



Creating ACH payment templates

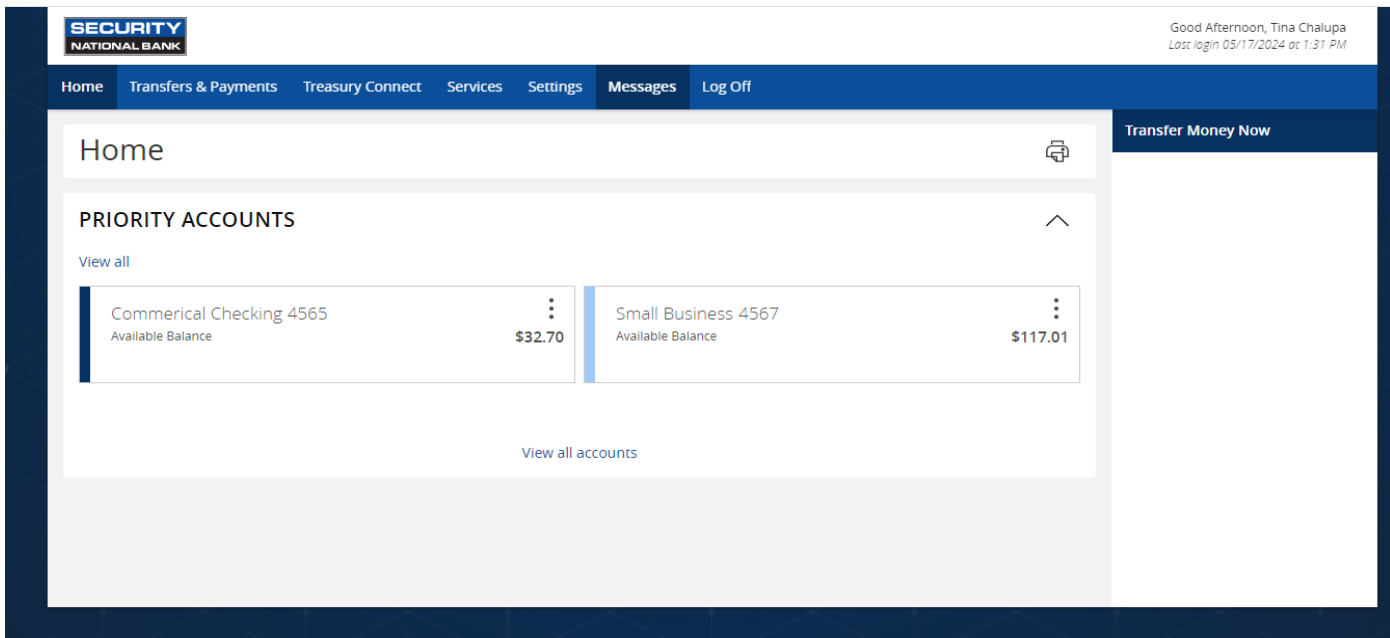
A payment template is a defined set of instructions that you can use for repeated payments or collections. Templates make it easy to set up and use repetitive payments, including:

- 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.



Treasury Connect

PAYMENTS & COLLECTIONS

Payments
An advanced workflow to send wires, ACH, and other payments

ACH Pass-Thru
Create a batch ACH payment by uploading a file

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 Template, then select the ACH payment type.

PAYMENT TEMPLATES

New Template

ACH	Wire	International Wire	Payroll	Recipients	Last Paid Date	Last Paid Amount	Actions
ACH Collection	Domestic Wire						
ACH Payment	International Wire						
Payroll				1			⋮

3. Enter a Template Name.

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

Template Properties

Template Name

Template Access Rights

[3 of 6 user roles selected](#)

Origination Details

SEC Code ⓘ

From Subsidiary

Account



SELECT USER ROLE(S)

Select All | Deselect All

- View Only
- Wire Only
- Copy of Payables Admin
- Company Admin
- Full Company Non Admin
- View Only

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

Origination Details

SEC Code ⓘ CCD - Cash Concentration and Disbursement	From Subsidiary Execubanc Test Company *****5339	Account Small Business 4567 \$157.01
---	--	--

- 6. Select a Recipient to search and select from recipients 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."/>	\$ 0.00
<ul style="list-style-type: none">+ New RecipientBarney RubbleBarney Rubble	
+ Add another recipient	

- 7. Enter an Amount.



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

Recipient details

Display Name * Email Address

Send email notifications for template payments

Accounts (1)

9. (Optional) Enter an Addendum.

Addendum (optional)

[+ Add another recipient](#)

.00
payments

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.

Test Template 1 (ACH Payment)

[Import Amounts](#) [Edit Template](#)

Origination Details

SEC Code ⓘ

CCD - Cash Concentration and Disbursement

Effective Date

05/29/2024



From Subsidiary

Execubanc Test Company
*****5339

Recurrence

[Set schedule](#)

Account

Commerical Checking
4565

\$42.53

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.

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)

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.



Recipients (3)

Filters: **All** Paid Not Paid Pre-Notes

Find recipients in payment

Recipient/Account	Amount	
Barney Rubble Checking	\$ 1.00	⋮
FNBO Test Checking	\$ 1.00	⋮
Megan Tester Checking	\$ 1.00	⋮

\$3.00
3 payments

Cancel Draft Approve