

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.