



Payment Manager[®] User Guide

Together we'll go far



Table of Contents

Introduction	1
About This Guide	1
Payment Manager Service Overview.....	1
Access the Payment Manager Service	3
Upload a Payment File.....	4
Acknowledgements	6
Secondary Approvals	8
Overview.....	8
View Files and Transactions.....	8
Approve/Delete Files and Transactions	12
View Deleted/Rejected Files and Transactions	17
About Email Notifications.....	20
Confirmations	21
View Confirmation Files and Confirmed Transactions	21
View Transaction Confirmation Details	22
View Rejection Reason.....	24
Reports	25
Search for Transactions.....	25
Create Reports	29
Run Reports.....	33
User Administration.....	37
Manage ECS Process IDs	37
Assign Users.....	39
Manage Users	42
Audit Report.....	45
Product Support	46

Introduction

About This Guide

This guide describes how to use the Wells Fargo's *Payment Manager* service, available through the *Commercial Electronic Office*® (CEO®) portal, to originate domestic and international electronic payments and outsource check printing.

Payment Manager Service Overview

The Wells Fargo *Payment Manager* service lets you:

- Manage business and consumer payments
- Accept payment files from ERP, treasury workstations, and other accounts payable systems

You can submit:

- Electronic files
- Multiple payment types
- Consolidated or multiple files

The *Payment Manager* service accepts payment files directly from your treasury workstation, ERP, accounts payable, or other system. With the *Payment Manager* service, you can send an electronic file to Wells Fargo that includes multiple payment types. Wells Fargo separates your payments by type and processes them accordingly.

The following payment types are accepted:

- Domestic and international USD wire transfers
- Foreign currency wire transfers
- Domestic and international ACH transactions
- U.S. and Canadian dollar paper checks
- *WellsOne*® Commercial Card transactions (AP control and MasterCard® Payment Gateway)

Introduction, Cont.

Payment Manager Service Overview, Cont.

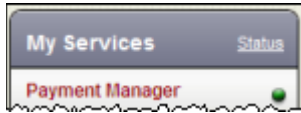
Benefits of the *Payment Manager* service:

- **Lower error rates.** By reducing the use of paper documents and manual data entry, you minimize mistakes and increase efficiency.
- **Accepts a variety of payment file formats.** The *Payment Manager* service accepts almost any type of file format your system can generate.
- **Compatibility with treasury workstations and ERP systems.** Wells Fargo has experience implementing the *Payment Manager* service with customers using a variety of treasury workstations and ERP systems, including J.D. Edwards, Oracle, PeopleSoft, SAP, Selkirk, SunGard ICMS, and XRT. If you use Oracle, you can use Wells Fargo Adapter Software Solution to manage data translation to the *Payment Manager* file.
- **Improve cash forecasting and reconciliation.** Electronic control of your domestic and international disbursements allows you to better manage and forecast your cash flow. The *Payment Manager* service is also fully integrated with our *Account Reconciliation (ARP)* and *Positive Pay* services.
- **Reduce costs.** Sending one file for both domestic and international items reduces the internal and external costs associated with moving funds. Additionally, the *Payment Manager* service can reduce your administrative expenses for domestic check processing.
- **Integrate processing of multiple payment types.** With the *Payment Manager* service, you don't have to create or transmit separate files — you can initiate multiple payment types in a single file.

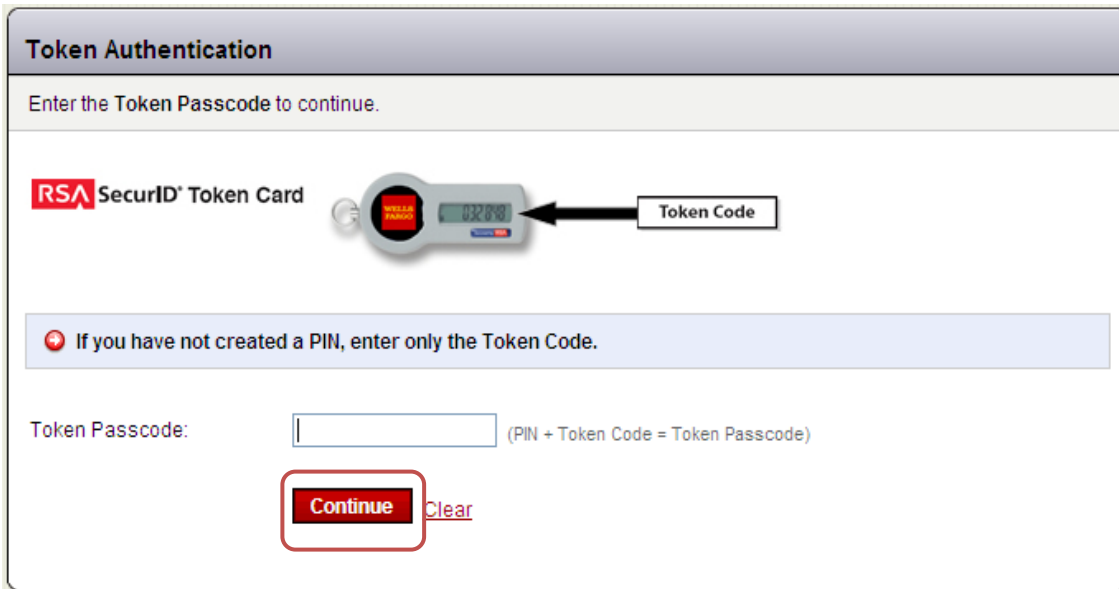
For more detailed information, refer to the *Payment Manager Service Reference Guide*.

Access the Payment Manager Service

1. Sign on to the *CEO* portal.
2. Under **My Services**, select **Payment Manager**.



3. Enter your secure **RSA SecurID® Token Passcode** and select **Continue**.

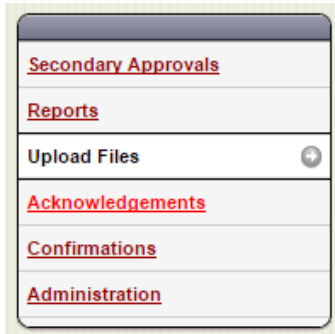
A screenshot of the 'Token Authentication' screen. The title bar is grey with 'Token Authentication' in white. Below the title bar, a light grey box contains the text 'Enter the Token Passcode to continue.' The main area features an illustration of an RSA SecurID Token Card with a digital display showing '032780'. An arrow points from the display to a box labeled 'Token Code'. Below this, a light blue box contains a red plus icon and the text 'If you have not created a PIN, enter only the Token Code.' At the bottom, there is a 'Token Passcode:' label, an input field, and the text '(PIN + Token Code = Token Passcode)'. Below the input field, there is a red 'Continue' button and a 'Clear' link.

Upload a Payment File

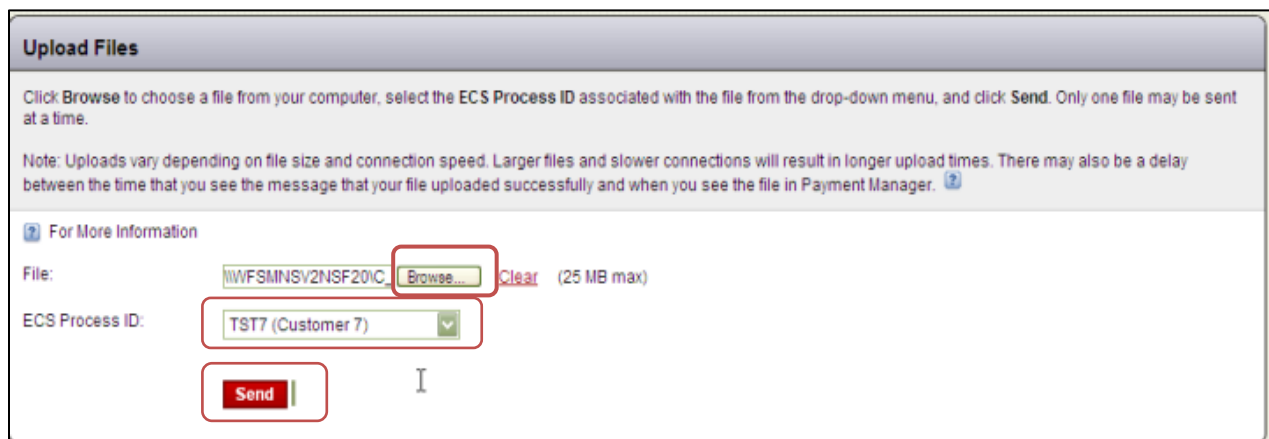
To upload your files through the CEO portal, you must be authorized with the Upload entitlement for the ECS Process ID that payment is for.

To upload a file:

1. Select **Upload Files** from the left navigation menu.



The **Upload Files** screen displays.

A screenshot of the 'Upload Files' web interface. At the top is a header 'Upload Files'. Below it is instructional text: 'Click Browse to choose a file from your computer, select the ECS Process ID associated with the file from the drop-down menu, and click Send. Only one file may be sent at a time.' A note follows: 'Note: Uploads vary depending on file size and connection speed. Larger files and slower connections will result in longer upload times. There may also be a delay between the time that you see the message that your file uploaded successfully and when you see the file in Payment Manager.' Below this is a link 'For More Information'. The main form area has a 'File:' label, a text input containing 'WFSMNSV2NSF20IC', a 'Browse...' button (highlighted with a red box), a 'Clear' button, and '(25 MB max)' text. Below that is an 'ECS Process ID:' label, a dropdown menu showing 'TST7 (Customer 7)' (highlighted with a red box), and a 'Send' button (highlighted with a red box). A cursor is visible near the Send button.

2. Select Browse to choose a file from your computer to upload. The maximum file size is 25 MB.
3. Select the ECS Process ID from the drop-down menu.
4. Select Send to submit your file. Only one file may be uploaded at a time.

A progress bar displays while the file is being uploaded.


Upload a Payment File, Cont.


A confirmation message displays when your file is successfully uploaded.

Upload Files

Click **Browse** to choose a file from your computer, select the **ECS Process ID** associated with the file from the drop-down menu, and click **Send**. Only one file may be sent at a time.

Note: Uploads vary depending on file size and connection speed. Larger files and slower connections will result in longer upload times. There may also be a delay between the time that you see the message that your file uploaded successfully and when you see the file in Payment Manager. [?](#)

 For More Information

 Your file was successfully uploaded. (PML8000)

File: **Browse...** **Clear** (25 MB max)

ECS Process ID:

Select One

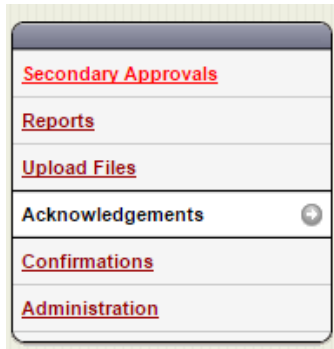
Send

Acknowledgements

Acknowledgements notify you that we have received your file and that it has undergone initial processing for delivery to our payment systems. If applicable, Acknowledgements will include details around rejected transaction(s) (or possibly the entire file).

You may receive acknowledgements by system download, direct transmission, or secure email.

Note: A user must be authorized to an ECS Process ID and have at least one entitlement for that ECS Process ID to be able to download acknowledgements for that ECS Process ID.



1. Select **Acknowledgements** from the left navigation menu.

The Acknowledgements screen displays.

Note: If you have access to more than one ECS Process ID, select the **ECS Process ID** you want from the drop-down menu.

A screenshot of the 'Acknowledgements' screen in a web application. At the top, there's a header 'Acknowledgements' and a sub-header 'Select an ECS Process ID, choose a File ID, and click Download. To view transaction details, click the File ID. Use the Filter to narrow your list of Acknowledgments.' Below this, there are radio buttons for 'Accepted' (selected) and 'Rejected by System'. A dropdown menu for 'ECS Process ID' is set to 'TST2 (test)'. A 'Filter' button is next to a date range selector set to 'All Process Dates'. A 'Download' button is at the bottom left. A table displays transaction details with columns: File ID, Process Date, Accepted, Rejected, Total Items, and File Total. The table has 5 rows of data. A '5 Items' link with a refresh icon is in the top right corner of the table area. Below the table, there are two footnotes: '† - File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.' and '‡ - This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.' and '¶ - This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.'

2. Select the **File ID** to view additional details.

If you do not see an acknowledgement file for a recently submitted payment, select the refresh button to the right of the data table to refresh the screen. You may need to allow 15-30 minutes before your file becomes available.

The Transaction Acknowledgements - Additional Details screen displays.

Transactions Acknowledgements

[Acknowledgements](#)>Transactions

Review the transaction acknowledgements. To view details, select the Transaction Number for a specific transaction.

Additional Details

File Details

ECS Process ID : TST1
 File ID : 30087069
 Process Date : 07/25/20XX

Total Transactions Accepted : 1
 File Total : 37.80

Transactions

1 Item

ALL

Filter

Transaction Number	Effective Date	Payee Name	Payment Type	Transaction Reference	Acknowledgement Status	Rejection Reason	Payment Amount
1 45798435	07/29/20XX	name1 rp	Domestic ACH	pmtid	ACCEPTED		37.80 (USD)

Return to Acknowledgements

3. Select **Return to Acknowledgements** to download the acknowledgement.

Acknowledgements

Select an ECS Process ID, choose a File ID, and click Download. To view transaction details, click the File ID. Use the Filter to narrow your list of Acknowledgments.

☒ Accepted ☐ Rejected by System

ECS Process ID: TST2 (pmtid)

5 Items

All Process Dates

Filter

	File ID	Process Date		Accepted	Rejected	Total Items	File Total
1	30627065	08/11/2015	4	13,765.96	0	0.00	4
2	30627063	08/11/2015	7	144,000.00	0	0.00	7
3	30627012	08/06/2015	24000	240.00	0	0.00	24,000
4	30626533	06/23/2015	3	21,985	1	0.01	4
5	30626531	06/23/2015	4	45,656.31	0	0.00	4

Download

† File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.

‡ This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.

†† This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.

The Acknowledgement screen displays.

- Select the radio button next to the File ID you want to download, and then select **Download**.
- Your download format would have been determined at the time of setup. To save the file, select the location on your computer, enter a new file name, and then select **Save**.

A pop-up window confirms when the download is complete.

Note: Acknowledgement files are available within 15 minutes of receipt of the uploaded file.

Secondary Approvals

Overview

Secondary Approval allows you to review payments at the file or transaction level and submit only the ones you approve. Your company must be set up with Secondary Approval in order for the *Payment Manager* service to hold your files for approval. You must be authorized with Secondary Approval entitlement for an ECS Process ID to be able to decision files or transactions for that ECS Process ID.

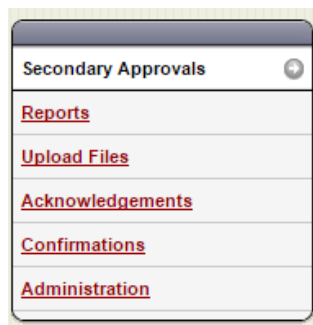
The system will hold your files for review by an authorized user of your company. If your company has payments to be approved, all authorized approvers will be notified by email.

Secondary Approval:

- Supports transmitted or uploaded files.
- Holds payments for approval or deletion.
- Allows you to select which payments to hold by establishing payment type and amount criteria.
- Allows you to set up multiple approvers and designate up to three approvals to release payments for processing.
- Allows you to establish single transaction and cumulative daily approval limits for each authorized approver.

View Files and Transactions

1. Select **Secondary Approvals** from the left navigation menu.



The Secondary Approvals screen displays the files currently on hold.

If you have access to more than one ECS Process ID, select the ECS Process ID from the drop-down menu. If your ECS Process ID requires multiple approvals to release payments, files will remain on hold until all approvals have been completed.

- To view details of a file, select the **File ID**. If you do not see the file for a recently submitted payment, select the **Refresh** button to the right of the data table to refresh the screen.

Secondary Approvals

Select an ECS Process ID from the drop-down menu to review files pending secondary approval. Select the **On Hold** tab to perform secondary approvals by selecting files and clicking **Approve** or **Delete**. Click the **File ID** to view transaction details and to approve or delete individual transactions. Use the **Filter** to narrow your list of files. Select the **Deleted** or **Rejected** tab to review your deleted and rejected files. **Note:** Only authorized users can approve and delete files. Approving or deleting at this level will apply to all transactions in the file. [?](#)

[For More Information](#)
[Approved](#)
[Deleted](#)
[Rejected by System](#)

ECS Process ID:

[On Hold](#)
[Deleted or Rejected](#)

2 Items [↻](#)

All Received Dates [Filter](#)

	File ID	File Name	Received Date	Expiration Date	File Status	Number of Items	Details			File Total
							✓	✗	⚠	
1	30627063	TST2 01450000020150130.txt	08/11/2015	08/18/2015	ON HOLD	7	0	0	0	144.00.00 ↑
2	30627065	TST2_PMOL_TESTACT2	08/11/2015	08/18/2015	ON HOLD	4	0	0	0	0.04

[Approve](#)
[Delete](#)
☒ Verify before approving or deleting [?](#)

↑ - File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.
 ⚠ - This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.
 ↑↑ - This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.

Note: The File Total column will indicate if your file selection has a single transaction approval limit overage or a cumulative daily limit overage.

Secondary Approvals, Cont.

View Files and Transactions, Cont.

The Transactions on Hold screen displays the transactions contained in the file you selected.

Transactions On Hold

Secondary Approvals On Hold > Transactions on Hold

Perform secondary approvals by selecting transactions and clicking **Approve** to process or **Delete** to remove. For more details, click the **Transaction Number**. Refer to the **Approval Status** column to determine the number of approvals received and pending. Shaded icons represent the number of approvals outstanding. Use the **Filter** to narrow your list of transactions. **Note:** Only authorized users can approve and delete transactions.

For More Information Approved by Others Approved by You

File Details

ECS Process ID: TST2 (test2) File ID: 30627075
 File Name: TST2.01450000020150130.txt_1640434_WQAU SER2_20150812074542966 Number of Transactions: 7

Transactions

All Payment Types **Filter** 7 items

Transaction Number	Effective Date	Credit or Debit	Payer Name	Payment Type	Transaction Reference	Transaction Status	Approval Status	Payment Amount	Currency
1	73577903 01/31/2015	Credit	John Doe	Domestic ACH	PMTPD01	ON HOLD		2,000.00	USD
2	73577905 01/31/2015	Credit	Engineering Company	Domestic Wire	PMTPD04	ON HOLD		25,000.00	USD
3	73577907 01/31/2015	Credit	Henry Low	International ACH	PMTPD02	ON HOLD		1,000.00	EUR
4	73577909 09/25/2014	Credit	Jane Fargo	Check	PMTPD07	ON HOLD		2,500.00	USD
5	73577911 09/25/2014	Credit	Ronald Smith	Same Day Check	PMTPD06	ON HOLD		500.00	USD
6	73577913 01/31/2015	Credit	ABC Company	Foreign Currency Wire	PMTPD03	ON HOLD		10,000.00	EUR
7	73577915 01/31/2015	Credit	ACME Inc.	Commercial Card CC	PMTPD05	ON HOLD		3,000.00	USD

Approve **Delete** ☒ Verify before approving or deleting

- This symbol appears beside a payment amount when it exceeds your single transaction approval limit.

[Return to Secondary Approvals](#)

3. Select the **Refresh** button to the right of the data table to get the most current approval status.

Shaded icons represent the number of approvals outstanding.

- Three icons indicate three approvals required to release payments ()
- Two icons indicate two approvals required ()
- One icon will appear if only one approval is required to release payments ()

Note: Your company's administrator can designate how many approvals will be required for each ECS Process ID. See the [User Administration](#) section of this guide for more information.

Previously approved transactions still awaiting other approvals are indicated by a black icon (). Place your cursor over the black approval icon to display the other approver's user name and ID. The **Payment Amount** column will indicate if the payment is over your single transaction approval limit.

4. To view transaction details, select the **Transaction Number**. The details of the selected transaction display.

Secondary Approvals, Cont.

View Files and Transactions, Cont.

File Details

ECS Process ID: TST1(TST1) File Name: tst1_MTS_Script.txt_20120710
 File ID: 30075599 Total Number of Transactions: 59

Transaction Details

Transaction Number: 45603425
 Payment Amount: 350.00 (USD)
 Effective Date: 07/11/20XX
 Payment Type: Wire
 Originator Account Number: *****5394
 Receiver Account Number: ***2503
 Credit or Debit: Credit
 Transaction Status: DELETED
 Transaction Reference: TALNT

Payee Details

Payee Name1: Test RcvrPty Name
 Payee Address:
 Payee Id:

Decision Details

Invoice Details

5. Select the arrows at the left to expand the details sections.
6. When finished viewing the transaction details, select **Close**.

Note: Transactions expire after five business days after receipt of the file. (Business days do not include weekends and federal holidays.)

7. Select **Return to Secondary Approvals** to return to the Secondary Approvals screen and choose another file to view additional details.

Transactions On Hold

Secondary Approvals On Hold > Transactions on Hold

Perform secondary approvals by selecting transactions and clicking **Approve** to process or **Delete** to remove. For more details, click the **Transaction Number**. Refer to the **Approval Status** column to determine the number of approvals received and pending. Shaded icons represent the number of approvals outstanding. Use the **Filter** to narrow your list of transactions. **Note:** Only authorized users can approve and delete transactions.

For More Information Approved by Others Approved by You

File Details

ECS Process ID: TST2 (test2) File ID: 30627075
 File Name: TST2.01450000020150130.txt_1640434_WQAU SER2_20150812074542966 Number of Transactions: 7

Transactions

7 Items

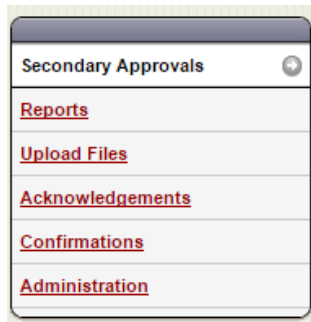
Transaction Number	Effective Date	Credit or Debit	Payee Name	Payment Type	Transaction Reference	Transaction Status	Approval Status	Payment Amount	Currency
73577903	01/31/2015	Credit	John Doe	Domestic ACH	PMTPD01	ON HOLD	1	2,000.00	USD
73577906	01/31/2015	Credit	Engineering Company	Domestic Wire	PMTPD04	ON HOLD	1	25,000.00	USD
73577907	01/31/2015	Credit	Henry Low	International ACH	PMTPD02	ON HOLD	1	1,000.00	EUR
73577909	09/25/2014	Credit	Jane Fargo	Check	PMTPD07	ON HOLD	1	2,500.00	USD
73577911	09/25/2014	Credit	Ronald Smith	Same Day Check	PMTPD06	ON HOLD	1	500.00	USD
73577913	01/31/2015	Credit	ABC Company	Foreign Currency Wire	PMTPD03	ON HOLD	1	10,000.00	EUR
73577915	01/31/2015	Credit	ACME Inc	Commercial Card CC	PMTPD05	ON HOLD	1	3,000.00	USD

1 - This symbol appears beside a payment amount when it exceeds your single transaction approval limit.

< Return to Secondary Approvals

Secondary Approvals, Cont.

Approve/Delete Files and Transactions



1. Select **Secondary Approvals** from the left navigation menu.

The Secondary Approvals screen displays the files currently on hold. If you have access to more than one ECS Process ID, select the ECS Process ID you want from the drop-down menu.

If your ECS Process ID requires multiple approvals to release payments, files will remain on hold until all approvals have been completed.

The screenshot shows the 'Secondary Approvals' screen. At the top, there's a header with the title 'Secondary Approvals' and a plus icon. Below the header is a sub-header with instructions: 'Select an ECS Process ID from the drop-down menu to review files pending secondary approval. Select the On Hold tab to perform secondary approvals by selecting files and clicking Approve or Delete. Click the File ID to view transaction details and to approve or delete individual transactions. Use the Filter to narrow your list of files. Select the Deleted or Rejected tab to review your deleted and rejected files. Note: Only authorized users can approve and delete files. Approving or deleting at this level will apply to all transactions in the file.' Below the instructions are tabs: 'On Hold' (selected), 'Deleted or Rejected', and 'Rejected by System'. There's a dropdown menu for 'ECS Process ID' with 'TST2 (test2)' selected. Below the tabs is a table with columns: 'File ID', 'File Name', 'Received Date', 'Expiration Date', 'File Status', 'Number of Items', 'Details', and 'File Total'. The table has two rows of data. The first row is for file ID '0527053' and the second row is for file ID '30627065'. The 'File ID' column has checkboxes next to each file ID. A red box highlights the checkbox for '30627065'. A red arrow points from the 'Select all' button to the checkbox for '0527053'. At the bottom of the screen are buttons: 'Approve', 'Delete', and 'Verify before approving or deleting' (with a question mark icon). Below the buttons are footnotes: '† - File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.', '‡ - This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.', and '†† - This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.'

File ID	File Name	Received Date	Expiration Date	File Status	Number of Items	Details	File Total
0527053	TST2_01450000020150130.txt	08/11/2015	08/18/2015	ON HOLD	7	0 0 0	144,000.00 ††
30627065	TST2_PMOL_TESTACCT2	08/11/2015	08/18/2015	ON HOLD	4	0 0 0	0.04

2. Select the checkbox next to the file to approve or delete.

You can approve or delete multiple files at a time by selecting the corresponding checkboxes. Select the checkbox at the top left next to the File ID column heading to select all files. You must either approve all or delete all of your selected files.

Secondary Approvals, Cont.

Approve/Delete Files and Transactions, Cont.

About approval limits

- The **File Total** column will indicate if your file selection has a single transaction approval limit coverage or a cumulative daily limit coverage.
- You can still approve files that contain a payment over your single transaction approval limit. When you submit a file level approval, all payments within your limit will be accepted. Payments not within your limit will remain on hold until all required approvals are completed by users with approval authority.
- If you submit a file level approval for a file with a cumulative daily limit coverage, it will be rejected. If you want to approve payments, you will need to submit approvals at the payment level.
- Only one user with approval entitlement is required to delete a file or transaction, even if your ECS Process ID is set up with multiple approvals to release payments. Single transaction and cumulative daily approval limits do not matter when you're deleting files or transactions.

Secondary Approvals

Select an ECS Process ID from the drop-down menu to review files pending secondary approval. Select the On Hold tab to perform secondary approvals by selecting files and clicking **Approve** or **Delete**. Click the **File ID** to view transaction details and to approve or delete individual transactions. Use the **Filter** to narrow your list of files. Select the **Deleted** or **Rejected** tab to review your deleted and rejected files. **Note:** Only authorized users can approve and delete files. Approving or deleting at this level will apply to all transactions in the file. ²

² For More Information Approved Deleted Rejected by System

ECS Process ID:

☒ On Hold ☐ Deleted or Rejected

All Received Dates **Filter**

2 items

<input type="checkbox"/>	File ID	File Name	Received Date	Expiration Date	File Status	Number of Items	Details			File Total
1	30627063	TST2 01450000020150130.txt	08/11/2015	08/18/2015	ON HOLD	7	0	0	0	144,000.00
2	30627065	TST2_PMOL_TESTACCT2	08/11/2015	08/18/2015	ON HOLD	4	0	0	0	0.04

Approve **Delete** ☒ Verify before approving or deleting ³

³ - File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.
² - This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.
 - This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.

3. Select the **Verify before approving or deleting** checkbox if you want to verify your selections before submitting files for processing. Leave it unchecked if you want to skip the Verification screen.

The Secondary Approvals - Verify screen displays the files you approved or deleted.

Secondary Approvals - Verify

Review the list of files. Click **Submit** to process or **Cancel** to return to the Secondary Approvals page.

File Details

ECS Process ID : TST2 (test2)

Approve Files?

1 Items

File ID	File Name	File Total†
1 30627063	TST2.01450000020150130.txt	144,000.00††

Submit **Cancel**

† - File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.

‡ - This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.


†† - This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.

- Select **Submit** to process payments.
- If you do not want to process these payments, select **Cancel**.

Secondary Approvals, Cont.

Approve/Delete Files and Transactions, Cont.

The Secondary Approvals screen displays a confirmation message, and the approved or deleted file no longer appears in the queue.

Note: If your ECS Process ID is set up with multiple approvals required to release payments, files will remain on hold and the Approved () values in the Details section will only indicate fully approved transactions. The checkbox is disabled once you have taken action on the file.

Secondary Approvals

Select an ECS Process ID from the drop-down menu to review files pending secondary approval. Select the **On Hold** tab to perform secondary approvals by selecting files and clicking **Approve** or **Delete**. Click the **File ID** to view transaction details and to approve or delete individual transactions. Use the **Filter** to narrow your list of files. Select the **Deleted** or **Rejected** tab to review your deleted and rejected files. **Note:** Only authorized users can approve and delete files. Approving or deleting at this level will apply to all transactions in the file.

For More Information

Approved

Deleted

Rejected by System

Confirmation message

Your transaction approvals were accepted. Depending on your company's secondary approval settings, additional approvals may be required on one or more transactions before the file can be processed. [Click here](#) to view transaction status. (PML8006)

ECS Process ID:

TST2 (test2)

On Hold

Deleted or Rejected

All Expiration Dates

Filter

	File ID	File Name	Received Date	Expiration Date	File Status	Number of Items	Details			File Total
1	<div>30628612</div>	TST2_PMOLDemo2.txt_16435	09/01/2015	09/08/2015	ON HOLD	11	1	0	0	5,300.00

Approve

Delete

☒ Verify before approving or deleting

↑ - File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.

⚡ - This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.

†† - This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.

4. To view details for the file just submitted, select **Click here** in the confirmation message.

Secondary Approvals, Cont.

Approve/Delete Files and Transactions, Cont.

The Secondary Approvals - View File Details screen displays the details of the approved file you just submitted.

Secondary Approvals - View File Details

Your approved or deleted files are displayed. These files will no longer appear in the Secondary Approvals On Hold tab. Both approved and deleted files can be viewed by selecting **Reports** to create a search. Deleted files can be viewed on the Deleted or Rejected tab in Secondary Approvals.

File Details

ECS Process ID : TST7 (Customer 7)

Approved Files

1 Items

	File ID	File Name	Number of Items	File Total ↑
1	30004938	tst7_regression.txt	46	46,000.17

↑ The File Total is the sum of the payment amounts of all transactions in a received payment file. Values are summed without regard to currency or whether a transaction is a credit or debit.

[< Return to Secondary Approvals](#)

5. Select **Return to Secondary Approvals** to return to the Secondary Approvals screen.

Secondary Approvals, Cont.

View Deleted/Rejected Files and Transactions

You can view deleted and rejected files and transactions on the Secondary Approvals screen.

Your company must be set up with Secondary Approvals for the *Payment Manager* service to display deleted and rejected files and transactions. You must have access to an ECS Process ID to view deleted and rejected files and transactions for that ECS Process ID.

1. Select Secondary Approvals from the left navigation menu.
2. Select the **Deleted or Rejected** tab.

Note: If you have access to more than one ECS Process ID, select the ECS Process ID you want from the drop-down menu.

3. To view file details, select the **File ID**.

Secondary Approvals
Select an ECS Process ID from the drop-down menu to review files pending secondary approval. Select the On Hold tab to perform secondary approvals by selecting files and clicking **Approve** or **Delete**. Click the File ID to view transaction details and to approve or delete individual transactions. Use the **Filter** to narrow your list of files. Select the **Deleted or Rejected** tab to review your deleted and rejected files. **Note:** Only authorized users can approve and delete files. Approving or deleting at this level will apply to all transactions in the file. [?](#)

[?](#) For More Information

ECS Process ID: TST2 (test2)

On Hold **Deleted or Rejected**

ALL 30627063 **Filter**

	File ID	File Name	Number of Items	File Status	Decided By	File Total ↑
1	30627063	TST2.01450000020150130.txt	7	DECISIONED	MULTIPLE	144,000.00

↑ - File Total summarizes all transaction payment amounts in a received file regardless of currency or transaction type.
* - This symbol appears beside a file ID when you cannot approve the file from this screen due to approval limit exceptions. Select the File ID link and approve individual transactions.
†† - This symbol appears beside a file total when the file contains transactions that exceed your single transaction approval limit.

Secondary Approvals, Cont.

View Deleted/Rejected Files and Transactions, Cont.

The Deleted or Rejected Transactions screen displays the transactions contained in the file selected.

Deleted or Rejected Transactions

Secondary Approvals Deleted or Rejected » Deleted or Rejected Transactions

Review the list of deleted and rejected transactions. For more details, select the **Transaction Number** for a specific transaction or the **View Details** icon in the Rejected Reason column.

Additional Details

File Details

ECS Process ID : TST2 (test2) File ID : 30627639
File Name : TST2.txt_1642440_WGAUSER7_20150824144018000 Number of Transactions : 7

Deleted or Rejected Transactions

All Payment Types Filter 7 items

Transaction Number	Effective Date	Credit or Debit	Payment Type	Transaction Reference	Transaction Status	Decisioned By	Rejected Reason	Payment Amount	Currency
1 73605831	01/01/2015	Credit	Domestic ACH	PMTPD01	DELETED			9,458.93	USD
2 73605833	01/01/2015	Credit	Domestic Wire	PMTPD04	DELETED			12,432.88	USD
3 73605835	01/01/2015	Credit	International ACH	PMTPD02	REJECTED	SYSTEM		3,491.94	EUR
4 73605837	09/05/2014	Credit	Check	PMTPD07	DELETED			648.09	USD
5 73605839	09/05/2014	Credit	Same Day Check	PMTPD06	DELETED			16,458.21	USD
6 73605841	01/01/2015	Credit	Foreign Currency Wire	PMTPD03	DELETED			8,952.17	EUR
7 73605843	01/01/2015	Credit	Commercial Card CC	PMTPD05	DELETED			5,545.77	USD

4. If available, select the **Additional Details** icon in the Rejected Reason column to view the rejection details for a transaction.

The Decision Details window displays the details of the transactions you selected.

Decision Details

Date: 07/29/2003
Decisioned By: Wells, Henry
Reasons: Receiving Party Bank ID; Data does not meet required length; 122000

5. Select **Close** when finished.
6. To view additional details for each transaction, select the **Transaction Number**.

Secondary Approvals, Cont.

View Deleted/Rejected Files and Transactions, Cont.

The Transactions Details box displays details of the selected transaction.

Note: You can expand the details sections by selecting the arrows at the top of each section. File Details, Transaction Details, Payee Details, Decision Details, and Invoice Details sections are listed.

File Details

ECS Process ID: TST7 (TST7)	File Name: MTS.DAT
File ID: 30000360	Total Number of Transactions: 3

Transaction Details

Transaction Number:	40066560
Payment Amount:	23.56, (USD)
Effective Date:	06/29/20XX
Payment Type:	Wire
Originator Account Number:	*****tNum
Receiver Account Number:	*****tNum
Credit or Debit:	Debit
Transaction Status:	REJECTED
Transaction Reference:	Test

Payee Details

Payee Name1:	Henry Wells
Payee Name2:	
Payee Address:	123 Main Street, Anytown, ST 11111, USA
Payee Id:	111XXX111

Decision Details

Date:	02/11/20XX
Decided By:	SYSTEM

7. Select **Close** when finished.

To view additional transaction or file details, return to the **Deleted** or **Rejected** tab of the Secondary Approvals screen and select another file or transaction.

Secondary Approvals, Cont.

About Email Notifications

All secondary approvers receive email notifications when payments are waiting to be decisioned. You will receive one email message for all ECS Process IDs that require your secondary approval authorization. If your ECS Process ID requires multiple approvals to release payments, you will continue to receive emails until all approvals have been completed, even if you have completed your required approvals.

Your initial notification is sent 30 minutes following submission of a file. If no action is taken, a reminder notice is sent four hours later. A second reminder notice is sent eight hours later if there are still items in the hold queue.

Payments remain in the hold queue for **5 business days** from the receipt of the file. (Business days do not include weekends and federal holidays). If no action is taken during this time, the system sends a final email notifying you that the unapproved transactions have been deleted.

Sample email notification for secondary approvals

Payment Manager®: File Received Notification for TST7 (Test Customer #7 FF Delimited)

A file was received in Payment Manager. Log in to the *Commercial Electronic Office®* and select **Payment Manager** to perform secondary approvals.

**** Files/Transactions will expire after five business days of receipt of file. Files/Transactions will not be deleted on weekends and US holidays. ****

**** Wire payments may be rejected by the wire system if transactions are approved after the effective date has passed. ****

****Payment Manager cut-off times for processing payments****

- Files Received-24 hours a day, seven days a week
- Acknowledgments-24 hours a day, seven days a week and returned within 15 minutes
- Confirmations-24 hours a day, seven days a week and returned within 30 minutes
- Checks-7:00 pm Pacific Time
- Same Day Checks-9:00 pm Pacific Time
- ACH-4:30 pm Pacific Time, Sunday release time
- Wires-2:30 pm Pacific Time
- Commercial Card-24 hours a day, seven days a week

Questions? Contact your client services officer or Treasury Management Client Services toll free at 1-800-AT-WELLS (1-800-289-3557), option 5, between 6:00 am and 6:00 pm Pacific Time, Monday through Friday.

You received this automated email because you subscribed to the *Payment Manager* service. Please do not reply to this email; this mailbox is only for delivery of notices.

Confirmations

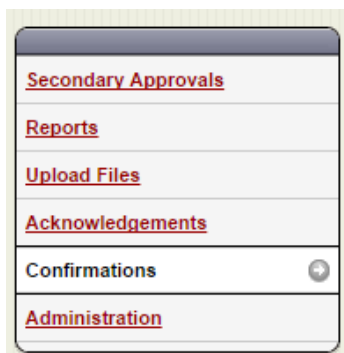
Confirmations are an optional service available for ACH, Wire, and CCER AP Control transactions. Confirmations notify you when a payment has been processed.

If you are enrolled to receive confirmations, you may receive them via direct transmission or secure email. You may also download them from the system. Individual transaction confirmation status, rejection reasons, and details are available for viewing and downloading.

Note: You must be authorized and have the Confirmations entitlement for an ECS Process ID in order to download its confirmations.

View Confirmation Files and Confirmed Transactions

1. Select **Confirmations** from the left navigation menu.



The Confirmations screen displays.

2. Select the **ECS Process ID** from the drop-down menu.

A screenshot of the 'Confirmations' screen in a web application. At the top, there's a header 'Confirmations' and a sub-header 'Select an ECS Process ID, choose a Confirmation ID, and click Download. To view transaction details, click the Confirmation ID.' Below this, there are radio buttons for 'Confirmed' (selected) and 'Rejected'. A dropdown menu for 'ECS Process ID' is set to 'TST2 (test2)'. On the right, it says '62 Items' with a refresh icon. Below this is a search bar with 'All Confirmation Types' selected and a 'Find' button. The main part of the screen is a table with columns: Confirmation ID, Process Date, Confirmation Type, a checkbox, Confirmed, Rejected, Total Items, and Confirmation File Total. The table lists 10 items, mostly 'FX Wire' and 'USD Wire' transactions. At the bottom left, there is a 'Download' button. At the bottom, there are footnotes explaining the symbols used in the table headers.

3. All confirmation types for the selected ECS ID are displayed by default. To narrow your list of confirmations, select a specific confirmation type from the drop-down menu.
4. To download a file from the Confirmations screen, select the radio button next to the Confirmation ID you want to download and select **Download**. Your download format would have been determined at the time of setup.

If you do not see the confirmation file you are looking for, select on the refresh button on the right side of the data table to refresh the screen.

Note: Confirmations are created on business days and made available after payments have been processed by the ACH, wire, or CCER system. Availability of confirmations for foreign exchange wires may vary by destination country.

- To save the file, select the save location, enter a new file name, and select **Save**. A pop-up window confirms when the download is complete.

View Transaction Confirmation Details

- Select a **Confirmation ID** to view the confirmation status for each transaction in the file.

Confirmations									
Select an ECS Process ID, choose a Confirmation ID, and click Download. To view transaction details, click the Confirmation ID.									
<input checked="" type="checkbox"/> Confirmed Rejected ECS Process ID: TST2 (test2) 86,467.98 62 items									
All Confirmation Types <input type="text"/> <input type="button" value="Find"/>									
	Confirmation ID	Process Date ↑	Confirmation Type		Confirmed	Rejected	Total Items	Confirmation File Total ↓	
1	372	02/13/2015	FX Wire		2	78,514.98	0	2	78,514.98
2	352	02/10/2015	FX Wire		1	121,467.94	0	1	121,467.94
3	359	02/09/2015	FX Wire		5	54,317.98	0	5	54,317.98
4	348	02/09/2015	FX Wire		1	10,000.00	0	1	10,000.00
5	346	02/09/2015	FX Wire		1	10,000.00	0	1	10,000.00
6	330	01/25/2015	FX Wire		8	86,467.98	0	8	86,467.98
7	274	12/10/2014	USD Wire		2	21,345.9	0	2	21,345.9
8	272	12/10/2014	USD Wire		2	42,365.98	0	2	42,365.98
9	270	12/10/2014	USD Wire		4	14,317.98	0	4	14,317.98
10	268	12/10/2014	USD Wire		2	54,535.47	0	2	54,535.47
<input type="button" value="Download"/>									

↑ - The Process Date is the date a transaction confirmation was received and made available for viewing via Payment Manager. It is not the transaction settlement, release, or value date.

The Transaction Confirmations screen displays.

Transaction Confirmations

Confirmations> Transaction Confirmations

Transaction confirmations are listed for the selected Confirmation ID. Click a Transaction Number to view transaction details. Click the Rejection Reason icon to view rejection details only.

Additional Details

Confirmation File Details

ECS Process ID: TST1
Confirmation ID: 34136
Process Date: 10/9/20XX
Confirmation Type: FX Wire

Total Transactions Confirmed: 2
Total Transactions Rejected: 3
Total Transactions: 5

Transactions

All Confirmation Statuses

Find

5 items

Transaction Number	Transaction Date ↑	Beneficiary Name	Reference ID	Confirmation Status ↓	Rejection Reason	Originator Amount	Origination Currency
268000002	10/9/20XX	name1 rp	3	REJECTED		86.25	USD
268000001	10/9/20XX	name1 rp	2	REJECTED		88.36	USD
268000003	10/9/20XX	name1 rp	1	REJECTED		0.93	USD
268000004	10/9/20XX	name1 rp	4	CONFIRMED		1,055.39	USD
268000005	10/9/20XX	name1 rp	5	CONFIRMED		1,055.39	USD

↑ - The Transaction Date is the date the confirmation was created by Wells Fargo's Wire system.

Download File

Return to Confirmations

- All confirmation statuses for the selected confirmation ID are displayed by default. To narrow your list of transactions, select a specific status from the drop-down menu.
- Select a **Transaction Number** to view the transaction's details.

Confirmations, Cont.

View Transaction Confirmation Details, Cont.

The transactions details are displayed.

Close

Confirmation File Details	
ECS Process ID:	TST1(SI Test 1111 12212)
Confirmation ID:	34136
Process Date:	10/09/2014
Confirmation Type:	FX Wire
Total Transactions:	5

Confirmation Transaction Details	
Confirmation Status:	CONFIRMED
Transaction Date:	10/09/2014
Transaction Time:	16.15.09
Originator Amount:	1,055.39 Debit
Origination Currency:	USD
Beneficiary Amount:	70.67 Credit
Destination Currency:	GBP
Settlement Date:	10/09/2014
Beneficiary Name:	name1 rp
Network Reference Number:	141009X091014161021383

▼ Originating Details

Originator Reference Number:	4
Originating Bank:	2345
Wells Fargo Reference #:	
Transaction Type:	SWIFT

▼ Beneficiary Details

Beneficiary Bank:	Lloyds Bank PLC
Release Date:	10/09/2014
Value Date:	05/09/2011

▼ FX Data

Exchange Rate:	0.05051394
Rate Description:	EURUSD
FX Contract Number:	091014161021383
FX Deal Date:	10/09/2014

▼ Rejection Detail

Rejection Reason:	
-------------------	--

↑ Date is the date the confirmation was created by Wells Fargo's Wire system.

- Select **Close** to close the details and view the Transaction Confirmations screen again.

Transaction Confirmations

Confirmations > Transaction Confirmations

Transaction confirmations are listed for the selected Confirmation ID. Click a Transaction Number to view transaction details. Click the Rejection Reason icon to view rejection details only.

Additional Details

Confirmation File Details			
ECS Process ID:	TST1	Total Transactions Confirmed:	2
Confirmation ID:	34136	Total Transactions Rejected:	3
Process Date:	10/9/20XX	Total Transactions:	5
Confirmation Type:	FX Wire		

Transactions

5 items

All Confirmation Statuses | | Find

Transaction Number	Transaction Date ↑	Beneficiary Name	Reference ID	Confirmation Status	Rejection Reason	Originator Amount	Origination Currency
2680000002	10/9/20XX	name1 rp	3	REJECTED		86.25	USD
2680000001	10/9/20XX	name1 rp	2	REJECTED		88.36	USD
2680000003	10/9/20XX	name1 rp	1	REJECTED		0.93	USD
2680000004	10/9/20XX	name1 rp	4	CONFIRMED		1,055.39	USD
2680000005	10/9/20XX	name1 rp	5	CONFIRMED		1,055.39	USD

↑ - The Transaction Date is the date the confirmation was created by Wells Fargo's Wire system.

Download File
Return to Confirmations

5. Select **Download File** to download your file from the Transaction Confirmations screen, or select **Return to Confirmations** to download from the Confirmations screen.

View Rejection Reason

If a transaction has been rejected, you can view the rejection reason on the Transaction Confirmations screen.

6. Select the **Additional Details** icon in the Rejection Reason column.

Transaction Confirmations

Confirmations > Transaction Confirmations

Transaction confirmations are listed for the selected Confirmation ID. Click a Transaction Number to view transaction details. Click the Rejection Reason icon to view rejection details only.

Additional Details

Confirmation File Details

ECS Process ID:	TST1	Total Transactions Confirmed:	2
Confirmation ID:	34136	Total Transactions Rejected:	3
Process Date:	10/9/20XX	Total Transactions:	5
Confirmation Type:	FX Wire		

Transactions

5 items

All Confirmation Statuses | Find

Transaction Number	Transaction Date	Beneficiary Name	Reference ID	Confirmation Status	Rejection Reason	Originator Amount	Originator Currency
260000002	10/9/20XX	name1 rp	3	REJECTED		86.25	USD
260000001	10/9/20XX	name1 rp	2	REJECTED		80.36	USD
260000003	10/9/20XX	name1 rp	1	REJECTED		0.93	USD
260000004	10/9/20XX	name1 rp	4	CONFIRMED		1,055.39	USD
260000005	10/9/20XX	name1 rp	5	CONFIRMED		1,055.39	USD

↑ - The Transaction Date is the date the confirmation was created by Wells Fargo's Wire system.

[Download File](#)

[Return to Confirmations](#)

The rejection reason is displayed.

Transaction Confirmations

Confirmations > Transaction Confirmations

Transaction confirmations are listed for the selected Confirmation ID. Click a Transaction Number to view transaction details. Click the Rejection Reason icon to view rejection details only.

Additional Details

Confirmation File Details

ECS Process ID:	TST1	Total Transactions Confirmed:	0
Confirmation ID:	34136	Total Transactions Rejected:	3
Process Date:	10/13/2014	Total Transactions:	3
Confirmation Type:	FX Wire		

Transactions

3 items

All Confirmation Statuses | Find

Transaction Number	Transaction Date	Beneficiary Name	Rejection Reason	Originator Amount	Originator Currency
33450000001	10/13/2014	name1 rp		54.74	USD
33450000003	10/13/2014	name1 rp		76.37	USD
33450000002	10/13/2014	name1 rp		37.86	USD

↑ - The Transaction Date is the date the confirmation was created by Wells Fargo's Wire system.

[Download File](#)

[Return to Confirmations](#)

Rejection Reason

REJECT REASON DESCRIPTION FOR TRANSACTION

[Close](#)

7. Select **Close** to close the rejection reason and view the Transaction Confirmations screen again.

Note: Rejected USD wires do not have a rejection reason.

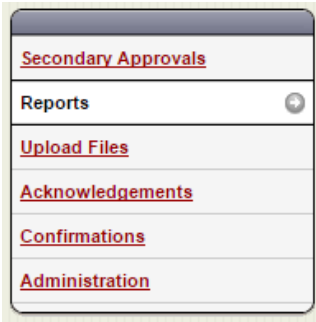
Reports

Report functionality lets you:

- Search for and view payments.
- Create custom reports.
- Share reports with others in your company.

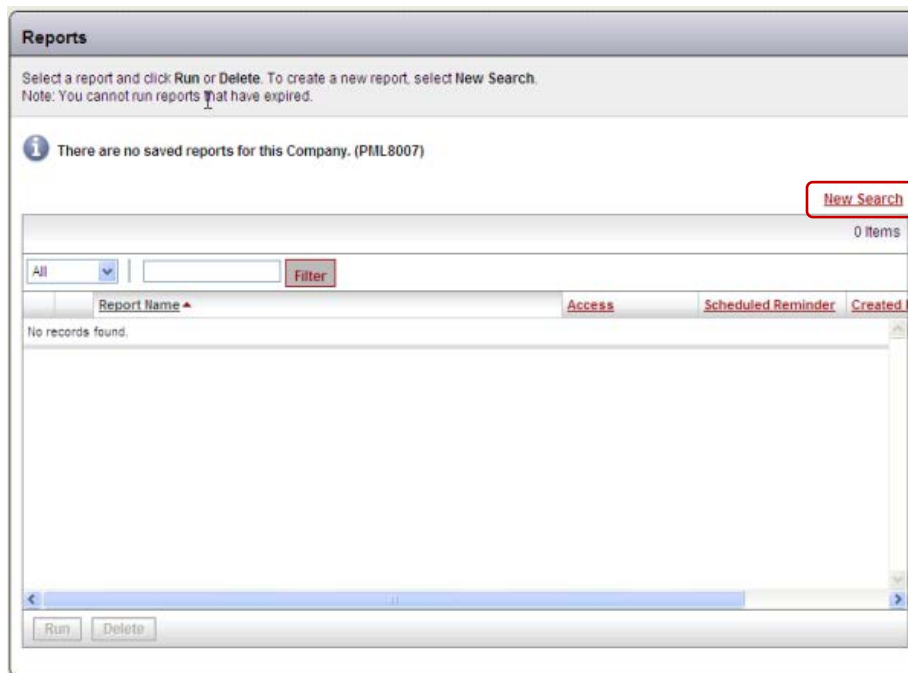
Search for Transactions

Search is the report function that allows you to search for and view payments.



1. Select **Reports** from the left navigation menu.

The Reports screen displays.



2. Select **New Search** to begin a new search.

Reports, Cont.

Search for Transactions, Cont.

- The Search screen displays the criteria you can use to narrow your search results.

The screenshot shows the 'Search' interface. At the top, a header bar says 'Search'. Below it, a instruction bar states: 'Select an ECS Process ID(s), enter additional search criteria as necessary, and click Search. To save the search criteria as a report, enter the Report Name, select additional criteria as necessary, and click Save.' Below this are links for 'Required Field' and 'For More Information'. The main form has several sections: 'ECS Process ID' with a list box containing 'TST1 (test1)' and 'TST2 (test2)'; 'File Name' with a text input; 'Transaction Status' with checkboxes for 'Approved', 'Deleted', and 'Rejected'; 'Transaction Amount' with two input fields for '50' and '1200'; 'Date Range' with two date pickers; 'Transaction Reference' with a text input; and 'Payee Name' with a text input. A note below the form states: 'Note: Reports created with a date range will expire 90 days after they are created. If you don't select a date range, you can continue to run the report indefinitely.' Below the form is a 'Save Search as Report' section with a 'Report Name' field (50 char max), a 'Schedule Reminder' dropdown set to 'None', and 'Access' radio buttons for 'Private' and 'Shared'. A note below this section states: 'Note: Private access allows only the user who created a report to view it. Shared access allows all users with the reporting entitlements and access to ECS ID to view a report.' At the bottom are three buttons: 'Search' (highlighted with a red box), 'Save', and 'Return to Reports'.

About Searching

- Select the box next to the **ECS Process ID** to search for transactions for that ID. You can also select multiple or all ECS Process IDs to which you have access. The system returns transactions for all selected ECS Process IDs.
- To narrow the search results by a particular file or group of files, enter a full or partial file name in the **File Name** field.
- To narrow search results by **Transaction Status**, select one or more status options. You can also select for all statuses by selecting all or no status options.
- To search for transactions within an amount range, enter a low Transaction Amount and a high Transaction Amount.
- The amount on the right must be greater than the amount on the left. Both must be greater than zero.
- To search for transactions by **Date Range**, select two dates to search between. Your dates cannot be more than 90 days apart, and your From date will be earlier than your To date. Reports created with a date range will expire 90 calendar days (including weekends and federal holidays) from the creation date. To run the report indefinitely, leave the **Date Range** blank.
- To search for transactions by **Transaction Reference**, enter the check number or the transaction reference number.
- To search by payee, enter a full or partial **Payee Name**. For example, enter "John Smith" for an exact match, enter "**Smith" to list all names ending in Smith, or enter "John*" to list all names beginning with John.

- Enter your search criteria, and select **Search**.

Reports, Cont. Search for Transactions, Cont.

The Search Results screen displays the transactions matching the specified criteria.

Search Results

To create a report of the search results, click **Create Report**. Click **Filter** to narrow down the information that will appear on the report. To view details, select the **Transaction Number** for a specific transaction.

Search Criteria

[Revise Search](#) | [New Search](#)

ECS Process ID: TST1 (test1)
File Name:
Transaction Status: APPROVED, DELETED, REJECTED
Payee Name:

Amount(s): 50.00 to 1,200.00
Date Range: 7/10/20XX - 7/11/20XX
Transaction Reference:

All

68 Items

	ECS Process ID	File ID	Payment Amount	Effective Date	Transaction Status	Transaction Reference	Transaction Number
1	TST1 (test1)	30075599	350.00 (USD)	07/11/20XX	DELETED	1ALNT	45603425
2	TST1 (test1)	30075599	750.66 (USD)	07/11/20XX	DELETED	5ALNT	45603433
3	TST1 (test1)	30075599	982.21 (USD)	07/11/20XX	DELETED	6ALNT	45603435
4	TST1 (test1)	30075599	1,025.00 (USD)	07/11/20XX	DELETED	10ALNT	45603443
5	TST1 (test1)	30075599	323.00 (USD)	07/11/20XX	DELETED	15*ALNT	45603453
6	TST1 (test1)	30075599	530.00 (USD)	07/11/20XX	DELETED	16*ALNT	45603455
7	TST1 (test1)	30075599	352.00 (USD)	07/11/20XX	DELETED	17*ALNT	45603457
8	TST1 (test1)	30075599	777.00 (USD)	07/11/20XX	DELETED	18*ALNT	45603459
9	TST1 (test1)	30075599	965.00 (USD)	07/11/20XX	DELETED	19*ALNT	45603461
10	TST1 (test1)	30075599	100.00 (USD)	07/11/20XX	DELETED	21ALNT	45603465
11	TST1 (test1)	30075599	200.00 (USD)	07/11/20XX	DELETED	22ALNT	45603467
12	TST1 (test1)	30075599	300.00 (USD)	07/11/20XX	DELETED	23ALNT	45603469
13	TST1 (test1)	30075599	400.00 (USD)	07/11/20XX	DELETED	24ALNT	45603471

Create Report

[Return to Reports](#)

- To view additional details for each transaction, select the **Transaction Number**.

Reports, Cont.

Search for Transactions, Cont.

The Transaction Details box displays the details of the selected transaction.

File Details

ECS Process ID: TST4(test4 Slt yamini)
File ID: 30026182

File Name: EDI_Sample_SP18313.txt
Total Number of Transactions: 3

Transaction Details

Transaction Number: 44252132
Payment Amount: 0.01 (USD)
Effective Date: 09/20/20XX
Payment Type: Domestic ACH
Originator Account Number: *****7890
Receiver Account Number: *****2984
Credit or Debit: Credit
Transaction Status: APPROVED
Transaction Reference: 80000

Payee Details

Payee Name1: Henry Wells
Payee Address: 123 Main Street, Anywhere, ST 11111
Payee Id: XX0011XX

Decision Details

Date: 09/08/20
Decisoned By: Bill Wells
Reasons:

Invoice Details

Number	Gross Amount	Discount Amount	Withholding Amount	Net Amount	Currency	Description
WFTST4	1,300.00	0.00		1,300.00	USD	

To expand the details sections, select the arrows at the top of each section.

- File Details – includes file details related to your transaction
- Transaction Details – includes additional details of your transaction
- Payee Details - includes payee details related to your transaction
- Decision Details - includes information regarding how the transaction was decisioned
- Invoice Details - includes invoice information related to your transaction

The **Decisoned By** field includes the following based on transaction status:

- Approved - list of users who approved the transaction for release into production
- Deleted - the name of user who deleted the transaction
- Rejected - identifies when the system rejected the payment and for what reason
- Multiple approvals - data is only captured and reported when the final approval is submitted

6. Select **Close** after viewing the transaction details.

The Search Results screen again displays.

7. Select **Revise Search** to edit your search criteria or to save your search as a report to run again.
8. To start a new search, select **New Search** or **Return to Reports**.

Reports, Cont.

Create Reports

1. To create a report from your search, select **Create Report**.

Search Results

To create a report of the search results, click **Create Report**. Click **Filter** to narrow down the information that will appear on the report. To view details, select the **Transaction Number** for a specific transaction.

Search Criteria [Revise Search](#) | [New Search](#)

ECS Process ID: TST1 (test1) Amount(s): 50.00 to 1,200.00
File Name: Date Range: 7/10/20XX - 7/11/20XX
Transaction Status: APPROVED, DELETED, REJECTED Transaction Reference:
Payee Name:

All 68 items

	ECS Process ID	File ID	Payment Amount	Effective Date	Transaction Status	Transaction Reference	Transaction Number
1	TST1 (test1)	30075599	350.00 (USD)	07/11/20XX	DELETED	1ALNT	45603425
2	TST1 (test1)	30075599	750.66 (USD)	07/11/20XX	DELETED	5ALNT	45603433
3	TST1 (test1)	30075599	982.21 (USD)	07/11/20XX	DELETED	6ALNT	45603435
4	TST1 (test1)	30075599	1,025.00 (USD)	07/11/20XX	DELETED	10ALNT	45603443
5	TST1 (test1)	30075599	323.00 (USD)	07/11/20XX	DELETED	15*ALNT	45603453
6	TST1 (test1)	30075599	530.00 (USD)	07/11/20XX	DELETED	16*ALNT	45603455
7	TST1 (test1)	30075599	352.00 (USD)	07/11/20XX	DELETED	17*ALNT	45603457
8	TST1 (test1)	30075599	777.00 (USD)	07/11/20XX	DELETED	18*ALNT	45603459
9	TST1 (test1)	30075599	965.00 (USD)	07/11/20XX	DELETED	19*ALNT	45603461
10	TST1 (test1)	30075599	100.00 (USD)	07/11/20XX	DELETED	21ALNT	45603465
11	TST1 (test1)	30075599	200.00 (USD)	07/11/20XX	DELETED	22ALNT	45603467
12	TST1 (test1)	30075599	300.00 (USD)	07/11/20XX	DELETED	23ALNT	45603469
13	TST1 (test1)	30075599	400.00 (USD)	07/11/20XX	DELETED	24ALNT	45603471

Create Report [Return to Reports](#)

The Transaction Activity screen displays your search results in a report view.

Transaction Activity WELLS FARGO PAYMENT MANAGER USER 01 Run Date & Times: 07/12/20XX 9:13 AM PT Payment Manager

[Print](#) | [Download](#)

Report Criteria

ECS Process ID: TST1 (test12) Amount(s): 1,000.00 to 1,200.00
File Name: Date Range:
Transaction Status: APPROVED, DELETED, REJECTED Transaction Reference:
Payee Name:

Transactions - Summary View [Details View](#)

ECS Process ID	File ID	Payment Amount	Effective Date	Payment Type	Originator Account Number	Receiver Account Number	Credit or Debit	Transaction Status	Payee Name	Payee Address	Payee Id	Transaction Number	Transaction Reference
TST1 (test12)	30061393	1,000.00 ()	06/30/20XX	Auto Dot Cdt Card		*****1426	Debit	DELETED	LastnameCardHolder	123 Main Street Anytown, ST 12345	FDM_TP_001	44909439	pmt000000000001
TST1 (test12)	30061393	1,000.00 ()	06/30/20XX	Auto Dot Cdt Card		*****1129	Credit	DELETED	LastnameCardHolder	123 Main Street Anytown, ST 12345	FDM_TP_001	44909441	pmt000000000003
TST1 (test12)	30061393	1,000.00 ()	06/30/20XX	Auto Dot Cdt Card		*****0011	Debit	DELETED	LastnameCardHolder	123 Main Street Anytown, ST 12345	FDM_TP_001	44909443	pmt000000000004

The report displays your search results in a Summary View. You can show any related rejection or invoice details by selecting the **Details View**.

2. Select **Print** to print the report.

Note: When choosing **Print**, the format that displays on the screen, either Summary View or Details View, is the one that prints.

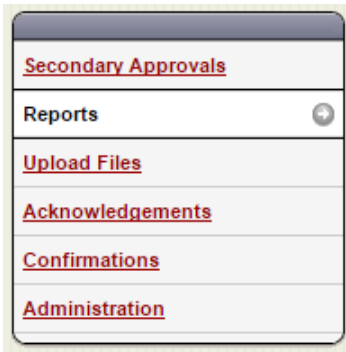
Reports, Cont.

Save Reports, Cont.

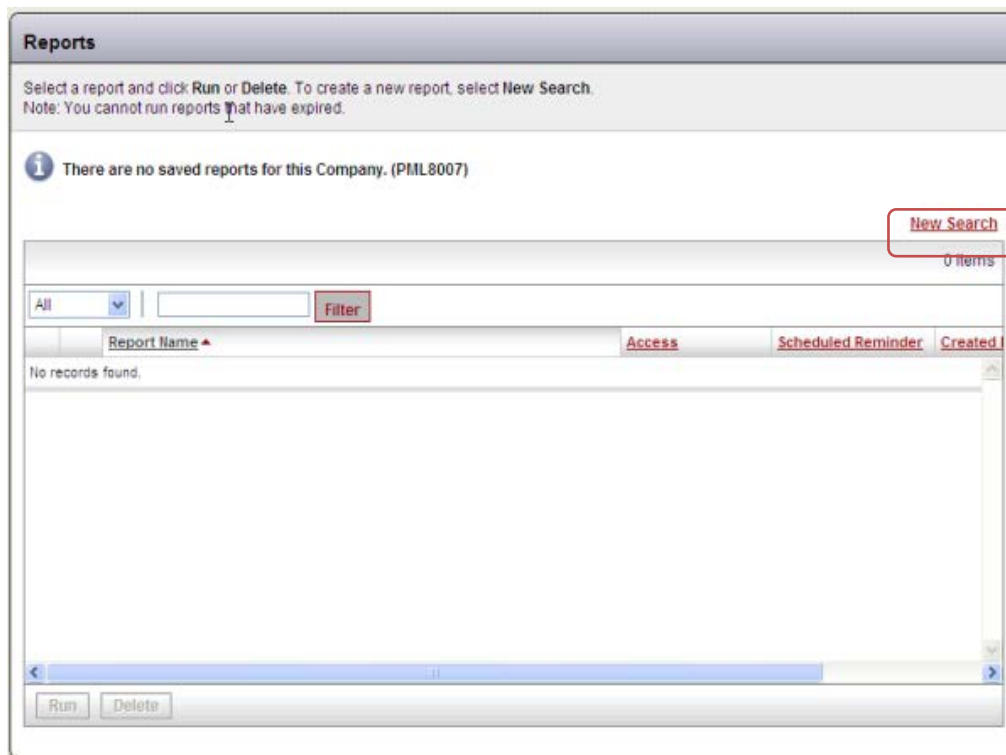
3. To download the report, select **Download** and format you want.

If you have a search you want to run more than once, you can save your search as a report.

4. To save a report, select **Reports** from the left navigation menu.



The Reports screen displays.



5. Select **New Search** on the Reports screen.

Reports, Cont.

Save Reports, Cont.

The Search screen displays the criteria you can use to refine your report results.

Search

Select an ECS Process ID(s), enter additional search criteria as necessary, and click **Search**. To save the search criteria as a report, enter the **Report Name**, select additional criteria as necessary, and click **Save**.

★ Required Field ? For More Information

ECS Process ID★

☐ ECS Process ID

☐ TST1 (test1)

☐ TST2 (test20)

File Name:

Transaction Status:

☒ Approved ☒ Deleted ☒ Rejected

Transaction Amount:

50 to 1200

Date Range: ?

mm/dd/yyyy to mm/dd/yyyy

Transaction Reference:

Payee Name:

Note: Reports created with a date range will expire 90 days after they are created. If you don't select a date range, you can continue to run the report indefinitely.

Save Search as Report

Report Name:★

Same Report

(60 char max)

Schedule Reminder: ?

None

Access: ?

☒ Private

☐ Shared

Note: Private access allows only the user who created a report to view it. Shared access allows all users with the reporting entitlements and access to ECS ID to view a report.

Search **Save** [Return to Reports](#)

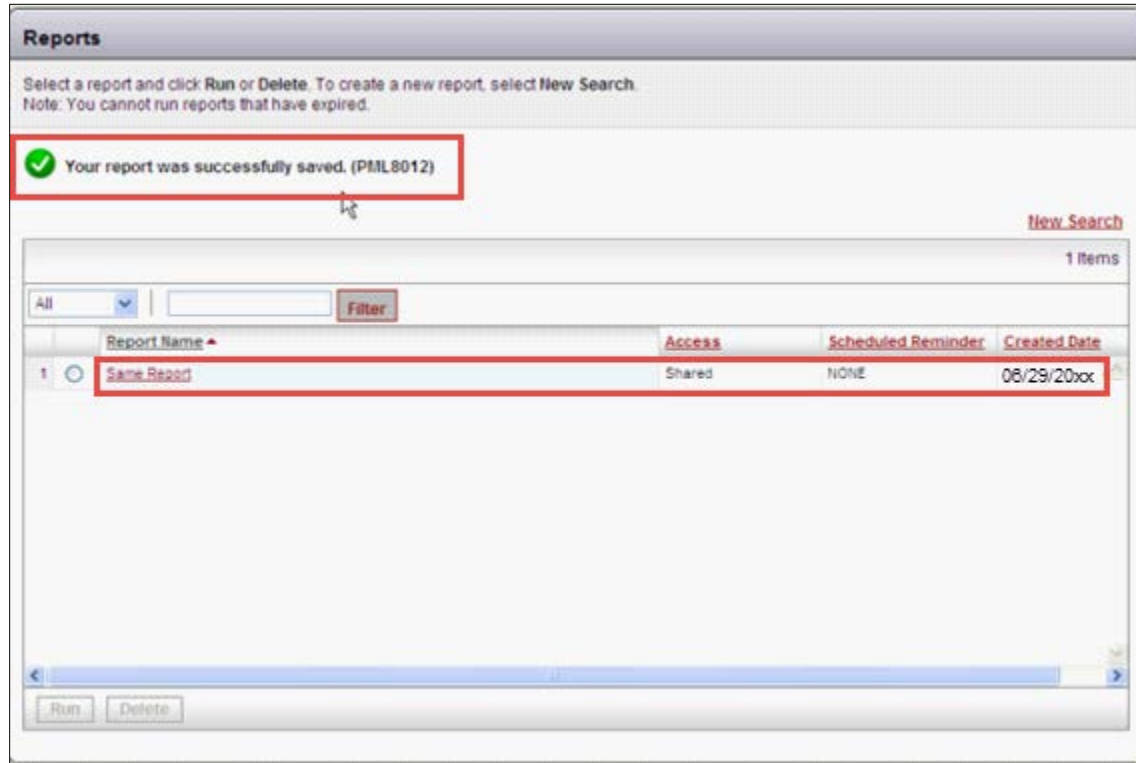
Note: Refer to the [Search for Transactions](#) section for information on the search fields available.

- Enter a name (up to 60 characters) in the **Report Name** field. Choose **Schedule Reminder** if you would like to receive a reminder about your report. If you do not want to schedule a reminder, select **None** from the drop-down menu.
- To share your report, select **Shared** as the access option. If you do not want other users to have access to your report, select **Private**. Remember, anyone with Reports entitlements associated with the report will be able to see it.
- Enter your report criteria and the additional report information, and select **Save** to save your report.

Reports, Cont.

Save Reports, Cont.

The Reports screen displays a message that your report was successfully saved. Your report now displays in the list of reports.

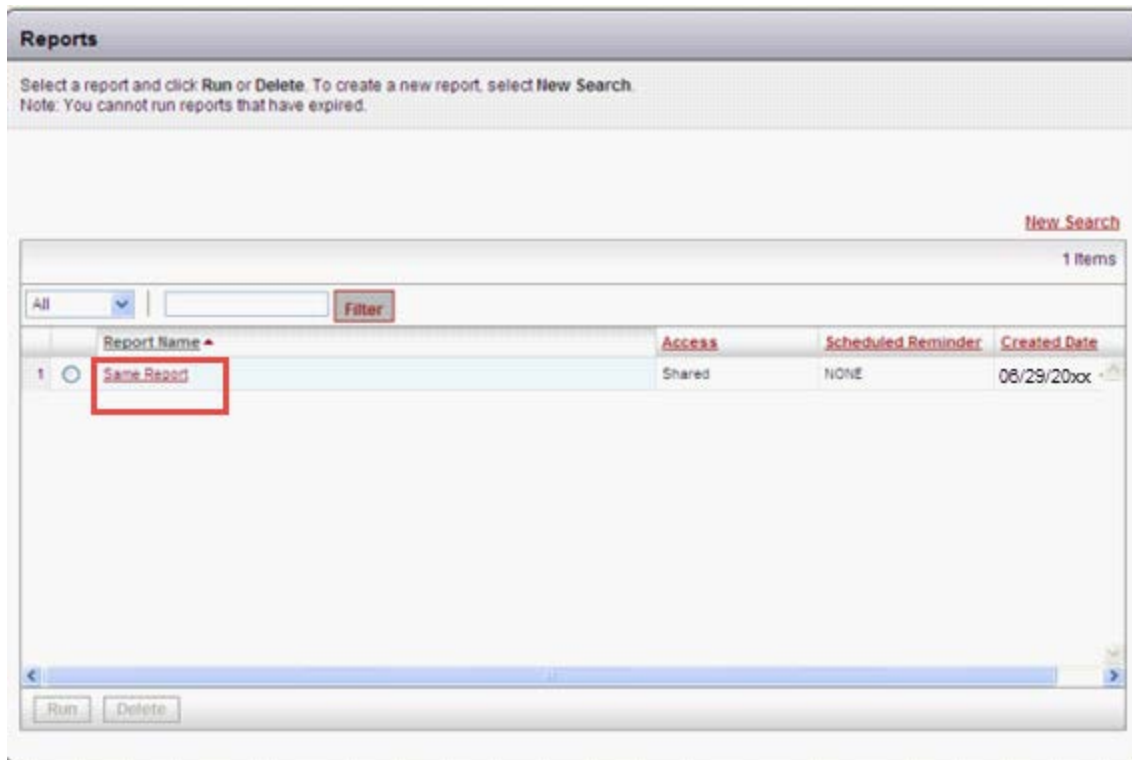


Reports, Cont.

Run Reports

1. Select **Reports** from the left navigation menu.

The Reports screen displays a list of reports you have permission to access.



2. To view details of a report, select the **Report Name**.

The Report Criteria box displays criteria details for the selected report.




3. Select **Close** to return to the Reports screen.

Reports, Cont.

Run Reports, Cont.

1. To run a report, select the button next to the report and select **Run**.

The screenshot shows a web interface titled "Reports". Below the title is a message: "Select a report and click: **Run** or **Delete**. To create a new report, select **New Search**. Note: You cannot run reports that have expired." In the top right corner, there is a link labeled "New Search". Below this, a status bar indicates "1 Items". The main area contains a table with the following columns: "Report Name", "Access", "Scheduled Reminder", and "Created Date". There is a single row in the table with the report name "Same Report", access level "Shared", scheduled reminder "NONE", and created date "07/21/2010 12:". To the left of the report name, there is a small green circular icon with a white play symbol, which is highlighted by a red box. Below the table, there are two buttons: "Run" and "Delete", both highlighted by a red box.

Report Name	Access	Scheduled Reminder	Created Date
1  Same Report	Shared	NONE	07/21/2010 12:

Run **Delete**

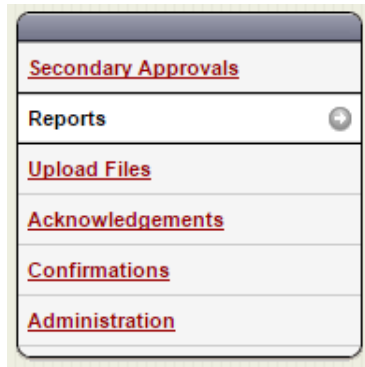
The Search Results screen displays the results.

Reports, Cont.

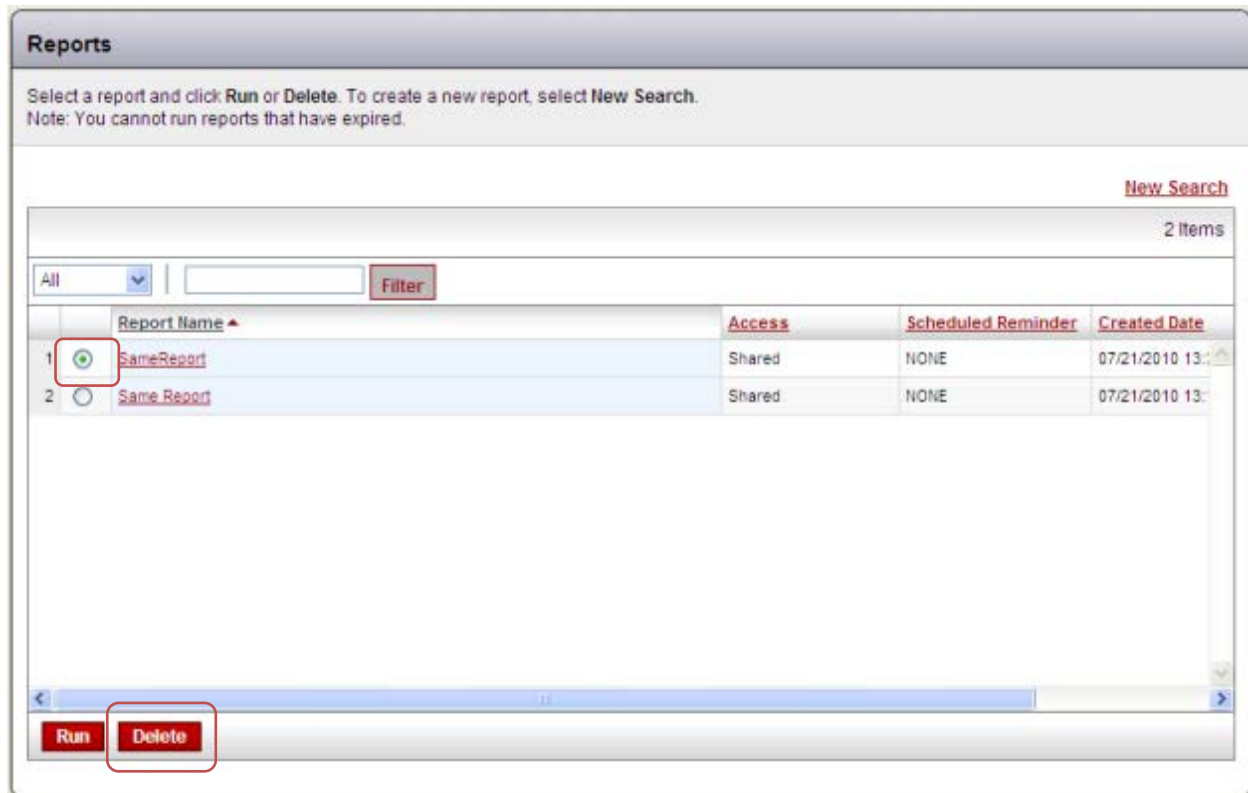
Delete Reports

You may delete any report you created.

1. Select **Reports** from the left navigation menu.



The reports you can access display.



Note: You can delete any private or shared reports you created. You cannot delete shared reports you did not create, unless you are a Profile Manager.

2. To delete a report, select the button next to the report and select **Delete**.


Reports, Cont.

Delete Reports, Cont.

A confirmation message displays when the report has been successfully deleted.


Reports

Select a report and click **Run** or **Delete**. To create a new report, select **New Search**.
Note: You cannot run reports that have expired.




 Your report has been deleted. (PML8008)

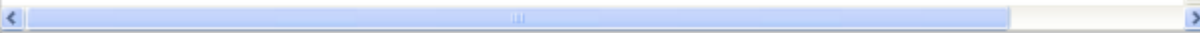
[New Search](#)

1 Items

All 

Filter

	Report Name 	Access	Scheduled Reminder	Created Date
1	 Same Report	Shared	NONE	07/20/20XX : 



Run

Delete

User Administration

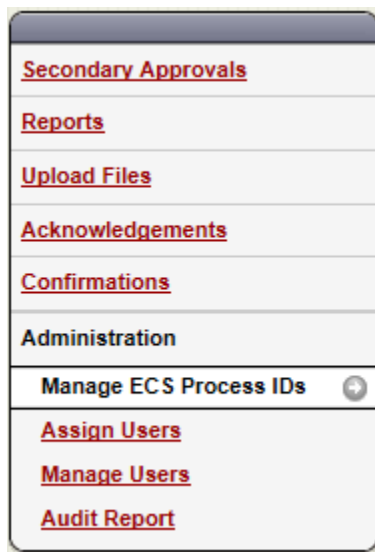
Manage ECS Process IDs

You can set up your company users as Profile Managers, which are users who have access to the administration screen. You can also have someone from Wells Fargo assist with your user administration.

You can easily manage ECS Process IDs online. With the *Payment Manager* service, you can edit nicknames and ECS Process ID-level entitlements, and view an audit report to monitor entitlement changes for ECS process IDs and users.

Note: You must be setup as a Profile Manager for an ECS Process ID to be able to perform administration for that ECS Process ID.

1. Select **Administration – Manage ECS Process IDs**.



2. The Administration screen displays a list of the ECS Process IDs and Nicknames to which you have Profile Manager entitlements.

The 'Manage ECS Process IDs' configuration screen. At the top, it says 'Select an ECS Process ID to update and click Edit. Change the settings as needed. Click Save to apply your changes, or click Reset to return to previously saved settings. Note: Unsaved changes will be lost.' Below this is a 'For More Information' link. The main form area has a 'Company:' field with 'PAYMENT MANAGER A00001 - A00001' and an 'ECS Process ID:' dropdown with 'TST2' selected and an 'Edit' button. A 'Nickname:' field contains 'jms2'. Under 'General Settings', there are four tabs: 'File Upload' (checked), 'Reports' (checked), 'Acknowledgements' (checked), and 'Confirmations' (Enrolled). Under 'Secondary Approval Settings', there is a 'Number of Secondary Approvals Required:' dropdown set to '1'. The 'Payment Type:' section has a note 'Select at least one payment type to hold for approval' and a list of payment types with checkboxes: 'Payment Types' (checked), 'Account Reconciliation Item (ARP)' (checked), 'B2C Email/Mobile Phone Payment (ESP)' (checked), and 'Commercial Card/CFER AR/Control'. The 'Payment Amount:' section has two radio buttons: 'Hold all payment amounts for approval' (selected) and 'Hold payments greater than' followed by a text input field with '(Enter as a whole number greater than 0, e.g. 25000)'. An 'Edit' button is at the bottom left.

3. To edit the ECS Process ID entitlements, select **Edit**.

Updating ECS Process ID entitlements will affect all users for that ECS Process ID. ECS Process ID users can only be granted an entitlement if that ECS Process ID has the entitlement enabled.

Manage ECS Process IDs

Select an ECS Process ID to update and click Edit. Change the settings as needed. Click **Save** to apply your changes, or click **Reset** to return to previously saved settings. **Note:** Unsaved changes will be lost.

[For More Information](#)

Company: **PAYMENT MANAGER A00001 - A00001**

ECS Process ID: **TST2** [Edit](#)

Nickname: **test2**

General Settings:

File Upload	Reports	Acknowledgements	Confirmations
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enrolled

Secondary Approval Settings: [?](#)

Number of Secondary Approvals Required: **1**

Payment Type: **Select at least one payment type to hold for approval**

Payment Types
<input checked="" type="checkbox"/> Account Reconciliation Item (ARP)
<input checked="" type="checkbox"/> B2C Email/Mobile Phone Payment (ESP)
<input type="checkbox"/> Commercial Card-CCER AP Control

Payment Amount: ☒ Hold all payment amounts for approval
☐ Hold payments greater than
(Enter as a whole number greater than 0, e.g. 25000)

[Edit](#) [Save](#) [Reset](#) [Cancel](#)

3. Locate the ECS Process ID you want to edit.
4. Update the **Nickname** and the checkboxes for **File Upload**, **Reports**, and **Acknowledgements**.

All users with access to the selected ECS Process ID will see the updated Nickname once you save your changes. The **Confirmations** column contains either Enrolled or Not Enrolled to indicate if the ECS Process ID is receiving confirmations. If you are currently not enrolled, contact your Treasury Management sales consultant or your banker to enroll this ECS Process ID.

Set by authorized approvers to release a payment for processing in the **Secondary Approvals** section. You must designate as least as many users entitled to secondary approval as there are approvals required. Increasing the number of approvals required will continue to hold pending payments until the new number of approvals are completed. Decreasing the number of approvals required and pending payments that already have approvals meeting the revised criteria will remain on hold for one more approval from any authorized approver before being released. Payments will not release for processing without this final approval.

5. Indicate the payment types requiring secondary approval. Select the **Payment Types** checkbox to hold all payment types or hold only the payment types selected until secondary approval has been completed.

Note: Changes to payment type selections take effect with your next file submission and will only hold payments meeting the revised criteria. This change will not apply to payments currently pending secondary approval or to Commercial Card-CCER AP Control (CCR) payments when you choose to hold individual payment types. All other payments will be automatically released.

6. Select **Payment Amount** to hold all payments or only payments above a specific amount until secondary approval has been completed.
 - Payment amount changes take effect with your next file submission and will only hold payments meeting the revised criteria.
 - The amount must be entered as a whole number greater than zero.
 - Decimals, characters, and letters are not allowed.
 - Amount can be a maximum of 10 digits.
 - The amount threshold applies to both foreign and domestic currency transactions when you have chosen to hold all transaction payment types (e.g. if customer sets payment amount criteria to 25000, it will apply to international payments as follows: 25000 yen, 25000 euro, 25000 peso).
 - This change will not apply to payments currently pending secondary approval or to Commercial Card-CCER AP Control (CCR) payments.

Note: To add or remove the Secondary Approval entitlement from ECS Process IDs, you must contact your Treasury Management sales consultant or your banker to request an implementation change.

7. Select **Save** to save your changes.

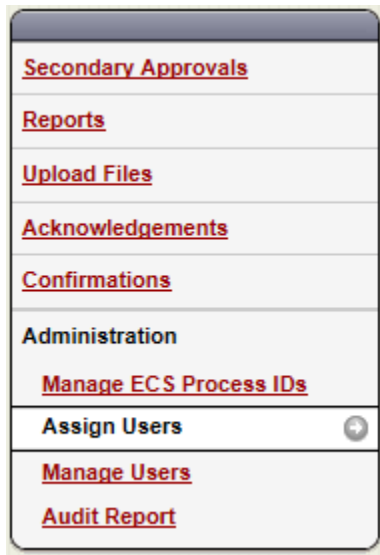
A confirmation message displays when your changes have been saved.

Assign Users

To provide entitlements to users for an ECS Process ID, you must first assign the user to the ECS Process ID.

Note: You must be set up as a Profile Manager for an ECS Process ID to be able to perform administration for that ECS Process ID. Profile Managers are automatically given access to all ECS Process IDs under the company they belong to.

To assign users to an ECS Process ID:



1. Select **Administration - Assign Users** from the left navigation menu.

The Administration screen displays a list of Available Users and Assigned Users for selected ECS Process IDs.

The screenshot shows the 'Administration' screen with the following components:

- Administration** header.
- Instructions: "To assign users to an ECS Process ID, select an ECS Process ID, select users from the Available Users column, click **Add** to move the users to the Assigned Users column, and click **Submit**. To unassign users from an ECS Process ID, select an ECS Process ID, select users from the Assigned Users column, click **Remove** to move the users to the Available Users column, and click **Submit**."
- Assign Users to ECS Process IDs** section.
- Company: ABC COMPANY XXX
- ECS Process ID: TST1 (test12) (selected in a dropdown menu)
- Available Users** list: Test User 1 - User01, Test User 2 - User02, Test User 3 - User03, Test User 4 - User04, Test User 5 - User05. (5 items)
- Assigned Users** list: Test User 6 - User06, Test User 7 - User07, Test User 8 - User08, Test User 9 - User09, Test User 10 - User010. (5 items)
- Navigation arrows between the two lists.
- Select All | Clear** buttons for both lists.
- Submit** and **Reset** buttons at the bottom.

If you have access to more than one ECS Process ID, select the ECS Process ID you want to edit from the drop-down menu.

Administration, Cont.

Assign Users, Cont.

Note: If you select an ECS Process ID other than the default ECS Process ID, a new list of Available and Assigned Users displays.

Administration

To assign users to an ECS Process ID, select an ECS Process ID, select users from the Available Users column, click **Add** to move the users to the Assigned Users column, and click **Submit**. To unassign users from an ECS Process ID, select an ECS Process ID, select users from the Assigned Users column, click **Remove** to move the users to the Available Users column, and click **Submit**.

Assign Users to ECS Process IDs

Company: ABC COMPANY XXX

ECS Process ID: TST1 (test12)

Available Users
Test User 1 - User01
Test User 2 - User02
Test User 3 - User03
Test User 4 - User04
Test User 5 - User05

[Select All](#) | [Clear](#)
5 items

Assigned Users
Test User 6 - User06
Test User 7 - User07
Test User 8 - User08
Test User 9 - User09
Test User 10 - User010

[Select All](#) | [Clear](#)
5 items

Submit

[Reset](#)

- To assign a user to the ECS Process ID, select the Available User(s) name, and then select the right arrow to move the user to the Assigned Users list.

Note: You may select more than one user name to assign multiple users at a time. Select **All** to select all available users.

The selected users move from the Available Users list to the Assigned Users list.

User Administration, Cont.

Assign Users, Cont.

Administration

To assign users to an ECS Process ID, select an ECS Process ID, select users from the Available Users column, click **Add** to move the users to the Assigned Users column, and click **Submit**. To unassign users from an ECS Process ID, select an ECS Process ID, select users from the Assigned Users column, click **Remove** to move the users to the Available Users column, and click **Submit**.

Assign Users to ECS Process IDs

Company: ABC COMPANY XXX

ECS Process ID: TST1 (test12)

Available Users	Assigned Users
Test User 2 - User02	Test User 6 - User06
Test User 3 - User03	Test User 7 - User07
Test User 4 - User04	Test User 8 - User08
Test User 5 - User05	Test User 9 - User09
	Test User 10 - User10
	Test User 1 - User01

Select All | Clear

4 items

6 items

Submit Reset

- To remove a user from the ECS Process ID, select the Assigned User(s) name and then select the left arrow to move the user to the Available Users list.

Note: You may select more than one user name to move multiple users at a time. Select **All** to select all assigned users.

The selected user(s) move from the Assigned Users list to the Available Users list.

Administration

To assign users to an ECS Process ID, select an ECS Process ID, select users from the Available Users column, click **Add** to move the users to the Assigned Users column, and click **Submit**. To unassign users from an ECS Process ID, select an ECS Process ID, select users from the Assigned Users column, click **Remove** to move the users to the Available Users column, and click **Submit**.

Assign Users to ECS Process IDs

Company: ABC COMPANY XXX

ECS Process ID: TST1 (test12)

Available Users	Assigned Users
Test User 1 - User01	Test User 6 - User06
Test User 2 - User02	Test User 7 - User07
Test User 3 - User03	Test User 8 - User08
Test User 4 - User04	Test User 9 - User09
Test User 5 - User05	Test User 10 - User10

Select All | Clear

5 items

5 items

Submit Reset

- Select **Submit** when finished.

User Administration, Cont.

Manage Users

Before you can grant a user entitlement to an ECS Process ID, the user must first be assigned to that ECS Process ID. You can grant user rights to:

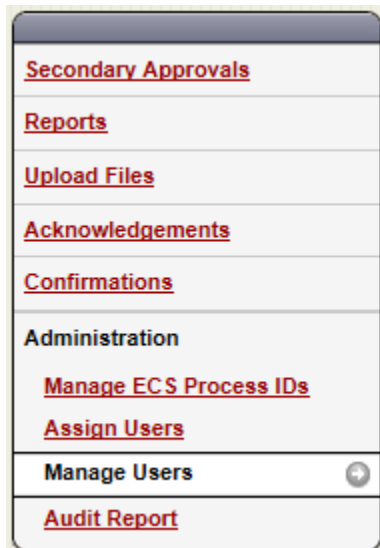
- Reports
- File Upload
- Acknowledgements
- Confirmations
- Secondary Approval
- Self-Approve for File Upload

Note: To perform administrative functions for an ECS Process ID, you must be set up as a Profile Manager for that ECS Process ID.

Depending on their role, you can customize each of your users with their own settings and access for each ECS Process ID. For example, they may have access to all entitlements under one ECS Process ID, but only access to Reports for another. You can also remove users from an ECS Process ID, and they will be unable to access any information for that ECS Process ID.

User entitlements are dependent upon ECS Process ID entitlements. Users can only be granted an entitlement if the selected ECS Process ID has that particular entitlement.

Note: To add Secondary Approval authority or Confirmations functionality to an ECS Process ID, contact your Wells Fargo representative.



To manage ECS Process ID entitlements:

1. Select **Administration - Manage Users** from the left navigation menu.

User Administration, Cont.

Manage Users, Cont.

The Administration screen displays an ECS Process ID and a list of assigned users for that ECS Process ID.

Manage Users

To manage user entitlements, select an ECS Process ID and click **Edit**. Update user entitlements as needed, and click **Save** to apply your changes. Click **Reset** to return to previously saved settings. **Note:** You must have enough users assigned to Secondary Approval to meet the number required for the selected ECS Process ID.

* Required ⓘ For More Information

Company: PAYMENT MANAGER A00001 - A00001

ECS Process ID: TST2 (test2)

Number of Secondary Approvals Required: 1

User Name and ID	Reports	File Upload	Acknowledgements	Confirmations	Secondary Approvals ⓘ
1 Wells, Henry - WFX0000X1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Secondary Approval (Enter limit amounts as whole numbers greater than 0, e.g. 25000) Single Transaction Approval Limit * 10000 Cumulative Daily Approval Limit * 1000000 <input type="checkbox"/> Self Approve for File Upload <input type="checkbox"/> Confirm Self Approve for File Upload
2 Brown, Pat - WFX0000Q2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
3 Fargo, Jennifer - WFX0000X6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
4 White, John - WFX0000Q3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
5 Smith, Bill - WFX0000X0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
6 Jones, Bob - WFX0000X4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
7 Kelly, April - WFX0000X8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval

Edit

2. If you have access to more than one ECS Process ID, select the **ECS Process ID** to edit.

Note: If you select an ECS Process ID other than the default, a new list of users displays.

3. To edit user(s) for the ECS Process ID, select **Edit**.

The Administration screen displays in Edit mode.

4. To grant entitlements (File Upload, Reports, Acknowledgements, Confirmations, and Secondary Approvals) to a user, select that checkbox.

Note: If an entitlement is disabled, you must first grant the entitlement to the ECS Process ID for it to be available to users.

- When you grant a user Secondary Approval entitlement, the approval limit boxes become available. Set the single transaction and cumulative daily approval limits for each user with Secondary Approval entitlement.
 - Single Transaction Approval Limit – maximum value user can approve per transaction
 - Cumulative Daily Approval Limit – maximum value user can approve in a day (sum of all transactions approved in the day)
 - The assigned transaction limits apply to all foreign and domestic currencies. For example, a limit of 500,000 means \$500,000 USD, but it would also mean 500,000 EUR, 500,000 pesos, etc.
- When you grant the user Secondary Approval entitlement, the **Self Approve for File Upload** checkbox displays. To grant a user the Self Approve for File Upload entitlement, another user with administrative rights must confirm this entitlement to activate it.
- To remove a user's entitlement, de-select the checkbox.

Note: Profile Managers cannot grant or modify their own Secondary Approval entitlement. Contact another Profile Manager or a Bank Operator to request updates to your Secondary Approval settings.


5. Select **Save** to save your changes. Select **Reset** to return the entitlements to their original settings.

A confirmation message confirms your changes were saved.

Manage Users

To manage user entitlements, select an ECS Process ID and click Edit. Update user entitlements as needed, and click **Save** to apply your changes. Click **Reset** to return to previously saved settings. **Note:** You must have enough users assigned to Secondary Approval to meet the number required for the selected ECS Process ID.

*** Required** **?** For More Information

 User entitlements updated. Approval limit changes are immediate. Other changes are effective with the user's next session. PML8002

Company: **PAYMENT MANAGER A00001 - A00001**

ECS Process ID: **TST2 (test2)**

Number of Secondary Approvals Required: **1**

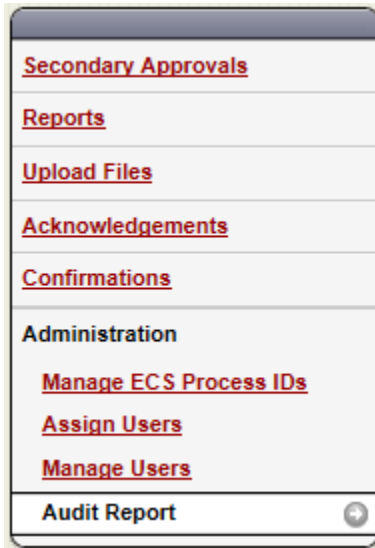
User Name and ID	Reports	File Upload	Acknowledgements	Confirmations	Secondary Approvals ?
1 Wells, Henry - WFX0000C1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div><input checked="" type="checkbox"/> Secondary Approval (Enter limit amounts as whole numbers greater than 0, e.g. 25000) Single Transaction Approval Limit * <input type="text" value="10000"/> Cumulative Daily Approval Limit * <input type="text" value="1000000"/> <input type="checkbox"/> Self Approve for File Upload <input type="checkbox"/> Confirm Self Approve for File Upload</div>
2 Brown, Pat - WFX0000C2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
3 Fargo, Jennifer - WFX0000C8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
4 White, John - WFX0000C3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
5 Smith, Bill - WFX0000C0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
6 Jones, Bob - WFX0000C4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval
7 Kelly, April - WFX0000C8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secondary Approval

Save **Edit** **Reset**

User Administration, Cont.

Audit Report

The Audit Report allows you to monitor your organization's settings with a snapshot of current entitlements for your company's ECS process IDs and assigned users. The report also lists changes to entitlements that have occurred during the previous 90 calendar days.



To view your Audit Report:

1. Select **Administration – Audit Report** from the left navigation menu.

The Audit Report displays.

2. Select **Report Type**. You can choose to display **ECS Process ID** settings or **User Entitlements** or both.
3. Select the **ECS Process ID** to display, or select the **ECS Process ID** checkbox if you have access to more than one ECS Process ID and want to view them all.
4. Select **Modified By** to display the Profile Manager who made changes. You can also select **All Profile Managers**.
5. Select **Create Report**.

Note: If you select an ECS Process ID other than the default, a new list of users displays.

A screenshot of the 'Audit Report' configuration form. The form has a title bar 'Audit Report' and a subtitle 'Create an audit report of entitlement and setting updates for the last 90 days by choosing a Report Type, ECS Process ID, and Modified By and selecting Create Report. Keep the default selections to include all modifications for every ECS Process ID in your list. Note: ECS Process IDs and Profile Managers in italics had activity during the past 90 days, but their current status/role has changed.' Below the subtitle, there are three required fields: 'Report Type' with a dropdown menu showing 'All Settings/Entitlements', 'ECS Process ID' with a dropdown menu showing 'ECS Process ID', 'TC02', 'TC0A', and 'TST2', and 'Modified By' with a dropdown menu showing 'All Profile Managers'. A red box highlights the 'ECS Process ID' dropdown menu. Below the dropdown menus, there is a red button labeled 'Create Report'.

User Administration, Cont.

Audit Report, Cont.

Your Audit Report displays.

**Audit Report**
All Settings/Entitlements

Run Date & Time: 09/04/2015 11:24 MT
Payment Manager

Print | Download

Report Criteria

Report Type: All Settings/Entitlements
ECS Process ID: TST4
Modified By: All Profile Managers

ECS Process ID: TST4

Current Settings Summary

Nickname: test77

General Settings:

File Upload	Reports	Acknowledgements	Confirmations
On	On	On	Enrolled

Secondary Approval Settings:

Number of Secondary Approvals Required:	1
Payment Types Held for Approval:	Commercial Card CCER AP Control (CCR), Domestic ACH (DAC)
Payment Amounts Held for Approval:	

User Entitlements:

User Name and ID	File Upload	Reports	Acknowledgements	Confirmations	Secondary Approvals
Jones, Patricia - WF000042	On	On	Off	Off	Single Transaction Approval Limit: 1,000,000 Cumulative Daily Approval Limit: 1 Self Approve for File Upload Status: On
Smythe, Kelly - WF000013	On	On	Off	Off	Off
Perez, Raul - WF000057	On	On	On	Off	Off
Johnson, April - WF000090	On	On	On	Off	Single Transaction Approval Limit: 10,000

Activity in the Past 90 Days

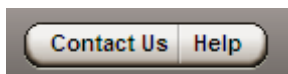
Note: The audit report only reflects entitlement changes made within the Payment Manager service.

Date and Time	Modified By	ECS ProcessID/User	Activity Detail		
			Setting/Entitlement	Before	After
09/03/2015 11:25 MT	System**	ECS Process ID: TST4	PMOL Customer Active Flag		Active
			Confirmations		Enrolled
			Secondary Approval		On
			Number of Secondary Approvals Required		1
			Payment Amount		Hold All Payment Amounts
			Payment Type - Commercial Card CCER AP Control (CCR)		Hold
09/08/2015 11:41 MT	Smythe, Kelly - WF000013	Smythe, Kelly - WF000013	Payment Type - Domestic ACH (DAC)		Hold
			Confirmations	Off	On
			Single Transaction Approval Limit	1,000,000,000	10,000
			Cumulative Daily Approval Limit	1,000,000,000	1,000,000

The report displays your search results.

6. Select **Print** to print the report.
7. To download the report, select **Download** and format you want.

Product Support



Select **Help** for access to Frequently Asked Questions, a How Do I? and About sections, and a Glossary. Select **Contact Us** for details on how to reach your client services officer, or call Treasury Management Client Services at 1-800-AT-WELLS (1-800-289-3557), options 5, Monday to Friday, 6:00 a.m. - 6:00 p.m. PT.