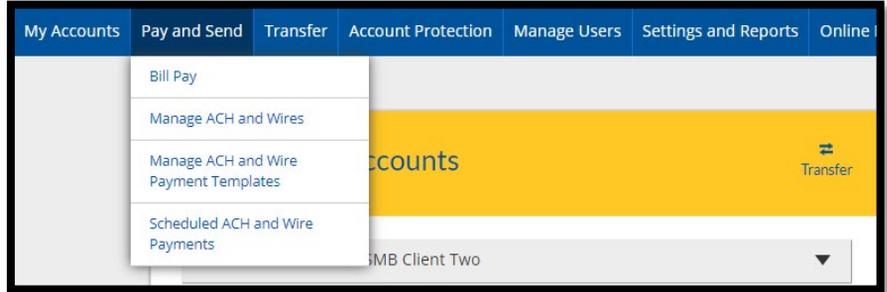


Template Basics

Go to Pay and Send > Manage ACH Wire Payment Templates.



Filter by template type

Search for a specific template

Add a new template – unlimited are allowed

Manage payment templates

Showing All Templates [dropdown] Search [input]

Templates	Last payment	Date
Needs Attention		
Contract Employee payroll Payroll (PPD) ⚠ Invalid funding account	-	Options ▼
Approved		
Tuition Payment Domestic Wire	-	Options ▼

Needs Attention – the template is missing some information
Approved – only these templates can be used to initiate payments

- Options** for an Approved template:
- View
 - Print
 - Edit
 - Delete
 - Make a payment
 - Copy template

Tip: Save time in creating similar templates and use the Copy option!

Add an ACH template

1. Enter a **Template Name** (must be unique).
2. Choose the **Funding Account** (based on accounts enabled by FI).
3. Select **Template Type**. ACH options are:
 - Commercial (CCD), Consumer (PPD), Payroll (PPD), Web-initiated entries (WEB)
4. No action for **ACH Company ID** – the FI controls this
5. Enter **Template Description** (shows in recipient's transaction).
7. Choose **how to settle the payments**.
 - “One settlement entry per batch offset” - one debit for the total of all credits
 - “One settlement entry per item offset” – a debit for each credit
8. Enter **participants**.

Template information

Name

Funding account

Template type

Use this template to
 Make a payment Collect a payment

ACH Company ID

Template Description

How would you like to settle these payments?
 One settlement entry per batch offset One settlement entry per item offset

Consumer information

Complete the template by adding consumers.

This selection shows for Commercial (CCD) and Consumer (PPD) templates only.



Add an ACH template (cont.)

Adding participants:

- No limit on participants per template.
- Addenda is available for Consumer and Commercial template types.
- Routing number is validated by a database maintained by the Fed.
- Prenote is optional.
- Amount field can be \$0; amount is editable at initiation.

Add an employee ✕

Contact information

Who do you want to add Employee ID

Account information

Bank account type

Routing number

Bank account number

Create a prenote

Payment information

This can be changed at the time of payment.

Amount to pay

More on prenotes:

- Optional entries used to “test” that the recipient information is accurate.
- After saving the template, prenote transactions are sent to the financial institution for processing.
- A mandatory 2 day waiting period is enforced. Ex: if you create a template with prenotes on Monday (day 0), the earliest date to pay prenote participants is Thursday.

Add a Domestic Wire Template

1. Enter a **Template Name** (must be unique)
2. Choose **Funding Account** (based on accounts enabled by FI).
3. Select **Domestic Wire** as the Template Type.
4. Enter the **beneficiary**, aka to whom the funds are being wired.

Template information

Name
Wire to ABC Supplier

Funding account
Business Checking ****0001 ▼

Template type
Domestic Wire ▼

Beneficiary information

Complete the template by adding beneficiary .

Beneficiary information

Who do you want to pay
Enter beneficiary name as it appears on the beneficiary account

Address line 1
e.g. 124 Main Street

Address line 2
Optional

Zip/Postal Code
Enter zip code

City/Town

State/Province/Region
Optional

Country
Select ▼

Bank account number
Beneficiary account number

Retype account number

Reference information/Additional instructions
Enter a 4 line message to beneficiary (optional)

Purpose of wire
Optional



Add a Domestic Wire Template (cont.)

5. Enter the **Beneficiary Bank** information.
 - Must be an ABA routing number of a domestic FI.
 - Routing number is validated.
 - Message to beneficiary FI is optional.
6. If included in the wire instructions, enter **Intermediary Bank**.
 - Entire section is optional.
7. Enter the **amount** (can be \$0; amount is editable at initiation).

Beneficiary bank information

Wire routing number

For further credit to

Intermediary bank information

While not common, beneficiary's bank may not receive wires directly and require you to enter the intermediary bank information. If unsure, refer to the wire instructions provided by the beneficiary and please enter the information below.

Bank routing number

Intermediary bank account number

Payment information

This can be changed at the time of payment.

Amount to pay



Add an International Wire Template

1. Enter a **Template Name** (must be unique)
2. Choose **Funding Account** (based on accounts enabled by FI).
3. Select **International Wire** as the Template Type (only displays if enabled by FI).
4. Enter the **beneficiary**, aka to whom the funds are being wired.

Name

Funding account

Template type

Beneficiary information

Complete the template by adding beneficiary .

Beneficiary information

Who do you want to pay

Address line 1

Address line 2

City/Town

State/Province/Region

Zip/Postal Code

Country

Bank account number

Reference information/Additional instructions

Purpose of wire

Add an International Wire Template (con't)

5. Enter **Beneficiary bank information**. Required fields:
- Bank code (SWIFT/BIC)
 - Address line 1
 - City/town
 - Country

Beneficiary bank information

Bank Name

Please enter Bank Code and Bank account number provided with your wiring instructions.

Bank Code (SWIFT/BIC)

Bank account number

Address line 1 Address line 2

City/Town State/Province/Region

Zip/Postal Code Country

Wiring instructions

Tips:

- The freeform “wiring instructions” field is helpful if the user isn’t sure where to put certain info.
- This form is not customizable.

Add an International Wire Template (con't)

6. Enter **Intermediary bank**.
 - Include only if the wire instructions include sending the funds to a correspondent bank before the receiving bank.
5. Enter the **amount** (can be \$0; amount is editable at initiation).

Intermediary bank information (Optional)

If intermediary bank information has been provided with your wiring instructions, the bank and account information can be entered in this section. Otherwise, this section can be left blank.

Intermediary bank is Domestic Bank International Bank

Bank routing number

Bank account number

Payment information

The amount can be changed at the time of payment.

Send exact amount in US dollars