



# **KeyBank Consolidated Payables Customer Site User Guide**

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# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

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# Welcome to KeyBank Consolidated Payables

KeyBank Consolidated Payables is a web-enabled service on a single platform that provides payment execution services for all payment types. KeyBank's payment execution services include traditional check printing and delivery in secure facilities as well as the migration of vendors to ePayments and the associated processing of electronic payments such as ACH, wires and virtual cards. Payers submit a single payment file with multiple payment types in variable file formats as generated by their accounting or ERP system. This is a single file sent electronically.

KeyBank Consolidated Payables is a comprehensive solution that is designed to simplify and optimize the payables process for companies. Users of the solution can: review payment instructions prior to execution, approve payments, check job statuses, choose delivery options, view reports on all completed jobs, provision users, and maintain visibility into user activity. This guide will assist in the understanding of the product and the process flow of processing payments.

## An Overview of KeyBank Consolidated Payables

FIS provides the optimal solution for outsourcing the payment process, for payment methods including check, ACH, wire, virtual cards and for engaging a supplier enablement initiative. Using this intuitive application, payment files are transferred to KeyBank Consolidated Payables to review records prior to production, release jobs, check the status of files, choose delivery options, and view reports on all completed files.

## Envelopes

Checks are inserted into double window envelopes. 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 on the print operations and could result in processing errors.

## Mailing & Shipping

The standard distribution method is through United States Postal Service (USPS) mail. 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 discounts for qualifying mail.

## Payment Approval Process

The solution will begin processing immediately when a payment file is uploaded and released for processing. However, a dual approval/workflow process can be implemented to have 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 & Redirects

A request can be made for a check that has been printed but not yet mailed out to be redirected, sent via an expedited carrier, or destroyed. Once a file has been imported into the system, users may select a check or set of checks to be delivered via an alternate carrier or destroyed. Check pulls and redirect requests are subject to a cutoff time. Requests received after that cutoff are processed on a best effort basis. You will receive an email notification to advise you of the status of your check pull request.

## Duplicate Files

Duplicate file checking is performed on every file submitted for processing. The system compares the submitted payment file 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.

FIS operations personnel are alerted to duplicate files. A 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 reviews the payee names, payment numbers, payment amounts, and payment dates in both files. Once the review has been completed, if the submitted file is not identical to the previously processed matching file, the production specialist will initiate the request for the file to be released to the system for processing, noting the differences in the files. Authorized production personnel will then approve and release the file for processing. If the submitted file was a duplicate file, a production specialist will notify the customer about the duplicate file and ask if the file should be released or cancelled out of the system. Every duplicate file incident is logged and tracked.

## 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

The solution enables customers 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



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Virtual Cards, rather than checks for registered vendors. The payment file gets split into separate check payment, ACH payment or one-time use Virtual Cards output batches.

## The KeyBank Consolidated Payables Customer Website

### Overview

The KeyBank Consolidated Payables website provides robust tools for you to manage your payments and maintain full visibility and security of your information, via the website. The website allows you to:

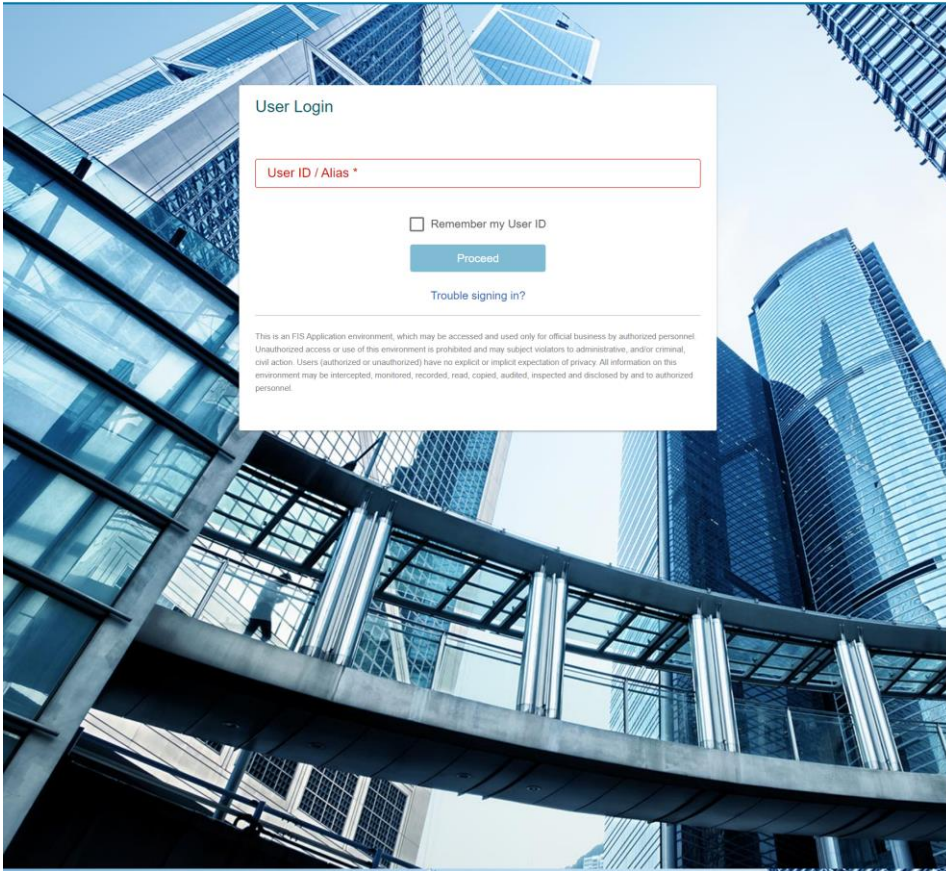
- Upload payment files
- Manage payment jobs
- Review payment jobs in summary or in detail
- Place individual payments on hold
- Submit payment jobs for processing
- Enforce segregation of duties
- Provide additional review of payments above defined dollar thresholds
- View and download payment information, including reports, to help you reconcile
- View and download virtual card settlement information to help you reconcile
- Search and view payments in an online archive
- Set up and manage user permissions
- Submit check pull and redirect requests

### How to Access the Login Page

Enter the following URL into your Web Browser:

<https://consolidatedpayables.key.com/keybank/>

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Once the user clicks the Proceed button, the system will display another window asking for password.

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Please check your One-Time-PIN device to get the PIN code to use below

Password \*

PIN Code \*

If you are using this computer at home or work, or this is your personal mobile device, you can register it to skip the security questions or PIN Code in the future. This should only be done on your own secure computer or device where nobody else uses it (never select this option on a shared computer in a public location). Providing a device name will enable you to identif...Read More

Select the status of this device:

No, this is not my computer or mobile device.

Yes, this is my computer or mobile device that I use regularly.

Cancel Sign In

[Trouble signing in?](#)

This is an FIS Application environment, which may be accessed and used only for official business by authorized personnel. Unauthorized access or use of this environment is prohibited and may subject violators to administrative, and/or criminal, civil action. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. All information on this environment may be intercepted, monitored, recorded, read, copied, audited, inspected and disclosed by and to authorized personnel.

User will get a first login URL in “New User Account” email. Once the user clicks on the URL, he will be prompted to create a password. User can create his own password as per below specifications.

## Specifications/Rules for Passwords

- Passwords must be at least 8 characters long
- Passwords must contain at least 3 of the following: uppercase letters, lowercase letters, numbers, special characters
- Passwords may be set to expire in 30, 60, or 75 days. In no case may a password be active for more than 75 days.
- Passwords may not be reused for two years after their expiration
- Failed login attempts are limited to a maximum of 6. After that the account is locked. Users must call our support desk to have the account unlocked. When unlocked, a new one-time user password will be emailed to the user.
- User have an option to unlock their own account under “Trouble signing in?” if they can correctly answer at least one of their security questions.
- Passwords are stored using a one-way hash algorithm using 512-bit encryption. Passwords are never unencrypted.
- User accounts are locked after 75 days of inactivity.
- When a password is reset for a user, a system-generated, one-time use password is emailed to the user. The administrator does not see this password.

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## Home Page

Once logged in, the Home page provides visibility to the most recent payment file activity.

## Recent Jobs

These are payment instruction files that have been submitted/processed along with summary information about the associated Job. Once a payment file has been submitted for processing, it is assigned a job number by the system. To view job details, click on the job ID link. The eight most recent jobs will show on the Home Page.

Consolidated Payables

Settings
Help
Sign Out

Home
Jobs
Document Search
Reports
Administration
Vendors

Welcome, Nathan Noll
Last Logged In: 11/03/2023

Recent Jobs

ID	Date	Status	Application	Items	Total Amount	File Name	User
5043518	10/05/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	MWilson
5043512	10/04/2023	Processing Started	Check File	35	\$129,978.30	Westdale Wireless CHK-ACH-...	STothero
5043473	09/19/2023	Processing Started	Check, ACH and Wires	2	\$430,000.00	Westdale Wireless CHK-ACH-...	System
5043472	09/19/2023	Processing Completed	Check, ACH and Wires	35	\$129,978.30	Westdale Wireless CHK-ACH-...	Kyle.Lott
5043425	09/06/2023	Delivered to Carrier	Payables	1	\$1.00	check - paymentTest (1).xml	uuser1
5043406	08/29/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	STothero
5043405	08/29/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	STothero
5043404	08/28/2023	Processing Started	Check File	14	\$506,209.55	Westdale Wireless CHK-ACH-...	phitchmoth
5043225	06/06/2023	Processing Started	Check File	4	\$2,309.00	Westdale Wireless AP CHK to ...	BLudovico
5043224	06/06/2023	Processing Started	Check File	5	\$32,426.25	Westdale Wireless AP CHK W...	BLudovico

Items per page: 10    1 - 10 of 362    < > << >>

Files On Hold

ID	Date	Status	Application	Items	Total Amount	File Name	User
598636	11/06/2023	Import Batch Validation Passed	Payables	37	\$559,978.30	Westdale Wireless CHK-ACH-...	nathan_noll
598635	11/03/2023	Import Batch Validation Passed	Payables	37	\$559,978.30	Westdale Wireless CHK-ACH-...	nathan_noll
598518	10/04/2023	Awaiting Approval	Check File	37	\$559,978.30	Westdale Wireless CHK-ACH-...	STothero
598515	10/04/2023	Awaiting Approval	Check File	2	\$430,000.00	Westdale Wireless CHK-ACH-...	STothero
597560	03/27/2023	Awaiting Approval	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	e5610462

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## Files on Hold

These are files that have been placed on hold by a user, or as a result of system configuration settings. Once a file has been placed on Hold, it is assigned a File ID. Details of the file can be viewed by clicking on the File ID link.

**Note:** Files that are placed on Hold must be Submitted for processing before the payments will be released into the processing stream.

Consolidated Payables

Settings
Help
Sign Out

Home
Jobs
Document Search
Reports
Administration
Vendors

Welcome, Nathan Noll
Last Logged In: 11/03/2023

Recent Jobs

ID	Date	Status	Application	Items	Total Amount	File Name	User
5043518	10/05/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	MWilson
5043512	10/04/2023	Processing Started	Check File	35	\$129,978.30	Westdale Wireless CHK-ACH-...	STothero
5043473	09/19/2023	Processing Started	Check, ACH and Wires	2	\$430,000.00	Westdale Wireless CHK-ACH-...	System
5043472	09/19/2023	Processing Completed	Check, ACH and Wires	35	\$129,978.30	Westdale Wireless CHK-ACH-...	Kyle.Lott
5043425	09/06/2023	Delivered to Carrier	Payables	1	\$1.00	check - paymentTest (1).xml	uatuser1
5043406	08/29/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	STothero
5043405	08/29/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	STothero
5043404	08/28/2023	Processing Started	Check File	14	\$506,209.55	Westdale Wireless CHK-ACH-...	phitchmoth
5043225	06/06/2023	Processing Started	Check File	4	\$2,309.00	Westdale Wireless AP CHK to ...	BLudovico
5043224	06/06/2023	Processing Started	Check File	5	\$32,426.25	Westdale Wireless AP CHK W...	BLudovico

Items per page: 10    1 - 10 of 362    < > >>

Files On Hold

ID	Date	Status	Application	Items	Total Amount	File Name	User
598636	11/06/2023	Import Batch Validation Passed	Payables	37	\$559,978.30	Westdale Wireless CHK-ACH-...	nathan_noll
598635	11/03/2023	Import Batch Validation Passed	Payables	37	\$559,978.30	Westdale Wireless CHK-ACH-...	nathan_noll
598518	10/04/2023	Awaiting Approval	Check File	37	\$559,978.30	Westdale Wireless CHK-ACH-...	STothero
598515	10/04/2023	Awaiting Approval	Check File	2	\$430,000.00	Westdale Wireless CHK-ACH-...	STothero
597560	03/27/2023	Awaiting Approval	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH-...	e5610462

## Jobs

### Transmission and Uploads

Two options are available for delivering your payment file for processing:

- Transmitting the payment file via a secure FTP connection
- Manual uploading through the website

### FTP File Setup

Files submitted through FTP can be set up two ways:

- Straight-through processing – Once the file is transmitted and passes the validation test, it will be submitted for processing.
- File Placed on Hold – Once the file is transmitted, 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 must be reviewed and manually submitted for processing.

### Manually Uploading Files Through the Website

To Upload a payment file through the Website, choose Jobs on the top navigation bar.

Select **Upload Files** in the secondary navigation bar.

The screenshot shows the KeyBank Consolidated Payables user interface. At the top, there is a navigation bar with 'KeyBank' logo, 'Consolidated Payables' text, and utility links for 'Settings', 'Help', and 'Sign Out'. Below this is a secondary navigation bar with 'Home', 'Jobs', 'Document Search', 'Reports', 'Administration', and 'Vendors'. The 'Jobs' menu is expanded, showing 'Upload Files' (highlighted with a red arrow), 'View Jobs', and 'View Held Files'. The main content area displays a 'Recent Jobs' table with columns for ID, Check Pulls, Status, Application, Items, Total Amount, File Name, and User. The table contains 12 rows of job data. At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 362'.

ID	Check Pulls	Status	Application	Items	Total Amount	File Name	User
5043518	10/05/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH...	MWilson
5043512	10/04/2023	Processing Started	Check File	35	\$129,978.30	Westdale Wireless CHK-ACH...	STothero
5043473	09/19/2023	Processing Started	Check, ACH and Wires	2	\$430,000.00	Westdale Wireless CHK-ACH...	System
5043472	09/19/2023	Processing Completed	Check, ACH and Wires	35	\$129,978.30	Westdale Wireless CHK-ACH...	Kyle.Lott
5043425	09/06/2023	Delivered to Carrier	Payables	1	\$1.00	check - paymentTest (1).xml	uuser1
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5043405	08/29/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH...	STothero
5043404	08/28/2023	Processing Started	Check File	14	\$506,209.55	Westdale Wireless CHK-ACH...	phitchmoth
5043225	06/06/2023	Processing Started	Check File	4	\$2,309.00	Westdale Wireless AP CHK to ...	BLudovico
5043224	06/06/2023	Processing Started	Check File	5	\$32,426.25	Westdale Wireless AP CHK W...	BLudovico

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1. Select the Application you want the file to be loaded to, from the Application list.
2. Click Browse to search for the correct file, on your computer.
3. Choose the correct file and click Upload File.

If the file successfully imports, the next options are:

- Details – To view certain data elements of payments in the payment file
- Hold – To place the file on hold, for later review/approval
- Next – To proceed to the next step in submitting the file
- Cancel – To remove the file from processing.

**KeyBank** | Consolidated Payables Settings Help Sign Out

Home **Jobs** Document Search Reports Administration Vendors

### Upload a File - Step 3

Instructions: Review file details.

1 Select File 2 Upload File 3 **View File Details** 4 Select Records 5 Confirm & Submit

#### File Details

File ID: 598636  
Application: Payables  
Import Filename: Westdale Wireless CHK-ACH-WL...  
File Submitted By: nathan\_noll  
Date Submitted: 11/06/2023 11:00:31 AM  
Total Dollar Amount: \$559,978.30  
Total Item Count: 37  
Status: Import Batch Validation Passed

#### Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	9	\$34,251.90
Check	CHK	ACH	1	\$1,634.25
Check	CHK	Check	23	\$89,891.85
Check	CHK	vCard	2	\$4,200.30
WIRE	WIRE	Wire	2	\$430,000.00

#### Validator Status

No status at this time.

#### Validation Errors

No errors at this time.

**Next** Details Hold Cancel Upload

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## Submitting Files

For files that have either been sent via FTP or manually uploaded to KeyBank Consolidated Payables and placed on Hold, the next section provides instructions for Submitting the file, for those users with whose User Role includes, "Submit Jobs."

Please note:

- Files that are not on Hold will not require these steps.
- If you have opted to have Control Total and Payment Approval options, those processes must take place prior to the Submit File option.

To **Submit** a file that has been placed on Hold, click on the File ID Number in the Files on Hold list on the Home Page:

The screenshot shows the KeyBank Consolidated Payables interface. At the top, there is a navigation bar with 'KeyBank' logo, 'Consolidated Payables' text, and links for 'Settings', 'Help', and 'Sign Out'. Below this is a secondary navigation bar with icons for 'Jobs', 'Document Search', 'Reports', 'Administration', and 'Vendors'. The main content area is titled 'Held Files' and contains a table with the following data:

ID	Date	Status	Application	Items	Total Amount	File Name	User	FX
598518	10/04/2023	Awaiting Approval	Check File	37	\$559,978.30	Westdale Wireless CHK-ACH...	STothero	
598515	10/04/2023	Awaiting Approval	Check File	2	\$430,000.00	Westdale Wireless CHK-ACH...	STothero	
597050	12/20/2022	Awaiting Approval	Check File	37	\$559,978.30	Westdale Wireless CHK-ACH...	STothero	
597049	12/20/2022	Awaiting Approval	Check File	37	\$559,978.30	Westdale Wireless CHK-ACH...	STothero	
					Total:			
					\$2,109,934.90			

At the bottom of the table, there is a 'Total' row showing a sum of \$2,109,934.90. Below the table, there is a pagination control showing 'Items per page: 10' and '1 - 4 of 4' with navigation arrows.



## File Details

The File Details screen shows a summary of the file with details, including:

- File ID – Assigned at the time the file is imported
- Application – Payment Application contains the coding built for ingesting the payment file.
- Import Filename - Assigned by Customer
- Submitted By - User who uploaded the file

**Note:** *If the file has been sent in via FTP, the User specified will be System.*

- Date Submitted – The time and date stamp indicate when the file was imported into the system
- Total Dollar Amount
- Total Item Count
- Status of the File

**KeyBank** | Consolidated Payables

Settings Help Sign Out

Jobs Document Search Reports Administration Vendors

### Upload a File - Step 3

Instructions: Review file details.

1 Select File 2 Upload File 3 View File Details 4 Select Records 5 Confirm & Submit

#### File Details

File ID: 598636  
Application: Payables  
Import Filename: Westdale Wireless CHK-ACH-WL...  
File Submitted By: nathan\_noll  
Date Submitted: 11/06/2023 11:00:31 AM  
Total Dollar Amount: \$559,978.30  
Total Item Count: 37  
Status: Import Batch Validation Passed

#### Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	9	\$34,251.90
Check	CHK	ACH	1	\$1,634.25
Check	CHK	Check	23	\$89,891.85
Check	CHK	vCard	2	\$4,200.30
WIRE	WIRE	Wire	2	\$430,000.00

#### Validator Status

No status at this time.

#### Validation Errors

No errors at this time.

Next Details Hold Cancel Upload

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Clicking **View File Details** reveals a line by line look at all the Payments in the given file. It is a view only look at details such as: Payee Name, Payee Number, Payment Number, Payment Date, Payment Amount, and Payment Method.

These details can be exported into an Excel Document or HTML by clicking the 'Export' button at the bottom of the screen.

Click 'Return' to go back to the File Details page.

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Home **Jobs ▾** Document Search Reports ▾ Administration ▾ Vendors

### Upload a File - Step 3

Instructions: Review file details.

1 Select File 2 Upload File 3 **View File Details** 4 Select Records 5 Confirm & Submit

#### File Details

File ID: 598636  
Application: Payables  
Import Filename: Westdale Wireless CHK-ACH-WL...  
File Submitted By: nathan\_noll  
Date Submitted: 11/06/2023 11:00:31 AM  
Total Dollar Amount: \$559,978.30  
Total Item Count: 37  
Status: Import Batch Validation Passed

#### Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	9	\$34,251.90
Check	CHK	ACH	1	\$1,634.25
Check	CHK	Check	23	\$89,891.85
Check	CHK	vCard	2	\$4,200.30
WIRE	WIRE	Wire	2	\$430,000.00

**Validator Status**  
No status at this time.

**Validation Errors**  
No errors at this time.

**Next** Details Hold Cancel Upload

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The **File Details** page also shows a breakdown of the Item Summary within the current file, including the different Payment Methods that will be processed and the number of payments within each method.

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Jobs Document Search Reports Administration Vendors

### Upload a File - Step 3

Instructions: Review file details.

1 Select File 2 Upload File 3 View File Details 4 Select Records 5 Confirm & Submit

#### File Details

File ID: 598636  
Application: Payables  
Import Filename: Westdale Wireless CHK-ACH-WL...  
File Submitted By: nathan\_noll  
Date Submitted: 11/06/2023 11:00:31 AM  
Total Dollar Amount: \$559,978.30  
Total Item Count: 37  
Status: Import Batch Validation Passed

#### Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	9	\$34,251.90
Check	CHK	ACH	1	\$1,634.25
Check	CHK	Check	23	\$89,891.85
Check	CHK	vCard	2	\$4,200.30
WIRE	WIRE	Wire	2	\$430,000.00

#### Validator Status

No status at this time.

#### Validation Errors

No errors at this time.

**Next** Details Hold Cancel Upload

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Click the **Next** button to move to the next step of the Submitting process.

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Home **Jobs** Document Search Reports Administration Vendors




**Upload a File - Step 2 (Select Items)**  
**Instructions:** 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 unselecting the corresponding record from the grid. Select/Unselect All button will select or unselect all records for the entire file. Click Next to view a summary of your selection.

1 View File Details **2 Select Records** 3 Confirm & Submit **Unselect All**

Payee Name	Payee #	Payment #	Payment Date	Payment Amount	Payment Method
GREAT WALL IMPORTS INC	IDBBW093	6001109143	09/30/2012	\$320,000.00	Wire
KENJ TRADING INC	IDJY093	6001109142	09/30/2012	\$110,000.00	Wire
SHERAZ PRINT PROCESSING ...	IDAQWUJ2	2318039148	09/30/2012	\$6,300.00	Check
CDP GRAPHIC ARTS INC	IDAQWTT2	2318039147	09/30/2012	\$5,550.00	Check
VTK PRODUCTIONS INC	IDAQWSS2	2318039145	09/30/2012	\$6,100.00	Check
YUEN GENERAL CONSTRUCTI...	IDAQWRR2	2318039144	09/30/2012	\$5,000.00	Check
DJ ELECTRONICS LLC	IDAQWPP2	2318039143	09/30/2012	\$7,173.00	Check
WATSON AND GATES ENTERP...	IDUI23P1	2318039142	09/30/2012	\$1,294.00	Check
BARTRAM CREEK APARTMEN...	IDAQ55P2	2318039141	09/30/2012	\$1,229.00	Check

You can release all or some of the payments in the current file. 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 unselecting the corresponding record from the grid. Select/Unselect All button will select or unselect all records for the entire file.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

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1 View File Details      2 Select Records      3 Confirm & Submit

### Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	9	\$34,251.90
Check	CHK	ACH	1	\$1,634.25
Check	CHK	Check	23	\$89,891.85
Check	CHK	vCard	2	\$4,200.30
WIRE	WIRE	Wire	2	\$430,000.00

**Job Submission Information**

Number of Items: 6  
Total Amount: \$452,950.00

**Held File Information**

Number of Held Items: 31  
Total Amount: \$107,028.30  
File Name: Westdale Wireless CHK-ACH-WIRE Westdale Balanced.xml




**Submit**   Previous   Cancel Upload






Original payment breakdown

Batch that will be sent for processing

Batch of payments that will remain on hold

Select **Submit** after you review and approve the batch breakdowns to release the file for processing.

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### File Submission Complete

File **Westdale Wireless CHK-ACH-WIRE Westdale Balanced.xml** has been uploaded.

4 items have been submitted as job 5043608  
2 items have been submitted as wire job 5043609  
31 items have been placed on hold as file 598646

## CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

Once the file has been successfully submitted, you will see a **File Submission Complete** screen render showing you the new Job ID number for the Payment File that you have released, and the File ID for any batch of payments you have left on hold.

**Note:** *If you are processing Wires, the system will break those out into their own Job to processing the system automatically for expedited processing.*

At each step in the process, from submission of the file to completion of the file, you will receive an email confirmation. Through configurable user profiles, you can determine which users receive these emails.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Additional Upload Options – Control Totals and Payment Approval

In addition to having your payment instruction file placed on hold for further review, you may also opt to have other approval levels put into place that require additional confirmation steps before the file may be fully released for processing. To have either, or both options put into place, please discuss with your Implementation – Conversion Analyst.

### Control Totals

Control Totals requires once a payment instruction file has been loaded to the system, before it can be approved/submitted, the total amount of the file needs to be entered before it is released for the next step of processing. On the Home Page, the number of payments and the total amount of the file will not render. The Files on Hold section of the Home Page will show the status of the file as **Awaiting Control Totals** and an email notification will go out to the users who have Role configurations containing the **Awaiting Control Totals** email notification.

Files On Hold							
ID	Date	Status	Application	Items	Total Amount	File Name	User
598643	11/06/2023	On Hold	Payables	37	\$559,978.30	Westdale Wireless CHK-ACH-...	nathan_noll
598642	11/06/2023	Awaiting Approval	Check File	37	\$559,978.30	Westdale Wireless CHK-ACH-...	nathan_noll

Entering Control totals may be set up and managed via one of two different methods.

**Method One:** Once a payment instruction file is loaded, Control Totals may be entered directly on the Customer Site.

User enters the amount of the file; the system will automatically add the decimal place for the amount. User clicks **Submit** to enter the amount and proceed with processing the file.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

Enter Control Totals

Please note that the control total is calculated based on the gross amount of every transaction included in this file.

File ID: 797002  
Filename: Testfile (3 records).hb.8.14.18.csv  
Uploaded: 11/7/2018 9:34:33 AM  
Uploaded By: Robert\_Smith  
Control Total:  x

Cancel Submit Delete

**Note:** A different user must log in and click on the File ID to proceed with entering the amount (if the file was manually loaded to the site by the same user).

The maximum number of attempts the system will allow the user to enter the Control Totals is 3. This value is configurable under validator settings in JMS, by default it is 3. If the Control Total Amount is incorrectly entered beyond this number of attempts, the file will no longer be able to be processed and will need to be resubmitted.

**Method Two:** Once a payment instruction file is loaded, Control Totals may be sent via a Control Total File. Control Total Files must be sent by FTP. There are three different file formats that the Control Total File may be in: Comma Delimited, XML, or Fixed Record.

**Note:** Please see your Implementation-Conversion Analyst for format layouts and setup requirements of the Control Total File.

The Control Total File and the Payment Instruction File must both contain a File ID in the file name itself. The File ID is used to pair the files together within the system. The File ID must not be the same as a previously submitted File ID, or you will be unable to process the file.

### Example—

File ID Example Format: ### - ##

Customer's file name before adding the Control Total File ID: **PayablesFile.txt**

Customer's file name after adding the Control Total File ID: **PayablesFile\_123-45.txt**

Customer's Control Total File name: **Payables\_Control\_123-45.txt**

If a file is loaded with the same file ID, it will fail to import, and an error will show on the Upload screen.

Validator	Record #	Error
Control Total Validator	0	The control total associated file id has been used already. Please send new file id.



# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Payment Approval

Payment Approval allows for the ability to configure transaction dollar amount threshold business rules to require payments of a certain dollar amount (or in a range) to be approved before being released for processing. If you have chosen to utilize the Payment Approval process, the next steps will walk through the process of Approving those payments that require the special approvals

Depending on the method of upload for your payment instruction file, (Secure FTP or manually uploading of the file to the website) when the file is imported, the amounts of each of the payments are reviewed by the system and the Approval Rules that have been established in the Application Configuration. Any payments that fall under one of the rules will be placed on Hold, with the status of the file showing “Awaiting Approval.”

Email notifications are sent out to the user(s) who are assigned to the respective payment rule. The user will log in with their assigned credentials and click on the File ID—the status will show, **Awaiting Approval**.

Clicking on the File ID shows a breakdown of the payments requiring approval. The user will select ‘Next’ to select the records for approval.

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Jobs Document Search Reports Administration Vendors

### Upload a File - Step 1

Instructions: Review file details.

1 View File Details 2 Select Records 3 Confirm & Submit

#### File Details

File ID: 595632  
Application: Payables  
Import Filename: Westdale Wireless CHK-ACH-WL...  
File Submitted By: Kyle Lott  
Date Submitted: 04/07/2022 3:08:15 PM  
Total Dollar Amount: \$6,650.00  
Total Item Count: 2  
Status: On Hold

#### Item Summary

Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	2	\$6,650.00

#### Validator Status







No status at this time.

#### Validation Errors

No errors at this time.




The list of pending approval users will show in the far-left column.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

   Document Search  Reports  Administration  Vendors

### Upload a File - Step 2 (Select Items)



**Instructions:** 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 unselecting the corresponding record from the grid. Select/Unselect All button will select or unselect all records for the entire file. Click Next to view a summary of your selection.

 View File Details **Select Records** Confirm & Submit

**Unselect All**




Payee Name	Payee #	Payment #	Payment Date	Payment Amount	Payment Method
GREAT WALL IMPORTS INC	IDBBW093	6001109143	09/30/2012	\$320,000.00	Wire
KENJ TRADING INC	IDJY093	6001109142	09/30/2012	\$110,000.00	Wire







Total Items: 2Total Amount: \$430,000.00

Items per page: 10  1 - 2 of 2 

**Next**PreviousCancel Upload




The user will review the list of payments they want to approve. Clicking **Approve** provides the authorization of the user to those payments.

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### Upload a File - Step 3 (Review)

**Instructions:** The following is the summary information for the file that you are about to submit for processing. Click the Submit button to complete this process and create a job, or the Previous button to select payments that you would like to hold.

 View File Details **Select Records** **Confirm & Submit**

#### Job Submission Information

Number of Items: 2  
Total Amount: \$430,000.00

**Submit**PreviousCancel Upload

## CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

If the Payment Approval Rules that have been set up require other users to approve, the file will remain on hold in **Awaiting Approval** status, and the **Pending Approval** By column for that file will now show the users who will need to provide approval.

If no other users are required to approve the payments, clicking **Approve** will now bring the user to the part of the Submitting process.

### Viewing Recent Jobs

Once a Payment File has been submitted for processing, you can view the details associated with that Job by clicking on the Job ID under Recent Jobs on the Home Screen. Click the Job ID and a **Job Status** screen will appear.

The **Job Status** Screen will provide you with 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 the example below, the Job is “Delivered to the Carrier,” which means the payments have all been submitted, including delivery of checks to the respective carrier.

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, by selecting the ‘View Documents’ option.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

The screenshot displays the KeyBank Consolidated Payables interface. At the top left is the KeyBank logo. The main header reads "Consolidated Payables". On the right side of the header, there are links for "Settings", "Help", and "Sign Out". Below the header is a navigation bar with icons for "Jobs", "Document Search", "Reports", "Administration", and "Vendors". The main content area is titled "Job 5043611 Details". It features a table of job details on the left and a vertical timeline of events on the right. The details table includes: Status: Processing Completed; Application: Payables; Submitted: 11/07/2023 02:02:55 PM; Item Count: 31; Page Count: 31; SLA: 11/08/2023 09:00:00 PM; Filename: Westdale Wireless CHK-ACH-V; File Size: 78064 Bytes; Amount: \$107,028.30; Associated Jobs: 5043608 5043609. The timeline shows: File Uploaded - 11/07/2023 04:11:51 PM; Processing Started - 11/07/2023 04:11:56 PM; Processing Completed - 11/07/2023 04:12:02 PM; and Delivered - Not Yet. At the bottom of the job details section, there are two buttons: "Documents" and "Check Pulls".

Status:	Processing Completed
Application:	Payables
Submitted:	11/07/2023 02:02:55 PM
Item Count:	31
Page Count:	31
SLA:	11/08/2023 09:00:00 PM
Filename:	Westdale Wireless CHK-ACH-V
File Size:	78064 Bytes
Amount:	\$107,028.30
Associated Jobs:	5043608 5043609

File Uploaded - 11/07/2023 04:11:51 PM

Processing Started - 11/07/2023 04:11:56 PM

Processing Completed - 11/07/2023 04:12:02 PM

Delivered - Not Yet

[Documents](#) [Check Pulls](#)

The **View Documents** screen shows you all the payments within the file. The payment details shown in this view are as they are assigned from your payment instruction file. By clicking on the **View** link, this will render the image of the payment into a PDF that will open in another window.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Documents for Job 5043611

Export
Select All

Job ID	Payee Name	Payee Number	Payment Number	Date	Amount	Payment Method	Effective Date	Options
5043611	DAVID JAMES COLLINS DDS	IDACPHP2	2318039121	9/30/2012	\$1,000.00	vCard	9/30/2012	<a href="#">View</a>
5043611	ATLANTIC FOOD SERVICES	IDA4Y5P2	2318039140	9/30/2012	\$1,029.00	Check	9/30/2012	<a href="#">View</a>
5043611	ACE PRINT SERVICES	IDAKV5P2	2318039139	9/30/2012	\$1,102.00	Check	9/30/2012	<a href="#">View</a>
5043611	BARTRAM CREEK APARTMEN...	IDAQ55P2	2318039141	9/30/2012	\$1,229.00	Check	9/30/2012	<a href="#">View</a>
5043611	HOOVER GENERAL SERVICES	IDANANP2	2318039137	9/30/2012	\$1,234.80	Check	9/30/2012	<a href="#">View</a>
5043611	WATSON AND GATES ENTERP...	IDUI23P1	2318039142	9/30/2012	\$1,294.00	Check	9/30/2012	<a href="#">View</a>
5043611	AAA PRINT SERVICES INC	IDAUKLP2	2318039128	9/30/2012	\$1,295.00	Check	9/30/2012	<a href="#">View</a>
5043611	DISCOVERY ISLAND HOTEL	IDAOMLP2	2318039130	9/30/2012	\$1,295.00	Check	9/30/2012	<a href="#">View</a>
5043611	JAMES WALKER	IDA3JHP2	2318039112	9/30/2012	\$1,300.00	ACH	9/30/2012	<a href="#">View</a>
5043611	HIDDEN HILLS	IDAYMHP2	2318039117	9/30/2012	\$1,310.00	ACH	9/30/2012	<a href="#">View</a>
Total Items: 31					Total: \$107,028.30			

Items per page: 10  1 - 10 of 31 << < > >>





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.

**Note:** *The image of the check, ACH, virtual card or wire is an exact copy of what your Vendors will see when logging into the Vendor Portal to view the payment details. (They will need to have already registered to view their payments from you on the portal.)*

The design of the check, ACH advice, virtual card advice, or wire advice is a part of the Implementation. Should you require updates or changes to the forms, please contact your Implementation-Conversion Analyst.

The **View Jobs** menu navigates to a listing of all payment files that have been fully approved and submitted for processing. The View Jobs tab can be found under the Jobs menu.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

 Jobs ▾
🔍 Document Search
 Reports ▾
 Administration ▾
 Vendors

Filter/Search
Export
Select All

ID ▾	Date	Status	Application	Items	Total Amount	Filename	User	FX
5043611	11/07/2023	Processing Completed	Payables	31	\$107,028.30	Westdale Wireless CHK-ACH...	nathan_noll	N
5043610	11/07/2023	Processing Started	Check, ACH and Wires	2	\$430,000.00	Westdale Wireless CHK-ACH...	nathan_noll	N
5043609	11/07/2023	Processing Completed	Payables	2	\$430,000.00	Westdale Wireless CHK-ACH...	System	N
5043608	11/07/2023	Delivered to Carrier	Payables	4	\$22,950.00	Westdale Wireless CHK-ACH...	nathan_noll	N
5043518	10/05/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH...	MWilson	N
5043512	10/04/2023	Processing Started	Check File	35	\$129,978.30	Westdale Wireless CHK-ACH...	STothero	N
5043473	09/19/2023	Processing Started	Check, ACH and Wires	2	\$430,000.00	Westdale Wireless CHK-ACH...	System	N
5043472	09/19/2023	Processing Completed	Check, ACH and Wires	35	\$129,978.30	Westdale Wireless CHK-ACH...	Kyle.Lott	N
5043425	09/06/2023	Delivered to Carrier	Payables	1	\$1.00	check - paymentTest (1).xml	uatuser1	N
5043406	08/29/2023	Processing Started	Check, ACH and Wires	37	\$559,978.30	Westdale Wireless CHK-ACH...	STothero	N

Items per page: 10    1 - 10 of 366    ⏪ ⏩

The **Status** dropdown menu allows you to sort the Jobs to view based on the processing status in the system. Status options are:

- Active**                                      Job of any status, but not yet completed
- Job Submitted**                                      Job has been approved/released, but has not started processing
- Processing Started**                                      Job has now begun to process through the coding developed during Implementation to read the file, preparing each respective payment to be processed into the needed output

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

- Processing Completed** Job has finished processing and has organized electronic payments to be sent to Financial Institution in proprietary format. Checks have been sent to Print Facility to be printed
- Delivered to Carrier** Individual batches of payments have been confirmed successful in transmission to financial institution, and checks have been mailed out
- Completed** Batches have been closed by system and triggering email notification that the Job has fully processed through the system
- All** Job with any status will show to user.

The **Application** listing will show the user any application they have been given access to view.

To view files that have not yet been released for processing, and to sort by their applications, navigate to the **View Held Files** menu on the **Jobs** toolbar.

The screenshot shows the KeyBank Consolidated Payables interface. At the top, there is a navigation bar with 'KeyBank' logo, 'Consolidated Payables' text, and 'Settings', 'Help', and 'Sign Out' links. Below this is a toolbar with 'Jobs' selected, and options for 'Document Search', 'Reports', 'Administration', and 'Vendors'. The main content area is titled 'Held Files' and contains a table with the following data:

ID	Date	Status	Application	Items	Total Amount	File Name	User	FX
598636	11/06/2023	Import Batch Validation Passed	Payables	37	\$559,978.30	Westdale Wireless CHK-ACH...	nathan_noll	
598635	11/03/2023	Import Batch Validation Passed	Payables	37	\$559,978.30	Westdale Wireless CHK-ACH...	nathan_noll	
595632	04/07/2022	On Hold	Payables	2	\$6,650.00	Westdale Wireless CHK-ACH...	Kyle.Lott	
					Total:	\$1,126,606.60		

At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '1 - 3 of 3'.

The Application dropdown menu will show the list of Applications to which the user has access. Selecting the desired application will refresh the page and show that application's files on hold.

## Check Pulls (FIS Check Print Only)

Check Pull process allows for Special Handling of a Check after the file has been approved and released. Special Handling consists of:

- Shipping an individual Check(s) to a different address on the check via USPS, UPS or FedEx
- Shipping a Check(s) to the address on the check, but using a different carrier: USPS, UPS, or FedEx
- Shipping a batch of Checks to a different address, via USPS, UPS or FedEx
- Destroying the selected Checks

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

To see what Jobs are available to have Check Pull requests made, or to see the status of an active Check Pull, navigate to the Jobs tab and select Check Pulls from the second menu that drops down.

The screenshot shows the KeyBank Consolidated Payables interface. The top navigation bar includes the KeyBank logo, 'Consolidated Payables', and links for Settings, Help, and Sign Out. Below the navigation bar, there are icons for Home, Jobs (selected), Document Search, Reports, Administration, and Vendors. The main content area is titled 'Check Pulls/Redirect Requests' and features a four-step process: 1. Select Job, 2. Select Items, 3. Handling Instructions, and 4. Confirm & Submit. A message reads 'Select a job with checks requiring special handling.' Below this is a table with the following data:

ID	Date	Status	Application	Items	Total Amount	File Name	User	Options
5043611	11/07/2023	Processing Completed	Payables	31	\$107,028.30	Westdale Wireless CHK-ACH...	nathan_noll	Pull
5043608	11/07/2023	Delivered to Carrier	Payables	4	\$22,950.00	Westdale Wireless CHK-ACH...	nathan_noll	Pull
					Total: \$129,978.30			

At the bottom of the table area, there is a pagination control showing 'Items per page: 10' and '1 - 2 of 2' with navigation arrows.

Active jobs that have not been completed will show in the next screen.

The screenshot shows the KeyBank Consolidated Payables interface. The top navigation bar includes the KeyBank logo, 'Consolidated Payables', and links for Settings, Help, and Sign Out. Below the navigation bar, there are icons for Home, Jobs (selected), Document Search, Reports, Administration, and Vendors. The main content area is titled 'Check Pulls/Redirect Requests' and features a four-step process: 1. Select Job, 2. Select Items, 3. Handling Instructions, and 4. Confirm & Submit. A message reads 'Select a job with checks requiring special handling.' Below this is a table with the following data:

ID	Date	Status	Application	Items	Total Amount	File Name	User	Options
5043662	11/16/2023	Processing Completed	Check, ACH and Wires	35	\$129,978.30	Westdale Wireless CHK-ACH...	nathan_noll	Pull
					Total: \$129,978.30			

At the bottom of the table area, there is a pagination control showing 'Items per page: 10' and '1 - 1 of 1' with navigation arrows.



# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

Clicking on **Pull** will bring you to a list of only the check payments in that file and a listing of any current check pulls on going for the file selected.

Select the check(s) associated with the new request.

The screenshot shows the KeyBank Consolidated Payables interface. At the top, there is a navigation bar with the KeyBank logo, "Consolidated Payables", and links for Settings, Help, and Sign Out. Below this is a secondary navigation bar with "Jobs", "Document Search", "Reports", "Administration", and "Vendors". The main content area is titled "Check Pulls/Redirect Requests" and features a progress indicator with four steps: 1. Select Job, 2. Select Items, 3. Handling Instructions, and 4. Confirm & Submit. Below the progress indicator, there is a prompt: "Select the checks requiring special handling." To the right of this prompt are two buttons: "Filter/Search" and "Select All". The main part of the interface is a table with three columns: "Check Number", "Payee Name", and "Payment Amount". The table contains 14 rows of data, with the first five rows highlighted in light blue, indicating they are selected. The remaining nine rows are in a light grey color, indicating they are not selected.

Check Number	Payee Name	Payment Amount
2318039125	JUMBO SPORTS	\$5,634.25
2318039126	KITCHEN DESIGNS INC	\$9,023.00
2318039127	JNJ CONSTRUCTION SUPPLI...	\$5,539.00
2318039128	AAA PRINT SERVICES INC	\$1,295.00
2318039129	UNITED PROPERTY MANAGE...	\$2,295.00
2318039130	DISCOVERY ISLAND HOTEL	\$1,295.00
2318039131	CAFE ISABELLE	\$6,600.00
2318039132	REM ART DECORS	\$4,812.00
2318039133	T and M ASSN INC	\$4,800.00
2318039134	T and M ASSN INC	\$1,900.00

Once you have finished selecting the check(s) desired, click Next.



**Option A – Shipping a Check to an Alternate Address**

Select option A to identify a Check or Multiple Checks that need to be sent to different address(es) than the address on the Check face.

Enter the address requested for each Check in the Alternate Recipient Address space and select the carrier. Options are: FedEx, UPS and USPS. Select Next.

**Note:** If you select Saturday delivery for UPS/FedEx, please note that we will request it on the shipping label, but if the carrier does not have that availability for the address you have provided, the check will simply be standard overnight delivery.

KeyBank | Consolidated Payables Settings ? Help Sign Out

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Home **Jobs** Document Search Reports Administration Vendors

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Check Pulls/Redirect Requests

1 Select Job 2 Select Items **3 Handling Instructions** 4 Confirm & Submit

How should these checks be handled?

Option A  Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the below page)

Check #	Payee Name	Amount	Alternative Recipient Address	Carrier	Saturday?
2318039121	DAVID JAMES	\$1,000.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2318039122	TTK ELECTRIC	\$3,200.30	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2318039123	FARRIS AND N	\$1,634.25	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2318039125	JUMBO SPORT	\$5,634.25	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total Items: 26

Option B  Ship them to the address on the checks, but use this carrier.

Option C  Ship them to this alternate address.

Option D  Destroy these checks

Confirm the details of the pull on the next screen.

Click Submit after reviewing and confirming the details.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

KeyBank | Consolidated Payables

Settings Help Sign Out

Jobs Document Search Reports Administration Vendors

### Check Pulls/Redirect Requests

Select Job Select Items Handling Instructions Confirm & Submit

Please review the information below. Items will be shipped to the address on the checks using the specified carrier.

Check Number	Payee Name	Payment Amount	Address	Carrier	Saturday
2318039121	DAVID JAMES COLLINS DDS	\$1,000.00	Address in Check	USPS	No
2318039122	TTK ELECTRICAL SERVICES I...	\$3,200.30	Address in Check	USPS	No

Total: \$4,200.30

Items per page: 10 1 - 2 of 2

Submit Previous Cancel

## Option B – Shipping Checks to the Address on the Check via an Alternate Carrier

This option allows you to identify checks that need to go to the address on the check, but via a different carrier. From the dropdown menu, choose the desired carrier and then select Next. Options are: USPS, UPS and FedEx.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**KeyBank** | Consolidated Payables Settings Help Sign Out

Jobs Document Search Reports Administration Vendors

### Check Pulls/Redirect Requests

1 Select Job — 2 Select Items — 3 Handling Instructions — 4 Confirm & Submit

How should these checks be handled?

Option A  Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the below page)

Option B  Ship them to the address on the checks, but use this carrier.

Carrier:

Saturday Delivery:

Option C  Ship them to this alternate address.

Option D  Destroy these checks

**Next** Previous Cancel

Verify the details on the confirmation screen and then click Submit.

**KeyBank** | Consolidated Payables Settings Help Sign Out

Jobs Document Search Reports Administration Vendors

### Check Pulls/Redirect Requests

1 Select Job — 2 Select Items — 3 Handling Instructions — 4 Confirm & Submit

Please review the information below. Items will be shipped to the address on the checks using the specified carrier.

Check Number	Payee Name	Payment Amount	Address	Carrier	Saturday
2318039121	DAVID JAMES COLLINS DDS	\$1,000.00	Address in Check	USPS	No
2318039122	TTK ELECTRICAL SERVICES I...	\$3,200.30	Address in Check	USPS	No
		Total: \$4,200.30			

Items per page: 10 1 - 2 of 2 < >

**Submit** Previous Cancel

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Option C – Shipping a Batch of Checks to One Location

The third option allows you to select a batch of checks that all require being sent to one location. Select the checks and then click Next, choose Option C, and then enter:

- The Address the batch of Checks needs to be directed to Carrier: USPS, UPS or FedEx
- Packaging Options:
  - Flat – Checks are not folded/inserted into envelopes
  - Inserted/Unsealed – Checks are folded and put into envelopes with seal open.
  - Inserted/Sealed - Checks are folded and put into envelopes with proper seal closed.

The screenshot shows the 'Check Pulls/Redirect Requests' interface. At the top, there is a navigation bar with 'KeyBank' logo, 'Consolidated Payables' text, and links for 'Settings', 'Help', and 'Sign Out'. Below this is a secondary navigation bar with icons for 'Home', 'Jobs', 'Document Search', 'Reports', 'Administration', and 'Vendors'. The main content area is titled 'Check Pulls/Redirect Requests' and features a progress indicator with four steps: 'Select Job', 'Select Items', '3 Handling Instructions', and 'Confirm & Submit'. The 'Handling Instructions' step is active and contains the following options and fields:

How should these checks be handled?

Option A  Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the below page)

Option B  Ship them to the address on the checks, but use this carrier.

Option C  Ship them to this alternate address.

Ship to this alternate address:  \* Field is required

Carrier:    *Note: FedEx and UPS will not deliver to a PO Box*

Packaging Options:

Saturday Delivery:

Option D  Destroy these checks

At the bottom of the form, there are three buttons: 'Next' (highlighted in black), 'Previous', and 'Cancel'.

Validate the details on the next screen and then click Submit.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**KeyBank** | Consolidated Payables Settings Help Sign Out

Jobs Document Search Reports Administration Vendors

### Check Pulls/Redirect Requests

1 Select Job 2 Select Items 3 Handling Instructions 4 Confirm & Submit

**Please review the information below.**

All items sent to Address: 100 Main Street, Springfield, I...  
Carrier: FedEx  
Packaging: Flat

Check Number	Payee Name	Payment Amount
2318039121	DAVID JAMES COLLINS DDS	\$1,000.00
2318039122	TTK ELECTRICAL SERVICES I...	\$3,200.30
		Total: \$4,200.30

Items per page: 10 1 - 2 of 2

Submit Previous Cancel

## Option D – Destroy Checks

To have a check(s) fully destroyed so they will neither be printed and mailed, nor shipped back to any location, select Option D.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**KeyBank** | Consolidated Payables Settings Help Sign Out

Home **Jobs** Document Search Reports Administration Vendors

### Check Pulls/Redirect Requests

1 Select Job      2 Select Items      **3 Handling Instructions**      4 Confirm & Submit

How should these checks be handled?

Option A  Ship each check individually to an alternate address (you will be able to specify the addresses and the carrier(s) on the below page)

Option B  Ship them to the address on the checks, but use this carrier.

Option C  Ship them to this alternate address.

Option D  Destroy these checks

**Next** Previous Cancel

Confirm the checks on the next page and then click Submit.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

KeyBank | Consolidated Payables Settings Help Sign Out

Home **Jobs** Document Search Reports Administration Vendors

### Check Pulls/Redirect Requests

1 Select Job — 2 Select Items — 3 Handling Instructions — 4 Confirm & Submit

Please review the information below. **The following items will be destroyed:**

Check Number	Payee Name	Payment Amount
2318039121	DAVID JAMES COLLINS DDS	\$1,000.00
2318039122	TTK ELECTRICAL SERVICES I...	\$3,200.30
		Total: \$4,200.30

Items per page: 10 1 - 2 of 2

**Submit** Previous Cancel

For each request you submit, you will also receive an email notification alerting you we have successfully received your request. Please be aware of the Check Pull cutoff timelines for your Check Pull request. Any requests received after that time will be on a best effort basis only. Please refer to your contract if you are unsure of what your SLA (Service Level Agreement) is for printed files you send, or the Check Pull Request time requirements for your company.



# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Reports

### Overview

The Reports section of the KeyBank Consolidated Payables website allows you to:

- Search for payments, invoices, or vendors
- View Virtual Card Settlement Report

If you have chosen to participate 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

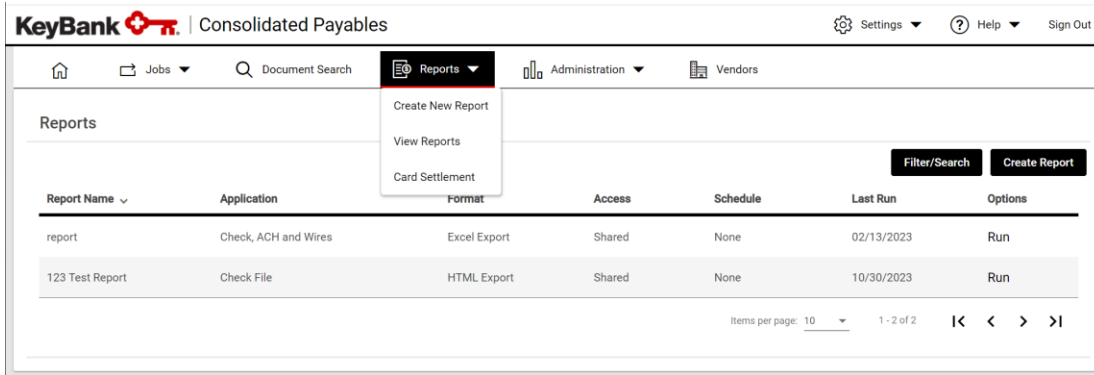
The Document Search is a robust search engine that allows you to search for a single payment or invoice, a group of payments or invoices or all payments or invoices for a certain period. Document Search criteria includes:

<b>Search By:</b>	Choose Payment Search or Invoice Search
<b>Payment Method:</b>	Choose Payment Method to search- ACH, Check, Debit, Wire, Auto, vCard, Card, Check Export, Transform Service, All.
<b>Effective Date or Date Period:</b>	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.
<b>Status:</b>	Choose Returned, Processed or All - Note: these are specific to our Bank Resellers
<b>Job ID:</b>	Numeric Field that supports exact match for Job ID or range of Job ID's
<b>Payee Name:</b>	Character field. Supports exact match or wildcard searches. (e.g., John Doe, John*, *Doe)
<b>Payee Number:</b>	Character field. Supports exact match or wildcard searches (e.g., 12345, 12*, *345)
<b>Check Number:</b>	Character field. Supports exact match, wildcard searches or list (e.g., 12345, 12*, or list of check numbers separated by commas)
<b>Check Date or Date Period:</b>	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

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**Check Amount:** Numeric field. Supports exact matches or ranges (e.g., 123.45, 10.00-100.00, > 100.00 or < 100.00.)






Locate the Document Search by navigating to the tool bar and selecting it from the Reports section.







## Searching for Payments

Enter the Document Search Criteria for the payment(s) you are searching for and click "Search."

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

  JobsDocument Search Reports Administration Vendors

**Document Search**  
Instructions: Choose your search criteria and select Search to search for payments or invoices.

Application:	<input type="text" value="Check File"/>	
Search by:	<input type="text" value="Payment Search"/>	Select the type of search from the list
TransactionID:	<input type="text"/>	
Status:	<input type="text" value="All"/>	
Customer Phone Number:	<input type="text"/>	
Job ID:	<input type="text"/>	Numeric field. Supports exact match or ranges, e.g. <u>100032</u> <u>1000-1100</u>
Payee Number:	<input type="text"/>	Character field. Supports exact match or wildcards and lists, e.g. <u>0012345</u> <u>123*</u>
Check Number:	<input type="text"/>	Character field. Supports exact match or wildcards and lists, e.g. <u>10*</u> <u>101_152_328</u>
Payee Name:	<input type="text"/>	Character field. Supports exact match or wildcards, e.g. <u>John Doe</u> <u>John*</u> <u>*Smith</u>
Check Amount:	<input type="text"/>	Numeric field. Supports exact match or ranges, e.g. <u>510.32</u> <u>10-1000</u> <u>&lt;500</u> <u>&gt;1000</u>
<input checked="" type="radio"/> Effective Date:	<input type="text"/>  <input type="text"/> 	
Or		
<input type="radio"/> Date Period:	<input type="text" value="This Week"/>	
<input checked="" type="radio"/> Check Date:	<input type="text"/>  <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"/>	

**Note:** For customers utilizing multiple applications within the system, a tab will appear for each application to allow the user to search within each respectively. Applications may be configured to restrict access to log in and view that information. In the example to the right, the application is named 'Accounts Payable.' The name of the application is discussed during Implementation.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

Search Results are returned.

Click View to view the payment details.

Payables										
<a href="#">Payables - Base2000 UAT</a> <a href="#">Payables - HP</a> <a href="#">Payables - XML</a> <a href="#">Payables-Visa Testing</a> <a href="#">Payroll-Estub</a> <a href="#">vCard Funding</a> <a href="#">Vendor Reports</a>										
Search Criteria: Check Date: 8/1/2018-8/22/2019										
Results										
	Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date	String Field1	✓
<a href="#">View</a>	5187471	Belle's Bells	76892	500032	8/14/2018	\$1.10	Check	8/14/2018		✓
<a href="#">View</a>	5192728	Belle's Bells	76892	500032	8/14/2018	\$1.10	Check	8/14/2018		✓
<a href="#">View</a>	5193911	Belle's Bells	76892	500032	8/14/2018	\$1.10	Check	8/14/2018		✓
<a href="#">View</a>	5193920	Bill Smithypay	72222	500032	8/14/2018	\$1.10	Check	8/14/2018		✓
<a href="#">View</a>	5200585	AvishekTest0909	5488009	500032	2/15/2019	\$1.10	ACH	2/15/2019		✓
<a href="#">View</a>	5213975	Bill Smithypay	72222	500032	8/14/2018	\$1.10	vCard	8/14/2018		✓
<a href="#">View</a>	5200585	Bob Scott	VET1553	500034	2/15/2019	\$3.00	ACH	2/15/2019		✓
<a href="#">View</a>	5213975	Bob Scott	VET1553	500034	8/14/2018	\$3.00	ACH	8/14/2018		✓
<a href="#">View</a>	5193911	Bob Scott	VET1553	500034	8/14/2018	\$3.00	ACH	8/14/2018		✓
<a href="#">View</a>	5193920	Bob Scott	VET1553	500034	8/14/2018	\$3.00	ACH	8/14/2018		✓

Total: 18 items, \$54.60      10      << page 1 of 2 >>

Export selected items as: [Excel Export](#)      [Export](#)      [Return](#)

## Vendor Enrollment Reports

If you have chosen to use the Vendor Enrollment value add to migrate your Check to ACH and/or Check to Virtual Card, the Vendor Enrollment Report will provide you with updated information regarding which of your vendors have chosen to sign up and what payment option they have chosen.

The Vendor Enrollment Report provides you with the opportunity to search for specific vendors or recipients, to create reports related to vendor enrollment, vendor status and vendor payment method. The search criteria include:

**Search by:** Recipient Registration Status (Default)

**Recipient Name:** Vendor/Payee/Recipient Name

**Registration Code:** 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.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

- Paying Entity:** Configured Entity Name with Payer.
- Recipient Registration Status:** Non-Registered, Registered (Virtual Card, ACH or Presentment), or Pending (ACH that has not been Activated)
- Registration Date or Date Period:** Allows you to search by a date range or to choose this Week, this Month or Today
- Recipient Number:** This is a character field that allows for exact match, wildcard or list of your vendor's payee number.
- Payment Method:** This is a character field that allows for searching via payment method: ACH, Payer Defined (includes Check, Wire and straight- through ACH), vCard.

Payables Payables - Base2000 UAT Payables - HP Payables - XML Payables-Visa Testing Payroll-Estub vCard Funding Vendor Reports

Specify as much or as little information as necessary.

Search by:  Select the type of search from the list

Recipient Name:

Registration Code:

Paying Entity:

Recipient Registration Status:

Registration Date:  to

or

Date Period:

Recipient Number:

Payment Method:

Click the search button to display the search results.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**Payables** | Payables - Base2000 UAT | Payables - HP | Payables - XML | Payables-Visa Testing | Payroll-Estab | vCard Funding | Vendor Reports

Search Criteria: Check Date: 8/1/2018-8/22/2019

**Results**

	Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date	String Field1	
<a href="#">View</a>	5187471	Belle's Bells	76892	500032	8/14/2018	\$1.10	Check	8/14/2018		<input checked="" type="checkbox"/>
<a href="#">View</a>	5192728	Belle's Bells	76892	500032	8/14/2018	\$1.10	Check	8/14/2018		<input checked="" type="checkbox"/>
<a href="#">View</a>	5193911	Belle's Bells	76892	500032	8/14/2018	\$1.10	Check	8/14/2018		<input checked="" type="checkbox"/>
<a href="#">View</a>	5193920	Bill Smithypay	72222	500032	8/14/2018	\$1.10	Check	8/14/2018		<input checked="" type="checkbox"/>
<a href="#">View</a>	5200585	AvishekTest0909	5486009	500032	2/15/2019	\$1.10	ACH	2/15/2019		<input checked="" type="checkbox"/>
<a href="#">View</a>	5213975	Bill Smithypay	72222	500032	8/14/2018	\$1.10	vCard	8/14/2018		<input checked="" type="checkbox"/>
<a href="#">View</a>	5200585	Bob Scott	VET1553	500034	2/15/2019	\$3.00	ACH	2/15/2019		<input checked="" type="checkbox"/>
<a href="#">View</a>	5213975	Bob Scott	VET1553	500034	8/14/2018	\$3.00	ACH	8/14/2018		<input checked="" type="checkbox"/>
<a href="#">View</a>	5193911	Bob Scott	VET1553	500034	8/14/2018	\$3.00	ACH	8/14/2018		<input checked="" type="checkbox"/>
<a href="#">View</a>	5193920	Bob Scott	VET1553	500034	8/14/2018	\$3.00	ACH	8/14/2018		<input checked="" type="checkbox"/>

Total: 18 items, \$54.60      10      << page 1 of 2 >>

Export selected items as: **Excel Export** | **Export** | **Return**

Reports can be exported to Excel or HTML.

## Card Settlement Report (For Virtual Card Clients Only)

This report provides a listing of all Virtual Card Payments issued through KeyBank Consolidated Payables. From the Reports dropdown menu, navigate to the report by clicking on Card Settlement.

**KeyBank** | Consolidated Payables | Settings | Help | Sign Out

Home | Jobs | Document Search | **Reports** | Administration | Vendors

**Card Settlement**  
Data on this page is updated once a day.

Filter/Search | Export

Payee Name	Payee #	Card Profile	Application	Pmt #	Pmt Date	Pmt Amt	Settlement Date	Settlement Amt	Card #	Pmt Exp Date	Status	Options
DAVID JAMES COLLINS DDS	IDACPHP2	test	Payables	2318039121	06/10/2020	\$1,000.00	06/10/2020	\$2,000.00	6298	07/10/2020	Fully Settled	Details
Mandarin Flowers and Gifts	IDAYYA10	test	Payables	2317039148	06/10/2020	\$5,200.00	06/10/2020	\$10,400.00	6838	07/10/2020	Fully Settled	Details
HLT Computer Professionals	IDAYYA12	test	Payables	2317039149	06/10/2020	\$6,000.00	06/10/2020	\$12,000.00	9682	07/10/2020	Fully Settled	Details
TTK ELECTRICAL SERVICES I...	IDAUPHP2	test	Payables	2318039122	06/10/2020	\$3,200.30	06/10/2020	\$6,400.60	6518	07/10/2020	Fully Settled	Details
Anson Food Delivery	IDAYYA11	test	Payables	2317139148	06/10/2020	\$5,300.00	06/10/2020	\$10,600.00	9682	07/10/2020	Fully Settled	Details
Kinetics Office Design Inc	IDAYYAA6	test	Payables	2317039170	06/10/2020	\$1,420.00	06/10/2020	\$2,840.00	9002	07/10/2020	Fully Settled	Details
Aberdeen Trading LLC	IDAYYAA1	test	Payables	2317039166	06/10/2020	\$3,800.00	06/10/2020	\$7,600.00	9002	07/10/2020	Fully Settled	Details
Stern Delivery Services Inc	IDAYYAA2	test	Payables	2317039171	06/10/2020	\$2,420.00	06/10/2020	\$4,840.00	9322	07/10/2020	Fully Settled	Details
DW Document Printing and Su...	IDAYYAA8	test	Payables	2317039172	06/10/2020	\$2,420.00	06/10/2020	\$4,840.00	9322	07/10/2020	Fully Settled	Details
Stern Delivery Services	IDAYYAA2	test	Payables	2317039167	06/10/2020	\$3,800.00	06/10/2020	\$7,600.00	3175	07/10/2020	Fully Settled	Details

Items per page: 10 | 1 - 10 of 351 | < >

The report includes the data illustrated above. The report is exportable and search criteria allow the report to be filtered.

## CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**Note:** *Settlement status is updated nightly. Card statuses are not updated in real-time.*

Virtual Card Status will be one of the following for all issued cards:

<b>All:</b>	All virtual cards that have been issued.
<b>Open:</b>	Virtual cards that have not yet been authorized.
<b>Fully Settled:</b>	Virtual cards that have been authorized for the entire amount of the card.
<b>Partially Settled:</b>	Virtual cards that have been authorized for a portion of the full payment amount.
<b>Partially Settled/ Expired:</b>	Virtual cards that have been authorized for a portion of the full payment amount. The cards reached their expiration date with a remaining balance on the card.
<b>Not Settled/Expired:</b>	Virtual cards that have not been authorized and have reached their expiration date
<b>Blocked:</b>	Virtual cards that have been blocked (cancelled).
<b>Partially Settled/Blocked:</b>	Virtual cards that have been authorized for a portion of the full payment amount and then reached their expiration date.

## Administration

The **Administration** Section of the KeyBank Consolidated Payables Portal is used to set up your application settings, set up and administer users and permissions.

- View/Edit your own Profile
- Set up/Edit Users and define their permissions
- Set up/Edit Roles within your Company and assign Users to those Roles
- Set up/Edit your Application Configurations, including establishing Approval criteria and rules for your payments
- View the activity for your Users

## My Profile

Each user can view or edit information in their User Profile. Users can:

- Change their password
- Change their security questions
- Update the email address for email notifications



# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**KeyBank** | Consolidated Payables

Settings Help Sign Out

Jobs Document Search Reports Administration Vendors

### Update User Profile

User ID: nathan\_noll

Current Password: [Redacted]

New Password: [Redacted]  
New Password is required

Confirm Password: [Redacted]  
Confirm Password is required

First Name: Nathan

Last Name: Noll

Phone #: [ ] Extension: [ ]

Mobile Provider: [ ]

Mobile #: [ ]

Email: nathan\_noll@keybank.com

Security Question 1: What is your pet's name?  
Existing Answer: [ ]  
In order to change your security question or answer, please enter your existing answer.

Security Question 1 Answer: [ ]

Security Question 2: What is the name of your first child?  
Existing Answer: [ ]  
In order to change your security question or answer, please enter your existing answer.

Security Question 2 Answer: [ ]

Items Per Page: 10 25 50 100

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

Save Cancel

## User Administration

Under the **User Administration** Tab, you can view all the Users that have been set up in the system.

To View the details of a User, simply click the user's name.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**KeyBank** | Consolidated Payables

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### User Administration

Active Users Inactive Users All Users **Add User**

Full Name	User ID ^	Active	Role	Last Login	Last Edit	Last Editor	Options
Brandi Ludovico	BLudovico	Y	Admin	11/06/2023 11:15:35 AM	12/02/2022 09:24:11 AM	chughes2	Edit
Jeremy Joseph	JJoseph	Y	Admin	10/20/2023 09:04:32 AM	08/02/2023 12:38:08 PM	chughes2	Edit
Jessie White	jwhite_key	Y	Admin	06/09/2020 09:16:33 AM	06/09/2020 09:14:16 AM	chughes2	Edit
Kyle Lott	Kyle.Lott	Y	Admin	11/16/2023 02:19:55 PM	12/05/2022 09:30:23 AM	chughes	Edit
Matthew Bernstein	Mbernstein	Y	Admin	03/27/2023 01:46:06 PM	11/10/2022 10:59:17 AM	Matthew Bernstein	Edit
Mark Wilson	MWilson	Y	Admin	11/02/2023 12:19:17 PM	08/22/2023 01:43:09 PM	Mark Wilson	Edit
Nathan Noll	nathan_noll	Y	Admin	11/17/2023 09:49:38 AM	10/02/2023 10:13:10 AM	Nathan Noll	Edit
Peter Hitchmoth	phitchmoth	Y	Admin	11/16/2023 01:09:45 PM	06/15/2023 11:11:32 AM	chughes2	Edit
ravneet singh	ravneet.singh	Y	Admin	11/17/2023 06:17:56 AM	11/17/2023 06:18:24 AM		Edit
Rushikesh Remane1	Rushikesh_Remane	Y	Admin_Division 1 User_Divisio...	02/03/2023 03:29:41 AM	02/03/2023 03:29:57 AM	Rushikesh_Remane	Edit

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The User's Profile will show the Role(s) that the user has been assigned to, and the email addresses where email notifications are being sent.

A user's password may be reset by an Administrator by selecting the Reset Password button on the user's profile and clicking Save. A link will be sent to user that allow them to reset the password, link will be valid for 24 hours. As part of PCI compliance, no one sees the user's password—and the password field is grayed out to all but the users themselves.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

The screenshot displays the 'User Administration - Edit A User' interface. At the top, the KeyBank logo and 'Consolidated Payables' are visible, along with navigation links for Settings, Help, and Sign Out. The main navigation bar includes Home, Jobs, Document Search, Reports, Administration (highlighted), and Vendors. The user account section shows 'User ID: BLudovico' with 'Reset Password' and 'Reset MFA' buttons. A toggle switch for 'Active' is turned on. The 'First Name\*' field contains 'Brandi', and the 'Last Name\*' field contains 'Ludovico'. There are empty fields for 'Phone #' and 'Extension', a 'Mobile Provider' dropdown menu, and an empty 'Mobile #' field. The 'Email\*' field contains 'Brandi.Ludovico@key.com'. The 'Roles\*' section lists five roles with checkboxes: Admin, AP clerk, Division 1 User, Division 2 User, and TestRole. At the bottom, there are 'Save' and 'Cancel' buttons.

## Add a New User/Assigning Permissions

To add a New User, an Administrator will complete the following steps:

1. Click 'Add new user' from the User Administration Page
2. Assign a **Username**
3. Assign the **Role(s)** for the user
4. Provide a **phone number** to reach the User. (Not required)
5. Enter **email address** to receive notifications.
6. Click **Save** to confirm
7. Email your new user their Username

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**KeyBank** | Consolidated Payables Settings Help Sign Out

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### User Administration - Add A User

**User Account**

User ID\*

Active

First Name\*

Last Name\*

Phone # Extension

Mobile Provider

Mobile #

Email\*

**Roles\***





- Admin
- AP clerk
- Division 1 User
- Division 2 User
- TestRole

**Save** **Cancel**

## Active/Inactive Users

Notice that all the Users are marked Active. To Deactivate a User simply uncheck the check box. Inactive Users will not be allowed to log into the system until they are marked as Active. Inactive Users are maintained on the system for audit purposes and can be viewed by checking the box “Show Inactive Users” in the upper-right corner.


# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

Navigation:  Jobs  Document Search  Reports **Administration**  Vendors

### User Administration

Active Users | **Inactive Users** | All Users **Add User**

Full Name	User ID	Active	Role	Last Login	Last Edit	Last Editor	Options
Andria Klassen	aklassen	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:26:49 PM	rosenberger	Edit
Arlene Worrell	aworrell	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:27:06 PM	rosenberger	Edit
Beau Callies	bcallies	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:27:25 PM	rosenberger	Edit
Billie Kawinski	bkawinski	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:27:37 PM	rosenberger	Edit
Betty Lesner	blesner	N	Admin		07/10/2018 04:27:51 PM	rosenberger	Edit
Beth Mellinger	BMellinger	N	Division 1 User	11/21/2019 10:56:18 AM	08/04/2021 01:58:14 PM	EWhipple	Edit
Brenda Williams	bwilliams	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:28:48 PM	rosenberger	Edit
Christopher Brooks	cbrooks	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:29:00 PM	rosenberger	Edit
Christa Hiles	chiles	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:29:11 PM	rosenberger	Edit
Christopher Major	cmajor	N	Admin	02/10/2018 02:37:23 PM	07/10/2018 04:29:21 PM	rosenberger	Edit

Items per page: 10 1 - 10 of 38 

## Role Administration

The first thing you will do when setting up Users is to establish Roles. More than one Role may be established for your company, and there is no limitation to how many Roles may be set up.

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 to help you readily identify the Role. You will then choose what Applications to which the Role will have access.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

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/are 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 Users of certain steps that need to be completed (e.g., Approval required).

**KeyBank** | Consolidated Payables

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Jobs Document Search Reports Administration Vendors

### Role Administration - Add A Role

User Account	Applications*	Features*	Reports	Email Notifications
Role Name*: <input type="text"/>	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
Role Description: <input type="text"/>	<input type="checkbox"/> Check File	<input type="checkbox"/> Application Configuration	<input type="checkbox"/> 123 Test Report	<input type="checkbox"/> Approval Required
Active: <input checked="" type="checkbox"/>	<input type="checkbox"/> Check to Card	<input type="checkbox"/> Approve Payments	<input type="checkbox"/> report	<input type="checkbox"/> Blocked Cards
	<input type="checkbox"/> Check, ACH and Wires	<input type="checkbox"/> Add Edit Vendors		<input type="checkbox"/> Check Pulls
	<input type="checkbox"/> Payables	<input type="checkbox"/> AddEditVendors		<input type="checkbox"/> Control Totals Entered
	<input type="checkbox"/> Vendor Reports	<input type="checkbox"/> Card Settlement		<input type="checkbox"/> Control Totals Failed
		<input type="checkbox"/> Card Settlement Block		<input type="checkbox"/> File Awaiting Control Totals
		<input type="checkbox"/> Card Settlement Resend		<input type="checkbox"/> File Placed On Hold
		<input type="checkbox"/> CardFunding		<input type="checkbox"/> File Received
		<input type="checkbox"/> Check Pulls		<input type="checkbox"/> File Released For Processing
		<input type="checkbox"/> Pending FX		<input type="checkbox"/> Job Completed
		<input type="checkbox"/> View File Details		<input type="checkbox"/> User Profile Updated
		<input type="checkbox"/> View Files		
		<input type="checkbox"/> View Job Details		
		<input type="checkbox"/> View Jobs		
		<input type="checkbox"/> View Vendors		
		<input type="checkbox"/> ViewVendors		
		<input type="checkbox"/> Document Archive		
		<input type="checkbox"/> Edit Approval Rules		
		<input type="checkbox"/> Enter Control Totals		
		<input type="checkbox"/> Submit Jobs		
		<input type="checkbox"/> Upload Files		
		<input type="checkbox"/> User Administration		
		<input type="checkbox"/> View Documents		
		<input type="checkbox"/> View File Details		
		<input type="checkbox"/> View Files		
		<input type="checkbox"/> View Jobs		

Save Cancel

## Description of Features

### Approve Payments

If Payment Approval has been activated, allows a user to Approve Payments—different from Submitting a File—that is connected to Payment Approval setup (i.e., Setting up Payment Amount Level Thresholds)

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## **Add/Edit Vendors**

If Vendor Onboarding is occurring, allows access to manually add Vendors to the Customer's System setup to generate a Registration Code

## **Cross-Customer Reporting**

This is not used for the Customer portal (PI refer default Token List).

## **Card Settlement**

Allows access to view the Card Settlement page

## **Card Settlement. Block**

Allows a User to block individual vCard payments under the Card Settlement Report page.

## **Card Settlement. Resend**

This feature resends a duplicate vCard Payment email to the vendor

## **Card Funding**

New page designed to provide Card Funding details for Regions DXC

## **Check Pulls**

Gives user access to make Check Pulls via the Portal

## **View File Details**

Access to view the payments in files on Hold

## **View Files**

Access to view a listing of all files on Hold

## **View Job Details**

Access to view a listing of all the payments in files that have been Submitted

## **View Jobs**

Access to view a listing of all Jobs

## **View Vendors**

Access to view the Vendors and status of their registration

## **Document Archive**

Access to View/Search payments previously submitted through the system

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Edit Approval Rules

Allows user to Add/Edit a Payment Approval rule

## Encryption

This page is used for Regions Wires only. A 6-digit Regions PIN is provided to the Customer. Once entered on the page we provide a 16-digit encrypted text back. (This PIN is passed in the EDI Wire Payment Output).

## Notifications

This feature is not used. We utilize individual Email Notifications not a Feature "Notifications" (PI refer default Token List).

## Enter Control Totals

Allows user to enter Control Totals via the KeyBank Consolidated Payables portal

## Submit Jobs

Ability to Approve a File on Hold

## Upload Files

Ability to Import a File directly into the portal (This does not refer to FTP access.)

## User Administration

Access to Add/Edit User Profiles and Role Configuration

## View Documents

Ability to View Payment Images

## View File details

Token controls view of file content/items ready to be submitted for processing

## Email Notifications

The listing of possible Email Notifications that can be set up on a Role and their definition are below:

### Control Totals Entered

Sent once the respective user has manually entered the correct Control Totals

### File Awaiting Control Totals

Sent once a file that has been sent via FTP or manually loaded requires Control Totals



## CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

### Control totals File Received

Sent once the Control Total File has been sent via FTP to confirm receipt of file

### Control Totals File Match

Sent once the Control Total File has been sent via FTP and the Control Totals match

### Control Totals Failed

Sent once the user exceeds the maximum number of tries to successfully enter the Control Totals via the Web

### Control Totals File Failed

Sent once the Control Total File has been sent via FTP, but the Totals do not match

### File Placed on Hold

Sent once a File is either sent via FTP or Manually loaded and placed on Hold

### Approval Required

Sent when one or more payments falls under the Payment Approval rules established, to each user whose approval is required

### File Released for Processing

Sent once the file has gone through all applicable approvals (Control Totals, Payment Approval, File Submission)

### Job Completed

Sent once all payment types are processed through the system. This is the final confirmation that all Printed items have been processed, printed, and mailed and that electronic files (ACH, Positive Pay, Wires) have been successfully transmitted to the Financial Institution and the Virtual Card requests have been successfully transmitted to and from the Card Processor

### Blocked Cards

It provides the "Blocked/Voided Card Notification" email

### Check Pulls

This controls all check pull emails to the customer (Request Received, Request Processed, Unable to Fulfill Request)

### Control Totals Correct

This notification generated when a correct Control Total File is processed

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Scheduled Export Report

This notification generated once an export report is completed.

## User Profile Updated

This notification generated after a User edits their own Profile.

## Scheduled Report

This notifies the user a saved report has been ran.

## Wire Acknowledgements

This notification controls Wire 997 & 824 Ack emails. This token must be provided for a Customer receive our Ack emails.

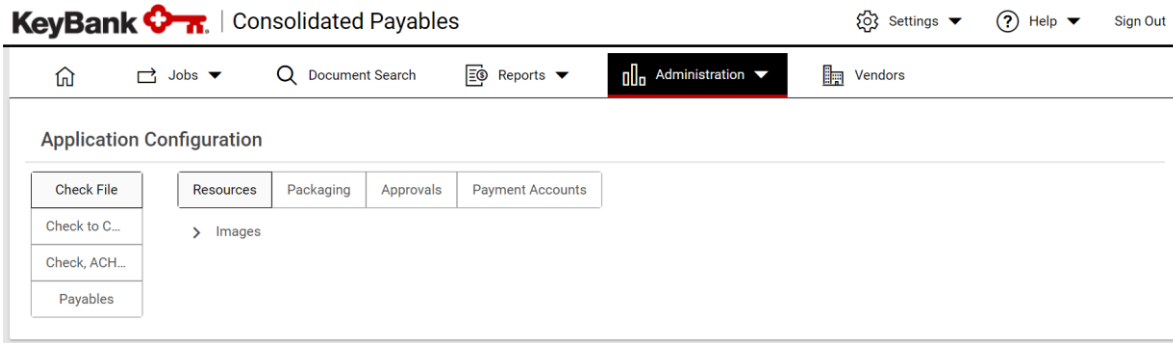
## Application Configuration

The **Application Configuration** section of Administration allows you to view:

- Resources Tab - View the Resources that have been used in each of your Applications (i.e., Images, Fonts, and Lookup Tables). It contains read only look at certain aspects of coding (i.e., fonts, logos, etc.)
- Packaging Tab - View the Packaging instructions that you have established for an application if you are utilizing KeyBank Consolidated Payables for processing printed items (i.e., Checks, Statements, Invoices, Tax Documents). It contains pre-determined locations printed items are set to be returned, based on customer's prior choices.
- Approvals Tab - Set up and Edit Payment Approval Criteria. It contains Payment Approval Rules set up by the Customer (when activated).
- Payment Accounts Tab - View the bank accounts that you have set up for your Checks, ACH, Wires and vCard (if applicable). It contains read only look at accounts that have been set up, showing the following for each account:
  - Payment Code
  - Payment Method Affiliated
  - Account Description (Traditionally, Name of the Account)
  - Last 4 of the Account Number
  - Bank Name
  - Last Updated By

To view the above items under Application Configuration, choose the Application that you want to view.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE



## Approvals

The KeyBank Consolidated Payables system 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 show as "Awaiting Approval". Those payments that do not meet the Approval Rules will be processed normally.

You 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, the example Approval Rules are:

- Payments \$1-\$1,500 Require either of the two users listed to approve the payments
- Payments from \$1,500 and above also require one of the two users listed to approve the payments

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

Application Configuration

Resources		Packaging		Approvals		Payment Accounts	
Payment Amount >=	Payment Amount <	Users To Be Notified		Last Updated	Last Updated By		
<a href="#">edit</a> <a href="#">delete</a>	\$1.00	\$1,500.00	joecust1	11/7/2018 7:21:49 AM	Robert_Smith		
<a href="#">edit</a> <a href="#">delete</a>	\$1,500.00	MAX	joecust2	11/7/2018 7:22:14 AM	Robert_Smith		

2 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.

## Add New Approval Rule

Click on 'Add New Rule' to add an Approval Rule, then choose the payment amount range.

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: 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.

# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

**Create/Edit Approval Rule**

Application : Payables

Payment Amount: >= [ ] and < [ ]  No upper limit

Notify:

Available Users: Joe Cust1, Joe Cust2, Robert Smith

Selected Users: inhouse user, John Smith

Approval Options:

- Add Users selected user(s) may approve payments that meet this criteria.
- All selected users must approve payments that meet this criteria.

Cancel Save

## Payment Accounts

Payment Accounts lists the accounts that you have designated for each of your payment types. This view is read-only.

Payment Processing, or to make any changes to the existing accounts, please see your Implementation-Conversion Analyst.

Application Configuration: Payables

Payment Code	Payment Method	Account Description	Account Number	Bank	Last Updated By
555555555	Auto	555555555	1111	JP Morgan Chase	2/27/2018 9:01:54 AM
CHK	Auto	CHK	**1111	Union Bank	7/13/2018 10:52:26 AM
EFT	ACH	EFT	*****5555	SUNTRUST	12/7/2017 3:32:53 AM






3 total items | 10 items/page | << page 1 of 1 >>

## Activity Log

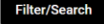

The Activity Log tab under Administration allows you to display all activity for a user in a specific date range. Every action taken by a user is captured here.

Note that the report can be expanded to show more items per page and/or you can page through the report pages. The report can be exported in HTML or Excel format for your convenience.


# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

Home  Jobs  Document Search  Reports  Administration  Vendors

### Activity Log

User ID	Date/Time	Message
nathan_noll	11/17/2023 01:59:57 PM	nathan_noll logged in.
nathan_noll	11/17/2023 09:49:38 AM	nathan_noll logged in.
ravneet.singh	11/17/2023 06:18:24 AM	Updated my profile.
ravneet.singh	11/17/2023 06:17:56 AM	ravneet.singh logged in.
uatuser1	11/17/2023 06:16:27 AM	uatuser1 logged out.
uatuser1	11/17/2023 06:16:03 AM	ravneet.singh created
uatuser1	11/17/2023 06:15:29 AM	uatuser1 logged in.
nathan_noll	11/16/2023 02:56:04 PM	Submitted Check, ACH and Wi...
nathan_noll	11/16/2023 02:55:19 PM	Uploaded Check, ACH and Wir...
nathan_noll	11/16/2023 02:30:00 PM	nathan_noll logged in.

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# CONSOLIDATED PAYABLES - CUSTOMER SITE USER GUIDE

## Vendors

### Add Vendor

**Add Vendor** option allows you to add Vendors to the system on an ad hoc basis. Enter the Vendor Information that is required (indicated by the red \* beside the field box) and then click 'Save.' Doing so triggers an automated email to be sent to the Vendor with a link to the Vendor Portal and the Registration Code required to complete the setup to receive their payments electronically from you.

KeyBank | Consolidated Payables Settings Help Sign Out

Home Jobs Document Search Reports Administration **Vendors**

Vendor **Add Vendor**

ID	Name	Regcode	Last Pmt Date ^	Pmt Method	Amount
7777777	Tina's Company	25K1YCDS		vCard	
ABC123	Ted's Great Company	3RV83P63		Check	
1234567	rosanne test	358J61EF		Check	
rosanne1234	rosanne test	A46J85GR		Check	
1234544	ABC Company	6SQN6254		vCard	
KES4242	ABC Supplier	43T7WX3I	10/31/2017 12:56:22 PM		\$5,350.00
autoPayee2	AutoTestPayee2	52T45MX2	06/09/2020 08:47:23 AM		\$1.00
IDA4ILP2	BARTRAM LAW OFFICES	KJ3U353M	06/10/2020 09:47:52 AM		\$1,600.25
IDAGMHP2	BARTRAM AUTO GLASS WIND...	GFV5Y53L	06/10/2020 09:47:52 AM		\$2,210.00
IDAYYA10	Mandarin Flowers and Gifts	6Y43831M	06/10/2020 09:47:52 AM	vCard	\$5,200.00

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