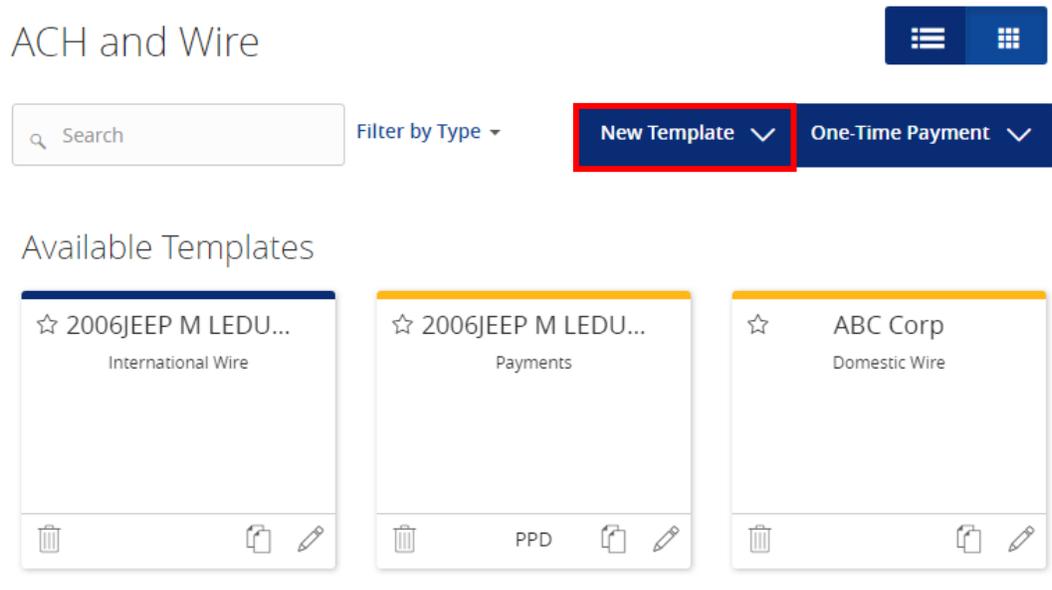# ACH Template Management

ACH Template Creation

1. Select the 'ACH and Wire' option under the 'Commercial' menu.
2. Click the 'New Template' button and select the desired type of ACH transaction.

Info & Users

1. The 'Info & Users' screen allows the user to name the template and to determine who else at the company is allowed access to the template.
2. Click the 'Next' button at the bottom of the screen or 'Recipient and Amount' in the workflow ribbon at the top of the page to move to the next step.
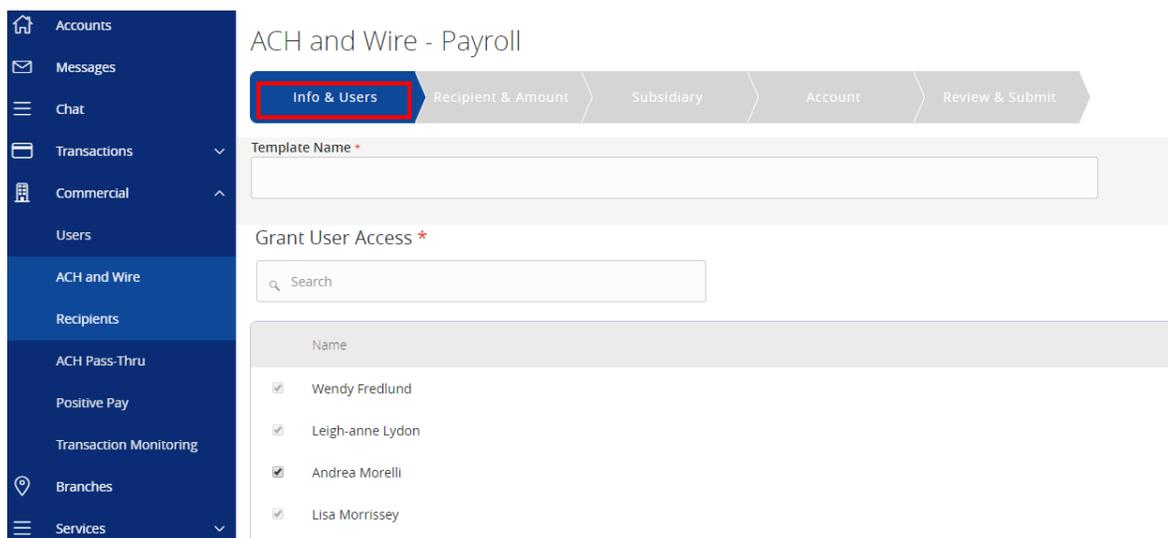
Recipient & Amount

1. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the template and designate a dollar amount for each. Company Entry Description field is an optional field to enter in the file type (ie. Payroll, Reversal)

NOTE: Only recipients with at least one account eligible for ACH transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient while remaining within the workflow of the existing payment template.

2. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

3. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

4. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

Account

1. Select the corresponding offset account for the commercial payment.

ACH and Wire - Payroll

| Info & Users | Recipient & Amount | Subsidiary | Account | Review & Submit |

Template Name:

TEST

Choose "From" Account

🔍 Search

	Account Name ▲	Account Type ▲	Account Number ▲	Balance ▲
☐	COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	$60.76
☐	FREE CHECKING	Checking	DDA-XXXXX3580	$1.64
☐	FREE SAVINGS	Savings	SAV-XXXXX3946	$71.69

Cancel   Next

2. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step.

Review & Submit

1. Review the information on the screen for accuracy and then click 'Save'.

   NOTE: The 'Effective Date' field is not required to save the template even though an asterisk marks the field. This is only required when the template is being used to generate a payment file.

ACH and Wire - Payroll

Info & Users	Recipient & Amount	Subsidiary	Account	Review & Submit

Template Name:

TEST

Company Entry Description   **Send payment as**

Payroll   ROCKLAND TRUST COMPANY/TEST

Total Amount   **From Account**

$0.00 to 1 recipient   FREE CHECKING DDA-XXXXX3580 1.64

Effective Date

| Select Date | 📅 |

Recurrence

None

Selected Recipients

Name ▲	Account ▲	Pay	Notify	Amount ▲	Addendum
ach and wire	54656	Yes	No	$0.00	

* - Indicates required field

Cancel   **Save**   Draft   Approve

Existing ACH Templates

1. Click on the pencil icon next to the desired ACH template.
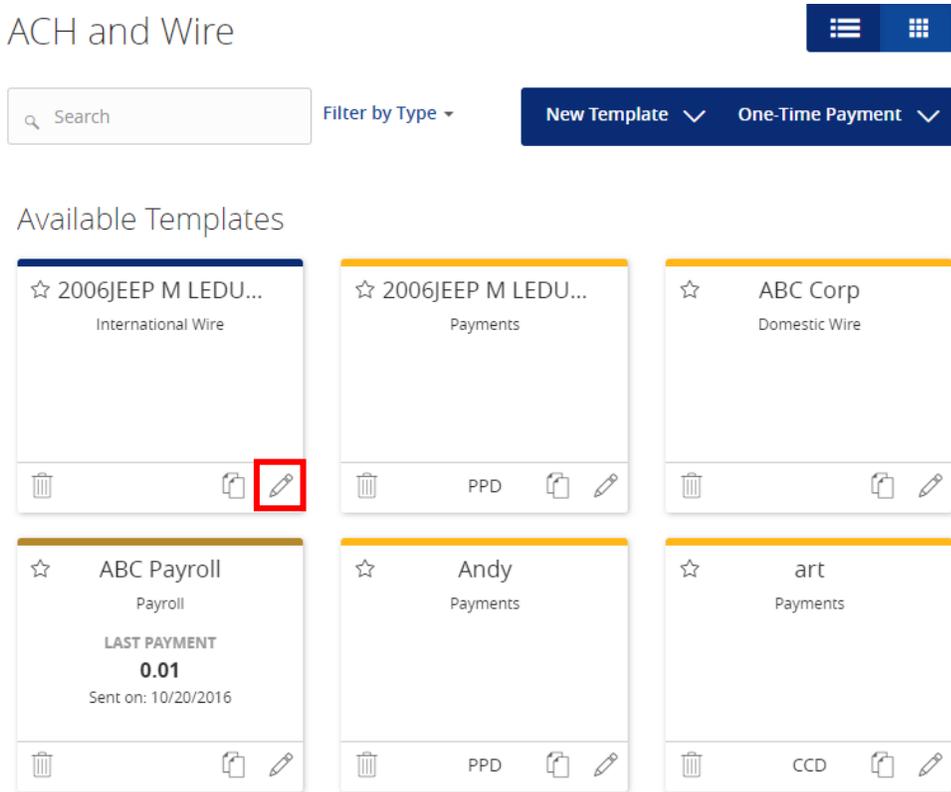
ACH and Wire

Search

Filter by Type ▾

New Template ⌄   One-Time Payment ⌄

Available Templates

| ☆ 2006JEEP M LEDU... | ☆ 2006JEEP M LEDU... | ☆ ABC Corp |
| International Wire | Payments | Domestic Wire |

🗑   📋 ✏   🗑   PPD   📋 ✏   🗑   📋 ✏

☆ ABC Payroll	☆ Andy	☆ art
Payroll	Payments	Payments
LAST PAYMENT		
0.01		
Sent on: 10/20/2016		

🗑   📋 ✏   🗑   PPD   📋 ✏   🗑   CCD   📋 ✏

2. Confirm the Template Name and User Access.

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

ACH and Wire - International Wire
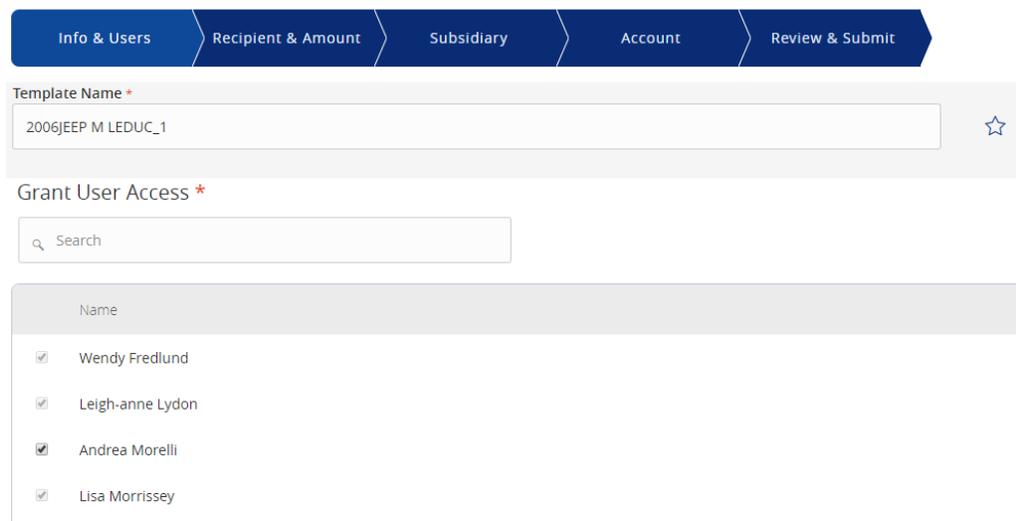
| Info & Users | Recipient & Amount | Subsidiary | Account | Review & Submit |

Template Name *

2006JEEP M LEDUC_1   ☆

Grant User Access *

Search

	Name
☑	Wendy Fredlund
☑	Leigh-anne Lydon
☑	Andrea Morelli
☑	Lisa Morrissey

4. Designate the recipients to be included in the ACH file by checking the boxes in the 'Pay' column. The 'Pay All' link selects all for large numbers of recipients. Please note that the notify box is defaulted on. The 'Notify None' link unchecks this option for large number of recipients.

5. Enter the dollar amount for the recipient's selected to pay.

ACH and Wire - Collections

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

One Time Payment

ACH Class Code

[Individual (PPD)] [Company (CCD)]

Company Entry Description

Max 10 characters

Search | Pay All Notify None | New Recipient

TEMPLATE RECIPIENTS

Name ▲	Account	Pay	Notify	Amount	Addendum	
☐						✎
☐ 241 Fitness						✎
☐ ABC CO						✎
☐ ABC Company new						✎
☐ abcDEF						✎
☐ ABD Co						✎
☑ ach and wire	54656	☑	☐	$0.00		≡ ⧉ ✎

6. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step and confirm the account to be used for the ACH file.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

7. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

8. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step and confirm the account to be used for the ACH file.

9. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step

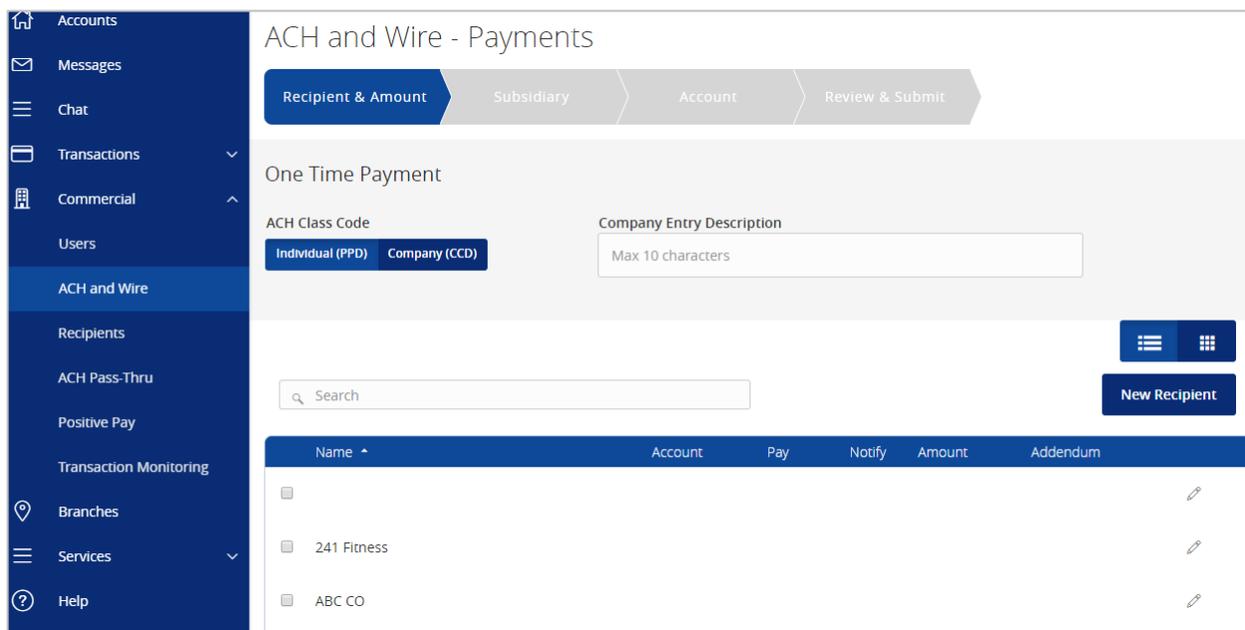10. Select the 'Effective Date' of the file and, depending on access, click 'Draft' or 'Approve.'

Creating a One-Time ACH Transaction

1. Select the 'ACH and Wire' option under the 'Commercial' menu.

2. Click the 'One-Time Payment' button and select the desired type of ACH transaction.
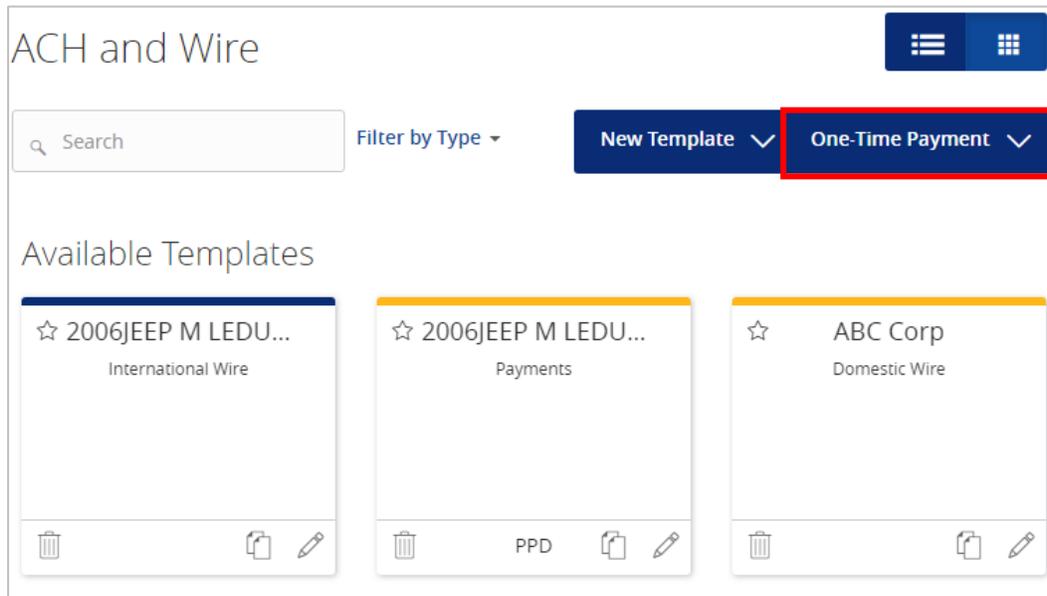
3. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the transaction and designate a dollar amount for each.

4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

   NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

5. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

6. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.

7. Click the 'Next' button at the bottom of the screen or 'Review & Submit' in the workflow ribbon at the top of the page to move to the next step

8. Select the effective date of the file and, depending on access, click 'Draft' or 'Approve.'

Multiple Account (Normal)

This option allows the user to select multiple accounts for one recipient.

1. Select the recipient to be linked to the commercial template or payment.

2. Select the 'Normal' option above the listing of accounts.

3. Designate the account(s) to be included by selecting the check box(es).

4. Enter the dollar amount for each account.

ACH and Wire - Payments

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

One Time Payment

ACH Class Code

Individual (PPD) Company (CCD)

Company Entry Description

Max 10 characters

🔍 Search

Pay All   Notify None

New Recipient

AVAILABLE RECIPIENTS

Name ▲	Account	Pay	Notify	Amount	Addendum			
☑ ABC Company new	654321	☑	☐	$0.00		☰	📋	✏️

Cancel   Next

Split Transactions

Multiple Account (Split)

NOTE: This option allows the user to designate a total dollar amount and then designate a primary and secondary account(s) to distribute the funds. This option is only available for Payroll transactions.

1. Select the recipient to be linked to the commercial template or payment.

2. Select the 'Split' option above the listing of accounts.
3. Designate the Primary account and Secondary account(s) by selecting the check boxes.

ACH and Wire - Payroll

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

One Time Payment

Sample ACH Recipient
Sample ACH Recipient

Select Account   Normal | Split

Primary	Secondary	Account Type ▾	Account ▾
☑	☐	Checking	1234567
☐	☑	Savings	2345678

Cancel   **OK**

4. Click on the blue primary account link.

Name ▲	Account	Pay	Notify	Amount	Addendum			
☑ Sample AC...	1234567	☑	☐	$0.00		≡	🗍	✎
	2345678			$0.00		≡	🗍	✎

Cancel   **Next**

Enter the total amount of the ACH transaction.

Click on the '2 accounts' link.

Name ▲	Account	Pay	Notify	Amount	Addendum			
☑ Sample AC...	2 accounts	☑	☐	$100.0		≡	🗍	✎

5. Enter the dollar amount for the secondary account.

   NOTE: The primary account amount will automatically decrease accordingly.

Name ▲	Account	Pay	Notify	Amount	Addendum			
☑ Sample AC...	1234567	☑	☐	$60.00		≡	🗍	✎
	2345678			$40.00		≡	🗍	✎