

Payment Activity

Current Activity displays all payments (ACH, Wire & Account Transfer) that have been initiated by company users for the current day, based on the times determined by the bank's processing center. Use the search transaction function to review transaction status, to edit pending transactions, as well as to take action such as approving, editing, or cancelling payments.

Payment Activity : Current Activity				
	ACH Payments	Wire Transfers	Account Transfers	ALL TRANSACTIONS
PENDING	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
COMPLETE	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
ALL	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Show Status Detail				Refresh
Search Transactions				

Payments Dashboard

The Payments Dashboard displays the dollar amount for each payment type, along with the number of transactions, indicated by a (#), totaling that amount.

Current day transactions are divided into two categories, **Pending** or **Completed**. Items that are pending are displayed along the top row. These are payments that are awaiting delivery to the bank based on the processing center delivery time and/or could be awaiting approval, editing or rejection. Completed items have been approved and have been accepted by the bank's processing center.

Clicking the **Show Status Detail** link will reveal additional category rows, provided to give a more detailed review of the transaction process. The **Refresh** button allows for the Payment Summary Table to be updated without having to leave Current Activity.

A tally row for both "Pending" and "Complete" is available, combining all payment totals into an "All" category. A tally column is also available for the services provided, labeled "All Transactions". This provides a total dollar summary for all daily transactions.

Payment Activity : Current Activity				
	ACH Payments	Wire Transfers	Account Transfers	ALL TRANSACTIONS
PENDING	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Pending Approval	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Pending Release	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Other Pending	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
COMPLETE	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Successful	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Unsuccessful	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
ALL	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)
Hide Status Detail				Refresh

Search Transactions

Enter the full or any part of the field definitions provided to receive a search result. Fields are not mandatory and searching with no text entered will display all available transaction summaries. Searches can also be specific to the payment service or can be initiated for all transaction types.

Payment Status Overview

All current transactions can be searched for using the optional fields provided. If a search is performed with no text entered, the search will return all transactions, across all services, for the default date defined.

Service types can be selected by clicking the appropriate tab. Each service tab will display unique optional fields to search by. The more information entered will narrow the search criteria and will help search for the transaction more quickly. **Available payment services may include:**

- ACH Payments
- Wire Transfers
- Account Transfer

▼ Search Transactions

ALL TRANSACTIONS ACH Payments Wire Transfers Account Transfers

Tran Number Payee

Name

Amount

Status

Entry Method ▼

Import File

Recurring Payments Only

Show 10 results per page, sorted by Transaction Number in descending order

▼

Searches can also be customized by sorting:

- **Tran Number:** Enter any portion of transaction ID in field provided.
- **Name:** If the payment was created as part of a recurring series, enter any portion of the series or template name in the field provided.
- **Amount:** This value should be the total amount of the batch (not individual transactions), wire, or account transfer created.
- **Status:** To view transactions with a specific status, click the field and select a status from the drop-down menu which appears.

- **Entry Method:** Results may also be filtered by whether the payment was entered manually or imported. Click in the field and select the appropriate option.
- **Import File:** If a payment was created through importing a file, enter any portion of the name of the file that was imported in the field.
- **Recurring Payments Only:** Select this checkbox to be displayed only transactions created as part of a recurring series.
- **Payee:** Transactions may also be found by searching for a specific payee contained in the payment. Payees included entities saved to Payee Maintenance only.
- **Payee Account (ACH Only):** Enter the account of the payee which was used in the batch.
- **Beneficiary (Wires Only):** Enter the name beneficiary that is a saved or unsaved payee.
- **Originator (Wires Only):** In most cases, this will probably be the company name since this information is copied from the company profile during wire and template creation. However the originator may be edited or changed by the wire initiator.
- **Correspondent Bank ID (Wires Only):** Enter the ID of the correspondent bank used in the wire.
- **Debit Account (Wire Only):** Enter any portion of the debit account used to fund the wire.
- **From Account (Account Transfer Only):** Enter any portion of the transfer debit account.
- **To Account (Account Transfer Only):** Enter any portion of the transfer credit account.

Transaction Summary

All current day transactions are displayed for review, approval, rejection, and additional options based upon the type of transaction. Each transaction is displayed for review. The number of transactions displayed can be determined by selecting 10, 20 or 50 Items to Display. Entering the page number in the **Go To Page** area and pressing the **Enter** button on the keyboard will display results on that page or can be scrolled one at a time using the **Prev-1-2-Next** buttons.

Each transaction will display the following information, when the Summary only option is selected:

- **+/- Icon:** This icon represents the Select/Unselect All feature. When a transaction needs approval, a checkbox will appear next to the appropriate transaction. This allows for multiple transactions needing approval, to be approved all at once, rather than individually approving each one. Pressing the + icon will auto select all boxes. Selecting the “-” will unselect all boxes. Once the checkboxes are selected, three buttons will appear, based on the service type:
 - Approve (ACH, Wires & Account Transfer)
 - Release (Wires Only)
 - Approve and Release (Wires Only)

- **Payment Service Icon:** The icon next to each transaction indicates the type of transaction. Icons available are:
 - Account Transfer (Document with an Arrow)
 - ACH (ACH letters)
 - Wires (Lightning Bolt)
- **Transaction Number:** The transaction number assigned to the transaction will be displayed. If a transfer is recurring, then the name defined when the transaction was initiated will be displayed.
- **Destination:** The transaction destination is displayed, based upon the type of service. ACH and Account Transfer transactions display the destination (To) account and Wire transactions will display the Beneficiary. In addition, for security purposes, only the last 4 digits of the destination accounts are displayed.
- **Amount:** The transaction dollar amount is displayed.
- **Current Status:** Once the transaction has been initiated, its progress can be tracked through Current Activity. Transactions will be updated based upon its current status. Transaction statuses are as follows:
 - **Pending Delivery:** The transaction has been initiated by the processing center and is awaiting delivery to the bank.
 - **Pending Approval:** The transaction is awaiting approval by one or two company users before it can be sent to the bank.
 - **Pending Repair:** At times, transaction may no longer have an owner or account linked to it. In the event a company, user or account has been deleted, the transaction will go into Pending Repair. A company user can reactivate and take ownership by editing the transaction.
 - **Reversed:** Allows for the recall of funds for batches completed and processed in error. When a batch is reversed, a debit transaction is processed for all accounts that originally received a credit transaction and a credit transaction is processed to all accounts that originally received a debit transaction.
 - **Expired:** If a transaction that is under Pending Repair or Pending Approval has received no interaction to recover from that status, it will eventually expire.
 - **Complete:** The transaction has finalized and accepted by the bank.

ALL TRANSACTIONS
ACH Payments
Wire Transfers
Account Transfers

Show From To

Tran Number Payee

Name

Amount

Status

Entry Method

Import File

Recurring Payments Only

Show 10 results per page, sorted by Transaction Number in descending order

Prev 1 2 3 Next
Go to page
Showing 1 - 10 of 22
Items to display:

DWR-0000386		\$0.52	Unsuccessful	<input type="button" value="View"/>
	Payment Date: 09/20/2018 Originator: Beneficiary:			
DWR-0000385		\$0.51	Unsuccessful	<input type="button" value="View"/>
	Payment Date: 09/20/2018 Originator: Beneficiary:			
DWR-0000384		\$1.11	Completed	<input type="button" value="View"/>
	Payment Date: 09/20/2018 Originator: Beneficiary:			

Transaction Summary Action Buttons

Each transaction displayed in the Transaction Summary also includes buttons that allow for actions to be performed. The service type and status of the transaction will determine the action buttons available.

Buttons are as follows:

- **View:** The View button will display a full report, providing all pertinent information of the transaction, including credits and debits, creation dates, processing date and payees. Additional actions buttons will be displayed when viewing a transaction.
 - **Close:** The report will close and you will be taken back to the Current Activity page.
 - **Print:** A separate report window will open, allowing for printing, as well as other viewing options.
 - **Approve:** Wires that are pending approval or rejection will display this button. Approving the wire will display a window asking for further approval.

- **Reject:** Wires that are pending approval or rejection will display this button. Rejecting the wire will display a window asking for a reason the rejection occurred.
- **Approve:** Wires that are pending approval or rejection will display this button. Approving the wire will display a window asking for further approval.
- **Edit:** The Edit button is always available for use for all transactions. Selecting this will allow for partial editing of the transaction, depending on the service type.
- **Request Reversal (ACH Only):** Reversals may be submitted for batches with a Completed status up to five business days after the payment date. Therefore companies with next-day or warehouse processing may only initiate reversals from Payment History while companies with same-day processing may initiate reversals from Current Activity or Payment History. Tax batches, prenotes, zero dollar transactions, and batches created for a deleted ACH Company are not eligible for reversal. Also, reversals may not be created through Transaction Import or SFT services.
- **Cancel:** The Cancel button is always available for use and for all transactions. Selecting this will cancel the transaction.