

FIS BST CONFIGURATION GUIDE FOR AUTOBOOKS RECEIVABLES MODULES

How to enable the Autobooks service to the bank, company, and company user



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Bank level configuration to enable Receivables Modules

1. FIS Assigns the Autobooks service to the holding bank using the 'Assign Bank Services' screen.

• Must be done by FIS employee.

Assign Bank Services

To assign a service to the holding bank select the 'Assign' check box and click 'Save Changes'. To limit the service to be package only select the 'Package Only' check box and click 'Save Changes'.

— Assign	Package Only	Service ID	Application Name	Service Display Name
\checkmark		112500	1CBK-DM	Remote Deposit
		260	ACCOUNT MANAGEMENT	Account Management
\checkmark		69	ACH FILE UPLOAD	ACH File Upload
\checkmark		228	ACH POS PAY REAL TIME	ACH Pos Pay Real Time
~		113	ACH POSITIVE PAY	ACH Positive Pay
\checkmark		109	ACH PREFUND NOTIFICATION	ACH Prefund Notification
		200	ACH REPORTING	ACH Reporting
\checkmark		50	ACH STATE TAX	State Tax
\checkmark		46	ACH Tax Payments	Federal Tax
		72	ADMINISTRATION	Administration
~		112501	AUTOBOOKS SSO	Autobooks SSO

2. At the sponsor bank level enable the EDIT flag for the 'Receivables Module Setup' on the 'Entitlements' screen for the BST user that is to edit that screen.

- In BST set your working bank.
- Navigate to BST \ Bank Setup \ Maintain BST Users \ Maintain User.
- Select a user from the 'BST User Maintenance' screen.
- On the 'User Maintenance Detail' screen select the 'Entitlements' hyperlink.
- On the 'User Entitlements' screen select the EDIT checkbox for 'Receivables Module Setup' and save the page



User Entitlements

Selected User: DHBENNETT@FISGLOBAL.COM

The entitlements below are assigned to this user. To modify user entitlements, use the associated checkboxes and click 'Save Changes'.

Page Title	🗕 Create 📕 Edit 🔽 Delete 📕 Execute
Account Maintenance	
Account Recon Activity Report Settings	
Account Recon Report Download Configuration	✓
Account Recon/Positive Pay Account Maintenance	
Account Recon/Positive Pay Company Maintenance	
Process Client Billing	\checkmark
Process Stop Payment Requests	
Receivables Modules Setup	
Recon Activity Report Processing	

3. At the sponsor bank level set the parameters on the 'Receivables Module Setup' screen.

- In BST set your sponsor bank.
- Navigate to BST \ Bank Setup \ Maintain BST Users \ Receivables Module Setup.
- Check the 'Send an Invoice' and 'Accept a Payment' check boxes on the 'Receivables Module Setup' screen and save the page.
- When checked the "Send an Invoice' and "Accept a Payment' hyperlinks will appear on the D1B Welcome screen for every user enabled to the Autobooks services.
- NOTE: If the 'Save Changes' button is not present your system administrator can grant you access to the screen.





Setting up a company with the Autobooks service

4. Enable the Autobooks SSO service to the company using the 'Package and Company Service Enablements' screen.

- In BST set your sponsor bank.
- Navigate to BST \ Company Setup \ Maintain Company \ Package and Company Service Enablements.
- Find AUTOBOOKS SSO in the list and check its checkbox and save the page.

Package and Company Service Enablements

To change the package and company service enablements, select the package and services to enable for the company and click 'Save Changes'. To modify other company information, go to Company Maintenance.

Available Packages

Package Standard 👻

Package Services

Application Service Name 🛧	Service Display Name
ACH FILE UPLOAD	ACH File Upload
ACH STATE TAX Final Enable for all company users with at least one other ACH service	State Tax
ACH Tax Payments Enable for all company users with at least one other ACH service	Federal Tax
BOOK TRANSFER	Book Transfer
CARDBASE TRANSACTIONS	Cardbase Transactions
WIRE USD INTL ONE TIME	Wire USD Intl One Time
WIRE USD INTL TEMPLATE BASED	Wire USD Intl Template Based

A La Carte Services

- Application Service Name 🛧	Service Display Name
1CBK-DM	Remote Deposit
ACH POSITIVE PAY	ACH Positive Pay
ACH PREFUND NOTIFICATION	ACH Prefund Notification
AUTOBOOKS SSO	Autobooks
BASIC REPORTING	Deposit Reporting



5. Enable accounts to the Autobooks service.

- NOTE: This is an OPTIONAL step.
- Navigate to BST \ Company Setup \ Maintain Company \ Accounts \ Account Maintenance.
- Select the 'Account Service Maintenance' hyperlink from the instructional text at the top of the screen.
- On the 'Account Service Maintenance' screen select the Autobooks service name hyperlink.

Account Service Maintenance

To assign multiple accounts to a service, select a service name, or return to Account Maintenance

Service Name	
Account Management	
ACH Positive Pay	
Autobooks	

• On the 'Account Service Maintenance' screen select the accounts you wish to be associated with the Autobooks service.

Account Service Maintenance

Select or deselect accounts to assign to each service and click 'Save Changes', or return to Account Service Maintenance. Deselecting an account assigned to a service could affect the user's access and functionality, including the cancellation of scheduled requests.

Autobooks						
Enable the account for the service	Account Number	Account Description	Account Type			
	141001012	eDelivery, account 1	Checking - USD			
	154004318	eDelivery, account 2	Checking - USD			
	7595	7595	Checking - USD			
	11111111	Primary Checking	Checking - USD			



Company setting up their users with the Autobooks service

6. Enable the service to the company user.

- Log into D1B as a company user with the ADMIN role.
- Navigate to Administration \ Company Administration \ Manage Users.
- On the 'User Administration' screen select a user by clicking on the User ID hyperlink.
- On the 'Company Administration' screen select to edit the 'Services & Accounts' section by clicking on the edit icon.

Services & Accounts	Ċ
Service	
Account Management	

• On the 'Edit Services & Accounts' screen select to edit the Autobooks service by clicking on the edit icon.

 Autobooks 	Service enabled.	Ċ	\otimes
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• Entitle the accounts you may wish to be associated to this service. You are not required to entitle any accounts.

•	Autobooks			Service enabled.	\otimes
	Description	Account Number	TRC	Entitled Account	
	Primary Checking	11111111	111111118		



Mass enable a service to all users at a bank

To enable all users at all companies at a bank to have access to the Autobooks Receivables Modules, the bank should add the Autobooks SSO service in each of the bank's packages and make it a default service. Every company, and by extension their users, is enabled to a package. Making the service a default service means it will be enabled, or 'on', for each user.

7. Add the Autobooks SSO service to each of the bank's packages and make it a default service.

- Navigate to BST \ Bank Setup \ Set Defaults \ Package Maintenance.
- On the Package Maintenance screen select a package by clicking on the 'Edit Package' pencil icon.

Business Service T	Be8 Bank ID: BPPT	BA PACKA 5430 DATA SUITE 100 ANN ARBO	GE PROD TEST BANK 6 COURT IR, MI 48108		Company ID: None Selected Package None
Last signor: November 9th / 10:52:21 am Company Lookup	021, Package Ma To edit a package, cli	intenance ck on edit icon. To delete a pa	sckage, click on dele	tte icon. To crea	te a new package, click on 'Add Package'.
Menu	Add Package				
System	> Fackage Name 🛧	Description	Billing Matrix 1D	Product ID	Services
Operations Processing Rank Server	> > Micro	Small business	6000	WEB	ACH File Upload, Book Transfer, Cardbase Transactions, Company Admin, Customer Maintained Wires, Dashboard, Deposit, Imaging, Express Transfer, IMAGING, INTRADAY BALANCES, Incoming Wire Report, Information Reporting, Land, Micro Reporting, Microsoft Money, Mobile Banking, Mobile RDC, Other Accounts, Ourd Bland Approvals, Our of *
Maintain BST Usera Maintain Services Set Configurations	> Premium	Large business	6002	WEB	ACH File Upload, Book Transfer, CCD Collection, CCD Payment, CTX Collection, CCX Payment, Company, Admin, Customer Maintaniaed Wires, Dashboard, Deposit Imaging, Express Transfer, Federal Tar, Funds Transfer, IMAGING, INTRADAY BALANCES, Incoming Wire Report, Information Reporting, *
Set Defaults					Book Transfer, Cardbase Transactions, Company Admin, Deshboard, Deposit Imaging, Express Transfer, IMAGING, INTRADAY BALANCES. Incomino Wire Report. Information



- On the Edit Package screen click on the AUTOBOOKS SSO service making it part of that package.
- Once in the package select the 'Default Service' checkbox associated with the AUTOBOOKS SSO service.

Last signon: November 9th 2021, 10:52:21 am	Last signon: November 9th 2021, 10:52:21 am Edit Package				
Company Lookup Logout	Edit details of this package and click: Save Changes' or return to Package Maintenance page.				
Menu	Summary Information Package Name 1 Micro				
Coperationa >	Package Description* Small business				
II. Reporting	Billing Metrix ID 6000				
Processing	Product Type:				
🏦 Bank Setup 🗸 🗸	WINWEB				
Maintain BST Users >	WEB WINDOWS				
Maintain Services	Services				
Set Configurations	To assign the service to the package, click on the "In Pack	rage" check box. To enable the service to every company give	n this package, click the "Default Service" check box.		
Set Defaulta 🗸 🗸	Service Name 🕈	in Package	Default Service		
Account Types	1CBK-DM				
Approvals Setup	ACH FILE UPLOAD				
Client Billing	ACH POSITIVE PAY				
Display Balance Type	ACH PREFUND NOTIFICATION				
Foreign Currency Rate Source	ACH STATE TAX				
Limits >	ACH Tax Payments				
Maintain Fulfillment Information	AUTOBOOKS SSO				
7	BASIC REPORTING				

- Save the page.
- Do this for each package the bank has. This change will have no impact on those companies and users that are already enabled to and using the service.

