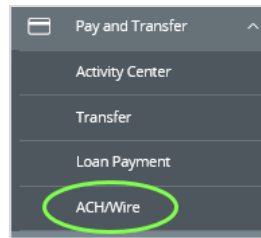
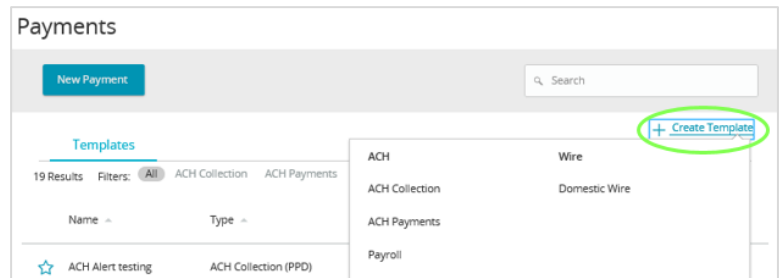


## ACH Template Creation

1. Under the Pay and Transfer tab, select **ACH/Wire**.

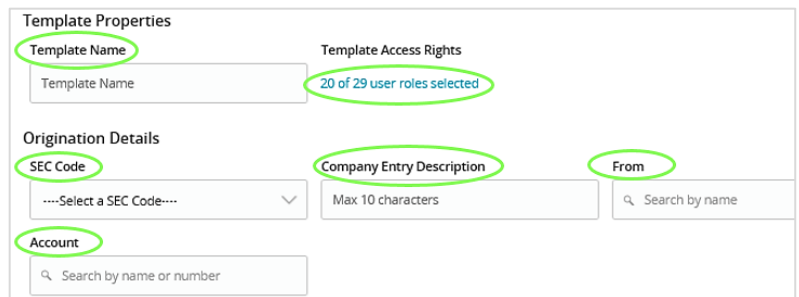


2. Select **+ Create Template** and the desired payment type from the list displayed.



## Template Properties

3. Enter the **Template Name**.
4. Select the link under **Template Access Rights** and select the user roles that will have access to the template. (Refer to the User Role guide for more details.)
5. Select **Done** to return to the Template.



## Origination Details

6. Select the **SEC Code** (not for payroll.)
7. Enter the **Company Entry Description** (optional.)
8. Select the corresponding **Subsidiary (From)** for the commercial payment.
9. Select the corresponding offset **Account** for the commercial payment.

## Recipients

10. Select the **desired recipients** in the template and designate a **dollar amount** for each.

NOTE: Only the recipients with at least one account eligible for the corresponding transaction type (ACH) will be displayed in the list of recipients to select. To add a new recipient within the workflow of the existing payment template, select **+New Recipient** and then select **+Add another recipient**.

The screenshot shows a window titled "Recipients (1)" with a search bar "Find recipients in payment". Below the title is a table with two columns: "Recipient/Account" and "Amount". The "Amount" column has a value of "\$0.00". A dropdown menu is open under the "Recipient/Account" column, showing a search bar and a list of options: "+ New Recipient" (circled in green), "5465", "5465", "Checking", and "123456". Below the table, there are two buttons: "+ Add another recipient" (circled in green) and "+ Add multiple recipients".

## Review

11. Review the subtotals at the bottom within the footer and select **Save**. If changes are needed, select **Cancel**.

NOTES: If processing the transactions within the template, select **Pay or Collect from the Template Saved window**.

Cutoff time is 3:30 p.m. CST, Monday – Friday. Transactions entered after 3:30 p.m. will be processed the following business day.

The screenshot shows a footer area with a subtotal of "\$10.00" and "1 payments". To the right of the subtotal are two buttons: "Cancel" and "Save" (circled in green).

The screenshot shows a confirmation window titled "Template Saved" with a green checkmark icon. Below the title is the text "Template Saved". At the bottom of the window are two buttons: "Close" and "Pay" (circled in green).

## ACH Origination from Template

1. Under the Pay and Transfer tab, select **ACH/Wire**.
2. Select the **kebab icon**, within the Actions column, for the existing template and choose Pay or Collect.

Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
★ ACH Payments	ACH Payments (CCD)	1			

## Origination Details

3. Select an **Effective Date**.

<b>Origination Details</b>		
SEC Code	Company Entry Description	From
CCD - Cash Concentration and Disbursement	AchBatch	TEST *****1212
Account	<b>Effective Date</b>	Recurrence
Checking	<input type="text" value=""/>	None

## Recipients

4. Enter the **dollar amount** for each recipient selected for payment.

NOTE: By default, all Recipients are selected to Pay – this is indicated by a green bar to the left of the Recipient. If a Recipient doesn't need to be paid, select the kebab icon or expand the recipient record and choose 'Do Not Pay'.

<input checked="" type="checkbox"/> This payment is valid.	
ABC Company (456) Checking 1234	<input type="text" value="\$0.01"/>
<input type="checkbox"/> Notify Recipient	<input type="checkbox"/> Do Not Pay
<a href="#">Show Details</a>	

## Review

5. Review the subtotals at the bottom within the footer and select **Save**. You will receive an access code to your established method of delivery of text or voice call.

\$0.03 2 payments	<input type="button" value="Cancel"/>	<input type="button" value="Draft"/>	<input checked="" type="button" value="Approve"/>
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NOTE: Select **Draft** is another user in the company must approve the transaction.

## Edit Existing Template

1. Select the **kebab** icon for the existing template and choose **Edit**.

Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
★ ACH Payments	ACH Payments (CCD)	1			

### Template Properties

2. Modify the existing **Template Name** (Optional.)
3. Modify the **Template Access Rights** by selecting the link (Optional.)

#### Template Properties

**Template Name**

**Template Access Rights**

[20 of 29 user roles selected](#)

### Origination Details

4. Modify the **Company Entry Description** (Optional.)
5. Confirm the **Subsidiary (From.)**
6. Confirm the offset **Account**.

#### Origination Details

SEC Code

CCD - Cash Concentration and Disbursement

**Company Entry Description**

**From**

TEST \*\*\*\*\*1212

**Account**

Test Account #2

### Recipients

7. Add or Remove Recipient records and Input **Amounts**.

#### Recipients (2)

Find recipients in payment

[Add multiple recipients](#)

Recipient/Account	Amount	
5465 Checking 123456	\$10.00	
6072 Checking 1001586072	\$1.00	
<a href="#">+ Add another recipient</a>		

Show payment actions

Copy

**Remove**

Expand Row

Show Details

### Review

8. Review the subtotals within the footer and select **Save**.

NOTES: If processing the transactions within the template, select **Pay or Collect** from the **Template Saved** window.

Cutoff time is 3:30 pm CST, Monday - Friday. Transactions entered after 3:30 pm will be processed the following business day.

\$11.00  
2 payments

Cancel **Save**

## Template Saved

Template Saved

Close **Pay**