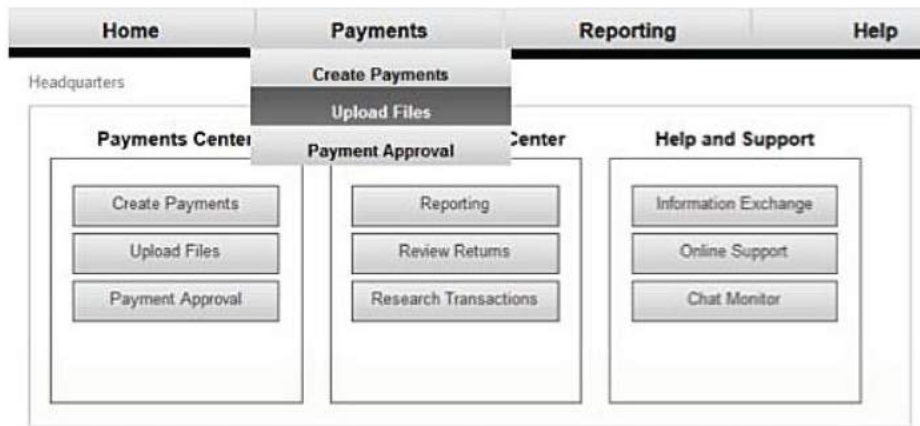


TRAINING

UPLOAD FILES

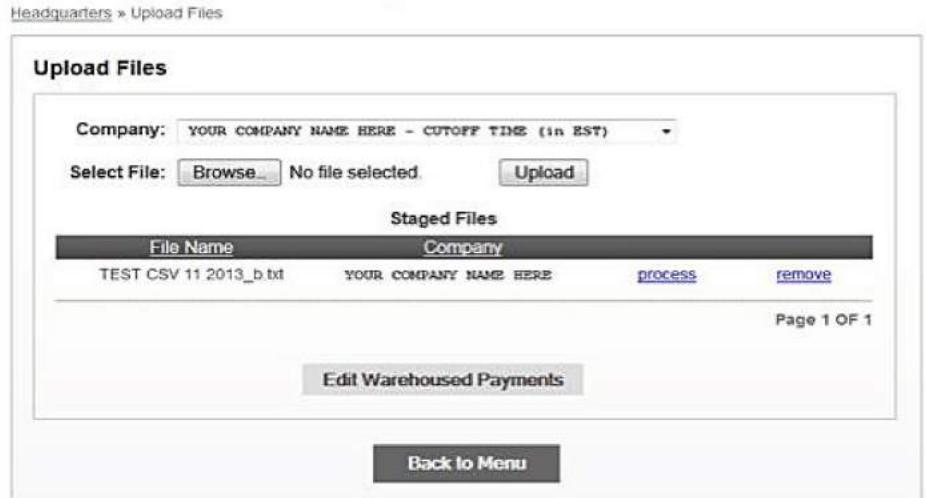
UPLOAD FILES



- » Select Upload Files
 - From either the home page or the menu bar.

The 'Upload Files' form includes a dropdown menu for 'Company' with the text 'YOUR COMPANY NAME HERE - CUTOFF TIME (in EST)'. Below this is a 'Select File:' section with a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. A smaller 'No file selected.' button is also present. A table titled 'Staged Files' has two columns: 'File Name' and 'Company'. Below the table, it says 'No results found.' At the bottom of the form are two buttons: 'Edit Warehoused Payments' and 'Back to Menu'.

- » Browse for file saved on your computer.
- » Upload
(File will be validated, for format and company settings, as it uploads).



- » File can be seen in STAGED FILES.
(When uploading a file it will appear in this area but has not been processed).
- » A note below Browse/Upload will let you know that the file has been uploaded successfully.
- » Two options are available – PROCESS or REMOVE.
- » Select PROCESS in Staged area to process the file. You have to hit PROCESS or it will not be moved to the warehouse.

Upload Files

Your uploaded file contains:

Totals	Item Count	Amount
Debits	1	\$500
Credits	1	\$1000

Rejected Items: 1

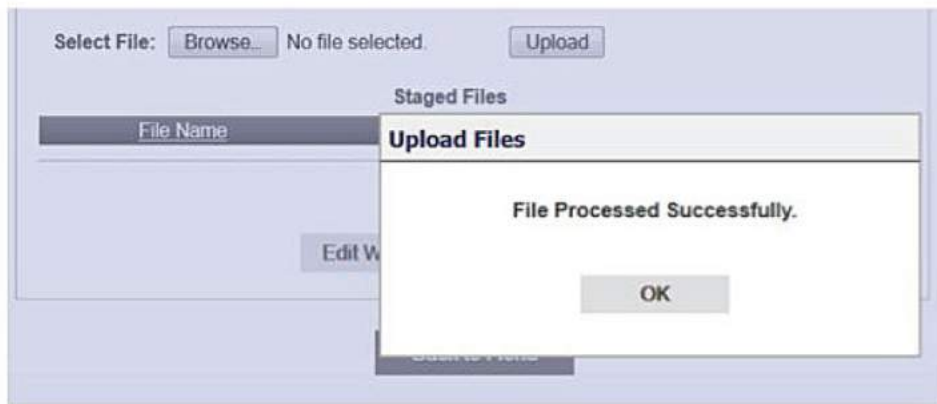
\$10.00

- The Transaction Virtual Zoe Zoe Graystone Amount \$1,000.00 is over Transaction Limit of \$10.00
- Transaction Over limit
- User doesn't have permission to use the SEC code in the SEC Code field

LIMIT WARNINGS:

Would you like to continue with the processing of this file?

- » A dialogue box will pop up confirming totals and prompting you to select Yes or No if you would like to continue.
- » Will notify you if there are any rejected items and for what reason, as well as provide any over limit details.
- » If you select yes for an over limit warning, please alert approval personnel.



- » A dialogue box will appear that states the file was processed successfully.
 - » A dialogue box will appear that states the file was processed successfully.
- (Select "Edit Warehoused Payments" to view Customer Warehouse to confirm, edit or void items).