoe_Regions logged in.
JohnDoe_Regions	3/25/2013 4:39:42 PM	Ran archive query, 854 results
JohnDoe_Regions	3/25/2013 4:38:53 PM	Ran archive query, 0 results

Below the table, it indicates '68 total items'. There is a dropdown menu set to '10' items/page and a pagination control showing '<< page 1 of 7 >>'. At the bottom, there is an 'Export as:' section with a dropdown menu set to 'Excel Export' and an 'Export' button.

## Encryption – For Wire Transfer Only

If you are sending Wire Transfer payments through Integrated Payables you will need to convert your Wire PIN to an encrypted number that you will insert into your payment file.

The Wire PIN is a unique number that identified your company to the Wire Transfer Processing System. The Wire PIN will be mailed to you when you set up the service.

Please note that the Wire PIN is good for one year and you will receive a new Wire PIN each year through the mail.

### To Encrypt your Wire PIN:

**Step 1:** Enter the Wire Pin into the space provided

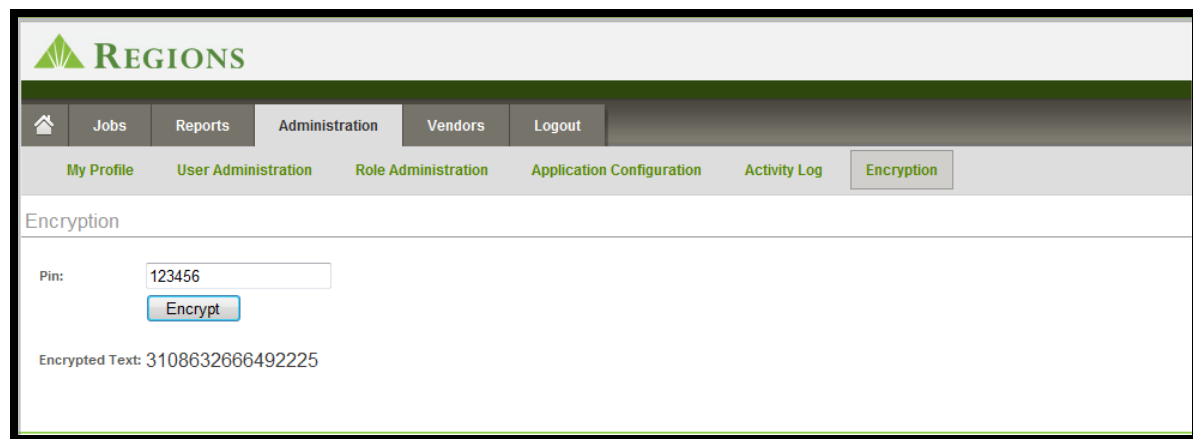
**Step 2:** Click “Encrypt”

**Step 3:** A 16 digit number will be presented in the “Encrypted Text” section.

**Step 4:** Use this 16 digit number in your payment file for Wire Transfers

**Note:** *The Placement of the 16 digit encrypted number in your payment file will be address with you during Implementation.*

### Example

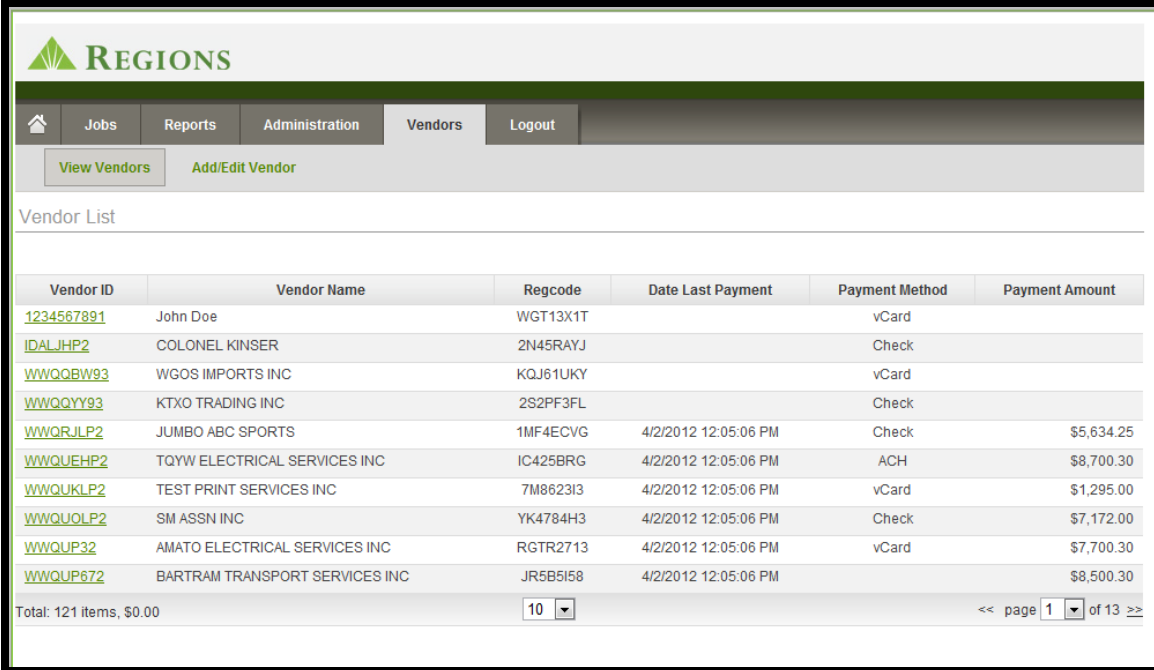


The screenshot shows the 'Encryption' page within the Regions Integrated Payables system. The interface includes a top navigation bar with the 'REGIONS' logo and a menu with options: Home, Jobs, Reports, Administration, Vendors, and Logout. Below this is a secondary navigation bar with links: My Profile, User Administration, Role Administration, Application Configuration, Activity Log, and Encryption. The main content area is titled 'Encryption' and contains a form with a 'Pin:' label, a text input field containing '123456', and an 'Encrypt' button. Below the button, the 'Encrypted Text' is displayed as '3108632666492225'.

## Vendors

You can view a list of all of your vendors by choosing the Vendors tab in the top navigation bar. The list shows:

- Vendor ID (the ID that you have assigned to your Vendor)
- Vendor Name
- Registrations Code (Used for Check Conversion programs; Assigned by SunGard and sent to the Vendor to use when registering at PayNetExchange, the Vendor Web Portal to receive ACH or Virtual Card payments)
- Last Payment Date
- Payment Method (used for that Vendor)



The screenshot shows the 'Regions' application interface. At the top is the 'Regions' logo. Below it is a navigation bar with tabs: Home, Jobs, Reports, Administration, Vendors (selected), and Logout. Under the 'Vendors' tab, there are two buttons: 'View Vendors' and 'Add/Edit Vendor'. Below the navigation bar is the 'Vendor List' section, which contains a table with the following columns: Vendor ID, Vendor Name, Regcode, Date Last Payment, Payment Method, and Payment Amount. The table lists 10 vendors. At the bottom of the table, there is a summary row: 'Total: 121 items, \$0.00'. To the right of the summary row is a pagination control showing '10' items per page and 'page 1 of 13'.

Vendor ID	Vendor Name	Regcode	Date Last Payment	Payment Method	Payment Amount
<a href="#">1234567891</a>	John Doe	WGT13X1T		vCard	
<a href="#">IDALJHP2</a>	COLONEL KINSER	2N45RAYJ		Check	
<a href="#">WWQOBW93</a>	WGOS IMPORTS INC	KQJ61UKY		vCard	
<a href="#">WWQQYY93</a>	KTXO TRADING INC	2S2PF3FL		Check	
<a href="#">WWQRJLP2</a>	JUMBO ABC SPORTS	1MF4ECVG	4/2/2012 12:05:06 PM	Check	\$5,634.25
<a href="#">WWQUEHP2</a>	TQYW ELECTRICAL SERVICES INC	IC425BRG	4/2/2012 12:05:06 PM	ACH	\$8,700.30
<a href="#">WWQUKLP2</a>	TEST PRINT SERVICES INC	7M8623I3	4/2/2012 12:05:06 PM	vCard	\$1,295.00
<a href="#">WWQUOLP2</a>	SM ASSN INC	YK4784H3	4/2/2012 12:05:06 PM	Check	\$7,172.00
<a href="#">WWQUP32</a>	AMATO ELECTRICAL SERVICES INC	RGTR2713	4/2/2012 12:05:06 PM	vCard	\$7,700.30
<a href="#">WWQUP672</a>	BARTRAM TRANSPORT SERVICES INC	JR5B5I58	4/2/2012 12:05:06 PM		\$8,500.30
Total: 121 items, \$0.00					

<< page 1 of 13 >>

To drill down to obtain additional information about a vendor, click on the **Vendor ID**.



## **Appendix 1 - Optional Services**

The Regions Integrated Payables Service is designed to provide Regions' clients with the full scope of an integrated payments service. However, some clients require different automation options and/or desire to customize the service to meet certain internal requirements. The following is a list of optional services that are available through Integrated Payables.

### **Custom Programming**

Upon request we will work with clients to provide custom programming to assist them with their automation needs. Custom programming is always scoped and scheduled based upon available resources.

### **Automated Daily Reports**

Based upon client request, we have developed a set of reports that we can deliver to you daily through FTP. The Reports are:

- File Received Acknowledgement
- Card Settlement Report (for Virtual Card Payments)
- Recipient Registration Status
- Payments Processed Acknowledgement (with Payment Type indicator)

The Daily Reports are in delimited format.

### **Vendor Enrollment Campaign Letters**

Vendor enrollment campaigns are jointly developed with you to meet your company's needs. They can be as simple as appending a message to the stub of the check. However, we have found that successful enrollments occur when the company sends a letter to the vendor explaining the process and asking the vendor to enroll.

Campaign letters are an optional service because there is a fee associated with printing and mailing the letters. The fees will be discussed with you during the design of your Vendor Enrollment Program.

### **Special Print Services**

If we are printing your Vendor Payments or making employee payments, a natural extension of that service is for us to print your 1099s or W-2s. Or, you may have other print needs with which we may be able to assist.

All special print services will be scoped and priced based upon your requirements.

## APPENDIX 2 –Required Fields for Payment Files and FTP Options

### Check and Card

#### Required Fields for CHECKS

Required Field name	Description	Requirement	Max Length
Payment Amount		M	14
Payment Number	Check Number Assigned from Customer Accounting System for Payment	M	10
Check Date		M	10
Payee/Vendor Name	Unique ID for an individual Vendor or Payee	M	40
Payee/Vendor Address	Payee/Vendor Address the Check is to be sent to	M	40
Payee City	Payee/Vendor City the Check is to be sent to	M	40
Payee State	Payee/Vendor State the Check is to be sent to	M	2
Payee ZIP	Payee/Vendor ZIP the Check is to be sent to	M	5
Payee/Vendor Number		M	20
Handling Code	If handling by expedited carrier is needed	O	1
Void Indicator		O	1
Invoice number		O	10
Invoice date		O	10
Invoice Description		O	30
Invoice Gross		O	14
Invoice Discount		O	14
Invoice Net		O	14

M = Mandatory    O = Optional

\*Items in Blue are required for checks, all other fields apply to both checks and cards

## ACH Payments

### Required Fields for Domestic ACH

Required Field name	Description	Requirement	Max Length
Payment Number	Unique Payment ID	M	10
Effective Date	mm/dd/yyyy, zero padded	M	10
Payment Amount		M	14
Company (Payer) name		O	40
Payer Routing Number		O	9
Payer Account Number		O	16
Payment type	(Applies to individual record) "CREDIT" OR "DEBIT"	O	6
Prenote	"P" or blank	O	1
Service Class Code	(Applies to entire file) 220 = Credit, 225 = Debit, 200 = both	O	3
ACH format type	"PPD" or "CCD" or "CTX"	O	3
Payee Name		M	40
Payee address1		O	40
Payee address2		O	40
Payee address3		O	40
Payee address4	City, State Zip	O	40
Payee Routing Number		M	9
Payee Account Number		M	16
Payee account type	"SG" (Savings) or "DA" (Checking) – Can be hardcoded, if always one or the other	M	2
Invoice number		M (CTX Only)	10
Invoice date	mm/dd/yyyy,	M (CTX	10

	zero padded	Only)	
<b>Invoice Description</b>		M (CTX Only)	<b>30</b>
<b>Invoice Gross</b>		M (CTX Only)	<b>14</b>
<b>Invoice Discount</b>		M (CTX Only)	<b>14</b>
<b>Invoice Net</b>		M (CTX Only)	<b>14</b>

M = Mandatory O =  
Optional

## Appendix 2

### Wire Transfer

#### Required Fields for WIRES

Required Field name	Description	Requirement	Max Length
Monetary Amount	Total amount of payment	M	18
Wire Pin	PIN # Generated from IP site	M	9
Credit / Debit Flag	"C" (Credit) – Funds credited to receiver "D" (Debit) – Funds debited from receiver	O	1
Payment Method Code	"FWT" – Fed Wire "SWT" – Swift Wire	M	3
ODFI Identification Number	ABA – 9 digits	O	12
Account Number	Payer Account Number	O	35
Beneficiary Bank name		M	100
Beneficiary Bank Identification Number	RDFI Bank ID ABA – 9 digits SWIFT – 8 or 11 digits	M	12
Payee Account Number Qualifier Code	"DA" – Demand deposit account "SG" – Savings account	M	3
Payee Account Number	Beneficiary Account Number	M	35
Effective Entry Date	CCYYMMDD – Date by which payment is expected to be made.	M	8
Intermediary Bank Name	If any Intermediary details used,	O	

	the Intermediary Name and Intermediary Bank ID are required.		
Intermediary Bank Identification Number	ABA – 9 SWIFT – 8 or 11	O	12
Intermediary Account Number Qualifier	“DA” – Demand deposit account “SG” – Savings account	O	2
Payment number	Unique Payment ID	M	10
Vendor ID	Unique ID for an individual Vendor or Payee	M	50
Beneficiary Name	Payee Name	M	100
Beneficiary Address1	Payee Address1	O	70
Beneficiary Address2	Payee Address2	O	70
Beneficiary City	Payee City	O	50
Beneficiary State	Payee State/Province	O	50
Beneficiary Zip	Payee Zip	O	10
Originator To Beneficiary Info	Payment related information to the Payee	O	140

M = Mandatory O = Optional

**Note:** All Files can be uploaded through the Regions Integrated Payables site or through FTP.

#### Options for file delivery through FTP:

FTP protocols accepted:

- FTP (Active or Passive)
- SFTP (Active or Passive)
- FTP over SSL (Passive)
- HTTPS

Files can be encrypted with PGP.

### FTP Setup process:

- Complete the FTP setup form
- For SFTP communications, authentication can be achieved in three ways:
  - **Password authentication:** Client uses the provided username and password to authenticate and upload files
  - **Public key authentication:** Client creates a private/public key pair and provides Regions/SunGard the public key. The public key is imported into the client account allowing the client to skip the password.
    - This requires a compatible SFTP program that allows the import of a private key
    - It is the client's responsibility to create and send the appropriate public key
    - It is the clients responsibility to acquire a compatible SFTP program
- **Password and public key authentication:** This is a combination of both methods.


### For FTPS communications:

- We will provide the certificate chain as a zip file
- You are responsible for importing the certificates following the appropriate instructions for the operating system used

## Appendix 3 – Sample Emails

Below are examples of the emails that you can receive throughout the processing of your payment files.

### Example: File has been received successfully – for a client with straight-through processing



**Regions Integrated Payables Job Created**

We have received your file successfully and our facility will begin processing it shortly.

**Customer Name:** Acme Corporation  
**Job ID:** 1021971  
**Application:** Accounts Payable  
**Date Submitted:** 07/29/2010 08:08:09 AM  
**Submitted By:** mdragiff  
**Total Items:** 68  
**Total Dollars:** \$251,729.70  
**Total File Size:** 3,289,650 Bytes  
**Filename:** payments\_20010728\_141537.dat

Payment Summary				
Description	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	8	\$28,039.30
Check	CHK	ACH	11	\$42,351.35
Check	CHK	Check	39	\$144,359.05
Virtual Card	CRD	vCard	10	\$36,980.00

**Service email**  
 This is a service email from Regions Financial Corporation. Please note that you may receive emails periodically, whether or not you have elected to receive promotional emails.


**Contacting Us**  
 Please do not reply to this email with private information including account numbers, Online ID, Social Security Number.

**Privacy and Security**  
 Regions values your privacy and security. To read our privacy and security policies please visit our website at [www.regions.com](http://www.regions.com).

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 250 Riverchase Parkway East Hoover, AL 35244  
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**Example: File has been received successfully – for a client that automatically puts their file on hold**



### Regions Integrated Payables File On Hold

The following file has been received and placed on hold:

**Customer Name:** ACME Corporation  
**File ID:** 931288  
**Application:** Accounts Payable  
**Date Submitted:** 05/18/2011 08:08:09 AM  
**Submitted By:** mdragiff  
**Total Items:** 68  
**Total Dollars:** \$251,729.70  
**Total File Size:** 3,289,650 Bytes  
**Filename:** payments\_20110517\_141537.dat

Payment Summary				
Description	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	8	\$28,039.30
Check	CHK	ACH	11	\$42,351.35
Check	CHK	Check	39	\$14,359.05
Virtual Card	CRD	vCard	10	\$36,980.00

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## Example: Payments Require Approval – based on approval rules established by the client



### Regions Integrated Payables Payment Approval Required

The following payment(s) require your approval in order to be released for processing:

Payee Name	Payment Number	Payment Date	Payment Amount	Payment Method
Energizer Battery	1000068058	04/19/2011	\$56,136.72	ACH
Creative Illumination, Inc.	1000068059	04/19/2011	\$66,586.71	Check

---


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### Regions Integrated Payables Control Totals Required

The following file has been received and is awaiting control totals:

**File ID:** 923401  
**Application:** Accounts Payable  
**Filename:** Westdale Wireless AP CHK-ACH-WIRE-CARD.xml  
**Submitted By:** mdragiff  
**Date Submitted:** 05/20/2011 06:27:56 AM  
**Total Item Count:** 33  
**Status:** Awaiting Control Totals

---

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**Privacy and Security**  
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## Example: Control Totals Successfully Entered



### Regions Integrated Payables Control Totals Entered

The following file has had control totals successfully entered.

<b>File ID:</b>	923403
<b>Application:</b>	Accounts Payable
<b>Filename:</b>	Westdale Wireless AP CHK-ACH-WIRE-CARD.xml
<b>Submitted By:</b>	mdragiff
<b>Date Submitted:</b>	05/19/2011 06:27:56 AM
<b>Total Item Count:</b>	33
<b>Total Amount:</b>	\$123,456.78

---

**Service email**  
This is a service email from Regions Financial Corporation. Please note that you may receive emails periodically, whether or not you have elected to receive promotional emails.

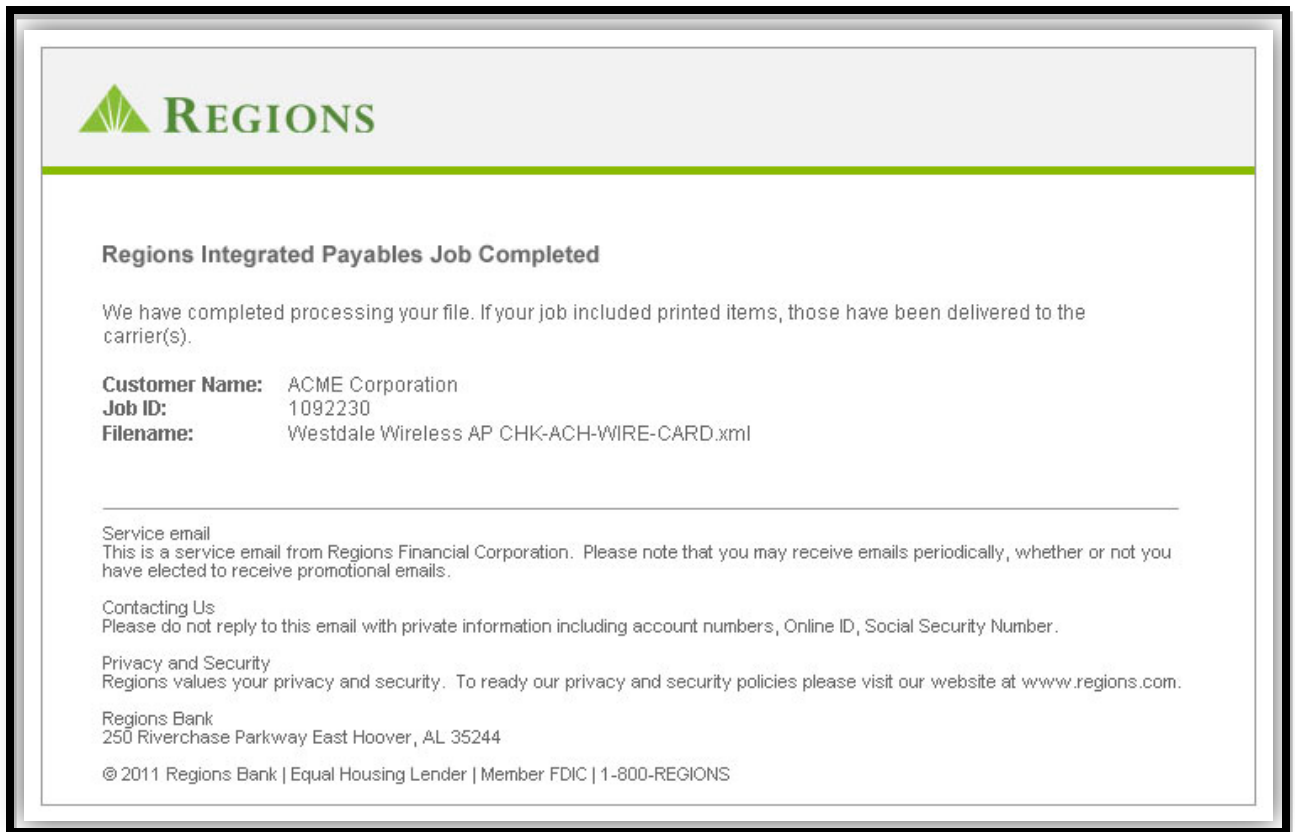
**Contacting Us**  
Please do not reply to this email with private information including account numbers, Online ID, Social Security Number.

**Privacy and Security**  
Regions values your privacy and security. To read our privacy and security policies please visit our website at [www.regions.com](http://www.regions.com).

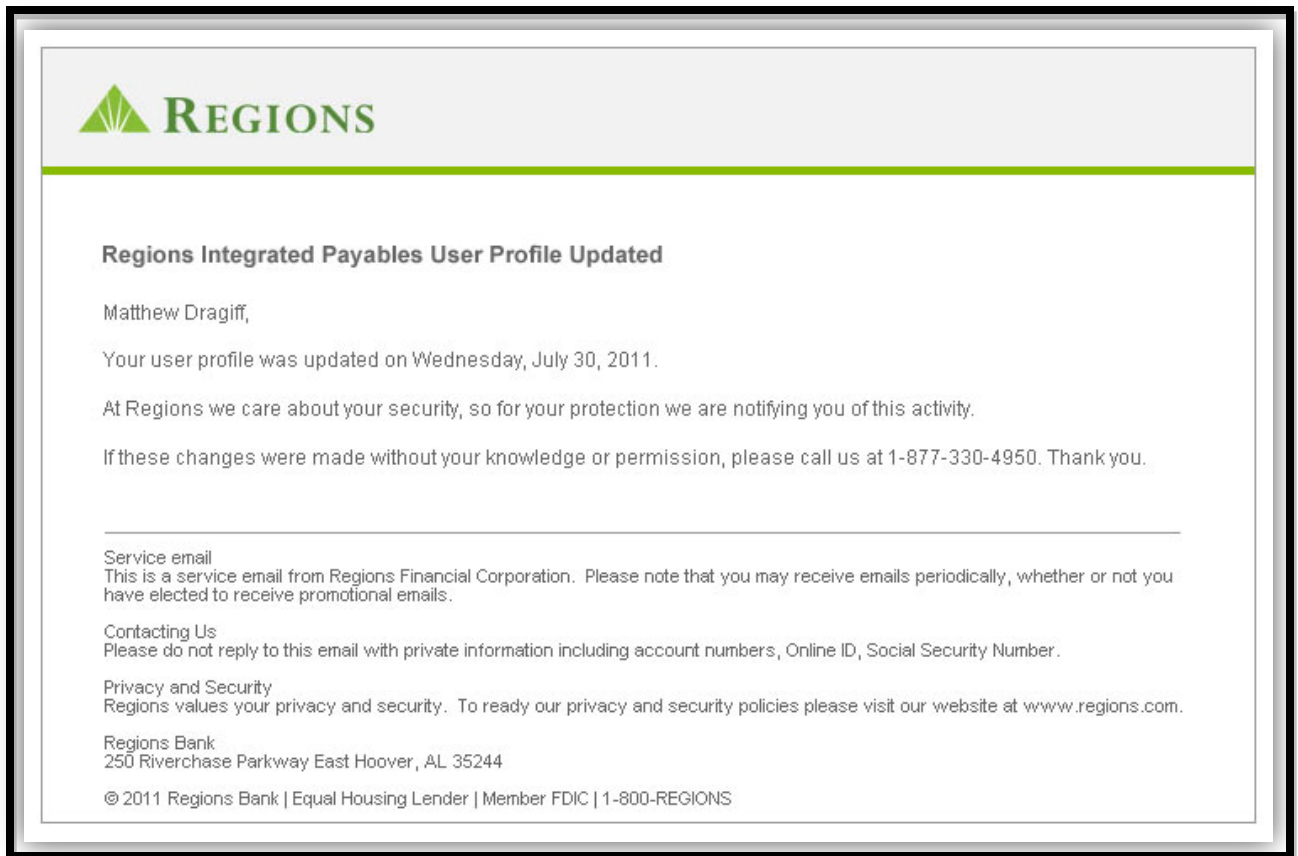
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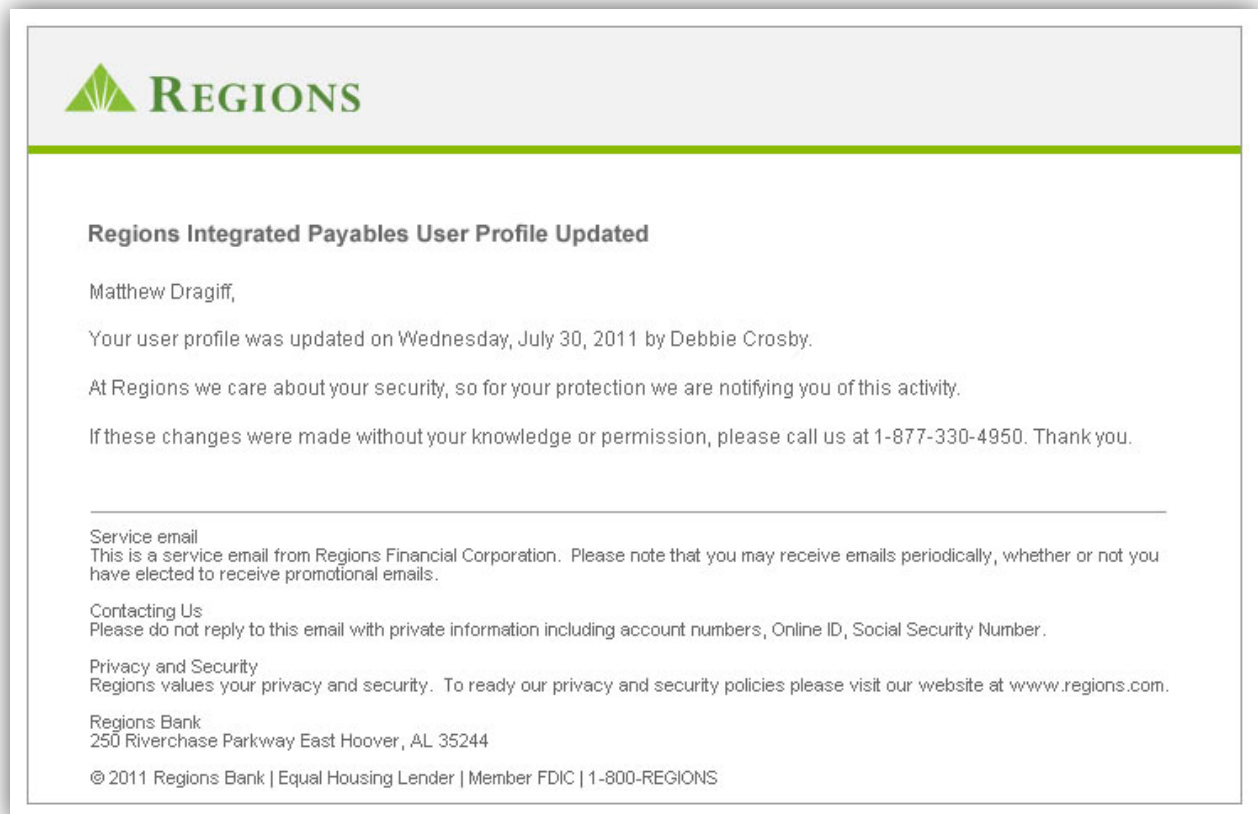
**Example: Job Completed - all payments have been sent**



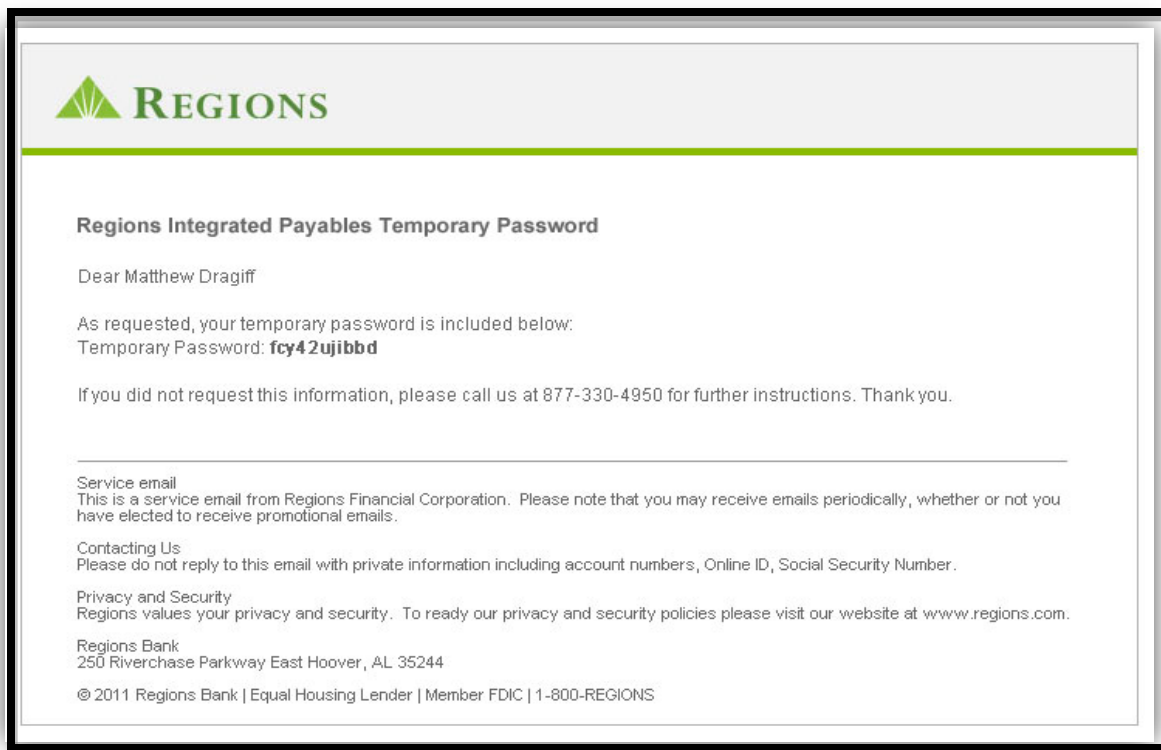
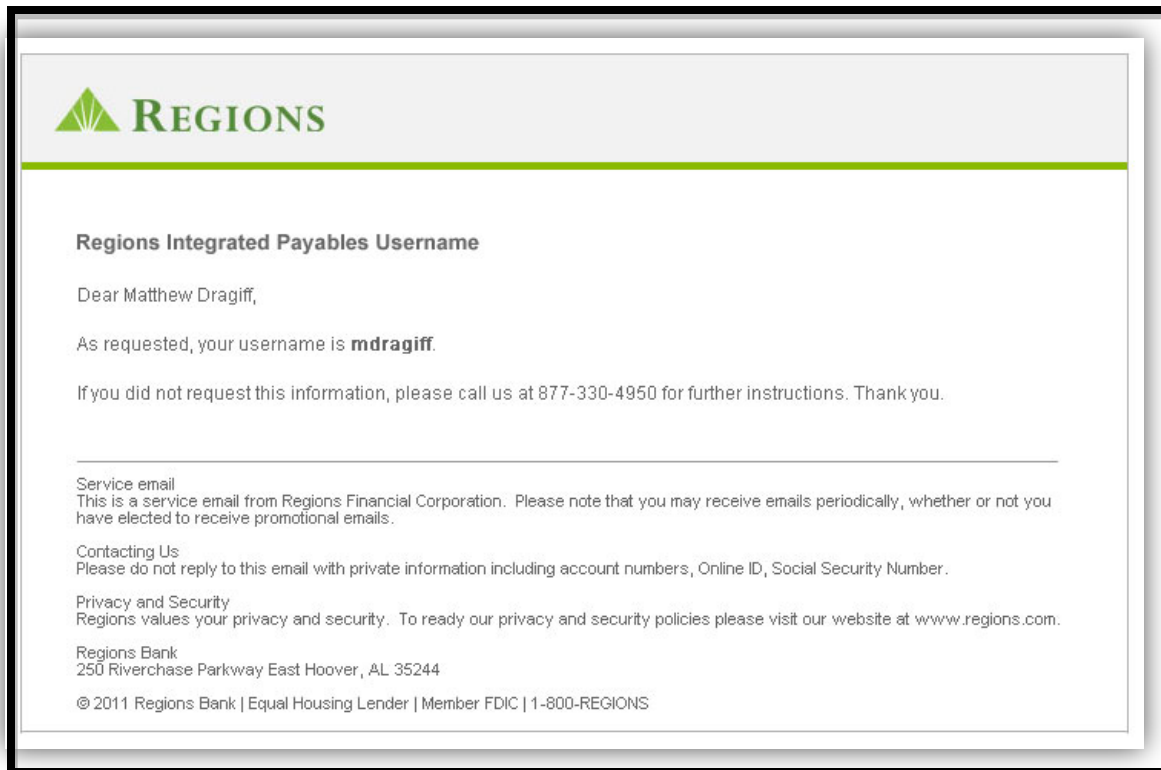
**Example: Your User Profile has been updated by the owner of the profile. This is sent as a security measure to alert the user that his profile has been changed.**



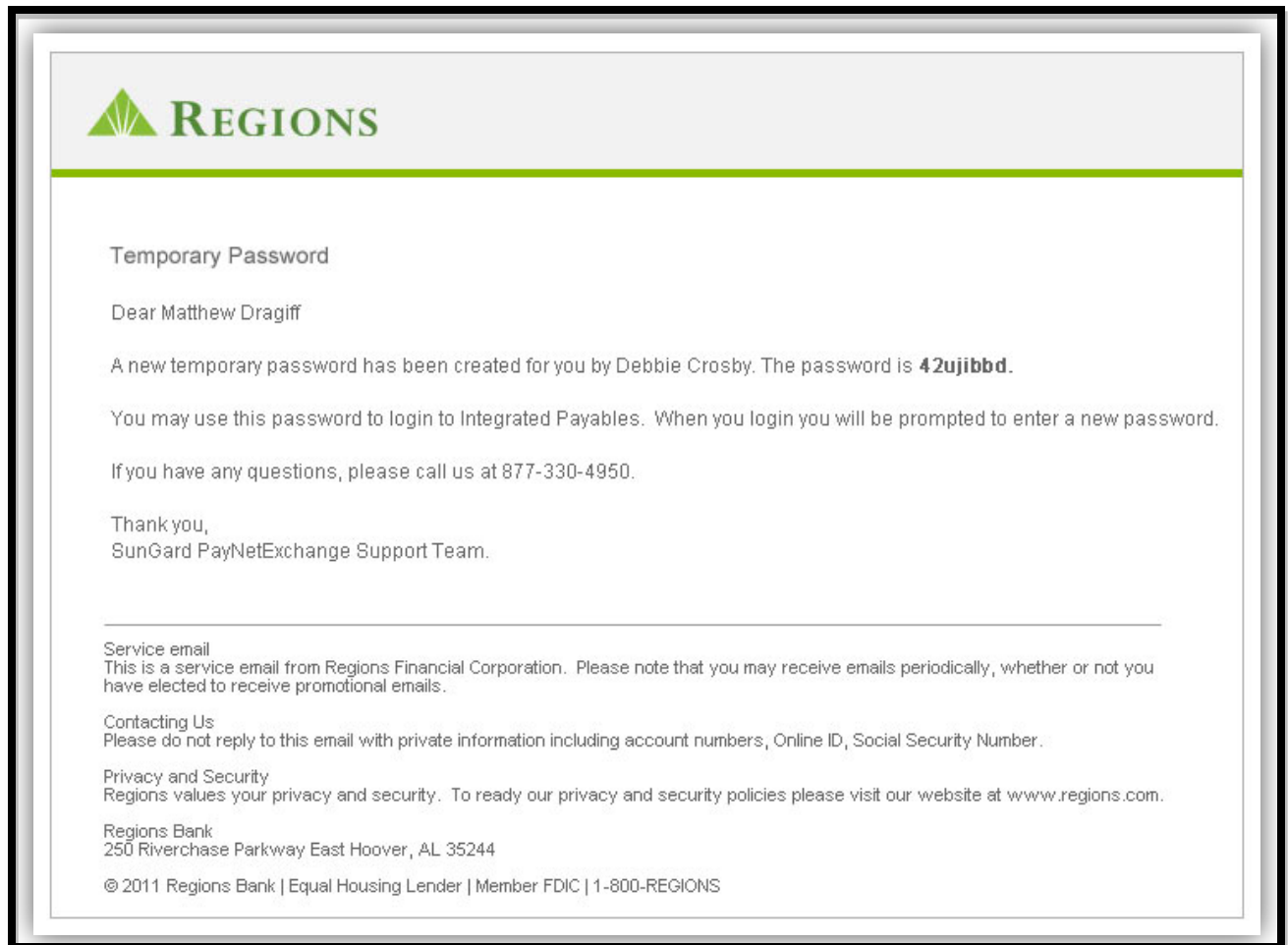
**Example: Your User Profile has been updated by another user with Administrative permissions. This is sent as a security measure to alert the user that his profile has been changed.**



**Example: Email sent to user when she has used the “Forgot UserName” or “Forgot Password” feature at login.**




**Example: Administrator resets the user's password. This email will be sent to the User.**





**Example: Wire status email showing wires have been received by Regions.**



## Regions Integrated Payables Wire Status

The following wire status has been received:

**Status Type:** 997 Acknowledgement  
**Status Timestamp:** 05/19/2011 03:30:45 pm EST

Payment Details				
Message ID	Amount	Status	Message Code	Message
FGWAP000023686	\$28,039.30	Successful	A	Accepted
FGWCM000000280	\$50,000,000.00	Successful	A	Accepted
FGWAP000023665	\$101,868.79	Successful	A	Accepted
FGWAP000023688	\$12,093,375.48	Successful	A	Accepted

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**Example: Wire status showing the Fed Reference Number.**



**Regions Integrated Payables Wire Status**

The following wire status has been received:

**Status Type:** 824 Acknowledgement  
**Status Timestamp:** 05/19/2011 04:23:45 pm EST

Payment Details							
Payment Number	Amount	Status	Message Code	Message	Federal Reserve Number	Reference Number 1	Reference Number 2
FGWAP000023686	\$28,039.30	Successful	TA	Transaction Accepted	0324L2B76Y1C002230		
FGWCM000000280	\$50,000,000.00	Successful	TA	Transaction Accepted	0324L2B76Y1C002228		
FGWAP000023665	\$101,868.79	Successful	TA	Transaction Accepted	0324L2B76Y1C002229		
FGWAP000023688	\$12,093,375.48	Successful	TA	Transaction Accepted	0324L2B76Y1C002227		

**Service email**  
This is a service email from Regions Financial Corporation. Please note that you may receive emails periodically, whether or not you have elected to receive promotional emails.

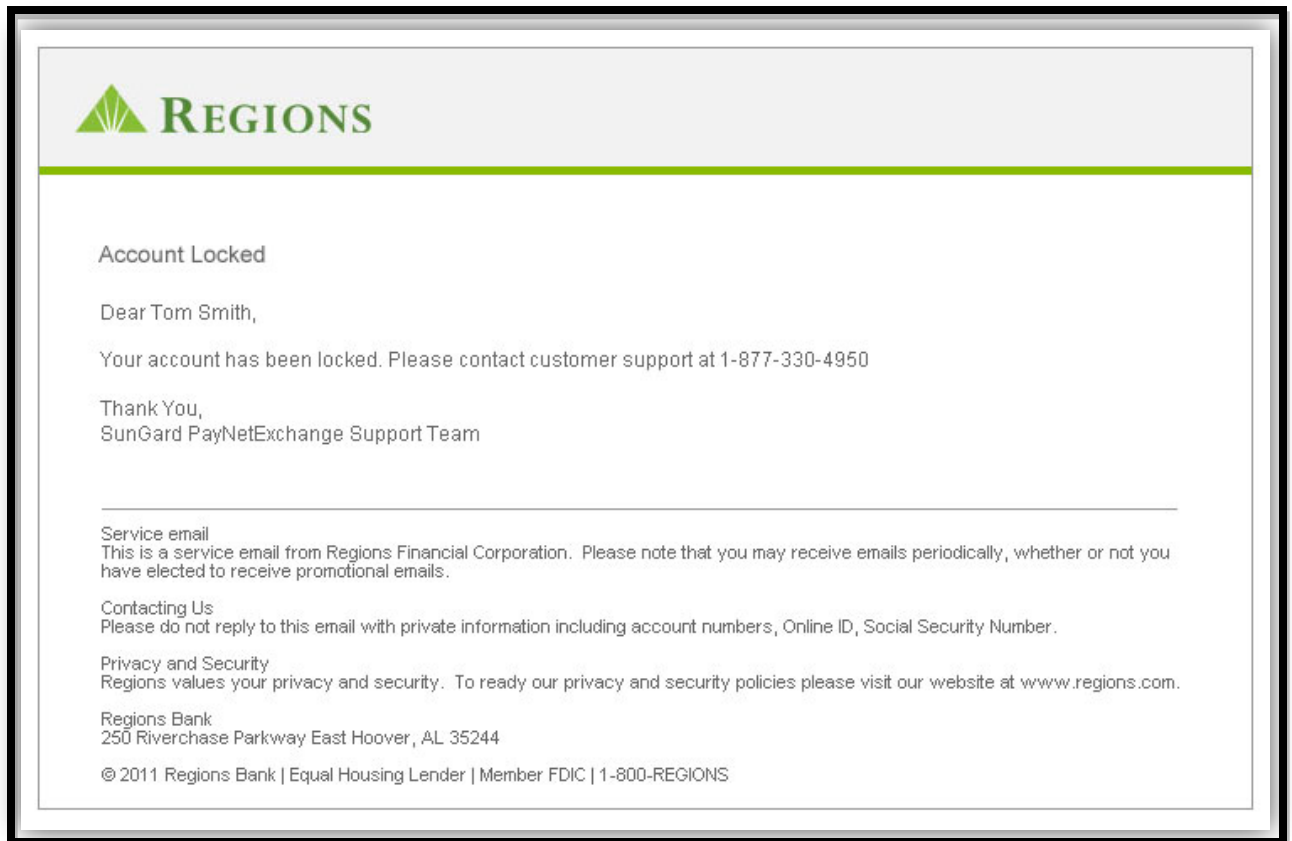
**Contacting Us**  
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**Example: Notification that your account has been locked. There are several circumstances that will trigger locking an account, including attempts to log in exceed the maximum number or your Administrator has locked your access.**



## Appendix 4 – Reconciliation (Virtual Card and ACH)

### Virtual Card Settlement Reporting in Integrated Payables

Reporting for Virtual Cards processing through the Regions Integrated Payables is available in the Customer Web Portal. The Card Settlement Report is accessed in the “Reports” tab with the “Card Settlement” option.

Regions

Home Jobs **Reports** Administration Vendors Logout

Document Search Run a Report **Card Settlement**

Card Settlement

Status: All Starting: 6/6/2012 Ending: 7/6/2012 Go

Payee Name	Payment Number	Card Number	Payment Date	Payment Amount	Settlement Date	Settlement Amount	Status
Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-9180	03/10/2012	\$5,300.00	03/20/2012	\$0.00	Unsettled
Mandarin Flowers and Gifts	2317039148	XXXX-XXXX-XXXX-4511	03/10/2012	\$5,200.00	03/20/2012	\$0.00	Unsettled
HLT Computer Professionals	2317039149	XXXX-XXXX-XXXX-8023	03/10/2012	\$6,000.00	03/20/2012	\$0.00	Unsettled
Aberdeen Trading LLC	2317039166	XXXX-XXXX-XXXX-3572	03/10/2012	\$3,800.00	03/20/2012	\$0.00	Unsettled
Stern Delivery Services	2317039167	XXXX-XXXX-XXXX-4635	03/10/2012	\$3,800.00	03/20/2012	\$0.00	Unsettled
JTB Express Communications Inc	2317039168	XXXX-XXXX-XXXX-8022	03/10/2012	\$2,800.00	03/20/2012	\$0.00	Unsettled
New Day Coffee Delivery Inc	2317039169	XXXX-XXXX-XXXX-0193	03/10/2012	\$3,820.00	03/20/2012	\$0.00	Unsettled
Kinetics Office Design Inc	2317039170	XXXX-XXXX-XXXX-4635	03/10/2012	\$1,420.00	03/20/2012	\$0.00	Unsettled
Stern Delivery Services Inc	2317039171	XXXX-XXXX-XXXX-5247	03/10/2012	\$2,420.00	03/20/2012	\$0.00	Unsettled
DW Document Printing and Supplies	2317039172	XXXX-XXXX-XXXX-1356	03/10/2012	\$2,420.00	03/20/2012	\$0.00	Unsettled

Total: 160 items, \$31,804.00 10 of 16

Export as: Excel Export Export

16

After selecting the **Card Settlement Report**, the following search criteria may be entered to generate the report:

- Status of Virtual Card
  - Open (Unsettled)
  - Fully Settled
  - Partially Settled
  - Partially Settled and Expired
  - Expired
- Starting and ending search dates (maximum search date is one year) for search period.

After selecting the search criteria and selecting **Go**, the following detailed information will be displayed in the report:

- **Payee Name:** Name of the payee included in the payment instruction file.
- **Payment Number:** Payment reference number (check number for check conversion transactions) included in the payment instruction file
- **Card Number:** Truncated (last four digits) of the Virtual Card number issued for payment
- **Payment Date:** Date the Virtual Card payment was issued. *(Note: expiration of the Virtual Card is the last day of the next month in which the card was issued. Example – Virtual Card issue date 6/15/2013. Expiration date for the Virtual Card is 7/31/2013).*
- **Settlement Date:** Date that the Virtual Card is settled. *(Note: Virtual Cards may be fully used once or partially used multiple times after the card is issued up until the expiration date.)*
- **Settlement Amount:** Dollar amount settled for the Virtual Card issued. *(Note: Card may be fully or partially settled. This amount is a cumulative total of settlement amounts.)*
- **Status:** Status of the Virtual Card
  - Open (Unsettled)
  - Fully Settled
  - Partially Settled
  - Partially Settled and Expired
  - Expired

## Reconciliation of the Virtual Card Transactions Using Card Settlement Reports

The Card Settlement Reports may be used to reconcile the Accounts Payable records.

The following steps are recommended as part of the Virtual Card reconciliation:

### 1. Virtual Card Reports for Reconciliation.

Create the following reports for individual transaction amounts and totals:

- a. all open and unsettled cards
- b. all fully settled cards
- c. all partially settled cards
- d. all expired cards

These reports may be created in Excel, HTML or CSV formats.

**2. Reconciliation of Issued and Outstanding Virtual Cards.**

Reconcile Issued and Outstanding transactions and total on the AP transaction register. Use the *Open and Unsettled card reports*. Reconcile the total number and dollar amounts for all Virtual Card payments in the AP transaction register.

**3. Reconciliation of Fully and Partially Settled Virtual Cards.**

Post settled Virtual Card transaction totals to the AP transaction register. Use the *Fully settled and Partially Settled card reports*.

The transaction register should be reconciled with the individual transactions amounts settled with Virtual Cards. Fully settled transactions will be posted as closed. Partially settled payments will be posted with the partially settled amount of the outstanding/unexpired Virtual Card.

**4. Reconciliation of Expired Virtual Cards.**

Post expired Virtual Card payments in the AP transaction register. Use the *Expired Virtual Card report*.

The AP transaction register should be updated for transactions that were authorized as a Virtual Card payment; the card was not used by the vendor for payment; and, the card has expired (exceeded the authorized payment date). The transaction register should show the payment as closed.

**5. Reconciliation of Virtual Card billing.**

The Commercial Card Management System should be used for billing reconciliation.

Off-setting entries should be made in GL for the total of items posted on the transaction register (fully settled and partially settled transactions) to cover Virtual Card billing outstanding.

Billing discrepancies should be researched with the Commercial Card Management system. The Virtual Card transactions will consolidate to a Central Billing account for consolidated billing. Simply select the **Central Bill Account** and proper **Statement Period** to view a summary of the central bill activity. This represents the payment due to Regions for the Virtual Card transactions.

**REGIONS** Card Management System  
Customer Service | Profile | Logout  
Tuesday, April 09, 2013 4:45:38 PM EST

Message Center | **Statement** | Account Maintenance | Administration | Reports

[Statement > Statement View And Print](#)

**Statement View and Print**  
View account statement information

[Download Adobe Acrobat Reader](#)

Modify Search | Account Selection

Account Number: 8349

View Statement: 02/28/2013

Account Status: Active \* Available Balance: \$2,920,901.77 \* Credit Limit: \$3,000,000.00  
\* As Of 4/9/13 4:45 PM EST

Statement Summary | Transactions & Messages | Payment Bank Info

Total Amount Due:	\$0.00	Due Date:	3/15/2013
Current Payment Due:	\$0.00	Billing Date:	2/28/2013
Past Due Amount:	\$0.00	Credit Limit:	\$3,000,000.00
Minimum Amount Due:	\$0.00		

**Summary**

Previous Balance:	(\$342,386.06)	Annual Percentage Rate:	0.00 %
Purchases:	\$536,945.84	Days In This Billing Cycle:	28
Cash Advances:	\$0.00	New Cash Advances:	\$0.00
Credits:	(\$43,204.53)	Cash Advance Fee:	\$0.00
Payments:	(\$473,667.24)		
Other Charges:	\$0.00	Purchases	\$0.00
Finance Charges:	\$0.00	Average Daily Balance:	\$0.00
New Balance:	(\$322,311.99)	Monthly Periodic Rate:	0.0000 %
		Cash	\$0.00

The individual posted transactions may be exported in a CSV format from the Statement View and Print screen and will contain the following fields.

Account Name/Masked Account Number	Post Date	Tran Date	Reference Number	Merchant Description	Amount
IAP EUREST DINING-*5571	2/4/2013	1/31/2013	'24164073032937311052223	EUREST DINING 18158451: HOOVER AL	1880.09
IAP EUREST DINING-*5571	2/4/2013	1/31/2013	'24164073032937311052231	EUREST DINING 18158451: HOOVER AL	32542.6
IAP EUREST DINING-*5571	2/4/2013	2/1/2013	'24164073033937311179017	EUREST DINING 18158451: HOOVER AL	470.7
IAP EUREST DINING-*5571	2/6/2013	2/4/2013	'24164073036937310833652	EUREST DINING 18158451: HOOVER AL	273.45
IAP EUREST DINING-*5571	2/7/2013	2/5/2013	'241640730379373640399589	EUREST DINING 18158451: HOOVER AL	729.66
IAP EUREST DINING-*5571	2/11/2013	2/7/2013	'24164073039937311037813	EUREST DINING 18158451: HOOVER AL	105.53
IAP EUREST DINING-*5571	2/13/2013	2/11/2013	'24164073043937310875860	EUREST DINING 18158451: HOOVER AL	281.91
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925136	EUREST DINING 18121673: BIRMINGHAM AL	32416.11
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925144	EUREST DINING 18121673: BIRMINGHAM AL	37688.21
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925151	EUREST DINING 18121673: BIRMINGHAM AL	65.45
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925169	EUREST DINING 18121673: BIRMINGHAM AL	52.86
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925177	EUREST DINING 18121673: BIRMINGHAM AL	68.82
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925185	EUREST DINING 18121673: BIRMINGHAM AL	117.81
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925193	EUREST DINING 18121673: BIRMINGHAM AL	528.61
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925219	EUREST DINING 18121673: BIRMINGHAM AL	108.41
IAP EUREST DINING-*5571	2/14/2013	2/11/2013	'24164073044937310925243	EUREST DINING 18121673: BIRMINGHAM AL	100.78

## Reconciling ACH Payments

There are several different methods that you can use to obtain the information needed to reconcile your payments that have been converted to ACH. The method that you will use to reconcile will depend upon your accounts payable system and whether you desire to automate the process.

## Automating the reconciliation of check to ACH payments

During your initial setup, we will discuss your capabilities for updating your AP system to denote that payments were sent via ACH. If you choose to update your AP system, we can provide a daily file showing all payments and how they were processed by job. That file can be delivered via FTP and will be in a delimited format. Your technology group can use this file to update your AP system. This is an optional service. See Appendix 1 for more information about optional services.

## Downloading reconciliation files from the Regions Integrated Payables

Reports are available for reconciling Check to ACH payments through the Regions Integrated Payables Web Portal. For each Job that you submit for processing, you pull a report showing those payments that were converted from check to ACH. These reports can be access two ways:

- On the home screen, click on the **Job Number** under Recent Jobs and click **View Documents**
- On the Reports Screen, key the **Job Number** into the **Document Search** screen

In both cases, a listing of all the payments in that file will appear:

[Home](#)
[Jobs](#)
[Reports](#)
[Administration](#)
[Vendors](#)
[Logout](#)

[Document Search](#)
[Run a Report](#)
[Card Settlement](#)

Payables

Payables - CT

Payroll

Vendor Enrollment Reports

Search Criteria:

Job ID: 5035989

Results

	Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	WATSON AND GATES ENTERPRISE	IDU23P1	2318039142	1/27/2010	\$1,294.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	JAMES WALKER	RFC3JHP2	2318039112	1/27/2010	\$1,300.00	ACH	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	CALIFORNIA ARTS	RFC3NHP2	2318039119	1/27/2010	\$4,210.80	ACH	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	BARTRAM LAW OFFICES	RFC4LP2	2318039124	1/27/2010	\$1,600.25	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	ATLANTIC FOOD SERVICES	RFC4YSP2	2318039140	1/27/2010	\$1,029.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	CAFE ISABELLE	RFCANLP2	2318039131	1/27/2010	\$6,600.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	JACOB INDUSTRIAL SUPPLY	RFCBLHP2	2318039114	1/27/2010	\$2,545.00	ACH	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	DAVID JAMES COLLINS DDS	RFCOPHP2	2318039121	1/27/2010	\$1,000.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	KITCHEN DESIGNS INC	RFCEKLP2	2318039126	1/27/2010	\$9,023.00	Check	1/27/2010	<input checked="" type="checkbox"/>
<a href="#">View</a>	5035989	FARRIS AND NEWMAN	RFCFLP2	2318039123	1/27/2010	\$1,634.25	Check	1/27/2010	<input checked="" type="checkbox"/>

Total: 34 items, \$128,903.55

Export selected items as:

[Excel Export](#)
[Export](#)
[Return](#)

<< page 1 of 4 >>



**To obtain a file or report showing just the ACH payments:**

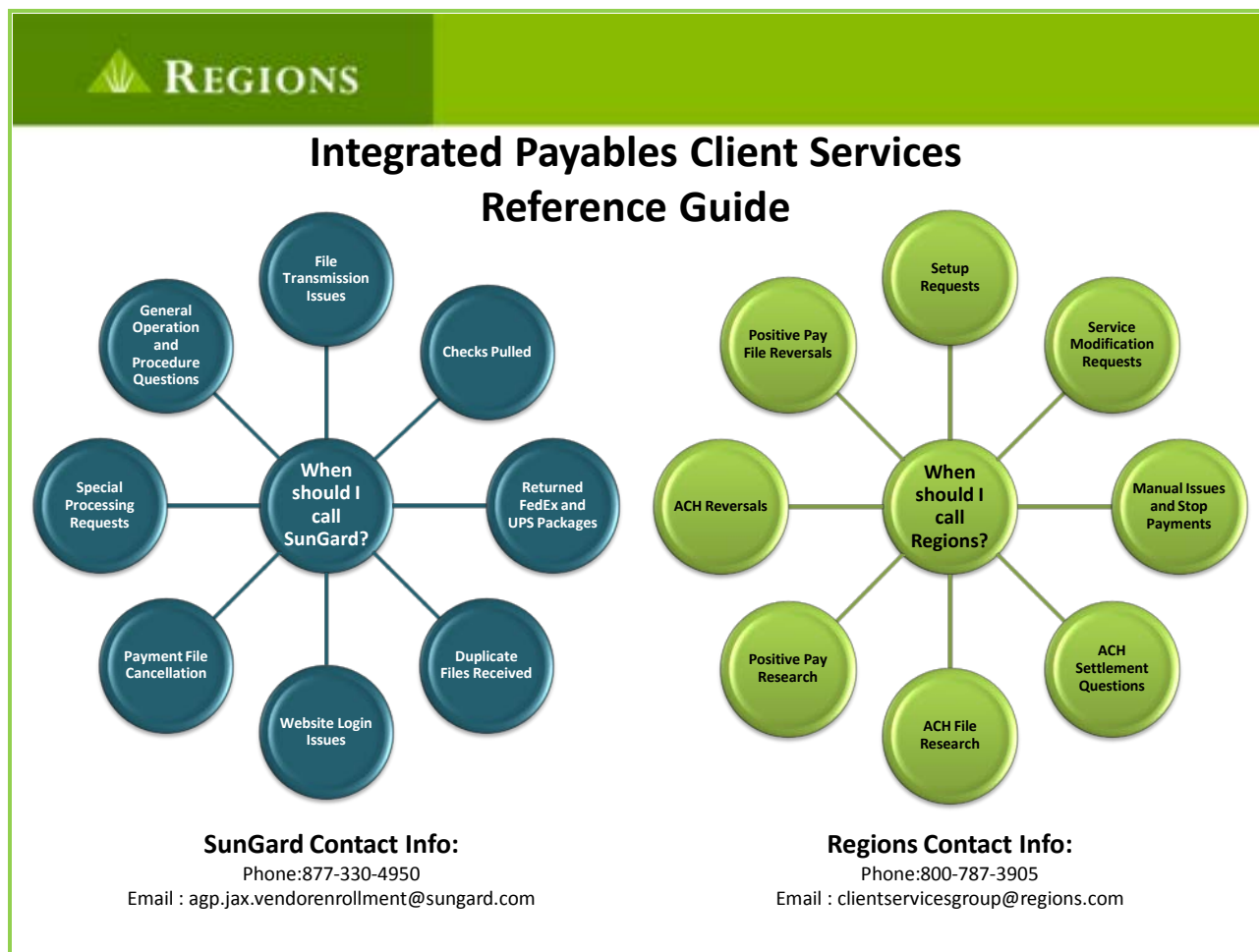
- Click on the column Entitled **Payment Method** to sort the payments. ACH payments will appear first.
- In the last column, uncheck all the payments and then check the ACH payments (if ACH payments are greater than check payments, then just uncheck the check payments).
- Select either **HTML** or **Excel** as the Export file format and click **Export**.
- A file containing just the ACH payments will be exported. You can use this file to update your AP system either manually or your technology group can help you automate the process once the file is exported.

**An HTML example of the exported file is shown below:**

Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date
5035989	UNION FINANCIAL	RFCYIHP2	2318039111	1/27/2010	\$5,350.00	ACH	1/27/2010
5035989	JAMES WALKER	RFC3JHP2	2318039112	1/27/2010	\$1,300.00	ACH	1/27/2010
5035989	ATZ COSMETICS	RFCPKHP2	2318039113	1/27/2010	\$2,500.00	ACH	1/27/2010
5035989	JACOB INDUSTRIAL SUPPLY	RFCBLHP2	2318039114	1/27/2010	\$2,545.00	ACH	1/27/2010
5035989	EVERGREEN STORE	RFC TLHP2	2318039115	1/27/2010	\$4,514.00	ACH	1/27/2010
5035989	BARTRAM AUTO GLASS WINDOWS	RFCGMHP2	2318039116	1/27/2010	\$2,210.00	ACH	1/27/2010
5035989	HIDDEN HILLS	RFCYMHP2	2318039117	1/27/2010	\$1,310.00	ACH	1/27/2010
5035989	SOUTHERN FEDERAL	RFC KNHP2	2318039118	1/27/2010	\$8,310.30	ACH	1/27/2010
5035989	CALIFORNIA ARTS	RFC3NHP2	2318039119	1/27/2010	\$4,210.80	ACH	1/27/2010
5035989	ATLAS AMUSEMENT GAMES AND RIDES	RFCQOHP2	2318039120	1/27/2010	\$4,211.80	ACH	1/27/2010

## Appendix 5 - Customer Service

Regions Integrated Payables is delivered with the assistance of our partner, SunGard. To assist you with deciding who to call if you have a question or an issue that needs resolution, we have provided the chart below. You can, of course, call or email either party and we will make sure that your inquiry is directed appropriately.

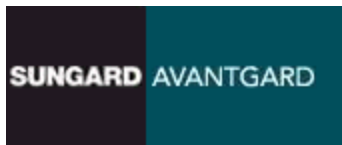


## **Appendix 6 - Vendor Web Portal – PayNetExchange**

The following pages contain screen shots and information related the PayNetExchange.com vendor portal. If you have chosen to participate in Check to ACH conversion, the PayNetExchange vendor portal will be used by your vendors. It is presented here in order to help you understand the process that your vendors will go through to register to receive electronic payments.



# PayNetExchange



Welcome to PayNetExchange!

This user guide will walk you through the registration process, as well as how to access several of the tools that you will be utilizing within the system.

*PayNetExchange URL:*

<https://signup.paynetexchange.com/VendorSite/login.aspx>

Utilizing the PayNetExchange URL will bring you to the Home Page. This page will allow you to follow the steps to register, or to login after registering to view payments, setup accounts, or change/edit your account profile.

A screenshot of the PayNetExchange Home Page. The header features the "SUNGARD PAYNETEXCHANGE" logo. Below the header, there is a large banner image of two business professionals. To the left of the banner, text states: "PayNetExchange permits an unlimited number of users making it an extremely cost-effective solution for your entire A/R department." Below this, the text "Unlimited User Model" is displayed. On the right side of the banner, there is a "CONTACT US" section with the text "Have Questions? Call us at 877-330-4950", a link "Email Us", and a chat option "Chat Online with a PayNetExchange Specialist" accompanied by a small image of a woman wearing a headset. The main content area is divided into two panels. The left panel, titled "Welcome Back!", contains fields for "User ID:" and "Password:", a "Login" button, and a link "Forgot your password?". The right panel, titled "I Am A New Customer", contains the text "Subscribing is a simple process that will take less than 5 minutes" and a "Subscribe!" button. At the bottom of the page, there is a footer with copyright information "© SunGard 2002-2009", links for "Privacy Policy" and "Terms of Use", and the website "SunGard.com". Two red arrows point from the bottom of the page to the "Login" and "Subscribe!" buttons respectively.

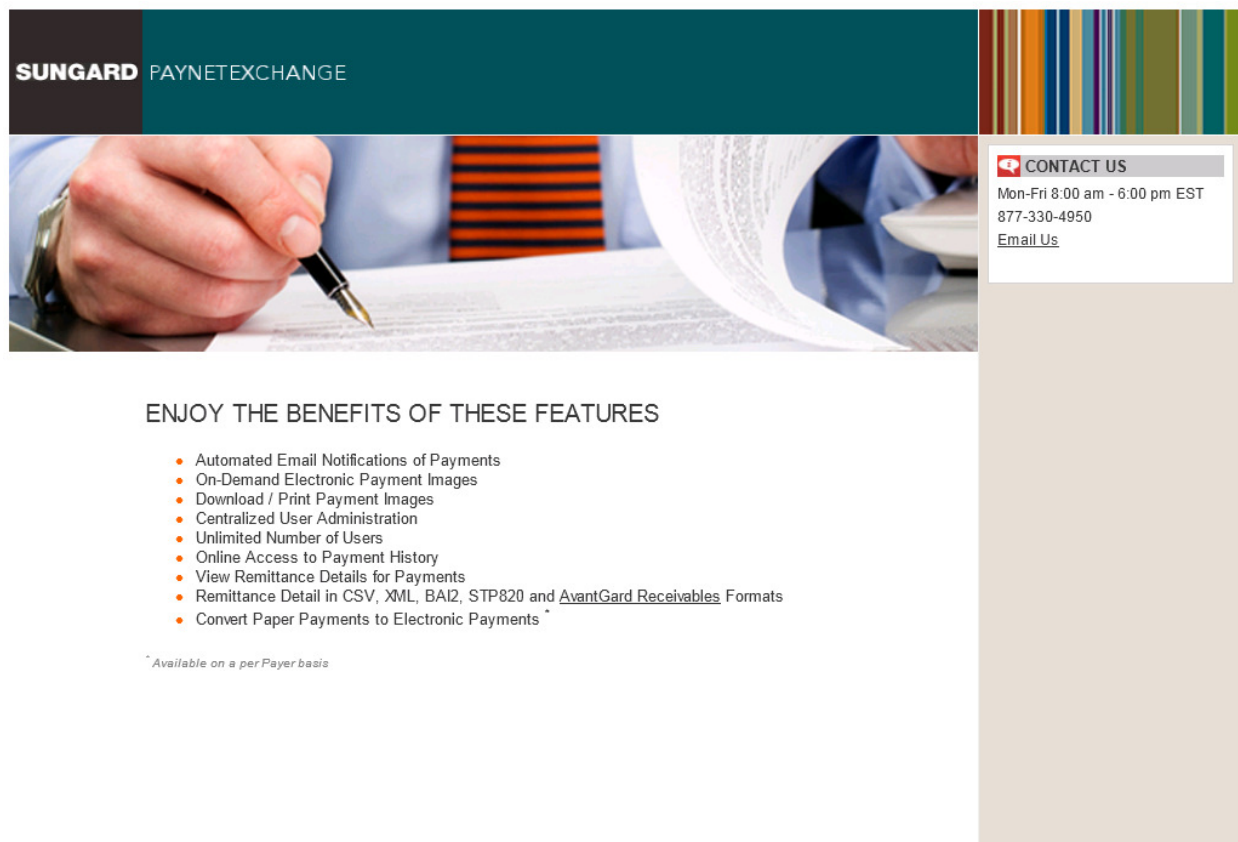
Enter login credentials in this box to return to account information after initial registration

Click to register for the first time

To register for the first time:

From the PayNetExchange home page, select the **Subscribe!** button that is within the *I Am A New Customer* box.

**Review the Benefits of Registering with PayNetExchange:** The next screen shows the outlined benefits of registering with PayNetExchange, including: Viewing PDFs of the payments, downloading the remittance, adding users for the site, and so forth. Click "Continue".



**SUNGARD PAYNETEXCHANGE**

**CONTACT US**  
Mon-Fri 8:00 am - 6:00 pm EST  
877-330-4950  
[Email Us](#)

### ENJOY THE BENEFITS OF THESE FEATURES

- Automated Email Notifications of Payments
- On-Demand Electronic Payment Images
- Download / Print Payment Images
- Centralized User Administration
- Unlimited Number of Users
- Online Access to Payment History
- View Remittance Details for Payments
- Remittance Detail in CSV, XML, BAI2, STP820 and [AvantGard Receivables](#) Formats
- Convert Paper Payments to Electronic Payments \*

\* Available on a per Payer basis

**Enter Your Subscription Code or ID:** The next screen requires you to enter the unique 8 digit code given to you to utilize at the time you register.

Enter the code in the Subscription Code or ID box, and then enter the Security Code that you see in the box below that. When finished, click **Continue**.

The screenshot shows the SunGard PayNetExchange registration interface. At the top, the header reads "SUNGARD PAYNETEXCHANGE". Below this, the main heading is "ENTER YOUR SUBSCRIPTION CODE OR ID". A paragraph of text explains the subscription process: "To begin the subscription process, please provide the information below. Your payer may have provided you with a unique 8-character subscription code, or they may have asked you to subscribe using some information known to both you and them such as a vendor ID, company ID or tax ID. If you are unsure of what to enter here, please contact your payer for clarification." Below this, a link states: "If you or someone else at your company have already subscribed, [please login to manage your account](#)."

On the right side, there is a "CONTACT US" section with the text: "Have Questions? Call us at 877-330-4950", a link "Email Us", and "Chat Online with a PayNetExchange Specialist" accompanied by a small image of a woman wearing a headset.

In the center, there is a registration box. It contains a label "Subscription Code or ID:" followed by a text input field. Below this, it says "Enter the code from the image below, then click Continue." and shows a small image of the number "61108" next to another text input field. A "Refresh" link is positioned below the image. A red arrow points from the text "Registration/Subscription" to the "Subscription Code or ID:" label. Another red arrow points from the text "Enter Security Code that you see to the left of this box on your screen" to the input field next to the "61108" image.

At the bottom of the registration box, there are two buttons: "Back" and "Continue".

The footer of the page contains the copyright notice "© SunGard 2002-2009 Privacy Policy Terms of Use" on the left and "SunGard.com" on the right.

## REGISTERING FOR VIRTUAL CARD:

**SUNGARD** PAYNETEXCHANGE

**YOU ARE HERE**



- >> Verify Address
- [Create Account](#)
- [Verify Your Information](#)

**VERIFY YOUR ADDRESS**

We currently send you payments to the following address. If this information is incorrect, you may have received an incorrect registration code. Please call your payer to verify your registration code before proceeding any further with your subscription.

AP POSTAL SERVICES  
14803 NE 43RD DR  
GLENDALE, AZ 32018

☒ This information is correct. I understand that by registering on this site, I am agreeing to receive credit card payments from Westdale Trucking.

[Back](#) [Continue](#)

**CONTACT US**  
Mon-Fri 8:00 am - 6:00 pm EST  
877-330-4950  
[Email Us](#)

© SunGard 2002-2012 [Privacy Policy](#) [Terms of Use](#) SunGard.com

**Verify Your Address:** This page will outline the current mailing address that we have for you on our site. If the information is correct, check the box that says “This information is correct”, and then click “Continue”.

If the address not correct, contact your payer to resend to update their records with your correct address.

By selecting the check box at the bottom, you are confirming your agreement to taking a virtual credit card payment. Once selecting this option and clicking ‘Continue’ will the system enable you to move to the final setup screen to complete the registration.



**Create Your Account:** Create and review the details of the user profile before continuing.

YOU ARE HERE

[Verify Address](#)  
[Create Account](#)  
 >> [Verify Your Information](#)

### VERIFY YOUR INFORMATION

#### Login Information

Email	postal@abc.comx
Password	*****
Secret Question	What is your pet's name?
Answer	dog
Secret Question 2	What is the first name of the best man/maid of honor at your wedding?
Secret Question 2 Answer	bob

#### Payee Information

Payee Name	AP POSTAL SERVICES
Address 1	14803 NE 43RD DR
City	GLENDALE
State/Province	AZ
ZIP/Postal Code	32018

#### Company Information

Company Tax ID	12-3416948
----------------	------------

#### Subscriber Information

Your Name	Jane Doe
Title	VP
Telephone	216-584-0841 ext. 581

☒ Please keep me informed via email about product updates, upgrades, special offers and other SunGard products.

☐ I agree to the [PayNetExchange Service Agreement](#), [Privacy Policy](#) and [Terms of Use](#)

Back

Continue

CONTACT US

Mon-Fri 8:00 am - 6:00 pm EST  
 877-330-4950  
[Email Us](#)

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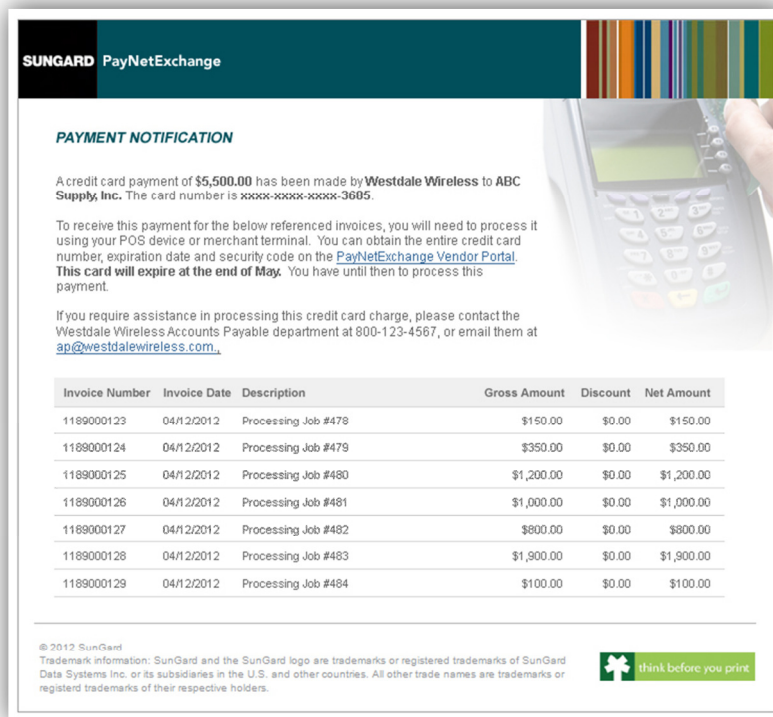
SunGard.com

Once selecting the “I agree to the PayNetExchange Service Agreement”, you are now ready to receive Virtual Card Payments from the connected Payer.

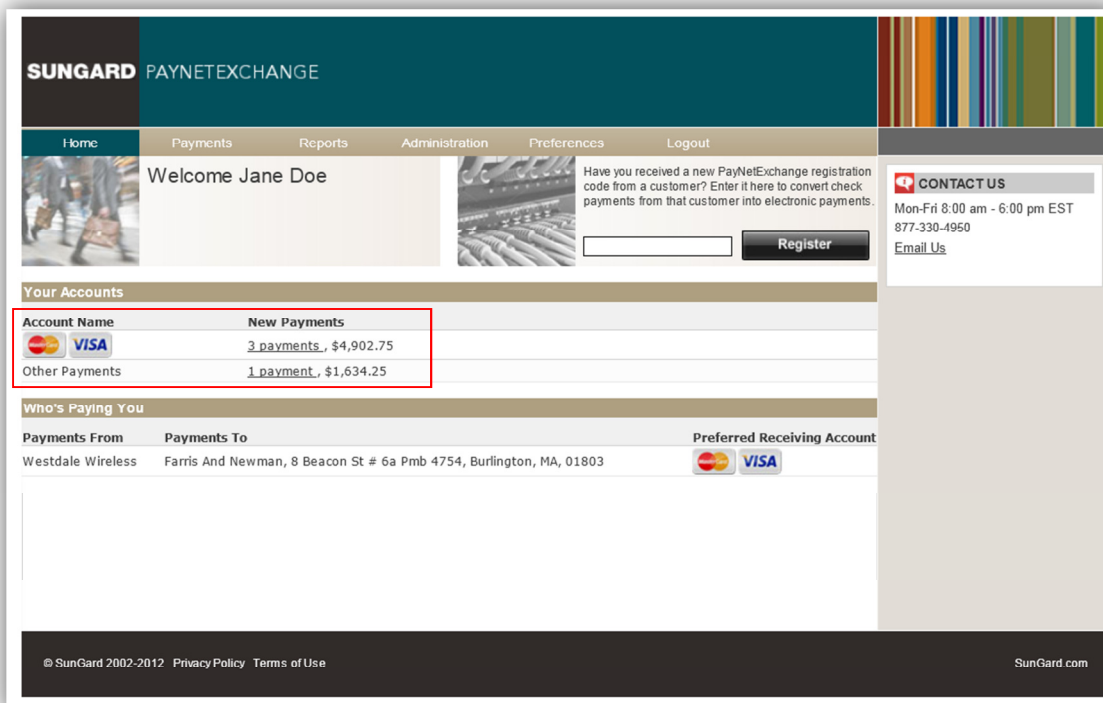
### New Payments:

New Virtual Card payments made will trigger an email notification to be sent out, alerting of the new payment amount, link to the Vendor Portal and the Customer who has made the payment.

## Email Notification Sample:



New payments can be viewed on the Vendor Portal—the home screen when logging in will indicate how many new payments need to be reviewed and processed:



To retrieve a new Virtual Card Number, click on the Number of New Payments on the home page to bring up the listing of all respective new Virtual Card Payments. The Payment Date, Customer Name, Name on the Card, the full Card Number, CVC Code, Expiration Date and Amount are listed.

The Virtual Card number at that time may be processed through the Point of Sale machine in the amount listed for that payment.

**SUNGARD PAYNETEXCHANGE**

Home Payments Reports Administration Preferences Logout

**New Card Payments**

	Payment Date	Payer Name	Card Name	Card Number	CVC	Exp Date	Amount	
<a href="#">view</a>	06/05/2012	Westdale Wireless	FARRIS AND NEWMAN	5368-5791-8024-1356	380	0712	\$1,634.25	<input checked="" type="checkbox"/>
<a href="#">view</a>	05/19/2010	Westdale Wireless	FARRIS AND NEWMAN	XXXX-XXXX-XXXX-9188	731	XXXX	\$1,634.25	<input checked="" type="checkbox"/>

What would you like to do with these payments?

**Download the selected payments**

After these payments are downloaded you will still be able to view them online, but they will no longer be listed as new payments.

Download Format: BAI2

**Reconcile the selected payments**


After reconciling you will still be able to view these payments online, but they will no longer be listed as new payments.

**CONTACT US**

Mon-Fri 8:00 am - 6:00 pm EST  
877-330-4950  
[Email Us](#)


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There is an option to View a PDF Image of the Virtual Card details (clicking "View" beside each payment) to be utilized for archive purposes of past payments. The Remittance details surrounding the payments may also be downloaded in one of the following formats: BAI2, STP820, XML, CSV, or GetPaid XML.

	WestDale Wireless 12345 Address One Suite two Extra address line City, st 123451234	4650039134 Page 1 of 1 DATE 04/19/2012
---	---	--


Invoice Number	Invoice Date	Description	Gross	Discount	Net
9999000124	5/14/2011	Maintenance Services	6,950.00	0.00	6,950.00
			\$6,950.00	\$0.00	\$6,950.00

XXXX-XXXX-XXXX-8027

	WestDale Wireless 12345 Address One Suite two Extra address line City, st 123451234	<b>NET AMOUNT</b> \$*****6,950.00
---	---	--------------------------------------

PAY TO THE ORDER OF	T AND MASSN INC 145 SW 25TH ST DEERPARK, NY 11729	PAYMENT NUMBER: 4650039134 PAYMENT DATE: 04/19/2012 CARD NUMBER: XXXX-XXXX-XXXX-8027 CARD EXP. DATE:
---------------------------	---	---

**ADVICE ONLY  
NON NEGOTIABLE**

	MasterCard Worldwide	The Heart of Commerce™
---	-------------------------	------------------------

## REGISTERING FOR ACH:

**Verify Your Address:** This page will outline the current mailing address that we have for you on our site. If the information is correct, check the box that says "This information is correct", and then click "Continue".

If the address not correct, contact your payer to resend to update their records with your correct address.

**SUNGARD** PAYNETEXCHANGE

**YOU ARE HERE**

- >> Verify Address
- Create Account
- Enter Bank Information
- Verify Your Information
- Print & Fax Authorization
- Form

**VERIFY YOUR ADDRESS**

We currently send you payments to the following address. If this information is incorrect, you may have received an incorrect subscription code. Please call your payer to verify your subscription code before proceeding any further with your subscription.

The Sign Shop  
123 ABC Street  
Test City, US 12345

☐ This information is correct

[Back](#) [Continue](#)

**CONTACT US**

**Have Questions?**  
Call us at 877-330-4950  
[Email Us](#)

Chat Online with a PayNetExchange Specialist

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**Create Your Account:** Create the user credentials that you will use to login to your account. Click "Continue" when finished.

**SUNGARD** PAYNETEXCHANGE

**YOU ARE HERE**

[Verify Address](#)

>> [Create Account](#)

[Enter Bank Information](#)

[Verify Your Information](#)

[Print & Fax Authorization Form](#)

**CREATE YOUR ACCOUNT**

**Login Information**

*This will be your login ID*

Email \*

Re-enter Email \*

*Your password must be at least 8 characters and contain 3 of the following: uppercase letter, lowercase letter, number or special character*

Password \*

Re-enter Password \*

Secret Question \*

Answer \*

**Company Information**

Company Tax ID \* -

[Use SSN](#)

Company Name \*

**Subscriber Information**

Your Name \*

Job Title \*


Telephone \*   Ext.

Back

Continue

**CONTACT US**

**Have Questions?**  
Call us at 877-330-4950  
[Email Us](#)

Chat Online with a PayNetExchange Specialist

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**SUNGARD** AVANTGARD

SunGard AvantGard ♦ PayNetExchange

Page 93 of 101

Enter Your Bank Information: Enter the account information of the depositing account you would like your funds to be sent to. Click "Continue" when finished.


**SUNGARD** PAYNETEXCHANGE

**YOU ARE HERE**  
[Verify Address](#)  
[Create Account](#)  
>> [Enter Bank Information](#)  
[Verify Your Information](#)  
[Print & Fax Authorization Form](#)

**ENTER YOUR BANK INFORMATION**  

PayNetExchange will direct your payments into the account that you specify here. This information will be verified by our customer service representatives before any payments are made into this account.

Account Name *	<input type="text" value="The Sign Shop"/>
Account Description	<input type="text" value="The Sign Shop Receiving"/>
Payment Network *	<input type="text" value="Federal Reserve (ABA)"/>
Routing Number *	<input type="text" value="061000227"/>
Account Number *	<input type="text" value="1234567890"/>
Account Type *	<input type="text" value="Checking"/>

**CONTACT US**  
**Have Questions?**  
Call us at 877-330-4950  
[Email Us](#)  
Chat Online with a PayNetExchange Specialist 

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**Verify Your Information:** Review all sections of your information. When verified, be sure to select the "I Agree to the PayNetExchange Service Agreement", and then click "Continue".

**SUNGARD** PAYNETEXCHANGE

### YOU ARE HERE

- Verify Address
- Create Account
- Enter Bank Information
- >> **Verify Your Information**
- Print & Fax Authorization Form

## VERIFY YOUR INFORMATION

#### Login Information

Email	jane@thesignshop.com
Password	Password1
Secret Question	What is your pet's name?
Answer	dog

#### Payee Information

Payee Name	The Sign Shop
Address 1	123 ABC Street
Address 2	Test City, US 12345
City	
State/Province	
ZIP/Postal Code	
Country	FOR

#### Company Information

Company Tax ID	99-9999999
----------------	------------

#### Subscriber Information

Your Name	Jane Doe
Title	Vice President
Telephone	123-456-7890

#### Bank Information

Account Name	The Sign Shop
Account Description	The Sign Shop Receiving Account
Payment Network	Federal Reserve (ABA)
Routing Number	061000227
Account Number	1234567890
Account Type	Checking

☒ Please keep me informed via email about product updates, upgrades, special offers and other SunGard products.

☐ I agree to the [PayNetExchange Service Agreement](#), [Privacy Policy](#) and [Terms of Use](#)


Back

Continue

#### CONTACT US

**Have Questions?**  
Call us at 877-330-4950  
[Email Us](#)

Chat Online with a PayNetExchange Specialist





**Authorization Form:** Print the agreement on this page, fill in, sign it, and attach a deposit slip with the respective bank account to this form and fax it to: 904-208-6895. Click "Login" to access the site with the newly created user credentials.

**YOU ARE HERE**

Verify Address

Create Account

Enter Bank Information

Verify Your Information

>> Print & Fax Authorization Form

**AUTHORIZATION FORM**

Complete your account setup by doing the following:

- 1) Print [this agreement](#)
- 2) Complete, sign and attach a voided check or deposit slip to the form
- 3) Fax it to (904) 208-6895

Get ADOBE® READER®

Login

**CONTACT US**

**Have Questions?**  
Call us at 877-330-4950  
[Email Us](#)

Chat Online with a PayNetExchange Specialist

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SunGard.com



**Authorization Agreement for Receipt of Payments from AvantGard Payments Payers (ACH Credit)**

I (we) hereby authorize SunGard Corporation to initiate a credit entry, on behalf of its AvantGard Payables service clients, to my Checking or Savings Account at the depository financial institution named below, hereinafter called "the Bank", and to issue such instructions as to properly credit the same to such account. I (we) acknowledge that the receipt of ACH transactions into my (our) account must comply with the provisions of U.S. law and with U. S. banking regulations.

Bank Name: \_\_\_\_\_  
Branch: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This authorization is to remain in full force and effect until SunGard has received written notification from me (or either of us, if joint authorization is required) of its termination in such time and in such manner as to afford SunGard and the Bank a reasonable opportunity to act on it.

Deposit account number: \_\_\_\_\_  
Bank routing or ABA number: \_\_\_\_\_  
Name on Bank account or acceptable payee: \_\_\_\_\_  
FEID Number: \_\_\_\_\_  
Checking: \_\_\_\_\_ or Savings Account: \_\_\_\_\_ (please check one)  
PayNetExchange Registration Code: \_\_\_\_\_

Contact 1 Name: \_\_\_\_\_  
Contact 1 Telephone number: \_\_\_\_\_  
Contact 1 Email: \_\_\_\_\_  
Contact 2 Name: \_\_\_\_\_  
Contact 2 Telephone number: \_\_\_\_\_  
Contact 2 Email: \_\_\_\_\_

**Certification**  
The below named officers/owners of the Payee account holder identified above certify that the information provided in this application and/or any attachment is correct. SunGard may retain this application as a confidential permanent record regardless if this application is approved or denied.

Printed Name of Payee \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Thank you for participating in the PayNetExchange electronic payment program. **Please fax this completed form to SunGard at (904) 208-6895.** There is no need to include a cover letter since only AvantGard Payables Account Managers receive your fax directly into a secure fax mailbox. Your fax will be kept in a secure repository for auditing purposes. Please attach your voided check below.

\_\_\_\_\_  
[Attach Copy of Voided Bank Check Here]

After Logging in to the Website:

The screenshot shows the SunGard PayNetExchange user interface. At the top is a navigation bar with links: Home, Payments, Reports, Administration, Preferences, and Logout. Below this is a welcome message for Jane Doe with an 'Upgrade Now' button. To the right is a registration prompt with a 'Register' button. The main content area is divided into two sections: 'Your EFT Accounts' and 'Who's Paying You'. The 'Your EFT Accounts' section contains a table with columns 'Account Name' and 'New Payments', listing 'Paper Checks' and 'The Sign Shop'. The 'Who's Paying You' section contains a table with columns 'Payments From', 'Payments To', and 'Go Into This Account'. The 'Payments From' column has a link 'Payer ABC' which is highlighted by a red arrow. The 'Payments To' column lists 'The Sign Shop, 123 Abc Street Test City, Us 12345, , ,'. The 'Go Into This Account' column lists 'The Sign Shop'. On the right side of the dashboard, there are two sidebar sections: 'CONTACT US' with contact information and a chat icon, and 'TOP FAQs' with a list of frequently asked questions.

**SUNGARD PAYNETEXCHANGE**

Home Payments Reports Administration Preferences Logout

**Welcome Jane Doe**  
Upgrade your service and improve the efficiency of your A/R process!  
[Upgrade Now](#)

Have you received a new PayNetExchange subscription code from a customer? Enter it here to convert check payments from that customer into electronic payments.  
 [Register](#)

**Your EFT Accounts** [Manage My Accounts](#)

Account Name	New Payments
Paper Checks	
The Sign Shop	

**Who's Paying You**

Payments From	Payments To	Go Into This Account
<a href="#">Payer ABC</a>	The Sign Shop, 123 Abc Street Test City, Us 12345, , ,	The Sign Shop

**CONTACT US**  
**Have Questions?**  
Call us at 877-330-4950  
[Email Us](#)  
Chat Online with a PayNetExchange Specialist

**TOP FAQs**  
**How Do I...**  
[change my routing number?](#)  
[change my account number?](#)  
[update my email address?](#)  
[add a new deposit account?](#)  
[create a new login ID?](#)  
[change my password?](#)  
[more...](#)

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Payer sending payments to you

## Adding other Users:

Other users may be assigned to access the PayNetExchange site in order to review information about payments made to your company. Click on "Administration" in the tool bar, and then select "User Administration".

**SUNGARD PAYNETEXCHANGE**

Home Payments Reports **Administration** Preferences Logout

**Manage Users** ☒ Hide Inactive Users

Full Name	User Name	Active
John	john@kidstore.com	<input checked="" type="checkbox"/>

1 total items      10      << page 1 of 1 >>

[Add a new user](#)

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Current list of users

Click to add new user

After clicking "Add New User", the following menu appears.

Setup a new username and password, as well as the email address that payment notifications will go to.

Security Access features/rights are as follows:

**User Administration**—User's ability to add/edit Users

**View Documents**—View PDFs of Payments

**Document Archive**—Search in the Payment History

**Account Management**—Add/Manage Accounts

**Payer Management**—Manage which account a Payer Deposits Payments Into

**Reconcile Payments**—Confirming New Payments Made

Under Applications, each account setup in system will be shown. By selecting a(n) application, this give the User the selected rights from above, to that particular application. Each application will have the same rights setup for that user.

Home	Payments	Reports	Administration	Preferences	Logout
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**User Profile**

User Name \* :

Password \* :

Confirm Password \* :

Password Expires Next Login ☒

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Full Name \* :

Title:

Phone Number:    Ext:

Email Address:

Email Address 2:

**User Activation**

☐ Active

**Security Access**

Roles

☐ User Administration

☐ View Documents

☐ Document Archive

☐ Account Management

☐ Payer Management

☐ Reconcile Payments

Applications

☐ Paper Checks

## Document Archive:

The Document Archive gives access to payments already made. This enables the user to search past payments, find images for records, etc.

[Home](#)
[Payments](#)
[Reports](#)
[Administration](#)
[Preferences](#)
[Logout](#)

Paper Checks

Specify as much or as little information as necessary.

Payee Name:	<input type="text"/>	
Payer Name:	<input type="text"/>	Character field. Supports exact match or wildcards, e.g. <u>John Doe</u> <u>John*</u> <u>*Smith</u>
Amount:	<input type="text"/>	Numeric field. Supports exact match or ranges, e.g. <u>510.32</u> <u>10-1000</u> <u>&lt;500</u> <u>&gt;1000</u>
Payment Type:	<input type="text" value="All"/>	Form of payment: Check, ACH
<input checked="" type="radio"/> Payment Date: or <input type="radio"/> Date Period:	<input type="text"/> to <input type="text"/> <input type="text" value="This Week"/>	Specify one date or start and stop dates, or choose a relative time period from the dropdown list.
Account ACH Enabled:	<input type="text"/>	
Check/ACH Num:	<input type="text"/>	Character field. Supports exact match or wildcards and lists, e.g. <u>10*</u> <u>101, 152, 328</u>
<input checked="" type="radio"/> Effective Date: or <input type="radio"/> Date Period:	<input type="text"/> to <input type="text"/> <input type="text" value="This Week"/>	



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