Silicon Valley Bank
A Member of SVB Financial Group

PayAability At-a-Glance

SVB PayAability - a new, innovative payables solution - streamlines your bill payment processes while working with your existing QuickBooks® accounting application.

PayAability provides an integrated payments solution giving you more efficiency and security over your payments — and more time to focus on growing your core business.

- Utilize one simple interface to handle multiple payment types.
- Eliminate paper-based payment processes and enable electronic approval.
- Improve cash management and operational visibility, with daily matching and reconciliation of bank statement with general ledger entries.
- View alerts and receive email notifications with payment details.
- Decrease internal and external security risks significantly.
- Enhanced reporting for various payment controls frequently addressed in audits.

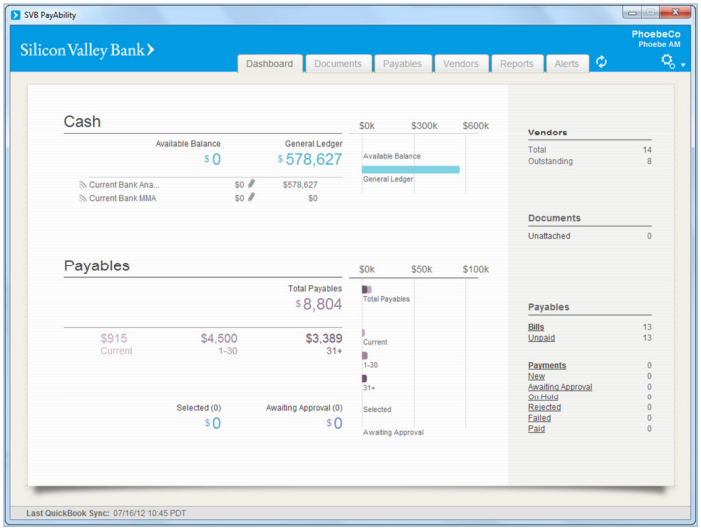
Two easy to use applications:

PayAability

PayAability's main application integrates with your accounting software (Quickbooks) and allows you to upload invoice documentation, add comments, edit vendor information and payment type, and send recommended bills for payment to your company's approver.

From the PayAability *Dashboard* you can view:

- Your cash position at SVB as of the end of the previous business day.
- Your current outstanding payables and a summary of the status of bills and payments in the application.
- A list of all vendors listed in QuickBooks as well as any additional vendors that have been paid.
- The number of documents that have been uploaded to the application but not yet attached to bills.



From the top navigation bar on the PayAability *Dashboard* you can launch into other PayAability functions, such as:

- Documents: Attach documents to bills. You can also search for documents that have already been attached to bills or search for bills that have already been paid in order to attach documents.
- Payables: Add comments to bills, select payment type, and recommend bills for payment.
- Vendors: Verify vendor address and contact information, view recent payment history, and select default payment types.
- Reports: Review a daily summary of payments.
- Alerts: Provides a summary of urgent alerts, as well as a summary of all actions taken in SVB PayAability and SVB PayAability Approval.

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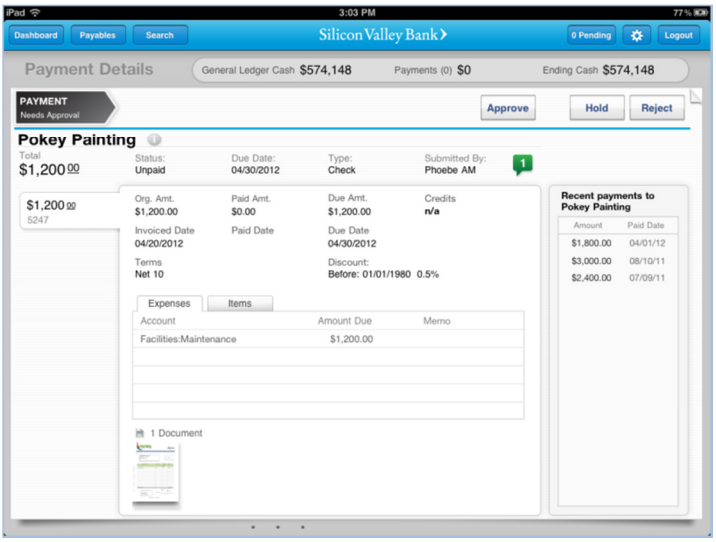
PayAbility At-a-Glance

PayAbility Approval

Use the PayAbility Approval iPad or desktop application to review recommended payments and approve, hold, or reject payments.

- Approve: Accept payment recommendation and submit payment to the bank for processing.
- Reject: Remove payments from PayAbility Approval. The payment must be resubmitted from PayAbility in order to be approved.
- Hold: Place payments on hold within PayAbility Approval. The payment can be approved at any time from PayAbility Approval. While payments are on hold, further documentation and comments can be added from the PayAbility application.
- Search: Review payment history. This feature is available only from the iPad application.
- Cash: Review your cash position and payables aging summary. This feature is available only from the iPad application.



Easily Attach Documents and Add Comments

Adding backup to payment recommendations is easy:

- Upload documents to the PayAbility application.
- Attach documents to bills from the *Documents* tab.
- Add comments from the *Payables* tab.
- Documents that have been uploaded to PayAability are securely stored on a cloud. You can eliminate filing cabinets from your office space, and stop worrying about losing data in computer crashes!

Cut-off Times and Payment Processing

Any approved payments are submitted in a batch to the bank once daily at 1:30pm PT Monday through Friday, excluding bank holidays. Any payments approved after 1:30pm PT will be submitted the next bank business day. ACH payments included in the 1:30pm PT submitted batch will be processed the next bank business day. Check issuance data included in the 1:30pm PT submitted batch will be printed the next bank business day and mailed the second bank business day following the date submitted.

Enhanced Reporting

- Payment controls are continuously monitored through daily payment reports.
- Maintain a real-time view of your cash position with automatic daily matching of bank statements with general ledger entries.
- Easily browse vendor payment history to check for irregularities before approving payments.

Assistance

Reference Materials

- At-a-Glance: PayAbility
- Getting Started with PayAbility Approval
- Transaction Walkthrough
- At-a-Glance: Transition to Paperless
- Frequently Asked Questions

Contact client services

- By Email: clientsupport@svb.com
- By Phone: 800-774-7390
  Monday – Friday 5:00am PT – 5:30pm PT

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