

Faster Payments Guide

March 2022

Earnie™

IRIS. Look forward

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Dear Customer,

Welcome to your faster payments guide. This guide explains how to create login details for Modulr, sign in to your Modulr account from Earnie and send your first faster payment.

Please note, before following the steps detailed in this guide, you must create a Modulr account **here**. Alternatively, in Payroll, go to **Faster Payments | Find Out More**.



Log into Your Modulr Account

- 1. After signing up to Modulr, check your inbox for a 'welcome' email
- 2. The email will contain your <u>username</u> and a <u>link</u> directing you to Modulr's portal. Here you can set up your login access (you will need these login credentials when signing in from payroll, so ensure to remember them)

After creating your login credentials, to sign into the portal, Modulr requires you to download the Authy[™] authentication app on your phone (available for iOS and Android) to verify your information.



Authy provides an extra layer of security, ensuring you can navigate around the portal and perform actions securely.

3. Follow the steps to set up Authy in Modulr and click **I've installed and registered the app**



- 4. The **Sign In** screen will open. Enter your login details into the relevant fields
- 5. Once you have logged in, the next screen will show details of your account(s)

Modulr	Busy Business Lin	nited 🕕				Lucy D'Zouza 🙎
	Accounts				Add new accour	it
	Enter an account na	me or ID	Go	Accou	nt ID (z-a)	•
	Account ID	Account	Alias	Identifier	Currency	Balance
	0000000000001	Busy Business Ltd	Main account	23-69-72/36473889	GBP	0.00

6. Under the **Accounts** tab, you will see a list of your companies. Click on the required company to display the **Sort code** and **Account number**

← Accounts			
FP Acct O	ne	Account options	
Sort code 00-00-00	Acc 705	ount number 03378	

7. Since you have registered your details and signed into Modulr, you are now ready to configure your payments link in Earnie

Set up Employer Payment Account from Payroll

For Company

- To enable Faster Payments for a company, open Payroll and go to Company | Alter Company Details | Bank Details and select the Faster Payments Account radio button
- In the Provider drop-down, select Modulr and enter the Account Name and Source
 Number into the relevant fields. (Account ID in Modulr is the same as the source number)

Company Details	
Company] <u>T</u> ax <u>Bar</u>	<u>k Details P</u> ay Rates O <u>v</u> ertime Co <u>n</u> tact Details IRI <u>S</u> Open IDs
C BACS Account	 Faster Payments Account
Bank/Building Soc	lame
Branch	Sort Code
Address	Account No.
	BACS No.
 Postcode	BACS Ref.
Account Name	Test Faster Payments Use in EPS
Bank Reference 1	+ +
Bank Reference 2	Account No. 1
Provider	Modulr
Source Account	A120N94D
IMRC Details Pa	ment Summary OK Cancel

Assign to Employees

1. To enable Faster Payments for employees, choose **Employee** | **Period** and select **Faster Payments**

Note: When setting the **Faster Payments** indicator, you must also complete the fields listed on the **Bank** tab

Logging into Modulr from Payroll

- 1. On the **Faster Payments** menu, you will see the following drop-down options:
 - Find Out More
- Faster Payments Reports
- Setup
- Error Log
- Setup Error Log

Find Out More

2. Choose **Setup** and enter the **Username** and **Password** you registered with Modulr and then click the **Login** button



3. After clicking **Login**, you should receive a message on your device to complete the twofactor authentication. A pop-up will also appear in payroll instructing you to follow the steps outlined on the Authy app. You must approve the authentication to proceed with the setup process

10:58 4		al to 10
Close	Request	
	Modulr	
Forgot pass	word request for Modu	*
Date: Octob Username: r	er 06, 2021 at 10:58 natthew.routledge@iris.c	co.uk
Der	w Aep	rove
not receive a message,	ensure you	have d

- 4. Upon authenticating your details, on the **Faster Payments** menu, you will see three more options:
 - Send
 - Audit
 - Faster Payments Portal

Payroll	Faster Payments	Reports	Online Services	
	Setup			
	Send			
	Audit			
	Faster Paym	ents Porta		
	Error Log			

5. At this stage, you will have created login details for Modulr, signed in and linked the company account in Earnie

registered

6. After logging in on the **Faster Payments Setup** screen and once you have run the payroll, you can then send your first faster payment

Sending Faster Payments from Payroll

- 1. To submit a faster payment, go to the Faster Payments menu and click Send
- Complete the fields displayed on the Select Employees Faster Payments screen, ensuring to enter a Payment Reference (this field has an 8-character minimum). Then click OK

Select Employees - Faster Payments					
Employee Type & Perio	d	E	mployee Selection —		
Weekly 🔽 🗤	/eek No 式		 All 		
Monthly 🔽 M	onth No 7 🛨		C Select Now		
	Selection Criteria				
	Field	Condition	Detail		
				-	
Payment Reference					
	<u>o</u> k	<u>s</u> ql	Clea <u>r</u>	<u>C</u> ancel	

- 3. The **Faster Payments Preview** screen will open, showing details of the faster payment before you submit it to Modulr
- 4. Once you are happy with the information displayed, click **Send**
- 5. You should now receive a message on your device as part of the two-factor authentication. Follow the instructions to approve the payment
- 6. If the payment sends to Modulr with no issues, a success message to confirming this
- 7. At this point, ensure to complete any outstanding tasks in Modulr
- 8. In payroll, all successful submissions display under Faster Payments | Audit
- 9. Any errors found during the transmission process will display under **Faster Payments** | Error Log

Note: You cannot send data from Earnie to Modulr before resolving the issues displayed on the error log. After every successful submission, the **Error Log** will repopulate with new data

Faster Pay	ments Errors		×
		Faster Payments Errors	
☑ Week No	30 ~ Mo	onth No 7 🗸	
Code	Error Source	Error Message	
1	TestEmp TestEmp	sourceAccountId: Id is invalid. Must of the form ^[A-Za-z]{1)[0-9]{2}([A-Za-z0-9]){5)\$	1
IRIS	Faster Paym	nents	ÖK
			.1

Note: If you send more than 1000 employee payments in one submission and an error occurs, this can result in incomplete requests. If you are required to resend the file, please ensure that all existing payments have been deleted in the Modulr portal before resubmitting the payments.

Modulr – Notifications

Notification Settings

- 1. From the Modulr portal, you can manage email notifications for your accounts. To do this, go to the side menu and select the **Notifications** option
- 2. Set each notification by adjusting the toggle next to each option to either **ON** or **OFF**

Мо	duir	Busy Business Limited 0
I Accour I Accour I Move n	noney	Notifications
& Pendin	<u>e payments</u>	These settings apply to all accounts.
Benefic	iaries rats	Payment summary
Report		Send an email when pending payments (payments requiring funds, future dated and those requiring approval) need attention.
Users Notifici	ations	Funds in Send an email when funds above a chosen amount are paid in.
		Balance below Send an email when balance is below a chosen amount
		Balance above Send an email when balance is above a chosen amount
		Scheduled balance alerts Send an email with account balances on selected days
		Total payments threshold alerts Send an email when total payments out in one day go over a chosen threshold
		Statement notifications or

About Notifications

- Approval notifications are automatically sent to any user that has Approval permissions.
 These are sent daily at 9am and not configurable by users
- The **Payment Summary** notification is sent at 9 a.m. every morning when there are active unapproved payments or beneficiaries in the system
- Other notifications are sent as events happen on the account

Notification Recipients

1. Simply turn on each individual notification using the **ON/OFF** toggle and enter the email address for the recipient in the **Send notification to** field

Note: Only Modulr users will be able to sign in using the link attached to the email.

	Modulr	Busy Business Limited 0	Lucy D'Zouza (🔊
	Modulr Accounts Move money Pending payments Beneficiarles Approvals Reports	Busy Business Limited Notifications These settings apply to all accounts. Payment summary Send an email when pending payments (payments requiring funds, future dated and those requiring approval) need attention.	Lucy D'Zouza (
•	Users Notifications	Send notification to Enter email address(es) separated by commas	
		Funds in use Send an email when funds above a chosen amount are paid in. Enter amount Set to zero (0) to receive emails when any funds arrive. Send notification to Enter email address(es) separated by commos	
		Balance below COL Send an email when balance is below a chosen amount Enter amount Send notification to Enter email address(es) separated by commas	
		Balance above	

Notification – Scheduled Balance Alert

1. From the scheduled bank alert section, configure a date and time when you require the balance to display to the recipient

Scheduled balance a	lerts			ON
Send an email with a	eccount balan	ces on select	ed days	
Send balance am	pm			
Which day(s) should	the alerts be	sent?		
мт	W T	F	Sa	Su
Toggle on and off the	times and da	iys you want	the emails t	to send
Will send emails: EV	ERY DAY bet	ween 5am-1	1am.	
Send notification to				
Enter email addres	ss(es) separat	ed by comm	15	
i otal payments thre	ishold alerts			011
Send an email when t chosen threshold	total paymen	ts out in one	day go ove	c a
Send an email when chosen threshold Enter threshold	total paymen	ts out in one	day go ove	t a
Send an email when chosen threshold Enter threshold Send notification to	total paymen	ts out in one	day go ove	- a
Send an email when chosen threshold Enter threshold Send notification to Enter email addres	total paymen	ed by comm	day go ove	.a
Send an email when the shold Enter threshold Send notification to Enter email addres Statement notificati	total paymen ss(es) separat	ed by comm	day go over	CP4
Send an email when the shold Enter threshold Send notification to Enter email addres Statement notificati	total paymen ss(es) separat ions new account :	ed by comm	ls iecome avai	a cu lable.
Send an email when the shold Enter threshold Send notification to Enter email addres Statement notification Send an email when the Send notification to Send	total paymen ss(es) separat ions new account s	ed by commi	is recome avai	a ov

Notification Settings

A summary of each notification's content and when they are sent.

Email name	Description	Contains	When sent
Payment Summary	Summary of Pending Payments across all accounts	 Summary of numbers of pending payments and their value Date/time when email is sent Number that are waiting for funds + value Number that are future dated (for tomorrow) + value Are due to expire tomorrow 	 Sent each morning at 9am if accounts have items pending Sent day before future dated payments are due to send Sent day before payments that are due to expire
Approvals	Summary of Pending Payments across all accounts	 Customer name Date and time Number of payments awaiting approval + value Number of beneficiaries awaiting approval 	 Whenever there are approvals outstanding Sent at 9am each day Automatically sent – only sent to users with admin + approver rights (can't add other email addresses)
Pay in	Receive a notification when a payment above a user-defined amount is received into an account	 Customer name Account alias(s) Amount paid in Reference(s) 	On event When an account receives a pay-in above the user-defined amount
Balance below	Receive an email when a balance falls below a user- defined amount	 Customer name Account alias(es) Balance(s) Date and time 	On event When an account's balance falls below the user-defined amount
Balance above	Receiveanemailwhena balancegoesabovea user- defined amount	Customer nameAccount alias(es)Balance(s)Date and time	On event When an account's balance goes above the user-defined amount
Scheduled balance alert	Receive an email containing account balances on user-selected day(s)	Customer nameAccount alias(es)Account ID(s)Balance	Scheduled by user
Statement notifications	Receive an email when a new statement is downloadable	 Customer name Number of accounts statements are available for 	On event Sent when statement is available at the beginning of each month

Available Features

This is a summary of the features available with your access.

Feature	Description	
View your accounts	See all accounts you have access to and their	
	balances	
View individual accounts	View individual account details and	
	transactions and manage their nickname and	
	statements. You can also search and filter	
	transactions on the account	
Add new accounts	Create any number of new accounts you	
	want, with an individual sort code and	
	account number	
Make payments	Send money to saved beneficiaries you have	
	set up and transfers between your accounts	
Create payment rules	Set up rules on your accounts to	
	automatically split incoming payments to	
	other destinations or sweep accounts at a	
	given time. You can also set up a secondary	
	funding account to make payments from if	
	the sending account has insufficient funds	
Pending payments	View payments that have not yet sent due to	
	being scheduled for a future date, waiting for	
	an approval, or waiting for funds. Failed	
	payments will also be viewable	
Managa hanoficiarias	Create new envious and manage all the	
	create new or view and manage all the	
	beneficiaries you have set up	
Approve payments and new beneficiaries	view and approve (pending + approver	
	permission) any payments waiting for an	
	approval before they are sent, or newly	
Developed was ante	Created beneficiaries before they are active	
Download reports	Download a spreadsneet of all transaction	
	activity or user actions	
Manage users	Create, delete, and manage other users who	
	nave access to your accounts (pending	
	Admin' permission)	
Set up notifications	Set up and control notifications for a variety of	
	activity	

Contact Support

Your Product	Phone/Contact Form	E-mail
Earnie	0344 815 5671	earniesupport@iris.co.uk
Modulr	Contact us by completing the enquiry form available <mark>here.</mark>	support@modulrfinance.com
	A member of our team will be in touch as soon as possible in response to your query.	