



How to Create a new ACH or Wire Template

1. Log in into Online Banking
2. Navigate to **Business Banking > ACH – Wires**

The screenshot shows the Home Federal online banking interface. On the left is a navigation menu with options like Accounts, Transactions, Account History, Business Banking, User, NACHA File Import, Recipients, Subsidiaries, ACH - Wires, Tax Payment, Services, Messages, Manage Settings, Branches & ATM, Help, and Log Off. The main content area is titled 'Payments' and includes a search bar, a 'Filter by Type' dropdown, and two buttons: 'New Template' (circled in green) and 'New Payment'. Below this is a table titled 'Available Templates' with columns for Template Name, Transaction Type, Last Amount, and Last Date. A single row is visible with 'Membership Fees' as the template name and 'ACH Collection' as the transaction type.

Template Name	Transaction Type	Last Amount	Last Date
Membership Fees	ACH Collection		

3. Select new template
 - a. ACH Payment – crediting a recipient
 - b. ACH Collection – debiting a recipient
 - c. Payroll – crediting a recipient
 - d. Domestic Wire – wire sent to a recipient within the US
 - e. International Wire – wire sent to a recipient outside of the US
4. Create a Template Name
 - a. Users that should have access to the template, not including yourself, will show under the “Grant User Access” heading.

5. Select Next

Payments - ACH Collection

Info & Users Recipient & Amount Account Review & Submit

TEMPLATE NAME *

Grant User Access*

Name

Home Federal Client

* - Indicates required field

Cancel **Next**

6. Select the recipients of the ACH or wire by checking the box next to the recipient name

- a. A new recipient can be added by selecting "New Recipient." Fill in the appropriate fields and select Next.

Add John Smith

Recipient Detail Account - New

DISPLAY NAME *

ACH NAME WIRE NAME

E-MAIL ADDRESS

Send e-mail notifications

COUNTRY

ADDRESS 1

ADDRESS 2

CITY STATE ZIP

* - Indicates required field

Cancel **Next**

- i. Select Payment Types Allowed for recipient.

PAYMENT TYPES ALLOWED ACH Only ACH and Wire Wire Only

- ii. Once the account information is entered, you can then either “Save Recipient” that can be used in the future or select “Add another account”.

Recipient Detail
Checking - New

PAYMENT TYPES ALLOWED
ACH Only
ACH and Wire
Wire Only
Remove this account

<p>Account Detail</p> <p>ACCOUNT TYPE * <input type="text" value="Checking"/> <input type="checkbox"/></p> <p>ACCOUNT * <input type="text" value="123"/></p> <p>ACH ROUTING NUMBER * <input type="text" value="291270050"/></p>	<p>Beneficiary</p> <p>NAME * <input type="text" value="John Smith"/></p> <p>COUNTRY <input type="text" value="United States"/> <input type="checkbox"/></p> <p>WIRE ROUTING NUMBER * <input type="text" value="Ex. 013323098"/></p> <p>ADDRESS 1 * <input type="text" value="123 Main St"/></p> <p>ADDRESS 2 <input type="text"/></p> <p>CITY * <input type="text" value="Anywhere"/></p> <p>STATE * <input type="text" value="Illinois"/> <input type="checkbox"/></p> <p>POSTAL CODE * <input type="text" value="55555"/></p>	<p>Intermediary</p> <p>NAME <input type="text"/></p> <p>COUNTRY <input type="text" value="United States"/> <input type="checkbox"/></p> <p>WIRE ROUTING NUMBER <input type="text"/></p> <p>ADDRESS 1 <input type="text"/></p> <p>ADDRESS 2 <input type="text"/></p> <p>CITY <input type="text"/></p> <p>STATE <input type="text" value="Select State"/> <input type="checkbox"/></p> <p>POSTAL CODE <input type="text" value="---"/></p>
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* - Indicates required field

Save Recipient
Add another account

- 7. Once the recipients are selected you can enter the amount and description for each recipient.
 - a. Unchecking the pay box will **withhold** that recipient from the file
 - b. Checking the Notify box will send an email notification to the recipient when the file is processed.
 - c. Selecting the 3 dashes icon will open a new screen that allows you to split payments for that recipient across multiple accounts.
 - d. Selecting the pages icon will create a duplicate recipient in the file
 - e. Selecting the pencil icon will allow you to edit the recipient’s information.

ACH Note: To send a prenote, a \$0.00 amount can be entered.

Name	Account	Pay	Notify	Amount	Addendum	
<input checked="" type="checkbox"/> Jane Doe	123456789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> John Smith	123456789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

8. Selecting Next will move you to the next step in the process which, if your business has subsidiaries, will allow you to select the business that will be sending the file. Simply click on the subsidiary that you would like to use, and select next.

Payments - Payroll

Recipient & Amount | **Subsidiary** | Account | Review & Submit

TEMPLATE NAME:
One Time Payment

SEND PAYMENT AS:
Subsidiary Company

Subsidiary Company
Wire & ACH
Tax ID: *****5964

Search transactions

Payroll	\$0.00
× Cancelled #10737	10/12/2016
Payroll	\$50.00
× Cancelled #10736	10/12/2016
Payroll	\$50.00
× Cancelled #10725	10/12/2016

- If your business does not have subsidiaries it will move you to the Account page. Select the account that the ACH will either be debiting or crediting and select next.

Payments - Payroll

Recipient & Amount Subsidiary **Account** Review & Submit

TEMPLATE NAME:
One Time Payment

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Personal Checking	Checking	XXXXXX0129	-\$54.03
<input type="checkbox"/> Personal Savings	Savings	XXXXXX7909	\$5,941.49

Cancel Next

Search transactions

Pending Processed

Payroll \$0.00 10/12/2016
× Cancelled #10737

Payroll \$50.00 10/12/2016
× Cancelled #10736

Payroll \$50.00 10/12/2016
× Cancelled #10725

- The Review and Submit Page allows you to review the data you have entered, then select "Save" to create your template.

TEMPLATE NAME:
xxx

ACH CLASS CODE SEND PAYMENT AS
Individual (PPD) Home Federal Testing LLC

TOTAL AMOUNT TO ACCOUNT
\$0.02 to 2 recipient Business Checking - XXXXXX0129

EFFECTIVE DATE *
Select Date

RECURRENCE
None

Selected Recipients

Grid List

Name	Account	Pay	Notify	Amount	Addendum
Demo Employee	123456789	Yes	Yes	\$0.01	
Demo Landlord	123456789	Yes	Yes	\$0.01	

* - Indicates required field

Cancel **Save** Draft Approve

11. A Confirmation screen will appear stating that your template was successfully saved.

