



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 'Payments' page in the online banking system. On the left is a navigation menu with 'Business Banking' expanded to 'ACH - Wires'. The main content area shows a 'New Payment' button, a search bar, and a 'Templates' section. A '+ Create Template' button is circled in red. Below it is a table of existing templates.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
ABC FARMING CORP	ACH Payments (CCD)	1			⋮
Basic Vender	ACH Payments (CCD)	1			⋮
Copy of ABC FARMING	ACH Payments (PPD)	1			⋮
Demo Wire Template	Domestic Wire	1	6/22/2017		⋮
Description Test	ACH Collection (PPD)	1			⋮
Domestic Wire	Domestic Wire	1			⋮

- 3.
4. Select Create 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

5. Enter a Template Name

The screenshot shows the 'ACH Collection' template creation form. The title is 'ACH Collection' with a 'Change Type' link. Below is the 'Template Properties' section. The 'Template Name' field contains 'Test 4.4' and has a red arrow pointing to it. To the right, under 'Template Access Rights', it says '6 of 6 user roles selected'.

- a. Users that should have access to the template, not including yourself, will show under the “Template Access Rights” heading.

6. Enter Origination Details

Origination Details

SEC Code ⓘSelect a SEC Code.....	To Subsidiary Search by name	Account Search by name or number
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- a. SEC Code (applicable for some ACH files)
- b. Subsidiary (if applicable)
- c. Account

7. Select the recipients of the ACH or Wire by using the Search field under RECIPIENT/ACCOUNT

- a. Multiple recipients may be added by selecting “Add multiple recipients” or by selecting “Add another recipient”

Recipients (1) Filters: All Pre-Notes Find recipients in collection

+ Add multiple recipients

Recipient/Account	Amount
Search by name or account. ⚠	\$0.00
+ Add another recipient	

- b. To add a new recipient select “+ New Recipient”

Recipient/Account Amount

Search by name or account. ⚠

+ New Recipient

ABC

ABC

- i. Enter the recipients information
- ii. Once the account information is entered, you can then select “Save Recipient”

RECIPIENT DETAILS

Display Name * Email Address Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

Account Type * Account *

Financial Institution (FI) ACH Routing Number *

Recipient Details

ACH Name ACH ID

Country Address 1 Address 2

City State ZIP

- Once the recipients are selected you can enter the amount. To see more and add addendum information select the three dots at the end of the row and choose "expand row"

ABC Checking	9988776655	\$0.00	<input type="button" value="⋮"/>
<p>✓ This payment is valid.</p> <p>Ann Doe Savings</p> <p>123456</p> <p>\$0.00</p> <p><input type="checkbox"/> Notify Recipient <input type="button" value="Show Details"/></p> <p>Addendum</p> <p><input type="text"/></p>			

Context menu options: Copy, Remove, Expand Row, Show Details, Notify Recipient

- Checking the Notify Recipient box will send an email notification to the recipient when the file is processed.

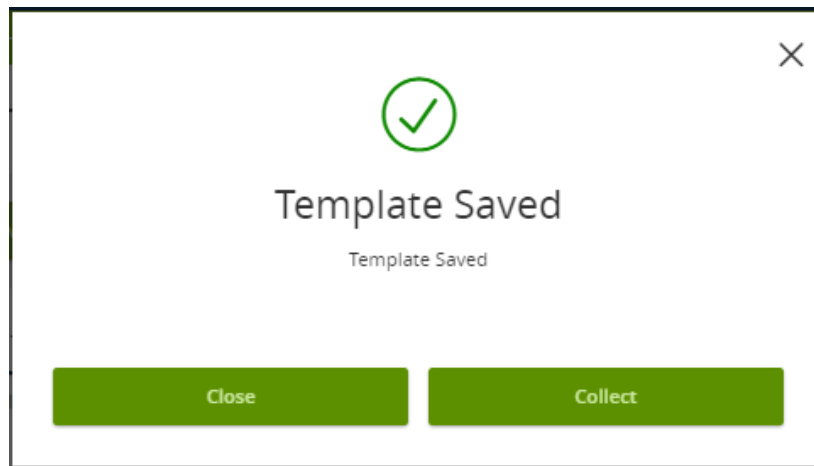
ACH Note: To send a Pre-Note, a \$0.00 amount can be entered.

9. Once all of the template information is input select "Save"

The screenshot shows the 'ACH Collection' form. At the top, it says 'ACH Collection' with a 'Change Type' link and an 'Import Amounts' icon. Below this is the 'Template Properties' section with 'Template Name' (Test 4.4) and 'Template Access Rights' (6 of 6 user roles selected). The 'Origination Details' section includes 'SEC Code' (PPD - Prearranged Payment and Deposits), 'To Subsidiary' (HF Subsidiary), and 'Account' (BUSINESS CHECKING, \$5.39). The 'Recipients (2)' section has a filter set to 'All' and a search box. A table lists two recipients: 'ABC Checking' with amount \$0.00 and 'Ann Doe Savings' with amount \$0.00. At the bottom, there is a summary of '\$0.00' for '2 collections (2 for \$0.00)' and 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

Recipient/Account	Amount
ABC Checking 9988776655	\$0.00
Ann Doe Savings 123456	\$0.00

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



11. To use your Template immediately after being created you may select the Option that appears next to close. Depending on the type of template it may say Collect or Pay.