Creating ACH payment templates

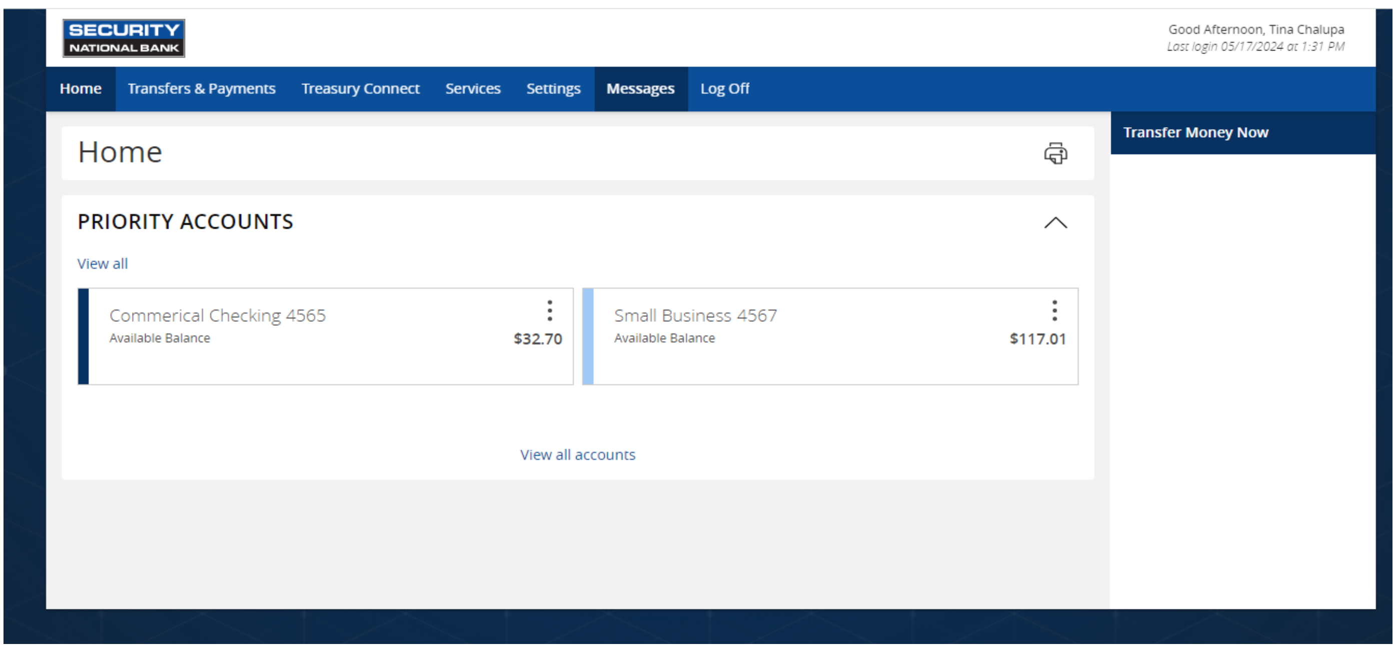
A payment template is a defined set of instructions that you can use for repeated payments or collections. Templates make it easy to set up and use repetitive payments, including:

- Payments to vendors and suppliers
- Collections from customers
- Payroll payments

Note: If you create a new template based on an existing template or payment, then the new template's name must be unique. Otherwise, the system will prompt the User to create a unique template name. For data migrations where duplicate template names exist, an incremental number will be added to the newly created template's name. For example, if you create a template based on a template named "Vendor Template", the duplicate template will be named "Vendor Template1."

To create an ACH payment template

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



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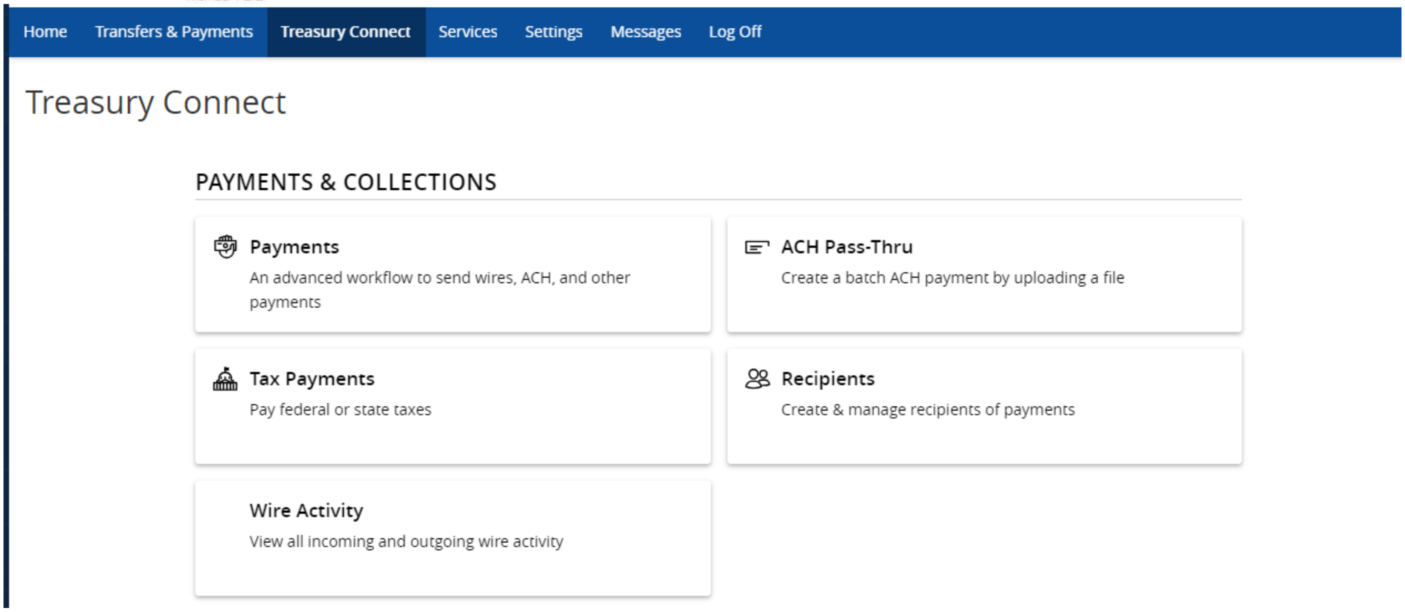
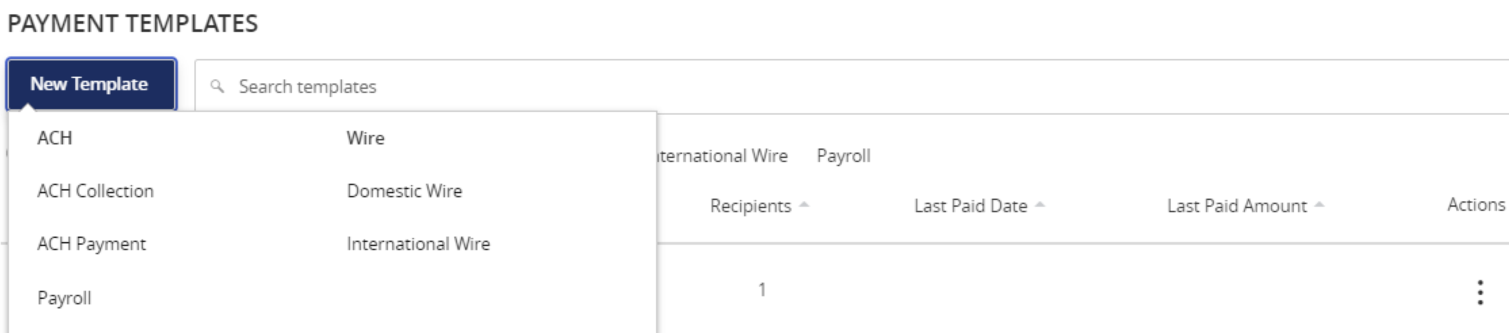
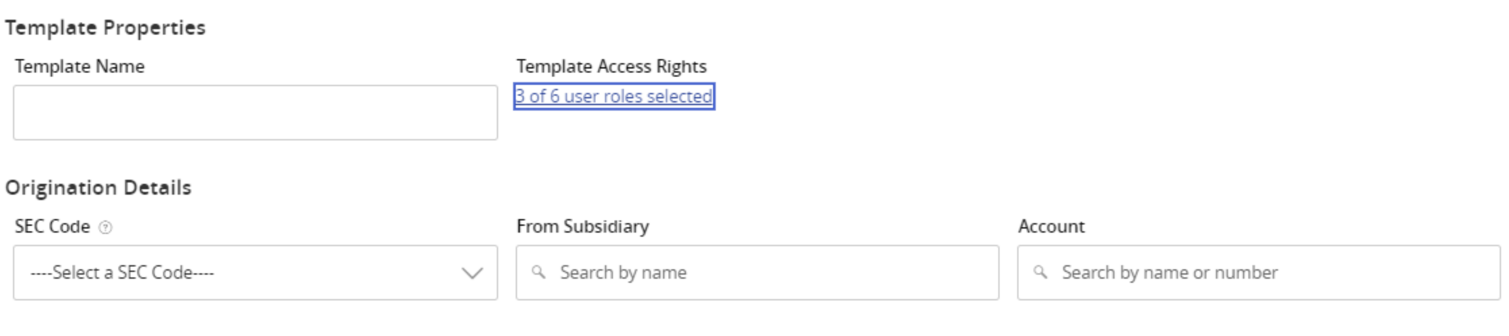
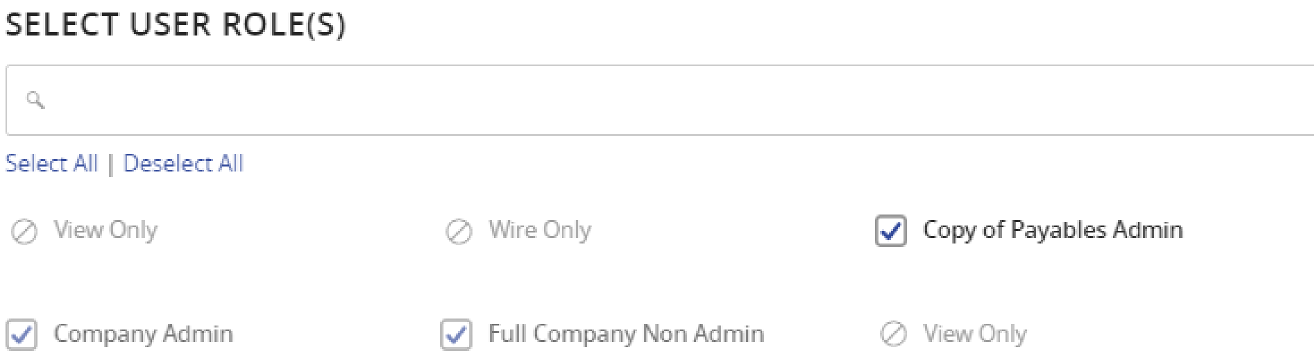


2. Select New Template, then select the ACH payment type.



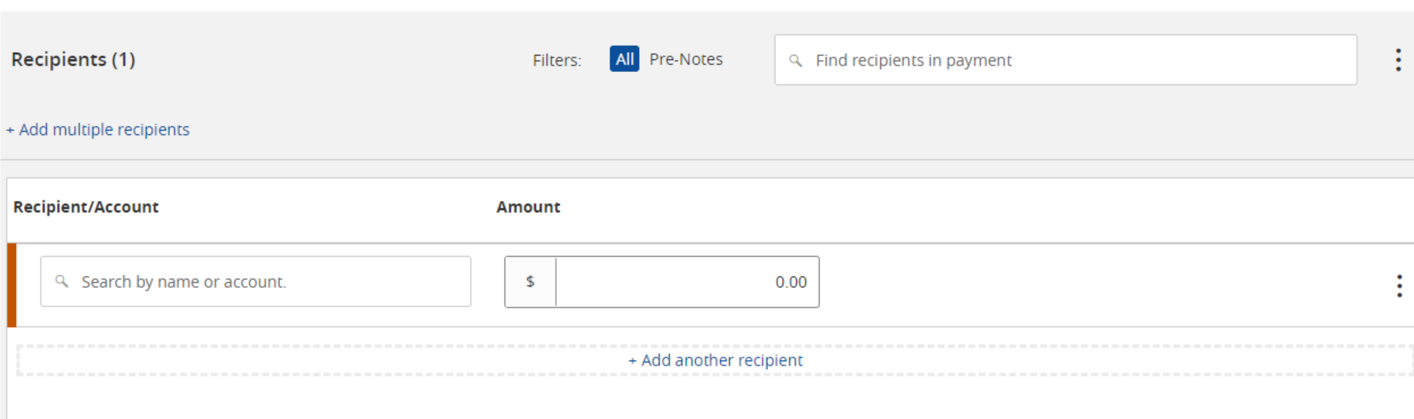
3. Enter a Template Name.
4. Select the Template Access Rights link to associate the template with a selected User Role.

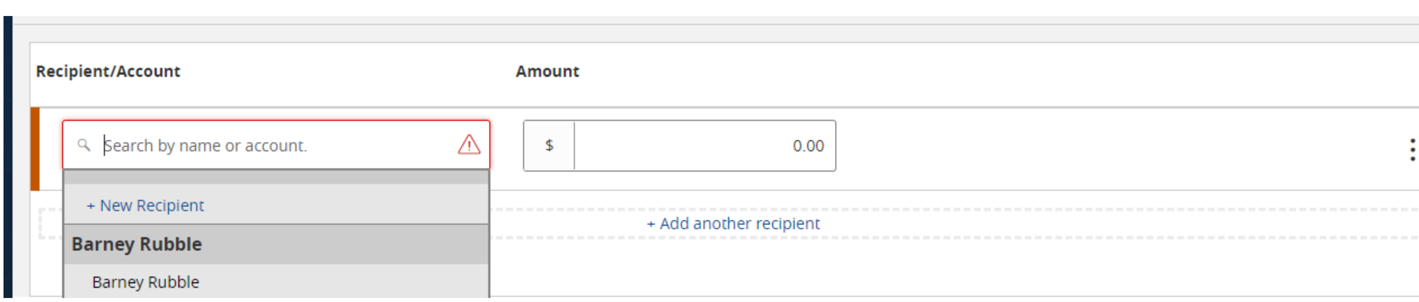




5. Under Origination Details, do the following:
   a. Select an ACH Class Code.
   b. Select Subsidiary and Account to add information.

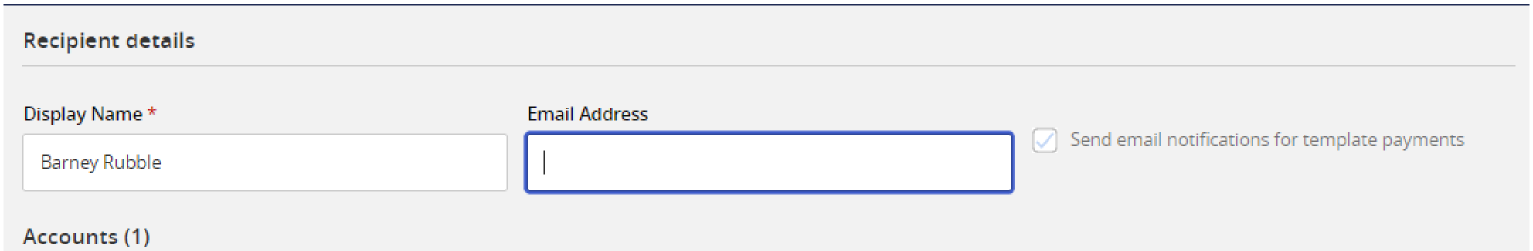
6. Select a Recipient to search and select from recipients list.



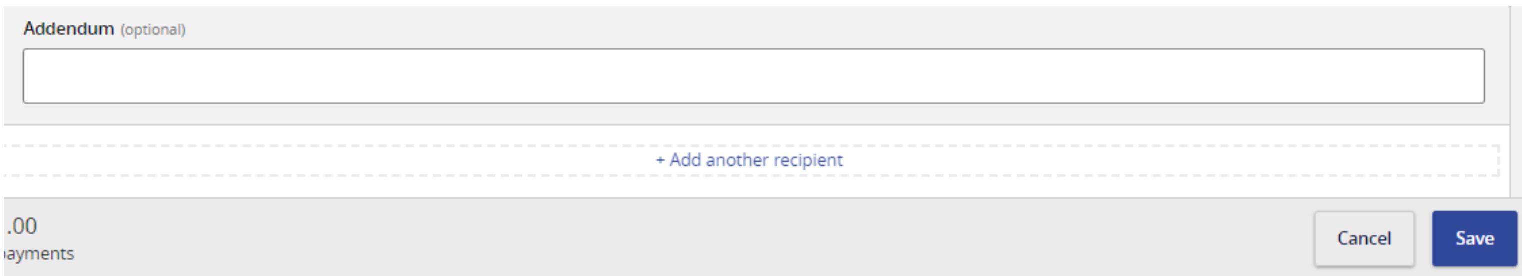


7. Enter an Amount.

8. (Optional) Select the Notify check box to notify the Recipient.



9. (Optional) Enter an Addendum.



10. Select Save to complete ACH payment template creation.
11. (Optional) If you have the Manage Recipients right, you can create a new Recipient. To create a new Recipient, do the following:
    a. Select New Recipient to create and assign a new recipient.
    b. In the Recipient Detail window, enter details.
    c. In the Account section, enter the recipient's account details.

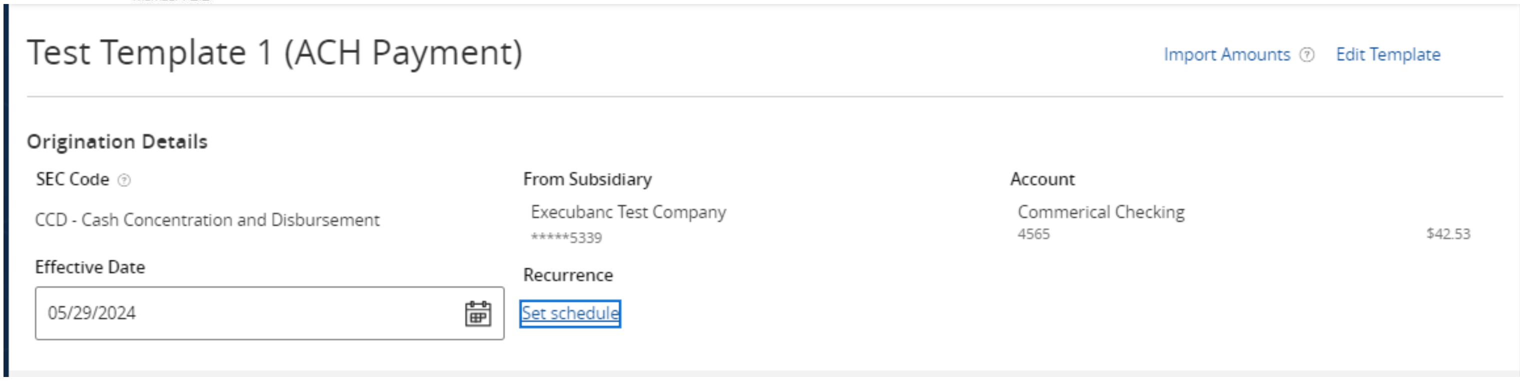
Tip: ACH names can be up to 22 characters long. The ACH name is required if the recipient record contains an ACH account and the system requires it.

d. Select Save Recipient.

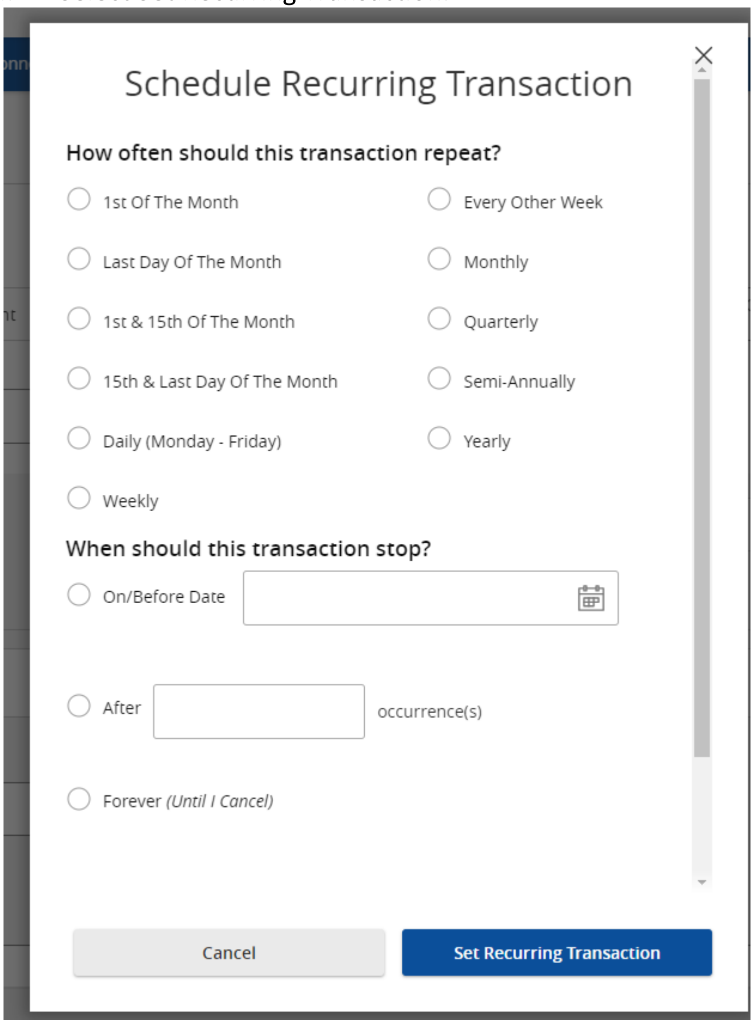
Note: If you have the Recipient Approval feature enabled, creating, modifying, or deleting a recipient requires the change to be reviewed and approved by a user who has Manage Recipients permissions.

Caution: If you delete a template, you cannot restore it.

12. When submitting an ACH template, there will be the option to set it as recurring.



13. After selecting a frequency, select a date on the When should this transaction stop? calendar, or select Forever (Until I Cancel).
14. Select Set Recurring Transaction.



15. Once the template has been completed with the recurring amounts, dependent on your company's transaction controls, select Draft to submit the transaction for approval by another online banking user, or select Approve to verify and submit the transaction to be processed.

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