First Horizon TreasuryConnect℠

Payments Center Navigation

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INTRODUCTION

The Payment Center is a centralized location to manage payments, such as Wire Transfer, ACH and Loan Payments. From the Payments Center you can create, approve, modify, and reject (cancel) payments and templates. The Payment Center is also used to view the current status of payments created within TreasuryConnect[SM]. The Payment Center consists of two widgets: Payments List View and Template List View.

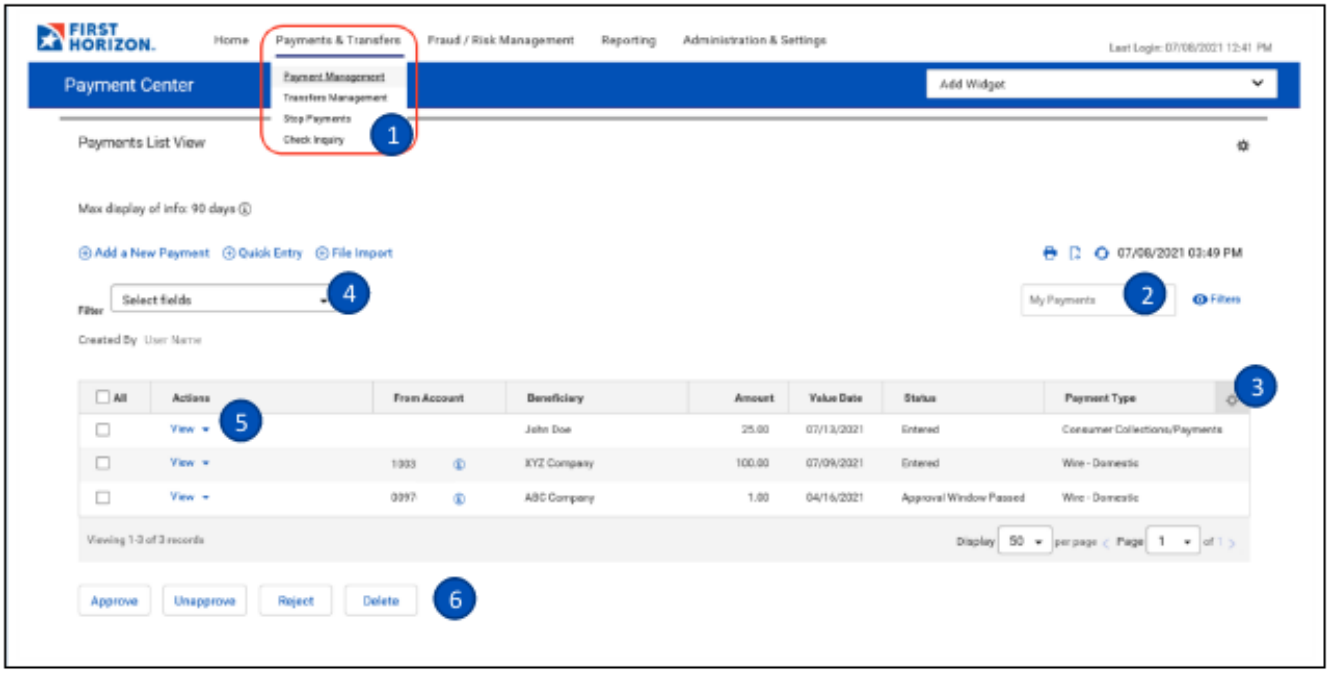
This guide focuses on **how to navigate the Payments Center to create a customized workplace** for the User. For more information on creating a payment, please reference the appropriate Quick Reference Guide, e.g., Domestic Wire or ACH Payment.

PAYMENT LIST VIEW

1. Select **Payment Management** from the Payments & Transfers menu.

NOTE
The payments that are listed in the grid in the middle of the screen are dependent on the filters that have been chosen by the user. Changing the filters will change what is seen in the grid. If you do not see what you were looking for, try changing the filters.

The numbers in the image below correspond to the numbered items over the next few pages.



2. Choose a **filter** from the list below to limit the records shown to records that meet specific criteria. For example if you only want to see Payments requiring an approval, you would make that choice.

View Name	Description
All Payments	All payments in the system that meet the following criteria: • The user has permission to view the payment type and entry method. • The payment is one assigned to the user's company. • If the payment was imported as confidential, the user has permission to work with confidential imports.
Approval Window Passed	All payments that have not been fully approved by the cutoff time, making the value date of the payment invalid. For these payments, the value date must be adjusted to a valid business day and resubmitted for approval in order to be processed.
Approved Payments	All payments with a status of Approved (AP).
Future Dated Payments	All payments with a value date in the future.
Imported Payments	All payments imported through TreasuryConnect.
My Payments	All payments created by the current user.
Needs Rate	All payments in Needs Rate (RT) status and with a transaction date equal to the current date.
Payments Needing Repair	All payments in Needs Repair (NR) status.
Payments Requiring Approval	All payments in Entered (EN), Incomplete Approval (IA), or High Value (HV) status.
Payments Requiring My Approval	All payments in Entered (EN), Incomplete Approval (IA), or High Value (HV) status that the current user is able to approve.
Possible Duplicate Payments	All payments that may be duplicates.
Real-Time Payments	Payments that settle and clear within minutes. Not a wire transfer or ACH.
Rejected Payments	All payments in Approver Rejected (AR) or Rejected (RJ) status.
Two Week Look Back	All payments for which the value date lies within the past 2 weeks (based on today's date).
Upcoming Payments	All payments that are in Entered or Approved status but that have not been submitted.

3. The columns that appear in the Payments List View grid depend on the current active view.

   Additional columns can be displayed by clicking the Options (⚙) icon. A window pops up and displays all the fields listed below. Click in the checkbox to the left of any column you would like to include. Uncheck any columns that you would like to exclude.

Field Name	Description
Amount	The amount of the payment
Approval Cutoff	The cutoff time for approval of the payment. It appears in the format MM/DD/YYYY HH:MM TZ, where TZ is the current user's time zone. If a modification is made to the payment, this displayed cutoff time may be updated.
Beneficiary	The beneficiary or payee of the payment. “MUTLI” is listed in this column if the payment is a multiple beneficiary batch payment (ACH/Global EFT).
Beneficiary Account	Account of the beneficiary.
Beneficiary Bank ID	ID of the beneficiary's bank.
Beneficiary Bank Name	Name of the beneficiary's bank.
Beneficiary ID	ID of the beneficiary of the transaction.
Clearing Method	Clearing method used with ACH and Global EFT payments (for example, NACHA).
Client Account Name	Name on the checking account.
Comment	Any internal comments added to the payment.
Confirmation Number	The payment confirmation number received for completed payments.
Contract ID	The contract ID for a foreign-exchange payment.
Created By	User who created the payment.
Creation Date	Date the payment was created.
Credit / Debit	Indicates whether the payment is a debit, credit, or a mixed batch.
Credit / Debit Indicator	Indicates whether the payment is a debit, credit, or a mixed batch.
Credit Amount	Amount credited.
Credit CCY	For wires, this is the currency of the credited amount. For ACH, this is the destination currency.
Credit Note Number	If there is a number assigned to a credit note, it will appear here.
Currency	The currency of the payment. For ACH, this is the origination currency. For wires, this is the transaction currency.
Customer Reference	ID associated with the individual transfers in a multi-transfer transaction. The.ID can be used to track the transfers through to bank confirmation.
Debit Account Name	Name of the account debited.
Debit Account Number	Number of the account debited.
Debit Amount	Amount debited from the From account.
Debit CCY	For wires, the currency of the account debited. For ACH, this is the origination currency.
Debit Note Number	If there is a number assigned to a debit note, it will appear here.

Field Name	Description
Duplicate Reason	Reason this duplicate payment occurred (for example, a particular payment was made by more than one user or made through different channels).
Entry Method	The method in which the payment was created, for example, *Created from Template* or *Scheduled*, if the payment is recurring.
Exchange Rate	Exchange rate used for mixed-currency transactions.
File Name	If the payment was created from an imported file, the name of the file.
From Account	The account the payment is either made or originated from (debit account).
ID	The unique identifier of the payment. This ID is system-wide.
Indicative Amount	The payment amount according to the indicative rate.
Indicative Rate	The rate one can expect to pay based on the current exchange rate; the quoted rate is not firm.
Instructions	Any optional instructions entered with the original payment.
Invoice Number	Invoice number included with the transaction if one was entered.
Last Action Time	Last time when any action (for example, Unapprove) was performed.
Last Approver	User who was the last approver of the transaction.
Last Modified By	User who last modified the payment.
Modified Date	Last date the payment was modified.
Payment Details	Displays the full contents of up to four payment detail lines that can be added to wire-type payments. This column is especially useful to approvers since they can see at a glance the details without drilling down to the Payment Details screen. For payments without details lines, the column will display "—."
Payment Identifier	If there is a unique identifier assigned to the payment, it will appear here. This is specific to a company.
Payment Method	Indicates if the transaction is a wire or ACH Payment.
Payment Type	The payment type of the payment. If payments were imported via file workflow (i.e., imported as a file rather than as individual payments), the payment type will be "File.
Possible Duplicate	This is possibly a duplicate payment that needs to be stopped before processing: Y/N.
Reject Reason	The reason the payment was rejected by the bank.
Result	The result when the system tries to get a rate for a transaction or complete a trade.
Same Day ACH Payment	Indicates whether or not the ACH payment is a same-day payment.
Status	The status of the payment.
Template Code	If the payment was made from a template the descriptive code that was entered for the template.
Template Description	If the payment was made from a template, the description of the template.
Template Name	If the payment was made from a template, the name of the template.

Field Name	Description
Transaction Date	The date the transaction will be released from TreasuryConnect to the bank's back office for processing.
Value Date	Date on which funds from a payment are available.

4. You can further filter the view by clicking on the Select Fields drop down arrow. A pop-up window may appear allowing you additional options, e.g., for amount you can choose an amount between x and y.

5. Click on the View link to review the complete details of a template one at a time. Or click on the drop-down arrow next to the word View to choose from the available actions for the template.

   Alternatively, click the Checkbox next to the template(s), then click on the appropriate action at the bottom of the view.

   Available Actions: The available actions will depend on the transaction and your entitlements. Below is a list of actions that may be available for your transaction.

Action	Description
Modify/Edit	Clicking or selecting **Edit** or **Modify** from the **Actions** column will display an edit screen where you can make changes to the item. When you have finished making the necessary changes, click **Save** or **Submit**.
Approve	Many items require approval when they are entered or modified. Items that need approval will usually have a status of **Entered** or **Modified** (shown in the **Status** column of the list). To approve an item, click or select **Approve** in the **Actions** column. You can also approve multiple items at one time by checking the appropriate checkboxes and clicking the **Approve** button.
Unapprove	If the **Unapprove** option is available, you can unapprove any items that were approved in error.
Reject	An Approver can reject an payment and it will not be released to the Bank's back office.
Delete	The delete function removes an item from the system. Click or select **Delete** in the **Actions** column to delete an item. You will need to confirm that you would like to delete the item before it is removed. You can also delete multiple items at one time by checking the appropriate check boxes and selecting delete.

6. Below is a list of **Payment Statuses**.

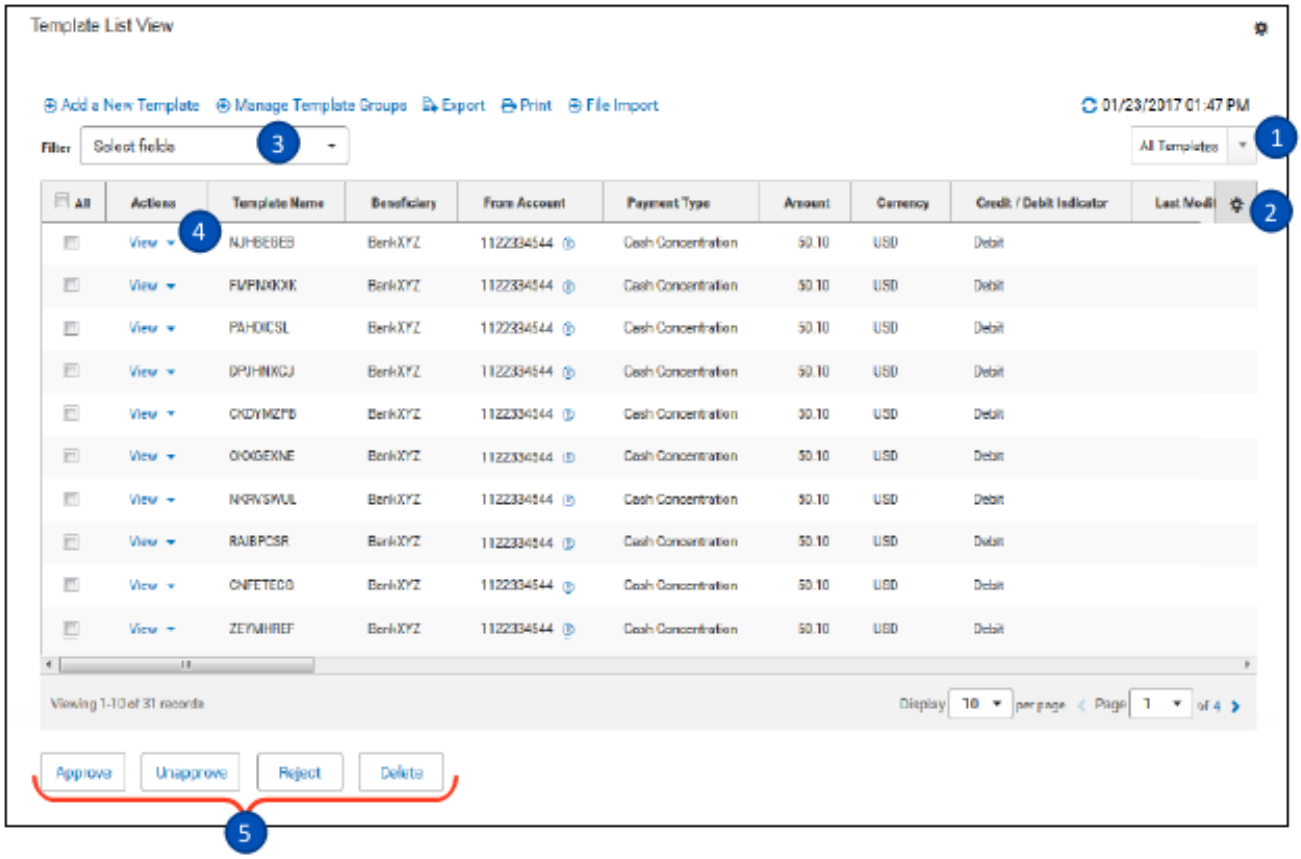
Status	Definition
Entered	Entered without errors, ready for approval workflow. Can be modified or deleted.
Incomplete	Saved in an incomplete status. Can be modified or deleted.
Needs Repair	Needs repair usually due to an error in a file import validation.
Incomplete Approval	Currently in the approval workflow. Not available for modification or deletion.
High Value	Requires secondary approval for high value payments. Not available for modification or deletion.
Approved	An approved payment is ready for extraction to the back office. An approved payment cannot be modified or approved.
Approver Rejected	Rejected by approver. Can be modified or deleted.
Deleted	Not available for workflow or modification.
Import In Process	Payments currently being imported are set to this temporary status and cannot be modified, deleted or approved.
Export In Process	Payments currently being extracted are set to this temporary status and cannot be modified, deleted or approved.
Needs Rate	Needs an exchange rate.
Released	Released to the back office. Not available for deletion or modification.
Bank Received	Received by the back office. Not available for deletion or modification.
Bank Confirmed	Confirmed by the back office. Not available for deletion or modification.
Rejected	Rejected by the back office. Not available for workflow, deletion, or modification.

TEMPLATE LIST VIEW

On the Payment Center screen, scroll down to the **Template List View Widget**.

NOTE
The templates that are listed in the grid in the middle of the screen are dependent on the filters that have been chosen by the User. Changing the filter will change what is seen in the grid. If you do not see what you were looking for, try changing the filters.

The numbers in the image below correspond to the numbered items over the next few pages.



1. Choose a **filter** from the list below to limit the records shown to records that meet specific criteria. For example if you only want to see only Active Templates, you would make that choice.

View Name	Description
Active Templates	All templates that have not been deleted.
All Templates	All templates currently in the system.
Deleted Templates	All templates that have been deleted.
My Templates	The templates associated with the current user.
Rejected Templates	All templates that have been rejected.
Scheduled Templates	All requests templates that are scheduled for payment (recurring payments).
Templates Pending Approval	All request templates that have not been approved.

2. The columns that appear in the Templates List View grid depend on the currently active filter. Additional columns can be displayed by clicking the **Options (⚙) icon**. A window pops up and displays all the fields listed below. Click in the checkbox to the left of any columns you would like to include. Uncheck any columns that you would like to exclude.

Field Name	Description
Amount	The amount of the payment.
Approval Cutoff	The cutoff time for approval of the payment. It appears in the format MM/DD/YYYY HH:MM T7, where T7 is the current user's time zone. If a modification is made to the payment, this displayed cutoff time may be updated.
Beneficiary	The beneficiary or payee of the payment. “Multi” is listed in this column if the payment is a multiple beneficiary batch payment (ACH/Global EFT).
Beneficiary	Account of the beneficiary.
Beneficiary Bank	ID of the beneficiary's bank.
Beneficiary Bank	Name of the beneficiary's bank.
Beneficiary ID	ID of the beneficiary of the transaction.
Clearing Method	Clearing method used with ACH and Global EFT payments (for example, NACHA).
Client Account	Name on the checking account.
Comment	Any internal comments added to the template.
Contract ID	The contract ID for a foreign-exchange payment.
Created By	User who created the template.
Creation Date	Date the template was created.
Credit/Debit	Indicates whether the payment is a debit, credit, or a mixed batch.
Credit/Debit	Indicates whether the payment is a debit, credit, or a mixed batch.
Credit Amount	Amount credited.
Credit CCY	For wires, this is the currency of the credited amount. For ACH, this is the destination currency.
Credit Note	If there is a number assigned to a credit note, it will appear here.
Currency	The currency of the payment. For ACH, this is the origination currency. For wires, this is the transaction currency.

Field Name	Description
Customer Reference	Unique ID associated with the payment.
Debit Account Name	Name of the account debited.
Debit Account Number	Number of the account debited.
Debit Amount	Amount debited from the From account.
Debit CCY	For wires, the currency of the account debited. For ACH, this is the origination currency.
Debit Note Number	If there is a number assigned to a debit note, it will appear here.
Duplicate Reason	Reason this duplicate payment occurred (for example, a particular payment was made by more than one user or made through different channels).
Entry Method	The method in which the payment was created, for example, Created from Template or Scheduled, if the payment is recurring.
Exchange Rate	Exchange rate used for mixed-currency transactions.
File Name	If the template was created from an imported file, the name of the file.
From Account	The account the payment is made from (debit account).
ID	The unique identifier of the payment. This ID is system-wide.
Indicative Amount	The payment amount according to the indicative rate.
Indicative Rate	The rate one can expect to pay based on the current exchange rate; the quoted rate is not firm.
Instructions	Any optional instructions entered with the original payment.
Invoice Number	Invoice number included with the transaction if one was entered.
Last Action Time	Last time when any action (for example, Unapprove) was
Last Approver	User who was the last approver of the transaction.
Last Modified By	User who last modified the transaction.
Modified Date	The date when the template was last modified.
Payment Details	Displays the full contents of up to four payment detail lines that can be added to wire-type payments. This column is especially useful to approvers since they can see at a glance the details without drilling down to the Payment Details screen. For payments without details lines, the column will display "—."
Payment Identifier	If there is a unique identifier assigned to the payment, it will appear here. This is specific to a company.
Payment Method	Indicates if the transaction is a wire or ACH Payment.
Payment Type	The payment type of the payment.
Possible Duplicate	This is possibly a duplicate payment that needs to be stopped before processing: Y/N.
Reject Reason	The reason the payment was rejected by the bank.
Result	The result when the system tries to get a rate for a transaction or complete a trade.
Same Day ACH	Indicates whether or not the ACH payment is a same-day
Status	Available template statuses include Entered, Approved, Rejected, Needs Repair.
Template Code	The descriptive code that was entered for the template.
Template Description	The description of the template.
Transaction Date	The date the transaction will be released from TreasuryConnect to the bank's back office for processing.

Value Date	Date on which funds from a payment are available.

3. You can further filter the view by clicking on the **Select Fields** drop down arrow. A pop-up window may appear allowing you additional options, e.g., for amount you can choose an amount between x and y.
4. Click on the **View** link to review the complete details of a template one at a time. Or click on the drop down arrow next to the word View to choose from the available actions for the template.

   Alternatively, click the **Checkbox** next to the template(s), then click on the appropriate action at the bottom of the view.

   Available Actions: The available actions will depend on the template and your entitlements. Below is a list of actions that may be available for your template.

Action	Description
Approve	Many items require approval when they are entered or modified. Items that need approval will usually have a status of Entered or Modified (shown in the Status column of the list). To approve an item, click or select Approve in the Actions column. You can also approve multiple items at one time by checking the appropriate checkboxes and clicking the Approve button.
Unapprove	If the Unapprove option is available, you can unapprove any items that were approved in error.
Reject	Templates in Entered status can be rejected from the Template List View. In order to reject a template, your user must be assigned a role with approval permissions. A rejected Template cannot be used to make a payment.
Delete	The delete function removes a template from the system. Click or select Delete in the Actions column to delete an item. You will need to confirm that you would like to delete the template before it is removed. You can also delete multiple items at one time by checking the appropriate check boxes and selecting delete. Deleted templates are no longer available.
Copy as Payment Copy as Template	Allows you to create a new payment or template from an existing template. A template must be in approved status to be copied. The system displays a create screen containing information copied from the original template. You can then make changes as needed.
Modify	If there is a change to the Beneficiary's details, such as changes to a beneficiary bank or to a child support agency, the beneficiary data needs to be updated. This option allows manual changes to approved templates; however, the template must be approved again after any modifications are made and before the template can be used again.
Modify via file import	If there is a change to the Beneficiary's details, such as changes to a beneficiary bank or to a child support agency, the beneficiary data needs to be updated. This option allows you to upload a file to change the details for one or more Beneficiaries without manual intervention.

5. See list of Payment Statuses above.