

Regions Integrated Payables

(07/02/18)

Comprehensive User Guide



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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 **FIS**, a leader in the field of integrated payables, to deliver this product to our clients. You may ask your vendors to register with FIS'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 FIS'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 FIS 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

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 FIS 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 FIS.

- The project team will be managed by an Implementation Coordinator from Regions who will serve as your main point of contact.
- FIS 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 FIS 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 FIS 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 FIS 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 FIS 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 implement 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. FIS'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. FIS'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, FIS'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 FIS 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 FIS 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 FIS 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 FIS with the **acceptance signoff**, the Deployment process can be scheduled. The deployment date is usually scheduled on a Monday to allow FIS to prepare the production environment for your company over the weekend. FIS has a support structure that is available to assist your company during production.

VENDOR ENROLLMENT - VENDOR ONBOARDING PROCESS OVERVIEW

What FIS 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 FIS Vendor Enrollment Support line to respond to any questions or concerns the vendor may have with the enrollment process

What FIS 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
 - FIS 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 FIS 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 FIS 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:

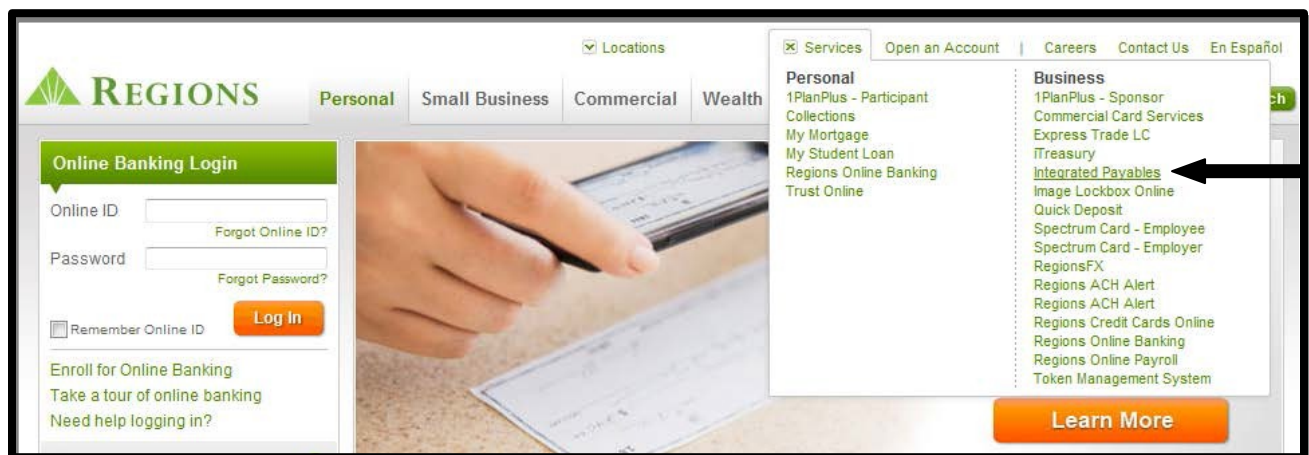
- Upload payment files
- Manage payment jobs
 - Review payment jobs in summary or in detail
 - Place payment holds
 - Submit payment jobs for processing
 - Separate duties by allowing one person to submit the jobs and another to review and submit the job
 - Provide additional review of payment above 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**.

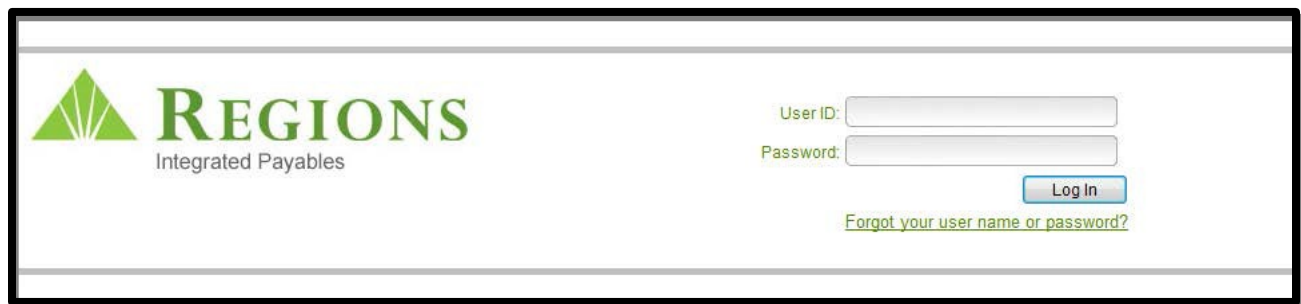
LOGIN PAGE

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

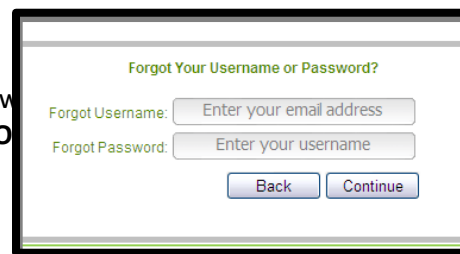
The image shows the login page for Regions Integrated Payables. On the left is the logo, which consists of a green stylized triangle above the word "REGIONS" in green, with "Integrated Payables" in smaller grey text below it. On the right, there are two input fields: "User ID:" and "Password:". Below the password field is a blue "Log In" button. At the bottom right, there is a green link that says "Forgot your user name or password?".

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
Enter the 6-digit, one-time password and click **OK**
- d) The login is now complete.

The image shows the "Forgot Your Username or Password" screen. At the top, it says "Forgot Your Username or Password?". Below that, there are two input fields: "Forgot Username:" with the placeholder text "Enter your email address" and "Forgot Password:" with the placeholder text "Enter your username". At the bottom, there are two buttons: "Back" and "Continue".



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.

View More Link

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

The screenshot shows the REGIONS Home Screen. At the top, there's a navigation bar with links: Home, Jobs, Reports, Administration, Vendors, and Logout. Below the navigation bar, a welcome message 'Welcome John Doe' and 'Last Login Time: Thursday, January 31, 2013 3:21 PM' are displayed. The main content area is divided into two sections: 'Recent Jobs' and 'Files On Hold'. Each section has a 'View More >' link. The 'Recent Jobs' table lists jobs with columns: ID, Date, Status, Application, Items, Total Amount, Filename, and User. The 'Files On Hold' table lists files on hold with the same columns.

ID	Date	Status	Application	Items	Total Amount	Filename	User
5035810	11/30/2012	Delivered to Carrier	Payables	2	\$4,800.55	ACH and Checks Test File.xml	rhollar
5035809	11/30/2012	Delivered to Carrier	Payables	35	\$128,988.00	ACH and Checks Test File.xml	rhollar
5035852	10/09/2012	Delivered to Carrier	Payables	2	\$7,298.50	Check Conversion Test.TXT	rhollar
5035832	10/02/2012	Delivered to Carrier	Payables	36	\$130,588.25	ACH and Checks Test File.xml	rhollar
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	rhollar
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

ID	Date	Status	Application	Items	Total Amount	Filename	User
504859	10/19/2012	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	regions
504838	10/09/2012	On Hold	Payables	1	\$1,500.25	Check Conversion Test.TXT	rhollar

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

Home 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? Answers are not case sensitive.

Security Question 1 Answer: * ••••••••

Security Question 2: * What is the name of the first company you worked for? Answers are not case sensitive.

Security Question 2 Answer: * ••••••••

Items per page: 10

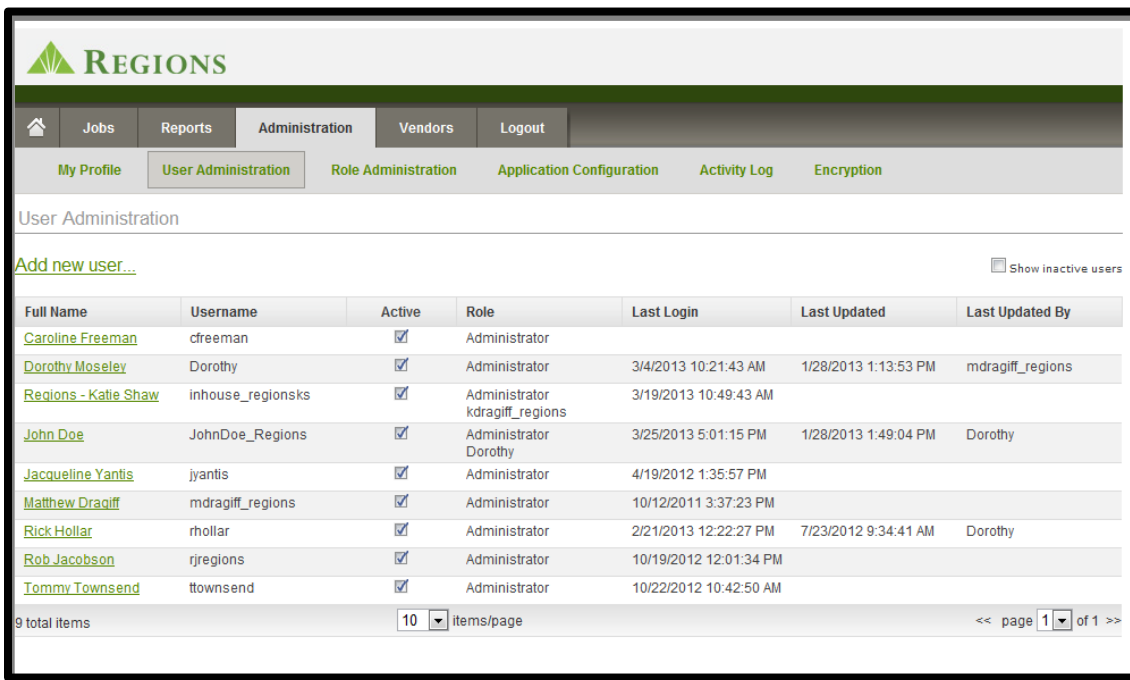
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

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.

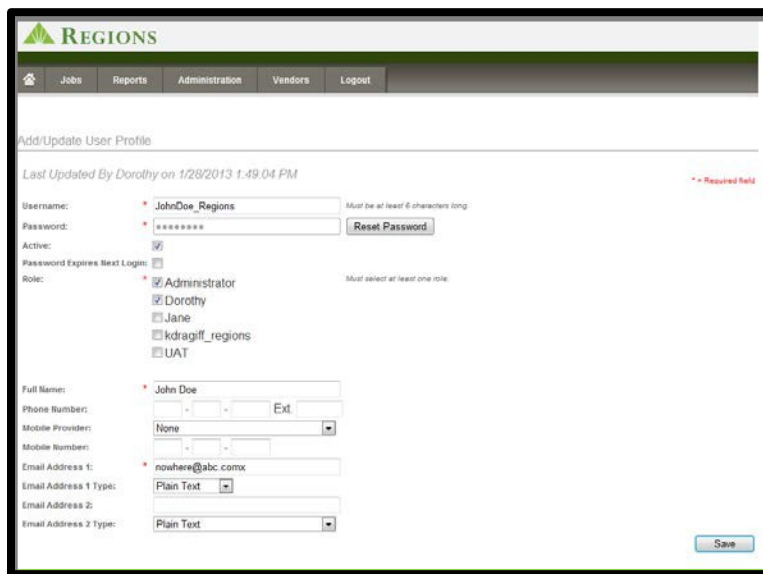


The screenshot shows the REGIONS User Administration interface. At the top, there is a navigation bar with tabs: Home, Jobs, Reports, Administration (selected), Vendors, and Logout. Below this is a sub-navigation bar with links: My Profile, User Administration (selected), Role Administration, Application Configuration, Activity Log, and Encryption. The main heading is "User Administration". Below the heading is a link "Add new user..." and a checkbox "Show inactive users". A table lists the following users:

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

At the bottom, it says "9 total items" and "10 items/page". On the right, there is a pagination control: "<< 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.



The screenshot shows the REGIONS Add/Update User Profile form for John Doe. The form is titled "Add/Update User Profile" and includes the text "Last Updated By Dorothy on 1/28/2013 1:49:04 PM". The form contains the following fields and options:

- Username:** JohnDoe_Regions (Must be at least 6 characters long)
- Password:** ***** (Reset Password button)
- Active:** ☒
- Password Expires Next Login:** ☐
- Role:**
 - ☒ Administrator
 - ☒ Dorothy
 - ☐ Jane
 - ☐ kdragiff_regions
 - ☐ UAT
(Must select at least one role)
- Full Name:** John Doe
- Phone Number:** [Field]
- Mobile Provider:** None
- Mobile Number:** [Field]
- Email Address 1:** nowhere@abc.com
- Email Address 1 Type:** Plain Text
- Email Address 2:** [Field]
- Email Address 2 Type:** Plain Text

A "Save" button is located at the bottom right of the form.

Add a New User/Assigning Permissions

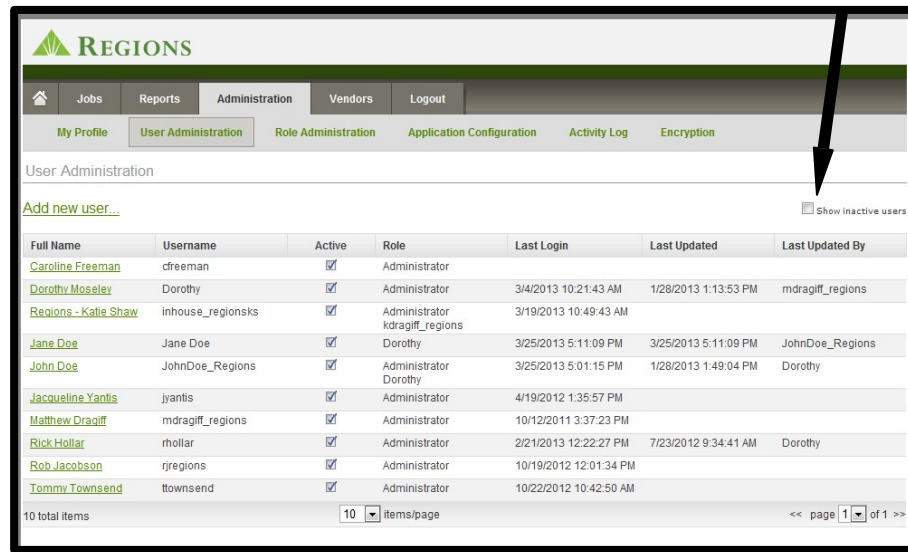
To add a New user, complete the following steps:

- 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 within the REGIONS application. The form is titled 'Add/Update User Profile' and includes a timestamp 'Last Updated By jdu@Regions on 3/25/2013 5:11:09 PM'. The form contains several sections: 'User Information' with fields for Username (Jane Doe), Password (masked with asterisks), and Active (checked); 'Security' with Password Expires Next Login (checked); 'Roles' with a list of roles including Administrator, AP Clerk (selected), Dorothy, Jane, Techsupport_regions, and UAT; 'Contact Information' with fields for Full Name (Jane Doe), Phone Number (123-456-7890 Ext.), Mobile Provider (AT&T), Mobile Number (987-654-3210), Email Address 1 (Jane_Doe@Company.com), Email Address 1 Type (HTML), Email Address 2, and Email Address 2 Type (Plain Text). A 'Reset Password' button is located next to the password field. The form is framed by a navigation bar with links for Jobs, Reports, Administration, and Logout.

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

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

Create/Edit Security Role

* = Required field

Role Name: AP Clerk

Description: Accounts Payable Clerk

Status: ☒ Active

Access:

- Applications
 - ☒ Select All
 - ☒ Payables
 - ☒ Payroll
 - ☒ Vendor Enrollment Reports
 - ☒ Payables - CT
- Features
 - ☒ Select All
 - ☒ Upload Files
 - ☒ User Administration
 - ☒ Submit Jobs
 - ☒ View Documents
 - ☒ Application Configuration
 - ☒ View File Details
 - ☒ Notifications
 - ☒ Document Archive
 - ☒ Enter Control Totals
 - ☒ Edit Approval Rules
 - ☒ Approve Payments
 - ☒ Encryption
 - ☒ Add/Edit Vendors
 - ☒ Add/Edit Vendors
 - ☒ Card Settlement
 - ☒ View File Details
 - ☒ View Files
 - ☒ View Job Details
 - ☒ View Jobs
 - ☒ View Vendors
 - ☒ View Vendors
- Email Notifications
 - ☒ Select All
 - ☒ Control Totals Entered
 - ☒ File Awaiting Control Totals
 - ☒ Control Totals Failed
 - ☒ File Released
 - ☒ Approval Required
 - ☒ File Released For Processing
 - ☒ Job Completed
 - ☒ Scheduled Report
 - ☒ Scheduled Export Report

Cancel Save

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 shows the 'REGIONS' website interface. At the top, there is a navigation bar with links: Home, Jobs, Reports, Administration, Vendors, and Logout. Below this is a secondary navigation bar with links: Upload Files, View Jobs, and View Held Files. The main content area is titled 'Upload File' and includes 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 menu is set to 'Payables'. The 'Data File' field shows the path 'H:\Integrated Payables Project\Demo\ACH and Checks.xml'. There are three arrows pointing to specific elements: one to the 'Jobs' link in the top navigation bar, one to the 'Upload File' button at the bottom, and one to the 'Browse...' button next to the 'Data File' field.

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 view more »							
ID	Date	Status	Application	Items	Total Amount	Filename	User
585007	02/26/2013	Awaiting Approval	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regionsks
585006	02/26/2013	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regionsks
585001	02/15/2013	On Hold	Payables	2	\$2,310.00	ACH and Checks Test File.xml	rhollar
584869	10/19/2012	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	rjregions
584838	10/09/2012	On Hold	Payables	1	\$1,600.25	Check Conversion Test.TXT	rhollar
584808	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	\$2,610.00	Westdale Wireless AP CHK-ACH Westdale Steel.xml	inhouse_regionsks
584769	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				
File Information				
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			
Item Summary				
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	RFC TLHP2	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	RFC KNHP2	2318039118	1/27/2010	\$8,310.30	ACH
CALIFORNIA ARTS	RFC3NHP2	2318039119	1/27/2010	\$4,210.80	ACH
DAVID JAMES COLLINS DDS	RFC CPHP2	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	RFCCPHP2	2318039121	1/27/2010	\$1,000.00	Check	<input checked="" type="checkbox"/>
Total: 37 items, \$133,788.55			10	<< page 1 of 4 >>		
<div>PreviousNextCancel</div>						

**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			10	<< page 2 of 4 >>		
<div>PreviousNextCancel</div>						

**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.

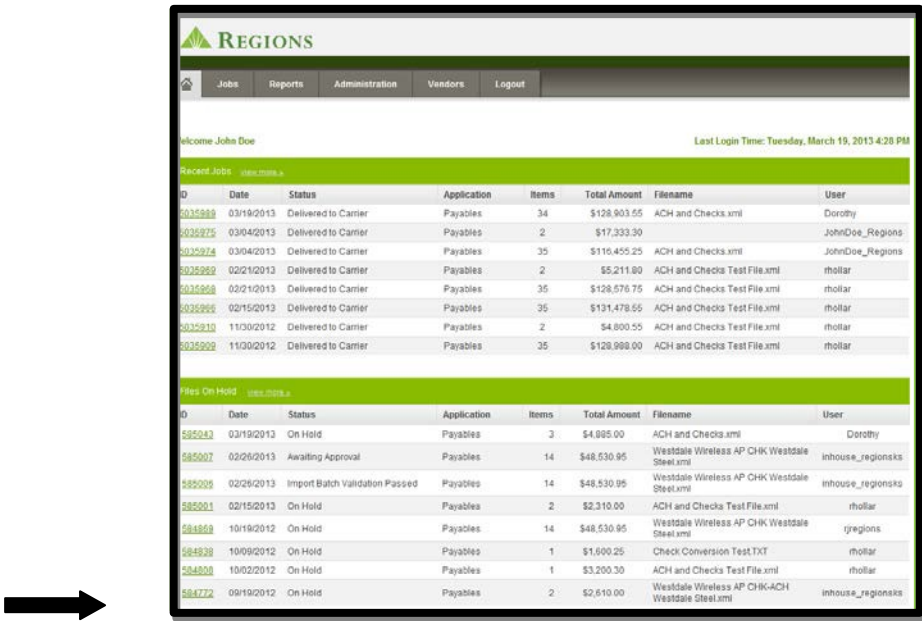
REGIONS

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:



The screenshot shows the REGIONS Home Screen with a navigation bar (Jobs, Reports, Administration, Vendors, Logout) and a welcome message for John Doe. The 'Recent Jobs' table lists several files delivered to carriers. The 'Files On Hold' table, highlighted by a black arrow, lists files that are currently on hold, including 'ACH and Checks.xml', 'Westdale Wireless AP CHK Westdale Steel.xml', 'ACH and Checks Test File.xml', 'Check Conversion Test.TXT', and 'Westdale Wireless AP CHK-ACH Westdale Steel.xml'.

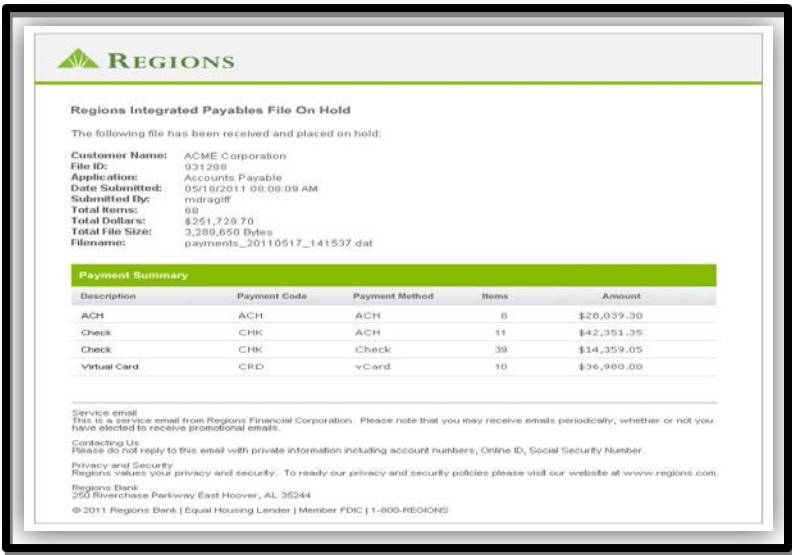
ID	Date	Status	Application	Items	Total Amount	Filename	User
585988	03/19/2013	Delivered to Carrier	Payables	34	\$128,903.55	ACH and Checks.xml	Dorothy
585975	03/04/2013	Delivered to Carrier	Payables	2	\$17,333.30	ACH and Checks.xml	JohnDoe_Regions
585974	03/04/2013	Delivered to Carrier	Payables	35	\$116,455.25	ACH and Checks.xml	JohnDoe_Regions
585969	02/21/2013	Delivered to Carrier	Payables	2	\$5,211.80	ACH and Checks Test File.xml	rhollar
585968	02/21/2013	Delivered to Carrier	Payables	35	\$128,576.75	ACH and Checks Test File.xml	rhollar
585966	02/15/2013	Delivered to Carrier	Payables	35	\$131,478.55	ACH and Checks Test File.xml	rhollar
5859210	11/30/2012	Delivered to Carrier	Payables	2	\$4,800.55	ACH and Checks Test File.xml	rhollar
5859209	11/30/2012	Delivered to Carrier	Payables	35	\$128,988.00	ACH and Checks Test File.xml	rhollar

ID	Date	Status	Application	Items	Total Amount	Filename	User
585943	03/19/2013	On Hold	Payables	3	\$4,885.00	ACH and Checks.xml	Dorothy
585907	02/26/2013	Awaiting Approval	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regions
585905	02/26/2013	Import Batch Validation Passed	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	inhouse_regions
585901	02/15/2013	On Hold	Payables	2	\$2,310.00	ACH and Checks Test File.xml	rhollar
584860	10/19/2012	On Hold	Payables	14	\$48,530.95	Westdale Wireless AP CHK Westdale Steel.xml	rregions
584838	10/09/2012	On Hold	Payables	1	\$1,000.25	Check Conversion Test.TXT	rhollar
584800	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	\$2,610.00	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.



The email provides details about a file placed on hold, including customer information (ACME Corporation), file ID (931208), application (Accounts Payable), submission date (05/18/2011), and a payment summary table.

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: 05/18/2011 09:09:09 AM
Submitted By: mdragill
Total Items: 68
Total Dollars: \$251,728.70
Total File Size: 3,289,650 Bytes
Filename: payments_20110517_141537.dat

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

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.
Regions Bank
250 Riverchase Parkway East Hoover, AL 36244
© 2011 Regions Bank | Equal Housing Lender | Member FDIC | 1-800-REGIONS

VIEWING RECENT JOBS

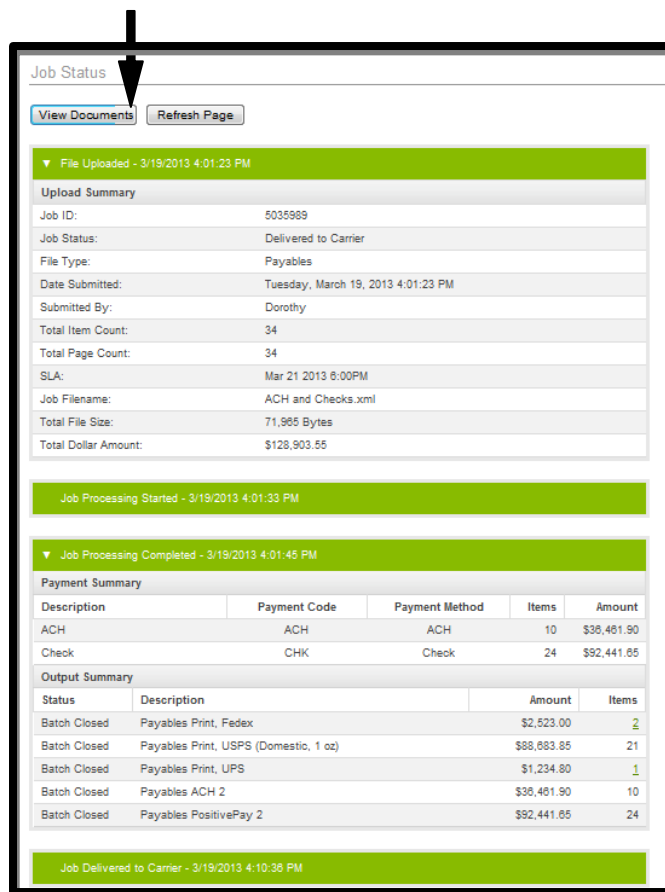
Once a Payment File has been submitted for processing, you can view the details associated with that particular Job by clicking on the Job ID under Recent Jobs on the home screen. Note that the most recent job was the job submitted in the previous example. Click that Job ID and a Job Status screen will 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' page. At the top, there are two buttons: 'View Documents' and 'Refresh Page'. An arrow points to the 'View Documents' button. Below the buttons, there are three green header bars indicating key milestones: '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 contains three summary tables: 'Upload Summary', 'Payment Summary', and 'Output Summary'.

Job Status

[View Documents](#) [Refresh Page](#)

File Uploaded - 3/19/2013 4:01:23 PM

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:	71,965 Bytes
Total Dollar Amount:	\$128,903.55

Job Processing Started - 3/19/2013 4:01:33 PM

Job Processing Completed - 3/19/2013 4:01:45 PM


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)	\$88,883.85	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

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



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

Total: 36 items, \$130,588.25

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.




Westdale Wireless
1801 Alexander Graham Bell Blvd
Reston, VA 20191

2318039142
Page 1 of 1
DATE 01/27/2010

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

2318039142
99-999/999
Check Payment
NET AMOUNT \$*****1,294.00

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

TO THE ORDER OF
WATSON AND GATES ENTERPRISE
11322 PADDINGTON DR
HOUSTON, TX 77070

Non Negotiable
AUTHORIZED SIGNATURE

VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID
2318039142 1:000000000:111111111111

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.

Regions

Jobs Reports Administration Vendors Logout

Document Search Run a Report Card Settlement

Payables Payroll Vendor Enrollment Reports

Specify as much or as little information as necessary.

Search by: Select the type of search from the list

☒ Effective Date: to or ☐ Date Period:

Status:

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: to Specify one date or start and stop dates, or choose a relative time period from the dropdown list.

☐ Date Period:

Check Amount: Numeric field. Supports exact match or ranges, e.g. 510.32 10-1000 <500 >1000

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

Regions

Jobs Reports Administration Vendors Logout

Document Search Run a Report Card Settlement

Payables Payroll Vendor Enrollment Reports

Search Criteria: Effective Date: 09/30/2012
Status: Processed
Job ID: 5035794
Payee Name: Jumbo Sports

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

Total: 1 items, \$5,634.25

Export selected items as:

Excel Export

<< page 1 of 1 >>

Example – Saving Searches as a Report:

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

The screenshot shows the 'REGIONS' logo at the top left. Below it is a navigation bar with tabs: 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. Under the 'Reports' tab, there are sub-tabs: 'Document Search', 'Run a Report', and 'Card Settlement'. The 'Run a Report' sub-tab is active. Below this, there are tabs for 'Payables', 'Payroll', and 'Vendor Enrollment Reports'. The 'Payables' tab is active. The main form area is titled 'Specify as much or as little information as necessary.' and contains the following fields:

- Search by:** A dropdown menu with 'Payment Search' selected. To the right, it says 'Select the type of search from the list'.
- Effective Date:** A date range selector with 'or' and 'This Week' options.
- Date Period:** A dropdown menu with 'This Week' selected.
- Status:** A dropdown menu with 'Processed' selected.
- Job ID:** A text input field. To the right, it says 'Numeric field. Supports exact match or ranges, e.g. 100032 1000:1100'.
- Payee Name:** A text input field. To the right, it says 'Character field. Supports exact match or wildcards, e.g. John.Doe John* *Smith'.
- Payee Number:** A text input field. To the right, it says 'Character field. Supports exact match or wildcards and lists, e.g. 0012345 123*'.
- Check Number:** A text input field. To the right, it says 'Character field. Supports exact match or wildcards and lists, e.g. 10* 101 152 328'.
- Check Date:** A date range selector with 'or' and 'This Week' options.
- Date Period:** A dropdown menu with 'This Week' selected.
- Check Amount:** A text input field. To the right, it says 'Numeric field. Supports exact match or ranges, e.g. \$10.32 10:1000 >500 <1000'.

At the bottom of the form are three buttons: 'Clear', 'Search', and 'Save'. A black arrow points to the 'Save' button.

Click Save to store your criteria as a Report

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

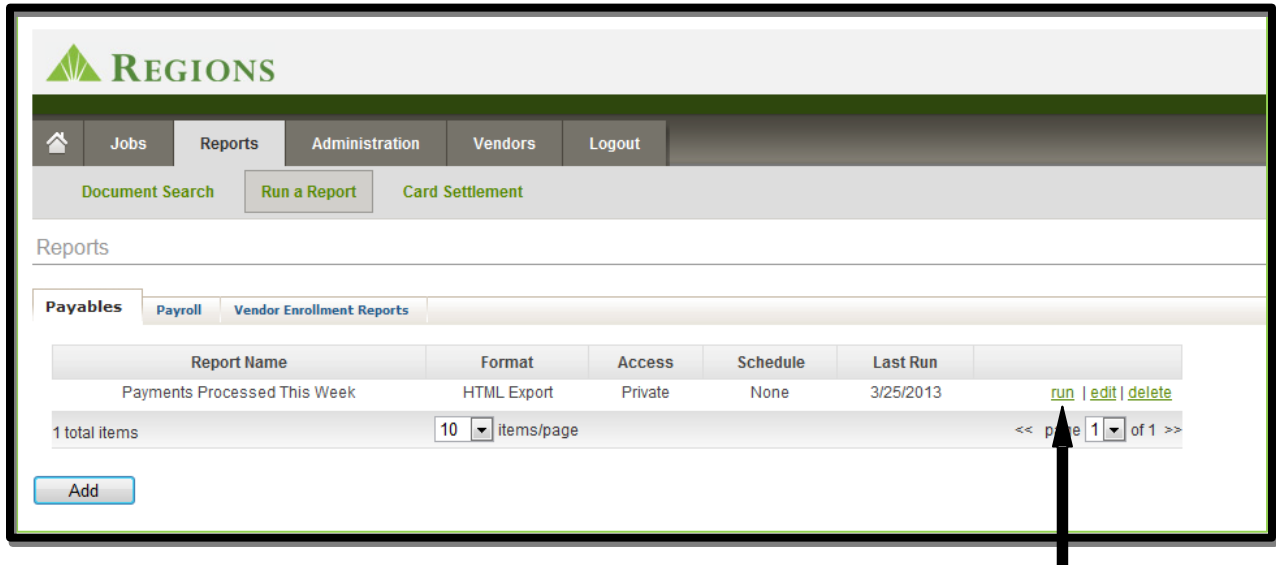
- Name your report.
- Determine whether this is a report that only you can see, or whether you would like to share it with other users.
- Choose a schedule or leave the report as **Unscheduled** (choose none). If the report is unscheduled, you can run the report at any time by clicking on the **Run a 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.

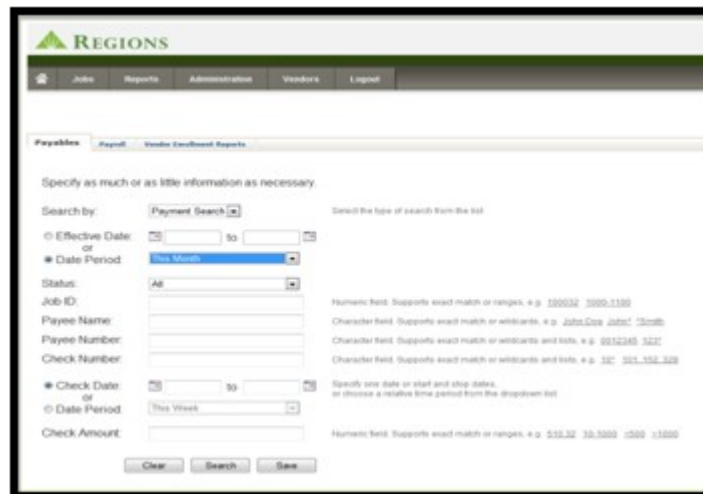


Click Run to run the report

SCHEDULING REPORTS

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.



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	
View	5035728	DAVID JAMES COLLINS DDS	99999992	2318039121	9/30/2012	\$1,000.00	Check	9/30/2012	<input checked="" type="checkbox"/>
View	5035728	DISCOVERY ISLAND HOTEL	17412582	2318039130	9/30/2012	\$1,295.00	Check	9/30/2012	<input checked="" type="checkbox"/>
View	5035728	UNITED PROPERTY MANAGEMENT GROUP	18787872	2318039129	9/30/2012	\$2,295.00	Check	9/30/2012	<input checked="" type="checkbox"/>
View	5035544	JAMES WALKER	IDAJLHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012	<input checked="" type="checkbox"/>
View	5035549	JAMES WALKER	IDAJLHP2	2318039112	5/19/2010	\$1,300.00	ACH	5/19/2010	<input checked="" type="checkbox"/>
View	5035552	JAMES WALKER	IDAJLHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012	<input checked="" type="checkbox"/>
View	5035554	JAMES WALKER	IDAJLHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012	<input checked="" type="checkbox"/>
View	5035556	JAMES WALKER	IDAJLHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012	<input checked="" type="checkbox"/>
View	5035558	JAMES WALKER	IDAJLHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012	<input checked="" type="checkbox"/>
View	5035560	JAMES WALKER	IDAJLHP2	2318039112	3/10/2012	\$1,300.00	ACH	3/10/2012	<input checked="" type="checkbox"/>

Total: 1648 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 include:

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:

Specify as much or as little information as necessary.

Search by: Select the type of search from the list

☒ Registration Date: to

☐ Date Period:

Recipient Address1:

RegCode: Character field. Supports exact match or wildcards and lists, e.g. 101 101_152_328

Recipient State:

Payment Method:

Status:

Payee Number: Character field. Supports exact match or wildcards and lists, e.g. 101 101_152_328

Payee Name: Character field. Supports exact match or wildcards and lists, e.g. 101 101_152_328

Recipient Zip:

Recipient City:

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.

Payee Name	Status	Payee Number	Registration Date	RegCode
AMATO ELECTRICAL SERVICES INC	Active	VWUUP32	11/27/2012 1:15:29 PM	RGR2713
Anson Food Delivery	Active	IDAYTA11	3/26/2012 4:41:25 PM	BK51PK3A
DAVID JAMES COLLINS DDS	Active	IDACHP2	4/27/2012 12:13:18 PM	663UB9S5
DISCOVERY ISLAND HOTEL	Active	IDACMLP2	5/11/2012 12:01:06 PM	VR6P8634
DONNELLY DAIRY PRODUCTS	Active	IDAGSP2	5/11/2012 3:39:45 PM	DED1R6T6
FARRIS AND NEWMAN	Active	IDAFILP2	3/26/2012 9:05:07 AM	E56W33RV
HOOVER GENERAL SERVICES	Pending	IDANANP2	5/8/2012 11:03:23 AM	6KVYHTSW
JACOB INDUSTRIAL SUPPLY	Pending	IDABLP2	4/16/2012 11:31:40 AM	DBOVDD8M
KITCHEN DESIGNS INC	Active	IDAEKLP2	10/23/2012 12:24:17 PM	H174177E
TTK ELECTRICAL SERVICES INC	Active	IDAUHP2	3/26/2012 9:00:15 AM	GLY44X56
UNION FINANCIAL	Active	IDAYHP2	9/4/2012 3:35:45 PM	RD2511B1
UNITED PROPERTY MANAGEMENT GROUP	Active	IDAWLLP2	5/11/2012 2:38:40 PM	EPTK28A3

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

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 shown 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:



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[Administration](#)
[Vendors](#)
[Logout](#)

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

Card Settlement

Filter by Posted Date:


Status: From: To:

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 << page of 18 >>

Export as:

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



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

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

Card Settlement

Filter by Posted Date:

Status: From: To:

Payee Name	Payment Number	Card Number	Payment Date	Payment Amount	Posted Date	Settlement Amount	Status
Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-1351	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-2489	03/10/2012	\$5,300.00		\$5,300.00	<input checked="" type="radio"/>
Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-8020	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-8026	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
Anson Food Delivery	2317139148	XXXX-XXXX-XXXX-9122	03/10/2012	\$5,301.00		\$5,301.00	<input checked="" type="radio"/>
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 << page of 1 >>

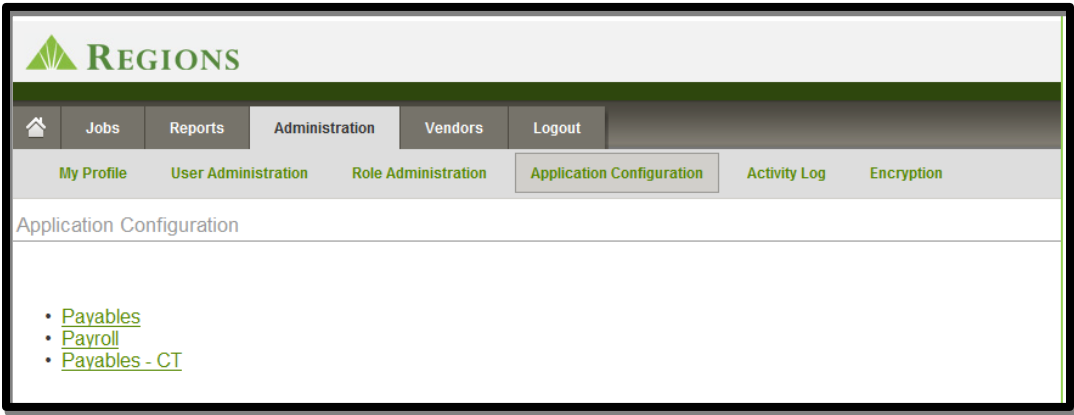
Export as:

CHAPTER 7 - APPLICATION CONFIGURATION

The Application Configuration section of Administration allows you to:

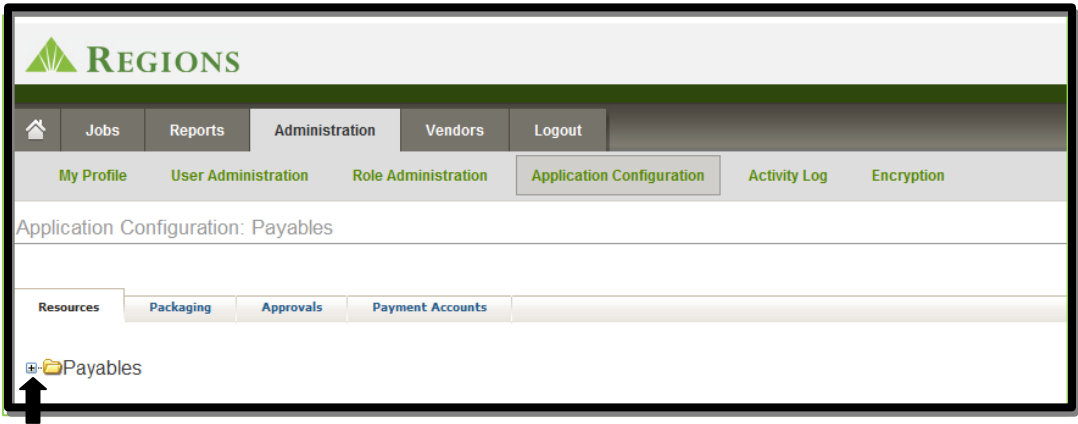
- View the resources that have been used in each of your applications (i.e. Images, Fonts, and Lookup Tables)
- View the packaging instructions that you have established for a particular application
- Set up and edit payment approval criteria
- View the checking accounts that you have set up for your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

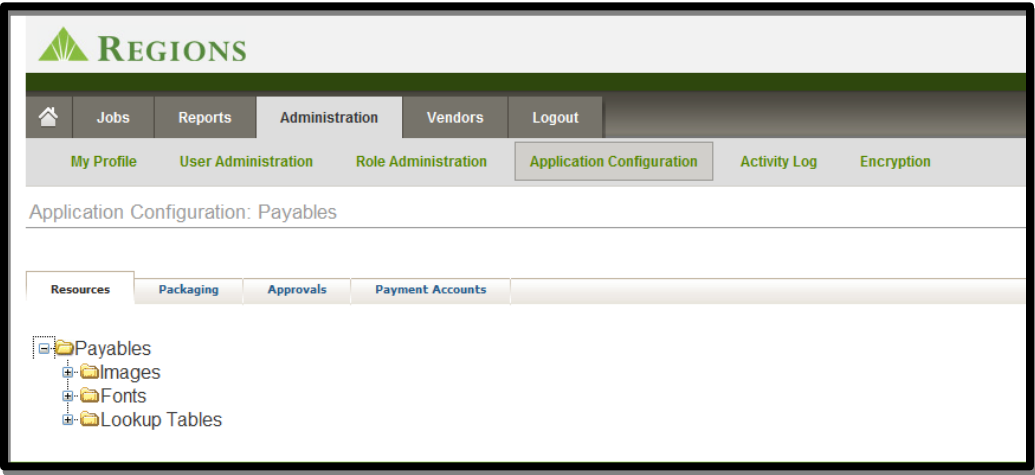


RESOURCES

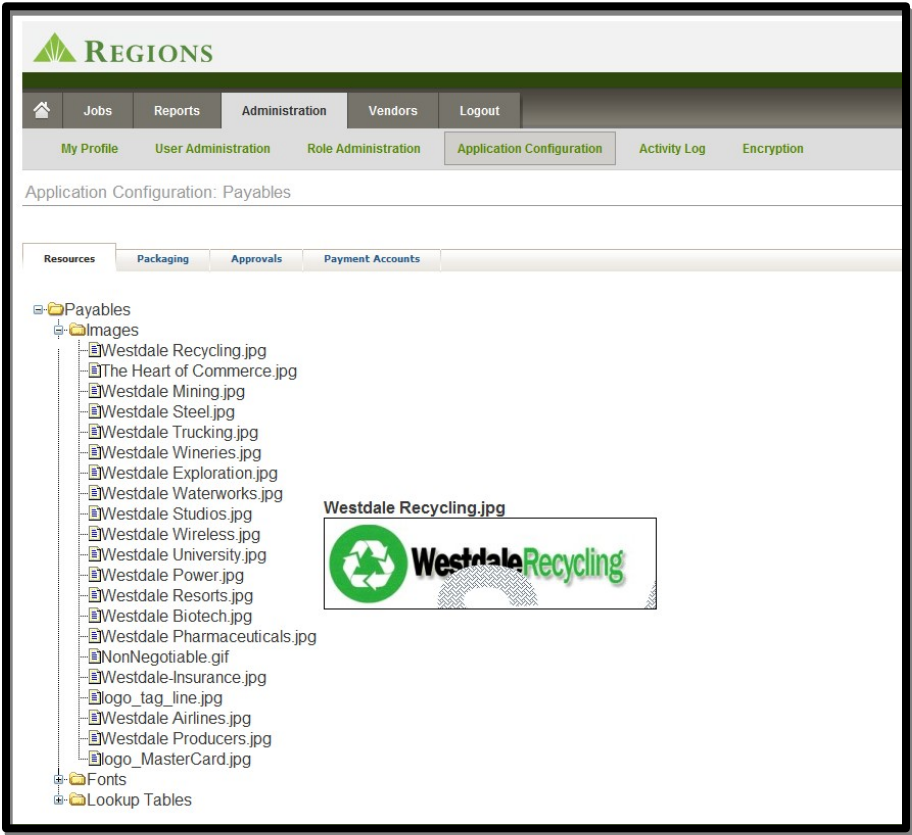
Once you choose your Application notice that a navigation bar appears related to that application and Resources is the highlighted for the Payables Application. Click on the **[+]** symbol next to the Payables folder.



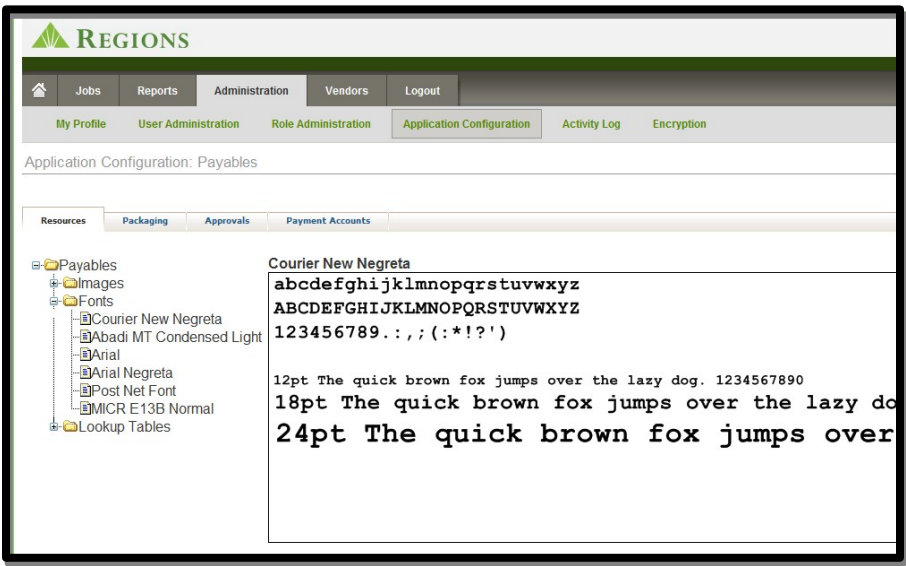
Folders containing your Images, Fonts and Lookup Tables appear. Choose the **Images** folder to see digital images of the Logos for each Company you have set up.



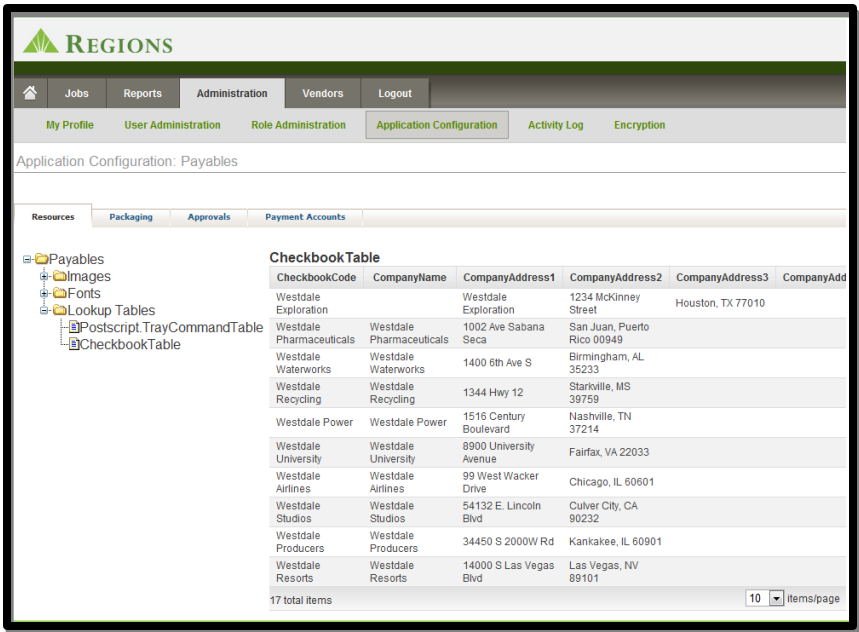
In the example below, multiple separate companies are displayed for the customer. Clicking on the first image shows the logo that is being used to print checks for Westdale Recycling.



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 company is set up, the table will reflect that one company.



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.

The screenshot displays the 'Application Configuration: Payables' interface. At the top, there is a navigation bar with links: 'My Profile', 'User Administration', 'Role Administration', 'Application Configuration' (which is highlighted), 'Activity Log', and 'Encryption'. Below this, a sub-tabbed interface shows 'Resources', 'Packaging' (which is selected), 'Approvals', and 'Payment Accounts'. The main content area is titled 'Total Package Locations: 3' and lists three distinct package configurations. Each configuration includes fields for Description, Carrier, Packaging Options, Company, Contact, Address, Phone, Location Criteria, and Account, along with a 'Last Updated' timestamp of 09/25/2011.

Total Package Locations: 3		Last Updated: 09/25/2011
Description:	Fedex	
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
edit delete	\$8,000.00	\$50,000.00	inhouse_regionsks, Dorothy, JohnDoe_Regions	3/4/2013 12:31:57 PM	JohnDoe_Regions
edit delete	\$50,000.00	\$250,000.00	Dorothy, JohnDoe_Regions, rhollar	3/4/2013 12:32:23 PM	JohnDoe_Regions
edit delete	\$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 in the REGIONS system. The form is titled 'Create/Edit Approval Rule' and is part of the 'Payables' application. It includes fields for 'Payment Amount' (set to >= 0 and < 250000) and a checkbox for 'No upper limit'. Under 'Notify:', there are two lists: 'Available Users' (Caroline Freeman, Dorothy Moseley, Jacqueline Yantis, John Doe, Matthew Dragiff, Regions - Katie Shaw) and 'Selected Users' (Jane Doe). The 'Approval Options' section has two radio buttons: 'Any selected user may approve payments that meet this criteria' (selected) and 'All selected users must approve payments that meet this criteria'. There are 'Cancel' and 'Save' buttons at the bottom right.

Payment Accounts

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

The screenshot shows the 'Payment Accounts' table in the REGIONS system. The table is titled 'Application Configuration: Payables' and has tabs for 'Resources', 'Packaging', 'Approvals', and 'Payment Accounts'. The table lists payment accounts with columns for 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 links for Home, Jobs, Reports, Administration (selected), Vendors, and Logout. Below this, a sub-navigation bar shows My Profile, User Administration (selected), Role Administration, Application Configuration, Activity Log (selected), and Encryption.

The Activity Log section features a filter area with the following options:

- Filters: User (JohnDoe_Regions), Starting (2/25/2013), Ending (3/25/2013), and a Go button.

The main content area is a table with the following data:

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, the following information is displayed:

- 68 total items
- 10 items/page
- << 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

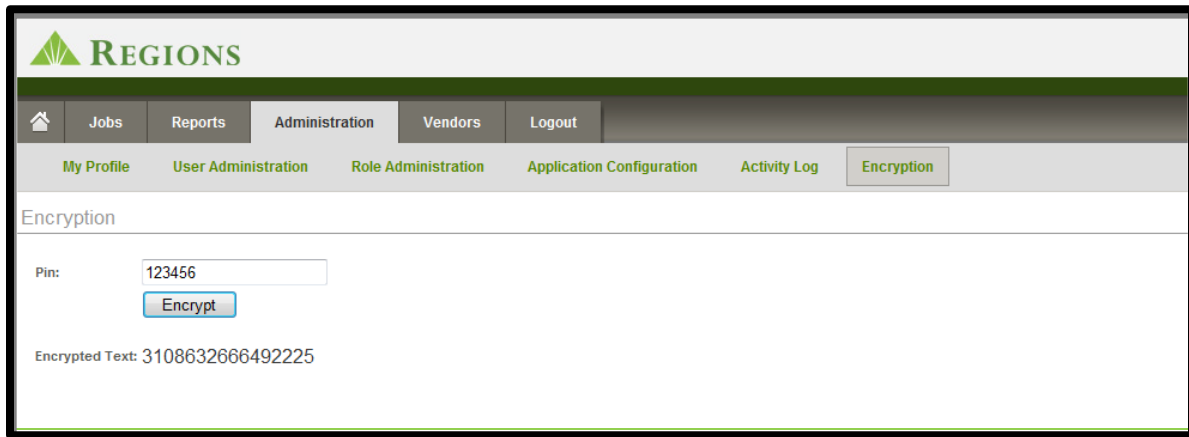
Step 2: Click “Encrypt”

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

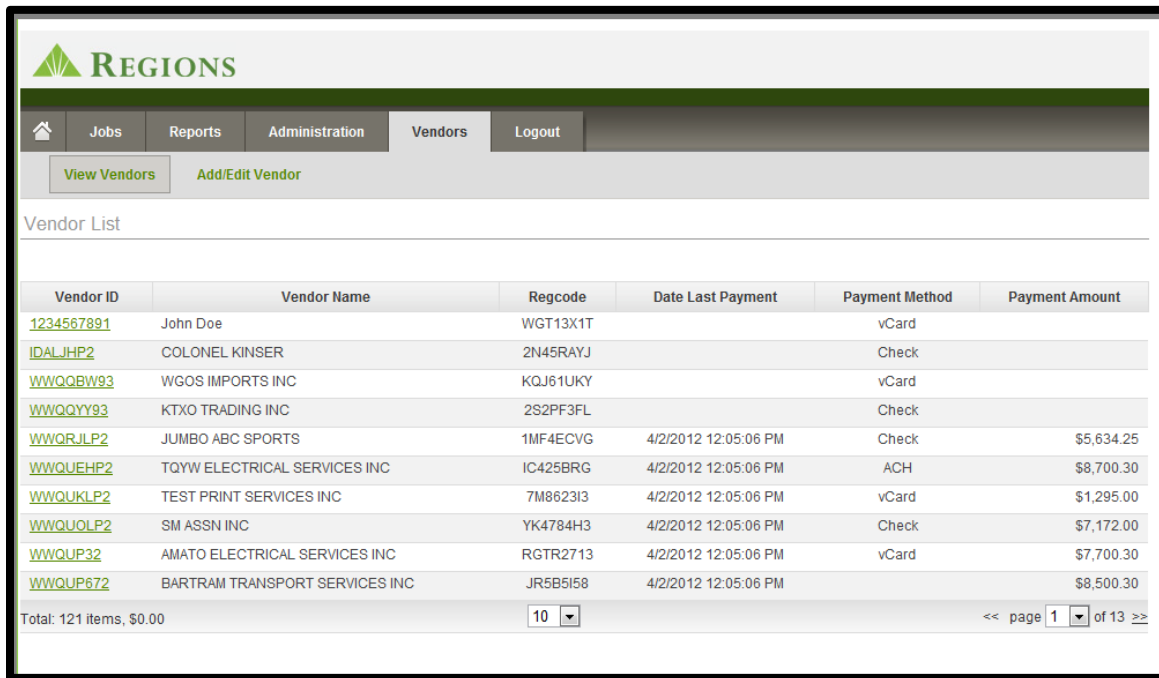


The screenshot displays the REGIONS system interface. At the top, the REGIONS logo is visible. Below it is a navigation bar with tabs: Home, Jobs, Reports, Administration (selected), Vendors, and Logout. Under the 'Administration' tab, there is a sub-navigation bar with links: My Profile, User Administration, Role Administration, Application Configuration, Activity Log, and Encryption (highlighted). The main content area is titled 'Encryption'. It contains a 'Pin:' label, a text input field with the value '123456', and an 'Encrypt' button. Below this, 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 FIS 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)



Vendor ID	Vendor Name	Regcode	Date Last Payment	Payment Method	Payment Amount
1234567891	John Doe	WGT13X1T		vCard	
IDALIHP2	COLONEL KINSER	2N45RAYJ		Check	
WWQQBW93	WGOS IMPORTS INC	KQJ61UKY		vCard	
WWQQYY93	KTXO TRADING INC	2S2PF3FL		Check	
WWQRJLP2	JUMBO ABC SPORTS	1MF4ECVG	4/2/2012 12:05:06 PM	Check	\$5,634.25
WWQUEHP2	TQYW ELECTRICAL SERVICES INC	IC425BRG	4/2/2012 12:05:06 PM	ACH	\$8,700.30
WWQUKLP2	TEST PRINT SERVICES INC	7M8623I3	4/2/2012 12:05:06 PM	vCard	\$1,295.00
WWQUOLP2	SM ASSN INC	YK4784H3	4/2/2012 12:05:06 PM	Check	\$7,172.00
WWQUP32	AMATO ELECTRICAL SERVICES INC	RGTR2713	4/2/2012 12:05:06 PM	vCard	\$7,700.30
WWQUP672	BARTRAM TRANSPORT SERVICES INC	JR5B5I58	4/2/2012 12:05:06 PM		\$8,500.30

Total: 121 items, \$0.00

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<< 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= Option

***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 zero padded	mm/dd/yyyy,	M (CTX Only)	10
Invoice Description		M (CTX Only)	30
Invoice Gross		M (CTX Only)	14
Invoice Discount		M (CTX Only)	14
Invoice Net		M (CTX Only)	14

M= Mandatory

O= Optional

APPENDIX 2: REQUIRED FIELDS FOR PAYMENT FILES AND FTP OPTIONS

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
Accoun 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, the Intermediary Name and Intermediary Bank ID are required.	O	
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/FIS 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 client's 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.

Regions Bank
250 Riverchase Parkway East Hoover, AL 35244

© 2011 Regions Bank | Equal Housing Lender | Member FDIC | 1-800-REGIONS

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

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.

Regions Bank
250 Riverchase Parkway East Hoover, AL 35244

© 2011 Regions Bank | Equal Housing Lender | Member FDIC | 1-800-REGIONS

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


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 ready our privacy and security policies please visit our website at www.regions.com.

Regions Bank
250 Riverchase Parkway East Hoover, AL 35244

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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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Example: Control Totals Successfully Entered



Regions Integrated Payables Control Totals Entered

The following file has had control totals successfully entered.

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

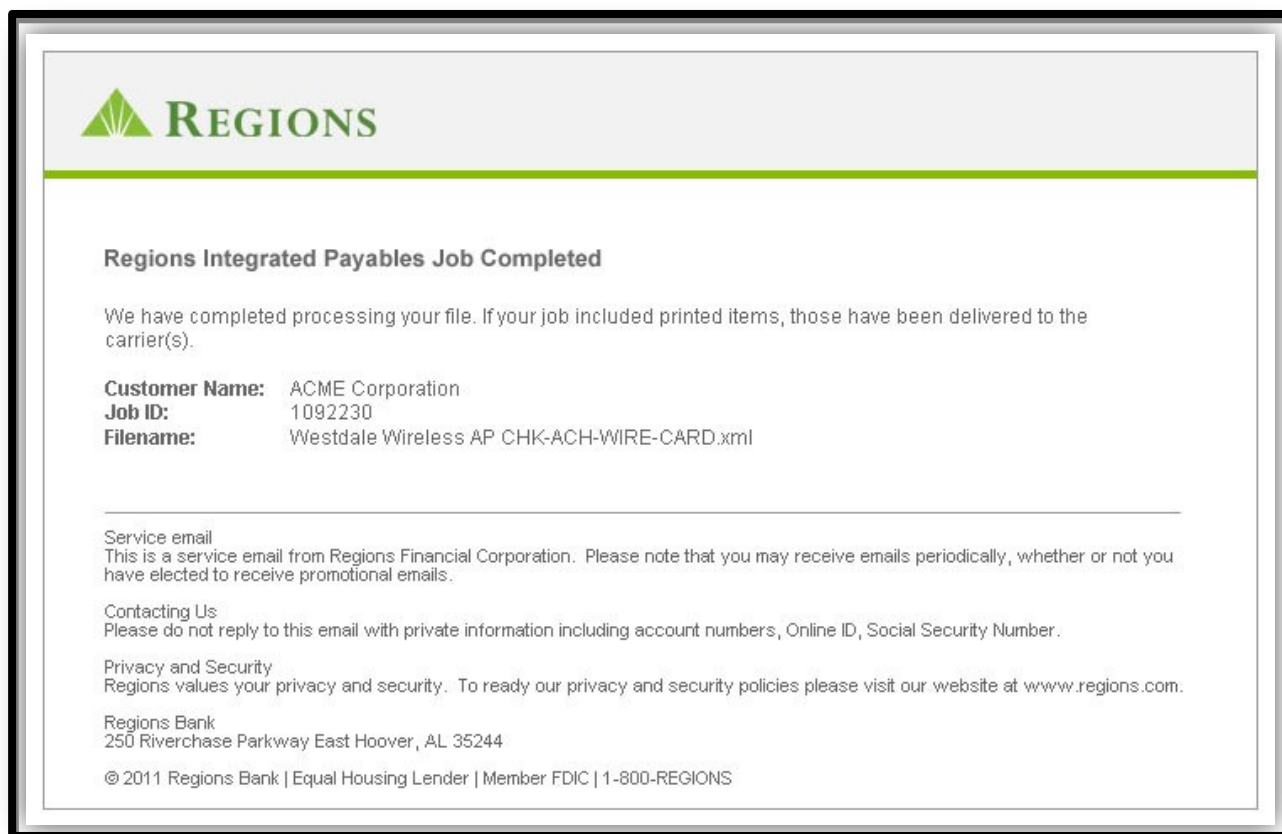
Contacting Us
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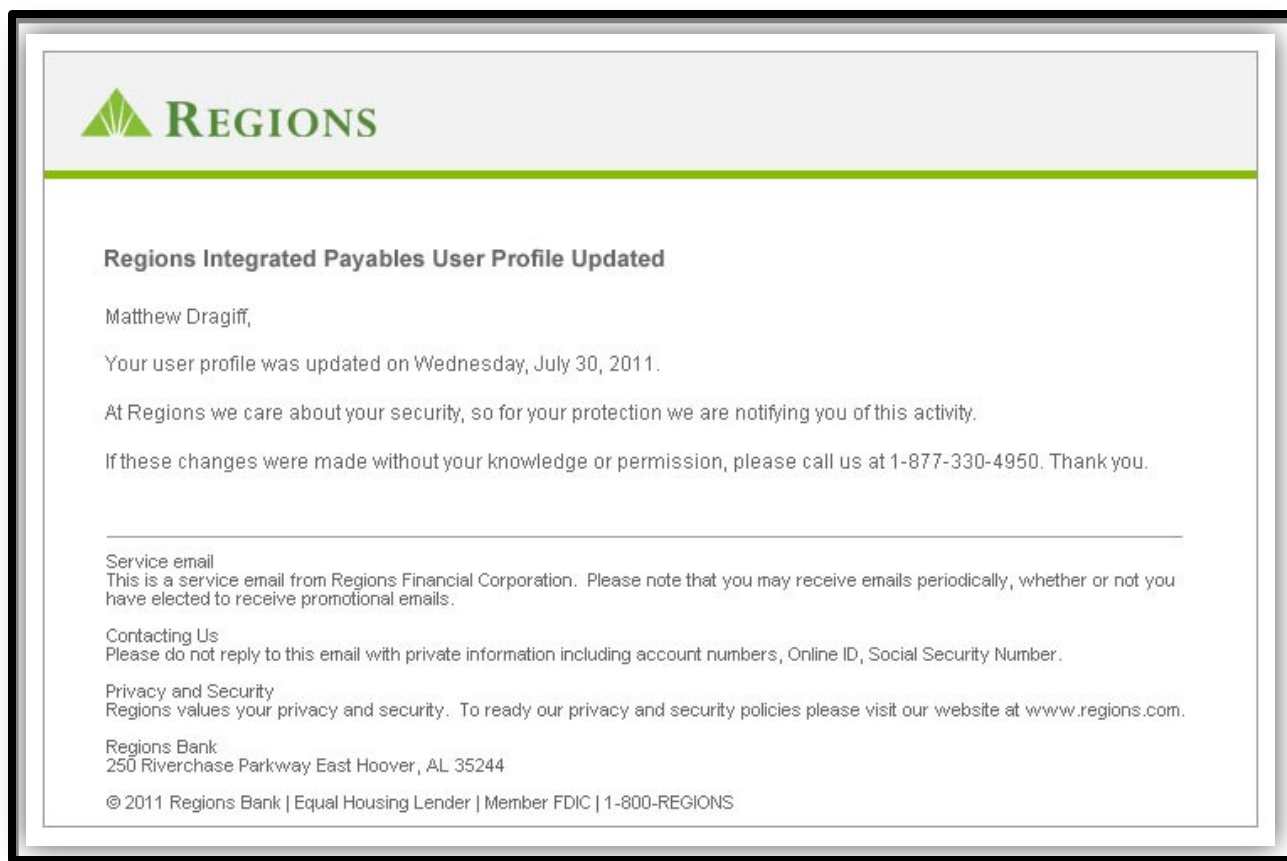
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Example: Job Completed - all payments have been sent



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.



Regions Integrated Payables User Profile Updated

Matthew Dragiff,

Your user profile was updated on Wednesday, July 30, 2011 by Debbie Crosby.

At Regions we care about your security, so for your protection we are notifying you of this activity.

If these changes were made without your knowledge or permission, please call us at 1-877-330-4950. Thank you.

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

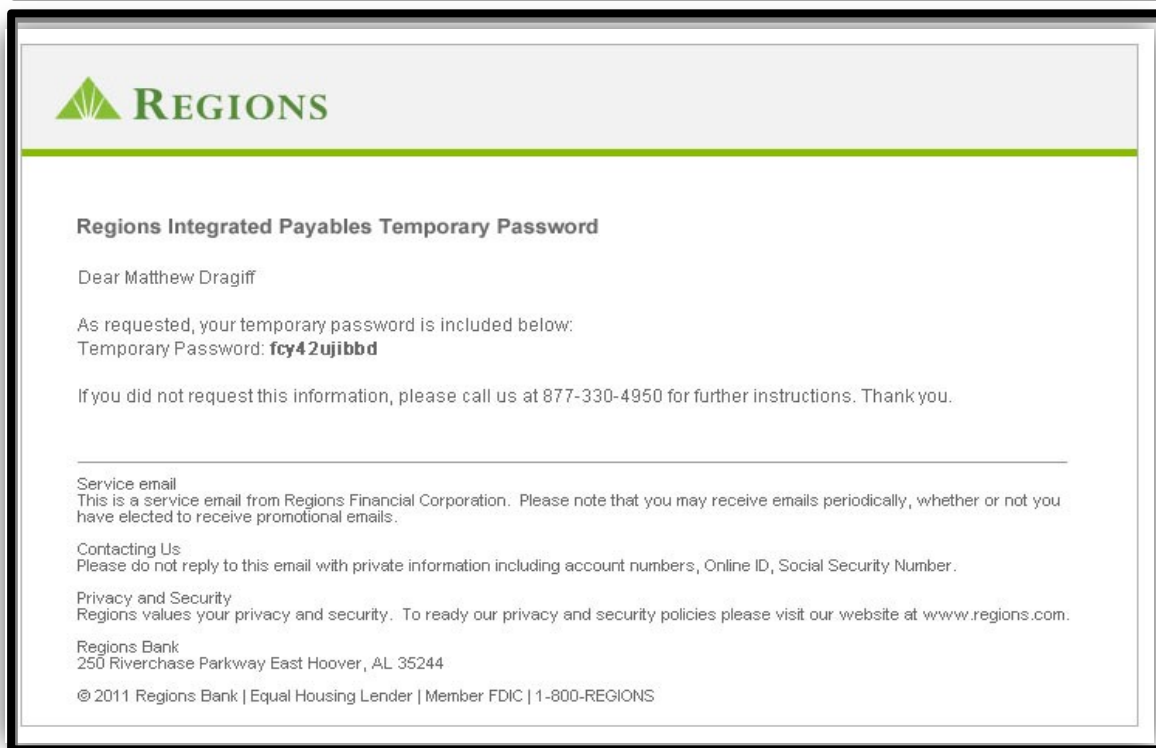
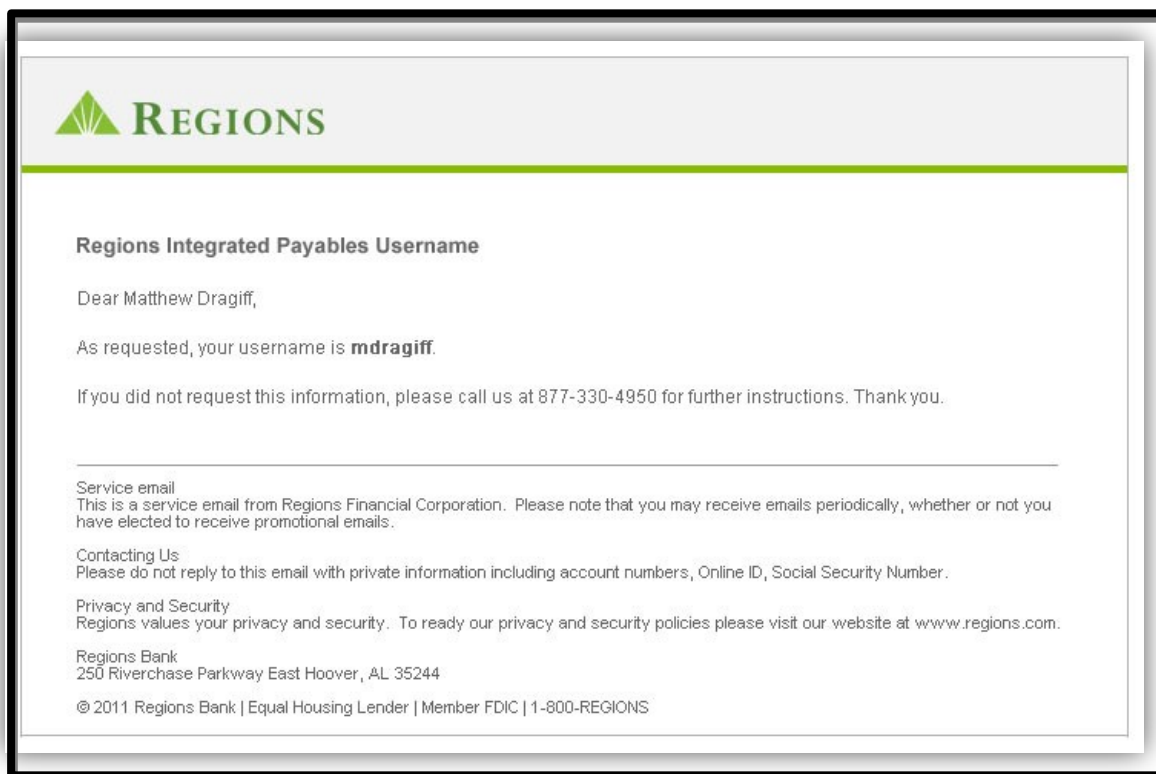
Regions values your privacy and security. To read our privacy and security policies please visit our website at www.regions.com.

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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.



Temporary Password

Dear Matthew Dragiff

A new temporary password has been created for you by Debbie Crosby. The password is **42ujibbd**.

You may use this password to login to Integrated Payables. When you login you will be prompted to enter a new password.

If you have any questions, please call us at 877-330-4950.

Thank you,
SunGard PayNetExchange Support Team.

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: 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

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
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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.

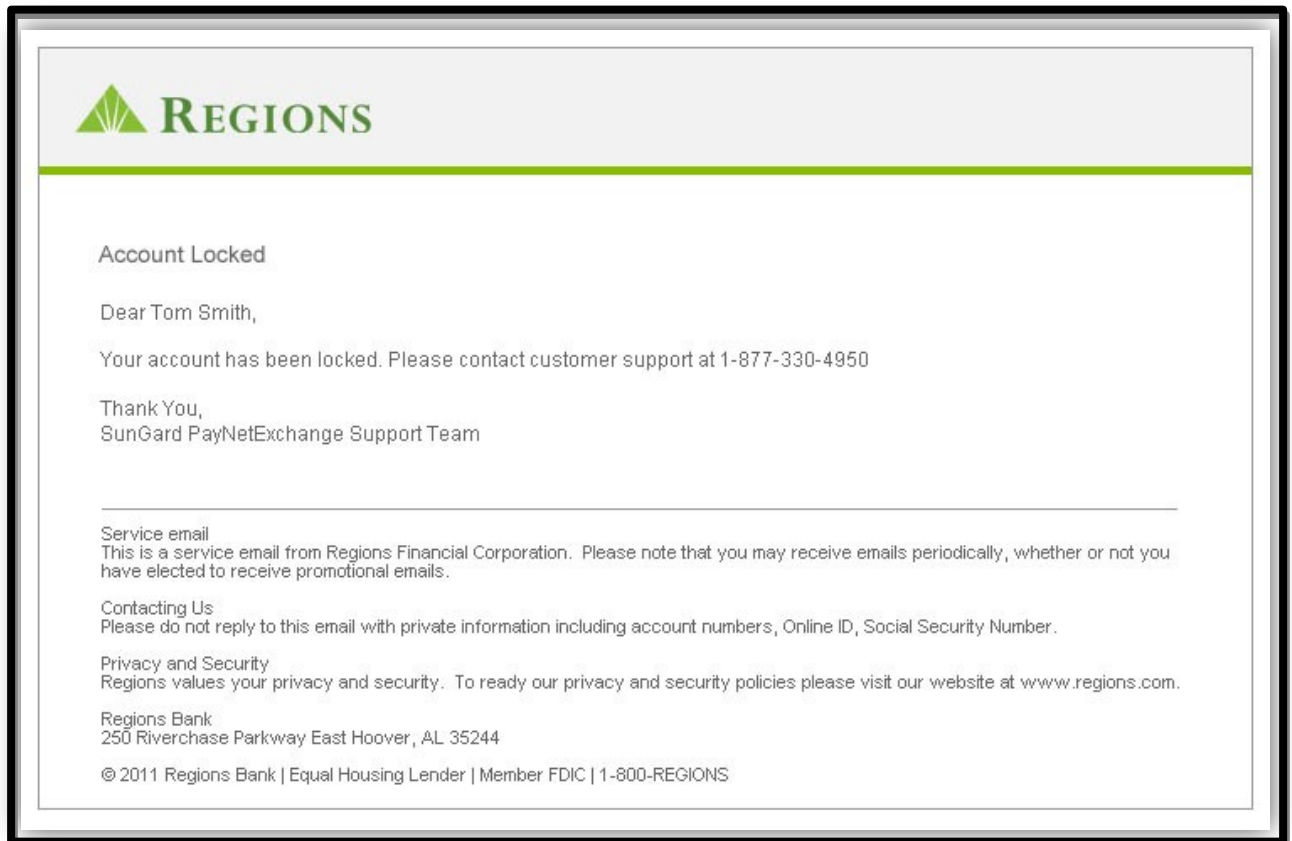
Contacting Us
Please do not reply to this email with private information including account numbers, Online ID, Social Security Number.

Privacy and Security
Regions values your privacy and security. To read our privacy and security policies please visit our website at www.regions.com.

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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 – RECONCILEMENT (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	○
Mandarin Flowers and Gifts	2317039148	XXXX-XXXX-XXXX-4511	03/10/2012	\$5,200.00	03/20/2012	\$0.00	○
HLT Computer Professionals	2317039149	XXXX-XXXX-XXXX-8023	03/10/2012	\$6,000.00	03/20/2012	\$0.00	○
Aberdeen Trading LLC	2317039166	XXXX-XXXX-XXXX-3572	03/10/2012	\$3,800.00	03/20/2012	\$0.00	○
Stern Delivery Services	2317039167	XXXX-XXXX-XXXX-4635	03/10/2012	\$3,800.00	03/20/2012	\$0.00	○
JTB Express Communications Inc	2317039168	XXXX-XXXX-XXXX-8022	03/10/2012	\$2,800.00	03/20/2012	\$0.00	○
New Day Coffee Delivery Inc	2317039169	XXXX-XXXX-XXXX-0193	03/10/2012	\$3,820.00	03/20/2012	\$0.00	○
Kinetics Office Design Inc	2317039170	XXXX-XXXX-XXXX-4635	03/10/2012	\$1,420.00	03/20/2012	\$0.00	○
Stern Delivery Services Inc	2317039171	XXXX-XXXX-XXXX-5247	03/10/2012	\$2,420.00	03/20/2012	\$0.00	○
DW Document Printing and Supplies	2317039172	XXXX-XXXX-XXXX-1356	03/10/2012	\$2,420.00	03/20/2012	\$0.00	○

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.

Customer Service | Profile | Logout
Card Management System
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

Transaction Inquiry

Modify Search | Account Selection

1901 6TH AVE N ALBH220018
BIRMINGHAM, AL 35203

Account Number: 83349
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
Current Payment Due: \$0.00
Past Due Amount: \$0.00
Minimum Amount Due: \$0.00

Due Date: 3/15/2013
Billing Date: 2/28/2013
Credit Limit: \$3,000,000.00

Summary

Previous Balance: (\$342,386.06)
Purchases: \$536,945.84
Cash Advances: \$0.00
Credits: (\$43,204.53)
Payments: (\$473,667.24)
Other Charges: \$0.00
Finance Charges: \$0.00
New Balance: (\$322,311.99)

Annual Percentage Rate: 0.00 %
Days In This Billing Cycle: 28
New Cash Advances: \$0.00
Cash Advance Fee: \$0.00
Average Daily Balance: \$0.00
Monthly Periodic Rate: 0.0000 %

Purchases: \$0.00
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	68.92
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

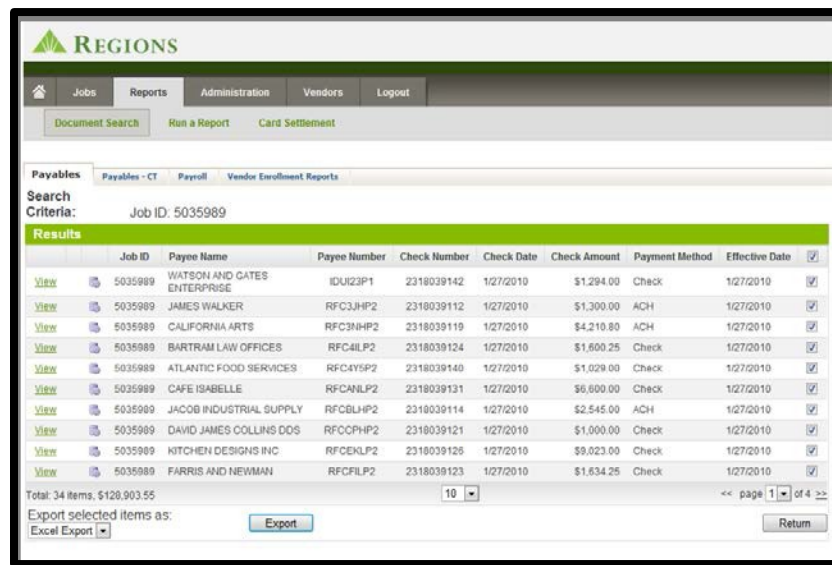
During your initial setup, we will discuss your capabilities for updating your AP system to denote that payments were sent via ACH. If you choose to update your AP system, we can provide a daily file showing all payments and how they were processed by job. That file can be delivered via FTP and will 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 accessed 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:



The screenshot displays the 'Regions' web portal interface. The 'Reports' tab is selected, and the 'Document Search' option is active. A search criteria field shows 'Job ID: 5035989'. Below this, a table titled 'Results' lists payment details. The table has columns for Job ID, Payee Name, Payee Number, Check Number, Check Date, Check Amount, Payment Method, and Effective Date. There are 10 rows of data, each with a 'View' link and a checkbox. At the bottom, it shows 'Total: 34 items, \$128,903.55' and an 'Export' button.

Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date
5035989	WATSON AND GATES ENTERPRISE	IDUG2P1	2318039142	1/27/2010	\$1,294.00	Check	1/27/2010
5035989	JAMES WALKER	RFC3JHP2	2318039112	1/27/2010	\$1,300.00	ACH	1/27/2010
5035989	CALIFORNIA ARTS	RFC3AH2	2318039119	1/27/2010	\$4,210.80	ACH	1/27/2010
5035989	BARTRAM LAW OFFICES	RFC4LP2	2318039124	1/27/2010	\$1,600.25	Check	1/27/2010
5035989	ATLANTIC FOOD SERVICES	RFC4YSP2	2318039140	1/27/2010	\$1,029.00	Check	1/27/2010
5035989	CAFE ISABELLE	RFCANLP2	2318039131	1/27/2010	\$6,600.00	Check	1/27/2010
5035989	JACOB INDUSTRIAL SUPPLY	RFCBLHP2	2318039114	1/27/2010	\$2,545.00	ACH	1/27/2010
5035989	DAVID JAMES COLLINS DDS	RFCOPHP2	2318039121	1/27/2010	\$1,000.00	Check	1/27/2010
5035989	KITCHEN DESIGNS INC	RFCCKLP2	2318039126	1/27/2010	\$9,023.00	Check	1/27/2010
5035989	FARRIS AND NEWMAN	RFCFLP2	2318039123	1/27/2010	\$1,634.25	Check	1/27/2010

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

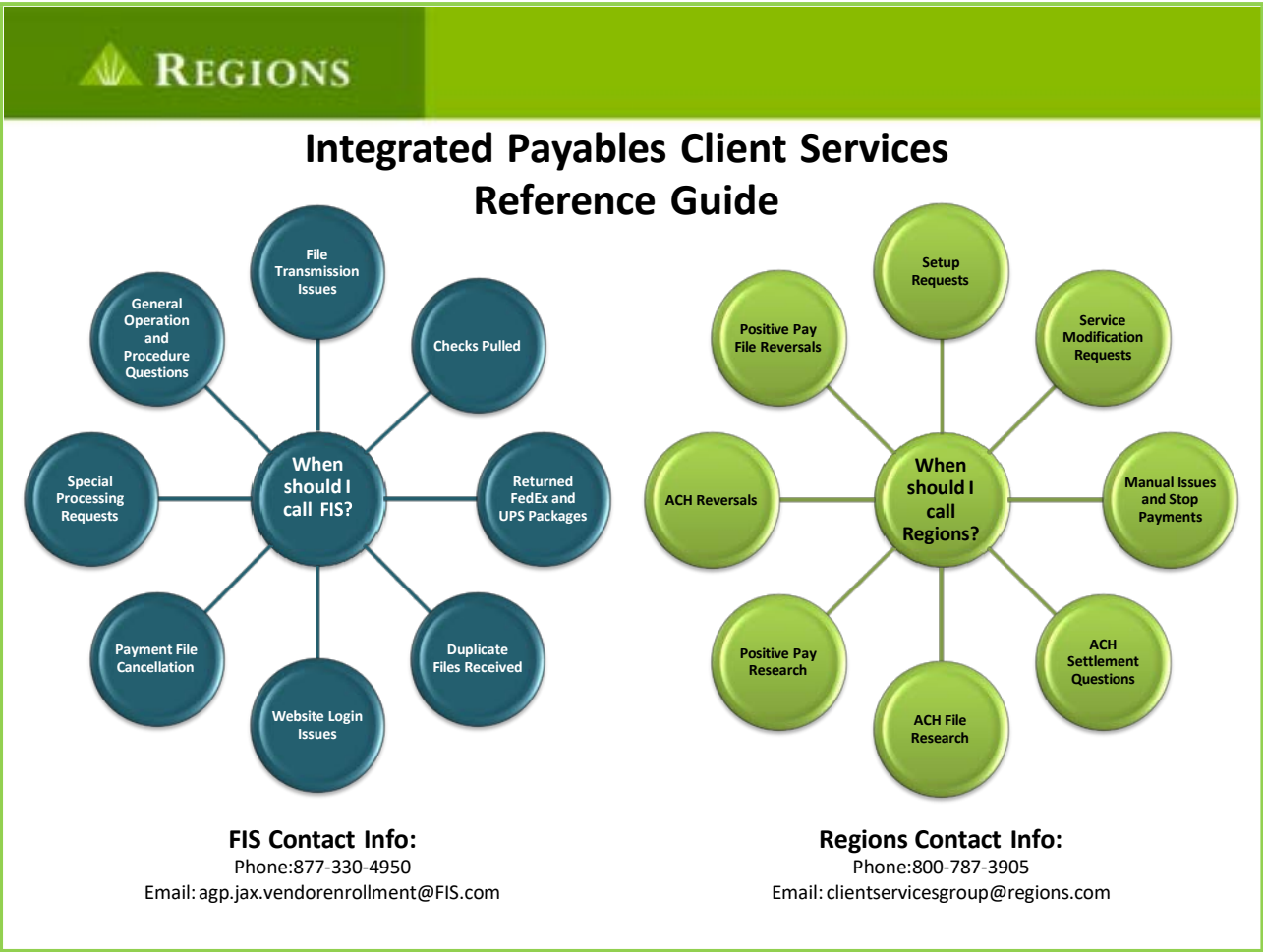
- Click on the column Entitled **Payment Method** to sort the payments. ACH payments will appear first.
- In the last column, uncheck all the payments and then check the ACH payments (if ACH payments are greater than check payments, then just uncheck the check payments).
- Select either **HTML** or **Excel** 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	RFCTLHP2	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	RFCKNHP2	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, FIS. 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.

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.

FIS PAYNETEXCHANGE

PayNetExchange permits an unlimited number of users making it an extremely cost-effective solution for your entire A/R department.

Unlimited User Model

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

Welcome Back!

User ID:

Password:

Login

[Forgot your password?](#)

I Am A New Customer

Subscribing is a simple process that will take less than 5 minutes

Subscribe!

© SunGard 2002-2009 Privacy Policy Terms of Use SunGard.com

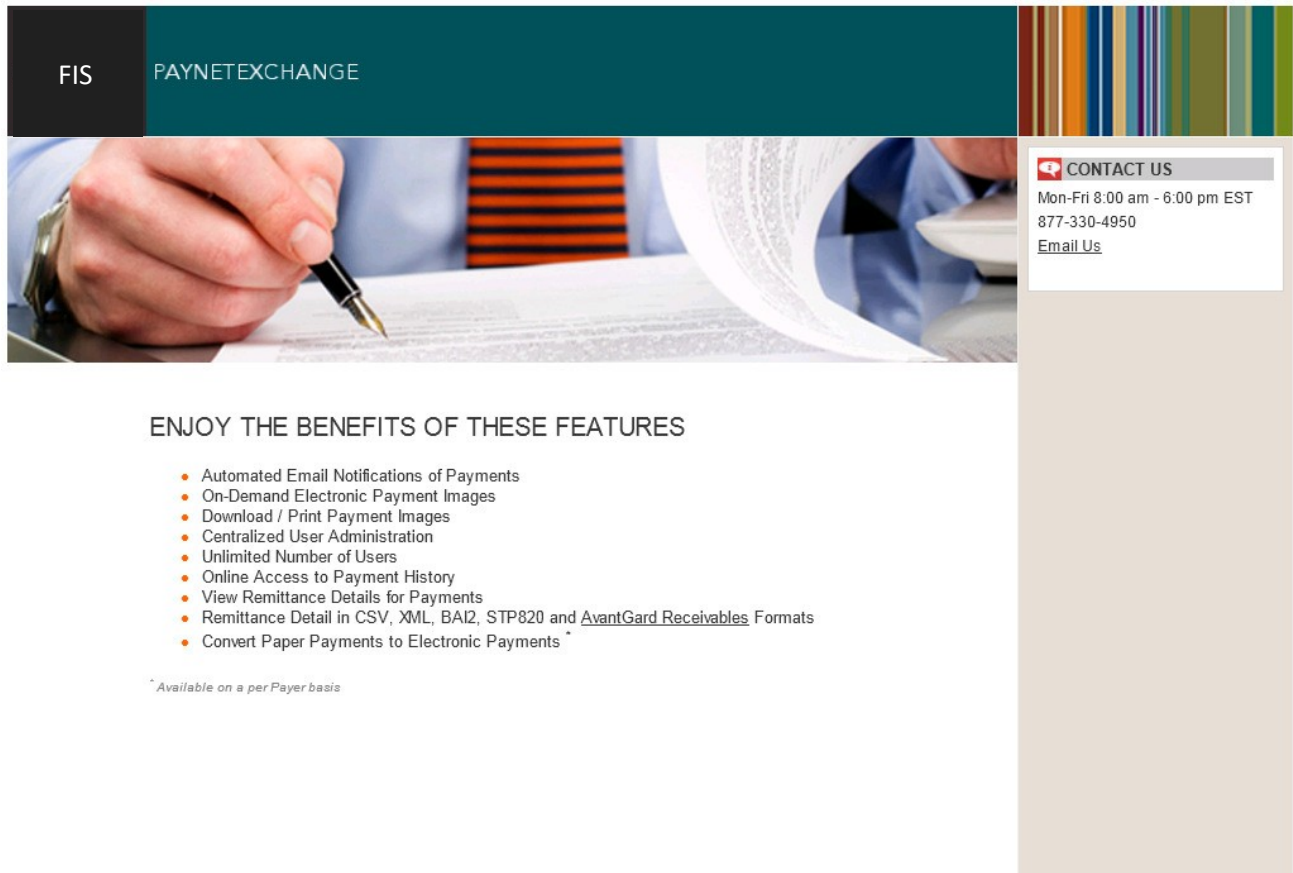
Enter login credentials in this box to return to account information after initial registration

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”.



The screenshot displays the PayNetExchange website interface. At the top, there is a dark teal header with the 'FIS' logo on the left and 'PAYNETEXCHANGE' in the center. Below the header is a large image of a hand signing a document. To the right of this image is a 'CONTACT US' box with a phone icon, the text 'CONTACT US', and contact information: 'Mon-Fri 8:00 am - 6:00 pm EST', '877-330-4950', and a link 'Email Us'. Below the image, the text 'ENJOY THE BENEFITS OF THESE FEATURES' is followed by a bulleted list of features. A small footnote at the bottom left states '* Available on a perPayer basis'.

FIS 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 perPayer 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 FIS PayNetExchange registration interface. At the top, a dark teal header contains the 'FIS' logo and 'PAYNETEXCHANGE' text. Below this, the main heading is 'ENTER YOUR SUBSCRIPTION CODE OR ID'. A paragraph of instructional text follows, explaining the subscription process and providing a link to login if already subscribed. On the right side, there is a 'CONTACT US' section with contact information and a chat option. The central form area contains a 'Subscription Code or ID' input field, a security code image showing '61108', and a corresponding input field. Red arrows point from the text 'Registration/Subscription' to the first input field, and from 'Enter Security Code that you see to the left of this box on your screen' to the security code input field. At the bottom of the form are 'Back' and 'Continue' buttons. The footer includes copyright information for SunGard and the website URL.

FIS PAYNETEXCHANGE

ENTER YOUR SUBSCRIPTION CODE OR ID


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.

If you or someone else at your company have already subscribed, [please login to manage your account](#).

Registration/Subscription →


Subscription Code or ID:

Enter the code from the image below, then click Continue.



[Refresh](#)

Enter Security Code that you see to the left of this box on your screen →

CONTACT US
Have Questions?
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[Email Us](#)
Chat Online with a PayNetExchange Specialist 

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REGISTERING FOR VIRTUAL CARD:

FIS 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.

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

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

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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.

FIS

PAYNETEXCHANGE

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

216-584-9841 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 - 8:00 pm EST

877-330-4950

[Email Us](#)

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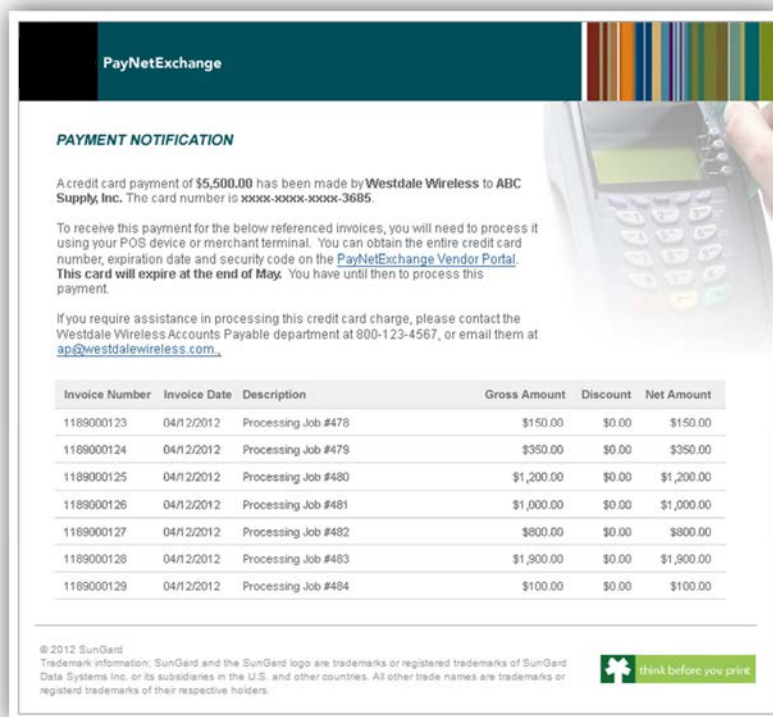
SunGard.com

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

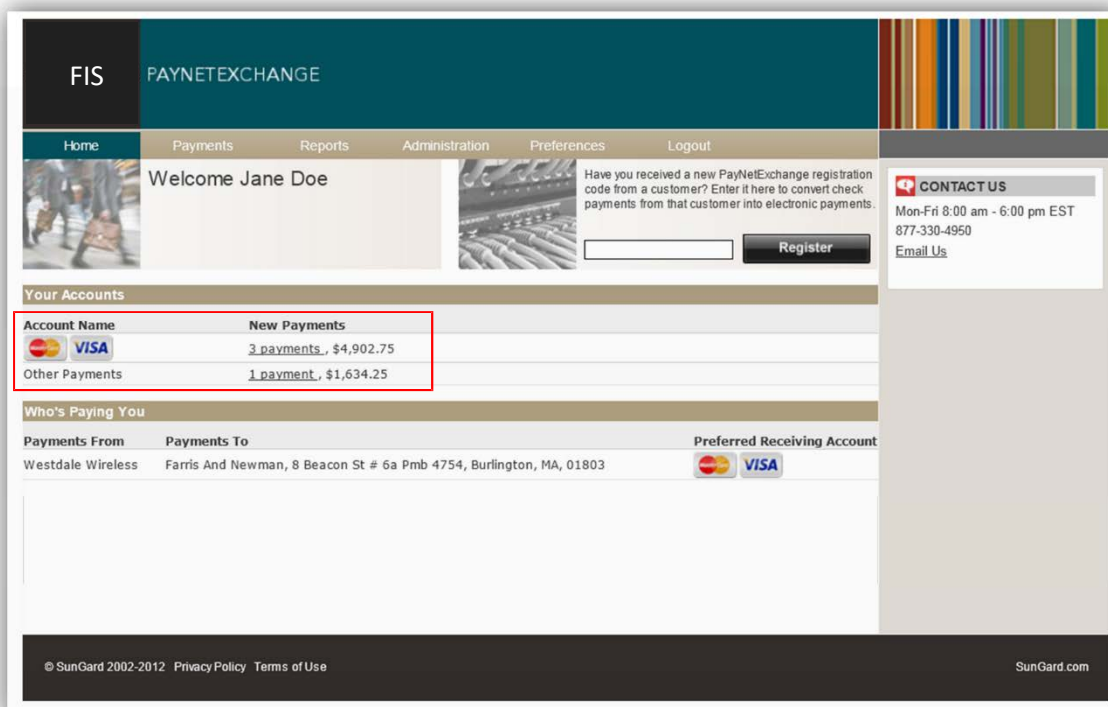
New Payments:

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.

FIS PAYNETEXCHANGE

Home Payments Reports Administration Preferences Logout

New Card Payments

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

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
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877-330-4950
[Email Us](#)

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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

NET AMOUNT
\$*****6,950.00

PAYMENT NUMBER: 4650039134
PAYMENT DATE: 04/19/2012
CARD NUMBER: XXXX-XXXX-XXXX-8027
CARD EXP. DATE:

PAY
TO THE
ORDER OF

T AND M ASSN INC
145 SW 25TH ST
DEER PARK, NY 11729

**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.

FIS

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

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[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.

FIS

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


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FIS • 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.

FIS

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 *

Account Description

Payment Network *

Routing Number *

Account Number *

Account Type *

Back

Continue


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[Email Us](#)

Chat Online with a PayNetExchange Specialist



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FIS • PayNetExchange

Page 94 of 101

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”.

FIS

PAYNETEXCHANGE

YOU ARE HERE

Verify Address

Create Account

Enter Bank Information

>> Verify Your Information

Print & Fax Authorization Form

VERIFY YOUR INFORMATION

Login Information

Email

Password

Secret Question

Answer

jane@thesignshop.com

Password1

What is your pet's name?

dog

Payee Information

Payee Name

Address 1

Address 2

City

State/Province

ZIP/Postal Code

Country

The Sign Shop

123 ABC Street

Test City, US 12345

FOR

Company Information

Company Tax ID

99-9999999

Subscriber Information

Your Name

Title

Telephone

Jane Doe

Vice President

123-456-7890

Bank Information

Account Name

Account Description

Payment Network

Routing Number

Account Number

Account Type

The Sign Shop

The Sign Shop Receiving Account

Federal Reserve (ABA)

061000227

1234567890

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.

FIS

PAYNETEXCHANGE

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



Login


CONTACT US

Have Questions?

Call us at 877-330-4950

[Email Us](#)

Chat Online with a PayNetExchange Specialist



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AVANTGARD

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:

FIS 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
Payer ABC	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”.

The screenshot displays the PayNetExchange User Administration interface. At the top, a dark teal header contains the 'FIS' logo and 'PAYNETEXCHANGE' text. Below this is a navigation bar with links: Home, Payments, Reports, Administration (highlighted), Preferences, and Logout. The main content area is titled 'Manage Users' and includes a checkbox for 'Hide Inactive Users'. It features a table with columns 'Full Name', 'User Name', and 'Active'. The table contains one entry for 'John' with the email 'john@kidstore.com' and an active status. Below the table, it indicates '1 total items' and provides pagination controls. A link 'Add a new user' is located below the table. A sidebar on the right contains a 'CONTACT US' section with a phone number and an 'Email Us' link, and a 'TOP FAQs' section with a list of common questions. The footer of the page includes copyright information for SunGard 2002-2009 and links to Privacy Policy and Terms of Use.

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](#)

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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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/ManageAccounts

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
------	----------	---------	----------------	-------------	--------

User Profile
User Name * :
Password * :
Confirm Password * :
Password Expires Next Login ☒

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

DocumentArchive:

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

FIS

PAYNETEXCHANGE

[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><500</u> <u>>1000</u>
Payment Type:	<input type="text" value="All"/>	Form of payment: Check, ACH
<input checked="" type="radio"/> Payment Date:	<input type="text"/> to <input type="text"/>	Specify one date or start and stop dates, or choose a relative time period from the dropdown list.
or		
<input type="radio"/> Date Period:	<input type="text" value="This Week"/>	
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:	<input type="text"/> to <input type="text"/>	
or		
<input type="radio"/> Date Period:	<input type="text" value="This Week"/>	

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