



# Atlantic Capital

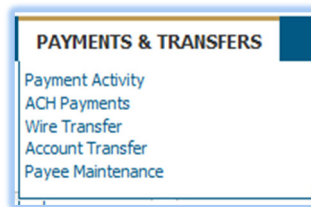
## Atlantic Capital Exchange

### Payment Quick Start Guide

Eliminating paper checks is important in helping your business maximize cash flow. Centralize and simplify your business's payment processes with the easy to use Payments module.

#### 1. Navigation

From the Payments & Transfers tab, you can access Payment Activity, ACH, Wires, Account Transfers, and stored payees.



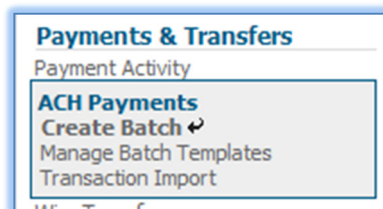
#### 2. Payment Activity

Payment Activity displays all payments (current, future, historic, and recurring) and the status of each payment. You can search through payments based on the search parameters provided.



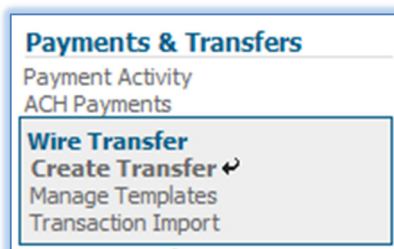
#### 3. ACH

The ACH menu option allows you to create free-form batches, manage templates, and upload batch files.



#### 4. Wires

With Wires, you can initiate wire requests, manage stored payment instructions, and upload a file containing multiple wires.



## 5. Account Transfers

Create one-to-one or many-to-one / one-to-many Account Transfers.

The screenshot shows a web interface for account transfers. At the top, there is a progress bar with three steps: 'Request' (active), 'Review', and 'Complete'. Below this is a 'Select Accounts' section with two rows. Each row has a 'Transfer From Account' field, an 'Amount' field with a dollar sign, and a 'Memo' field. An 'Add Another' button is located to the right of each row. Below the account selection is a 'Transfer Details' section with a 'Date' field set to '12/02/2015'. Underneath the date is a 'Notify Me' section with a list of notification options: 'Pending Actions: Notify via EMAIL', 'System Events: Notify via EMAIL', 'Complete - Unsuccessful: Notify via EMAIL', 'Complete - Successful: Notify via EMAIL', 'Early Action Taken: Notify via EMAIL', and 'Early Action Removed: Notify via EMAIL'. Below the notification options is a 'Recurring Options' section with 'None Selected'. At the bottom of the form are two buttons: 'Request Transfer' (with a green checkmark) and 'Reset' (with a red X).

## 6. Payee Maintenance

Payee Maintenance provides the ability to create and edit payees. You can search for payees using various search options. Accounts and bank information can also be altered to accommodate changes to payees, based on the company's needs.

The screenshot shows a web interface titled 'Payee Maintenance : Manage Payees'. It features a 'Search Payees' section with several input fields: 'Display Name', 'Payee ID', 'Payee Type' (a dropdown menu set to 'All'), 'Payee Name', and 'Account Number'. Below the search fields, there is a line of text: 'Show 10 results per page, sorted by Display Name in ascending order, including summary'. At the bottom of the search section are three buttons: 'Search Payees' (with a magnifying glass icon), 'Print' (with a printer icon), and 'Create Payee' (with a green plus icon).