



# Consolidated Payables

## User Guide

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## 1. Overview

KeyBank's (Key) Consolidated Payables service is a comprehensive Integrated Payables Solution that is designed to simplify and optimize the payables process for companies. You are able to: view files prior to release, approve payments, check job statuses, view reports on all completed jobs, provision users, and maintain visibility into user activity. This guide will not only assist in understanding how the process flows for initiating payments in the system, but also provide product understanding.

Key provides the optimal solution for outsourcing the payment process for check, ACH, wire, virtual card payments and engages a vendor enrollment campaign to support the movement of payments from paper to electronic. Using this intuitive application, payment files are transmitted or uploaded to the Consolidated Payables platform in order for you to review records, release jobs, check the status of files, choose delivery options, and view reports on all completed files.

### 1.1 Payment Approval Process

Consolidated Payables is designed to start processing immediately when a payment file is uploaded or transmitted to the platform and then released for processing. However, a dual approval/workflow process can be implemented. One group of users would have limited access rights to upload the payment file and another group of users, with separate access rights, will release the file for processing. Email notifications are automatically sent to designated users when files are uploaded, held, released, and completed. For more information on settings for the Payment Approval, see the **Administration** section of this document.

### 1.2 Duplicate Files

For every file that is submitted to Consolidated Payables, the system will automatically perform duplicate file checking. The system will compare the submitted payment file from your company with all past payment files processed 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. The system will perform a secondary review to determine if the check dates and check numbers are also duplicated. If they are not, the file is released.

If the check dates and check numbers are the same, 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 will review 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 files, the file will be released to the system for processing. In the event that the submitted file was truly a duplicate file, you will be notified and will be asked if the file should be released or cancelled.

### **1.3 Audit Trail**

Upon receipt of the file, automated emails are generated to a distribution list you define. The email contains a job tracking number and a link to the secure website so that you can track the job throughout the entire production process. Users with proper authorization can log on and see what time the file processed and jobs closed.

### **1.4 Electronic Payments/Conversion of Check Payment to Virtual Card or ACH**

Our solution provides a bridge that enables you to make the transition from checks to electronic payments via one-time use only virtual cards and ACH. When processing a payment file, the system performs a match validation query against the vendor database and automatically creates one-time use virtual card payments or ACH transactions rather than printing checks for vendors who have registered to receive a card or ACH payment from you. The vendor will receive an email with payment data and will also have access to the vendor portal for subsequent retrieval and historic reporting.

The ACH payment conversion process requires entry of banking information by the vendor so that that information can be used to complete the ACH translation. You no longer need to obtain, maintain and secure that information. That data will be securely stored on the PCI compliant vendor portal, accessible only by the vendor, and will be used to complete an ACH payment to them. Of course straight through ACH, where you maintain and provide all of the information needed for an ACH transaction, continues to be available.

## 2. The Consolidated Payables Platform

### 2.1 Overview

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

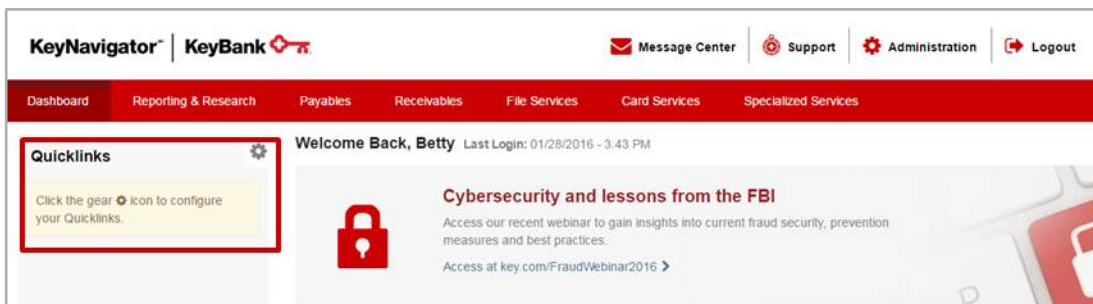
- Upload Payment Files
- Manage Payment Jobs
  - Review payment jobs in summary or in detail
  - Put certain payments on hold
  - Submit payment jobs for processing
  - Separate duties by allowing one person to upload the files and another to review and submit the payments
  - Provide additional review of payment above a certain dollar threshold
- 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 with an online 12 month archive
- Set up and manage user permissions

### 2.2 How to Access the Log-in Page

You may either log in to KeyNavigator to access the Consolidated Payables Platform, or enter the following URL into your web browser to log into the Consolidated Payables Platform directly:

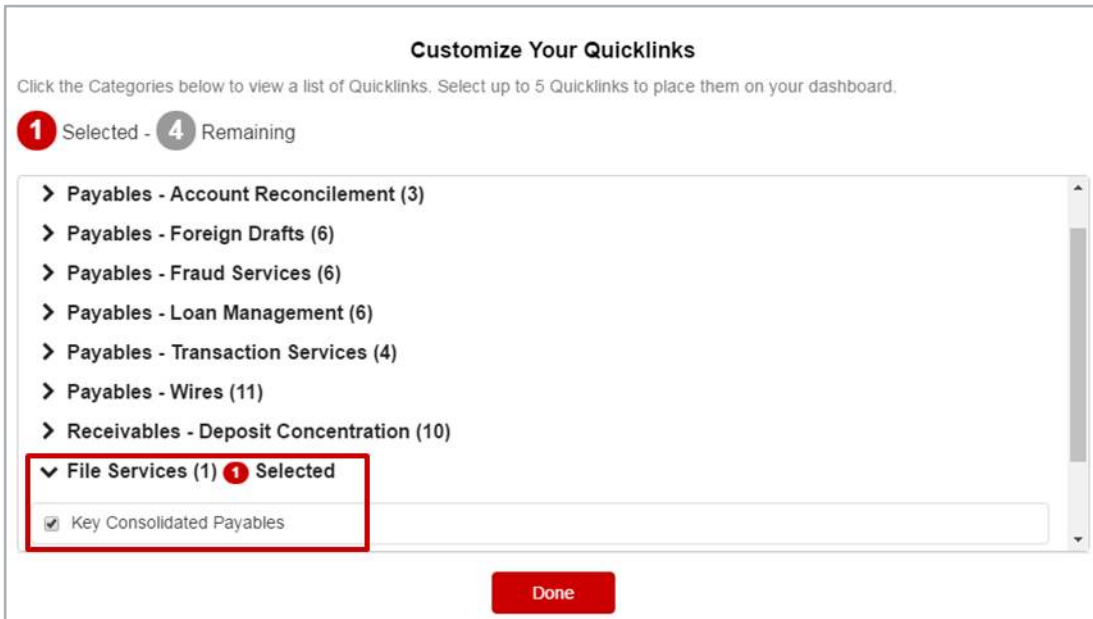
<https://consolidatedpayables.key.com/consolidatedpayables/login.aspx>

If you choose to log in to KeyNavigator, Consolidated Payables is available in the **Quicklinks** section on the left-hand side of the page.



If you do not already have a Key Consolidated Payables Quicklink established, follow these steps:

- Click the gear icon to configure your Quicklinks.
- The **Customize Your Quicklinks** page will appear.
- Click on the **File Services** drop down, and select **Key Consolidated Payables**.
- Click **Done**.



**Customize Your Quicklinks**

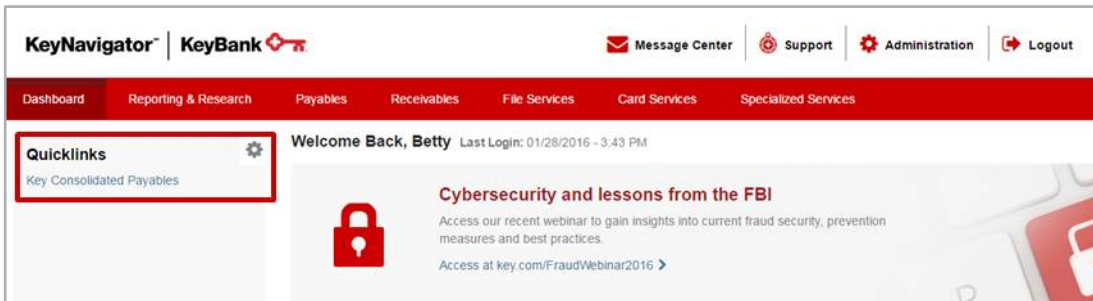
Click the Categories below to view a list of Quicklinks. Select up to 5 Quicklinks to place them on your dashboard.

1 Selected - 4 Remaining

- > Payables - Account Reconciliation (3)
- > Payables - Foreign Drafts (6)
- > Payables - Fraud Services (6)
- > Payables - Loan Management (6)
- > Payables - Transaction Services (4)
- > Payables - Wires (11)
- > Receivables - Deposit Concentration (10)
- ▼ **File Services (1) 1 Selected**
  - ☒ Key Consolidated Payables

**Done**


- The **Key Consolidated Payables** link will now appear in your **Quicklinks**.
- Click the **Key Consolidated Payables** link to log in to the system.



**KeyNavigator** | **KeyBank**

Message Center | Support | Administration | Logout

Dashboard | Reporting & Research | Payables | Receivables | **File Services** | Card Services | Specialized Services

**Quicklinks** 

Key Consolidated Payables

Welcome Back, Betty Last Login: 01/28/2016 - 3:43 PM

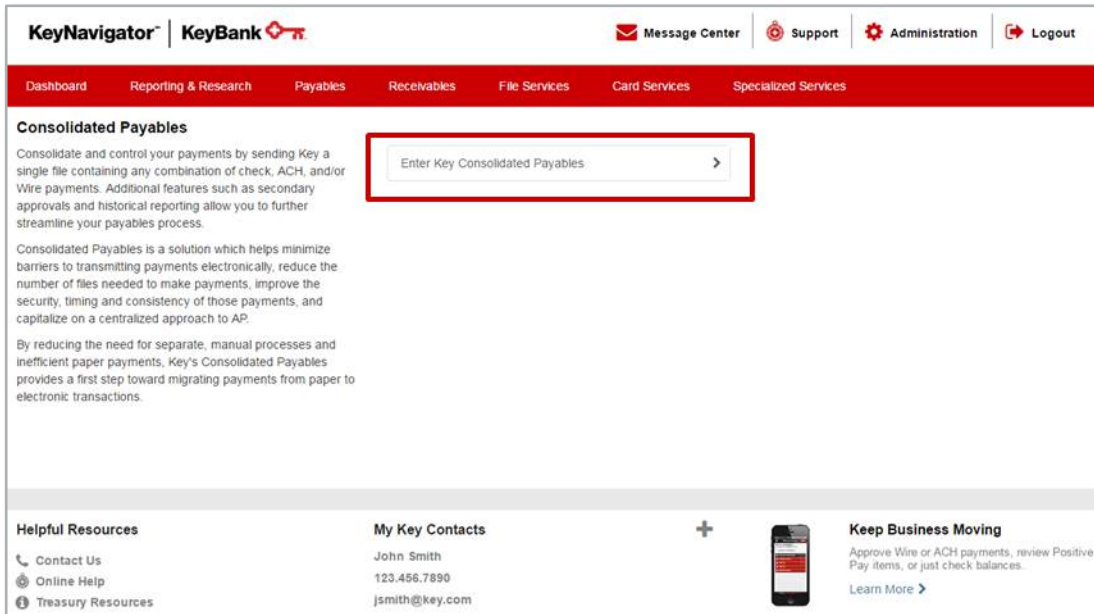
**Cybersecurity and lessons from the FBI**


Access our recent webinar to gain insights into current fraud security, prevention measures and best practices.

Access at [key.com/FraudWebinar2016](http://key.com/FraudWebinar2016)



- The Consolidated Payables page will display in KeyNavigator.
- Click on the **Enter Key Consolidated Payables** link.



**KeyNavigator** | **KeyBank** 

[Message Center](#) [Support](#) [Administration](#) [Logout](#)

[Dashboard](#) [Reporting & Research](#) [Payables](#) [Receivables](#) [File Services](#) [Card Services](#) [Specialized Services](#)

### Consolidated Payables

Consolidate and control your payments by sending Key a single file containing any combination of check, ACH, and/or Wire payments. Additional features such as secondary approvals and historical reporting allow you to further streamline your payables process.

Consolidated Payables is a solution which helps minimize barriers to transmitting payments electronically, reduce the number of files needed to make payments, improve the security, timing and consistency of those payments, and capitalize on a centralized approach to AP.

By reducing the need for separate, manual processes and inefficient paper payments, Key's Consolidated Payables provides a first step toward migrating payments from paper to electronic transactions.

Enter Key Consolidated Payables >

**Helpful Resources**

- Contact Us
- Online Help
- Treasury Resources

**My Key Contacts**

John Smith  
123.456.7890  
jsmith@key.com

**Keep Business Moving**

Approve Wire or ACH payments, review Positive Pay items, or just check balances.  
[Learn More >](#)

At the log-in page, enter the User ID you received via email (if this is your first time accessing the system).



 **Key Consolidated Payables**

User ID:

Password:

[Forgot your user name or password?](#)

## 2.3 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, and special characters.
- The default setting for password expiration is 75 days.
- Passwords may not contain the User ID.
- Users may not reuse the previous 10 passwords.
- The first five characters of new passwords may not match the first five characters of the existing password.
- On screen feedback will be provided about the relative strength of the new password.



Failed log-in 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:

[pdo\\_help\\_desk@keybank.com](mailto:pdo_help_desk@keybank.com)

Phone: 800-282-1628

M – F, 24 hours

- When unlocked, a new one-time user password will be emailed to the user.
- When a new user account is created, a system-generated, one-time use password is emailed to the user. The administrator does not see this password.

Please see the **Administration** section of this document for more details on creating and maintaining Roles and Users. Functionality that a specific user sees on the screens, and the notification emails they receive, are controlled by the role(s) that are assigned to a user. Email notifications are available at every step along the file processing path.

## 2.4 Home Screen


After logging in, the home screen dashboard provides a quick reference of the most recent payment file activity. The two main sections that are viewable on the home screen are:

- Recent Jobs – These are files that have been submitted and/or processed. Summary information pertinent to that job is also displayed. Once a payment file has been submitted for processing, it is assigned a job number by the system. Job details can be viewed by clicking on the job number to the left of each job. The eight most recent jobs will show on the home page.
- Files on Hold – These are files that have been placed on hold by one of the users, or by parameters that you have set up within the system for upload via FTP.

- 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 to the left of each File.



*Files that are placed on hold must be submitted for processing before the payments will be released into the processing stream.*



### Key Consolidated Payables

[Home](#)
[Jobs](#)
[Reports](#)
[Administration](#)
[Vendors](#)
[Logout](#)

Welcome KeyBank User
Last Login Time: Friday, November 27, 2015 9:23 AM

Recent Jobs [view more »](#)

ID	Date	Status	Application	Items	Total Amount	Filename	User
5107752	11/27/2015	Processing Completed	Card Testing - Single Auth	4	\$6,846.00	Westdale Wireless AP CHK Key Single.xml	katieshaw

Files On Hold [view more »](#)

ID	Date	Status	Application	Items	Total Amount	Filename	User
682782	11/27/2015	On Hold	Card Testing - MultiAuth	21	\$73,175.65	Westdale Wireless AP CHK Key.xml	ktkeybank

## 3. Jobs

### 3.1 Transmission and Uploads

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

- Transmission of the payment file via a Secure FTP Connection
- Manual upload through the Consolidated Payables Platform

### 3.2 FTP File Set-up

Files submitted through FTP can be set up two ways:

- *Straight-Through Processing* – Once the file is transmitted and passes the validation tests, it will be submitted for processing. No additional action is needed.
- *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 will have to be reviewed and submitted by a User with permission to submit files. For more options about files that are placed on hold, see control totals and approving payments later in **Jobs** section of this document.

### 3.3 Manual Uploading Files through the Consolidated Payables Platform

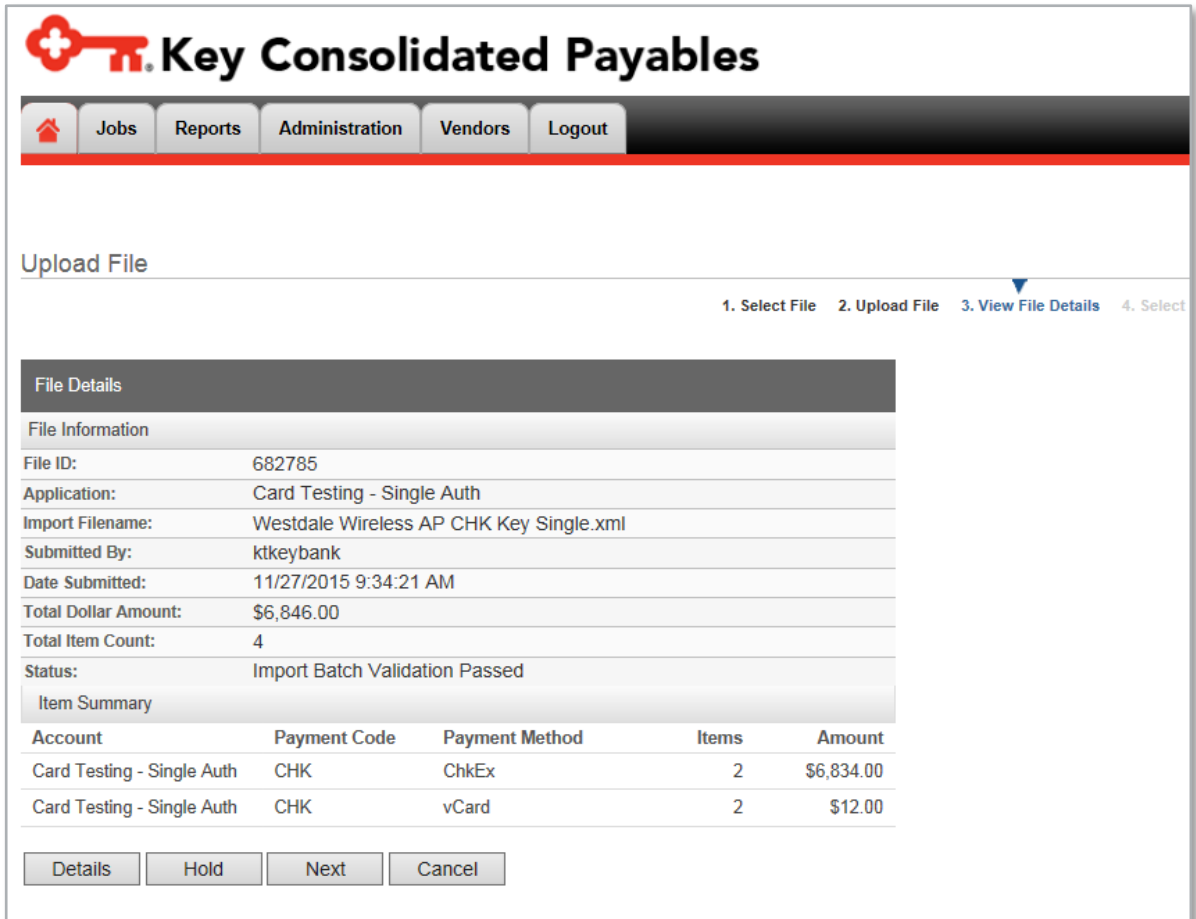
To **Upload** a payment file through the platform:

- Choose **Jobs** on the top navigation bar.
- Select **Upload Files** on the secondary navigation bar.



- From the **Application** dropdown select the application applicable to this file, to be used to load and map the data. It is not unusual for a user to have just one application.

- Click **Browse** to search for the correct file in your computer system (after already having exported it from your accounting system).
- When the desired file is chosen, click **Upload File**. To continue with submitting the file into the Consolidated Payables process, see the following section on submitting files.
- If the file successfully imports, the next options are:
  - **Details** – To view certain data elements of payments in 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 completely cancel the file out of the system, thereby deleting the payments and removing them from further processing



**Key Consolidated Payables**

Upload File

1. Select File 2. Upload File 3. View File Details 4. Select

File Details				
File Information				
File ID:	682785			
Application:	Card Testing - Single Auth			
Import Filename:	Westdale Wireless AP CHK Key Single.xml			
Submitted By:	ktkeybank			
Date Submitted:	11/27/2015 9:34:21 AM			
Total Dollar Amount:	\$6,846.00			
Total Item Count:	4			
Status:	Import Batch Validation Passed			
Item Summary				
Account	Payment Code	Payment Method	Items	Amount
Card Testing - Single Auth	CHK	ChkEx	2	\$6,834.00
Card Testing - Single Auth	CHK	vCard	2	\$12.00

Details Hold Next Cancel

### 3.4 Submitting Files

For files that have either been sent in via secure FTP or have been manually uploaded to the Consolidated Payables platform and placed on hold, the next section will walk

through the submitting of the file for those users with the **Submit Jobs** option in their user role.

Please note:

- Files set up for straight through processing, meaning the company does not required it to go on hold, will not require these steps to be taken
- If you have opted to have **Control Total** and **Payment Approval** options, those processes will take place prior to the submit file task.

To **Submit** a file that has been placed on hold, click on the file ID number from the files on hold list from the home page:

Files On Hold <a href="#">view more »</a>							
ID	Date	Status	Application	Items	Total Amount	Filename	User
585778	12/26/2013	On Hold	Accounts Payable	32	\$100,677.55	Westdale Wireless AP CHK-ACH.xml	kshaw_sg
585781	12/13/2013	Awaiting Approval	Accounts Payable	5	\$139,739.20	Westdale Wireless AP CHK-ACH-WIRE-	mducalif

### 3.5 File Details

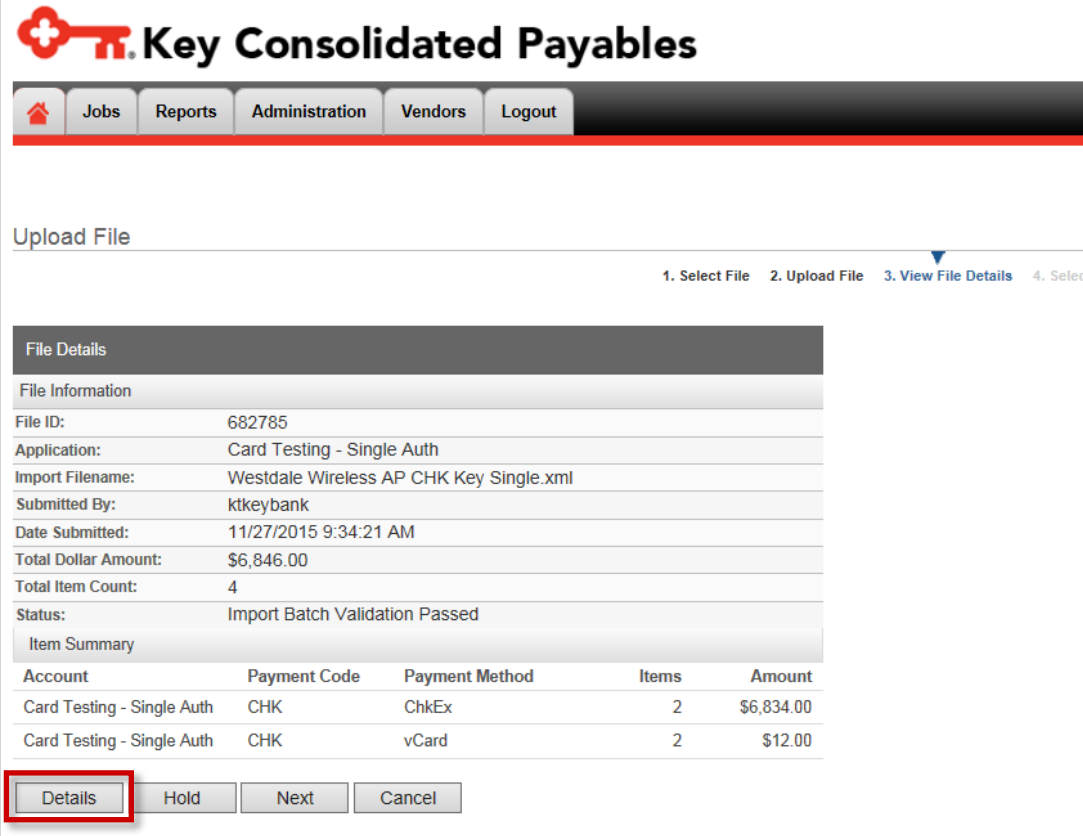
The File Details screen shows a summary of the file with details such as:

- File ID – Assigned at the time of the file importing
- Application – Payment Application contains the coding built for ingesting the payment file
- Import Filename – Assigned by you
- Submitted By – User who uploaded the file



*If the file has been sent in via FTP, the User column will have **System** in it.*

- Date Submitted – The time and date stamp of when the file was imported into the system
- Total Dollar Amount
- Total Item Count
- Status of the File
- Breakdown by payment types, including payments converted from check to v-card and from check to ACH.



**Key Consolidated Payables**

Home Jobs Reports Administration Vendors Logout

Upload File

1. Select File 2. Upload File 3. View File Details 4. Select

**File Details**

**File Information**

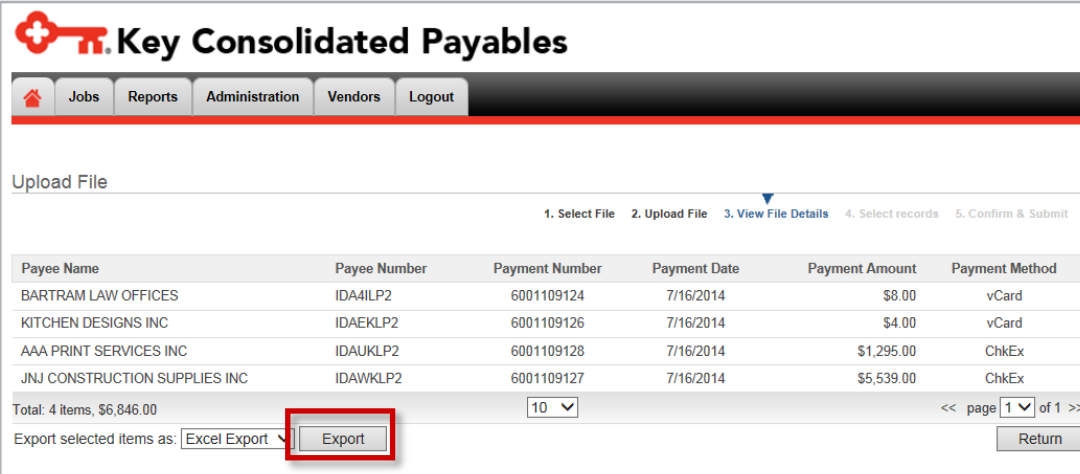
File ID:	682785
Application:	Card Testing - Single Auth
Import Filename:	Westdale Wireless AP CHK Key Single.xml
Submitted By:	ktkeybank
Date Submitted:	11/27/2015 9:34:21 AM
Total Dollar Amount:	\$6,846.00
Total Item Count:	4
Status:	Import Batch Validation Passed

**Item Summary**

Account	Payment Code	Payment Method	Items	Amount
Card Testing - Single Auth	CHK	ChkEx	2	\$6,834.00
Card Testing - Single Auth	CHK	vCard	2	\$12.00

Details Hold Next Cancel

Clicking the **Details** button displays a line by line look at all of 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.



**Key Consolidated Payables**

Home Jobs Reports Administration Vendors Logout

Upload File

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

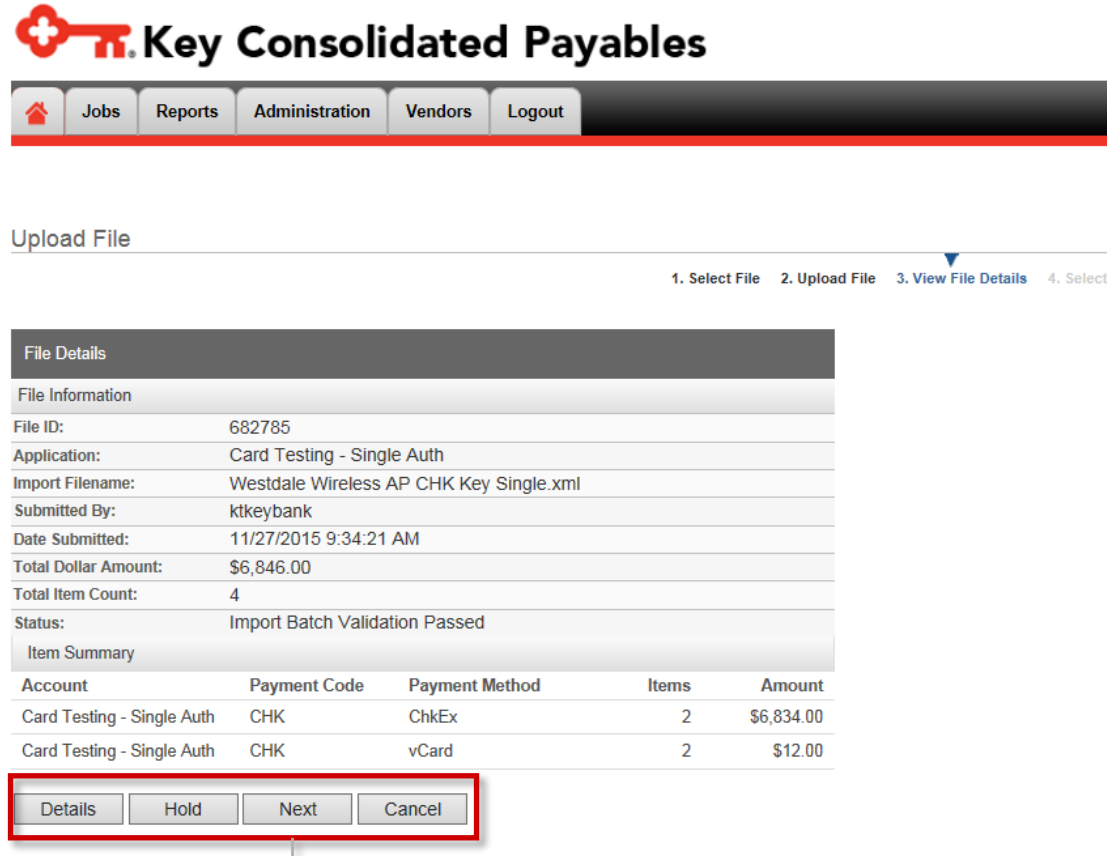
Payee Name	Payee Number	Payment Number	Payment Date	Payment Amount	Payment Method
BARTRAM LAW OFFICES	IDA4ILP2	6001109124	7/16/2014	\$8.00	vCard
KITCHEN DESIGNS INC	IDAELP2	6001109126	7/16/2014	\$4.00	vCard
AAA PRINT SERVICES INC	IDAUKLP2	6001109128	7/16/2014	\$1,295.00	ChkEx
JNJ CONSTRUCTION SUPPLIES INC	IDAWKLP2	6001109127	7/16/2014	\$5,539.00	ChkEx

Total: 4 items, \$6,846.00 10 of 1 >>

Export selected items as: Excel Export Export Return

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.

The **File Details** page also shows a breakdown of the item summary within the current file. The listing will show the different payment methods that will be processed, and the number of payments within each method.



**Key Consolidated Payables**

Jobs Reports Administration Vendors Logout

Upload File

1. Select File 2. Upload File 3. View File Details 4. Select

**File Details**

**File Information**

File ID: 682785

Application: Card Testing - Single Auth

Import Filename: Westdale Wireless AP CHK Key Single.xml

Submitted By: ktkeybank

Date Submitted: 11/27/2015 9:34:21 AM

Total Dollar Amount: \$6,846.00

Total Item Count: 4

Status: Import Batch Validation Passed

**Item Summary**

Account	Payment Code	Payment Method	Items	Amount
Card Testing - Single Auth	CHK	ChkEx	2	\$6,834.00
Card Testing - Single Auth	CHK	vCard	2	\$12.00

Details Hold Next Cancel

**NOTE:** The options here are controlled within the Administration Set-up. A user, for example, without the "Submit" token in the Role he or she has been assigned, would not see the "Next" option here and would not be allowed to continue on to process the file.



The **Next** button moves the process to the next step of the submission process.

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 unchecking the corresponding checkbox on the far right of the grid. Clicking the checkbox in the grid header will clear or set all check boxes for the entire file. Click Next to view a summary of your selection.

Payee Name	Payee Number	Payment Number	Payment Date	Payment Amount	Payment Method	<input type="checkbox"/>
JAMES WALKER	IDA3JHP2	2318039112	3/30/2014	\$1,300.00	ACH	<input checked="" type="checkbox"/>
ATZ COSMETICS	IDAPKHP2	2318039113	3/30/2014	\$2,500.00	ACH	<input checked="" type="checkbox"/>
EVERGREEN STORE	IDATLHP2	2318039115	3/30/2014	\$4,514.00	ACH	<input checked="" type="checkbox"/>
HIDDEN HILLS	IDAYMHP2	2318039117	3/30/2014	\$1,310.00	ACH	<input checked="" type="checkbox"/>
DAVID JAMES COLLINS DDS	IDACPHP2	2318039121	3/30/2014	\$1,000.00	Check	<input type="checkbox"/>
FARRIS AND NEWMAN	IDAFILP2	2318039123	3/30/2014	\$1,634.25	vCard	<input checked="" type="checkbox"/>
AAA PRINT SERVICES INC	IDAUKLP2	2318039128	3/30/2014	\$1,295.00	Check	<input checked="" type="checkbox"/>
UNITED PROPERTY MANAGEMENT GROUP	IDAWLLP2	2318039129	3/30/2014	\$2,295.00	ACH	<input checked="" type="checkbox"/>
T and M ASSN INC	IDAUOLP2	2318039134	3/30/2014	\$1,900.00	vCard	<input checked="" type="checkbox"/>
Aberdeen Trading LLC	IDAYYAA1	2317039166	3/30/2014	\$3,800.00	vCard	<input checked="" type="checkbox"/>

Total: 49 items, \$600,768.55

10

<< page 1 of 5 >>

Previous **Next** Cancel

You have the opportunity to release all, or some, of the payments in the current file. By default, the system automatically selects all of the payments for processing, as seen in the above image, in the far right check column. To leave a payment(s) on hold, simply deselect the payment. In the example above, the 5<sup>th</sup> payment is deselected. Select **Next** after making your decision to review the **Item Summary**.

Item Summary

Account	Original payment breakdown	Method	Items	Amount
ACH	ACH	ACH	9	\$31,111.90
Check	CHK	ACH	5	\$15,181.00
Check	CHK	Check	17	\$61,411.40
Check	CHK	vCard	6	\$26,084.25
Virtual Card	CRD	vCard	10	\$36,980.00
Wires	WIRE	Wire	2	\$430,000.00

Job Submission Information

Number of Items	48	<b>Batch that will be sent for processing</b>
Total Amount:	\$599,768.55	

Held File Information

Number of Held Items:	1	<b>Batch of payments that will remain on hold</b>
Total Amount:	\$1,000.00	

File Name: Westdale Wireless AP CHK-ACH-WIRE-CARD Westdale Wireless.>

Previous **Submit** Cancel

Select **Submit** once you complete review of the batch breakdowns to release the file for processing.

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 may have left on hold.

#### File Submission Complete

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

46 items have been submitted as job 5036405

2 items have been submitted as wire job 5036406

1 items have been placed on hold as file 585822



*Due to the expedited nature of wire processing, the system will break wires out to their own job to process in the system automatically.*

At each step in the process, from submission of the file to completion of the file email confirmations are available. Through defining or editing roles under the Administration tab and then assigning those roles to users, you determine which users receive each email. Refer to the **Administration** section of this document for more information.

### 3.6 Additional Upload Options – Consolidated Payables 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 defined below put into place, please discuss with your Key Client Manager or Implementation Specialist to ensure a smooth set up.



*The Consolidated Payables control total does not replace the ACH control total that is required by all ACH originators regardless of method of delivery to Key. ACH control totals can be sent via email or through ACH Direct. The Consolidated Payables control total is an optional, additional control that you can take advantage of if it fits your security and control needs.*



With ACH control totals, if you are using the feature to auto-convert check payments to ACH, after vendor enrolment, those totals will be separate from the straight-through ACH payments on your file. They need to be reported separately to the ACH system. In the example below, both totals need to be reported either via ACH direct or through the pre-formatted email.

Item Summary				
Account	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	9	\$31,111.90
Check	CHK	ACH	5	\$15,181.00
Check	CHK	Check	17	\$61,411.40
Check	CHK	vCard	6	\$26,084.25
Virtual Card	CRD	vCard	10	\$36,980.00
Wires	WIRE	Wire	2	\$430,000.00

Straight through ACH:  
sent in the file as ACH;  
went out ACH

Auto-convert: sent in the  
file as Check; converted  
to ACH

## Consolidated Payables Control Totals (Optional, Additional Control)

Once a payment file has been loaded to the system, but before it can be approved/submitted, the total amount of the file needs to be entered in order for it to be released for the next step of processing. This is a requirement of **Consolidated Payables Control Totals**. To keep this control true, the payment and total amount fields usually displayed on the Home Page will not be displayed. The user entering the control data will need to have obtained them from the ERP, accounting software, or system of record.

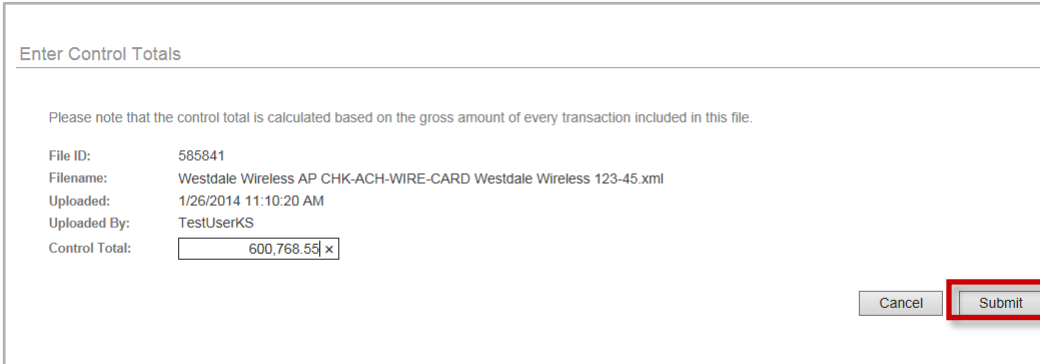
The **Files on Hold** section of the Home Page will show the status of the file as **Awaiting Control Totals** and an email notification will go out to the users who have Role configurations containing the Awaiting Control Totals email notification.

Files On Hold <a href="#">view more »</a>							
ID	Date	Status	Application	Items	Total Amount	Filename	User
<a href="#">585841</a>	01/26/2014	Awaiting Control Totals	Accounts Payable			Westdale Wireless AP CHK-ACH-WIRE-CARD Westdale Wireless 123-45.xml Westdale Wireless AP CHK-ACH-WIRE	TestUserKS

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

**Consolidated Payables Control Totals Method One:** Once a payment instruction file is loaded, Consolidated Payables Control Totals may be entered directly into the Consolidated Payables platform.

You will enter the amount of the file; the system will automatically add the decimal place for the amount. Click **Submit** to proceed with processing the file.



*A separate user (not the user who manually uploaded the file) must log in and click on the file ID to proceed with entering the amount.*

The maximum number of attempts the system will allow the user to enter the Control Totals is **10**. If the Control Total Amount is incorrectly entered beyond this number of attempts, the file will no longer be able to be processed, and the file will need to be resubmitted.

**Consolidated Payables Control Totals 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 in FTP. There are three different file formats that the Control Total File may be in: Comma Delimited, XML, or Fixed Record.



*Please see your Implementation Specialist for format layouts and set-up 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 the file will not be able to be processed.



*The maximum number of attempts at sending a Control Total file is 1. If a failure occurs, the Control Totals will need to be entered on the Platform.*

**Example –**

File ID Example Format: ### - ##

Your file name before adding the Control Total File ID: **PayablesFile.txt**

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

Your 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.

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

## Approving Payments

Payment Approval allows you to configure business rules using transaction dollar amount thresholds to require secondary approval of payments of a certain dollar amount (or in a range). Approval rights are different from the Upload/Submit rights access on the system. 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.



*For more information on setting up the Approval Rules, refer to the Administration section of this document.*

Depending on the method of upload for your payment instruction file (Secure FTP or manual upload of the file to the platform) when the file is imported, the amounts of each of the payments will be reviewed by the system and compared to the Approval Rules that have been established in the Application Configuration (see the Administration section of this document for more details). Any payments that fall under one of your-defined 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 approval rule. The user will log in with their assigned credentials and click on the File ID – the status will show as **Awaiting Approval**.

Clicking on the File ID shows a breakdown of the payments requiring approval. The list of pending approval users will show in the **Pending Approval By** column to the right. The user will select the check box to the right of each payment they wish to prepare for approval, and then select **Next**.

Payments Awaiting Approval

1. Select Records For Approval 2. Approve 3. Select Records for Processing 4. Confirm & Submit

File ID: 585841  
 Filename: Westdale Wireless AP CHK-ACH-WIRE-CARD Westdale Wireless 123-45.xml  
 Total Items: 49  
 Items Awaiting Approval: 2  
 Items Ready To Release: 47  
 Uploaded: 1/26/2014 11:10:20 AM  
 Uploaded By: TestUserKS

Payee Name	Vendor ID	Payment Number	Payment Date	Payment Amount	Payment Method	Pending Approval By	
<a href="#">Detail</a> KENJ TRADING INC	IDJY093	6001109142	3/30/2014	\$110,000.00	Wire	mdragiff, vincetan, kshaw_sg	<input checked="" type="checkbox"/>
<a href="#">Detail</a> GREAT WALL IMPORTS INC	IDBBW093	6001109143	3/30/2014	\$320,000.00	Wire	mdragiff, jroot123, kshaw_sg	<input checked="" type="checkbox"/>

Total: 2 items, \$430,000.00

10   
 << page 1 of 1 >>

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

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

Payments Awaiting Approval

1. Select Records For Approval 2. Approve 3. Select Records for Processing 4. Confirm & Submit

File ID: 585841  
 Filename: Westdale Wireless AP CHK-ACH-WIRE-CARD Westdale Wireless 123-45.xml  
 Total Items: 49  
 Items Awaiting Approval: 2  
 Items Ready To Release: 47  
 Uploaded: 1/26/2014 11:10:20 AM  
 Uploaded By: TestUserKS

Payee Name	Vendor ID	Payment Number	Payment Date	Payment Amount	Payment Method	Pending Approval By	
<a href="#">Detail</a> KENJ TRADING INC	IDJY093	6001109142	3/30/2014	\$110,000.00	Wire	mdragiff, vincetan, kshaw_sg	
<a href="#">Detail</a> GREAT WALL IMPORTS INC	IDBBW093	6001109143	3/30/2014	\$320,000.00	Wire	mdragiff, jroot123, kshaw_sg	

Total: 2 items, \$430,000.00

10   
 << page 1 of 1 >>

If no other users are required to approve the payments, clicking Approve will now bring the user to the part of the Submit process as described in the **Submit Files** sub-section of the **Jobs** section of this document.



*When cancelling a Payment that is awaiting approval so that it is not processed through Consolidated Payables, the Authorized Payment Approvers will need to approve the payment first. Once all Approvers required have entered the approval, on the next screen, rather than selecting **Submit** the user will select **Cancel**.*

## 3.7 Viewing Recent Jobs

Once a payment file has been submitted for processing, you can view the details associated with that particular job 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.

From the Job Status screen, you can click on the **View Documents** button at the top to display a list all of the payments in the file.

Job Status

View Documents

Refresh Page

Check Pulls

▼ File Uploaded - 1/22/2014 9:05:45 AM

Upload Summary

Job ID:	5036405
Job Status:	Processing Completed
Application:	Accounts Payable
Date Submitted:	Wednesday, January 22, 2014 9:05:45 AM
Submitted By:	kshaw_sg
Total Item Count:	46
Total Page Count:	46
SLA:	Jan 23 2014 6:00PM
Job Filename:	Westdale Wireless AP CHK-ACH-WIRE-CARD Westdale Wireless.xml
Total File Size:	114,850 Bytes
Total Dollar Amount:	\$169,768.55
Associated Job IDs:	<a href="#">5036406</a>

Job Processing Started - 1/22/2014 9:05:52 AM

▼ Job Processing Completed - 1/22/2014 9:05:59 AM

Payment Summary

Description	Payment Code	Payment Method	Items	Amount
ACH	ACH	ACH	9	\$31,111.90
Check	CHK	ACH	5	\$15,181.00
Check	CHK	Check	16	\$60,411.40
Check	CHK	vCard	6	\$26,084.25
Virtual Card	CRD	vCard	10	\$36,980.00

Output Summary

Status	Description	Amount	Items
Batch Closed	Payables Print, Fedex	\$1,294.00	<a href="#">1</a>
Batch Closed	Payables Print, USPS (Domestic, 1 oz)	\$57,882.60	14
Batch Closed	Payables Print, UPS	\$1,234.80	<a href="#">1</a>
Batch Closed	Payables ACH 2	\$31,111.90	9
Batch Closed	Payables ACH 2	\$15,181.00	5
Batch Closed	Payables PositivePay 2	\$60,411.40	16
Batch Closed	Payables vCard	\$36,980.00	10
Batch Closed	Payables vCard	\$26,084.25	6

Job has not been Delivered













To view the details of a specific payment select **View** next to that payment. The payment details that will be displayed are specific to your custom payment details and are not shown in this document.

Accounts Payable

Vendor Enrollment Reports

Search Criteria: Job ID: 5036405

Results

	Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	JAMES WALKER	IDA3JHP2	2318039112	3/30/2014	\$1,300.00	ACH	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	CALIFORNIA ARTS	IDA3NHP2	2318039119	3/30/2014	\$4,210.80	ACH	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	BARTRAM LAW OFFICES	IDA4ILP2	2318039124	3/30/2014	\$1,600.25	Check	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	ATLANTIC FOOD SERVICES	IDA4Y5P2	2318039140	3/30/2014	\$1,029.00	Check	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	CAFE ISABELLE	IDAANLP2	2318039131	3/30/2014	\$6,600.00	Check	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	JACOB INDUSTRIAL SUPPLY	IDABLHP2	2318039114	3/30/2014	\$2,545.00	ACH	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	KITCHEN DESIGNS INC	IDAELP2	2318039126	3/30/2014	\$9,023.00	Check	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	FARRIS AND NEWMAN	IDAFLP2	2318039123	3/30/2014	\$1,634.25	vCard	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	BARTRAM AUTO GLASS WINDOWS	IDAGMHP2	2318039116	3/30/2014	\$2,210.00	ACH	3/30/2014	<input checked="" type="checkbox"/>
<a href="#">View</a>	 5036405	JBY ELECTRONICS	IDAGPLP2	2318039135	3/30/2014	\$5,630.00	Check	3/30/2014	<input checked="" type="checkbox"/>

Total: 46 items, \$169,768.55

10

<< page 1 of 5 >>

Export selected items as: Excel Export


Export

Return


For checks, this view will be dynamically created from the check information passed in the file. It is not a PDF of the actual check created. If you have opted for Vendor Enrollment Services, the PDFs rendered by clicking the **View** link in the View Documents section will be an exact copy of what the vendor can view on the Vendor Portal once registering.

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 Client Manager or Payments Advisor.

The **View Jobs** menu option 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.



# Key Consolidated Payables



Jobs

Reports

Administration

Vendors

Logout

Upload Files

View Jobs

View Held Files

Welcome KeyBank User

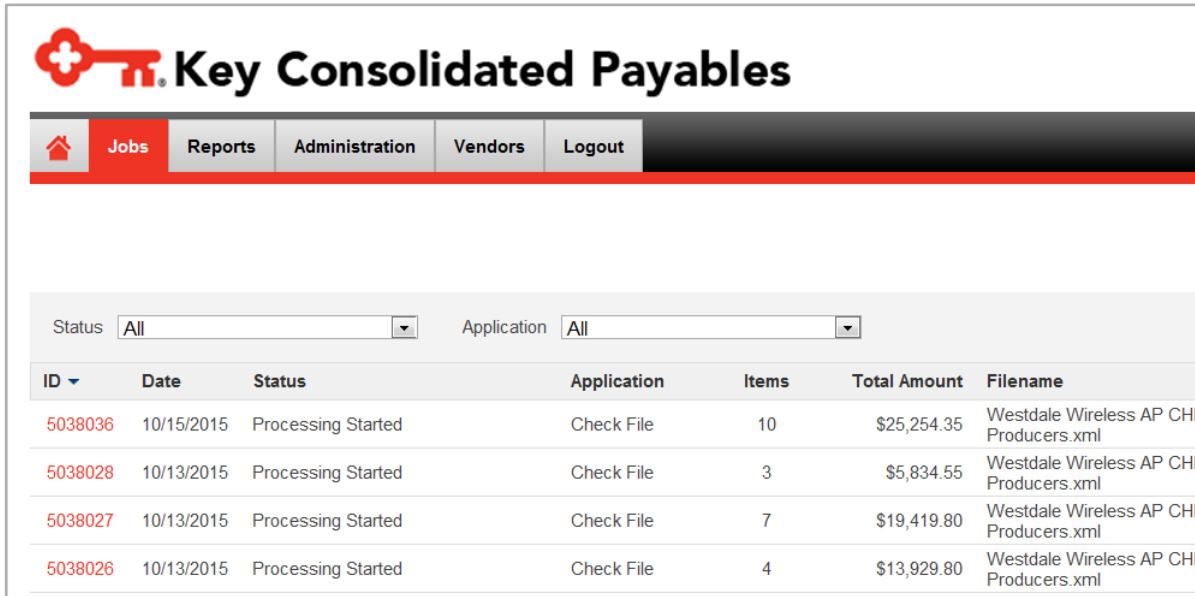
Recent Jobs

view more »

ID	Date	Status	Application	Item
5107754	11/27/2015	Processing Started	Card Testing -	



Selecting **View Jobs** displays the jobs in date order.



The screenshot shows the 'Key Consolidated Payables' interface. At the top, there is a navigation bar with tabs: Home, **Jobs**, Reports, Administration, Vendors, and Logout. Below the navigation bar, there are two dropdown menus: 'Status' set to 'All' and 'Application' set to 'All'. The main content area displays a table of jobs with the following columns: ID, Date, Status, Application, Items, Total Amount, and Filename.

ID	Date	Status	Application	Items	Total Amount	Filename
5038036	10/15/2015	Processing Started	Check File	10	\$25,254.35	Westdale Wireless AP CHI Producers.xml
5038028	10/13/2015	Processing Started	Check File	3	\$5,834.55	Westdale Wireless AP CHI Producers.xml
5038027	10/13/2015	Processing Started	Check File	7	\$19,419.80	Westdale Wireless AP CHI Producers.xml
5038026	10/13/2015	Processing Started	Check File	4	\$13,929.80	Westdale Wireless AP CHI Producers.xml

The **Status** drop down menu allows you to sort the jobs to view based on the processing status in the system.

The **Application** drop down list will show you any application you have been given access to view. It is not unusual for a user to have just one application.

**Status** options are:

- Active – Job of any status, but not yet completed
- Job Submitted – Job has been approved/released, but has not yet started processing.
- Processing Started – Job has now begun to process through your specific mapping/coding, developed during implementation, to read the file and to prepare each respective payment to be processed into the needed output
- Processing Completed – Job has finished processing and has organized electronic payments to be sent to Key in the correct format.
- Delivered to Carrier – Individual batches of payments have been confirmed successful in transmission to Key.

- Completed – Batches have been closed by the system, triggering an email notification that the job has fully processed through the system. Wire payments have been delivered to Key to release via FedWire. ACH payments have been delivered to Key to release on the ACH network during the next processing window. Check payments have been delivered to Key to be printed and mailed the following business day, and have been loaded to ARP/Positive Pay. Card payments have generated email to the vendors and have been loaded to the vendor portal.

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



The Application drop down menu will show the list of applications that you have access to see. Selecting the desired application will refresh the page and show that application's files that are on hold.

## 4. Reports

### 4.1 Overview

The Reports section of the Consolidated Payables platform allows you to:

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

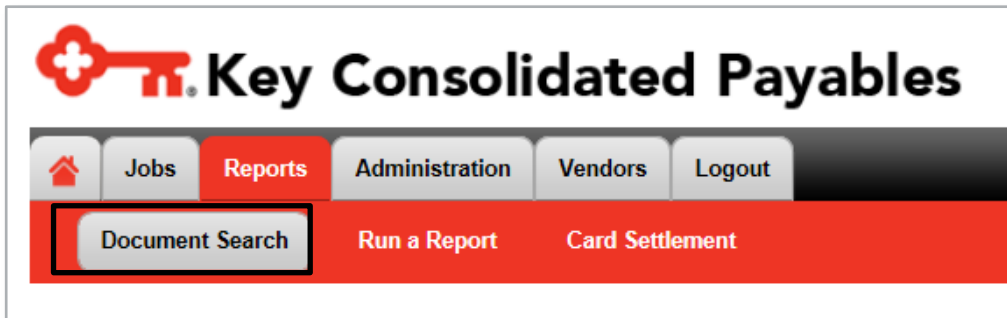
If you have chosen to participate in the Vendor Enrollment Program for straight through ACH or for the automatic conversion of check payments to virtual card or ACH payments, you can view and run reports related to your Vendor Enrollment Program.

### 4.2 Document Search – Searching for Payments

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 of time. Document Search criteria include:

- Search By – Choose Payment Search or Invoice Search.
- Effective Date or Date Period – 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.
- Status – Only “processed” documents can be searched. Ignore other options if presented.
- Job ID – Numeric Field that supports exact match for Job ID or range of Job IDs.
- Payee Name – Character field. Supports exact match or wildcard searches. (e.g. John Doe, John\*, \*Doe).
- Payee Number – Character field. Supports exact match or wildcard searches (e.g. 12345, 12\*, \*345).
- Check Number – Character field. Supports exact match, wildcard searches or list (e.g. 12345, 12\*, or list of check numbers separated by commas).
- Check Date or Date Period – 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.
- 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

**Step 1** Enter the Document Search Criteria for the payments you are searching for and click **Search**.

In this example, we are searching for a payment to CALIFORNIA ARTS in Job #5036405.

Specify as much or as little information as necessary.

Search by:  Select the type of search

☒ Effective Date:  to  Select the date range

or

☐ Date Period:

Status:

Job ID:  Numeric field

Payee Name:  Character field

Payee Number:

Check Number:  Character field

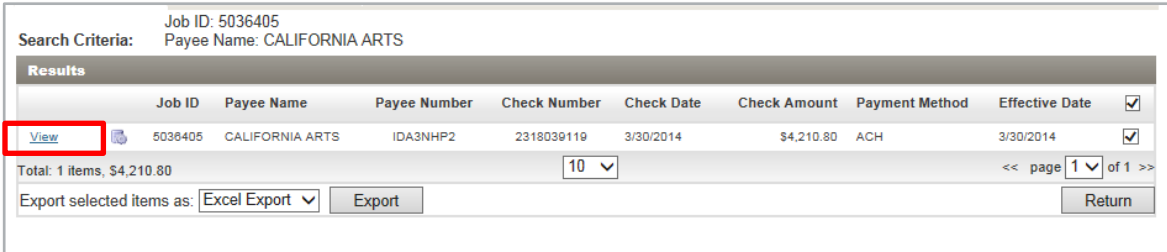
☒ Check Date:  to  Specify one date or choose a date range

or

☐ Date Period:

Check Amount:  Numeric field

**Step 2** Search Results are returned. From here you can view the payment details by clicking **View** next to the desired payment.



Search Criteria: Job ID: 5036405  
Payee Name: CALIFORNIA ARTS

Results	Job ID	Payee Name	Payee Number	Check Number	Check Date	Check Amount	Payment Method	Effective Date	
<a href="#">View</a>	5036405	CALIFORNIA ARTS	IDA3NHP2	2318039119	3/30/2014	\$4,210.80	ACH	3/30/2014	<input checked="" type="checkbox"/>

Total: 1 items, \$4,210.80

Export selected items as:

### 4.3 Vendor Enrollment Reports

If you have chosen to use the Vendor Enrollment value-add program to provide remittance email to vendors for ACH payments and/or to migrate check payments to virtual card or ACH, the Vendor Enrollment Report will provide you with updated information on which of your vendors have chosen to sign up and for what payment option they have registered.

The Vendor Enrollment Report provides you with the opportunity to search for specific vendors or recipients and 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.
- **Recipient Registration Status** – Non-Registered, Registered (for email and online remittance presentment), or Pending (ACH auto-conversion payments that have not been fully activated – vendor has supplied their banking details but have not confirmed the receipt of the penny transactions)
- **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 (e.g. 12345, 12\*, or list of vendor ID numbers separated by commas).
- **Payment Method** – This is a character field that allows for searching via payment method: ACH (auto-conversion taking place), Payer Defined (includes Check, Wire and straight-through ACH), vCard (virtual card auto-conversion taking place).

Search Criteria: Unfiltered

Recipient Name	Recipient Number	Recipient Registration Status	Registration Code	Payment Method ▾	Registration Date	Bank Name	Application Number
DAVID JAMES COLLINS DDS	IDACPHP2	Registered	EYQ35M82	vCard	11/20/2014 9:53:37 AM		Check, ACH and Wires
TTK ELECTRICAL SERVICES INC	IDAUPHP2	Registered	16UXK553	vCard	4/1/2015 5:04:25 PM		Check, ACH and Wires
JNJ CONSTRUCTION SUPPLIES INC	IDAWKLP2	Nonregistered	TCV15PFM	Payer Defined			Check, ACH and Wires
UNITED PROPERTY MANAGEMENT GROUP	IDAWLLP2	Nonregistered	18PIY5TM	Payer Defined			Check, ACH and Wires
CHAPEL HILL UNIVERSITY	IDAYPLP2	Nonregistered	H635X8A8	Payer Defined			Check, ACH and Wires

Payment Method of 'Payer Defined' identifies payments where the User identifies the payment type in the file and the payment is NOT auto-converted to ACH or virtual card from a check payment record.

The resultant reports can be exported in Excel or in HTML.

### 4.4 Card Settlement Report and Card Statuses (For Virtual Card Only)

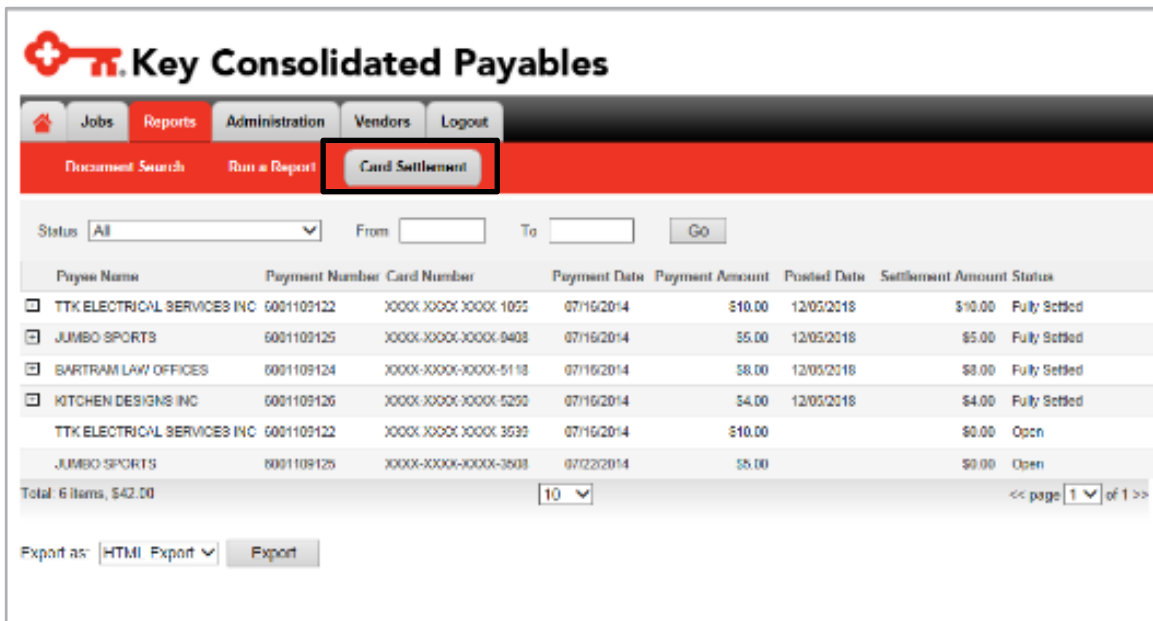
The **Card Settlement Report** provides a listing of all Virtual Card Payments issued through Consolidated Payables. Navigate to the report by clicking on Card Settlement from the **Reports** tab.

Information that can be retrieved from the Card Settlement Report includes details such as the payment number assigned, the masked card number, payment date, payment amount, posted date, settlement amount and status of that card. The report is exportable, and the view can be sorted by using the card status drop down. You can also enter the **Date Filter** to narrow the card payments displayed.

\*\*\* Settlement statuses are updated nightly, and are not shown in real-time.



*If you have chosen to allow your vendors to swipe multiple times against the total card value you can click the + sign to the left of the payment to get detail on the individual swipes. The total cannot be greater than the value of the payment/card. However, the total may be less than the value of the payment/card.*



The screenshot shows the 'Key Consolidated Payables' interface. At the top, there's a navigation bar with 'Jobs', 'Reports', 'Administration', 'Vendors', and 'Logout'. Below this, a red bar contains 'Document Search', 'Run a Report', and 'Card Settlement' (which is highlighted with a red box). Below the red bar, there's a search area with 'Status' set to 'All', 'From' and 'To' date pickers, and a 'Go' button. The main area displays a table of card settlements. The table has columns: 'Payee Name', 'Payment Number', 'Card Number', 'Payment Date', 'Payment Amount', 'Posted Date', 'Settlement Amount', and 'Status'. The table lists several entries for TTK ELECTRICAL SERVICES INC and JUMBO SPORTS. At the bottom, there's a summary row: 'Total: 6 Items, \$42.00'. Below the summary, there's a dropdown for 'Export as' set to 'HTML Export' and an 'Export' button.

Payee Name	Payment Number	Card Number	Payment Date	Payment Amount	Posted Date	Settlement Amount	Status
TTK ELECTRICAL SERVICES INC	6001109122	XXXX-XXXX-XXXX-1025	07/16/2014	\$10.00	12/05/2018	\$10.00	Fully Settled
JUMBO SPORTS	6001109125	XXXX-XXXX-XXXX-9408	07/16/2014	\$5.00	12/05/2018	\$5.00	Fully Settled
BARTRAM LAW OFFICES	6001109124	XXXX-XXXX-XXXX-5118	07/16/2014	\$8.00	12/05/2018	\$8.00	Fully Settled
KITCHEN DESIGNS INC	6001109126	XXXX-XXXX-XXXX-5290	07/16/2014	\$4.00	12/05/2018	\$4.00	Fully Settled
TTK ELECTRICAL SERVICES INC	6001109122	XXXX-XXXX-XXXX-3539	07/16/2014	\$10.00		\$0.00	Open
JUMBO SPORTS	6001109125	XXXX-XXXX-XXXX-3508	07/16/2014	\$5.00		\$0.00	Open

Total: 6 Items, \$42.00

Export as: HTML Export Export

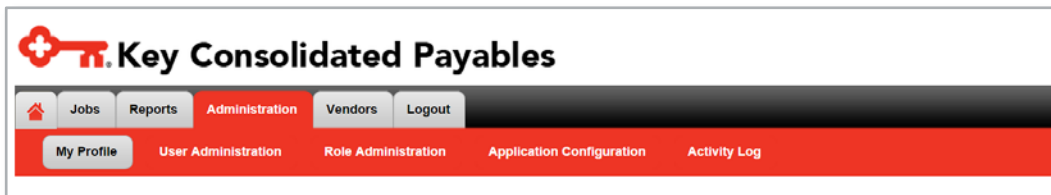
Virtual Card Statuses and their meanings include the following:

- All – All virtual cards that have been issued.
- Unsettled – Virtual cards that have been issued but were not used by the vendor, so the funds have not been settled.
- Fully Settled – Virtual cards that have been issued and the vendor has used the entire amount of the card.
- Partially Settled – Virtual cards that have been issued and the vendor has used a portion of the amount of the card, but the full amount has not been settled. This can only occur if you have chosen 'multi-auth' as part of your Key2Purchase set up for use with Consolidated Payables. Most organizations allow a single swipe for the full amount. In those cases there will never be a partially settled card.
- Partially Settled/Expired – Virtual cards that have been issued, the vendor has used a portion of the amount of the card, but the card has expired.
- Not Settled/Expired – Virtual cards that have been issued, the vendor has not used any portion of the card, and the card has expired.
- Blocked – Virtual cards that have been Blocked by the Vendor Enrollment team for reasons that may include:
  - Request by you to block the payment
  - Vendor has opted out of the card program and will no longer process the virtual card.

## 5. Administration

The **Administration** section of the Consolidated Payables Platform is used to define and set your application settings and to set up and administer users and permissions

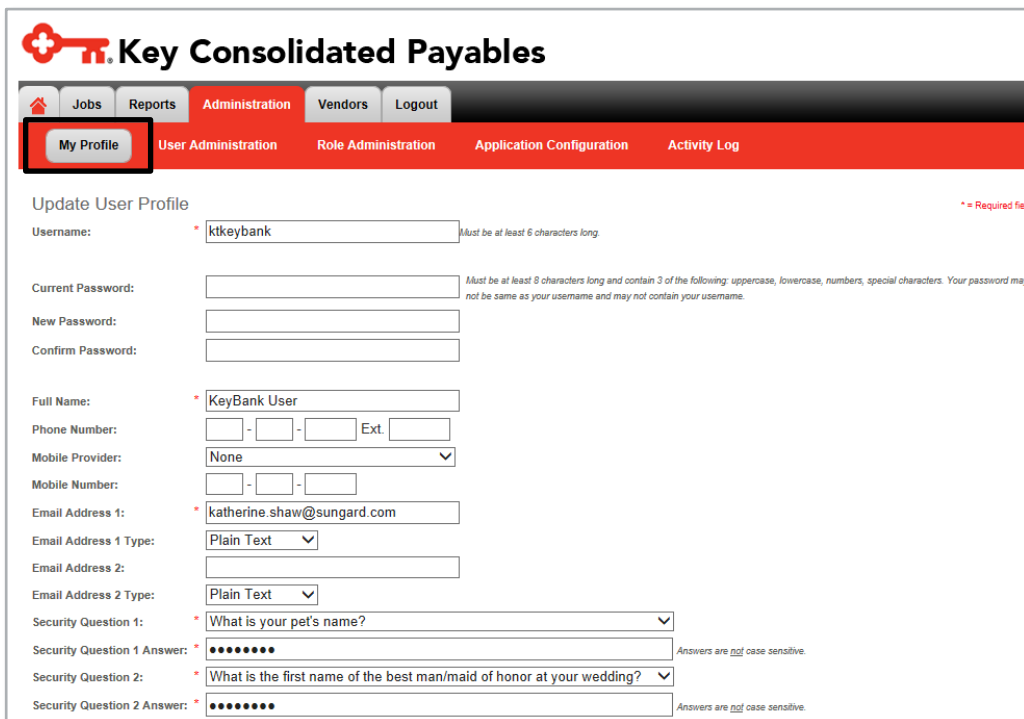
- View/Edit your own Profile
- Set up/Edit users and define their permissions
- Set up/Edit roles within your company and assign users to those roles
- Set up/Edit your application configurations, including establishing approval criteria and specific business rules for your payments
- View the activity for your users



### 5.1 My Profile

Each user on the system 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





## 5.2 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. Roles should be established with your company's policies and practices in mind.

To set up a role, go to **Role Administration** under the **Administration** tab. Click **Add New Role** to create a brand new role. Once created, you may edit roles by clicking **Edit** next to the role that needs to be changed.

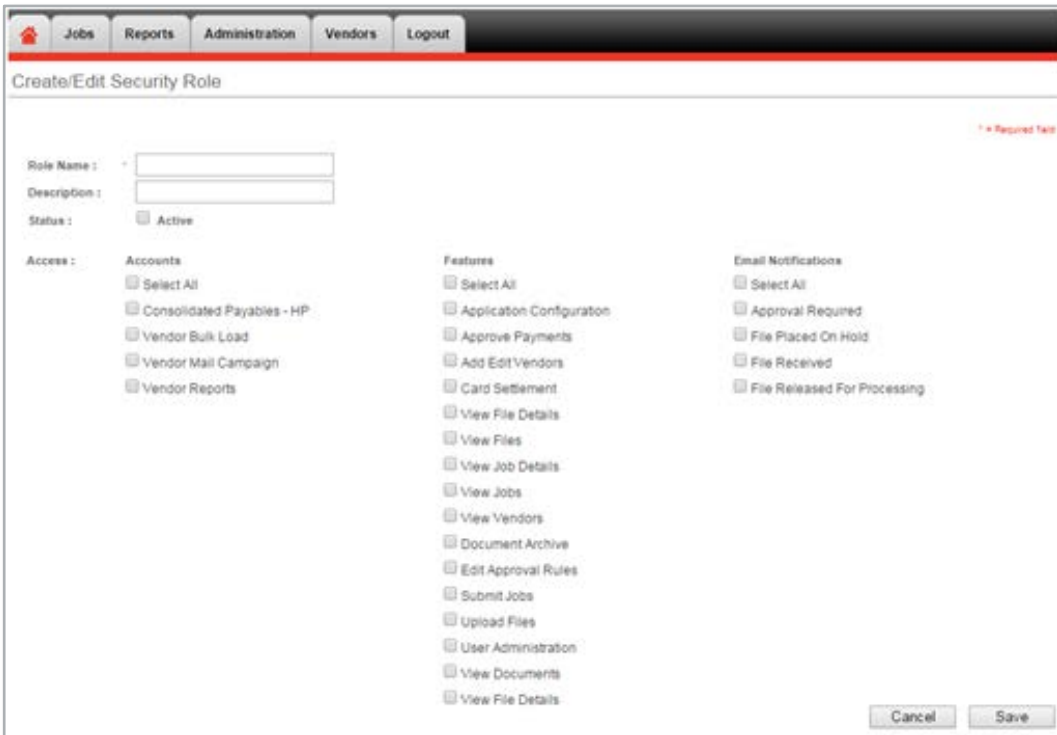
Choose a **Role Name** that is descriptive to you and your company. Provide an optional **Description** to further clarify the function of the role.

Choose the **Application** that this role will need to access. It is not unusual for a user to have just one application for all payment types and locations.

Next choose the **Features** (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 particular users to invoke action on their part for steps that need to be completed (e.g. approval required).

Depending on the services your company is using on the Consolidated Payables platform your screen may look different from the one below.



**Create/Edit Security Role**

Role Name:

Description:

Status: ☒ Active

Access:

- Accounts
  - ☐ Select All
  - ☐ Consolidated Payables - HP
  - ☐ Vendor Bulk Load
  - ☐ Vendor Mail Campaign
  - ☐ Vendor Reports

Features

- ☐ Select All
- ☐ Application Configuration
- ☐ Approve Payments
- ☐ Add/Edit Vendors
- ☐ Card Settlement
- ☐ View File Details
- ☐ View Files
- ☐ View Job Details
- ☐ View Jobs
- ☐ View Vendors
- ☐ Document Archive
- ☐ Edit Approval Rules
- ☐ Submit Jobs
- ☐ Upload Files
- ☐ User Administration
- ☐ View Documents
- ☐ View File Details

Email Notifications

- ☐ Select All
- ☐ Approval Required
- ☐ File Placed On Hold
- ☐ File Received
- ☐ File Released For Processing

Cancel Save

### 5.3 Description of Features for defining a Role

- Application Configuration – Access to View set-up details such as partial bank account information from where payments will be drafted, fonts used on the online proofs, and approval rules.
- Approve Payments – If payment approval has been activated, allows a user to approve payments (different from submitting a file). This is connected to payment approval set-up (i.e. setting up payment amount level thresholds)
- Add/Edit Vendors – If Vendor Onboarding is occurring for ACH or card, allows access to manually add NEW Vendors in order to generate a Registration Code. You cannot edit an existing vendor.
- Card Settlement – Allows access to view the card settlement report
- View File Details – Accessibility to view the payments in files on hold
- View Files – Accessibility to view a listing of all files on hold
- View Job Details – Accessibility to view a listing of all the payments in files that have been submitted
- View Jobs – Accessibility to view a listing of all jobs
- View Vendors – Accessibility to view the vendors and the status of their registration
- Document Archive – Ability to View/Search payments previously submitted through the system
- Edit Approval Rules – Allows a user to Add/Edit a payment approval rule (business rules)
- Enter Control Totals – Allows user to enter control totals via the Consolidated Payables Platform
- Submit Jobs – Ability to approve a File on Hold
- Upload Files – Ability to import a file directly into the platform (This does not refer to FTP access)
- User Administration – Accessibility to Add/Edit user profiles and role configuration
- View Documents – Ability to view payment images

## 5.4 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
- Awaiting Control Totals – Sent once a file has been sent via FTP or manually loaded and you require file level Consolidated Payables control total to be entered or sent before the release of the payments. Optional function on Consolidated Payables and is unrelated to the ACH required control total.
- Control Totals File Received – Sent once the control total file has been sent via FTP in to confirm receipt of file
- Control Totals File Match – Sent once the control total file has been sent via FTP in, and the control totals match
- Control Totals Failed – Sent once the user exceeds the number of opportunities to enter the control totals via the Consolidated Payables platform
- 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)

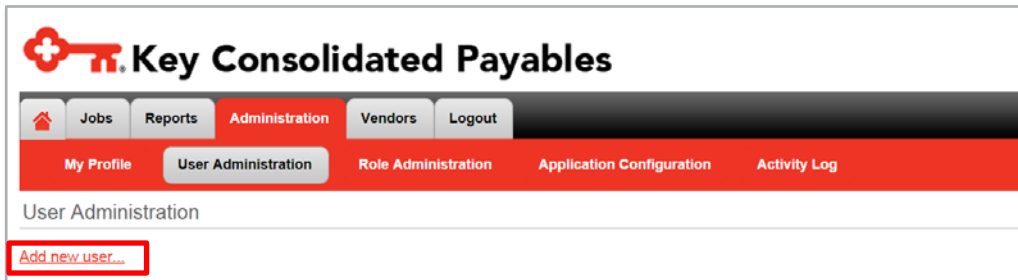
## 5.5 User Administration

After roles are set up, users are defined with appropriate roles assigned. Once defined, you can edit users through the **User Administration** tab.

### Add a New User/Assigning Permissions

To add a new user, an administrator will need to complete the following steps:

- Click **Add new user** from the User Administration Page.



- Assign a **User Name**.



*Some organizations who also use KeyNavigator choose to use the same IDs on Consolidated Payables. The two systems do not currently sync so if you change your password on one system it will not automatically change it on the other.*

- Assign the **Role(s)** desired for the user.
- Provide a contact **Phone Number** for the user. (Not required).
- Enter a valid **Email Address** for the user. (Up to 2 email addresses can be provided)



*Many organizations use just one email address per User ID. It is suggested that you define more than one person (more than one ID) for each role/function that needs to be performed, so that time off or away from the office does not impact the origination, approval and release of payments.*

- Some users define their Administrative Assistant or a co-worker as the second email address. If you, as the person with the ID are out, or not accessing email, your Administrative Assistant/co-worker can let you know you need to get online to approve and release.
- Click **Save** to confirm the user.

- Notify the new user of the user name that you just created and of the URL to use: <https://consolidatedpayables.key.com/consolidatedpayables/login.aspx>
- A temporary password will be emailed separately from the system.

**Add/Update User Profile**

Last Updated By inhousewater on 10/21/2013 1:55:59 PM

\* = Required Field

Username:  Must be at least 6 characters long.

Password:

Active: ☒

Password Expires Next Login: ☐

Role: ☒ ACP Test Must select at least one role.

☐ add me now c2

☐ add me now p1

☐ Dec Release

☒ inhousewater

☒ inhousewestdale

☐ minaccess

☐ role test

☐ Test 160

☐ test me now as C1

☐ test me now c1

☐ timoneyemer

Full Name:

Phone Number:  -  -  Ext.

Mobile Provider:

Mobile Number:  -  -

Email Address 1:


Email Address 1 Type:

Email Address 2:

Email Address 2 Type:

### View existing users

Under the **User Administration** tab, you can view all of the users that have been set up in the system. To view the details of a user, simply click the user's name.

 **Key Consolidated Payables**

**Jobs Reports Administration Vendors Logout**

**My Profile User Administration Role Administration Application Configuration Activity Log**

**User Administration**

[Add new user...](#) ☐ Show inactive users

Full Name	Username	Active	Role	Last Login	Last Updated	Last Updated By
<a href="#">BLkeybanktest</a>	BLkeybanktest	<input checked="" type="checkbox"/>	Administrator		9/28/2012 5:42:22 PM	BLkeybanktest
<a href="#">Dev test</a>	DevTest	<input checked="" type="checkbox"/>	Administrator		8/20/2014 4:18:39 PM	inhousewwkeybank
<a href="#">Westdale Wireless Key Bank</a>	inhousewwkeybank	<input checked="" type="checkbox"/>	Administrator	10/20/2015 2:50:51 PM	10/20/2015 2:46:55 PM	superuser
<a href="#">KeyBank User</a>	ktkeybank	<input checked="" type="checkbox"/>	System Views	11/27/2015 10:42:12 AM	11/27/2015 9:22:06 AM	ktkeybank
<a href="#">QA</a>	Schem QA	<input checked="" type="checkbox"/>	Administrator		10/11/2012 10:23:27 AM	inhousewwkeybank

5 total items  items/page << page  of 1 >>

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

Users password may be reset by an Administrator selecting the **Reset Password** button on the user's profile and clicking **Save**. A temporary password will be sent to the user with a link that will allow them to reset the password. 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.

### Active/Inactive Users

Notice that all of the users are marked **Active**. In order to **Deactivate** a user, click on the user's full name and then uncheck the Active 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 of the User Administration screen.

## 5.6 Approval Rules(set up in Application Configuration)

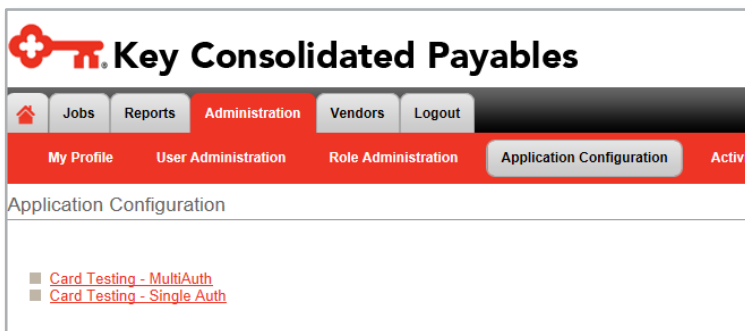
The Consolidated Payables system allows you to establish approval rules based on the amount of the payment. If you establish approval rules for your payments, those payments will automatically be placed on hold and you can view the payments on the Home Screen under Hold Files.

To set new approval rules, or modify existing rules you have already established, you can navigate to the **Approvals** section from the **Application Configuration** drop down of the **Administration Tab**.

Click on the Application name to which you want to change or add approvals.

Click Approvals. You may edit or delete existing rules, or add a new rule by clicking the **Add New Rule** button.

Note that the application names were established during the implementation. For more details on your application names, contact your Key Implementation Specialist.



The payment status for payments awaiting approval (after rules have been established) will show as pending 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 your 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 require one of the two users listed to approve the payments

Note that in the example, 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.

Application Configuration: Demo AP

Resources   Packaging <b>Approvals</b> 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	QA West, inhousewestdale	1/23/2014 7:20:16 AM	QA West
<a href="#">edit</a> <a href="#">delete</a>	\$1,500.00	MAX	QA West, inhousewestdale	1/23/2014 7:19:51 AM	QA West
2 total items			25 items/page	<< page 1 of 1 >>	
<a href="#">Add New Rule</a>					

### Add New Approval Rule

To add an approval rule, first select the payment amount range. Note that 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 your chose. All users chosen will be notified via email that a payment is pending approval.



*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 all payments subject to the rule. A best practice is to have two or more users defined for critical functions.*

Example:

Here we are setting up a rule that payments that are \$25,000, but less than \$50,000, require any two of the three users shown under **Selected Users** to approve the payments.

Create/Edit Approval Rule

Application :

Accounts Payable

Payment Amount:

>= 25000 and < 50000

☐ No upper limit

Notify:

Available Users

Alan Himmelreich

Amanda Lane

Barbara Doane

Danielle Wolbert

Donald Kincaid

Elijah Roberts

Selected Users

Katie Shaw

Jim English

Jim Root

Approval Options:

☒ Any 2 selected user(s) may approve payments that meet this criteria
 ☐ All selected users must approve payments that meet this criteria

Cancel

Save

## 5.7 Payment Accounts

The **Payment Accounts** listing under the **Application Configuration** shows the accounts that you have designated for each of your payment types. This view is read-only.

Should you require any additional accounts to be added to your payment processing, or to make any changes to the existing accounts, please contact your Treasury Services Payments Advisor.

Resources	Packaging	Approvals	Payment Accounts			
Payment Code	Payment Method	Account Description	Account Number	Bank	Last Updated By	
ACH	ACH	ACH	****4321	WACHOVIA	5/27/2010 12:34:33 PM	
CHK	Auto	Check	*****6789	WACHOVIA	3/25/2012 1:29:16 PM	
CRD	vCard	Virtual Card		COMDATA	3/16/2012 11:48:19 AM	
WIRE	Wire	Wires	*****2333	WACHOVIA	12/17/2008 3:35:57 PM	
4 total items		10 items/page	<< page 1 of 1 >>			

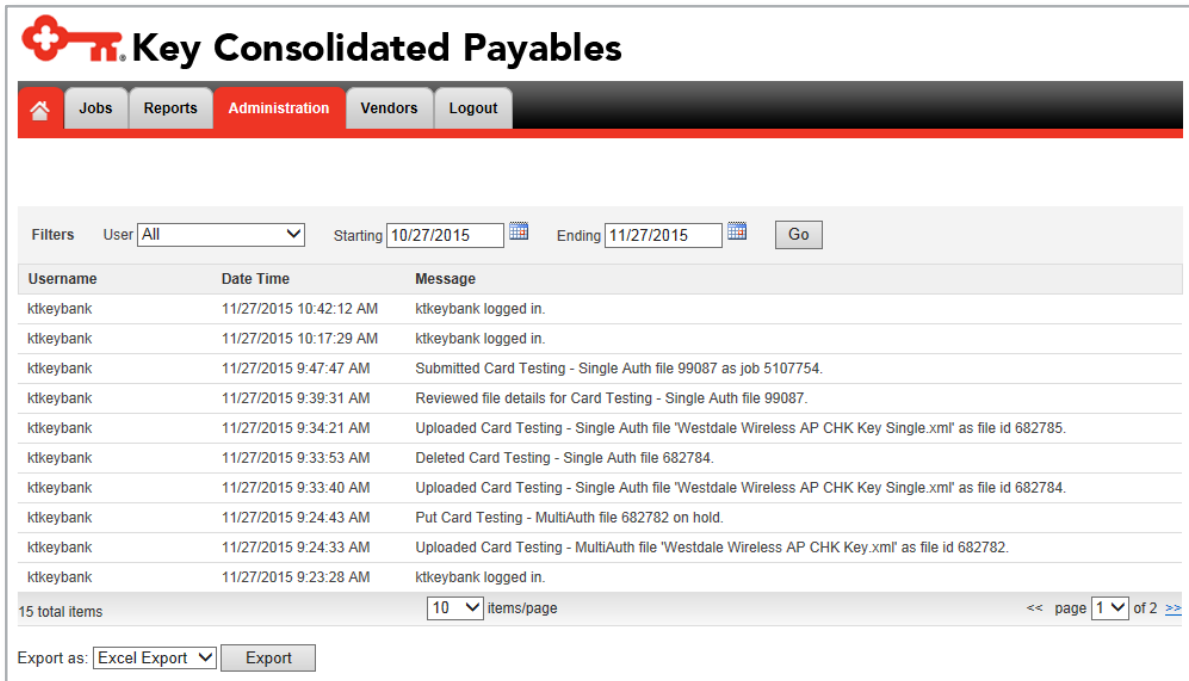


## 5.8 Activity Log

The **Activity Log** tab under the **Administration** tab allows you to display all activity for all users. You can filter by user and through the use of a 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.



The screenshot shows the 'Key Consolidated Payables' interface. At the top, there's a navigation bar with tabs: Home, Jobs, Reports, Administration (selected), Vendors, and Logout. Below the navigation bar, there's a filter section with 'User' set to 'All', 'Starting' date '10/27/2015', 'Ending' date '11/27/2015', and a 'Go' button. The main area displays a table of activity logs with columns: Username, Date Time, and Message. The table lists 15 items, all from user 'ktkeybank'. The messages include login events, card testing submissions, file reviews, uploads, deletions, and holds. At the bottom, there's a summary bar showing '15 total items', a dropdown for '10 items/page', and pagination controls for 'page 1 of 2'. An 'Export as' dropdown is set to 'Excel Export' with an 'Export' button.

Username	Date Time	Message
ktkeybank	11/27/2015 10:42:12 AM	ktkeybank logged in.
ktkeybank	11/27/2015 10:17:29 AM	ktkeybank logged in.
ktkeybank	11/27/2015 9:47:47 AM	Submitted Card Testing - Single Auth file 99087 as job 5107754.
ktkeybank	11/27/2015 9:39:31 AM	Reviewed file details for Card Testing - Single Auth file 99087.
ktkeybank	11/27/2015 9:34:21 AM	Uploaded Card Testing - Single Auth file "Westdale Wireless AP CHK Key Single.xml" as file id 682785.
ktkeybank	11/27/2015 9:33:53 AM	Deleted Card Testing - Single Auth file 682784.
ktkeybank	11/27/2015 9:33:40 AM	Uploaded Card Testing - Single Auth file "Westdale Wireless AP CHK Key Single.xml" as file id 682784.
ktkeybank	11/27/2015 9:24:43 AM	Put Card Testing - MultiAuth file 682782 on hold.
ktkeybank	11/27/2015 9:24:33 AM	Uploaded Card Testing - MultiAuth file "Westdale Wireless AP CHK Key.xml" as file id 682782.
ktkeybank	11/27/2015 9:23:28 AM	ktkeybank logged in.

15 total items      10 items/page      << page 1 of 2 >>

Export as: Excel Export      Export

## 6. Vendors – Add/Edit Vendor

The **Add Vendor** option under the **Administration** tab can be used if you are using the auto-conversion of payments to virtual card and ACH. It allows you to add new 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 set-up to receive their payments electronically from you.

You can use this functionality only for brand new vendors. Any vendor that you have already paid will have their company information already completed from the payment data in your payment file. Existing vendor data (populated from a payment you have made) cannot be edited through this screen.

Add/Update Vendor

\* = Required field

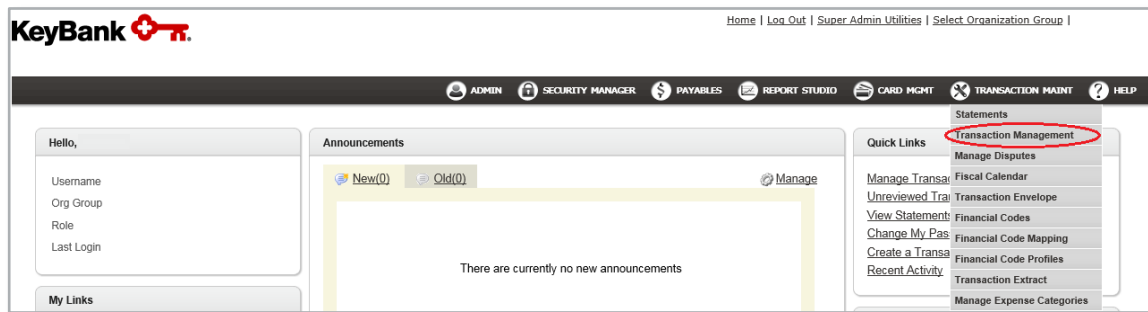
Registration Code: Not assigned  
Vendor Name: \*   
Vendor ID: \*   
Payment Method: \*   
Non U.S. Address: ☐  
Address 1: \*   
Address 2:   
Address 3:   
Address 4:   
City: \*   
State: \*   
Zip: \*   
Phone Number:  -  -  Ext.   
Email Address: \*   
Send Email: ☒

Save Cancel

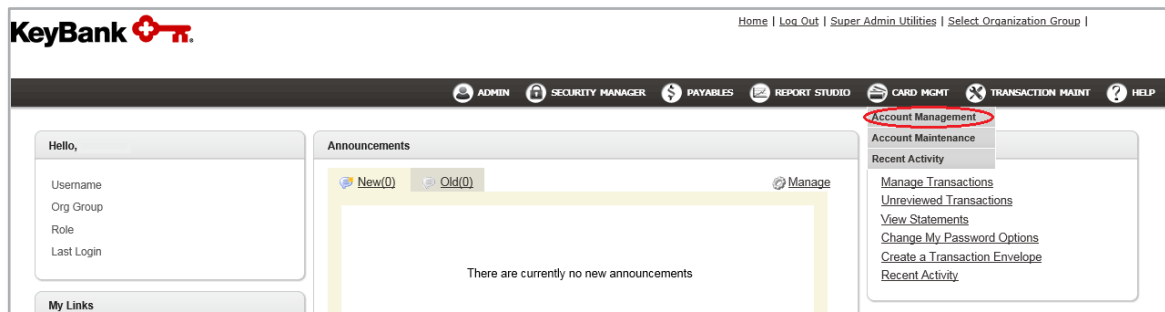
## 7. Key2Purchase card and Transaction Dispositions

The Consolidated Payables platform provides tools for researching and reconciling card payments. However should you need to 'go to the source' for Key2Purchase transactions here are a couple of tips:

- Completed transactions, also called settled or closed, can be viewed in the transaction list under the **Transaction Maintenance** tab, using the Transaction Management option. These transactions show the vendor name that processed the payment.



- Open cards, also referred to as issued but not swiped, can be viewed in the card list under the **Card Management** tab, using the **Account Management** option, by retrieving the status of \_\_Open & ZJ Monitoring Credit.
- Blocked/cancelled/voided cards can be viewed in the card list under the Card Management tab, using the **Account Management** option, by retrieving the status of VX Cancelled Customer Request. A block is sometimes placed at your request, and the vendor removed from the card program, because the vendor signed up to receive a card transaction but does not have merchant services allowing them to swipe for payment. These payments may need to be re-issued after the vendor is removed so that the payment can go out as check.



- Expired cards, those that have gone past the expiration date and can no longer be swiped by the vendor, can be viewed in the card list under the Card Management tab, using the **Account Management** option, by retrieving the status of VP Cancelled Permanent. These payments may need to be re-issued.