

TRAINING

SEARCHING WAREHOUSE

SEARCHING WAREHOUSE

Payment Center

Company: YOUR COMPANY NAME HERE - CUTOFF TIME (1h EST) ▾

ACH

- Single Payments
- Recurring Payments
- Batch Payments (0)
- Edit Recurring Payments
- Search Warehouse Payments

Upload Files

Company: YOUR COMPANY NAME HERE - CUTOFF TIME (1h EST) ▾

Select File: No file selected.

Staged Files

File Name	Company
-----------	---------

- » Payments Tab choose Create Payments or Upload Files
- » Enter you're the company name and hit enter
- » Choose Search Warehouse Payments or Edit Warehoused Payments

[Headquarters](#) » [Create Payments](#) » Search Warehouse Payments

Warehoused Payments

Company Name: YOUR COMPANY NAME HERE Company ID: YOUR COMPANY/NACHA ID

Search

Individual Name Individual ID

Dollar Amount

Effective Date

Entry Type --select a value-- ▾ Cutoff Time --select a value-- ▾

- » Search can be done with NO CRITERIA (blind search) or by any combination of the criteria
- » Search
(A blind search (leaving all fields blank) will bring up every transaction you have in the warehouse at that time. It will give you the total of all of the transactions at the bottom)

Search
View Voided Payments

Transactions in Warehouse

ID	Type	Name	Effective	Source	Amount	Actions
Uploaded						
Helo	Debit	Karl Agathon Jr	8-18-2014	TEST CSV 11 2013_b.txt	\$500.00	open void
Virtual Zoe	Credit	Zoe Graystone	8-18-2014	TEST CSV 11 2013_b.txt	\$1,000.00	open void

Results per Page 10 Page 1 OF 1

Credit Count	Credit Amount	Debit Count	Debit Amount
1	\$1,000.00	1	\$500.00

- » OPEN - to edit or adjust, once the changes have been completed, select UPDATE to save
- » VOID - to void any transaction before they are released at cutoff

Transactions Awaiting Approval

ID	Type	Name	Effective	Source	Amount	Actions
Uploaded						
Helo	Debit	Karl Aga				
Virtual Zoe	Credit	Zoe Gra				

Warehoused Payment Search

Are you sure you want to void this transaction?

Yes
No

Process Status

Credit Count	Credit /
1	\$1,00

- » A dialogue box will pop up for confirmation

Transactions in Warehouse

ID	Type	Name	Effective	Source	Amount	Actions
Uploaded						
Helo	Debit	Karl Agathon Jr	8-18-2014	TEST CSV 11 2013_b.txt	\$500.00	open void
Credit Count		Credit Am				
0		\$0.00				

Warehoused Payment Search

Payment was successfully voided.

OK