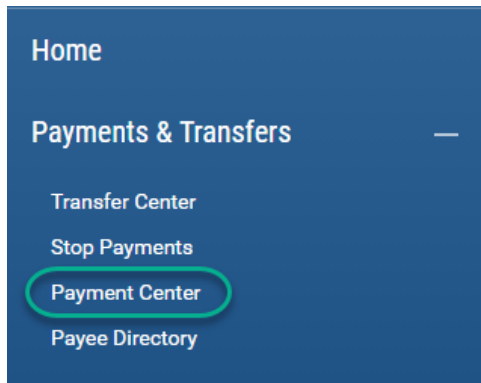


# Quick Reference Guide – Simplified Payments

The Simplified Payments widget provides a suite of payment capabilities with easy to understand terminology and streamlined workflow. In Simplified Payments, you can:

- Initiate different types of payments:
  - Send B2B and B2C payments and initiate collect payment using payees defined in the Payee Directory
  - Send employee payments using employees defined in the Payee Directory
  - Send tax payments
  - Make loan payment or initiate loan draw
- View and manage all of your pending and processed payments
- Approve payments submitted by others

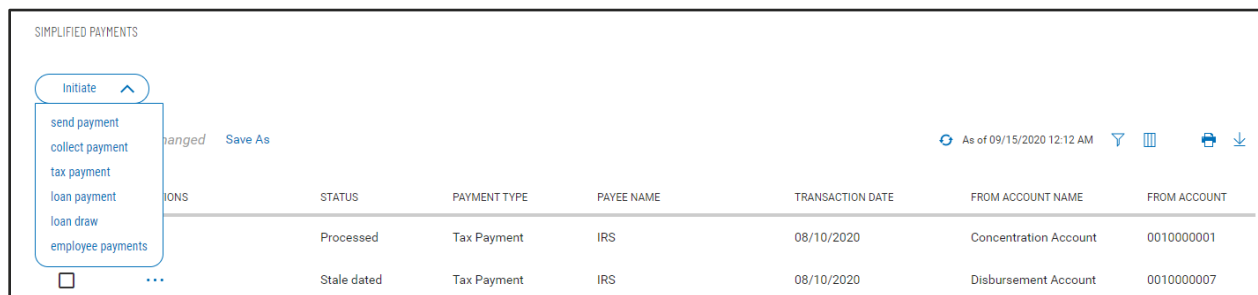
To access the Simplified Payments Widget, open the left navigation menu, click to expand the Payments and Transfers menu, then select the Payment Center. The Simplified Payment widget resides on the Payment Center workspace.



## Initiate Payments

Simplified Payments gives you two ways to initiate a payment: you can initiate a new payment, entering all of the required information from scratch or you can copy an earlier payment.

To initiate a new payment, click the Initiate menu and choose your payment type from the dropdown.



Each type of payment has an appropriate form, tailored to its required data elements.

**NOTE:** The Send Payment, Collect Payment and Employee Payments types work ONLY with entries from the Payee Directory. If the payee you need is not available, you will have to add a new Payee definition in Payee Directory. If you don't have Payee Directory entitlement, contact someone who does.

## Quick Reference Guide – Simplified Payments

- **Send Payment**

Use this feature to make a payment to a single payee.

The screenshot shows a web interface for initiating a payment. At the top, there is a blue header with a back arrow, the text '< Initiate Payment', and a balance of '\$0.00'. Below the header, the form is divided into two main sections: 'Payment Details' on the left and 'Payment Information' on the right. The 'Payment Details' section includes 'Payee Information' with a 'PAYEE NAME' dropdown menu (currently showing 'Select'), a 'PAYEE ACCOUNT' text input field, and a 'TRANSACTION DATE' dropdown menu. The 'Payment Information' section includes 'Amount To Send' with a currency symbol '\$' and a value of '0.00', a 'Payment Method' dropdown menu (with a note 'Available payment types affected by date'), a 'Sending From' dropdown menu (with a note 'FROM ACCOUNT'), and a 'Comments' text input field (with a note 'Information sent with payment' and a character count '0/80'). At the bottom of the form, there is a '\$0.00' balance indicator, a blue 'SUBMIT' button, and a light blue 'cancel' button.

- **Payee Name**

The dropdown is populated with all Payee Directory individual and business entries set up for regular (ACH) and/or expedited (Wires) payments. When you select the Payee, the system will populate the other dropdowns with the accounts and payment types defined in the Payee Directory.

- **Payee Account**

Select a payee account to receive the payment, if the payee has more than one account.

- **Transaction Date**

Based on the selected Payee Account (of which Payment Methods are established for that account), DBIQ-P will default to the earliest available date, in consideration of your financial institution's daily cutoff times, future-date restrictions, weekends and holidays. You may select a later date for the payment. Expedited payments can be sent in current business day, regular payments require at least one business day lead time.

- **Payment Method:**

Select the payment method that keeps the Transaction Date requirement, if the payee has more than one payment method.

- **Amount To Send:**

Enter the dollar amount for the payment. The amount is subject to customer and user limits established by your financial institution or company administrator.

- **Sending From:**

Select the funding account from the dropdown. The system populates the dropdown with all accounts for which you have payment permissions.

- **Comments (ACH payments):**

Enter information that you want to send with the payment to the payee

- **Purpose of Wire** – applicable to wire payments:

Enter the purpose for the wire payment.

NOTE: This field may be optional or your financial institution may require it.

## Quick Reference Guide – Simplified Payments

- **Message to Payee (wire payments):**

Enter information that you want to send with the payment to the payee. If configured by your financial institution, additional message fields are available by clicking on the More link.

Purpose Of Wire	<input type="text"/>	0/16
Message To Payee	LINE 1 <input type="text"/>	Optional <a href="#">more</a>
		0/35

Click Submit when you have completed all of the fields. You will return to the Simplified Payments list view with confirmation message on top and the new payment highlighted. The status of the payment will depend on the approval requirements, "Processed" if no approval is required and either "Requires my approval" or "Requires others approval" if approval is required.

SIMPLIFIED PAYMENTS

[Initiate](#) ▾

✓ Payment has been submitted for approval. ✕

• ALL PAYMENTS ▾ [Changed](#) [Save As](#) As of 02/20/2021 11:59 AM 🔍 📄 🖨️ ⬇️

<input type="checkbox"/> ALL	ACTIONS	STATUS	PAYEE NAME	FROM ACCOUNT NAME	AMOUNT
<input type="checkbox"/>	...	Requires other's approval	Bruce Wayne wire - 123212	Payables Account	45.55
<input type="checkbox"/>	...	Stale dated	tpv	Capital Account	0.09
<input type="checkbox"/>	...	Stale dated	tpv	Payroll Account	0.09

# Quick Reference Guide – Simplified Payments

The Simplified Payments list view provides a consolidated list of pending and processed payments for which you have entitlements to view, update and/or delete.

<input type="checkbox"/> ALL	ACTIONS	STATUS	PAYEE NAME	FROM ACCOUNT NAME	FROM ACCOUNT	TRANSACTION DATE	PAYMENT TYPE	DEBITS
<input type="checkbox"/>	...	Processed	Cindy	savings account	23235252	03/30/2020	Expedited	90.00
<input type="checkbox"/>	...	Processed	Andrea12345	Test Acct	123456789	09/03/2020	Expedited	0.13
<input type="checkbox"/>	...	Rejected by approver	Our Business - 03467493	Accounts Payable	10010001	07/17/2020	Regular	33.43
<input type="checkbox"/>	...	Processed	Coffee Shop	Accounts Payable	10010001	07/29/2020	Regular	0.99
<input type="checkbox"/>	...	Processed	Coffee Shop	Accounts Payable	10010001	09/08/2020	Regular	0.39

As with other list views, you can control and personalize the list:

- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file

## View and Manage Payments

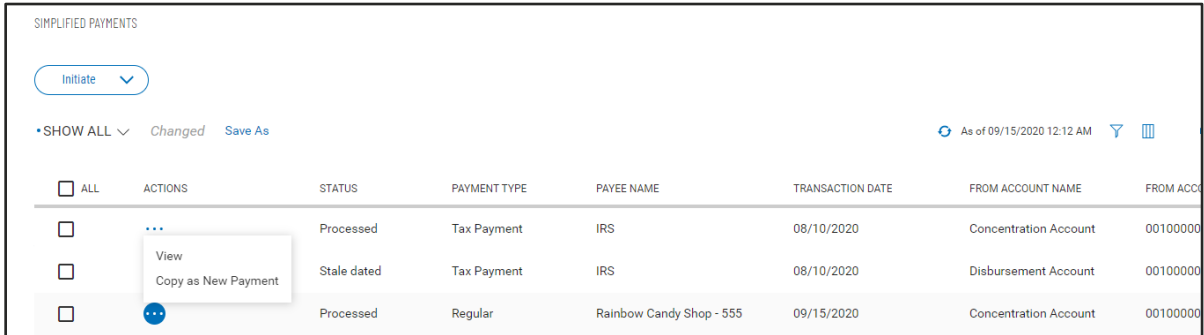
Click on the ... in the Action column to get a pop-up menu of available actions for any entry on the list.

- **View**  
Displays the payment details as read-only text.
- **Modify**  
Displays the payment details with input fields so you can change some of the info. The input fields are exactly the same as those you use when initiating the payment.  
**NOTE:** Modify is available only for pending payments (i.e., not for transfers that already have been processed or deleted).
- **Delete**  
Deletes the transfer.  
**NOTE:** Delete is available only for transfers with status Scheduled (i.e., not for transfers that already have been executed or deleted).

## Quick Reference Guide – Simplified Payments

- **Copy as New Payment**

If you have made a particular payment in the past and need to make another, you can minimize your effort by using the Copy as New Payment feature: it replicates all of the old payment info but allows you to change the relevant fields, such as effective date and amount.



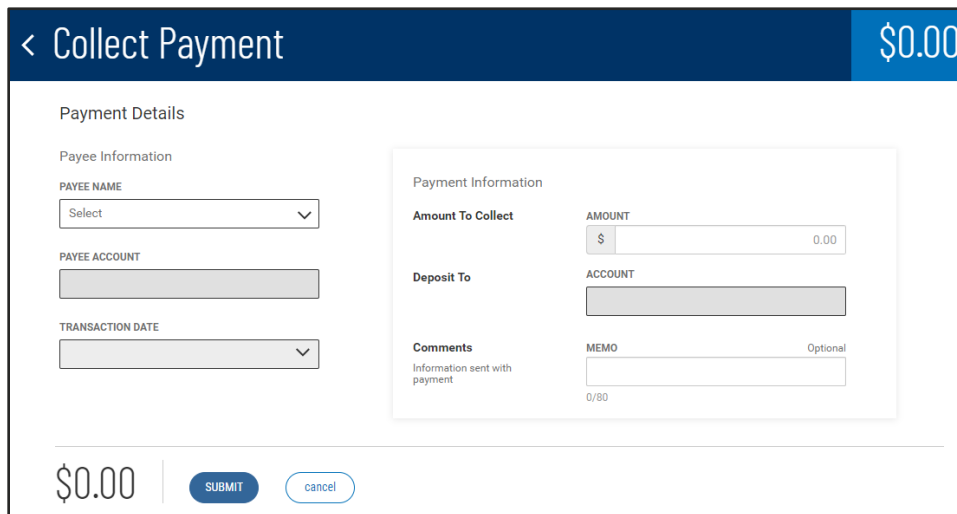
The screenshot shows the 'SIMPLIFIED PAYMENTS' interface. At the top, there is an 'Initiate' dropdown menu. Below it, there are filters for 'SHOW ALL', 'Changed', and 'Save As'. A date filter is set to 'As of 09/15/2020 12:12 AM'. The main table has columns for 'ALL', 'ACTIONS', 'STATUS', 'PAYMENT TYPE', 'PAYEE NAME', 'TRANSACTION DATE', 'FROM ACCOUNT NAME', and 'FROM ACCO'. Three rows of payments are listed. The second row is highlighted, and a pop-up menu is open over its 'ACTIONS' column, showing 'View' and 'Copy as New Payment' options.

ALL	ACTIONS	STATUS	PAYMENT TYPE	PAYEE NAME	TRANSACTION DATE	FROM ACCOUNT NAME	FROM ACCO
<input type="checkbox"/>	...	Processed	Tax Payment	IRS	08/10/2020	Concentration Account	00100000
<input type="checkbox"/>	View Copy as New Payment	Stale dated	Tax Payment	IRS	08/10/2020	Disbursement Account	00100000
<input type="checkbox"/>	...	Processed	Regular	Rainbow Candy Shop - 555	09/15/2020	Concentration Account	00100000

To initiate a new payment based on a previous one, locate a pending or processed example of the old payment on the list, click on the ... in the Action column and then select Copy as New Payment from the pop-up menu. DBIQ-P will open an edit panel very similar to the one you would use to initiate that type of payment from scratch, pre-populated with all of the info from the original payment. Update the info in any of the editable fields and click Submit.

- **Collect Payment**

Use this feature to collect a payment from one payee.



The screenshot shows the 'Collect Payment' form. At the top left is a back arrow and the title 'Collect Payment'. At the top right is a blue box with '\$0.00'. The form is divided into two main sections: 'Payment Details' and 'Payment Information'. 'Payment Details' includes 'PAYEE NAME' (a dropdown menu with 'Select' as the current value), 'PAYEE ACCOUNT' (a text input field), and 'TRANSACTION DATE' (a dropdown menu). 'Payment Information' includes 'Amount To Collect' (with an 'AMOUNT' field containing '\$ 0.00'), 'Deposit To' (with an 'ACCOUNT' field), and 'Comments' (with a 'MEMO' field and 'Optional' text). At the bottom left, there is a '\$0.00' label. At the bottom center, there are 'SUBMIT' and 'cancel' buttons.

- **Payee Name**

The dropdown is populated with all Payee Directory individual and business entries set up for Collections. When you select the Payee, the system will populate the Payee Account dropdown with the accounts defined in the Payee Directory.

- **Payee Account**

Select a payee account that will fund the collection, if the payee has more than one account.

## Quick Reference Guide – Simplified Payments

- **Transaction Date**

Select the effective date for this collection. All collections are processed via ACH and require at least one business day lead time. DPIQ-P takes in consideration of your financial institution's daily cutoff times, future-date restrictions, weekends and holidays. You may select a later date for this collection.

- **Amount To Collect:**

Enter the dollar amount for the collection. The amount is subject to company and user limits established by your financial institution or company administrator.

- **Deposit To**

Select the receiving account from the dropdown. The system populates the dropdown with all accounts for which you have payment entitlements.

- **Comments**

Enter text that you want to appear with the collection.

**NOTE:** This field generally is optional, but your financial institution may configure it to be required.

Click Submit when you have completed all of the fields. You will return to the Simplified Payments list view with confirmation message on top and the new collection highlighted. The status of the transaction will depend on the approval requirements, "Processed" if no approval is required and either "Requires my approval" or "Requires others approval" if approval is required.

## Quick Reference Guide – Simplified Payments

- **Employee Payment**

Use this feature to make payments to one or more employees.

**< Initiate Employee Payment** \$0.00  
(0) EMPLOYEE PAYMENTS CREATE

**Payment Details**  
PAYMENT NAME

**Payment Information**  
PAYMENT DELIVERY DATE: 09/16/2020  
SENDING FROM: FROM ACCOUNT: Select  
PAYMENT DESCRIPTION: DESCRIPTION:

**Payee Information**

EMPLOYEE	ID	ACCOUNT NUMBER	LAST AMOUNT	THIS AMOUNT	MEMO
Susan Merry	18654	Select	8.76	\$ <input type="text"/>	<input type="text"/>
SusanG	234	****6284	63.77	\$ <input type="text"/>	<input type="text"/>

0 Employee Payments | \$0.00 |

Employee Payments is designed for disbursement to multiple payees at once. The screen is populated with all of your Employee payees. Enter a descriptive Payment Name, so this payment can be easily tracked and managed later in the Simplified Payments list.

### Payment Information

Select a Payment Delivery Date. All employee payments are processed via ACH and require at least one business day lead time. DPIQ-P takes in consideration of your financial institution's daily cutoff times, future-date restrictions, weekends and holidays. You may select a later date for this payment.

Select the funding account, if you have more than one account. Enter a Payment Description. This information travels with the payments.

### Payee Information

Select Employee Account Number if there are more than one. Fill out the This Amount field for each employee that is to receive payment. DBIQ-P will skip the other employees whose This Amount field is empty. If the information is available, Premier displays each employee's most recent payment in the Last Amount field. Memo field is optional.

Click Submit when you have completed all of the fields. You will return to the Simplified Payments list view with confirmation message on top and the new payment highlighted. The status of the payment will depend on the approval requirements, "Ready to Processed" if no approval is required and either "Requires my approval" or "Requires others approval" if approval is required.

## Quick Reference Guide – Simplified Payments

- **Tax Payment**

Use this feature to send Federal Tax payments.

The screenshot shows a mobile application interface for initiating a tax payment. The top navigation bar is dark blue with a white back arrow, the text "Initiate Tax Payment", and a white box containing "\$0.00". Below this is a form with several sections: "PAYMENT NAME" with an empty input field; "Tax Information" with a "TAX FORM" dropdown menu (showing "Select") and a "TAX TYPE CODE" input field; "Originator Information" with a "SENDING FROM" dropdown (showing "ACH SENDER" and "987654321 - My ACH Company"), an "OFFSET ACCOUNT" dropdown (showing "Select"), a "PAYMENT DATE" dropdown (showing "09/17/2020"), and a "TRANSACTION DATE" dropdown (showing "09/17/2020"); and "Payment Information" with a link that says "Select Tax Information to add Payment Information". At the bottom of the form, there is a "\$0.00" balance, a blue "SEND PAYMENT" button, and a light blue "CANCEL" button.

Enter a descriptive Payment Name, so this payment can be easily tracked and managed later in the Simplified Payments list.

### Tax Information

Select a Tax Form from the dropdown; DBIQ-P will dynamically populate the Tax Type Code dropdown with appropriate entries and display the appropriate input fields in Payment Information.

### Originator Information

If you have more than one ACH Sender (ACH Company), select one from the dropdown list. Similarly, select an Offset Account if you have more than one.

Select a Transaction Date for the payment. All tax payments are processed via ACH and require at least one business day lead time. DPIQ-P takes in consideration of your financial institution's daily cutoff times, future-date restrictions, weekends and holidays. You may select a later date for this payment.

### Payment Information

These fields will be tailored to your choice of Tax Form; fill them out exactly as you would on a paper version.

Click Submit when you have completed all of the fields. You will return to the Simplified Payments list view with confirmation message on top and the new payment highlighted. The status of the payment will depend on the approval requirements, "Ready to Processed" if no approval is required and either "Requires my approval" or "Requires others approval" if approval is required.



## Quick Reference Guide – Simplified Payments

- **Loan Payment**

Use this feature to make a loan payment quickly and easily:

< Initiate Loan Payment \$0.00

Payment Details

Send To  
LOAN ACCOUNT  
Select

Send From  
FUNDING ACCOUNT

Loan Information  
Payment Options  
SELECT TYPE

Payment Information  
Amount To Send  
AMOUNT  
\$ 0.00

When to Send  
TRANSACTION DATE  
09/15/2020

Comments  
MEMO

\$0.00 SUBMIT CANCEL

### Payment Details

Select the Send To (loan) account and the Send From (funding) account from the dropdown, if you have more than one.

### Loan Information

If your financial institution offers Payment Options such as Principal Only, Fees-Only, etc., these will populate the dropdown list; if not, your loan payment will be a standard (or “regular”) payment.

### Payment Information

Enter an Amount and add optional Memo text. Transaction Date is always current business day.

Click Submit when you have completed all of the fields. You will return to the Simplified Payments list view with confirmation message on top and the new payment highlighted. The status of the payment will show “Processed” as no approval requirements is offered for Loan Payment.

## Quick Reference Guide – Simplified Payments

- **Loan Draw**

Use this feature to pull funds from your loan account:

< Initiate Loan Draw \$0.00

**Draw From**

LOAN ACCOUNT  
Equipment LOC - 6666 (\$6,548.13 USD Available)

Send To  
FUNDING ACCOUNT  
Select

**Draw Information**

Amount To Draw  
AMOUNT  
\$ 0.00

When to Draw  
TRANSACTION DATE  
08/21/2020

Comments  
MEMO

\$0.00

A loan draw is just a loan payment in reverse, where the loan is the funding account and a DDA account receives the funds.

The Loan Draw feature is essentially similar to the Loan Payment feature described earlier.

Click Submit when you have completed all of the fields. You will return to the Simplified Payments list view with confirmation message on top and the new loan transaction highlighted. The status of the transaction will show "Processed" as no approval requirements is offered for Loan Draw.

# Quick Reference Guide – Simplified Payments

## Approve Payments

If you have Payment Approval permissions, you can approve payments of any type made in Simplified Payments.

To see payments awaiting your approval, select Requires My Approval from Saved View dropdown:

The screenshot shows the 'SIMPLIFIED PAYMENTS' interface. At the top left, there is an 'Initiate' dropdown menu. Below it, there is a 'SHOW ALL' dropdown menu with a 'Requires My Approval' option highlighted. To the right of the dropdown menu, there are several icons: a refresh icon, a date 'As of 09/15/2020 02:17 PM', a filter icon, a list icon, a print icon, and a download icon. Below the dropdown menu, there is a table with the following columns: STATUS, PAYEE NAME, FROM ACCOUNT NAME, FROM ACCOUNT, and TRANSACTIC. The table contains five rows of payment data. At the bottom of the table, there are three buttons: DELETE, APPROVE, and REJECT.

	STATUS	PAYEE NAME	FROM ACCOUNT NAME	FROM ACCOUNT	TRANSACTIC
<input type="checkbox"/> ...	Ready to Process	Coffee Shop	Accounts Payable	10010001	09/15/2021
<input type="checkbox"/> ...	Processed	MULTI	Capital Account	0010000003	03/27/2021
<input type="checkbox"/> ...	Rejected by approver	MULTI	Payroll Account	0010000002	04/09/2021
<input type="checkbox"/> ...	Stale dated	MULTI	Payroll Account	0010000002	04/09/2021
<input type="checkbox"/> ...	Stale dated	MULTI	Operating Account	0010000001	04/09/2021

For a single payment, you can click the ... in the Action column for any payment and View, Approve, Delete or Reject it.

Alternatively, you can perform “bulk” operations by clicking the checkboxes for multiple payments and then using the Approve, Delete or Reject buttons at the bottom of the screen.