

COURSE OUTLINE – (FTB-P-004)

FINEOS GUI USAGE - RECURRING PAYMENTS

Overview

The ***FINEOS GUI Usage - Recurring Payments*** course explains the main concepts behind FINEOS Payments Manager and how it manages scheduled payments. The course includes general payments theory and practical exercises to show how to manage regular payments to multiple recipients.

Objectives

To provide attendees with the ability to manage and process recurring payments.

At the end of this course participants should know how to do the following:

- Manage recurring payment details
- Make adjustments to payments
- Approve due amounts for recurring payments
- Recalculate recurring payments
- Manage underpayments for recurring payments
- Manage overpayments
- Project recurring payment amounts

Who should attend?

Those interested in the management of FINEOS recurring payments through Payment Manager:

- Software Engineers
- Test Engineers
- Business Analysts
- Business and Technical Consultants

Pre-requisites

Courses:

- FTB-F-001 – FINEOS GUI Overview - Front Office
- FTB-P-002 – FINEOS GUI Overview - Payments
- FTB-F-003 – FINEOS Basic Navigation
- FTB-F-004 – FINEOS GUI Usage - Front Office

Course Content

Module 1: Introduction to recurring payments

- About recurring payments
- Payments Manager functionality

Module 2: Managing recurring payment details

- Approving a benefit for recurring payments
- Managing payment preferences
- Managing recurring payment details
- Splitting payments between multiple payees
- Setting up explanation of benefits for checks

Module 3: Making adjustments to recurring payments

- Managing benefit amount adjustments
- Setting up payments tiers
- Setting up payee adjustments
- Setting up payments indexation
- Managing salary indexation

Module 4: Processing payments

- Understanding the Payment Position tab
- Processing due events to a future date
- Approving due events for payment
- Manually generating payments
- Processing payments
- Deactivating a payment amount

Module 5: Recalculating recurring payments

- Managing recalculations to recurring payments

Module 6: Managing underpayments for recurring payments

- Approving outstanding amounts
- Processing underpayments

Module 7: Managing overpayments

- Creating an overpayment amount
- Adding a write off
- Recovering overpayments through recovery plans
- Manually making the actual recoveries
- Viewing recovery records
- Manually progressing overpayments to a recovered state

- Cancelling overpayment records
- Payment event interface records
- Viewing overpayment records
- Viewing associated dues




Module 8: Projecting recurring payment amounts

- Creating a new payment schedule
- Viewing the schedule details
- Viewing the schedule interval details

Format & Duration

Delivery	Tutor-Led Practical	Duration	1 Day
Description			
The desired effect for participants on completion of this course is an acquisition of skills i.e. to 'KNOW' how to use a particular area of the FINEOS product. Participants are led through practical exercises relevant to the particular skills area directed and assisted by the tutor.			

For further information, contact FINEOS Training Services:

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