

The following is a Quick Reference Guide designed to provide a brief description and overview of the features and functions of TelPay for Business™. If you require more assistance and help in using TelPay for Business™, click on the "?" next to the icons in the Main Menu and throughout the system or click on the "Help" button to see the complete system manual. You can also phone or e-mail TelPay.

Information in this document and any website references are subject to change without notice.

## Sign On Screen



Personal Passwords are provided for various levels of access: Systems Administrator(s), Payment Authorizer(s) and Data Entry person(s).

## Main Menu



The Main Menu provides access to the various features of the system.

For additional documents regarding TelPay for Business™, go to the System Administration screen and click on "View Additional Information".

The following documents are available:

- Customer Agreement
- Payment & Collection Features
- Suggested Procedures for Processing Payments
- Guide to Auditors

## **Enter Bills and Accrue Payables**

Features include:

- Easy access to Billers you wish to pay.
- Once a Biller's account has been set up, (refer to "Add New Billers") simply keying the last three digits of the Biller's account number identifies that Biller.

Payments can be made:

- On the next business day.
- On a date specified by you.

OR

- Accrued to Accounts Payable for payment at a later date.

NOTE: For efficiency purposes, TelPay encourages payment on a Wednesday. If no other payment date is entered, the default will be the following Wednesday. Once you change the date it will remain the same until you change it again.

Payments can be made to:

- TelPay Standard Billers (i.e.: utilities, credit card companies and government remittances)
- Your own Customer Specific Billers.
- Employees/other parties for whom you can supply a bank account number by Funds Transfer.

Accounting distribution is automatic for each payment, including one default expense allocation, GST recoverable and bank account entry. There is no limit to expense allocations for each payment.

For Customer Specific Billers, an additional screen is provided to enter invoice details so the Biller can correctly apply your payment.

Billers will receive a statement of payments made by you by e-mail, fax or regular mail (except Funds Transfer). Payment will be made by credit to the biller's bank account or by cheque if we do not have a bank account number. For a funds transfer the banking detail is mandatory.

## **Receive / Pay e-mailed Bills**

This screen will allow you to retrieve, view and pay e-mailed bill (e-bills). E-mail can be retrieved from your e-mail program, e-mail server or web mail service (such as Yahoo, Hotmail or Google). These e-mails can be viewed and paid within TelPay for Business™. The bill image will be stored with the biller's payment history.



## Add New Billers

Three types of Billers can be set up:

### 1. TelPay Standard Billers

These are companies for which TelPay has obtained address and payment information. They usually require only the account number you wish your payment charged to. You have the ability to pay Government remittances, credit cards, utilities and hundreds of others.

### 2. Customer Specific Billers

These are the Billers specific to your business.

For each biller set up you will be asked to:

- Specify one account to which a payment or part of a payment may be applied.
- Provide name, address, phone number and other information necessary to accurately identify the supplier.
- Choose whether or not you want a payment voucher produced with each payment.

### 3. Funds Transfer

These payments are directed to a specific bank account. A statement of payment is not distributed to the recipient by TelPay. You will be asked to provide the bank account number to be credited.

*NOTE: TelPay Standard Billers and Funds Transfer are charged for at lower rates than Customer Specific Billers.*



## View / Modify Billers

Changes can be made to the Biller information. A list of Billers can be viewed or printed. This list will also indicate to you if this biller is setup as a standard biller, a customer specific biller or a funds transfer.



## Review and/or Transmit Payments

After entering a group of payments, you can review them, print a list for checking or e-mail for approval. Prior to transmission, passwords must be entered by the Authorized officer(s). These can be entered by someone with authority on site or from the "E-mail for Approval" which can be initiated from this screen. This is determined in the System Administration screen. You will then advise TelPay how the funding will be handled and then submit the payments. (Access to the Internet or a phone line must be active for the latter step).

Following transmission, a Session Summary will be printed which will contain a record of all actions taken during that session, including an accounting distribution summary. This is your permanent, hard copy record of the session.



## Delete Transmitted Payments

If you have previously transmitted a payment to TelPay you have the ability to delete it.

*NOTE: You can even delete payments that have been transmitted that day. Deletions must be done before midnight central time the day before the payment is scheduled to be paid. A fee is charged for deleting a payment.*



## Accounts Payable Reporting and Payment

Payments that have been designated to accrue to accounts payable when entered on the Pay Bills screen are retained as Accounts Payable. Enter this screen when you wish to actually make the payment. A comprehensive Accounts Payable System with aged trial balance and various payment selection options is provided. Payment of accounts is journalized as a debit to Accounts Payable and credit to the bank account.



## Importing or Creating Payroll, Payable and Collection Files

You can create and maintain files of electronic payments such as regular monthly payments and payroll payments, or you can import files that have been generated by Payroll Systems or Accounts Payable Systems. The files must be converted to a TelPay format. Please contact TelPay if importing a file is desired. Processing collection files requires special permission that involves regulations set by the Canadian Payments Association.



## View / Print History

A detailed history of all transactions generated with TelPay for Business™ is maintained. You can view in various ways such as by date, session, or individual biller. A print option is provided.



## System Administration

Information required to operate the system is maintained here. You can change your passwords, assign specific rights to the software or change email setting in this screen. The Installation Guide should be consulted to obtain further details.

## **Service Fee Schedule**

Fees charged for various types of transactions are provided. Fees are automatically updated from time to time.

## **Logon Again**

If more than one access number has been obtained (i.e. for more than one company's accounts), the Logon Again screen allows you to easily go from one set of accounts to another.

## **Need Help?**

A Question Mark appears beside many fields. Click on it to request information about the field.

You may contact us by phone at 1-800-665-0302 or e-mail at [service@telpay.ca](mailto:service@telpay.ca).