

Daily Deposit Summary Procedure

Open Intercept Billing Summary from Email.

- The report is delivered to my email daily. Open the report that was received 2 business days prior to the day you are processing.
- Click “View in Browser” from the upper toolbar.
- From the browser copy, right click and then click on “Print Preview.”
- From the print preview, change the view to Landscape. You may need to adjust the margins to view the “Transaction File ID” on the far right of the document.
- Once you can view the entire document, save as a .pdf

E-COMP Email

Page 1 of 23

Billing submitted to Intercept @ Mon, 1 Jun 2020 14:30

The following companies have incomplete payment information:

Status: SENT - CSSAG0801.20

Total bills: 368

Total amount: \$2158.16

Client Name	Insurance Company	Policy Number	Effective Date	Payroll Partner	Debit Amt	Premium	Taxes/Fees Admin Total	TRIA	Expense Const	State Taxes	NSR	Credit Refund	Broker Fees	Broker	Adjustments	Comm. Premium	Bill Date	Transaction File Id
John Paul II Center for Women, Inc.	Travelers	UB0N540402	10-08-2019	Heartland Payroll	4.48	4.48	0	0	0	0	0	0	0	0	0	4.48	01-28-2020	05-
Walnut Creek Library Foundation	Travelers	UB0M143114	04-01-2020	Heartland Payroll	41.59	29.28	12.31	0	0	12.31	0	0	0	0	0	41.59	01-28-2020	06-
North Star Guidance Center, Inc.	Travelers	UB0M777147	04-30-2020	Eagle Payroll Service Inc (EVO)	33.39	24.13	9.28	0	0	9.28	0	0	0	0	0	33.39	01-29-2020	09-
Bills Body Works	Travelers	UB0N503902	09-20-2019	PayrollCentral	217.25	214.23	3.02	0	0	3.02	0	0	0	0	0	217.25	01-29-2020	09-
Gomez Market/José Gomez	Travelers	UB0M306775	02-23-2020	Eagle Payroll Service Inc (EVO)	9.06	4.25	4.81	0	0	4.81	0	0	0	0	0	9.06	01-29-2020	09-
Accounting Management, Inc.	Travelers	UB0M552028	03-01-2020	HigherUp, LLC (formerly Cyntron)	78.11	55.77	13.34	0	0	13.34	0	0	0	0	0	78.11	01-29-2020	09-
Beacon Facial Plastic Surgery, LLC	Travelers	UB0N063902	05-20-2020	Solex HCM	5.00	5.00	0	0	0	0	0	0	0	0	0	5.00	01-28-2020	09-
Michael P. McCarthy Painting Inc.	Travelers	UB0M446381	04-14-2020	Self Reporting	88.96	82.46	6.50	0	0	6.50	0	0	0	0	0	88.96	01-29-2020	09-
Chris Dawkins	Travelers	UB1N807257	07-06-2019	ConnectedPay	16.43	3.00	13.34	0	0	13.34	0	0	0	0	0	16.43	01-29-2020	09-
Ronald Leigh Overwald	Travelers	UB0M400003	02-20-2020	Coastal Payroll Services	17.85	17.85	0	0	0	0	0	0	0	0	0	17.85	01-29-2020	09-
Motivating the Masses			10-25-	Coastal Payroll														09-

mhtml:file://C:\Users\PAnderson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\F0T5KK78\email.mht

6/3/2020

Run Kotapay Reports

- Login to Kotapay using the credentials provided on the Intercept Account Information sheet.
 - This sheet is in a large white binder at Patti's Desk.
- Click on “Reports” at the top of the screen.

Welcome, GRANITE INSURANCE.

! If you or your client received a Paycheck Protection Loan and the funds are in a different account that you will now use for processing with Kotapay, please update the account information by completing the Client Information Revision Form. Please allow up to 2 business days for these changes to be made.

[ONLINE FORM](#)

Status

REQUIRED: Please complete the Data Security Addendum by July 1st, 2020.

Due to the highly sensitive nature of the information you send to Kotapay, a data security policy is important to protect your data. Incho also requires all participants in the ACH network to adhere to data security standards. Kotapay is required to ensure our customers are also adhering to these standards.

[DATA SECURITY ADDENDUM](#)

✓ No file upload issues currently need your attention.

COVID-19 UPDATE

We are closely monitoring the COVID-19 (Coronavirus) situation and remain committed to provide uninterrupted processing. View our statement regarding Coronavirus and tips to help reduce your risk.

[LEARN MORE](#)

- Click on “SETTLEMENT” under “Reports for GRANITE INSURANCE”
 - Click “Statement and projection reports.”
 - Click “Show Report” red button.
 - Click “Projection” under “Current Month” for “Granite Insurance Brokers.” Reports will download.
 - Open downloaded report and save.
 - Click home button (Green house icon.)

Kotapay Reporting

Interceptt.com/Reports/Reports.kp38iCIN=06037P0YP7eeXX8nmcmuGGU=-B0PY6

Kotapay Support (800) 378-3328

Page 1 of 1 Go

Statements and Projections as of 06/03/2020 12:21:50 PM CT
GRANITE INSURANCE -- 943292432

Name	For	Date	Current Month	Previous Month
Granite Insurance Brokers	CSS	06/03/2020	Statement	Projection
Granite Insurance CREDITS	ZAF	06/03/2020	Statement	Projection
Granite Insurance PREMIUM DEBITS	WXC	06/03/2020	Statement	Projection

Download all PDFs in this report in one zipped archive

Page 1 of 1 Go

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History & Projection Reporting

Granite Insurance Brokers at Kotapay

Pin: CSS

Posting Date	Status	Transaction Description	Deposit	Returns	Cleared Amount	Clearing Date	% Dollar Returned	% Dollar Cleared
05/29/20	D	Cd-deposits For 05/29/20 55186.62 (1)	0.00	0.00	55,186.62	06/01/20	0.00 %	100.00 %
05/29/20	D	Returns For 05/27/20 Late 501.82 (1)	-501.82	0.00	-501.82	06/01/20	0.00 %	0.00 %
06/01/20	D	Cd-deposits For 06/01/20 59094.94 (1)	0.00	0.00	59,094.94	06/02/20	0.00 %	100.00 %
06/02/20	D	Cd-deposits For 06/02/20 62414.91 (1)	0.00	0.00	62,414.91	06/03/20	0.00 %	100.00 %
06/02/20	D	Returns For 05/29/20 Late 130.00 (2)	-130.00	0.00	-130.00	06/03/20	0.00 %	0.00 %
06/03/20	C	Cd-deposits For 06/03/20 66026.68 (1)	0.00	0.00	66,026.68	06/04/20	0.00 %	100.00 %
06/03/20	C	Returns For 06/01/20 Late 183.42 (2)	-183.42	0.00	-183.42	06/04/20	0.00 %	0.00 %
Totals:			(815.24)	0.00	241,907.91			

- Click "RETURNS" under "Reports for GRANITE INSURANCE"
 - Click "Returns report."
 - Choose today's date from drop down. If today's date is not available, there is no report for today. Jump to Corrections report below.
 - After choosing today's date, click on "Show Report" red button. Report will open.
 - Click on Adobe icon above report and report will be downloaded.
 - Open downloaded report and save.
 - Click home button (Green house icon.)

cmu6G60DA1E1RANGt=06/03/2020&REPORTNAME=History_Projections&NEW=1&X

OMP - Commiss... Amtrust Activity Su... Small Business Wor... Home | The Hartford Kotapay - ACH dire... Premium Audit Adv... GoDaddy https://comr

Directions:

SHOW

Reports for GRANITE INSURANCE

TRANSMISSION
RETURNS
CORRECTIONS
SETTLEMENT
BILLING
OTHER

Report Name

Recent

Last Processed CT

☒ Returns report

- Report on your returned transactions.
- Returns Code Summary

☐ Total company returns report

- Total return amounts for your entire company.

☐ Unauthorized returns report

- Report of unauthorized returns.

☐ Unauthorized return reconciliation report

- Unauthorized returns that have not been resolved with Kotapay.

☐ Xcelerated® returns report

- Report on your non-posted Xcelerated returns.
- (Available only for today. Prior days are included with Returns Report.)

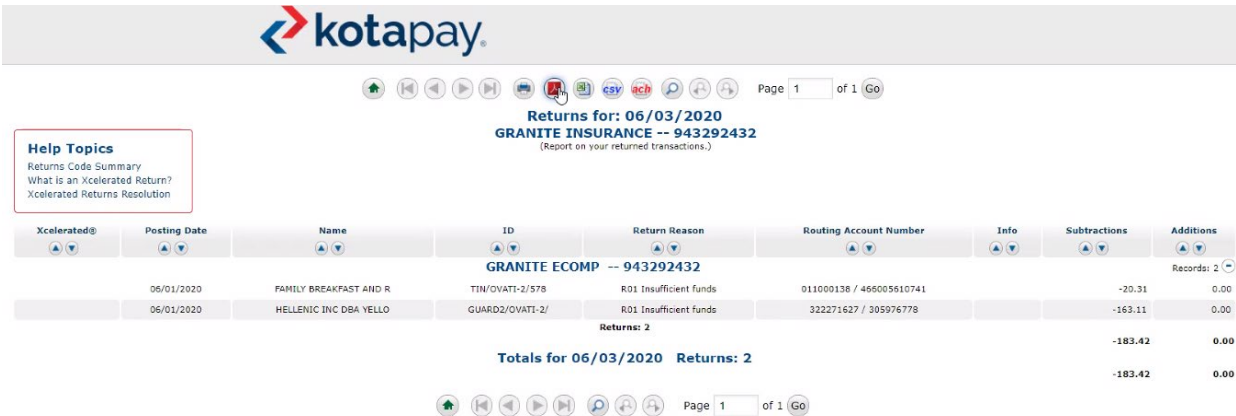
Upload your Xcelerated returns removal letter.

Report date: From 06/03/2020 To 06/03/2020

☐ Show Entire Month

SHOW REPORT

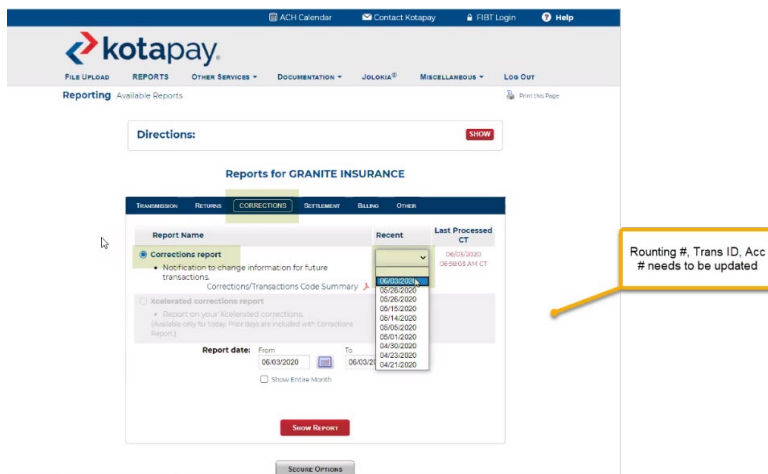
SECURE OPTIONS



>Returns for: 06/03/2020
GRANITE INSURANCE -- 943292432
 (Report on your returned transactions.)

Xcelerated@	Posting Date	Name	ID	Return Reason	Routing Account Number	Info	Subtractions	Additions
GRANITE ECOMP -- 943292432								
	06/01/2020	FAMILY BREAKFAST AND R	TIN/OVATT-2/578	R01 Insufficient funds	011000138 / 466005610741		-20.31	0.00
	06/01/2020	HELLENIC INC DBA YELLO	GUARD2/OVATT-2/	R01 Insufficient funds	322271627 / 305976778		-163.11	0.00
Totals for 06/03/2020 Returns: 2							-183.42	0.00

- Click "CORRECTIONS" under "Reports for GRANITE INSURANCE"
 - Choose today's date from drop down. If today's date is not available, there is no report for today.



Reports for GRANITE INSURANCE

Report Name: Corrections report

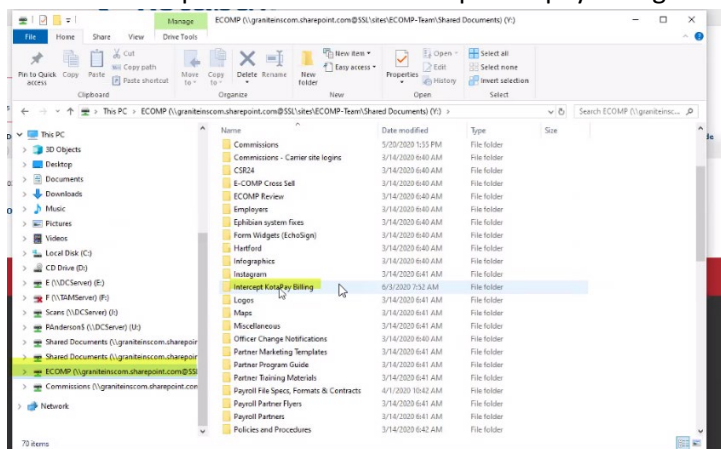
Recent: 06/03/2020

Report date: From 06/03/2020 To 06/03/2020

Routing #, Trans ID, Acc # needs to be updated

Enter Data to Deposit Summary

- Open the Deposit Summary spreadsheet.
- Saved in Sharepoint...ECOMP...Intercept Kotapay Billing... Deposit Summary.



- Enter the Transaction File ID from the Intercept Billing Summary for today's Deposit Date. The File ID's should be in consecutive order from day-to-day.
- Enter the Bill Date. This is two business days prior to today's date.
- Enter the Posting Date. This is one business day prior to today's date.

DEPOSIT SUMMARY														
DEPOSITS														
Deposit Date	Bill Date	Posting Date	Intercept On File	Transacti Prem	Travelers FE Prem	AMERISA Prem	AmTrust Total	Employers Prem	Guard Prem	Hartford Prem	CNA 2 Prem	Admin Fees	Broker NSF Fee	Notes
6/1/2020	5/28/2020	5/29/2020	2816	8892.52			15144.04	9200.57	16756.51		17.98	5175		55186.62
6/1/2020	5/28/2020	5/29/2020	Credit	-66.83										-66.83
6/1/2020	5/28/2020	5/29/2020	Return	-5								-125		-130
6/2/2020	5/29/2020	6/1/2020	2817	17595.07			6482.01	14726.35	19261.33		255.18	3		58322.94
6/2/2020	5/29/2020	6/1/2020	Credit											59,094.94
6/2/2020	5/29/2020	6/1/2020	Return											772.00
6/3/2020	5/29/2020	6/1/2020	2818											0
6/3/2020	5/29/2020	6/1/2020	Credit											0
6/3/2020	5/29/2020	6/1/2020	Return											0
6/4/2020	5/29/2020	6/1/2020	Credit											0
6/4/2020	5/29/2020	6/1/2020	Return											0

- Open the History and Projections report you ran from Kotapay.
 - Look for the "Cleared Amount" from the row that says "Cd-deposits for the POSTING DATE on the Deposit Summary. If today is 6/4, the BILL DATE is 6/2 and POSTING DATE is 6/3. Enter this amount in the "Deposit Amount" column on the Deposit Summary.
 - Look for the "Cleared Amount" from the row that says "Returns for POSTING DATE on the Deposit Summary. The returns amount will be entered on the prior days line on the Deposit Summary, on the "Return" row, in the "Deposit Amount" column. Use the "Posting Date" from the report and enter the data on the same posting date on the Deposit Summary. If today is 6/4, the BILL DATE is 6/2 and POSTING DATE is 6/3

History & Projection Reporting

Granite Insurance Brokers at Kotapay

Pin: CSS

Posting Date	Status	Transaction Description	Deposit	Returns	Cleared Amount	Clearing Date	% Dollar Returned	% Dollar Cleared
05/29/20	D	Cd-deposits For 05/29/20 55186.62 (1)	0.00	0.00	55,186.62	06/01/20	0.00 %	100.00 %
05/29/20	D	Returns For 05/27/20 Late 501.82 (1)	-501.82	0.00	-501.82	06/01/20	0.00 %	0.00 %
06/01/20	D	Cd-deposits For 06/01/20 59094.94 (1)	0.00	0.00	59,094.94	06/02/20	0.00 %	100.00 %
06/02/20	D	Cd-deposits For 06/02/20 62414.91 (1)	0.00	0.00	62,414.91	06/03/20	0.00 %	100.00 %
06/02/20	D	Returns For 05/29/20 Late 130.00 (2)	-130.00	0.00	-130.00	06/03/20	0.00 %	0.00 %
06/03/20	C	Cd-deposits For 06/03/20 66026.68 (1)	0.00	0.00	66,026.68	06/04/20	0.00 %	100.00 %
06/03/20	C	Returns For 06/01/20 Late 183.42 (2)	-183.42	0.00	-183.42	06/04/20	0.00 %	0.00 %
Totals:			(815.24)	0.00	241,907.91			

- Open the "Intercept Billing Report New" from the bookmarked link previously provided to you.

<https://secure.goecomp.com/ecs/content/admin/report.html?rid=1184>

- This report uses the BILL DATE. If today is 6/4, you'll look for 6/2 on this report.
- Click the arrow next to the line with the correct BILL DATE to open that report.

Apps Paylocity - Login E-COMP Administra... Intercept Billing Ke... E-COMP - Commissi... Amtrust Activity

Filters
 03/05/20 to 06/03/20
 Item Deleted = false
 Is Deleted = false
 Billing Type != DIRECT
 Bill Status != PENDING
 Bill Status != HOLD
 Bill Status != UNRECONCILED

Debit Amt	Bill Date
66,021.68	6/2/20
62,183.16	6/1/20
60,074.83	6/20/20
54,030.70	5/28/20
60,072.47	6/27/20
70,888.12	5/28/20
53,907.74	5/22/20
318.05	6/21/20
48,742.83	6/20/20
55,587.60	6/10/20
72,511.81	6/18/20
68,858.05	6/15/20
37,278.07	6/14/20
24,071.02	6/13/20
55,810.31	6/12/20
24,755.07	6/11/20

- Enter the data from this report on the Deposit Summary for each carrier. You'll enter the data from the "Premium", "Expense Constant", and "Adjustment" column to each carrier as a formula. (=15625.19+726.35+447.)
- If there is anything under the "Credit Refund" column, enter the total in the "Deposit Amount" column as a negative number (-15.) Then enter the credit amount for each carrier under that carrier column. The "Difference" column should be \$0 when completed.

Billing Accounts Reports Settings **Intercept**

Back to Report Library

Intercept Billing Report New

03/05/20 to 06/03/20

Filters
 03/05/20 to 06/03/20
 Bill Date = 06-01-2020
 Item Deleted = false
 Is Deleted = false
 Billing Type != DIRECT
 Bill Status != PENDING
 Bill Status != HOLD
 Bill Status != UNRECONCILED

2. Enter by carrier the first 3 columns = Premium + Expense Constant = Adjustments

1. Look to see if there is a credit to enter by each carrier and total. should balance out

Insurance Company	Premium	Expense Constant	Adjustments	Admin Fee	NSF	Broker Fee	Credit Refund	Taxes/Fees Total	Debit Amt
Travelers	15,338.72	745.61	0.00	0.00	0.00	0.00	0.00	16,084.33	
Aviation 2	9.00	0.00	0.00	128.00	0.00	0.00	0.00	129.00	
Aviation	12,794.70	0.00	0.00	128.00	0.00	0.00	0.00	12,922.70	
Employers	12,717.05	323.48	0.00	0.00	0.00	0.00	0.00	13,040.53	
CNA2	114.79	14.08	0.00	0.00	0.00	0.00	0.00	129.87	
State 2	16,432.60	408.70	0.00	250.00	0.00	0.00	0.00	17,091.30	
Total	55,418.92	1,487.79	0.00	378.00	0.00	0.00	0.00	57,284.71	57,284.71

Rows: 6
Time: 20 ms
Owner: root

Admin & NSF fee by total

- Open the Returns report you ran from Kotapay.
 - Each returned amount will be entered on the Deposit Summary under the appropriate carrier. You will need to check the billing in EPAY to confirm if the returned amount includes an Admin Fee or NSF. If so, you have to break up that total and enter the Admin Fee/NSF portion under those columns on the Deposit Summary, and the balance of the payment is entered under the carrier column. When completed, the “Difference” column should be \$0.

00603 Returns Report.pdf - Adobe Acrobat Pro 2017

File View Window Help

Tools Document

1 / 1

121%

Melissa

kotapay

Returns for: 06/03/2020
GRANITE INSURANCE – 943292432
(Report on your returned transactions.)
GRANITE ECOMP – 943292432

Xcelerated@Posting Date	Name	ID	Return Reason	Routing Account Number	Info Subtractions	Additions
06/01/2020	FAMILY BREAKFAST AND R	TIN/OVATI-2/578	R01 Insufficient funds	011000138 / 466005610741	-20.31	0.00
06/01/2020	HELLENIC INC DBA YELLO	GUARD2/OVATI-2/	R01 Insufficient funds	322271627 / 305976778	-163.11	0.00
Returns: 2					-183.42	0.00
Totals for 06/03/2020 Returns: 2					-183.42	0.00

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- Each return must be processed in EPAY.
 - The appropriate email template is sent to the insured for Insufficient Funds, Account Closed, Account Frozen, etc.... The email is attached in EPIC.
 - NSF-use NSF code and close activity.
 - Other- Set activity to f/u in 3 business days to see if EFT has been updated.
 - Open the billing that was returned.

General Information

Parent Company: 55995

Company ID: 55995

* Company Name: Family Breakfast and Restaurant

* Federal Tax ID: 834420189

Prior FEIN

Current Policy: [Click Here to See Current Policy](#)

* Is Payroll Company: No

Codename:

* Is On Hold: No

EFT Payments

Email History

Policies

Employees

Billing History

Status	Bill Dt	Total	Prev	Admin Fee	State	TRIA	Exp Cost	Audit	NSF	Bill
UNRECONCILED	2020-05-29	10.00	5.28				4.72			
UNRECONCILED	2020-05-29	10.31	5.50				4.81			
RECONCILED	2020-05-28	0.00	0.00							

Showing 1 to 3 of 3 entries

- Click the drop-down and choose “Unreconciled”, then refresh the page.

Billing - "UNRECONCILED"

1 results

Show: All entries

Search:

Company	Send Date	Date Created	Previous Bills	Period	Policy	Total
<div> <div>Reverse Bill</div> <div> <div>Hellenic Inc dba Yellow Basket</div> <div>Send advanced notice on pending</div> </div> <div> <div>✉ Emails</div> <div>✉ Resend Classification Email</div> <div>✉ Resend Notification</div> </div> <div> <div>📁 View Files</div> <div>➕ Add Note</div> <div>📝 View Notes</div> </div> </div>	05/29/2020	05-29-2020	2020-05-203146.96 (Bill Date: 2020-05-20) 2020-05-185174.80 (Bill Date: 2020-05-19) 2020-05-0753.00 (Bill Date: 2020-05-05)	Start Period: 05-11-2020 End Period: 05-15-2020 Check Date: 05-29-2020 View Payroll Check Date Schedule Edit Period	HEWC114532	\$163.11

Bulk: ☐ Item Type Codes Detail Amount

Print Bill (Wed, 28 May 2020 14:30)

- Click on the “+” to open up the billing details. Scroll down and add the reason for the return in the Notes section (NSF, Account Closed....)
 - If NSF, add item to bill, \$45 for NSF fee. Scroll back up, update date to tomorrow’s date and set to pending.

- If Account Closed, Frozen, Invalid.... Set billing to HOLD. Set account to HOLD noting reason.
- If reason is CUSTOMER ADVISES NOT AUTHORIZED, put billing and account on HOLD. Email insured that our billing partner will no longer attempt to draw from their account until they are provided with a letter FROM THEIR BANK that states the account is open and active, Granite/ECOMP IS AUTHORIZED to debit the account, and contains a HAND SIGNATURE. Attach email in EPIC and continue to follow-up. PLEASE NOTE: We are charged \$25 for each unauthorized return. Once the letter is uploaded, the \$25 is refunded to us.
- Once letter is received it must be uploaded in Kotapay
 - In Kotapay, navigate to the Returns Report
 - At bottom of page, click “Upload your Xcelerated Returns Removal Letter.”
 - Choose bank letter file, click red upload button. A confirmation will pop-up. This should be saved in case needed later.
 - To confirm the hold has been removed by Kotapay, you can run the “Unauthorized return reconciliation report” form the Returns menu to see if the client has been removed from this list.

TRANSMISSION **RETURNS** CORRECTIONS SETTLEMENT BILLING OTHER

Report Name	Recent	Last Processed CT
<input type="radio"/> Returns report • Report on your returned transactions. Returns Code Summary		06/03/2020 06:58:03 AM CT
<input type="radio"/> Total company returns report • Total return amounts for your entire company.		06/03/2020 06:58:03 AM CT
<input type="radio"/> Unauthorized returns report • Report of unauthorized returns.		05/21/2020 07:01:56 AM CT
<input checked="" type="radio"/> Unauthorized return reconciliation report • Unauthorized returns that have not been resolved with Kotapay.		05/21/2020 07:01:56 AM CT
<input type="radio"/> Xcelerated® returns report • Report on your non-posted Xcelerated returns. (Available only for today. Prior days are included with Returns Report.)		

Upload your Xcelerated returns removal letter.

When opened, correct to upload correct.

Please browse for your file to upload:

Choose File No file chosen

Upload

- Open the Corrections Report you ran from Kotapay
 - The report will reflect what is being corrected. Routing Number, Account Number or Transaction Code.
 - If it is a Transaction Code change, there is no action for you to take. Attach this report to the appropriate account in Epic.
 - Open the account in EPAY and update the EFT information to match the corrected information on the report. Attach the report to the appropriate account in EPIC.

E-COMP Administra... Intercept Billing Re... ECOMP - Commiss... Abstract Activity Su... Small Business Wor... Home | The Hartford Kotapay - ACH dire... Premium Surtit Adv... GoDaddy https://community... Payroll Co Last Up...

Kotapay Support (800) 378-3328

korapay

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Corrections for: 06/03/2020
GRANITE INSURANCE -- 943292432
(Notification to change information for future transactions.)

Help Topics
Corrections/Transactions Code Summary

Xcelerated®	Posting Date	Application	Name	ID	Correction Type	Original Trace / Routing / Account Number / Tran Code	Corrected Information
	06/03/2020	PAYMENT / PAYMENT	EAST COAST FOODS GROUP	SIWS/ALLEVIT-01/	C02 Incorrect routing number	122238420016494 / 122238420 / 490845293 / 27	121102036 / 490845293 / 27

Total Corrections for 06/03/2020: 1

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10007

Confirm Data Balances

- Open "Insurance Carriers" in EPAY
- Scroll to first carrier from Deposit Summary (you'll be checking each one.)
- Click "Edit" button on far right.

- Scroll down to “Next Remittance” and click on “Open.”

☒ com.granite.ecomp.carrier.gatew
☒ com.granite.ecomp.carrier.gatew

Next Remittance: [Open](#)

Submitted Remittance Files:

- The amount labeled “Less Fees” under “Total Remitted” on the right side of the screen should match the total of that carrier’s column on the DEPOSIT SUMMARY from the first date on the summary to the prior days date. DATA ENTERED TODAY SHOULD NOT BE INCLUDED IN THIS TOTAL.

Working Premium Total: \$29045.45 (beta)
 Working Less Fees Total: \$26395.45 (beta)
☐ Send All
 Total Remitted:
 Total Billing: \$29,045.45
 Less fees: \$26,395.45

Every day for each carrier go in & match to EPAY under Carriers. - if it does not match find out it may be a ie/ missed return, unreconciled

DEPOSITS												
Deposit	Intercept	Posting	Transacti	Travelers	AMERICA	AmTrust	Employers	Guard	Hartford	CNA 2	Admin	Broker
Date	Bill Date	Date	on File	Prem	FE	Prem	Total	Prem	Prem	Prem	Fees	NSF Fee
6/1/2020	5/28/2020	5/29/2020	2816	8892.52		15144.04	9200.57	16756.51		17.98	5175	
6/1/2020	5/28/2020	5/29/2020	Credit	-66.83								
6/1/2020	5/28/2020	5/29/2020	Return	-5							-125	
6/2/2020	5/29/2020	6/1/2020	2817	17595.07		6482.01	14726.35	19261.33		255.18	3	
6/2/2020	5/29/2020	6/1/2020	Credit									
6/2/2020	5/29/2020	6/1/2020	Return	-20.31				-163.11				
6/3/2020	6/1/2020	6/2/2020	2818	16084.22		12754.7	13045.53	19841.59		188.87	500	
6/3/2020	6/1/2020	6/2/2020	Credit			-5	-5	-241.75				
6/3/2020	6/1/2020	6/2/2020	Return									

Attach Reports

- Combine the Intercept Billing Summary (from email) and all reports ran from Kotapay.
- Add the reports to the beginning by choosing “before first page” when combining.
- Save the combined report using naming nomenclature “DEP #Transaction File No \$Deposit Amt Today’s Date (DEP #2814 \$80,187.94 05.28.2020)
- Attach in EPIC.
 - Locate Account = Vendor
 - Account/Business name contains = Deposit
 - Attach to E-COMP

Go E-COMP!

Organize	New	Open	Select
Intercept Billing Summaries			
Name	Status	Date modified	
20200603 Corrections Report	✓	6/3/2020 10:00	
20200603 Returns Report	✓	6/3/2020 10:00	
20200603 History & Projections	✓	6/3/2020 10:00	
Intercept Billing Summary 20200603	✓	6/3/2020 10:00	

Combine all 3 reports & Attach to EPIC. Save Name = Deposit Transaction filed code and Amount of Deposit

Local Disk (C:)	DEP #2818 \$62,114.91 06.02.2020	
Drive (D:)	20200601 Returns Report	
\\DCServer (E:)	20200601 History & Projections	
\\TAMServer (F:)	Intercept Billing Summary 20200601	
\\ns (\\DCServer) (J:)	DEP #2815 \$60,972.47 05.29.2020	

File name: DEP #2818 \$62,114.91 06.02.2020

Save as type: Adobe PDF Files (*.pdf)

Settings...