



## Payment Instructions

### Overview

Organizations looking for ways to automate payment and reconciliation are not alone. Today, an increasing number of organizations are making the commitment to automate their payment process and go paperless, even as the overwhelming majority of business-to-business payments are still made by checks. Organizations can significantly improve their processing efficiency with U.S. Bank Access® Online Payment Plus.

Payment Plus extends the value of existing commercial card programs while increasing visibility to overall spend. Moreover, it accommodates payment for purchases with high control requirements. By leveraging the dynamic credit adjustments and single-use accounts found only with Payment Plus, organizations can:

- **Reduce costs and risks** associated with check-based payment methods
- **Improve procure-to-pay controls** using secure protocols
- **Automate invoice-to-payment reconciliation** processes
- **Enhance cash float** by 15-30 days on average to optimize working capital
- **Increase revenue share opportunities**

Offering maximum flexibility and choice, Payment Instructions allow clients to select the level of payment automation that is the best fit for their organization. There are two Payment Instruction options available to meet the needs of any organization:

- **Payment instruction file** — enables clients to automatically transmit a high volume of payment instructions to U.S. Bank for processing
- **Payment instruction form**— provides clients with easy to use online means to handle on-demand payments

### Automated File Process

When time and cost savings are critical, the automated payment instruction file process is the ideal solution. First, a file is sent directly from the client's financial system with one or multiple payment instructions included for processing. The batch is automatically uploaded to Payment Plus in real-time. Suppliers immediately receive e-mail notifications to process transactions along with the remittance information for proper cash application, even when paying multiple invoices. Finally, the purchases are reconciled within Access Online.

This functionality may be used to:

- Boost efficiencies by submitting batches of payments with one file upload
- Standardize the payment process with frequently used suppliers, while increasing cash float
- Consolidate payments for multiple invoices

\$2.6 million was sent through the Automated File Process in less than one month.

— Fortune 500 Healthcare Company

All of  serving you™



## Form Process

Creating individual payment instructions within Access Online allows clients to address urgent or single payment needs. This option can both complement the automated file process or be used as a stand-alone solution that has no impact to valuable information technology (IT) resources. The manual process is also a great way for organizations to test Payment Plus functionality and demonstrate to senior management the value that this powerful tool can bring to their organization.

The manual creation of a payment instruction is ideal for clients needing to:

- Submit a non-scheduled payment
- Pay a one-time or infrequently used supplier
- Realize the benefits of Payment Plus without engaging IT resources
- Transition payments prior to using the automated file process

“It was so user friendly, I didn’t need to utilize any training materials.”

— Fortune 500  
Manufacturing Company

This on-demand process is quick and easy with only eight required fields to complete. Once submitted, the payment instruction follows the same automated process with the supplier receiving an e-mail notification and remittance advice to process the payment, even if it represents multiple invoices. Plus, the purchase is automatically reconciled within Access Online. If needed, additional custom fields are available to fully support a wide range of organizational needs and complexity levels.

## For More Information

To find out more about Payment Plus, please contact your U.S. Bank representative or visit [www.usbcpsolutions.com](http://www.usbcpsolutions.com).

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**A solution for every  
payment need.**

With Payment Instructions,  
organizations choose the level of  
automation and efficiency that  
works best for them.