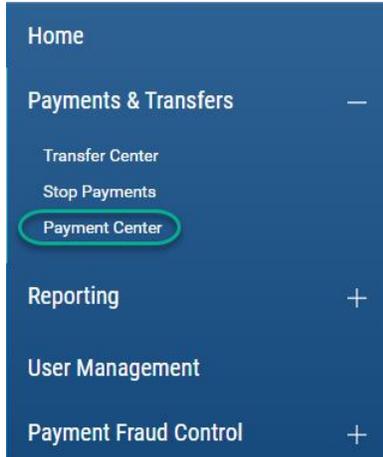# Quick Reference Guide – Payment Center

The Payment Center workspace is home to all your payment initiation needs and transaction records. You can initiate, view and manage freeform (one time use) and template payments in a consolidated fashion.

These payment types include Automated Clearning House (ACH) transactions, domestic and international wire transfers, tax payments, loan payments and draws.

Home

Payments & Transfers —

Transfer Center
Stop Payments
Payment Center

Reporting +

User Management

Payment Fraud Control +

Widgets maybe available on the Payment Center workspace include –

- Payments
- Simplified Payments
- ACH Pass-Thru

All are permission based. This guide touches upon the relationship between the widgets and the Payment Center workspace, as well as the relationship between the widgets.

Payments widget –

This widget is organized by multiple functional tabs based on your permissions:

- Payments
- Payment Templates
- Payment Maps
- NACHA Import
- Wire Import

Quick Reference Guide – Payment Center

PAYMENTS

The Payments tab provides a consolidated list of both processed and pending payments across all ACH, wire transfer, tax and loan transactions, as well as the ability to initiate (new) payment and import ACH and wire transfer instructions from a third-party source to create payments.

These processed and pending payments include those initiated on the fly as freeform payments and those initiated from using a payment template.

	PAYMENTS	PAYMENT TEMPLATES	PAYMENT MAPS	NACHA IMPORT	WIRE IMPORT

Initiate ⌄

• ALL PAYMENTS ⌄   *Changed*   Save As   ⟳ As of 08/15/2021 12:26 PM   ▽ ||| 🖶   ↓   🔒

☐ ALL	ACTIONS	PAYMENT TYPE	STATUS	FROM ACCOUNT NAME	PAYEE NAME
☐	…	Domestic Wire	Approved	Test Account 2	Kingfisher2
☐	…	International Wire	Approved	Test Account 2	Kingfisher4
☐	…	Domestic Wire	Approved	Test Account 2	Kingfisher

PAYMENT TEMPLATES

The Payment Templates tab provides a consolidated list of ACH and wire payment template records for repeated use, as well as the ability to create (new) payment template and import ACH payment instructions from a third-party source to either generate ACH payments, create new or update existing ACH payment template.

Transactions initiated using payment templates are reported in the Payments list view, templates themselves remain in the Payment Templates list view.

PAYMENTS	PAYMENT TEMPLATES	PAYMENT MAPS	NACHA IMPORT	WIRE IMPORT

Create Template ⌄

• ALL TEMPLATES ⌄   *Changed*   Save As   ↻ As of 08/15/2021 12:32 PM ▽ ▥   🖶 ↓ 🔒

☐ ALL	ACTIONS	TEMPLATE NAME	STATUS	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME	AMOU
☐	…	srff	Available for u…	Consumer Pay…	ACH	Multi	0.
☐	…	Andrea2	Requires other'…	Corporate Pay…	ACH	Andrea	0.
☐	…	Payroll for May	Available for u…	Consumer Pay…	ACH	Multi	1,450.

PAYMENT MAPS

The Payment Maps tab provides a consolidated list of ACH and wire payment import maps for repeated use, as well as the ability to create new or update existing import maps.

PAYMENTS	PAYMENT TEMPLATES	PAYMENT MAPS	NACHA IMPORT	WIRE IMPORT

⊕ Add Map

As of 01/07/2022 09:51 AM

ACTIONS	MAP NAME	PAYMENT TYPE	MAP FORMAT	MAP TYPE	CREATED BY	LAST USED DATE
...	Payroll	Domestic Wire	Delimited	Add Only	Millerp	01/06/2022
...	International Map	International Wire	Delimited	Add Only	jaymie	12/02/2021
...	Commission Del	International Wire	Delimited	Add Only	Bank defined	10/08/2021

NACHA IMPORT

NACHA Import provides the ability to import a National Automated Clearing House Association (NACHA) format compliant file to create new ACH payments and templates.

PAYMENTS	PAYMENT TEMPLATES	PAYMENT MAPS	NACHA IMPORT	WIRE IMPORT

Import NACHA File

◉ CREATE NEW PAYMENTS   ○ CREATE NEW TEMPLATES

📎   Drag file here or select file from your computer.
1 file maximum. 50000 records per file maximum

⟳ As of 02/06/2021 10:25 AM   ▽ ❙❙ 🖨 ↓

ACTIONS	FILE NAME	IMPORT DATE	STATUS	IMPORT TYPE	NAME	ACH SENDER
⋯	ACH.txt	12/21/2020 0...	OK	Payment	Bonus Pay	061000104 - R...

Quick Reference Guide – Payment Center

WIRE IMPORT

Wire import provides a list of recently imported wire files and an Import Wire link to initiate the wire file import process.

	PAYMENTS	PAYMENT TEMPLATES	PAYMENT MAPS	NACHA IMPORT	WIRE IMPORT

Wire Import ⊕ Import Wire

As of 01/31/2021 07:50 PM

ACTIONS	FILE NAME	IMPORT DATE	MAP TYPE	RECORDS IN FILE	IMPORT T
...	Weekly payroll 5.txt	01/31/2021	Delimited	20	-

Simplified Payments widget –

It provides a consolidated list of both processed and pending payments across all Simplified Payments types – Regular, Collect, Expidited, International Wire, Tax, Employee and Loan Payments, as well as Loan Draw. The widget also provides the ability to initiate (new) Simplified Payments.

ACH Pass-Thru widget –

It provides the capability for you to send via upload, a National Automated Clearing House Association (NACHA) format compliant file to be "passed through" for processing at the financial institution.