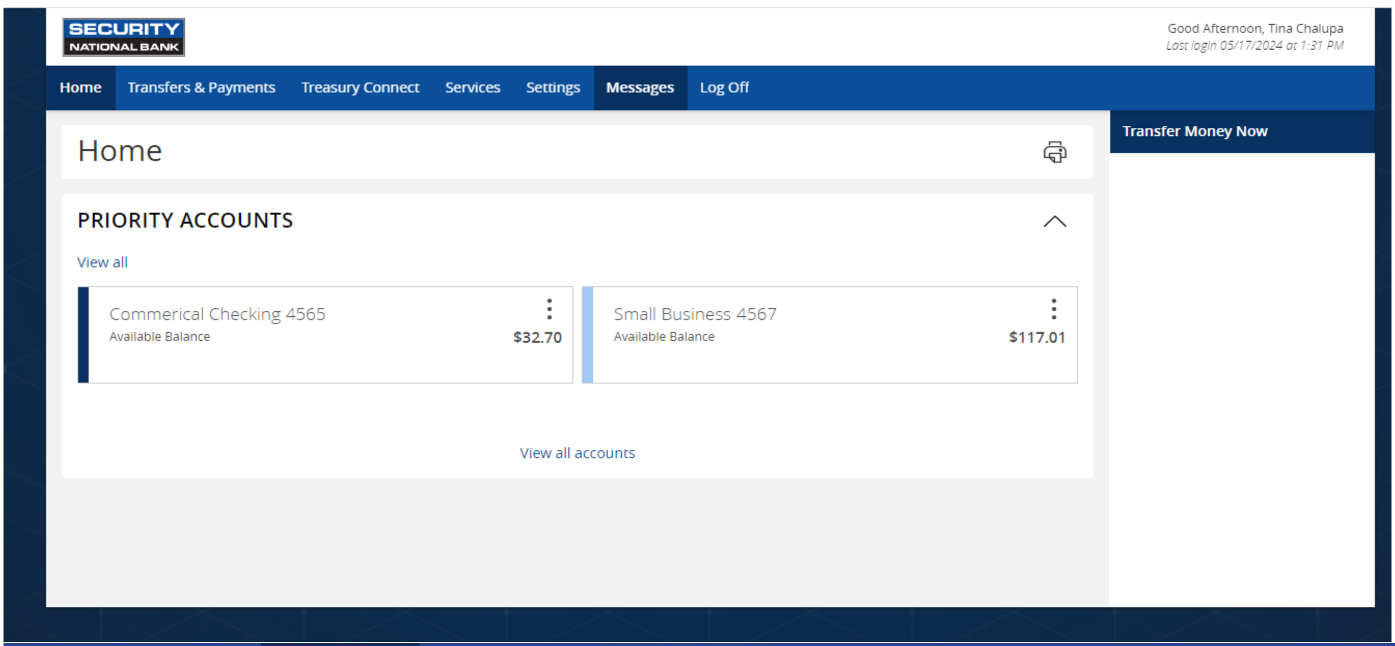
Creating an ACH Payment

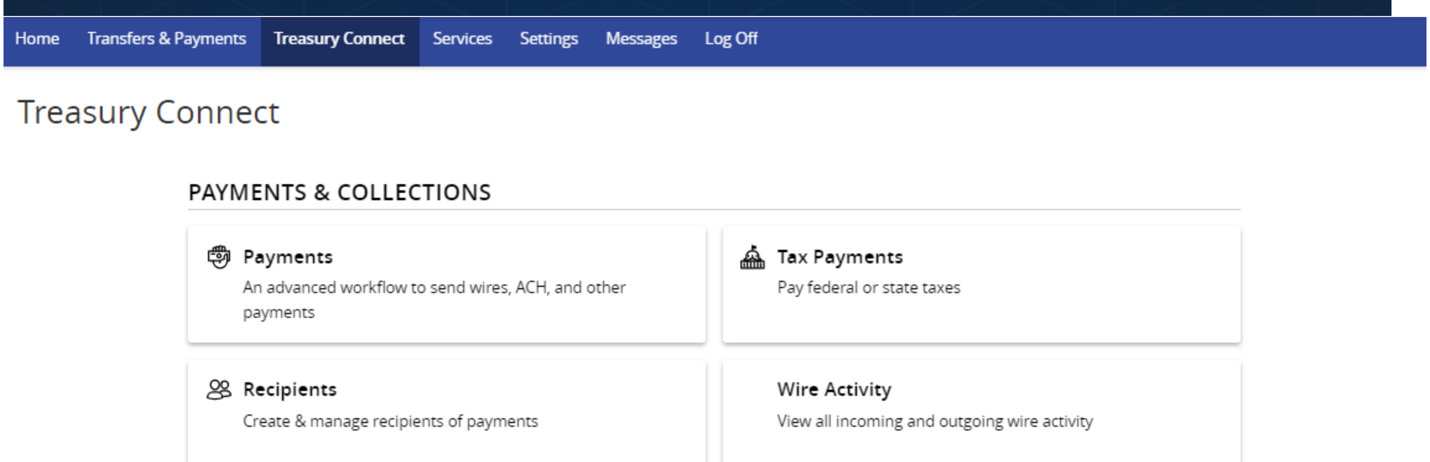
Each payment type has its own configuration and available options. The following options are available:

- Create a one-time payment to make a single payment to a recipient.
- Make recurring future payments set to specified schedules.
- Create a payment to subsidiaries and recipients with single or multiple accounts.
- Make payments to one-time recipients by not saving their information.
- Create ACH, wires, payroll, or payment from file payments.

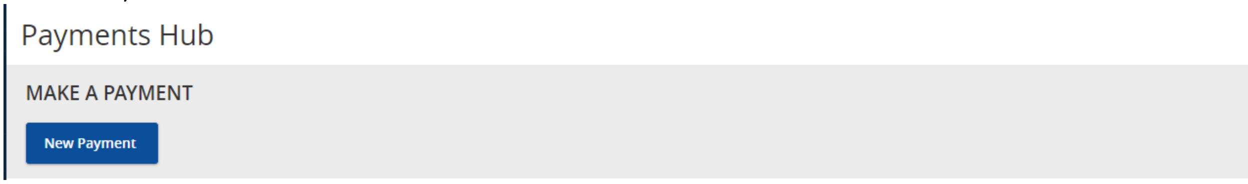
To Create an ACH Payment:

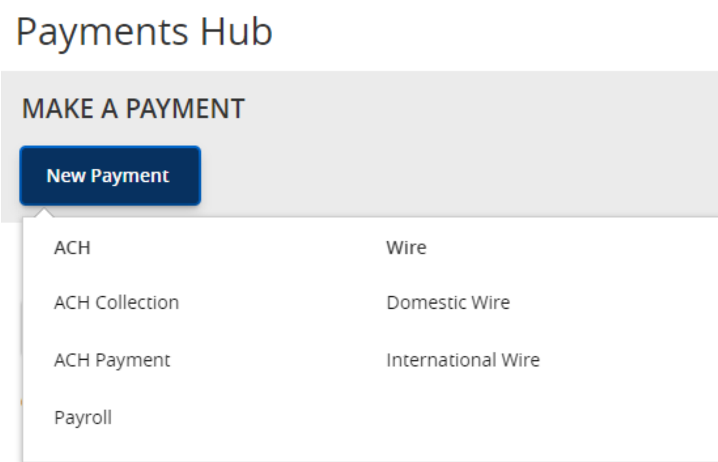
1. In the navigation menu, select Treasury Connect > Payments.



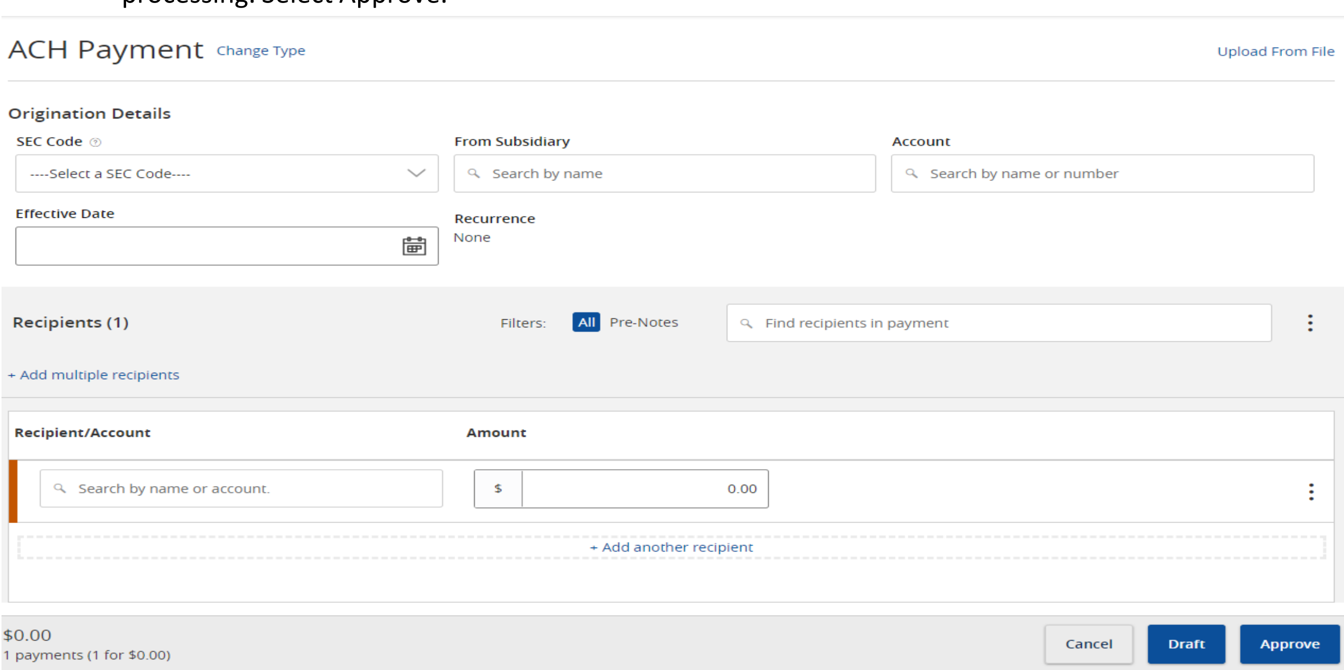


2. Select New Payment, then select the ACH payment type (ACH Payment, ACH Receipt, ACH Batch, or ACH Collection).

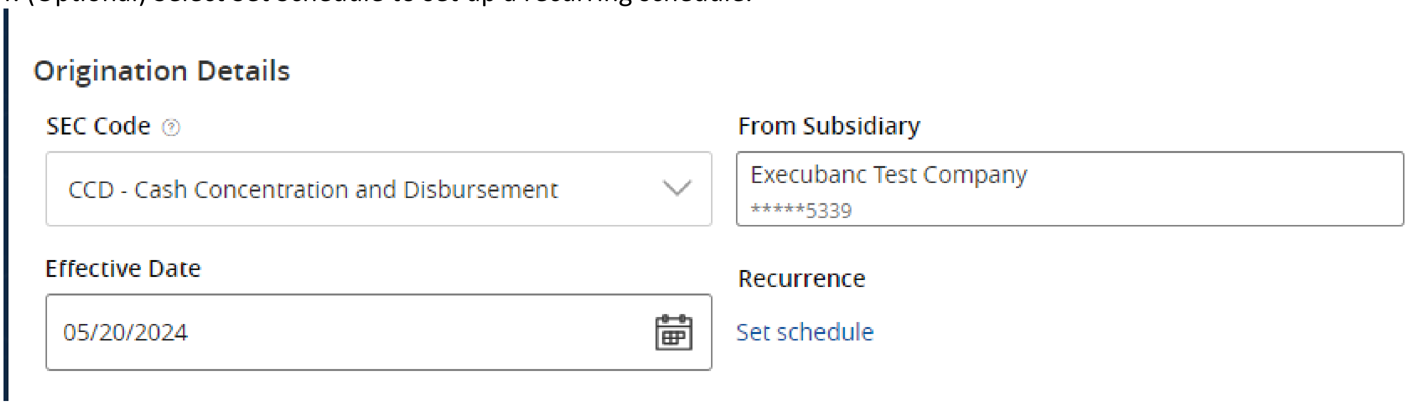




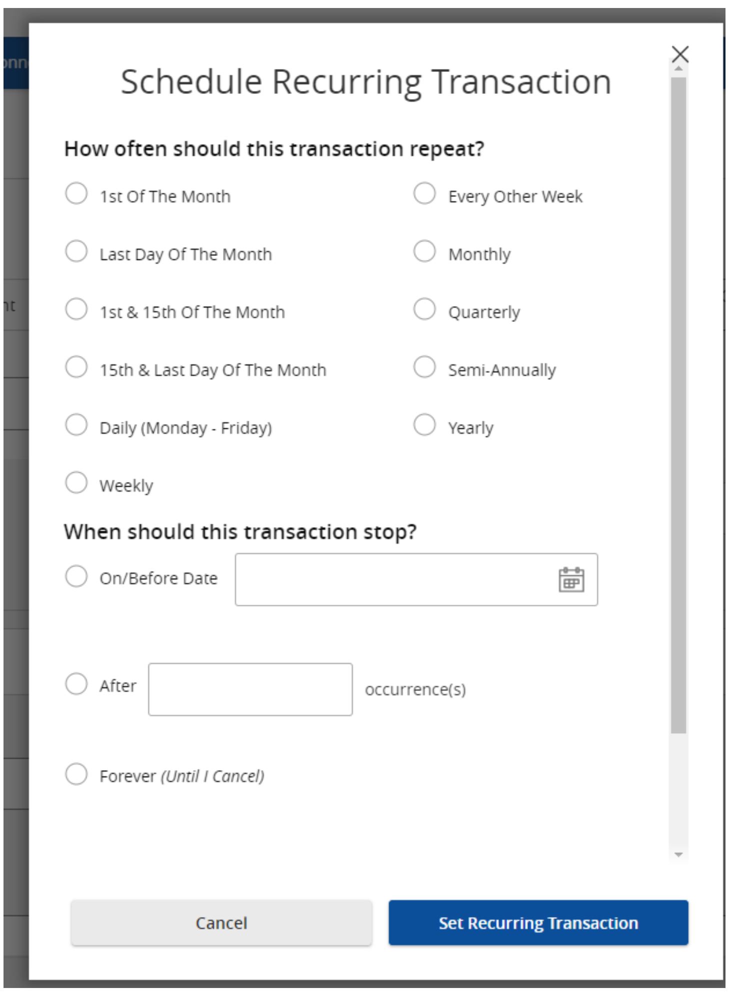
3. On the page for the payment you chose:
   a. Choose an SEC Code from the dropdown menu.
   b. Select a Subsidiary.
   c. Select the account you'd like to draft the payment from or make a payment to.
   d. Select an Effective Date.
   e. (Optional) If you select the current day to make a Same-Day ACH payment, a confirmation message appears asking you to acknowledge that this type of payment may incur a fee for the expedited processing. Select Approve.



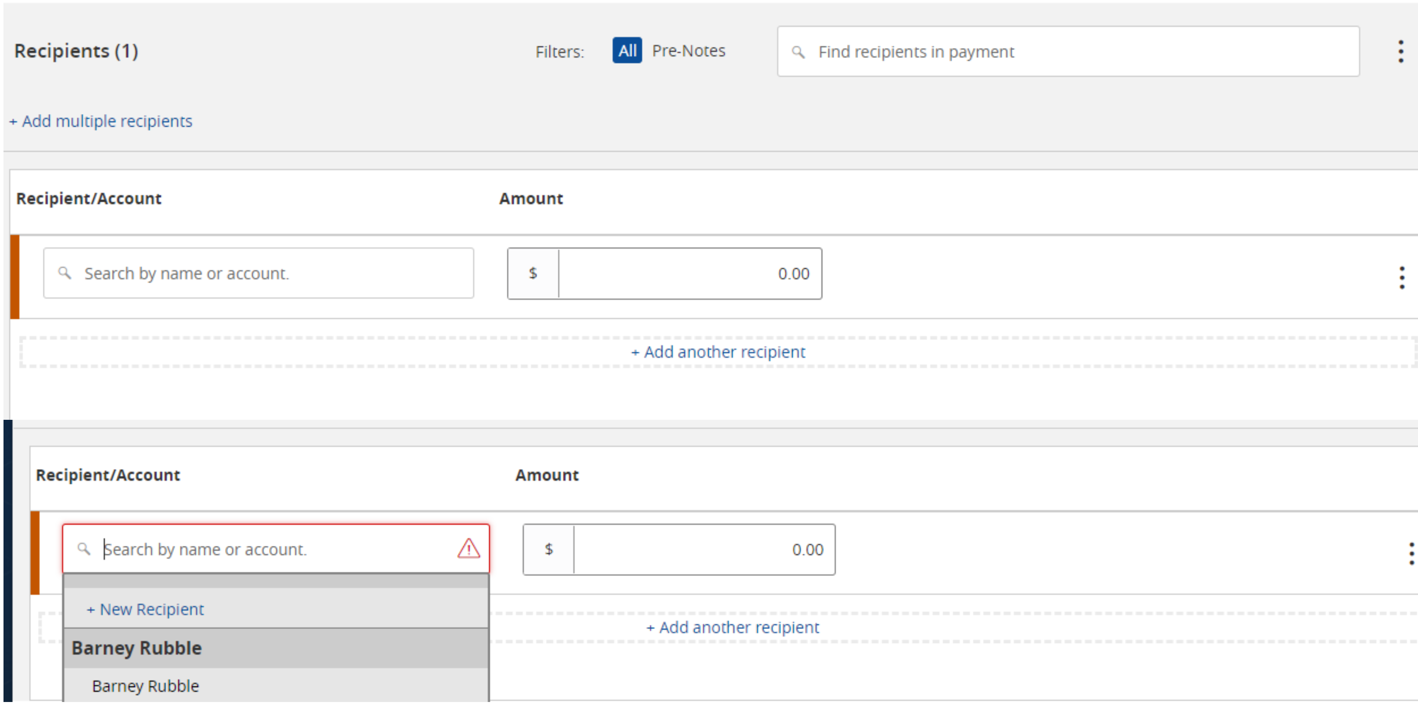
Note:
You can only make a same-day ACH payment if enabled by Security National Bank. If the transaction exceeds the Same-Day ACH payment limit, an error banner appears and you cannot Draft or Approve the transaction until you select a new date or change the amount.
f. (Optional) Select Set Schedule to set up a recurring schedule.



i. After selecting a frequency, select a date on the When should this transaction stop? calendar, enter a number of occurrences, or select Forever (Until I cancel)
ii. Select Set Recurring Transaction



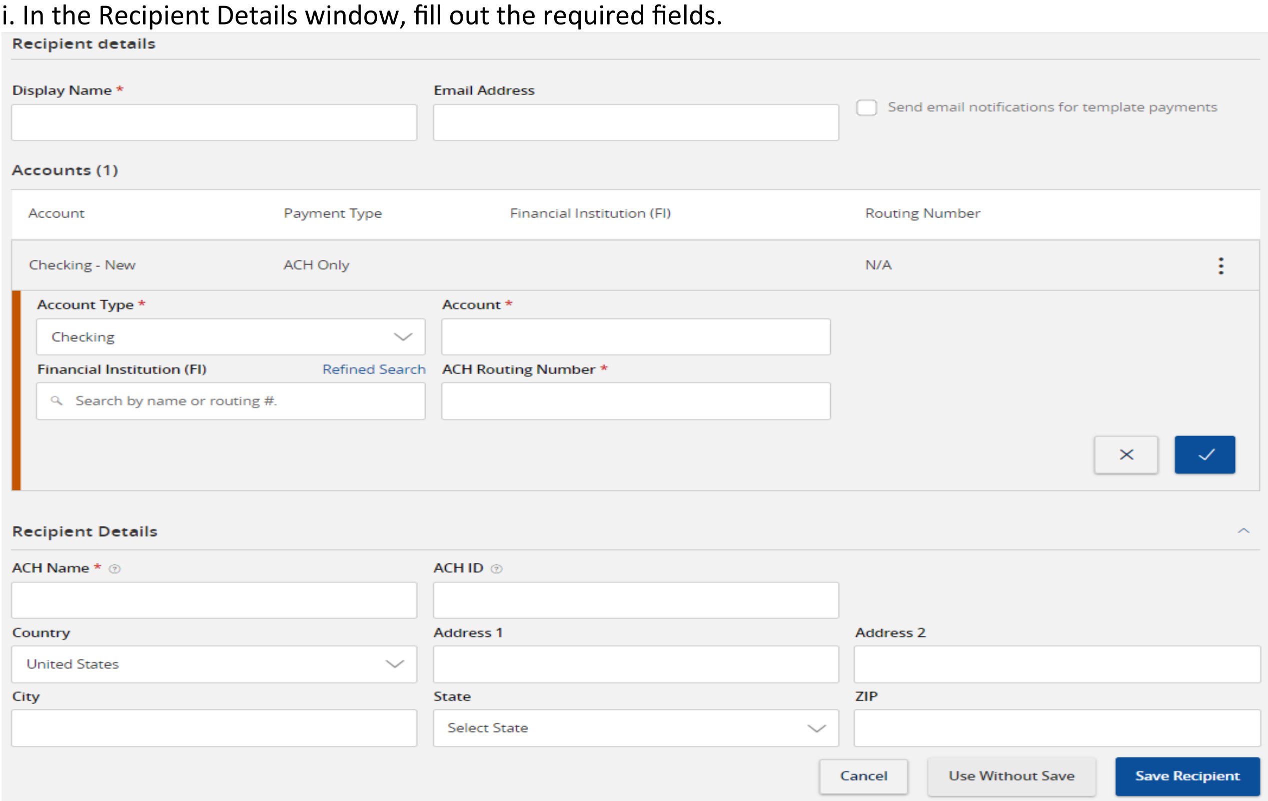
g. In the Recipient/Account search field, search for a recipient or account or select one from the dropdown list.



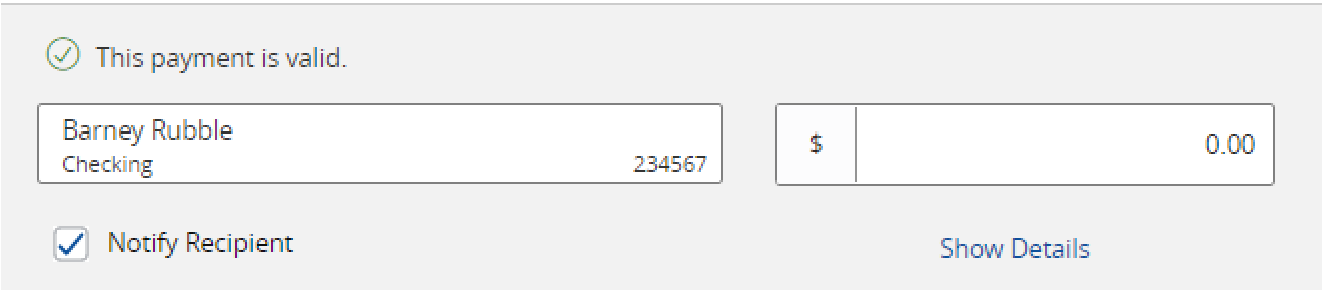
Note: When creating a one-time payment, there are restrictions to which recipients can be added or selected.

h. (Optional) If you have the Manage Recipients right, select New Recipient to create and assign a new recipient.

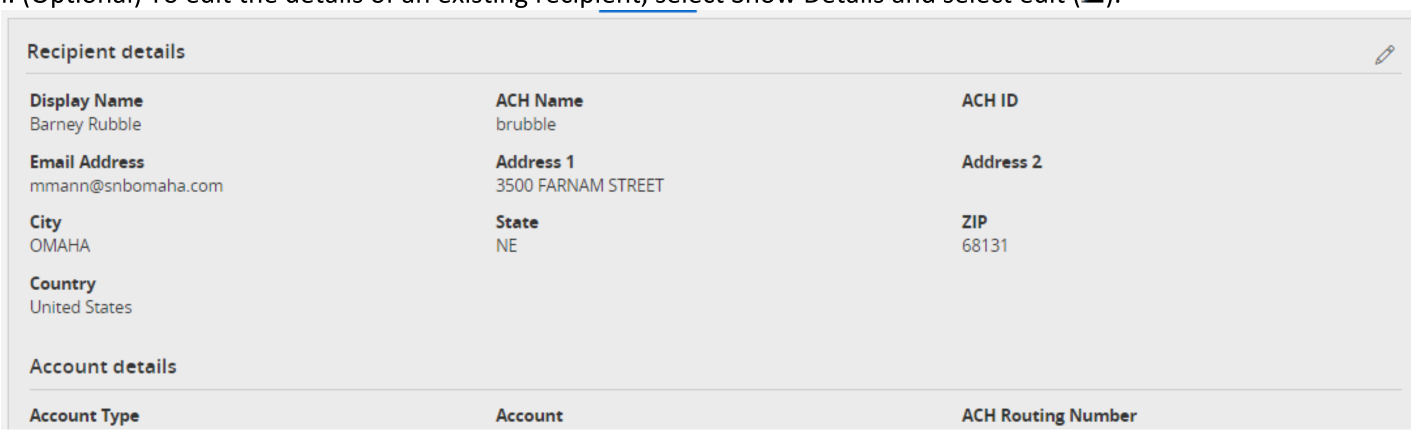
i. In the Recipient Details window, fill out the required fields.



ii. (Optional) To make a one-time payment to a one-time Recipient, select Use Without Save
iii. (Optional) To save the Recipient for future payments, select Save Recipient. The Recipient Saved window confirms creation of new recipient.
i. (Optional) Select Notify Recipient to send a notification to the recipient.



j. Enter an Amount.
k. (Optional) Enter an Addendum.
l. (Optional) To edit the details of an existing recipient, select Show Details and select edit ( ).



4. Select Draft or Approve.

Note:
If you see an error message, contact your administrator for more information.

Note:
The ACH cutoff time for next day availability is 4:45 pm. Please contact us at 402-452-3590 or 877-686-6590 with any questions.