Business Bill Pay Migration Guide

Overview

While you migrate from Treasury Net to Business Suite (and from Business Online to Business Essentials) you will also be upgraded to a new version of Business Bill Pay. Enhancements include:

- Streamlined user administration/set-up process

- Enhanced alerts functionality

- Enhanced dashboard/view options, payee search and set-up options

- New reporting functionality

- Additional improvements as shown on page 3.

Prior to Business Bill Pay Migration

To understand how and when the new Business Bill Pay will be available, let's review the migration phases for Business Suite/Business Essentials.

Get Started – The "Get Started" phase is a two-week period after your Treasury Net data has been migrated to Business Suite (and Business Online moves to Business Essentials). During Get Started, you will have time to make sure you are set up correctly in your new platform (confirming that all users, accounts, ACH and wire payment templates, databases, etc. migrated correctly from Treasury Net or Business Online). **Business Bill Pay is not yet available in the new platform at this time but you have tasks described below to prepare it for that transition**.

Go-Live – In "Go Live", Treasury Net / Business Online become "view-only" for one week, and you will begin transacting in Business Suite / Business Essentials. And, **it is at this time that the upgraded version of Business Bill Pay will be available for use in your new platform**. The instructions below will help you be ready for using Business Bill Pay.

Preparing for the New Business Bill Pay during the "Get Started" Period

- Review your payees and recurring payments; clean up any data you do not want to migrate.

- Refer to the Business Bill Pay user guide and Quick Reference Guide on https://www.cnb.com/bsuite.html / Resources page.

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- Review the ~5-minute Business Bill Pay e-learning video (https://cnb.wistia.com/medias/hbc31a8pmz), which demonstrates how to create a new payee, create single and multiple payments, approve payments, access reports, set up alerts and manage categories.

- **IMPORTANT NOTE:** Avoid setting up new payees or recurring payments on the Wednesday prior to the start of Go Live, as they will not migrate (system migrates data as of the EOD Thursday prior to Go Live).

At Beginning of "Go Live":

- Review payees and recurring payments to ensure everything migrated over correctly.

- Begin transacting on Business Bill Pay through Business Suite or Business Essentials.

- Call the migration support line with any questions.

Business Bill Pay Updated Capabilities		
Functionality	*Current (accessible through Treasury Net)*	*New (accessible through Business Suite)*
User Administration	Separate user setup process	User setup is one streamlined workflow
User Registration/Activation	Required	Not Required
Payment Views	Multi-pay only	Single or multi-pay options
Funding account selection	Single funding account allowed for multi-pay submission	Allows varied funding accounts for multi-pay submission
Payment dashboard	Separate view for pending activity vs. payment initiation	Combined view of pending payments and payment initiation screen
Payee Search	Must select from payee list	Smart search from payee entry field
Payee setup options	Must first set up payee before first payment	Option to create payee with first payment initiation
Spending Report	Not available	New graphical spending report by payment category
Forecast Balance Worksheet	Not available	Forecast account balance with upcoming payment activity
Alerts Management	All Automated	Manage non-security alerts per user preference
Alert Recipients	Only provided to Admin	Available for all users
Payee List	Available from Payee Module	Available only from Multi-Pay Page

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