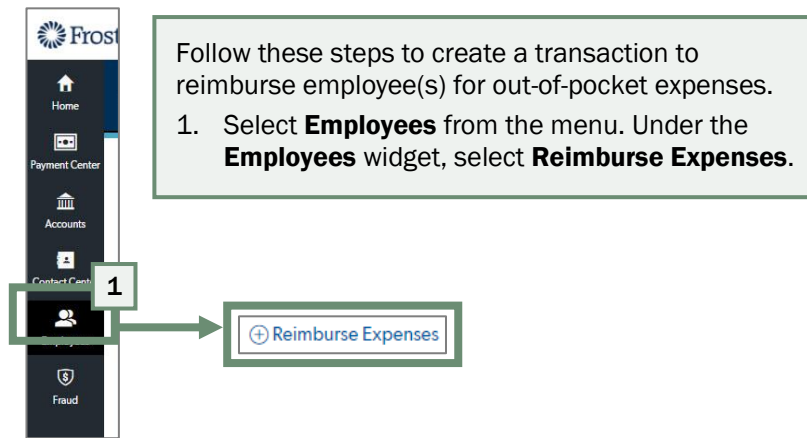


EMPLOYEE USER GUIDE

Business Connect displays all current employee payments. Perform a variety of operations on individual payments, including editing, modifying, approving and deleting payments. Create expense reimbursements, payroll payments or child support payments.

NOTE: Employees must be identified in the Contact Center prior to performing reimbursements or payroll. To identify an individual as payee, see Contact Center Guide.

CREATE AN EMPLOYEE EXPENSE REIMBURSEMENT



2. Complete required fields as well as any helpful information for transaction.

a. Originator Information

- The **Originator ID** (required) offset account will display and can be changed.
 - The **Value Date** (required) displays the nearest date available. Use the calendar icon to change the date. The system will display a cutoff time for when the payment must be approved.
- NOTE:** Select the **Make this a Same Day Payment** checkbox if applicable.
- The **Batch Description** will autofill with **REIMBURSE** and can be changed.
 - The **Company Discretionary Data** is an optional field.
 - The **Descriptive Date** (optional) can be entered if a descriptive date is different from the payment date.
 - **Internal Comments** (optional) do not appear on the payment to employee or any transaction reporting.

2a


Originator Information

*** Originator ID**

CANDY SHOP COMPA-CANDYSHOP1- Offset Account 98... ✕

No Balance Available

*** Value Date**

08/18/2020 

Make this a Same Day Payment

Payment must be approved by
08/17/2020 19:00 EDT

Batch Description

REIMBURSE

Company Discretionary Data

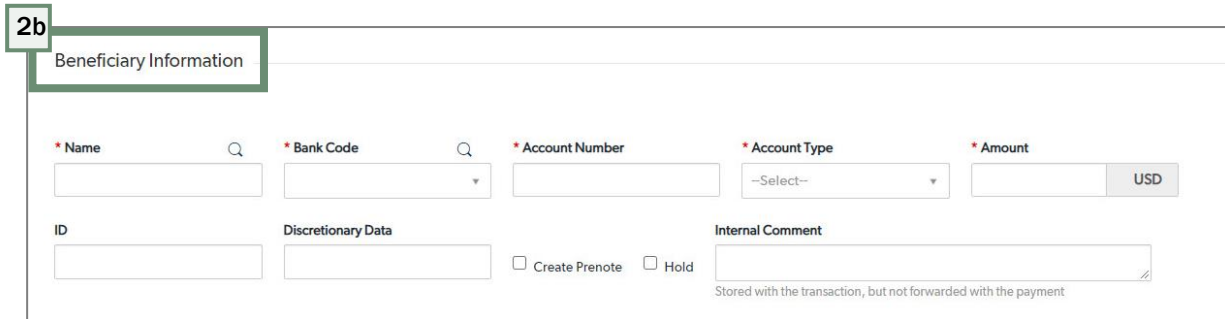
Descriptive Date

Internal Comments

Stored with the transaction, but not forwarded with the payment

2b. Beneficiary Information

- Select the employee **Name** (required) by using the magnifying icon (search). The **Bank Code**, **Account Number** and **Account Type** will auto display. The employee information is from the **Contact Center**. If information needs to be updated, modify employee in the **Contact Center**.
- Enter the **Amount** (required) of the payment.
- **Discretionary Data** is an optional field.
- Select the **Create Prenote** checkbox (optional) if you want to create and send a Prenote. (A zero dollar transaction used to verify the account)
- Select the **Hold** checkbox (optional) if you want to place a hold on the transaction.
- **Internal Comments** (optional) do not appear on the payment to employee or any transaction reporting.



2b

Beneficiary Information

* Name

* Bank Code

* Account Number

* Account Type

* Amount

ID

Discretionary Data

Create Prenote Hold

Internal Comment

Stored with the transaction, but not forwarded with the payment

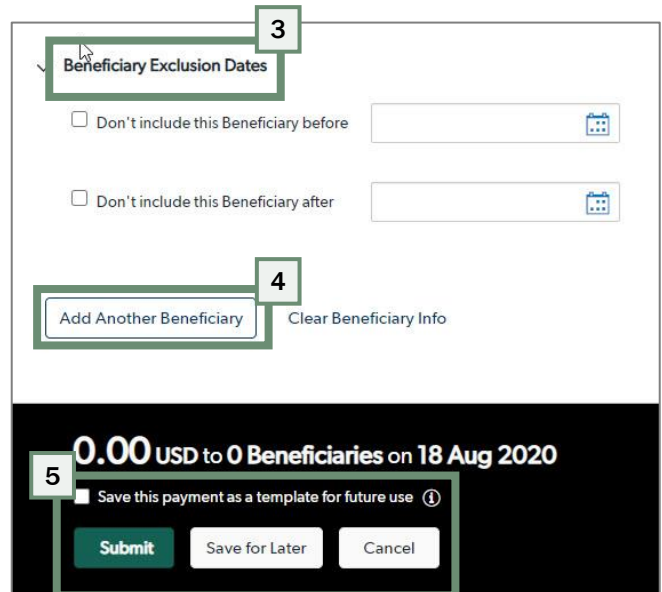
3. Select **Beneficiary Exclusion Dates** (optional) to exclude this beneficiary from the transaction before or after designated dates.

4. To add another beneficiary to the batch, select **Add Another Beneficiary**.

5. Select the following applicable options.

- **Submit** sets payment to **Pending Approval** after entering a token verification. The secondary user will need approve to send out.
- **Save for Later** saves the payment for future use. The status will display as **Incomplete** in the **Employees Payment** list.
- Click **Save this payment as a template for future use** if needed. Templates can be found in the **Payments Templates** section of the **Employee Center**.

NOTE: After payment is submitted, it must be approved before it is sent to the bank for processing. Payments require a second user to approve.



3

Beneficiary Exclusion Dates

Don't include this Beneficiary before

Don't include this Beneficiary after

4

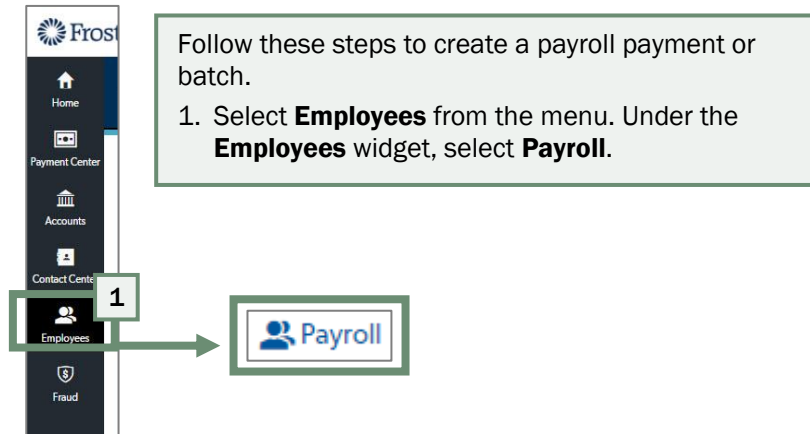
Add Another Beneficiary

5

0.00 USD to 0 Beneficiaries on 18 Aug 2020

Save this payment as a template for future use ⓘ

CREATE A PAYROLL PAYMENT



2. Complete required fields as well as any helpful information for transaction.


a. Originator Information

- The **Originator ID** (required) offset account will display and can be changed.
 - The **Value Date** (required) displays the nearest date available. Use the calendar icon to change the date. The system will display a cutoff time for when the payment must be approved.
- NOTE:** Select the **Make this a Same Day Payment** checkbox if applicable.
- The **Batch Description** will autofill with **PAYROLL** and can be changed.
 - The **Company Discretionary Data** is an optional field.
 - The **Descriptive Date** (optional) can be entered if a descriptive date is different from the payment date.
 - **Internal Comments** (optional) do not appear on the payment to employee or any transaction reporting.

2a

Originator Information

* Originator ID
 CANDY SHOP COMPA-CANDYSHOP1- Offset Account 98... x
 \$300,967.32 USD Available

* Value Date
 08/18/2020  Make this a Same Day Payment

Payment must be approved by
 08/17/2020 19:00 EDT

Batch Description: PAYROLL

Company Discretionary Data:

Descriptive Date:

Internal Comments:
Stored with the transaction, but not forwarded with the payment

2b. Beneficiary Information

- Select the employee **Name** (required) by using the magnifying icon (search). The **Bank Code**, **Account Number** and **Account Type** will auto display. The employee information is from the **Contact Center**. If information needs to be updated, modify employee in the **Contact Center**.
- Enter the **Amount** (required) of the payment.
- **Discretionary Data** is an optional field.
- Select the **Create Prenote** checkbox (optional) if you want to create and send a Prenote. (A zero dollar transaction used to verify the account)
- Select the **Hold** checkbox (optional) if you want to place a hold on the transaction.
- **Internal Comments** (optional) do not appear on the payment to employee or any transaction reporting.

2b

Beneficiary Information

* Name * Bank Code * Account Number * Account Type * Amount

ID Discretionary Data Create Prenote Hold

Stored with the transaction, but not forwarded with the payment.

3. Select **Beneficiary Exclusion Dates** (optional) to exclude this beneficiary from the transaction before or after designated dates.
4. To add another beneficiary to the batch, select **Add Another Beneficiary**.
5. Select the following applicable options.
 - **Submit** sets payment to **Pending Approval** after entering a token verification. The secondary user will need approve to send out.
 - **Save for Later** saves the payment for future use. The status will display as **Incomplete** in the **Employees Payment** list.
 - Click **Save this payment as a template for future use** if needed. Templates can be found in the **Payments Templates** section of the **Employee Center**.

NOTE: After payment is submitted, it must be approved before it is sent to the bank for processing. Payments require a second user to approve.

3

Beneficiary Exclusion Dates

Don't include this Beneficiary before

Don't include this Beneficiary after

4

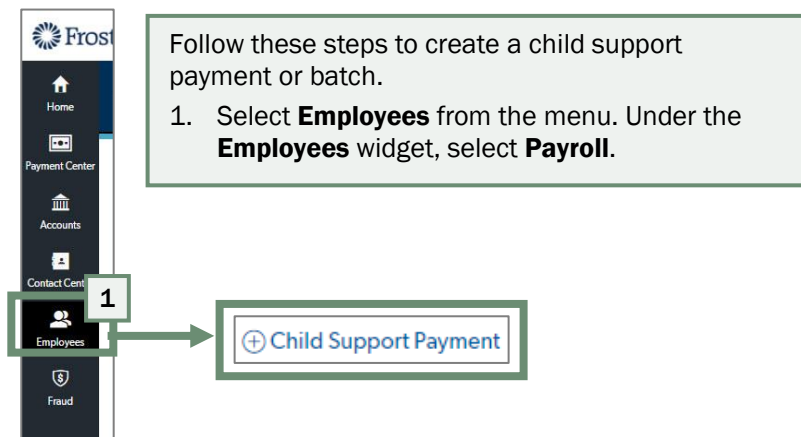
Add Another Beneficiary

5

0.00 USD to 0 Beneficiaries on 18 Aug 2020

Save this payment as a template for future use

CREATE A CHILD SUPPORT PAYMENT



Follow these steps to create a child support payment or batch.

1. Select **Employees** from the menu. Under the **Employees** widget, select **Payroll**.

2. Complete required fields as well as any helpful information for transaction.


a. **Originator Information**

- The **Originator ID** (required) offset account will display and can be changed.
 - The **Value Date** (required) displays the nearest date available. Use the calendar icon to change the date. The system will display a cutoff time for when the payment must be approved.
- NOTE:** Select the **Make this a Same Day Payment** checkbox if applicable.
- **Internal Comments** (optional) do not appear on the payment to employee or any transaction reporting.

2a

Originator Information

* Originator ID
 CANDY SHOP COMPA-CANDYSHOP1- Offset Account 98... ✕
 \$300,967.32 USD Available

* Value Date
 08/18/2020  Make this a Same Day Payment
 Payment must be approved by
 08/17/2020 19:00 EDT

Internal Comments

 Stored with the transaction, but not forwarded with the payment

Beneficiary Information

* Agency

> Beneficiary Exclusion Dates

2b. Beneficiary Information

- Select the desired State in the **Agency** (required) dropdown menu.
- Complete following required fields: **Absent Parent First Name, Absent Parent Last Name, Absent Parent SSN, Case Identifier, Medical Support Indicator, Pay Date** and **Payment Amount**.
- Select the desired option from the **FIPS Code** (optional) dropdown menu.
- Choose the desired employment status of the employee in the **Employment Terminated** (optional) dropdown menu.
- Select the **Create Prenote** checkbox (optional) if you want to create and send a Prenote. (A zero dollar transaction used to verify the account)
- Select the **Hold** checkbox (optional) if you want to place a hold on the transaction.

2b Beneficiary Information

* Agency
Texas

* Absent Parent First Name * Absent Parent Last Name * Absent Parent SSN * Case Identifier FIPS Code
--Select--

Employment Terminated * Medical Support Indicator
--Select-- Y

* Pay Date * Payment Amount USD

Create Prenote Hold

3. Select **Beneficiary Exclusion Dates** (optional) to exclude this beneficiary from the transaction before or after designated dates.
4. To add another beneficiary to the batch, select **Add Another Beneficiary**.
5. Select the following applicable options.
 - **Submit** sets payment to **Pending Approval** after entering a token verification. The secondary user will need approve to send out.
 - **Save for Later** saves the payment for future use. The status will display as **Incomplete** in the **Employees Payment** list.
 - Click **Save this payment as a template for future use** if needed. Templates can be found in the **Payments Templates** section of the **Employee Center**.

NOTE: After payment is submitted, it must be approved before it is sent to the bank for processing. Payments require a second user to approve.

3 Beneficiary Exclusion Dates

Don't include this Beneficiary before

Don't include this Beneficiary after

4 Add Another Beneficiary Clear Beneficiary Info

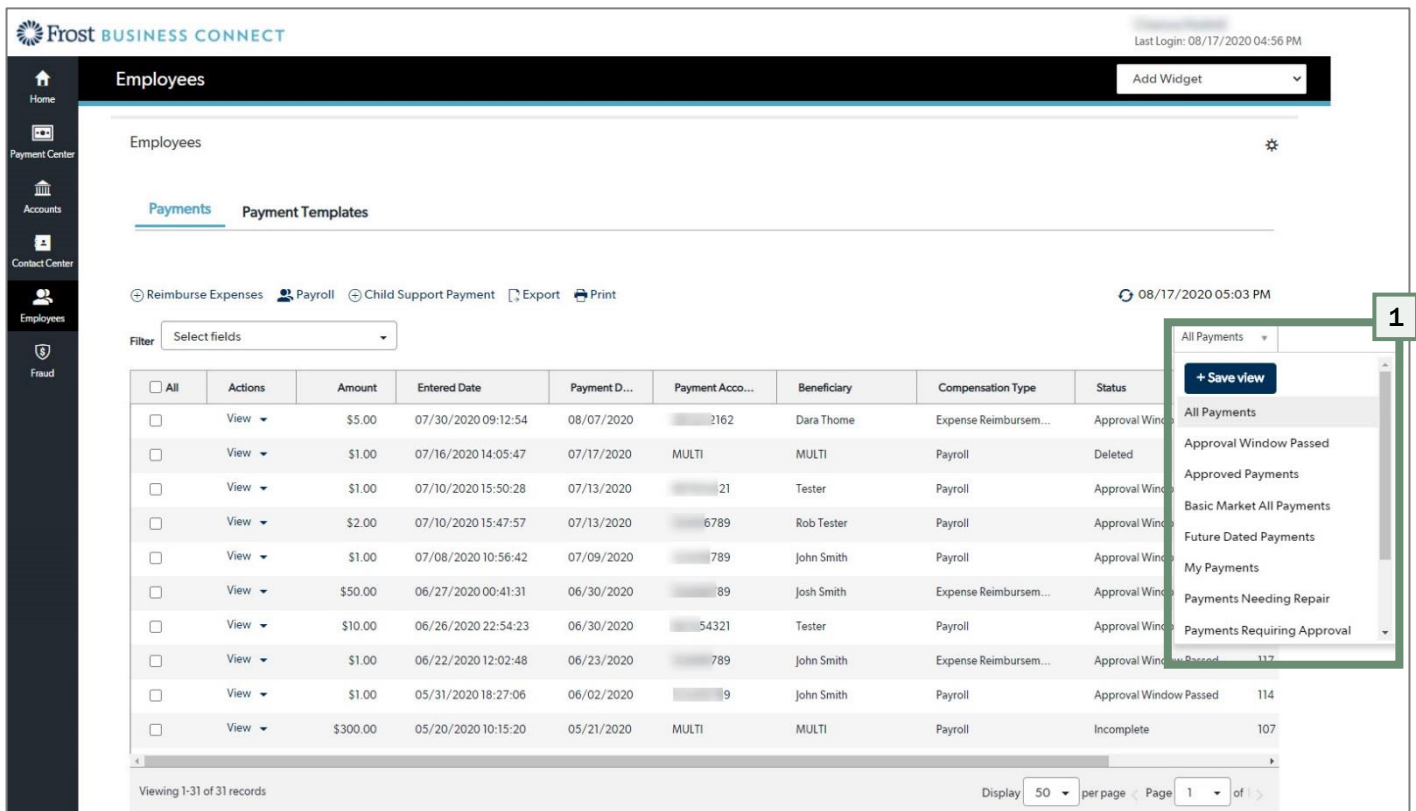
5 0.00 USD to 0 Beneficiaries on 18 Aug 2020

Save this payment as a template for future use ⓘ

Submit Save for Later Cancel

EMPLOYEE PAYMENTS VIEW OPTIONS

- To change the view of the payments listed in the Employee Center, select the dropdown menu on the far right of the page. This allows to filter payments as needed.
NOTE: View **Payments Needing Repair** and **Payments Requiring My Approval** to determine payments that require immediate action.



The screenshot shows the 'Employees' section of the Frost BUSINESS CONNECT interface. The 'Payments' tab is active, displaying a table of payment records. A dropdown menu is open on the right side, showing various filter options. A green box highlights the dropdown menu with a '1' in the corner.

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment D...	Payment Acco...	Beneficiary	Compensation Type	Status
<input type="checkbox"/>	View	\$5.00	07/30/2020 09:12:54	08/07/2020	2162	Dara Thome	Expense Reimburse...	Approval Window Passed
<input type="checkbox"/>	View	\$1.00	07/16/2020 14:05:47	07/17/2020	MULTI	MULTI	Payroll	Deleted
<input type="checkbox"/>	View	\$1.00	07/10/2020 15:50:28	07/13/2020	21	Tester	Payroll	Approval Window Passed
<input type="checkbox"/>	View	\$2.00	07/10/2020 15:47:57	07/13/2020	6789	Rob Tester	Payroll	Approval Window Passed
<input type="checkbox"/>	View	\$1.00	07/08/2020 10:56:42	07/09/2020	789	John Smith	Payroll	Approval Window Passed
<input type="checkbox"/>	View	\$50.00	06/27/2020 00:41:31	06/30/2020	89	Josh Smith	Expense Reimburse...	Approval Window Passed
<input type="checkbox"/>	View	\$10.00	06/26/2020 22:54:23	06/30/2020	54321	Tester	Payroll	Approval Window Passed
<input type="checkbox"/>	View	\$1.00	06/22/2020 12:02:48	06/23/2020	789	John Smith	Expense Reimburse...	Approval Window Passed
<input type="checkbox"/>	View	\$1.00	05/31/2020 18:27:06	06/02/2020	9	John Smith	Payroll	Approval Window Passed
<input type="checkbox"/>	View	\$300.00	05/20/2020 10:15:20	05/21/2020	MULTI	MULTI	Payroll	Incomplete

Viewing 1-31 of 31 records

Display 50 per page Page 1 of 1

COPY AN EXISTING EMPLOYEE PAYMENT

Based on permissions, you can copy an approved payment from the payments list. When you copy a payment you can also edit as needed, then submit or save it as a new payment.

1. In the **Employee Center**, **All Payments** view is the default. The status must be **Approved** for the copy options to be available.
2. Select **Copy as Payment** under the **Actions** column dropdown menu.

Employees

Payments Payment Templates

Reimburse Expenses Payroll Child Support Payment Export Print 08/17/2020 05:03 PM

Filter Select fields

<input type="checkbox"/> All	Actions	Amount	Entered Date	Payment D...	Payment Acco...	Beneficiary	Compensation Type	Status	
<input type="checkbox"/>	View	\$5.00	07/30/2020 09:12:54	08/07/2020	2162	Dara Thome	Expense Reimbursem...	Approval Window Passed	243
<input type="checkbox"/>	View	\$1.00	07/16/2020 14:05:47	07/17/2020	MULTI	MULTI	Payroll	Deleted	164
<input type="checkbox"/>	View	\$1.00	07/10/2020 15:50:28	07/13/2020	4321	Tester	Payroll	Approval Window Passed	142
<input type="checkbox"/>	View	\$2.00	07/10/2020 15:47:57	07/13/2020	89	Rob Tester	Payroll	Approval Window Passed	139
<input type="checkbox"/>	View	\$1.00	07/08/2020 10:56:42	07/09/2020	56789	John Smith	Payroll	Approval Window Passed	138
<input type="checkbox"/>	View	\$1.00	06/27/2020 00:41:31	06/30/2020	789	Josh Smith	Expense Reimbursem...	Approval Window Passed	133
<input type="checkbox"/>	View	\$1.00	06/26/2020 22:54:23	06/30/2020	4321	Tester	Payroll	Approval Window Passed	132
<input type="checkbox"/>	View	\$1.00	06/22/2020 12:02:48	06/23/2020	6789	John Smith	Expense Reimbursem...	Approval Window Passed	117
<input type="checkbox"/>	View	\$1.00	05/31/2020 18:27:06	06/02/2020	789	John Smith	Payroll	Approval Window Passed	114
<input type="checkbox"/>	View	\$300.00	05/20/2020 10:15:20	05/21/2020	MULTI	MULTI	Payroll	Incomplete	107

Viewing 1-31 of 31 records Display 50 per page Page 1 of 1

Originator Information

* Originator ID
CANDY SHOP COMPA-CANDYSHOP1-Offset Account 9... x \$300,967.32 USD Available

* Value Date
08/18/2020 Make this a Same Day Payment
Payment must be approved by 08/17/2020 19:00 EDT

Batch Description: PAYROLL
Company Discretionary Data
Descriptive Date
Internal Comments: Stored with the transaction, but not forwarded

Beneficiary Information

* Name * Bank Code * Account Number * Account Type
ID Discretionary Data Create Prenote Hold Internal Comment
Stored with the transaction, but not forwarded

> Beneficiary Exclusion Dates

Add Another Beneficiary Clear Beneficiary Info

0.00 USD to 0 Beneficiaries on 18 Aug 2020

Save this payment as a template for future use

Submit Save for Later Cancel

3. Information from the existing payment will display. Edit the fields as needed.
4. Select the following applicable options.
 - **Submit** sets payment to **Pending Approval** after entering a token verification. The secondary user will need approve to send out.
 - **Save for Later** saves the payment for future use. The status will display as **Incomplete** in the **Employees Payment** list.
 - Click **Save this payment as a template for future use** if needed. Templates can be found in the **Payments Templates** section of the **Employee Center**.

CREATE A TEMPLATE FROM AN EXISTING PAYMENT

1. In the **Employee Center, All Payments** view is the default. The status must be **Approved** for the copy options to be available.

2. Select **Copy as Template** under the **Actions** column dropdown menu.

All	Actions	Amount	Entered Date	Payment D...	Payment Acco...	Beneficiary	Compensation Type	Status	
<input type="checkbox"/>	View	\$5.00	07/30/2020 09:12:54	08/07/2020	2162	Dara Thome	Expense Reimburse...	Approval Window Passed	243
<input type="checkbox"/>	View	\$1.00	07/16/2020 14:05:47	07/17/2020	MULTI	MULTI	Payroll	Deleted	164
<input type="checkbox"/>	View	\$1.00	07/10/2020 15:50:28	07/13/2020	4321	Tester	Payroll	Approval Window Passed	142
<input type="checkbox"/>	View	\$2.00	10/2020 15:47:57	07/13/2020	89	Rob Tester	Payroll	Approval Window Passed	139
<input type="checkbox"/>	View	\$2.00	07/08/2020 10:56:42	07/09/2020	56789	John Smith	Payroll	Approval Window Passed	138
<input type="checkbox"/>	View	\$1.00	06/27/2020 00:41:31	06/30/2020	789	Josh Smith	Expense Reimburse...	Approval Window Passed	133
<input type="checkbox"/>	View	\$1.00	06/26/2020 22:54:23	06/30/2020	4321	Tester	Payroll	Approval Window Passed	132
<input type="checkbox"/>	View	\$1.00	06/22/2020 12:02:48	06/23/2020	6789	John Smith	Expense Reimburse...	Approval Window Passed	117
<input type="checkbox"/>	View	\$1.00	05/31/2020 18:27:06	06/02/2020	789	John Smith	Payroll	Approval Window Passed	114
<input type="checkbox"/>	View	\$300.00	05/20/2020 10:15:20	05/21/2020	MULTI	MULTI	Payroll	Incomplete	107

Viewing 1-31 of 31 records

Display 50 per page Page 1 of 1

3. Information from the existing payment will display under the **Originator Information** and **Beneficiary Information**. Edit the fields as needed. **Template Information** is required.

4. **Originator Information** and **Beneficiary Information**

- Complete the **Template Code** (required) by entering a descriptive name for the template.
- Enter the **Template Description** (required).
- Enter the **Maximum Amount** (optional) which restricts payments over the amount indicated for this template.
- Make any necessary edits as needed.

Template Information

* Template Code * Template Description Maximum Amount USD

Originator Information

* Originator ID

Batch Description Company Discretionary Data Descriptive Date Internal Comments

Stored with the transaction, but not forwarded w

Beneficiary Information

+ Add New Beneficiary

Filter

All	Actions	Name	ID	Bank Code	Account Number	Account Type	Amount
<input type="checkbox"/>	View	Rob Tester	114000093	123456789	Checking	2.00	

Viewing 1-1 of 1 records

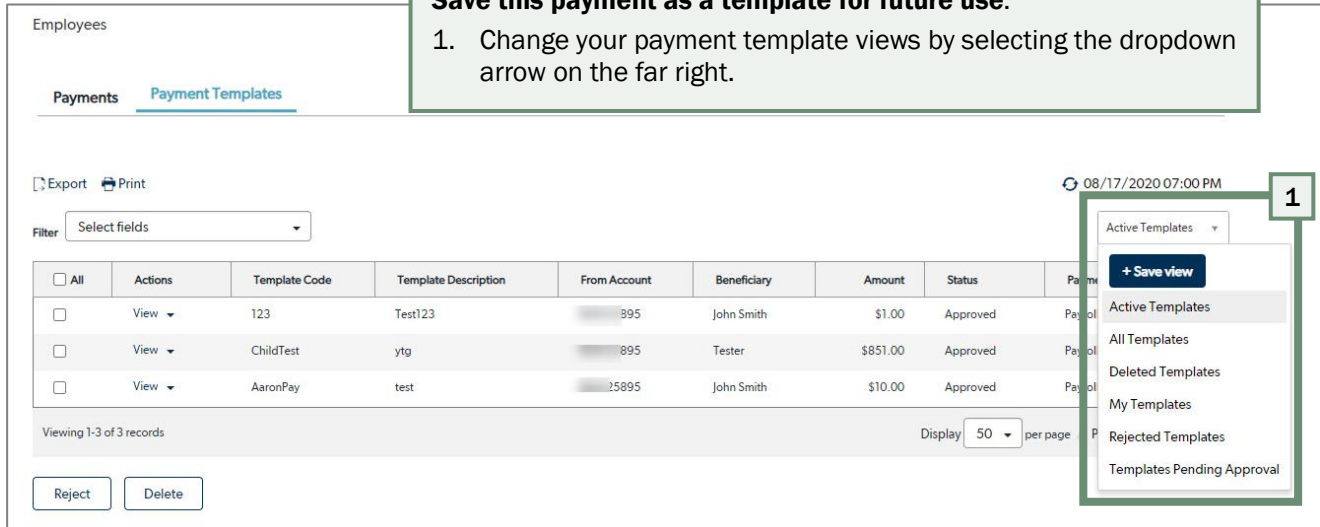
Delete

Display 50 per page Page 1 of 1

MANAGE AND VIEW EMPLOYEE PAYMENT TEMPLATES

View and use any previously created templates that were marked as **Save this payment as a template for future use.**

1. Change your payment template views by selecting the dropdown arrow on the far right.



The screenshot shows the 'Payment Templates' section of the Frost Business Connect interface. At the top, there are 'Export' and 'Print' buttons, and a 'Filter' dropdown set to 'Select fields'. Below this is a table with columns: All, Actions, Template Code, Template Description, From Account, Beneficiary, Amount, Status, and Payment Type. Three rows of templates are visible. A dropdown menu is open on the far right, showing options like 'Active Templates', 'All Templates', 'Deleted Templates', 'My Templates', 'Rejected Templates', and 'Templates Pending Approval'. A '+ Save view' button is also visible in the dropdown. A callout box with the number '1' points to the dropdown arrow on the far right of the table.

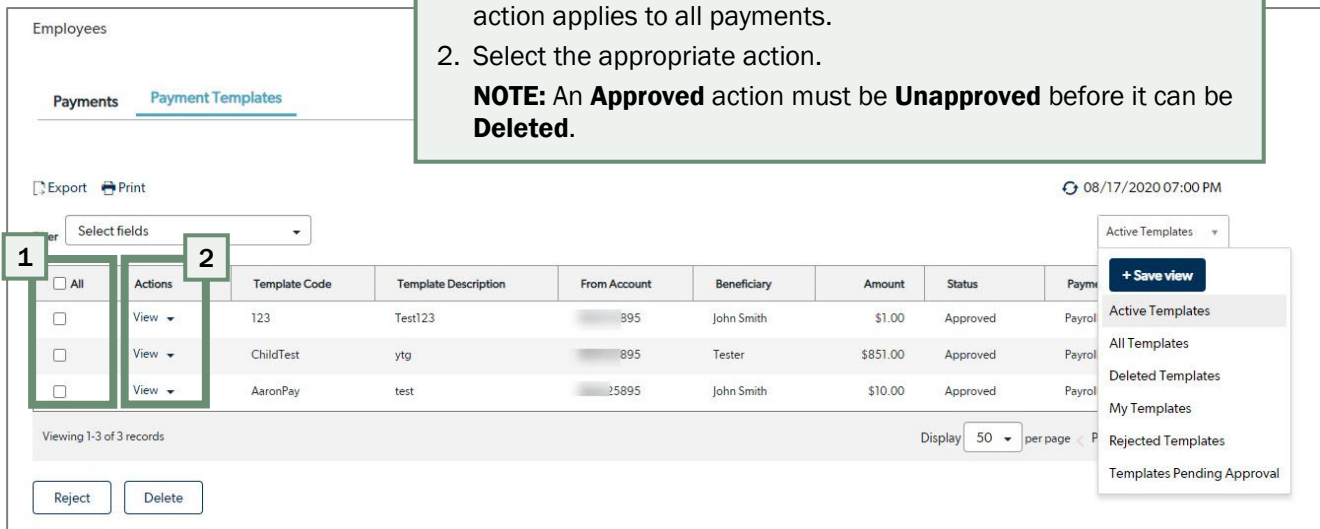
<input type="checkbox"/> All	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status	Payment Type
<input type="checkbox"/>	View	123	Test123	995	John Smith	\$1.00	Approved	Payroll
<input type="checkbox"/>	View	ChildTest	ytg	995	Tester	\$851.00	Approved	Payroll
<input type="checkbox"/>	View	AaronPay	test	25895	John Smith	\$10.00	Approved	Payroll

APPROVE/UNAPPROVE/REJECT/DELETE EMPLOYEE PAYMENTS OR TEMPLATES

1. Select the box under the **All** column or the box next to **All** if the action applies to all payments.

2. Select the appropriate action.

NOTE: An **Approved** action must be **Unapproved** before it can be **Deleted**.



This screenshot is similar to the one above but highlights the 'All' checkbox and the 'Actions' column. Callout '1' points to the 'All' checkbox, and callout '2' points to the 'View' dropdown in the 'Actions' column. The dropdown menu is also open on the right side.

<input type="checkbox"/> All	Actions	Template Code	Template Description	From Account	Beneficiary	Amount	Status	Payment Type
<input type="checkbox"/>	View	123	Test123	995	John Smith	\$1.00	Approved	Payroll
<input type="checkbox"/>	View	ChildTest	ytg	995	Tester	\$851.00	Approved	Payroll
<input type="checkbox"/>	View	AaronPay	test	25895	John Smith	\$10.00	Approved	Payroll