



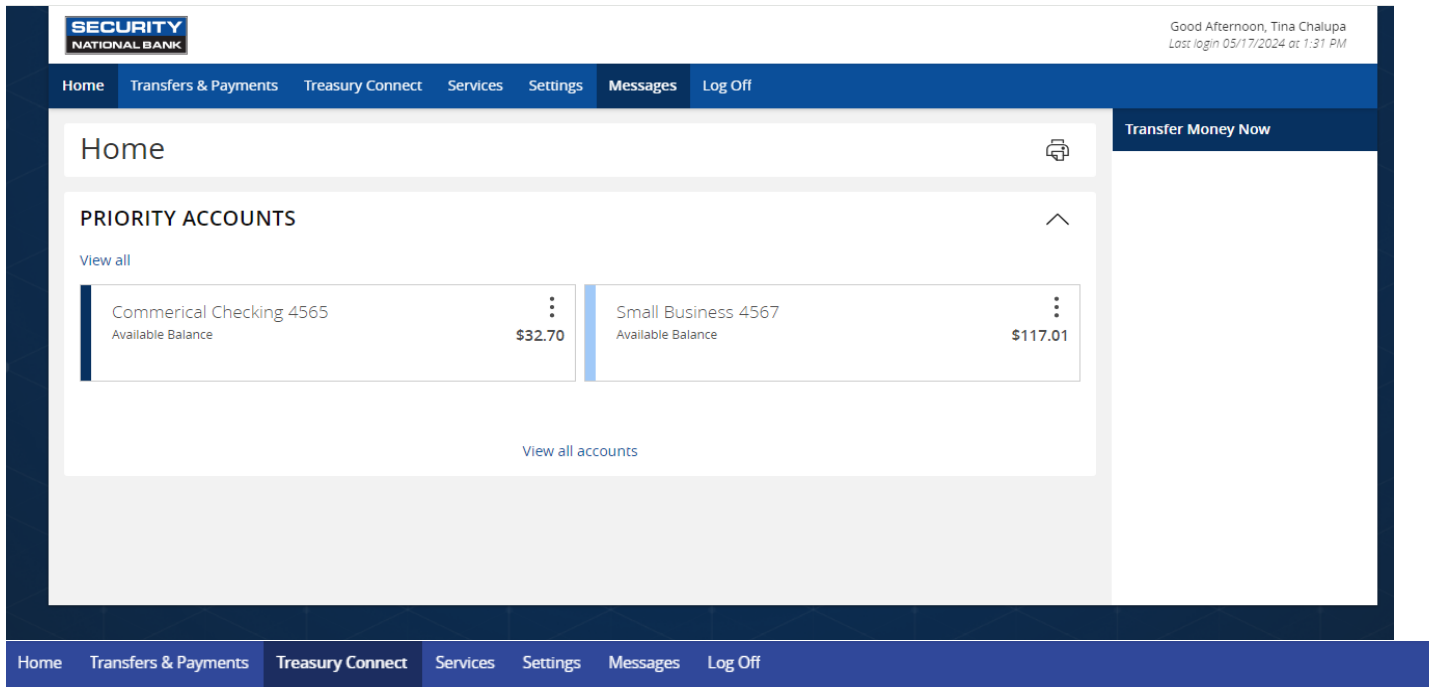
Creating an ACH Payment

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.



Treasury Connect

PAYMENTS & COLLECTIONS

 Payments An advanced workflow to send wires, ACH, and other payments	 Tax Payments Pay federal or state taxes
 Recipients Create & manage recipients of payments	Wire Activity View all incoming and outgoing wire activity



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

Payments Hub

MAKE A PAYMENT

New Payment

Payments Hub

MAKE A PAYMENT

New Payment

- | | |
|----------------|--------------------|
| ACH | Wire |
| ACH Collection | Domestic Wire |
| ACH Payment | International Wire |
| Payroll | |

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.

ACH Payment [Change Type](#)

[Upload From File](#)

Origination Details

SEC Code

....Select a SEC Code....

From Subsidiary

Search by name

Account

Search by name or number

Effective Date

Recurrence
None

Recipients (1)

Filters: **All** Pre-Notes

Find recipients in payment

[+ Add multiple recipients](#)

Recipient/Account

Amount

Search by name or account.

\$

0.00

[+ Add another recipient](#)

\$0.00

1 payments (1 for \$0.00)

Cancel

Draft

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.

Origination Details

SEC Code ⓘ

CCD - Cash Concentration and Disbursement

From Subsidiary

Execubanc Test Company

*****5339

Effective Date

05/20/2024



Recurrence

[Set 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

Schedule Recurring Transaction

How often should this transaction repeat?

1st Of The Month Every Other Week

Last Day Of The Month Monthly

1st & 15th Of The Month Quarterly

15th & Last Day Of The Month Semi-Annually

Daily (Monday - Friday) Yearly

Weekly

When should this transaction stop?

On/Before Date

After occurrence(s)

Forever (Until I Cancel)



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

Recipients (1) Filters: All Pre-Notes Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
<input type="text" value="Search by name or account."/>	\$ 0.00
+ Add another recipient	

Recipient/Account	Amount
<input type="text" value="Search by name or account."/> + New Recipient Barney Rubble Barney Rubble	\$ 0.00
+ Add another recipient	

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.

Recipient details

Display Name * Email Address Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

Account Type * Account *

Financial Institution (FI) ACH Routing Number *

Recipient Details

ACH Name * ACH ID

Country Address 1 Address 2

City State ZIP



- 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.

This payment is valid.

Barney Rubble Checking	234567	\$	0.00
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Notify Recipient [Show Details](#)

- 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 (✎).

Recipient details ✎

Display Name Barney Rubble	ACH Name brubble	ACH ID
Email Address mmann@snbomaha.com	Address 1 3500 FARNAM STREET	Address 2
City OMAHA	State NE	ZIP 68131
Country United States		

Account details

Account Type	Account	ACH Routing Number
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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.