finance automation
for the modern enterprise

▷ paymerang℠

PA   payment automation
user guide

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If you have questions, please call your Client Account Manager at ClientSuccess@Paymerang.com

Setting Your Password

1. Navigate to hub.paymerang.com, enter your email address, Click "Next"

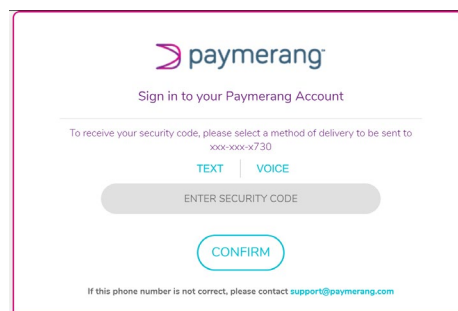2. Click "Forgot your password?", enter email again and it will generate a password reset email delivered to your inbox

Logging In

1. Navigate to hub.paymerang.com, enter your email address, Click "Next"
2. Enter your newly set password
3. The system will display the last 3 digits of the user's phone number. You can click either "Text" or "Voice" to select how you would like their security code delivered. ** Note: Text functionality is only available to users who provided a mobile phone number. Users who are associated with a direct dial landline will need to select "Voice" to receive their security code via phone call.

Importing Your Payment File
Into Payment Automation

1. From the Active Import Section click on "Import Payments" either in the top right-hand corner or the hyperlink under Active Imports
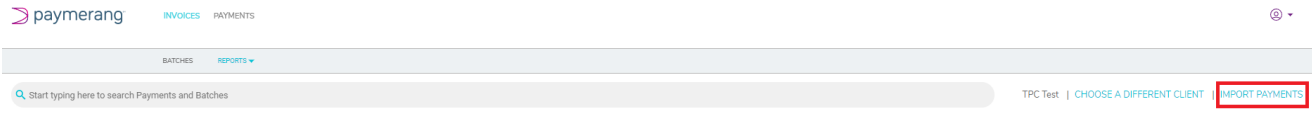
2. Either Click in the box to upload or drag the payment file into the box.
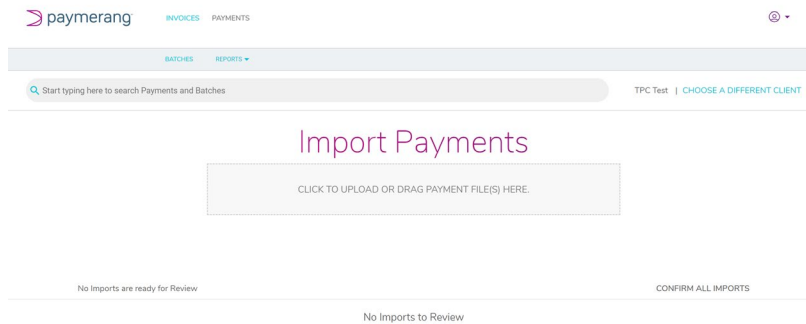
3. Click "View Payments" to expand the payments.
4. This step is asking you to confirm that this is the file you would like to create a batch with. If this is the incorrect file you can Click "Cancel Import".
5. To proceed Click "Confirm Import"

6. Click "Confirm" to save the import for batch creation later, or "Confirm and Create Batch" to create your batch.

> ✕
>
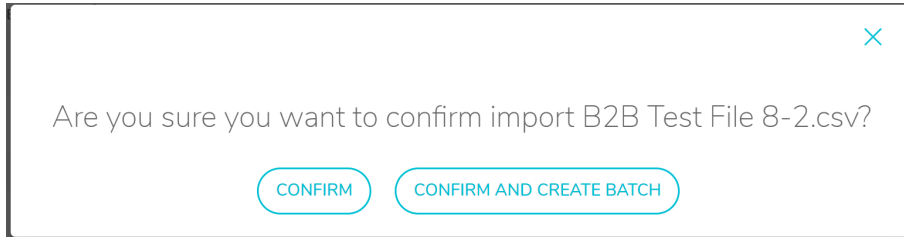> Are you sure you want to confirm import B2B Test File 8-2.csv?
>
> CONFIRM   CONFIRM AND CREATE BATCH

Create Batch

7. In the Create a Batch modal, select the check box next to the import(s) you'd like to add to your proposed batch.

Create a Batch

Select import(s) from which you'd like to create a batch

Select Import

IMPORT NUMBER	DATE STARTED	USER	PAYMENTS REMAINING	TOTAL	SELECT
123921	2021-08-08	sarahschmirl+B2B@gmail.com	0 / 13	$125,006,510.00	☑
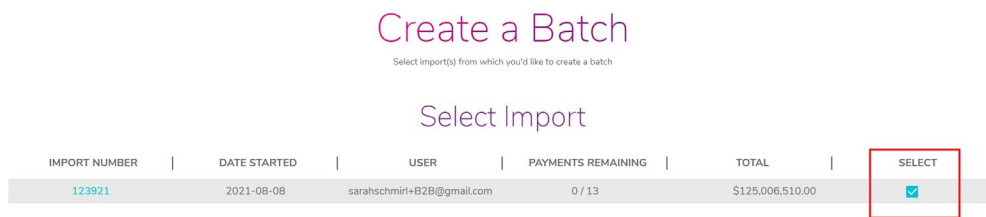
8. The Proposed Batch will show your control totals as well as any exceptions (errors) that you will need to manage. ** see page 7 to learn more about Managing Exceptions

Proposed Batch

Total Amount: **$125,006,510.00** | Total Count: **13**

CREATE BATCH

* You have 3 Exceptions to Manage *

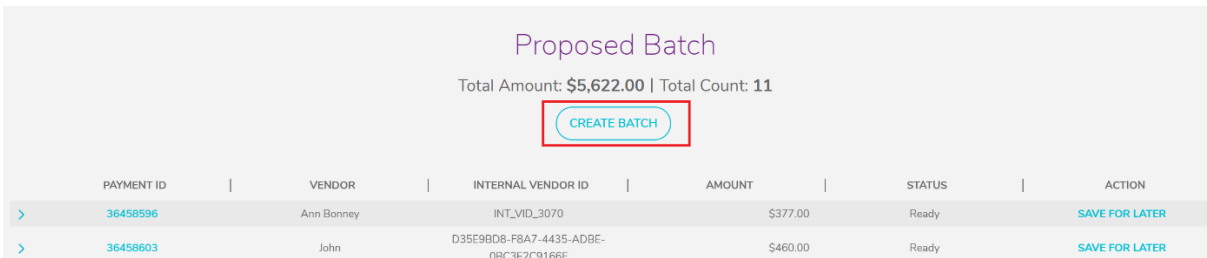|	PAYMENT ID	VENDOR	INTERNAL VENDOR ID	AMOUNT	STATUS	ACTION
›	36458582	John	D35E9BD8-F8A7-4435-ADBE-0BC3E2C9166F	$125,000,000.00	* Payment Amount Exceeded *	CANCEL
›	36458645		TEST86	$805.00	* No Vendor *	RESOLVE
›	36458589	John Smith	814F12D6-0363-4519-93CA-BCD3BF86A813	$888.00	* Possible Duplicate *	RESOLVE
›	36458596	Ann Bonney	INT_VID_3070	$377.00	Ready	SAVE FOR LATER
›	36458603	John	D35E9BD8-F8A7-4435-ADBE-0BC3E2C9166F	$460.00	Ready	SAVE FOR LATER
			814F12D6-0363-4519-93CA-			

9. Once your exceptions have been managed and all payments are in "Ready" status, the "Create Batch" button will be blue, and you can create your batch.

Proposed Batch

Total Amount: **$5,622.00** | Total Count: **11**

CREATE BATCH

	PAYMENT ID	VENDOR	INTERNAL VENDOR ID	AMOUNT	STATUS	ACTION
›	36458596	Ann Bonney	INT_VID_3070	$377.00	Ready	SAVE FOR LATER
›	36458603	John	D35E9BD8-F8A7-4435-ADBE-0BC3E2C9166F	$460.00	Ready	SAVE FOR LATER

10. The system will confirm you have successfully created your batch! Click "View Batch Details".

You Have Successfully Created Your Batch!

Batch ID: **105486**

Total Amount: **$5,622.00**   Payment Count: **11**   Status: **Waiting For Approval**

Date Initiated: 2021-08-08   User Imported: sarahschmirl+B2B@gmail.com

BACK HOME   VIEW BATCH DETAILS

11. The "Batch Details" page shows your control totals, date, who initiated the batch, current status as well as the payment breakdown. The Batch Details is downloadable to Excel or PDF.

Batch Details

Batch ID: 105486

Total Dollars: $5,622.00

CANCEL BATCH   APPROVE BATCH

DATE STARTED 2021-08-08	**TOTAL DOLLARS** $5,622.00	**PAYMENT COUNT** 11
USER INITIATED sarahschmirl+B2B@gmail.com	**CARD AMOUNT** $0.00	**CARD PAYMENTS** 0
BATCH STATUS Waiting For Approval	**CHECK AMOUNT** $5,466.00	**CHECK PAYMENTS** 10
DIVISION	**ACH AMOUNT** $156.00	**ACH PAYMENTS** 1

DOWNLOAD EXCEL   DOWNLOAD PDF

12. Scroll down to the "Payments" section. The arrows will expand the payments so you can view the remittance information for the payment.

Payments

	PAYMENT ID	VENDOR	INTERNAL VENDOR ID	AMOUNT	PAYMENT METHOD	STATUS
⌄	36458624	John Smith	814F12D6-0363-4519-93CA-BCD3BF86A813	$7.00	CHECK	In Batch

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	ORIG. AMOUNT	NET AMT.
6257345457	2020-08-31		$202.91	$202.91

13. Click on the "Payment ID" to see the payment details page.

Payment Details

Payment ID: 36458624

Total Amount: $7.00

GO TO BATCH

ADD ATTACHMENTS

PAYMENT ID 36458624	**PMG VENDOR ID** 4600135	**STATUS** In Batch	**PAYOR ADDRESS** 402 Washington St SE, Suite 200, Gainesville, GA 30501
YOUR PAYMENT ID 359	**YOUR VENDOR ID** 814F12D6-0363-4519-93CA-BCD3BF86A813	**DATE CREATED** 2021-08-08	
CLIENT TPC Test	**PAYMENT AMOUNT** $7.00	**ACCOUNT NUMBER**	
DIVISION	**PAYMENT METHOD** Check	**PAYOR NAME** McdowelI's Enterprise	
VENDOR John Smith			

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	ORIG. AMOUNT	NET AMT.
6257345457	2020-08-31		$202.91	$202.91

Managing Exceptions

Payment Amount Exceeded

- Paymerang can disburse payments between $1 - $999,999.99. Anything less than a dollar will need to be kept in house. Anything $1M or more will need to be split into payments less than $1M.
    - To Resolve: Click Cancel under the Action column to cancel the payment from your batch.

PAYMENT ID	VENDOR	INTERNAL VENDOR ID	AMOUNT	STATUS	ACTION
⟩ 36458582	John	D35E9BD8-F8A7-4435-ADBE-0BC3E2C9166F	$125,000,000.00	* Payment Amount Exceeded *	CANCEL

No Vendor Exception

- A "No Vendor Exception" means the vendor is not currently loaded into Paymerang.
- Click "Resolve" to open the Add Vendor modal.

PAYMENT ID	VENDOR	INTERNAL VENDOR ID	AMOUNT	STATUS	ACTION
⟩ 36458645		TEST86	$805.00	* No Vendor *	RESOLVE

- Complete the vendor address fields and Payment Specifications. While not required, having a vendor's email address, telephone number and account number is very helpful for our Enrollment and Payments teams.

    Required Fields Include:
    - Vendor Name
    - Address
    - City
    - State
    - Zip

Manage Exceptions: Add Vendor

New Vendor

Vendor Name	Internal Vendor ID	Vendor Type
Test Vendor	TEST87	Business

Mailing Address

Attention Line	Address	Address 2 (optional)
	99 Test Ave	
City	State	Zip	Country
Richmond	VA 2/2	23233 5/10	United States

Payment Specifications

Payee Name	Payee Email	Payee Telephone	Ext
	test@test.com	+1 804-867-5309	
	Account Number		
	1-20393		

CANCEL PAYMENT   SAVE & ASSIGN

- Click Save & Assign. This runs the address through a USPS validation tool which will suggest any address updates. You can click "Continue with Suggested Address" to accept the changes or "Continue with Existing Address" to add the vendor as you've entered it.

Possible Duplicate

- Paymerang will flag any payments as a potential duplicate that has been made to the same vendor, for the same amount within the last 30 days.
- Click "Resolve"

PAYMENT ID	VENDOR	INTERNAL VENDOR ID	AMOUNT	STATUS	ACTION
> 36458589	John Smith	814F12D6-0363-4519-93CA-BCD3BF86A813	$888.00	* Possible Duplicate *	RESOLVE

- Click "Cancel Payment" if it is a duplicate or "Not a Duplicate" to add it to your batch.

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Manage Exceptions: Possible Duplicate

John Smith

Payment ID:	Internal Vendor ID:	Amount:
36458589	814F12D6-0363-4519-93CA-BCD3BF86A813	$888.00

Payment History

DATE	PAYMENT ID	VENDOR	INTERNAL VENDOR ID	AMOUNT ∧	STATUS
2021-08-02	36126992	John Smith	814F12D6-0363-4519-93CA-BCD3BF86A813	$888.00	In Batch
2021-08-02	36175649	John Smith	814F12D6-0363-4519-93CA-BCD3BF86A813	$888.00	In Batch

CANCEL PAYMENT   NOT A DUPLICATE

Approving and Canceling Batches

- From the "Active Batch" section click on the batch number.

Active Batches

BATCH NUMBER	DATE CREATED ⌄	PAYMENT COUNT	TOTAL	STATUS
105486	2021-08-08	11	$5,622.00	Waiting For Approval
104749	2021-08-03	11	$4,290.00	Waiting For Approval
104737	2021-08-02	12	$5,804.00	Waiting For Approval
104724	2021-08-02	11	$5,285.00	Waiting For Approval
104707	2021-08-02	12	$5,305.00	Waiting For Approval
103916	2021-07-26	2	$100,001.00	Waiting Authorization

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- From the "Batch Details" page you can review and either Approve or Cancel the batch.

Batch Details
Batch ID: 105486

Total Dollars: $5,622.00

[CANCEL BATCH] [APPROVE BATCH]

DATE STARTED 2021-08-08	**TOTAL DOLLARS** $5,622.00	**PAYMENT COUNT** 11
USER INITIATED sarahschmirl+B2B@gmail.com	**CARD AMOUNT** $0.00	**CARD PAYMENTS** 0
BATCH STATUS Waiting For Approval	**CHECK AMOUNT** $5,466.00	**CHECK PAYMENTS** 10

Canceling Payments

- To cancel a payment, Click on the Batch Number the payment is in.
- Click the "Payment ID"
- At the bottom of the Payment Details is the "Cancel Payment" button

[CANCEL PAYMENT]   [GO TO BATCH]

Global Search

You can search payments and batches from the Global Search bar.

🔍 Start typing here to search Payments and Batches

Search Criteria:
- Vendor Name
- Internal Vendor ID
- Paymerang Vendor ID
- Payment ID (Internal or Paymerang ID)
- Payment Amount
- Date Range (ex. 05-2021 for all May 2021 payments)

The Global Search will populate and display all results. Search results are ordered newest to oldest. Click on the payment to see the Payment Details.

Search Results

Your search for **"Verizon"** returned **967** results

PAYMENT		Settled
VERIZON | 21305871		$395.08
Internal Vendor ID: VER015		PAYMENT METHOD CARD
PAYMENT		Settled
VERIZON | 21305878		$219.37
Internal Vendor ID: VER017		PAYMENT METHOD CHECK
PAYMENT		Settled
Verizon | 21655528		$744.51

Reports

Payment Status Report

The Payment Status Report provides transparency through self-service reporting. This report can be exported to excel for your records.

Search Criteria:
- Date Range
    - Issued: populates payments that were issued within the selected date range
    - Settled: populates only payments that were settled within the selected date range
- Status
    - All
    - Settled
    - Outstanding
    - Reissued
    - Refund
    - Partial Refund
- Method
    - All
    - Check
    - Card
    - ACH

Example: To search for all outstanding checks in July. Enter July date ranges under issued, Status: Outstanding, Method: Check

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Payment Status Report

	Start Date	End Date		Start Date	End Date
ISSUED	2021-07-01	2021-07-31	SETTLED	yyyy-mm-dd	yyyy-mm-dd

Status
Outstanding ▼

Method
Check ▼

SEARCH

Vendor Report

The Vendor Report will return a list of all vendors loaded into Paymerang. Click the arrow to expand the vendor. This report can be exported to excel for your records.

Vendor Report

Listing Date: **2021-08-08** | Vendor Count: **198**

EXPORT TO EXCEL

	VENDOR NAME		ACCOUNT NUMBER		PAYMERANG ID		INTERNAL ID		EMAIL ADDRESS
⌄	A to Z Supply		453654		8003		AZSupply		
	ADDRESS		**CITY**		**STATE**		**TELEPHONE**		**PAYEE**
	10800 Midlothian Tpke Ste 126		North Chesterfield		VA		8044231882		
›	A to Z Supply		123456789		9408		AtoZSupply		
›	ABC Studios				52677		10001		

Daily Summary Report

The Daily Summary Report will show all the payments disbursed as check, card or ACH on a given day.

Daily Summary Report

Date
2021-08-08

📅 | SEARCH

ACH Enrollment History Report

The ACH Enrollment History Report gives visibility on the vendors who have either been invited or enrolled in ACH within a selected date range. This report will allow you to view records for the past 90 days and can be exported to excel.

ACH Enrollment History Report

Start Date
2021-07-09

End Date
2021-08-08

Vendor Name | SEARCH

ALL INVITED ENROLLED

Search Results

EXPORT TO EXCEL

VENDOR ID	VENDOR NAME	INTERNAL VENDOR ID	STATUS	INVITED ON	ENROLLED ON	PHONE	EMAIL
157027	Freestyle Photographic Supplies	Freestyle Photographic Supplies	Enrolled	2019-11-07	2021-08-05		claudiav@freestylephoto.biz
434948	Big Money	BMGIND	Enrolled	2021-05-10	2021-07-26	111111111	

Support

Support is available Monday – Friday 9-5 EST except for Federal Reserve Holidays. Should you require additional assistance please reach out to Support@Paymerang.com or Customer Service at 1-877-680-7332.

When opening a support case please include the Client Name and Product you are needing assistance with in the subject line.