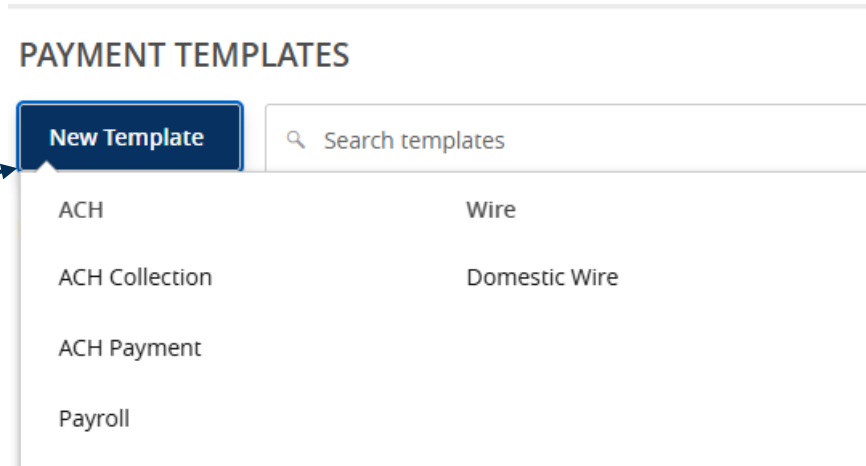
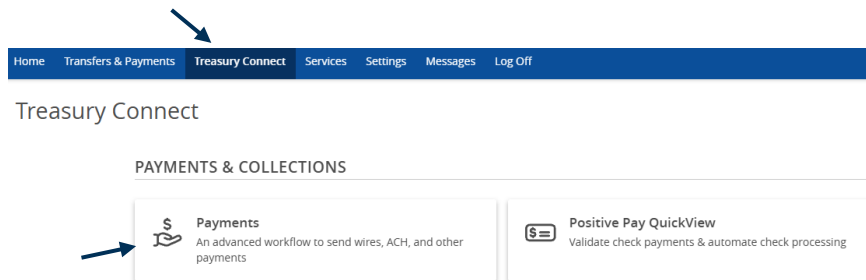




**NOTE:** A Commercial Template allows you to save payment information that can be accessed in the future.

1. Select the 'Treasury Connect' menu and then 'Payments'.
2. Select 'New Template' and the desired transaction type from the drop-down menu.
3. Designate a 'Template Name'.
4. Click the 'Template Access Rights' link.



## ACH Payment [Change Type](#)

### Template Properties

Template Name

Template Access Rights

5 of 9 user roles selected

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



5. Select the User Role(s) who should have access to the template. Click done once all roles have been added.

**NOTE:** A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access for the corresponding User Role.

### SELECT USER ROLE(S)

Search input field with magnifying glass icon.

Select All | Deselect All

Admin       ACH Approval Role       New User Role

6. For ACH templates, select the corresponding SEC Code, company description, subsidiary and account number.

**NOTE:** Payroll transactions will automatically default to an ACH Class Code of PPD. The Company Entry description is used to provide additional descriptive information about ACH Transactions, i.e. DONATIONS, PAYMENTS, RETURN, RETRY PYMT etc. This is not a required field. If left blank it will default to the transaction type.

Origination Details

SEC Code

Company Entry Description

From Subsidiary

Account

7. Select the 'From Subsidiary'.
8. Select the offset 'Account'.
9. Select each recipient who will be linked to the template.

### Select Multiple Recipient Accounts

Search by account name, or number

Showing: **All** Selected      Showing 5 out of 5 account(s)

<input type="checkbox"/>	Name ↑	Account type ↕	Account number ↕
<input checked="" type="checkbox"/>	Jane doe	Checking	
<input type="checkbox"/>	SNB Commercial Account	Checking	
<input type="checkbox"/>	SNB SBA Account	Checking	
<input checked="" type="checkbox"/>	test	Checking	
<input type="checkbox"/>	Test Account	Checking	

2 account(s) selected

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10. Enter a dollar amount for each recipient selected.

**NOTE:** The amount may be left as \$0.00 if the amount will differ from file to file.

11. Click 'Set Recurring Transaction' to finish the recoccurrence setup process.

Recipient/Account	Amount
SNB Commercial Account Checking	\$ 0.00
Test Account Checking	\$ 0.00

12. If the recipient has not yet been set up, select the '+New Recipient' link within the drop-down menu.

**NOTE:** Reference the 'Recipient Management' guide for information regarding the setup of a new recipient.

13. Review the information on the screen for accuracy and select 'Save' when done.

Search by name or account. \$ 0.00

- + New Recipient
- SNB Commercial Account  
SNB Commercial Account  
Checking
- SNB SBA Account  
SNB SBA Account  
Checking
- test  
test  
Checking
- Test Account  
Test Account  
Checking

Matched 4 recipient account(s)

+ Add another recipient

Cancel Save

Recipient/Account	Amount
SNB Commercial Account Checking	\$ 0.00
Test Account Checking	\$ 0.00
SNB SBA Account Checking	\$ 0.00

+ Add another recipient

\$0.00  
3 payments (3 for \$0.00)

Cancel Save

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