

# ATBONLINE™ BUSINESS

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Customer User Guide – Alberta Gaming and Liquor Commission (AGLC)  
Payments

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## WHAT YOU NEED TO KNOW ABOUT AGLC PAYMENTS

The Alberta Gaming and Liquor Commission (AGLC) require its members to make payments directly to the AGLC before it will distribute liquor to them. ATBOnline Business allows eligible business customers to make direct payments to the AGLC. Through ATBOnline Business, the AGLC can view your payments, along with the details of your business, in real time.

### Enrolment

Your business needs to be approved by the AGLC before we can activate your AGLC payment service in ATBOnline Business. If the AGLC has not yet approved you to make direct payments, or if you want to inquire about the status of your AGLC application, please contact the AGLC directly:

- Toll-free: 1-800-272-8876
- Local: 780-447-7554

## USER PROCEDURES

### Creating an AGLC Payment

Payments you make to AGLC through ATBOnline Business are immediate one-time, not recurring payments.

1. On the **Pay Bills** tab menu, click **AGLC Payment**.
2. Enter the details of the payment.
3. Click **Next**.

4. Review the details of the payment and click **Submit**.

5. Take note of the **reference number** for your payment, as it will not appear on your account summary.

### Viewing an AGLC Payment

On the **Accounts** tab, select the account from which the AGLC payment was made to view a list of all transactions for that account.

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Online Banking Log Out

Administrator EFT / POSITIVE PAY Last Login: 6/16/2011 10:27 AM

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### Current Account Details

To view a history of account transactions, please enter the search details below.

Pay As You Go Account 1	
Account:	749-00000072835 CAD
Available Balance:	\$238,928.40
Current Balance:	\$238,928.40

#### Account History

Account:  Type:  From:  To:

Pay As You Go Account 1 - 749-00000072835 \$238,928.40 CAD  All  6/16/2011  6/16/2011

#### Transactions

Posting Date	Description	Transaction Type	Credit	Debit	Reference Number
6/16/2011	ATBOLAGLC Payment	Payment		\$3.00	
6/16/2011	ATBOLAGLC Payment	Payment		\$4.99	

## Correcting an AGLC Order

The AGLC receives real-time information on payments you make through ATBOnline Business.

If there is a problem with your AGLC order, or if you need to make a correction to an order that you have already placed, please contact AGLC directly:

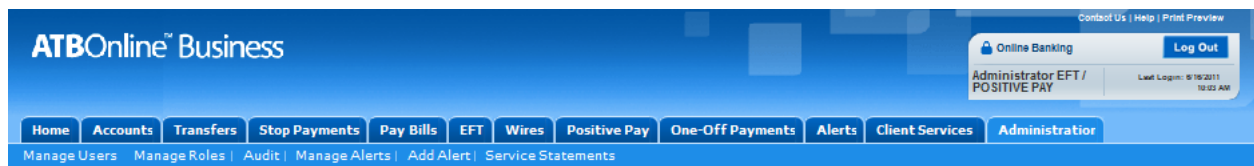
- Toll Free: 1-800-272-8876
- Local: 780-447-8673

# ADMINISTRATOR PROCEDURES

## Authorizing a Role for AGLC Payments

**Note:** For instructions on creating a role, see the Administrator User Guide. Once you have created a role, you can allow that role to create AGLC payments, with or without approval, and to approve AGLC payments created by other users.

1. On the **Administration** tab menu, click **Manage Roles**.
2. Click the role you want to authorize for AGLC payments.



### Edit Role

Review and update the information below. You can copy permissions from an existing role by selecting the role from the drop-down box and clicking **Copy**. Once complete, please click **Next**. To delete the role click **Delete Role**.

Role Name: \*

Role Description:

Copy From Role:

**Copy**

Account Access:

Account Name	Check All	Banking Services	Incoming Wires	Stop Payments	Positive Pay	EFT	Wire Initiation	EFT Returns	AGLC Payments	One-Off Payments	Transfers	Bill Payments
Pay As You Go Account1 (749-00000072835)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay As You Go Account (749-00000072856)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay As You Go Account (749-00000072857)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay As You Go Account (749-00000072858)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay As You Go Account (749-00000072859)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. In the **Account Access** table, select the **Banking Services** and **AGLC Payments** check boxes for the account(s) from which the payments will be made.
4. Click **Next**.

## Role Details

Review and update the information below to assign transaction limits and specific account permissions for each activity. Once complete, click Save Role. To delete the role click **Delete Role**.

Role Name: Accounts Payable  
Role Description: AGLC

Failure to specify a limit means no limit. If you require every transaction to be approved, enter a \$0 limit.

AGLC Payments:

Approve AGLC Payments

Transaction Type	Release	Approval	Transaction Limit
AGLC	<input checked="" type="checkbox"/>	Single Approval Required	\$ 10.00

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[Delete Role](#)

[Save Role](#)

- (Optional) To allow this role to approve AGLC payments created by another user, select the **Approve AGLC Payments** check box.

**Note:** A user cannot approve their own payments, so selecting this check box does not mean that a user can make payments without approval. (You will define this role's approval requirements in step 7.)

- To allow this role to create AGLC payments, select the **Release** check box.
- In the **Approval** list, select one of the following options:
  - No Approval Required** – Payments initiated by this role do not require any additional approvals.
  - Single Approval Required** – Payments initiated by this role that are below the transaction limit do not require any additional approval. Payment amounts above the transaction limit require approval by one additional user with approval entitlement.
  - Dual Approval Required** – Payments initiated by this role that are below the transaction limit do not require any additional approval. Payment amounts above the transaction limit require approval by two additional users with approval entitlement.
  - Deny** – AGLC payments initiated by this role that exceed the transaction limit are denied.
- In the **Transaction Limit** box, type the payment amount that will trigger the approval rules.
- Click **Save Role**.

## CONTACT US

If you have general questions about your AGLC payments or ATBOnline Business, please contact us:

- Corporate Financial Services customers, call Cash Management Operations 1-877-363-4855.
- Independent Business & Agriculture customers, call the EFT Help Desk 1-877-506-0040.