At-a-Glance Reference Guide - Payments

Invoice Approval Settings tile (Admins Only)

Each customer account automatically defaults to Disable. Use the steps below if you want to Enable

- Open the **Invoice Approvals** tile and select **Enable** and then click **Submit.**
- A confirmation message will appear stating you must have an Invoice Approver assigned before enabling.
- The Invoice Approvals tile will now be visible by the Invoice Approver.

Approving and Unapproving Invoices

Important Note: Only Invoice Approvers will be able to see the **Invoice Approval** tile.

- Select the invoice(s) to approve by checking the box in the first column next to each applicable invoice.
- Select **Approve.**
    - There is also an **Unapprove** button available if needed.
- A confirmation message will appear stating that the invoice has been approved.
- Click the **Back** button to return to the Payments tile page.

Set Up Disbursement Sources

Important Note: Only Admins and Super Users will be able to see this tile.

- Click **Add New Disbursement Details** located at the top-right corner of the screen
- In the **Customer Details** section**,** complete all fields with a red asterisk.
- In the **Preferred Payment Method** section, select **ACH** or **Credit Card**.
- In the **Payment Details** section, complete everything with a red asterisk and click **Create**.
    - For ACH, read the terms and click **Verify**. Then read the new set of terms and agree before clicking **Create**.

Delete Disbursement Sources

If you would like to delete a disbursement source, simply click on the **Edit** icon and click **Delete**.

Initiate Payment

Important Note: Only Super Users and Payment Initiators will be able to see this tile.

- Select the invoice(s) to initiate by checking the box in the first column next to each applicable invoice.
- Click **Initiate Payment** located at the top-right corner of the screen.
- In the **Disbursement Source** box, select the applicable disbursement source.
- For the **Payment Date**, use the calendar icon to select the payment date.
- Click the blue hyperlinked ***Click to view Terms & Conditions.**
    - Read the terms and conditions.
    - Check the box if you agree to the terms.
    - Click the "X" to close the **Terms and Conditions** box.
- Click **Submit**
- A confirmation message will appear stating **Payment has been initiated**.
- Click the **Back** button to return to the Payments tile page.

Approve Payment

- Select the payment(s) to approve by checking the box in the first column next to each applicable **Payment ID**.
- Click the **Approve** button.
- A confirmation message will appear stating Payment ID ###### has been Approved.
- Click the **Back** button to return to the Payments tile page

Important Note: Payment Approvers can also use the **Cancel Payment** button for any payments that were selected in error or should no longer be paid.

Release Payment tile

Important Note: Only Payment Releasers will be able to see this tile.

Releasing Payment

- Select the payment(s) to release by checking the box in the first column next to each applicable **Payment ID**.
- Click the **Release Payment** button.
- A confirmation message will appear stating Payment ID ###### has been Released.
- Click the **Back** button to return to the Payments tile page.

Deleting Expired Payments

- Select the payment(s) to delete by checking the box in the first column next to each applicable **Payment ID**.
  Important Note: The **Payment Status** must say **Expired**.
- Click the **Delete** button.
- A confirmation message will appear stating Payment ID ###### has been deleted. The deleted invoice(s) will return to the **Initiate Payment** queue.
- Click the **Back** button to return to the Payments tile page.

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