



## 1st Source Bank Helpful Hints: **Immediate Payments**

*A Contact must be created before an Immediate Payment can be initiated. The Contact is the recipient of the payment and can be saved for future use. Once a Contact has been created, a Payment can be initiated to that Contact. Depending on your approval structure, a payment must then be approved.*

### Creating A Contact - IMP

1. From the BBO Treasury Dashboard Click **Payments** then **Immediate Payments**.
2. Under **Banking**, click **Contacts**.
3. Click **New Contact**
4. Enter the **Name** and **Template Name** under Main Info.
5. Enter the contact's **Country**, **Postal Code**, **Address**, **City** and **State** under Address Info.  
*Note: Payments can only be made within the United States. For Country, type "us" and select United States of America.*
6. Optionally enter the contact's **Phone Number** and **Email** under Contact Info.
7. The Bank Country and Account Currency will automatically populate with United States of America and USD.
8. Select **Look Up By ABA**.
9. Enter the contact's **Routing Number** under **ABA** and select a Routing Number from the populated list.  
*Note: If you are unable to find the routing number listed, the financial institution may not be eligible to receive immediate payments.*
10. Enter the contact's **Account Number**.
11. Optionally enter up to 140 characters of additional information about the contact under **Other Contact Information**.  
*Note: Intermediary Banks will not be used for Immediate Payments.*
12. Click **Save** to finalize the contact.

## Creating a Payment – IMP

1. From the BBO Treasury Dashboard Click **Payments** then **Immediate Payments**.
2. Under **Banking**, click **Contacts**.
3. Find the intended contact under **All** or use the search bar to narrow your search.
4. Click **Send**.
5. **Choose an Account** under **From** if you have multiple originating accounts.
6. Verify the intended recipient is shown under **To**.
7. Enter the **Payment Amount** under **Amount**.
8. Select **Now** under **Date** to send a payment today, or select **Future Date** and a valid effective date from the calendar to schedule a payment at a later date.
9. Enter up to 140 characters under **Notes** to describe the transaction.
10. Click **Send**.
11. Verify the amount and recipient and click **Proceed**.  
*Note: These funds are not returnable.*
12. Under **Payments**, click **Payments** again to view the status of your recent payments.
13. If an approval is required, proceed to “Approving a Payment”  
*Note: An approval must be completed by a user other than the user creating the payment.*

## Approving a Payment – IMP

1. Under **Payments**, click **Payments** to view any payments needing Approval.
2. Review all payments under **Approve Payments** and select **Approve**.  
*Note: These funds are not returnable.*
3. Under **Payments**, click **Payments** again to view the status of your recent payments.  
*Note: It may take up to a minute for your payment status to update.*

## Payment Status Descriptions – IMP

**Processing** – The payment has been approved and is currently being processed.

**Processed** – The payment has been fully processed.

**Scheduled** – The payment has been fully processed with a scheduled future delivery date.

**Cancelled** – Processing of the payment has been canceled and will not be processed.

**Pending Approval** – The payment has been submitted but requires an additional user approval.

**Partially Approved** – The payment has been submitted by requires multiple additional user approvals.

**Bank Review** – The payment has been submitted but requires further compliance review by the bank. Contact Treasury Services for more information.

## Canceling A Payment – IMP

*Note: Once a payment has been Processed it is not possible to cancel or return a payment but if a payment remains in any of the other above statuses you can stop the processing with the following steps.*

1. Under **Payments**, click **Payments** to view any payments Processing.
2. Click the 3 dots next to the payment and select **Stop Payment**.
3. Click **Stop** to confirm the cancellation.