

Western Union Business Solutions

GlobalPay

Diarized Payments User Guide

1 Introduction to Diarized Payments

As a GlobalPay client, do you need to set up a future payment?

You can create a "diarized payment" in order to create a spot order or drawdown that is automatically processed on a requested future date. Diarized payments are priced according to the rates applicable on the chosen future date. This is helpful for companies to be able to schedule future payments.

NOTE: Currently, the function works only for single diarized orders.

2 Diarized Payments

Diarized payments are a feature within the **Payments** area of GlobalPay. This feature allows you to schedule a payment that will be priced and executed as an order in the future.

A diarized payment is processed on the date that you select as the diarized value date.

2.1 Create A Diarized Payment



HOME | PAY TODAY | **PAYMENTS** | INCOMING FUNDS | CASH MANAGEMENT | PENDING ORDERS | REPORTS | BENEFICIARIES | PAYEE MANAGEMENT | CONFIGURE | PAYMENT UPLOAD | INVESTIGATIONS

To create a diarized payment

1. On the Western Union Business Solutions GlobalPay menu bar, select **Payments**.

The **Payments** page displays.

The screenshot shows the GlobalPay interface for creating a payment. At the top, there is a navigation bar with the GlobalPay logo and a menu: HOME | PAY TODAY | **PAYMENTS** | INCOMING FUNDS | CASH MANAGEMENT | PENDING ORDERS | REPORTS | BENEFICIARIES | PAYEE MANAGEMENT | CONFIGURE | PAYMENT UPLOAD | INVESTIGATIONS. On the right side of the navigation bar, there are links for Client Service Inquiries | E-mail | Help | Logout.

Below the navigation bar, there is a header section with the following information:

- Quote | View | Quotes Valid Until: --
- Pmt. to us in: USD
- Pay for this order by: Reverse Wire
- ORDER** (highlighted in red)
- Items: 0 | Total: 0.00 USD
- Buttons: Finish | Review | Entry | Cancel

The main section is titled **PAYMENTS** and contains a table for creating diarized payments. The table has the following columns: Beneficiary, Payee Amount, USD Amount, Pay By, Value Date, Funded By, References, and Purpose of Payment. There are five rows in the table, each starting with a dropdown menu labeled "Choose a Beneficiary".

At the bottom right of the table, there are two buttons: "Submit and Quote" and "Submit".



2 Diarized Payments

2. Begin to enter your payment information by selecting a **Beneficiary** from the drop-down menu.

PAYMENTS

Diarized Payments:

Beneficiary

[New Beneficiary...]
ABC CO LTD USD ACCT
CH EXCHANGE
DUKE TRANSPORT
DUKE TRANSPORT-6899277
DUKE TRANSPORT-7946084
DUKE TRANSPORT-9269064
GM CANADA - SUMATRA RELIEF
GM FRANCE - SUMATRA RELIEF

IMPORTANT: Alternate work flow

- If you do not have a beneficiary, you can also create a new beneficiary from this tab by selecting [New Beneficiary...].
- The create a new Beneficiary page opens. Fill this out with the details of your new Beneficiary and save it. Then, the screen will return to the **Payments** page.

NOTES:

- Your beneficiary data pre-populates the currency and payment method area of the Beneficiary/Payment row.
- The **Pay By** method (EFT, Draft, and/or ACH Credit, with available options) depend upon your client account settings.

PAYMENTS

Diarized Payments: Details Holding Balances Pmts. Per Page 5

| Beneficiary | Payee Amount | USD Amount | Pay By | Value Date | Funded By | References | Purpose of Payment |
|----------------------------|--------------|------------|--------|------------|-----------|------------|--------------------|
| GM FRANCE - SUMATRA RELIEF | EUR | or | EFT | 04/26/2012 | | | |

3. Once you have your beneficiary selected, continue to enter the data for this payment, filling out the following:
 - Enter the amount you are paying your beneficiary in either the **Payee Amount** (beneficiary currency) or **USD Amount** (USD currency).
 - For diarized payments, do not immediately fill out the **Value Date** area as this will change.
 - Select the **Funded By** method by using the drop-down list box.

2 Diarized Payments

- **References** - add your internal reference information in this text box.
- **Purpose of Payment** - Select from the drop-down list box (optional for some clients).

4. Return to the top of the **Payments** pane. Select the **Diarized Payments** check box.
5. Select the date for your payment to be processed by entering it into the date area or by choosing from the calendar date selector.

PAYMENTS

NOTES

- The **Diarized Date** area displays both a date and a calendar "date selector".
- On the calendar, only the available value dates are displayed. Your regional holidays and week-ends are not valid payment dates, and are grayed out.
- The **Value Date** in the beneficiary data row changes to 1 business day after the diarized date.
- You have the ability to select a date up to ? days in the future ?.

2 Diarized Payments

- Click **Submit and Quote** to save your payment, and receive a quote. Or click **Submit** to send your payment to an approver at your company.

PAYMENTS

| Beneficiary | Payee Amount | USD Amount | Pay By | Value Date | Funded By | References | Purpose of Payment |
|----------------------------|--------------|------------|--------|------------|-----------|--------------|--------------------|
| GM FRANCE - SUMATRA RELIEF | EUR 5,000.00 | | EFT | 07/16/2012 | | Our Inv.1234 | Other |
| Choose a Beneficiary | | or | | | | | |
| Choose a Beneficiary | | or | | | | | |
| Choose a Beneficiary | | or | | | | | |
| Choose a Beneficiary | | or | | | | | |

- If you requested a quote, the Payments page shows an indicative quote only. This quote is for information purposes only. The order will be priced at the time of processing, on the diarized date, and you will receive a confirmation at that time.

PAYMENTS

| Beneficiary | Payee Amount | Rate | USD Amount | Service Charge | Processor Priority Fee | Total Cost | Pay By | Requested Value Date | Funded By | Modify |
|-------------------------------|--------------|------------|------------|----------------|------------------------|--------------|---------------------------|----------------------|-----------|--------|
| GLOBAL MERCY - SUMATRA RELIEF | 5,000.00 | EUR 1.3199 | 6,599.50 | 15.00 USD | -- | 6,614.50 USD | Electronic Funds Transfer | 07/16/2012 | FX Trade | |

1 - 1 of 1

This is an indicative quote. The order will be priced at the time of processing, on the diarized date, and you will receive a confirmation at that time.

- If you are satisfied with your quote, select **Finish**. At this point, your payment in progress is called an "order" within our system.

If your account can approve orders, the **Diarized Order Fulfilment** page appears.

2 Diarized Payments

ORDER

Pmt. to us in: USD

Items: 1 Total: 6,614.50 USD

Finish |
 Review |
 Entry |
 Cancel

PAYMENTS: DIARIZED ORDER FULFILMENT PAGE

Payment Method & Confirmation Notification

Pay for this order by: Reverse Wire E-debit Account: 543678990/JP Morgan Chase

Notify by: Electronic Mail Collection/Funds Receipt Date.: 04/25/2012

Tel/Fax/Email Address: YourEmailAddress@yourDomain.co

Delivery Information

Delivery Name: Local Post Deliver to: 1234 Anystreet
Your City 00000

Attention: Jane Brown

Pick Up/Delivery Date*
Apr 25 2012 Before 4 PM

*(if you choose to pick up your order from our Office or have it delivered.)

[Edit this Delivery](#)

Order Details [Show Order Details](#)

Order Settlement

| | |
|----------------------|---------------------|
| (1) Item Total | 6,599.50 USD |
| Service Chgs. Total: | 15.00 USD |
| Subtotal: | 6,614.50 USD |
| Shipping Fees: | 0.00 USD |
| Grand Total: | 6,614.50 USD |

We aim to ensure that payment to your beneficiary arrives on your requested value date. Delivery dates can be delayed however by local and overseas banking conventions, how quickly we receive and can clear funds used to settle your transaction with us and any potential processing delays.

Order Authorization

Add a brief note associated with this action: Approve By: Apr 25 2012

User ID: Password: [Commit Diarized Order](#) | [Save As Pending](#)

Logged Activity

Initiated: Jane Brown 04/25/2012 03:50 PM

IMPORTANT Alternate work flow

If you are **not** able to both create and approve your orders for payments, your order will move to an order approver's account. This approver will be able to review your order and commit it for processing. A Pending Order number displays as the order is sent to your approver.

Do you wish to save this order as "Pending"?

Saving an order as "Pending" simply saves the order as it is.
The order will not be submitted for approval, approved or committed.

You may resume this order through the "Pending Orders" feature.

The Pending Order number for this order is: 13536312

OK
Cancel

2.2 Approve a Diarized Payment

As an account approver, you are able to approve pending Diarized payments. During the creation of a diarized order, the **Diarized Order Fulfilment** page opens.

To approve a diarized payment

1. In the **Order Authorization** pane, you must enter your User ID and Password and select **Commit Diarized Order** within the red zone at the bottom of the screen.

Order Authorization

Add a brief note associated with this action: reference invoice ##

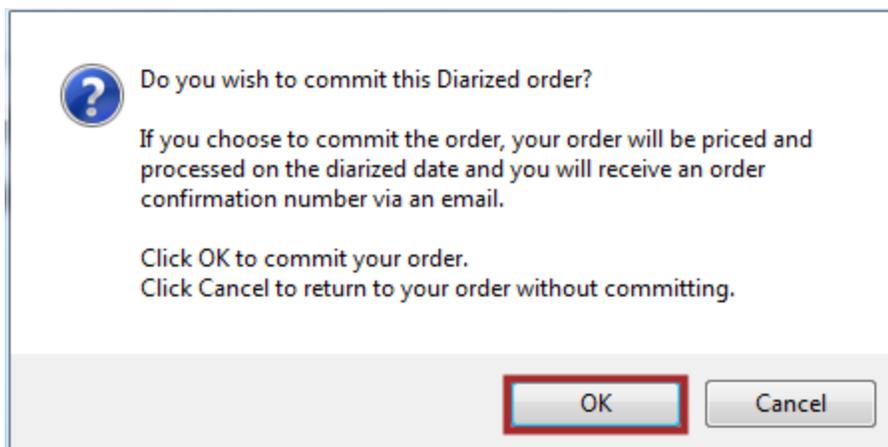
Approve By: Apr 25 2012

User ID: [input] Password: [input] Commit Diarized Order | Save As Pending

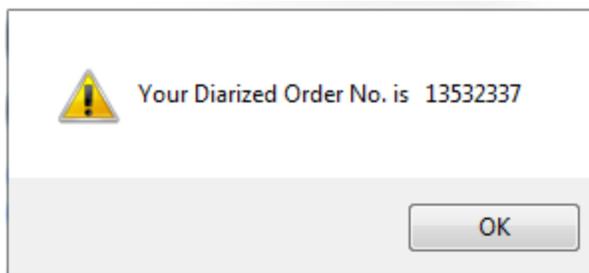
Logged Activity

Initiated: Jane Brown 04/25/2012 04:58 PM

A message appears to verify that you wish to commit this diarized order.



2. Select **OK** to commit your order or **Cancel** to return to this order without committing.
3. If you commit the order, a message appears with the Diarized Order number for your future reference.



NOTE: If you choose to commit the order, your order will be priced and processed on the diarized date. You will receive an order confirmation number via email.

2.3 View and Manage Pending Diarized Orders.

In order to approve pending diarized orders from other users or to check on your own orders, the Pending Diarized Orders can be viewed from your GlobalPay Home Page.

1. To locate pending Diarized Payments, navigate to your GlobalPay home page.
2. From the pane at the bottom of the page, select the hyperlinked text "Diarized Orders - Awaiting Processing".

The screenshot shows the GlobalPay web interface. At the top left is the GlobalPay logo. Below it is a navigation bar with links for HOME, PAY TODAY, PAYMENTS, and INCOMING. A welcome message reads "Welcome to Jane Brown YourCompany". The main content area features a "RECENT TRANSACTIONS SUMMARY" table with columns for Confirmation Number and # of Items. Below the table is a list of status indicators, with "Diarized Orders - Awaiting Processing (1)" highlighted in a red box.

| | Confirmation Number | # of Items |
|---|---------------------|------------|
| + | OTR3029151 | 1 |
| + | OTR3029103 | 1 |
| + | OTR3029096 | 1 |
| + | OTR3029091 | 1 |
| + | OTR3029090 | 1 |
| + | OTR3029089 | 1 |
| + | OTR3029088 | 1 |
| + | OTR3029087 | 1 |
| + | OTR3029086 | 1 |
| + | OTR3029085 | 1 |

Approval Model - Pending Approval (0)
Approval Model - Pending Deactivation (0)
Orders - Pending Approval (2)
Orders - Pending Commit (0)
Orders - Saved (15)
Diarized Orders - Awaiting Processing (1)

This link opens to the Manage Diarized Payments page.

2 Diarized Payments

MANAGE DIARIZED PAYMENTS

| Back to Home ↶ Show Details ⌵ | | | | | | | |
|---|--------------|--------------|------------|---------------|---------------------|--------------|-------------------------------------|
| Order No. | Initiated By | No. of Items | Order Date | Diarized Date | Settlement Currency | Total Amount | Process Now |
| 13243016 | Alan Creator | 1 | 04/25/2012 | 04/19/2012 | USD | 505.00 USD | ⌵ ⌵ |

= Process Now
 = Queued for processing
 = Order has exception
 = You do not have sufficient rights

Rows/Page [All](#) [⌵](#)

You can also access committed Diarized Payments via the Pending Orders tab, in the Pending Orders pane if you select "Manage Diarized Payments".

| | | | | | | | |
|------------------------|-----------------------|---------|---------------|------------------|-----------|----------------|-----|
| CASH MANAGEMENT | PENDING ORDERS | REPORTS | BENEFICIARIES | PAYEE MANAGEMENT | CONFIGURE | PAYMENT UPLOAD | INV |
|------------------------|-----------------------|---------|---------------|------------------|-----------|----------------|-----|

ORDERS PENDING APPROVAL/COMMIT

| Show Details ⌵ | | | | | |
|---|-----------|-------------------------------------|-------------------|-------------------|--|
| Order No. | No. Items | Initiated | Approval Status | Access | |
| 11634282 ? Beneficiary Payments New ▶ Show Currency Breakdown | 2 | Alan Creator 01/23/2012 08:51 PM | Awaiting Approval | ⌵ | |
| 13371000 ? Diarized Payments ▶ Show Currency Breakdown | 1 | Alan Creator 04/17/2012 08:17 PM | Awaiting Approval | ⌵ | |

= Approve this Order
 = Commit this Order
 = View Only Access
 = You do not have sufficient rights - View Only access
 = User In Order

Rows/Page [All](#) [⌵](#)

PENDING ORDERS

| Manage Diarized Payments ↶ Show Details ⌵ | | | |
|--|-----------|-------------------------------------|-------------------|
| Pending Order | No. Items | Initiated | Access |
| 11957715 Purchase Funds Into Holding ▶ Show Currency Breakdown | 1 | Alan Creator 02/08/2012 08:10 PM | ⌵ |

3 ONLINE SUPPORT

If you require assistance with GlobalPay or placing an order, please call Western Union Business Solutions at [1-800-897-6333](tel:1-800-897-6333).