Quick Reference Guide

# Mobile Business Bill Pay

### JHA Treasury Management™

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**Overview:** Mobile Business Bill Pay allows enrolled users in iPay Business Bill Pay to create payments, view payees, stop payments/series, view scheduled transactions and payment history.

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#### Back Office Configuration

To configure Business Bill Pay select the Configure Link for Bill Pay within Product Feature Configuration. A dialog will be presented with required fields and a Toggle to allow iPay Business Bill Pay.

JHA Treasury Manage	ement <sup>™</sup> Company - Use	r – Configuration –	Reports	🖂 Hi, carlsills L
Product Feature	Configuration			
Product Feature \$	Bill Pay Configuration (1)	Configuration - Reports	Mi. carlsills	ast Login: 11/18/2021, 0 ×
Transfer	Product: Institution ID: * — 1			
Reporting	Security Key: * 🗕 2			
Wire	Allow iPay Business Bill Pay for Mob			
ACH	Save Caliber	ACTIVE		Configure
Positive Pay		ACTIVE		Config
Stop Payment		ACTIVE		
Electronic Documents		ACTIVE		
Bill Pay		ACTIVE	VE	
Pomoto Donosit Conturo		ACT	VE	



1 iPay Institution ID. Your iPay institution ID is required here to configure Business Bill Pay.

2 Security Key containing alpha, numeric and special characters is generated by iPAY. When entered, it allows iPay to facilitate the single sign-on.

3 Allow iPay Business Bill Pay for Mobile. If set to Yes, entitled bill pay users will be able to access business bill pay through the JHA Treasury Management<sup>™</sup> mobile app.





#### **Business Bill Pay**



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Note: The user must already be enrolled in iPay Business Bill Pay via the channel.

- 1. From the Main Menu select Payments > Business Bill Pay.
- 2. Based on iPay user entitlements the following options display:
  - Create Payment
  - Payee List
  - Scheduled Payments
  - Payment History





#### Create Payment



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#### Select Create Payment from the Business Bill Pay menu.

- 1. Select a payee to display the create payment screen.
- 2. Select from account, enter the dollar amount, date, and memo if needed.
- 3. Select frequency to display recurring payment options.
- 4. Select Review then confirm to complete the payment.





#### Payee List



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Select Payee List from the Business Bill Pay menu to displays the list of all approved payees.

- 1. Use the Payee Search to search for a specific payee.
- 2. Select a payee to view details.
- 3. An option to create a payment displays on payee details page.

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#### Scheduled Payments

	Scheduled	Payments $\equiv$		
1-•(	Q Payment Search			
	Tuesday, December 17, 2019			
G	<b>as Bill</b> EST PAYEE	\$45.25 > Scheduled		
	Wednesday, Dec	ember 18, 2019		
G	<b>FOCETY BILL</b> EST PAYEE	\$1.25 > Scheduled		
Au TES	uto Repair Bill EST PAYEE	\$4.52 > Scheduled		
Ir TE	I <b>ternet Bill</b> EST PAYEE	\$54.12 > Scheduled		
	Tuesday, December 31, 2019			
P	hone Bill EST PAYEE	\$5.55 > Scheduled		

<	Paymer	nt Detail
Intern TEST PAY	et Bill	S
Electronic		\$
Process D	Date	12
Estimated	d Arrival Date	12
From Acc	ount	Primary
Frequ	Stop Payment	
Memo	Are you sure yo this pay	ou want to stop yment?
	No	Yes

Stop Payment

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Select Scheduled Payment from the Business Bill Pay menu to review and stop payments.

- 1. Use the Payment Search option to search for a specific payment.
- 2. Select a payment to view details.
- 3. Options available on the payment detail page are:
  - Stop Series Immediately
  - Stop Series After Next Payment
  - Skip Next Payment

Note: Scheduled Payments displays up to 90 days of future dated payments.





#### Payment History

<	Payment History	E	
Q Payment Sea	rch		
м	onday, December 2, 2019		
Bank Loan 1 Bank Loan		\$4.52 Paid	>
<b>Email</b> Email Payee		\$2.53 Paid	>
Logistics Shipping Costs		\$1.00 Paid	>
Corporate Cre Credit Card	dit Card 1	\$2.22 Stopped	>
Bank Charges Sweep Account Exp	benses	\$2.22 Paid	>
Corporate Cre Credit Card	dit Card 2	\$6.36 Paid	>
Remote Telecommunication	าร	\$3.63 Stopped	>
F	riday, November 29, 2019		
Carrier 1 Smartphone expense	ses	\$3.99 Skipped	>
Credit Card Credit Card		\$1.00 Skipped	>
Carrier 2 Smartphone expense	ses	\$4.28 Skipped	>
<b>Email</b> Campaign		\$3.33 Stopped	>
Bank Service Banking Services		\$4.11 Skipped	>

#### Select Payment History from the Business Bill Pay menu to displays the historical record.

Note: Displays 90 days of payment history.

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1. Use Payment Search for a specific payment. 2. Select a payment to view additional details.



