



 **Texas Capital**

**Integrated Payables
User Guide**

Integrated Payables User Guide

Roles

- **Accounting Manager:** Codes and posts captured invoices, sends invoices to invoice approvers, submits invoices for payment.
- **Invoice Approver (Optional):** Approves or rejects captured invoices prior to posting.
- **Payment Authorizer:** Approves or rejects payments.
- **Read-Only Accounting Manager (Optional):** Typically used for auditors, has all of the access of the Accounting Manager but cannot make any changes.

Workflow (Including Invoice Capture)

1. The invoice is submitted by email, or uploaded by the Accounting Manager, for capture. This process takes 24 hours - if an invoice needs to be processed sooner, the invoice can be manually coded by accessing it in the inbox.
2. Once captured, the invoice moves from the inbox to the Invoices tab (accessible by the Accounting Manager). The invoice status is now Draft.
3. On the Invoices tab, the Accounting Manager clicks into the invoice number on the right to check the captured data and code the invoice.
4. The Accounting Manager posts the invoice to the ERP, by selecting “Post” from the dropdown action button which defaults to “Pay”. They then check the box to the right of the invoice and click the arrow that appears next to the “Post” button. (If Invoice Approval is part of the workflow, posting typically does not occur until the invoice is approved)
5. After a sync cycle, the invoice exists in both Integrated Payables and the ERP. It can now be submitted for payment. The invoice status is now Unpaid. Invoices that have synced over from the ERP enter the workflow at this point.

Workflow (Start Here if Not Using Invoice Capture)

1. On the Invoices tab, the Accounting Manager sets the dropdown action button to “Pay” if it is not already.
2. The Accounting Manager checks the box on the right side of the invoice, and clicks the arrow that appears next to the “Pay” button.
3. The Invoice moves to the Selected Payments column on the right side of the screen. (If Invoice Approval is in use, it may be set up such that invoices cannot be submitted for payment until the invoice is approved)
4. In the Selected Payments column, the Accounting Manager can set a future date for the payment to be processed (this would be the day that the check is cut, for example) by clicking into the box that says “Not Set”. They can change the amount to be paid by clicking into the box with the total.
5. The Accounting Manager clicks “Confirm 1 Payment” (the number may vary, multiple invoices can be queued up for payment together), which opens up another window. Here, they have another chance to set the payment processing date, and can review (and change, if needed) the account the payment will be issued from as well as the payment method.

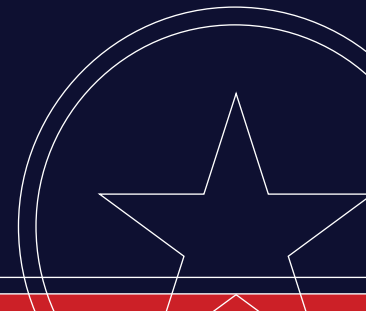
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6. If you are processing the payment outside of Integrated Payables, but still want to use the Integrated Payables approval system for the invoice, choose Manual Check (if cutting a check) or Biller Portal (if not cutting a check). If either of these manual payment methods are chosen, there will be an extra step for the Accounting Manager after the payment is approved.
7. The Accounting Manager clicks “Submit 1 Payment” (the number may vary), and the invoice goes to the Payment Authorizer’s queue.
8. The Payment Authorizer can access the payment three ways from the Dashboard that they start from. They can click the “View My Payments” link next to the circular graph, click into the individual payment in the Payment Status column on the right, or click the Payments Tab at the top of the screen.
9. The Payment Authorizer clicks the vendor name hyperlink to see the payment details, if they did not click into a specific payment through the Payment Status column.
10. The Payment Authorizer reviews the payment details. The captured document and the coding can be viewed toward the bottom of the page.
11. The Payment Authorizer approves, rejects, or holds the invoice.
12. Approving will generate a “Proceed to Confirmation” button, followed by a security code prompt (subject to settings agreed upon with your bank), and the payment is scheduled.
13. Rejecting the invoice opens a dialog box with common reasons for rejection and space for a note. This payment must be recalled by the accounting manager in order to be corrected and/or resubmitted (steps will be provided below under the heading “Recalling an Invoice”).
14. Placing the payment on Hold keeps it within the Payment Authorizer’s purview. Within the Payments tab, there are two sub-tabs: Payments Awaiting Approval and Payments on Hold. To process a payment that has been put on Hold, click into the Payments on Hold tab to Approve or Reject.

Additional Accounting Manager Step Required for Manual Payment Methods

1. After a payment is approved with the payment method Manual Check or Biller Portal, the Accounting Manager must click into that payment in the Payment Status column of their Dashboard.
2. There will be a button that says Mark as Paid, and if the payment method was Manual Check there will be a required field to enter a check number before Mark as Paid can be clicked. Clicking Mark as Paid will change the payment status in Integrated Payables from Scheduled to Paid.
3. If Manual Check was chosen in error, and Biller Portal should have been chosen, follow the steps below for recalling and resubmitting a payment.

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Recalling a Payment

1. The Accounting Manager can recall a payment that is in Scheduled or Rejected status by clicking into the payment in the Payment Status column on the right side of their dashboard.
2. Click “Add to Queue” in the lower right corner, which returns the invoice to the “Selected Invoices” column of the Invoices tab.
3. On the Invoices tab, find the invoice in the “Selected Invoices” column, and remove it by clicking the “X” next to it. This returns the invoice to the main column of the Invoices tab. There is also a dropdown arrow with an option to remove the invoice from the queue.

For questions, please contact Treasury Solutions Client Support
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