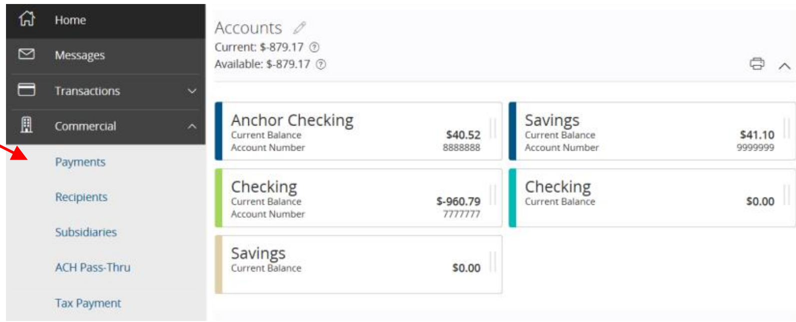
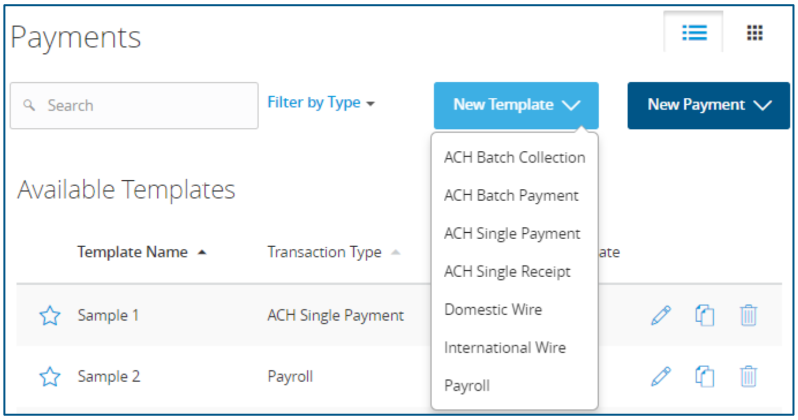
ACH Template Creation

1. Select ‘Commercial’ and then select ‘Payments’.

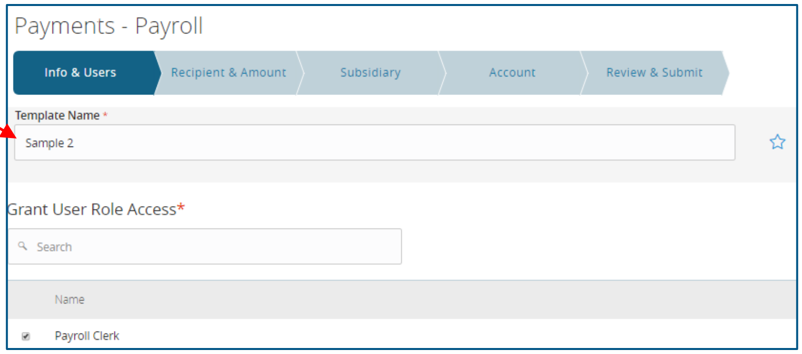


2. Select ‘New Template’ and your desired payment type from the dropdown.



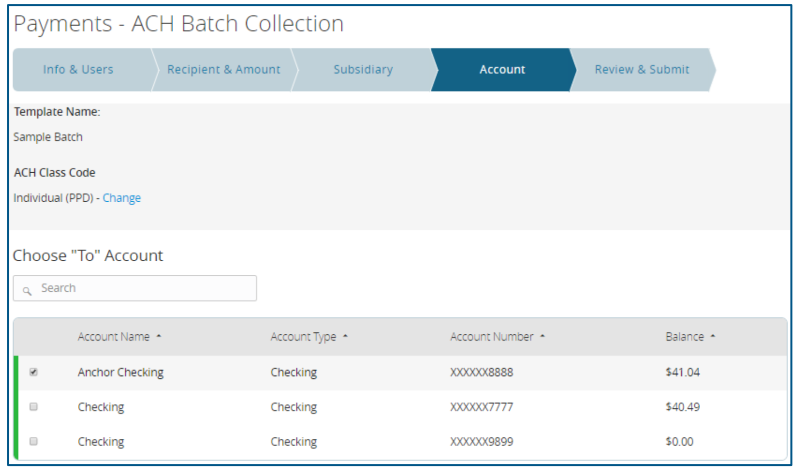
Info & Users

3. Enter your desired template name.
4. Check the user role(s) who should have access to this template.
5. Select ‘Recipient & Amount’ or ‘Next’ to proceed to the ‘Recipient & Amount’ screen once complete.



Account

6. Select the corresponding offset account for the commercial payment.
7. Select the 'Next' button at the bottom of the screen or the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.



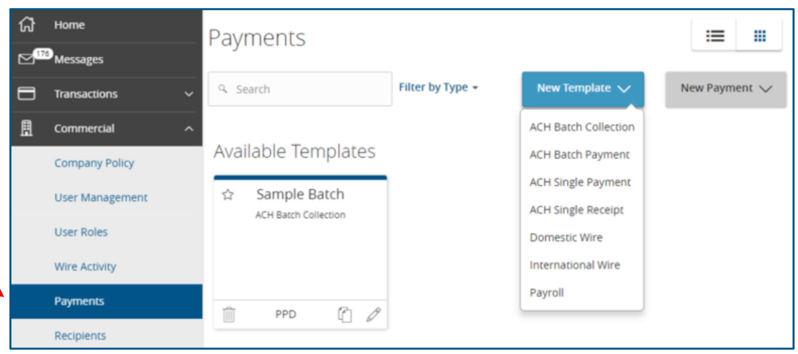
Review & Submit

8. Review the information on the screen for accuracy and then select 'Save'.

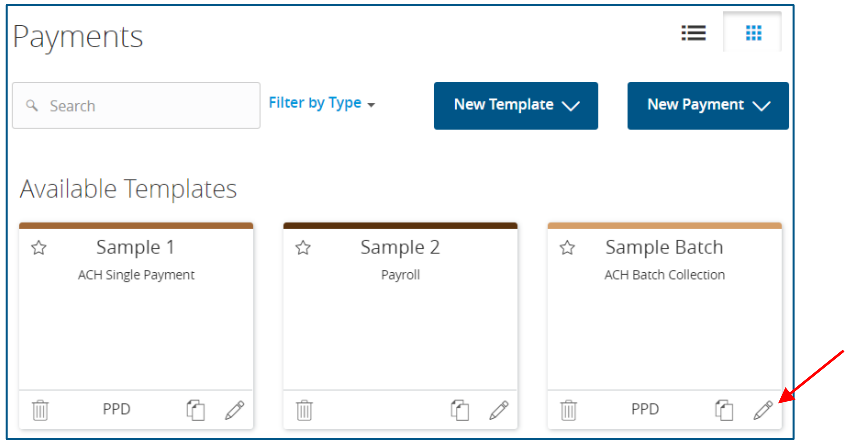
NOTE: The newly created template will now be listed on the 'Payments' page for future use. Click on the pencil icon to utilize.

ACH Payment Creation from Template

1. Select 'Commercial' and then select 'Payments'.

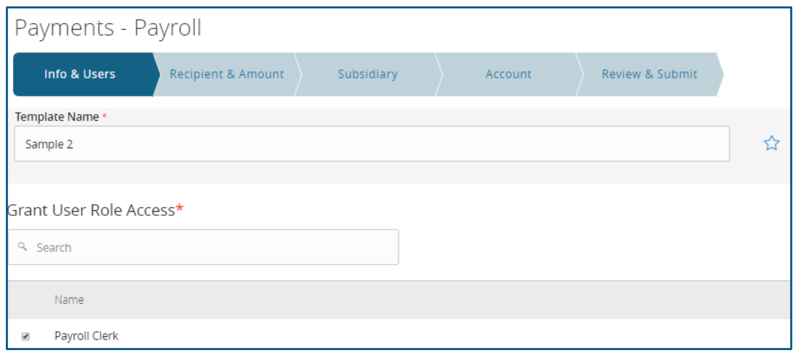


2. Select the pencil icon for the existing template to open.



Info & Users

3. Select the 'Next' button at the bottom of the screen or "Recipient & Amount" step in the workflow ribbon at the top of the page to move to the next step.



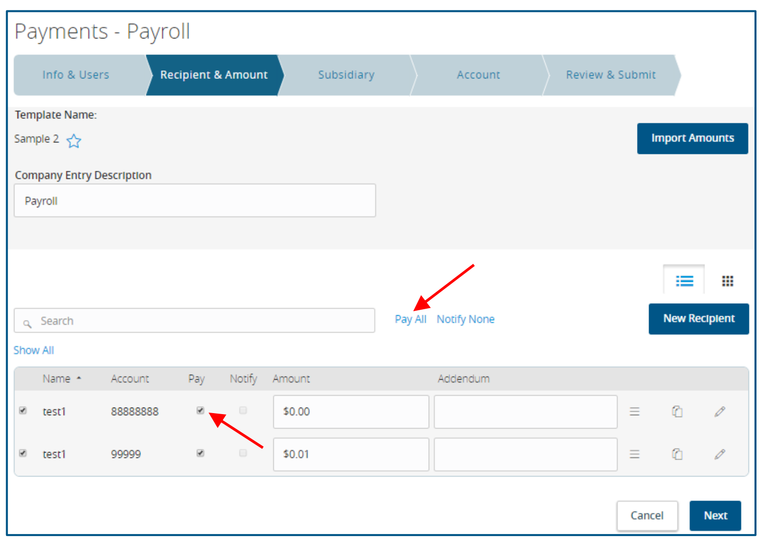
Recipient & Amount

4. Select the 'Pay' box to include the recipient in the payment file.

NOTE: If there are multiple recipients attached to the template, select 'Pay All' to select all recipients attached to the template.

5. Enter the dollar amount for each recipient selected for payment.
6. Select the 'Next' button at the bottom of the screen or "Subsidiary" step in the workflow ribbon at the top of the page to move to the next step once complete.

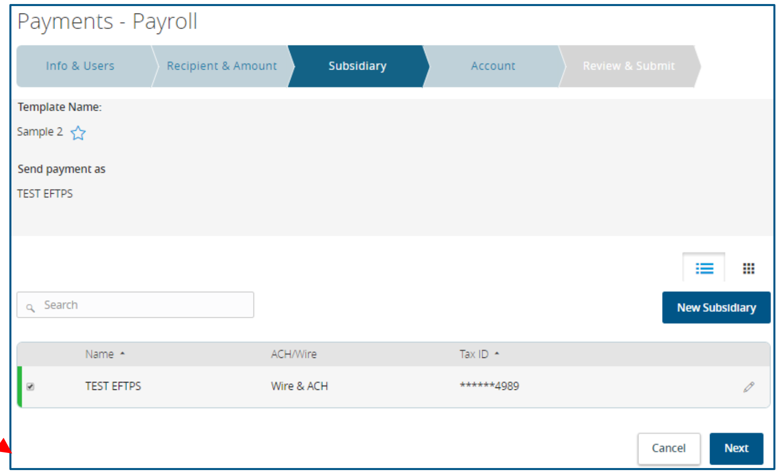
NOTE: Click 'Notify None' if you would not like to notify any recipients of the transaction being generated.



Subsidiary

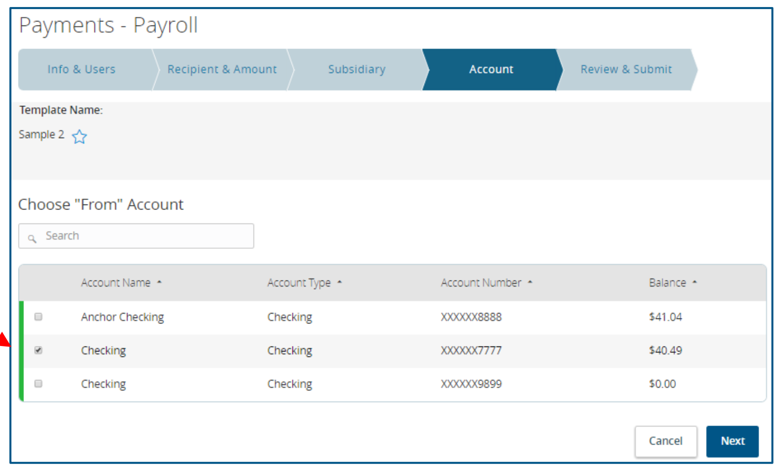
NOTE: This step will only appear for companies with more than one Tax ID.

7. Select the corresponding subsidiary to be used for the payment.
8. Select the 'Next' button at the bottom of the screen or the 'Account' step in the workflow ribbon at the top of the page to move to the next step once complete.



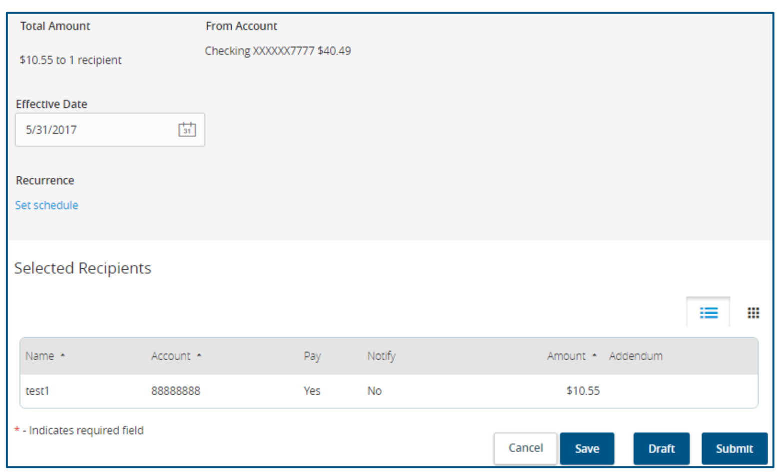
Account

9. Select your desired offset account.
10. Select the 'Next' button at the bottom of the screen or the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.



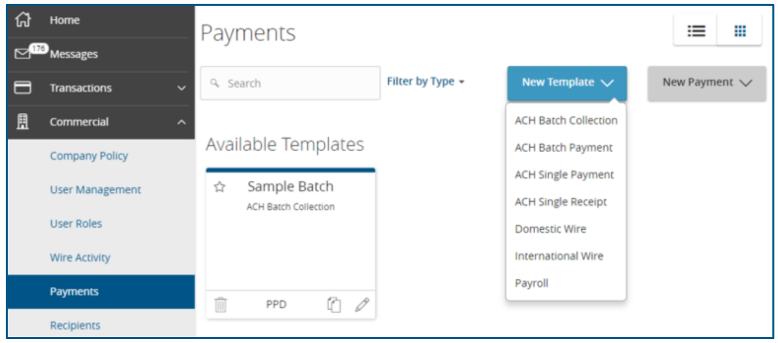
Review & Submit

11. Enter an Effective Date and select 'Submit' to Authorize the transaction or 'Draft' to only draft the transaction.

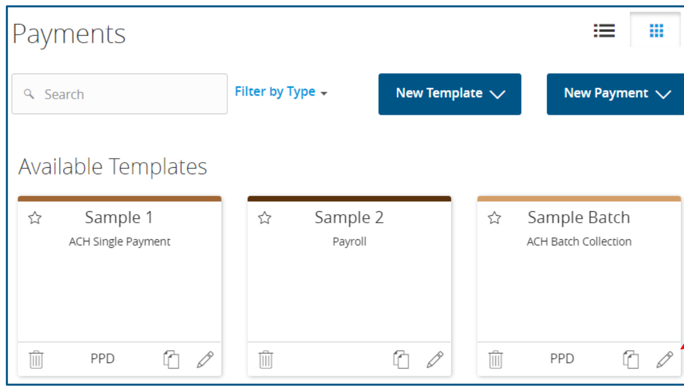


Edit Existing Template

1. Select ‘Commercial’ and then select ‘Payments’.

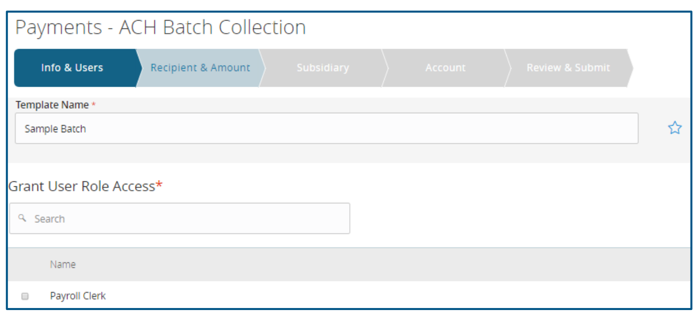


2. Select the pencil icon for the existing template to open.



Info & Users

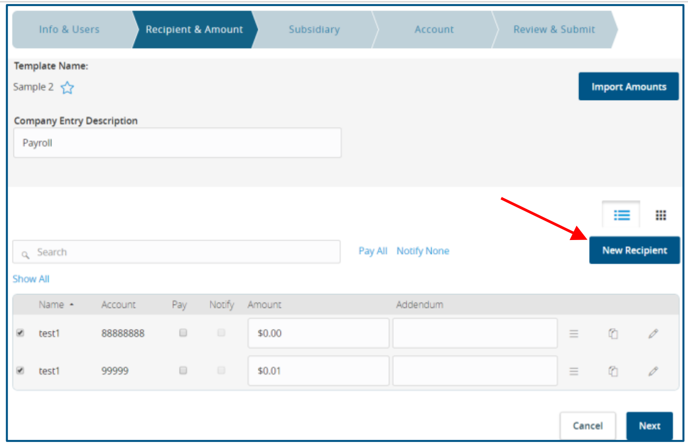
3. Modify existing template name. (Optional)
4. Select the ‘Next’ button at the bottom of the screen or the ‘Recipient & Amount’ step in the workflow ribbon at the top of the page to move to the next step once complete.



Recipient & Amount

5. Select ‘Show All’ to view recipients available to be linked to the template.
6. Place a checkmark next to recipients to be added or uncheck the box to remove recipients.

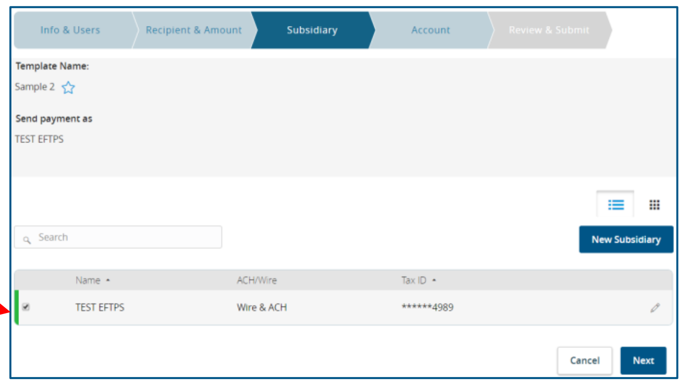
7. Select 'New Recipient' to add a recipient if it has not yet been created. (Optional)
8. Select the 'Next' button at the bottom of the screen or the 'Subsidiary' step in the workflow ribbon at the top of the page to move to the next step once complete.



Subsidiary

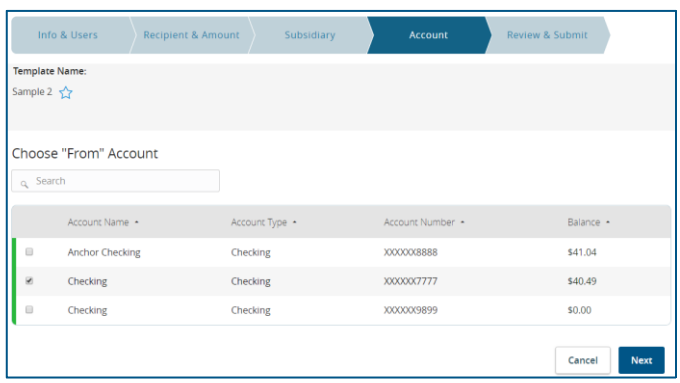
NOTE: This step will only appear for companies with more than one Tax ID.

9. Select the corresponding subsidiary to be used for the payment.
10. Select the 'Next' button at the bottom of the screen or the 'Account' step in the workflow ribbon at the top of the page to move to the next step once complete.



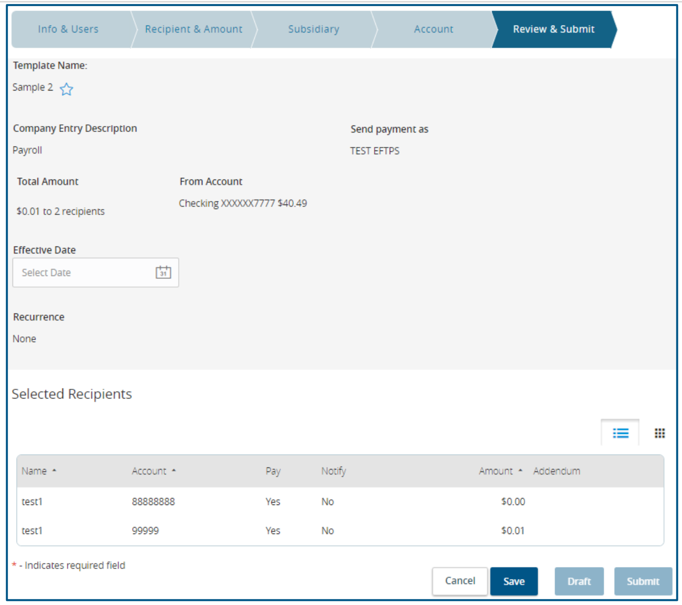
Account

11. Select the desired offset account.
12. Select the 'Next' button at the bottom of the screen or the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.



Review & Submit

13. Select 'Save' to update the template.


Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit
Template Name:
Sample 2
Company Entry Description
Payroll
Send payment as
TEST EFTPS
Total Amount
$0.01 to 2 recipients
From Account
Checking XXXXXX7777 $40.49
Effective Date
Select Date
Recurrence
None
Selected Recipients
Name
Account
Pay
Notify
Amount
Addendum
test1
88888888
Yes
No
$0.00
test1
99999
Yes
No
$0.01
* - Indicates required field
Cancel
Save
Draft
Submit