



# **FIS BST CONFIGURATION GUIDE FOR AUTOBOOKS RECEIVABLES MODULES**

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**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'.

<input checked="" type="checkbox"/> Assign	<input type="checkbox"/> Package Only	Service ID	Application Name	Service Display Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	112500	1CBK-DM	Remote Deposit
<input type="checkbox"/>	<input type="checkbox"/>	260	ACCOUNT MANAGEMENT	Account Management
<input checked="" type="checkbox"/>	<input type="checkbox"/>	69	ACH FILE UPLOAD	ACH File Upload
<input checked="" type="checkbox"/>	<input type="checkbox"/>	228	ACH POS PAY REAL TIME	ACH Pos Pay Real Time
<input checked="" type="checkbox"/>	<input type="checkbox"/>	113	ACH POSITIVE PAY	ACH Positive Pay
<input checked="" type="checkbox"/>	<input type="checkbox"/>	109	ACH PREFUND NOTIFICATION	ACH Prefund Notification
<input type="checkbox"/>	<input type="checkbox"/>	200	ACH REPORTING	ACH Reporting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	50	ACH STATE TAX	State Tax
<input checked="" type="checkbox"/>	<input type="checkbox"/>	46	ACH Tax Payments	Federal Tax
<input type="checkbox"/>	<input type="checkbox"/>	72	ADMINISTRATION	Administration
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/> Create	<input type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/> Execute
Account Maintenance	<input checked="" type="checkbox"/>			
Account Recon Activity Report Settings		<input checked="" type="checkbox"/>		
Account Recon Report Download Configuration		<input checked="" type="checkbox"/>		
Account Recon/Positive Pay Account Maintenance		<input checked="" type="checkbox"/>		
Account Recon/Positive Pay Company Maintenance		<input checked="" type="checkbox"/>		
Process Client Billing				<input checked="" type="checkbox"/>
Process Stop Payment Requests				<input checked="" type="checkbox"/>
Receivables Modules Setup		<input type="checkbox"/>		
Recon Activity Report Processing				<input checked="" type="checkbox"/>

### 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.

### Receivables Modules Setup

Listed below are the Autobooks integration points available to the bank.

- Display link to Autobooks **Send an Invoice** module.
- Display link to Autobooks **Accept a Payment** module.

## 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

<input type="checkbox"/> Application Service Name ↑	Service Display Name
<input checked="" type="checkbox"/> ACH FILE UPLOAD	ACH File Upload
<input checked="" type="checkbox"/> ACH STATE TAX <input type="checkbox"/> Enable for all company users with at least one other ACH service	State Tax
<input checked="" type="checkbox"/> ACH Tax Payments <input type="checkbox"/> Enable for all company users with at least one other ACH service	Federal Tax
<input checked="" type="checkbox"/> BOOK TRANSFER	Book Transfer
<input type="checkbox"/> CARDBASE TRANSACTIONS	Cardbase Transactions
<input checked="" type="checkbox"/> WIRE USD INTL ONE TIME	Wire USD Intl One Time
<input checked="" type="checkbox"/> WIRE USD INTL TEMPLATE BASED	Wire USD Intl Template Based

##### A La Carte Services

<input type="checkbox"/> Application Service Name ↑	Service Display Name
<input type="checkbox"/> 1CBK-DM	Remote Deposit
<input checked="" type="checkbox"/> ACH POSITIVE PAY	ACH Positive Pay
<input checked="" type="checkbox"/> ACH PREFUND NOTIFICATION	ACH Prefund Notification
<input checked="" type="checkbox"/> AUTOBOOKS SSO	Autobooks
<input type="checkbox"/> 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
<a href="#">Account Management</a>
<a href="#">ACH Positive Pay</a>
<a href="#">Autobooks</a>

- 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.

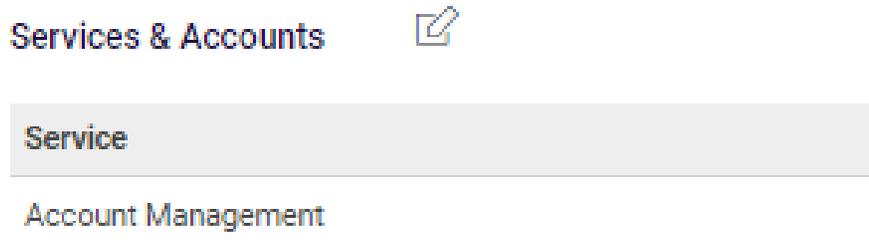
#### Autobooks

<input type="checkbox"/> Enable the account for the service	Account Number	Account Description	Account Type
<input type="checkbox"/>	141001012	eDelivery, account 1	Checking - USD
<input type="checkbox"/>	154004318	eDelivery, account 2	Checking - USD
<input type="checkbox"/>	7595	7595	Checking - USD
<input type="checkbox"/>	111111111	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.



- On the ‘Edit Services & Accounts’ screen select to edit the Autobooks service by clicking on the edit icon.



- Entitle the accounts you may wish to be associated to this service. You are not required to entitle any accounts.

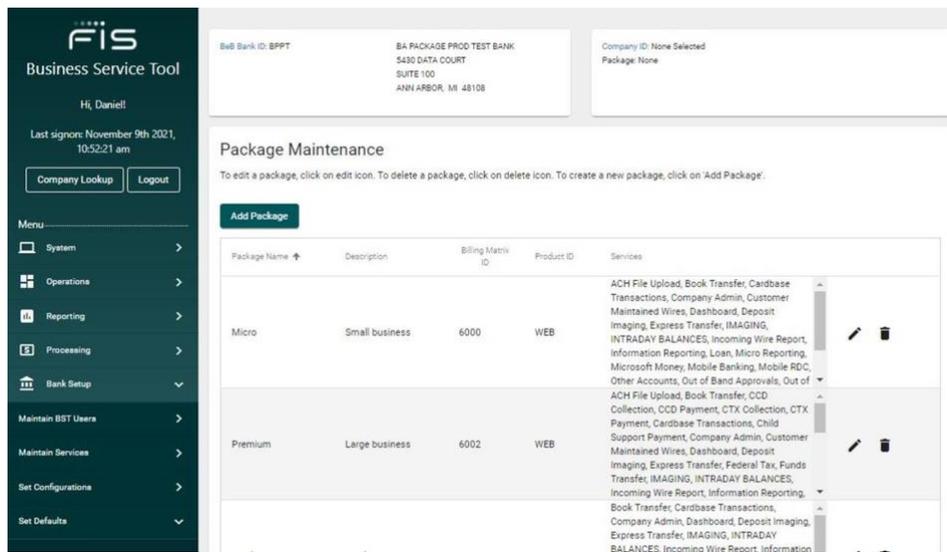
Autobooks				Service enabled.	
Description	Account Number	TRC	Entitled Account		
Primary Checking	111111111	111111118	<input type="checkbox"/>		
			<input type="checkbox"/>		

## Mass enable a service to all users at a bank

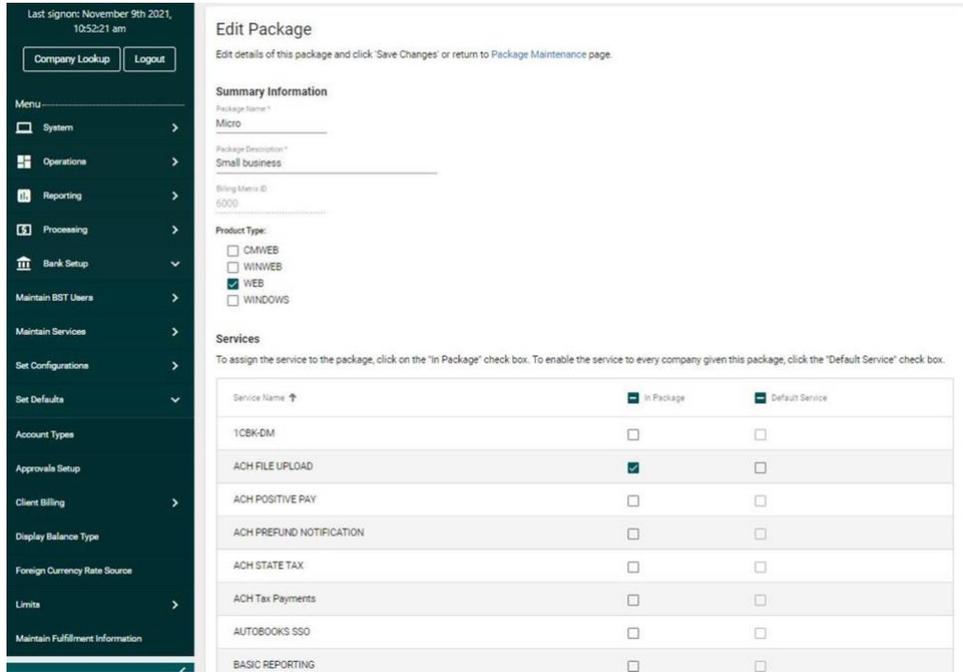
To enable all users at all companies at a bank to have access to the Autobooks Receivables Modules, the bank should add the Autobooks SSO service in each of the bank’s packages and make it a default service. Every company, and by extension their users, is enabled to a package. Making the service a default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



- 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.



- 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.