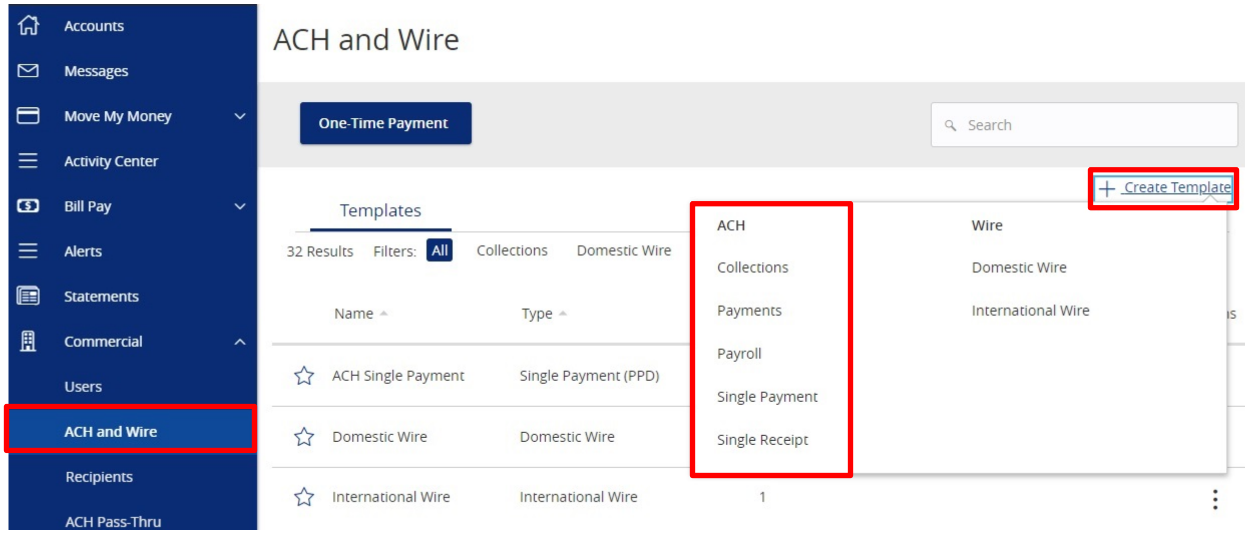
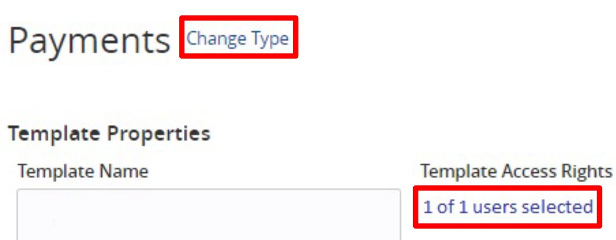
# ACH and Wire Template Management

## ACH Template Creation

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *ACH Template* you would like to create.



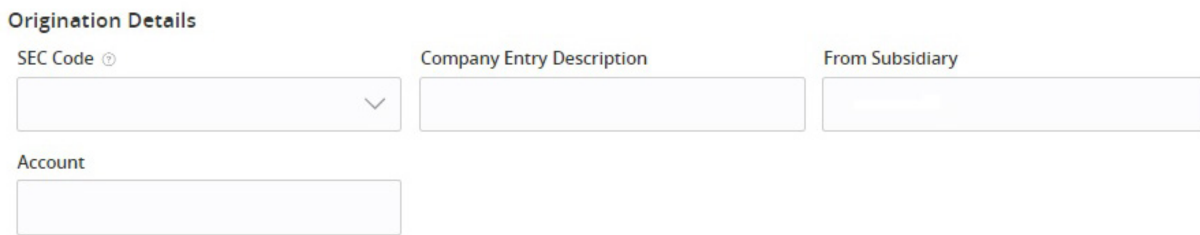

2. You will be presented with a screen asking for the *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.



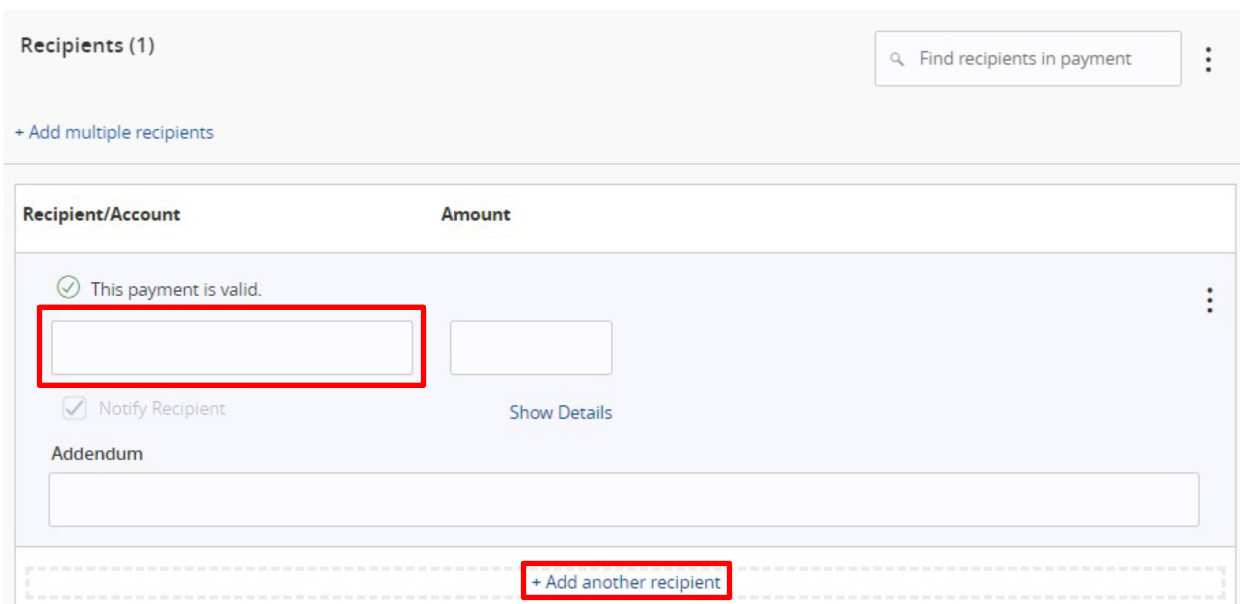

**NOTE:** The example above is for *Payments*, but you can always change the ACH type by clicking “Change Type” to the right of the title.

3. For the *Origination Details* section, fill in the following:

    a. *SEC Code* – not applicable for *Payroll*
    b. *Company Entry Description* – optional field used to enter in the file type
    c. *To/From Subsidiary* – the company initiating the payment
    d. *Account* – select the corresponding offset account for the commercial payment

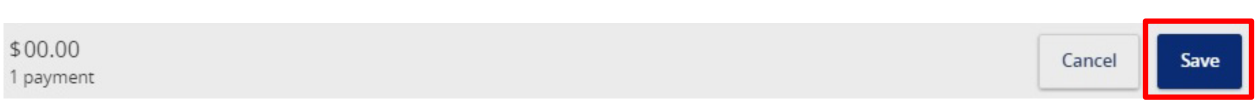



4. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. To select more than one recipient, click "+Add Another Recipient".

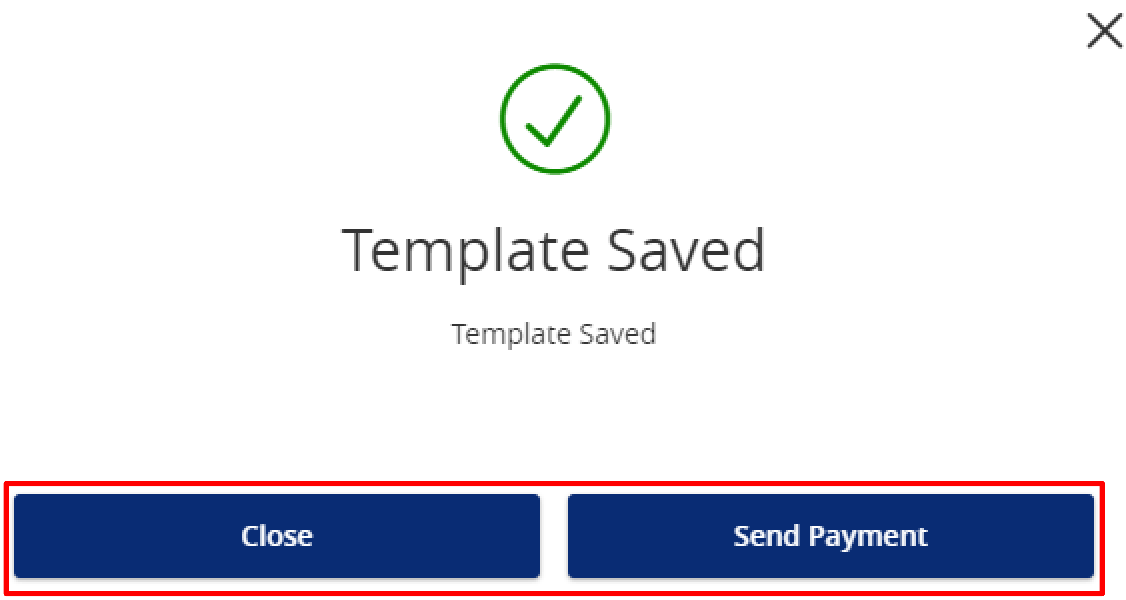



**NOTE:** You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

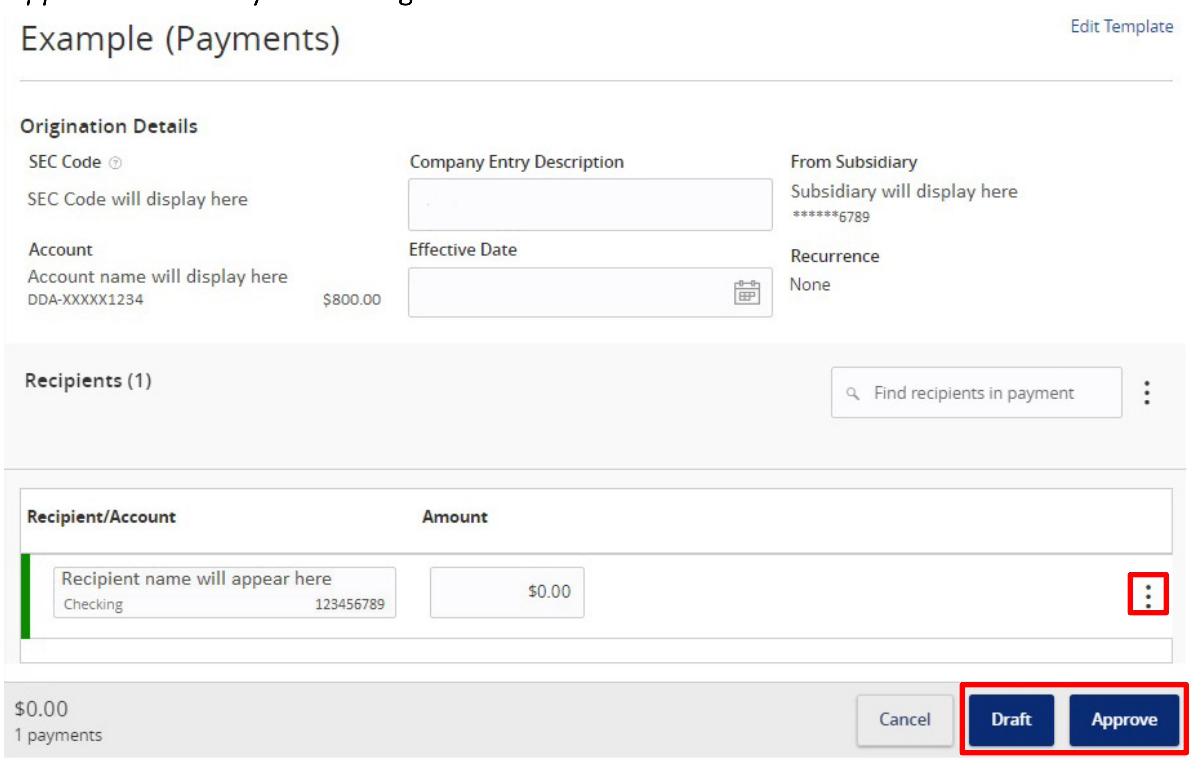
5. Once completed, click "Save".



6. To go back to the ACH and Wire section, click “Close”. To move forward with the payment, click “Send Payment”.



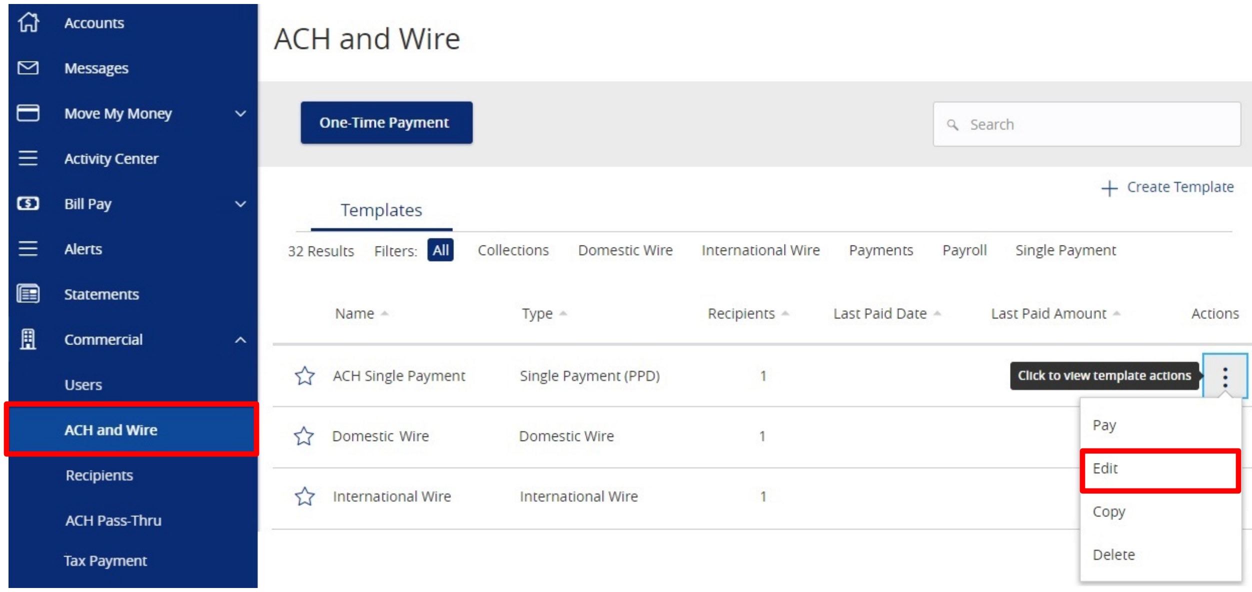

7. If you clicked “Send Payment” you will be taken to a screen to review your ACH. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights.



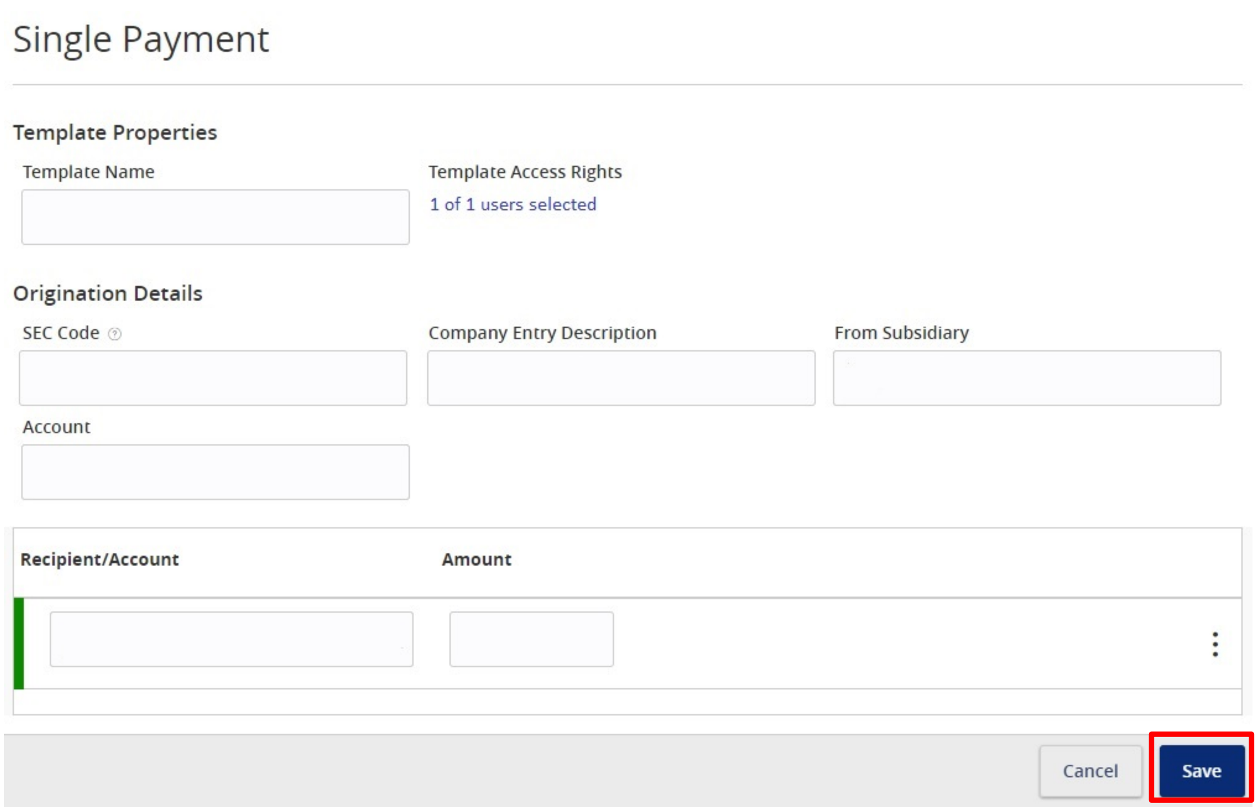

**NOTE:** Click the three dots to *Expand Row* and add an *Addendum*.

## Editing Existing ACH Templates

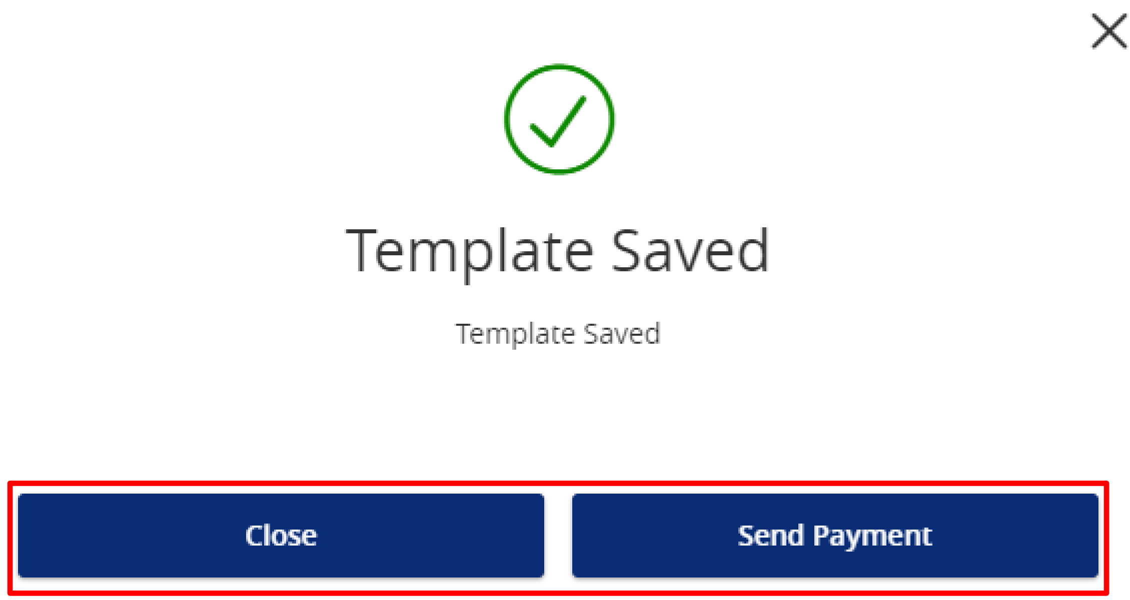
1. Click "ACH and Wire" under the *Commercial* menu. Click on the three dots of the template you would like to *Edit*.



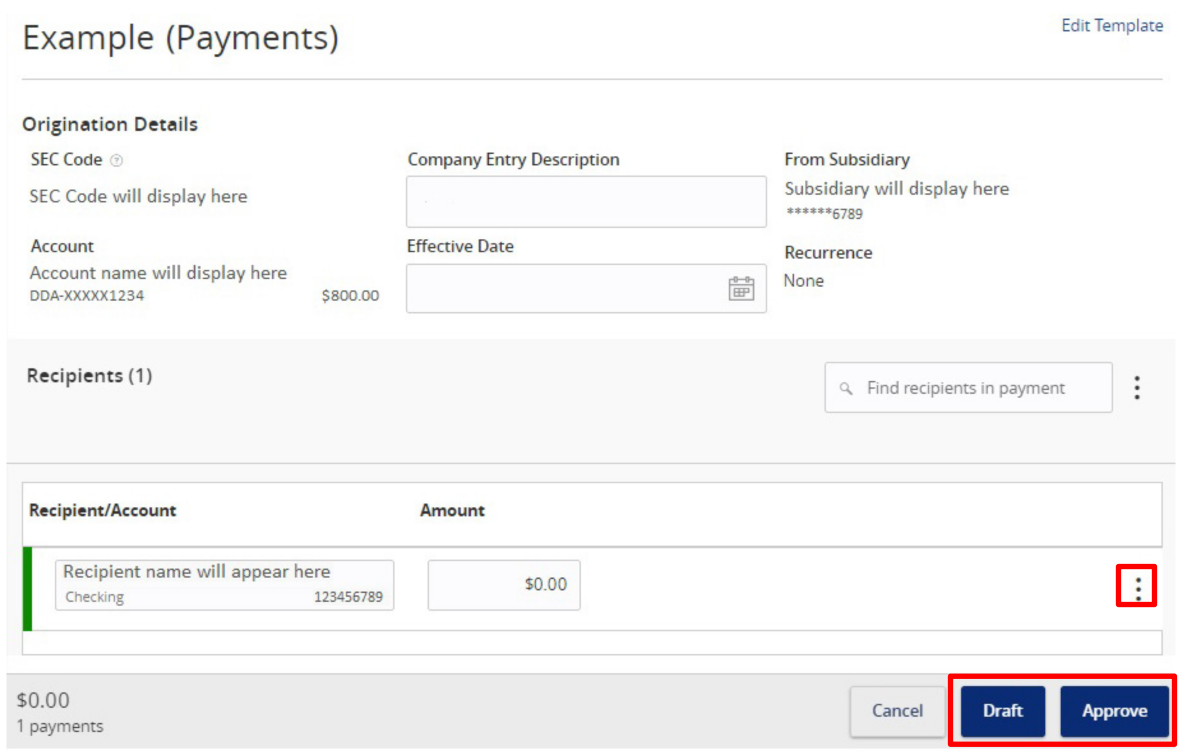

2. The information from the last payment will autofill in the boxes, you will need to update the applicable information for your new ACH payment. Click "Save" when complete.



3. To go back to the ACH and Wire section, click “Close”. To move forward with the payment, click “Send Payment”.



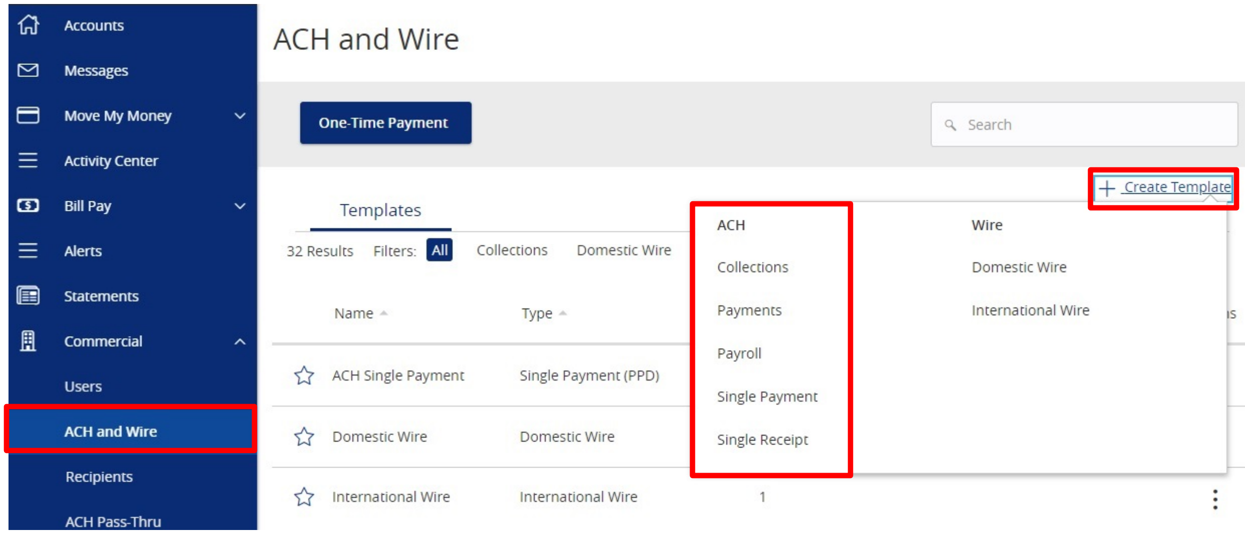

4. If you clicked “Send Payment” you will be taken to a screen to review your ACH. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights.




**NOTE:** Click the three dots to *Expand Row* and add an *Addendum*.

## Recurring ACH Transaction Set-Up

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *ACH Template* you would like to create.

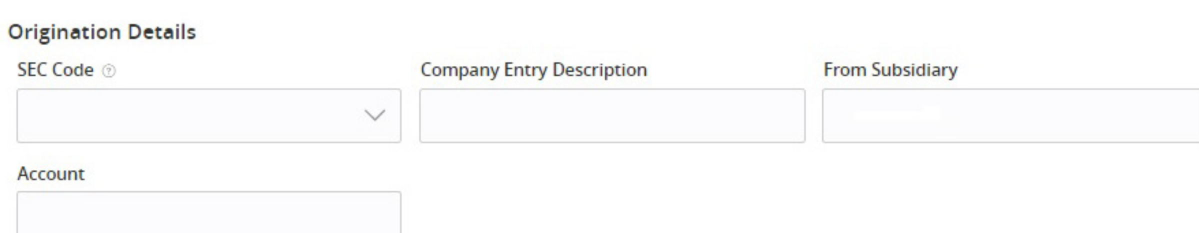



2. You will be presented with a screen asking for the *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.

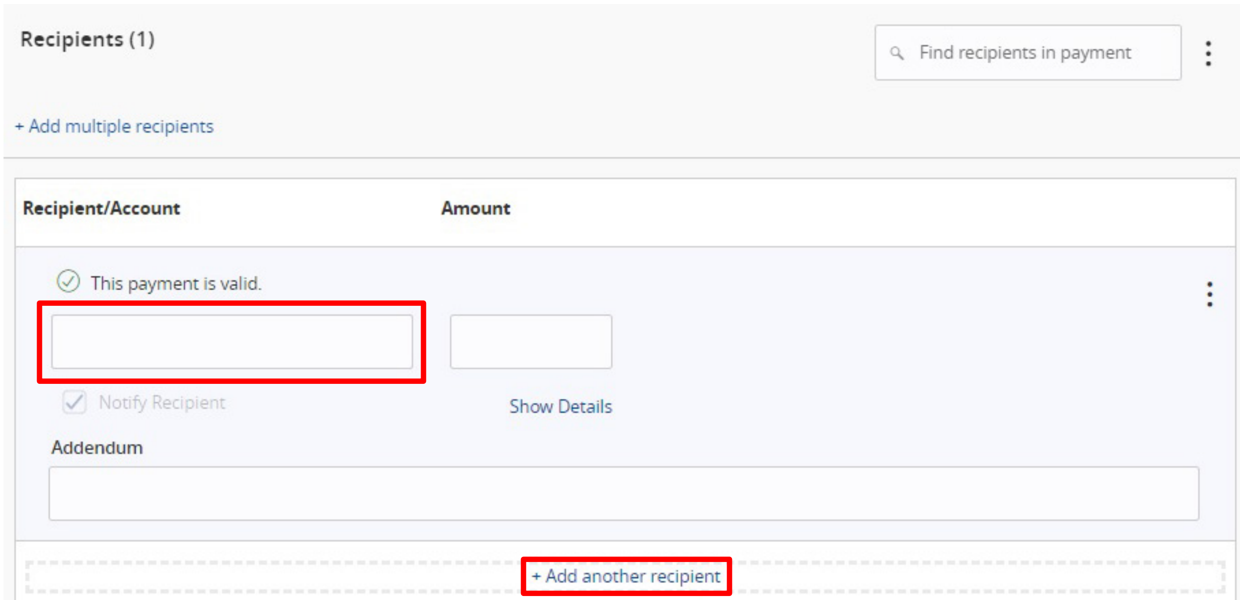

**NOTE:** The example above is for *Payments*, but you can always change the ACH type by clicking “Change Type” to the right of the title.

3. For the *Origination Details* section, fill in the following:

   a. *SEC Code* – not applicable for *Payroll*
   b. *Company Entry Description* – optional field used to enter in the file type
   c. *To/From Subsidiary* – the company initiating the payment
   d. *Account* – select the corresponding offset account for the commercial payment

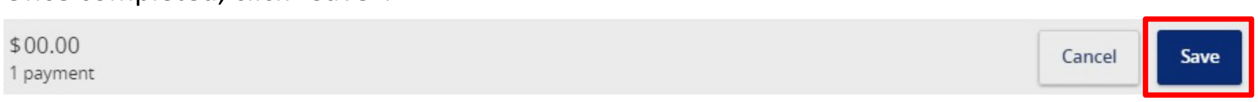


4. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. To select more than one recipient, click “+Add Another Recipient”.

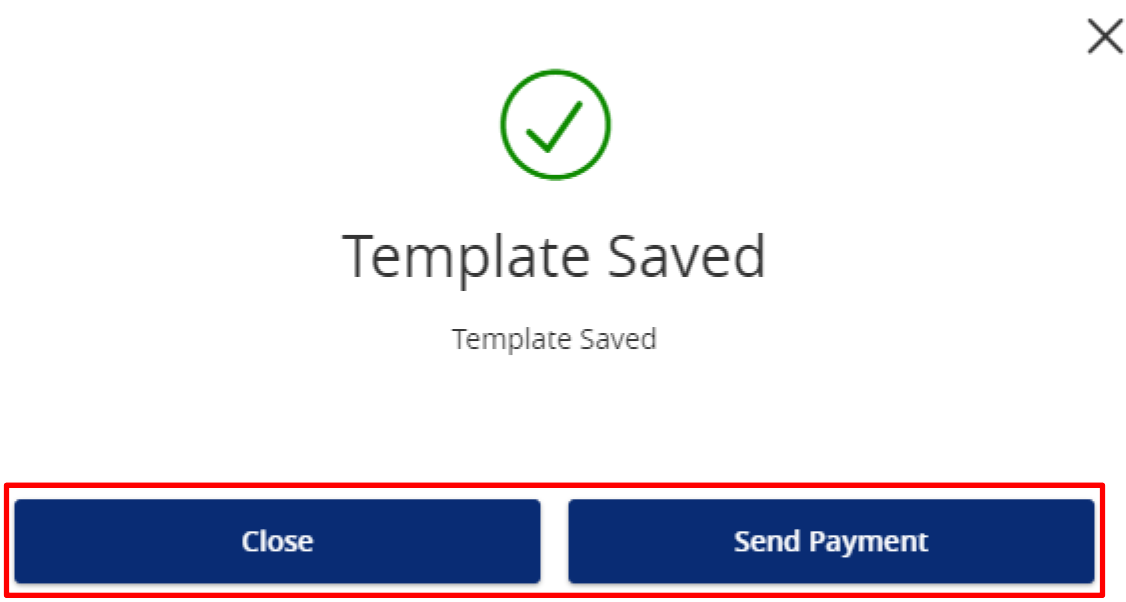



**NOTE:** You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

5. Once completed, click “Save”.

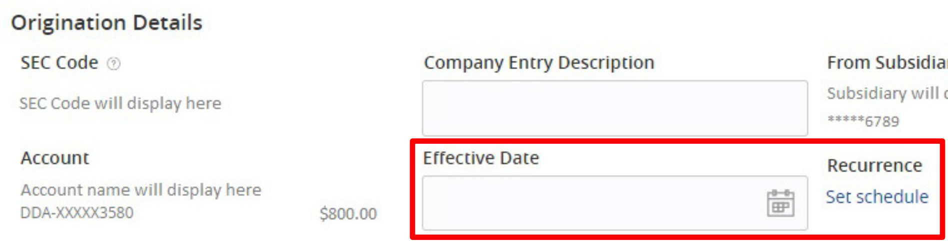



6. To go back to the ACH and Wire section, click “Close”. To move forward with the payment, click “Send Payment”.

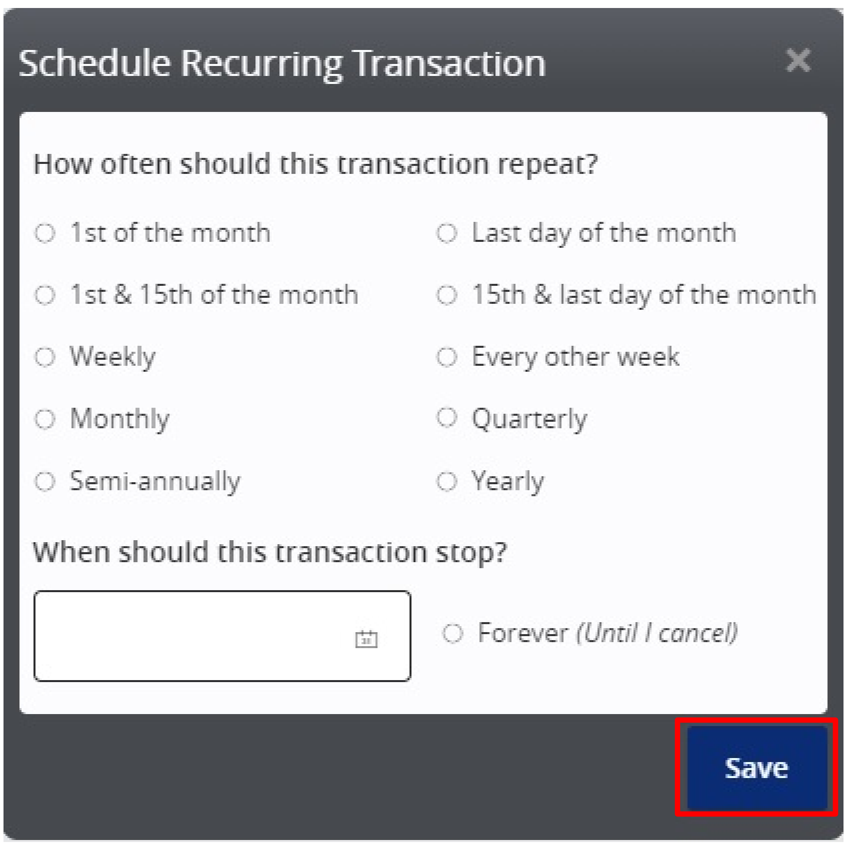


7. If you clicked “Send Payment” you will be taken to a screen to review your ACH.

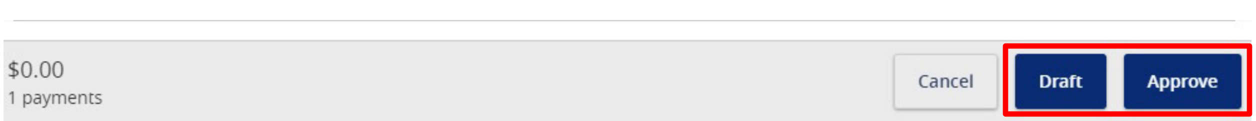
8. Select your initial “Effective Date” for the payment and under *Recurrence*, click “Set Schedule”.




9. Select the frequency and end date. After this, click “Save”

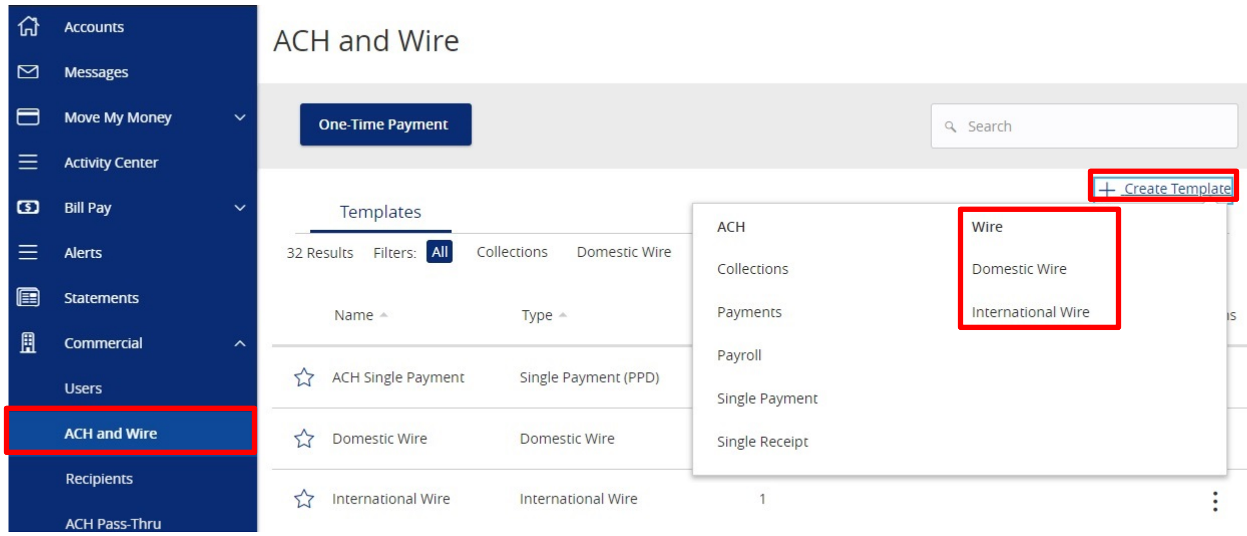



10. Back on the ACH review screen, click “Draft” or “Approve” based on your user rights.

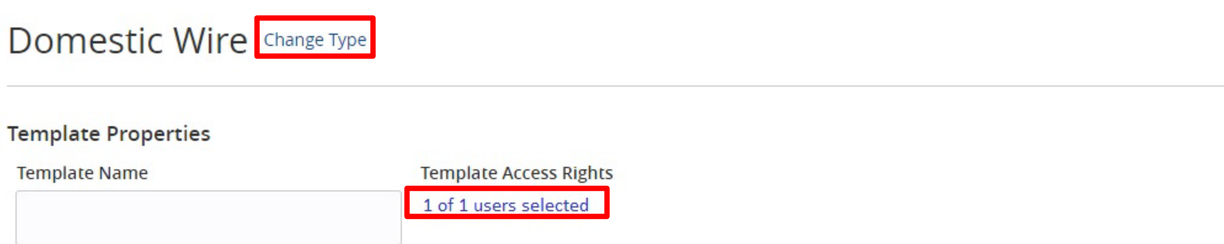


## Domestic/International Wire Template Creation

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *Wire Template* you would like to create.



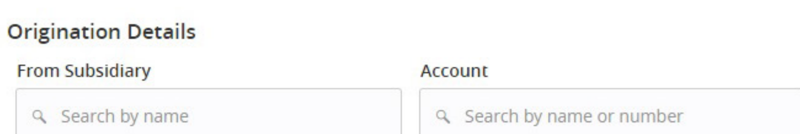

2. You will be presented with a screen asking for *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.



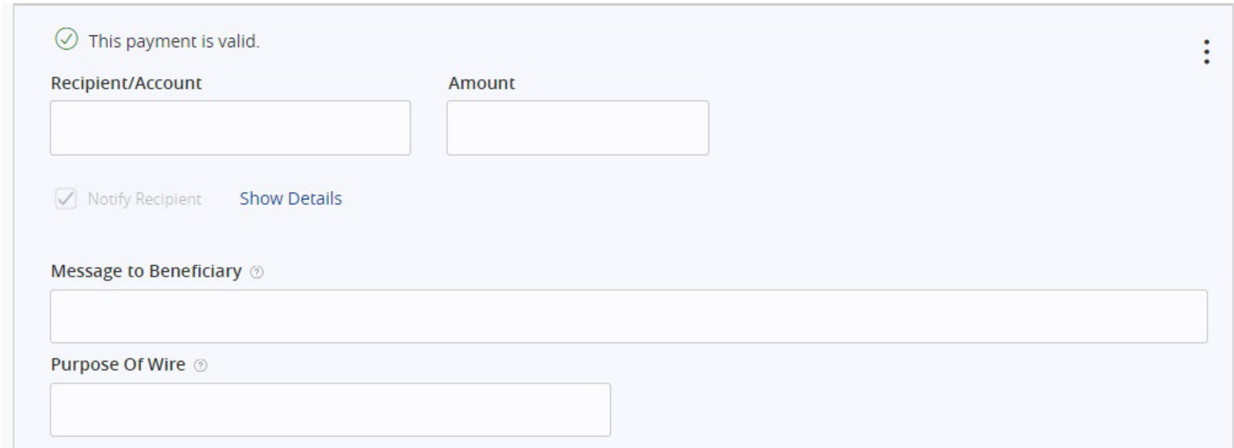

**NOTE:** The example above is for a *Domestic Wire*, but you can always change the Wire type by clicking “Change Type” to the right of the title.

3. For the *Origination Details* section, fill in the following:

   a. *From Subsidiary* – the company initiating the payment
   b. *Account* – select the corresponding offset account for the commercial payment



4. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. You will also need to fill out a *Message to Beneficiary* and the *Purpose of Wire*.

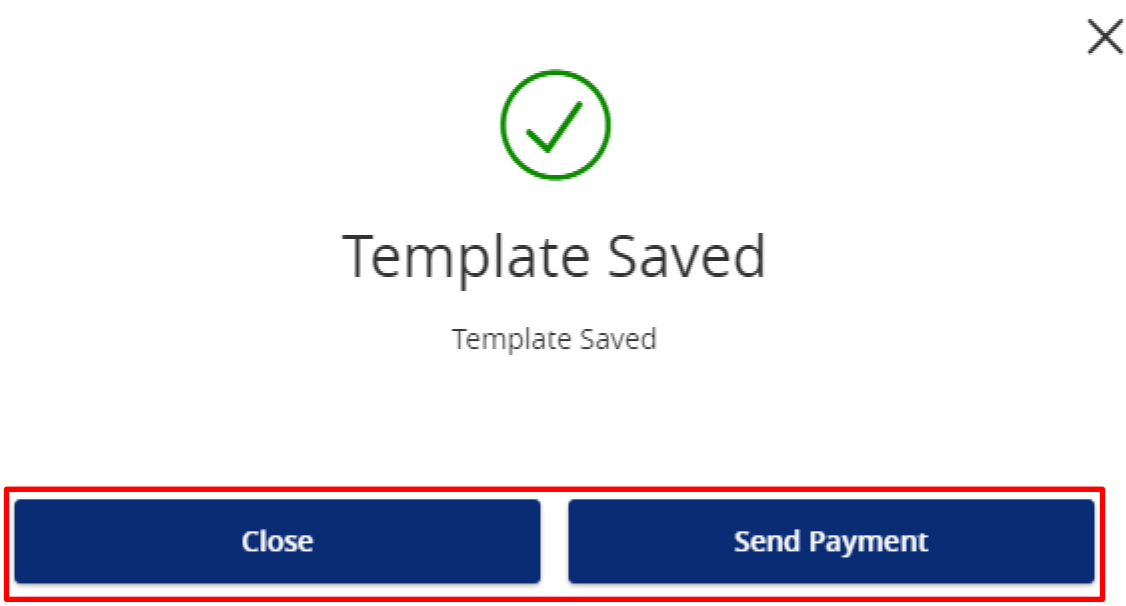



**NOTE:** You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

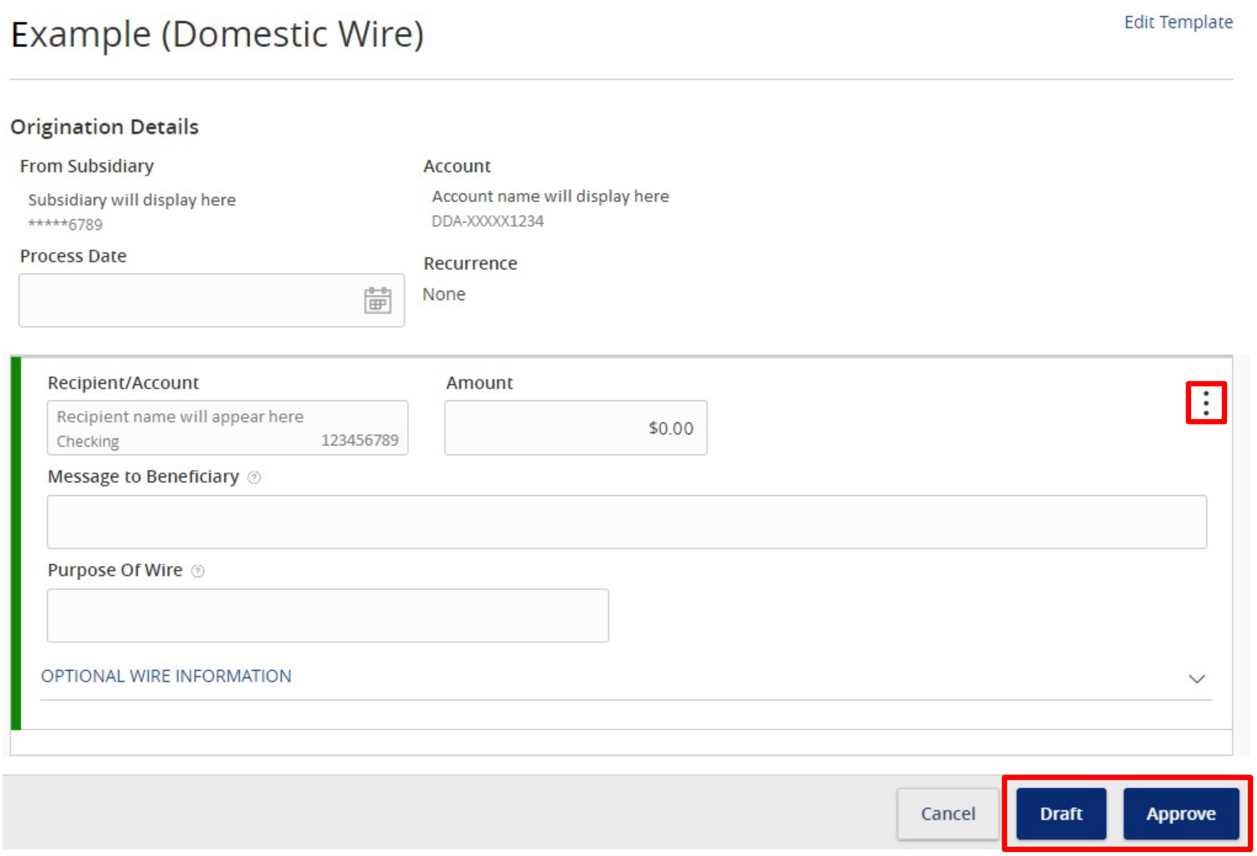
**NOTE:** For *International Wires*, you will need to select the *Currency*.

5. Once completed, click “Save”.


6. To go back to the ACH and Wire section, click “Close”. To move forward with the payment, click “Send Payment”.



7. If you clicked “Send Payment” you will be taken to a screen to review your Wire. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights and your Wire Transfer Agreement.

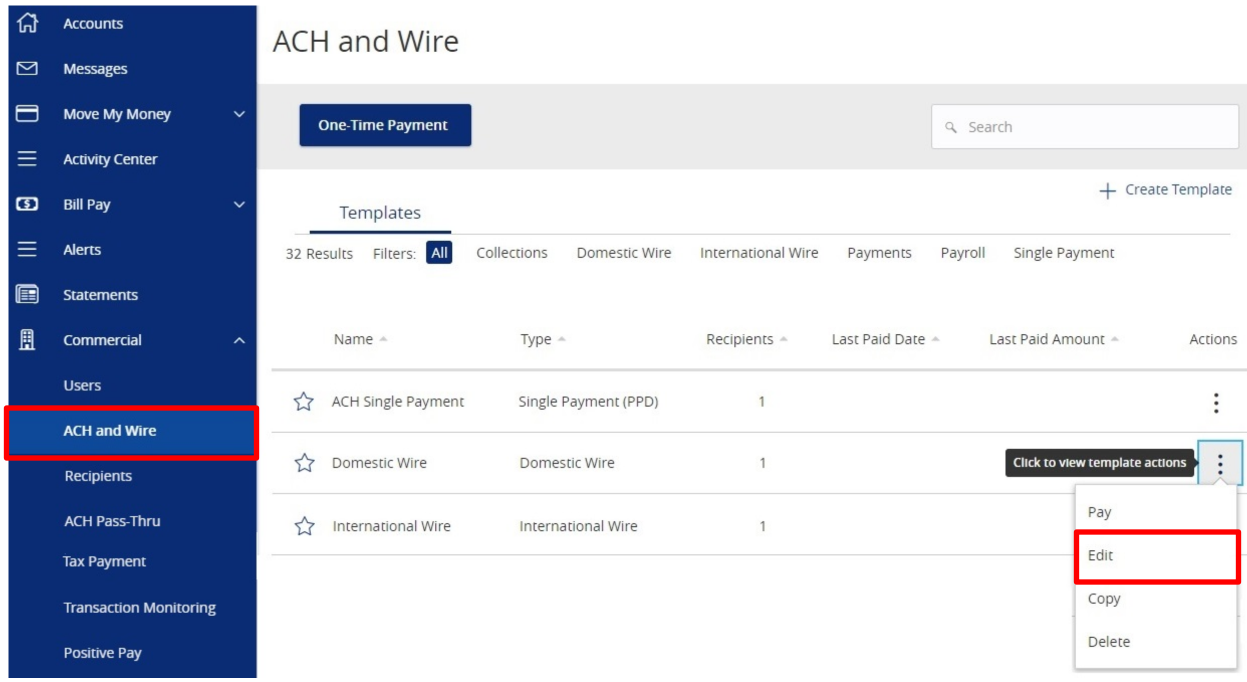



**NOTE:** Click the three dots to *Expand Row* and add a *Description*.

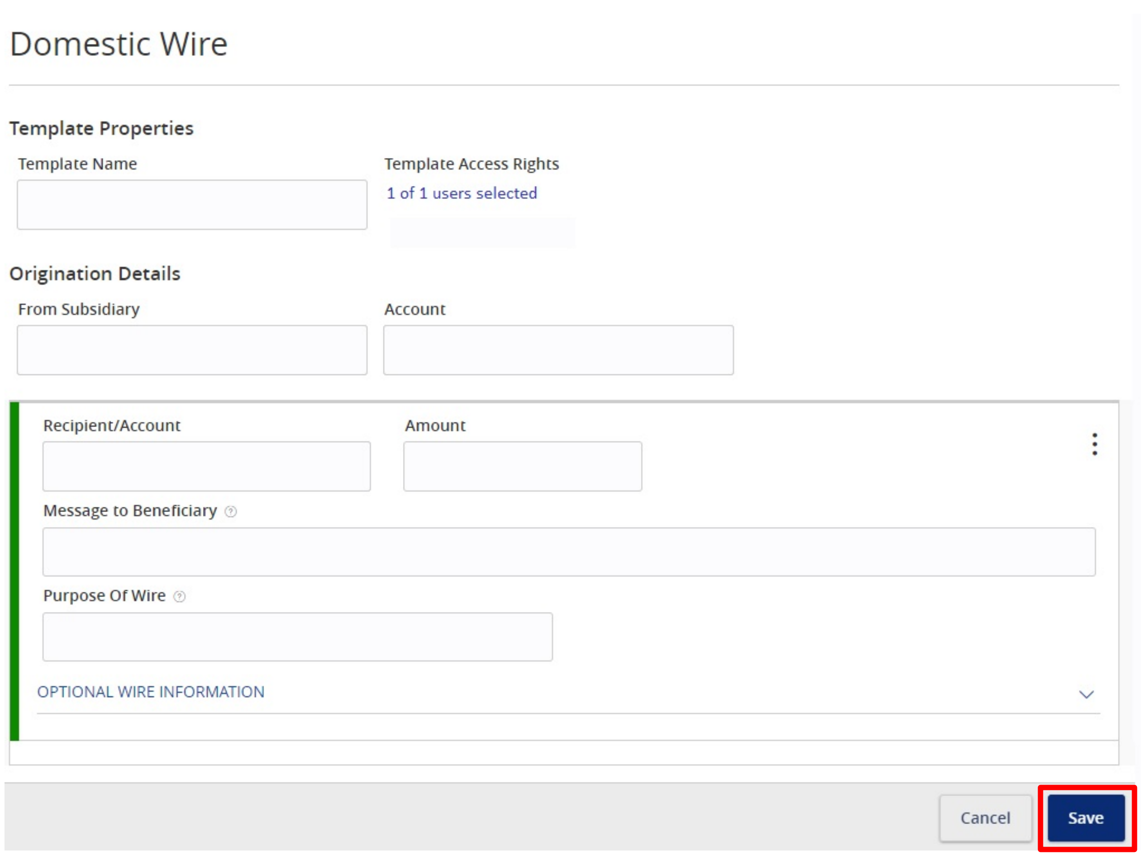
**NOTE:** If you have any questions or issues, you may contact our Wire Department during business hours at 781.982.6888.

## Editing Existing Domestic/International Wire Templates

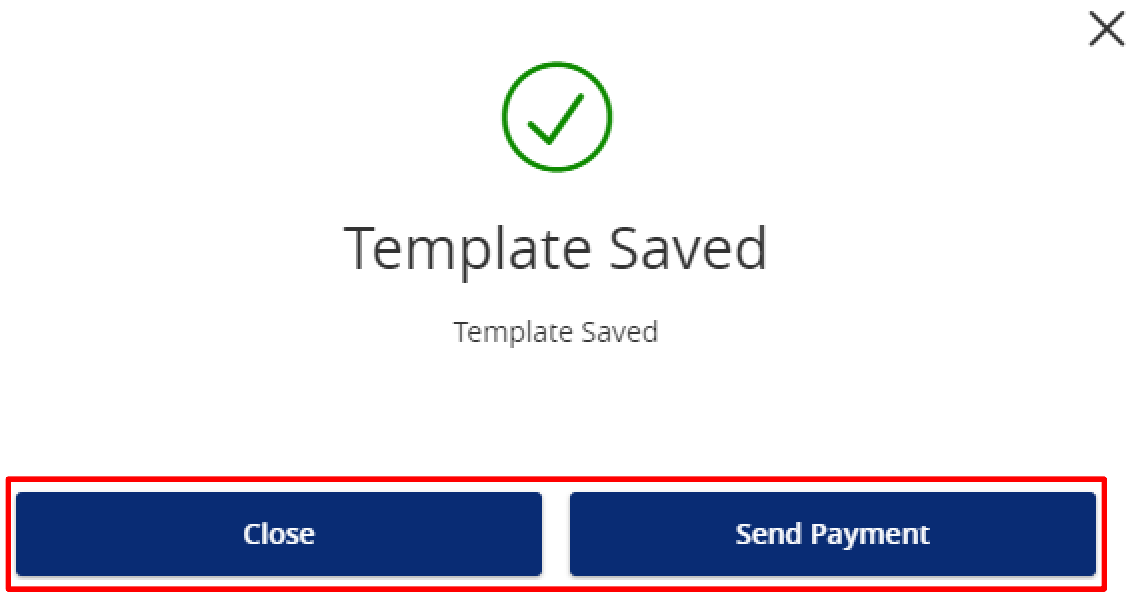
1. Click "ACH and Wire" under the *Commercial* menu. Click on the three dots of the template you would like to *Edit*.



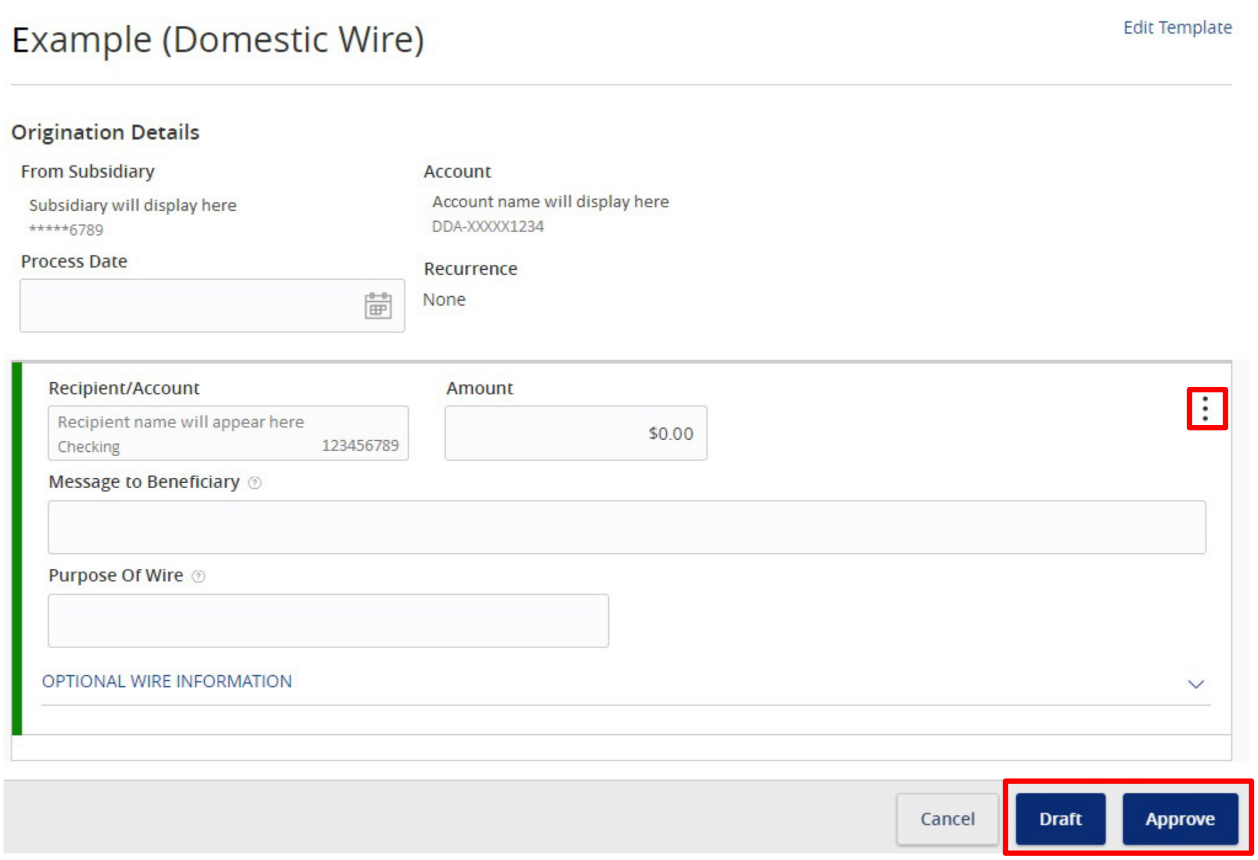

2. The information from the last payment will autofill in the boxes, you will need to update the applicable information for your new Wire payment. Click "Save" when complete.



3. To go back to the ACH and Wire section, click "Close". To move forward with the payment, click "Send Payment".



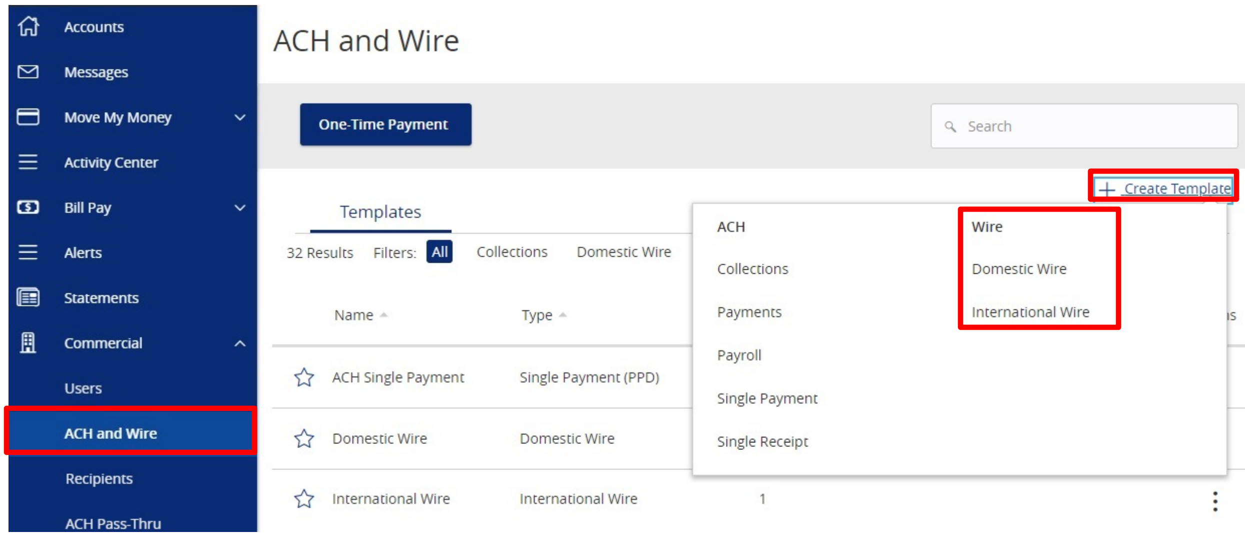

4. If you clicked "Send Payment" you will be taken to a screen to review your Wire. Here you can also set a date to send the payment, input an amount (if needed), and *Draft* or *Approve* based on your user rights and your Wire Transfer Agreement.



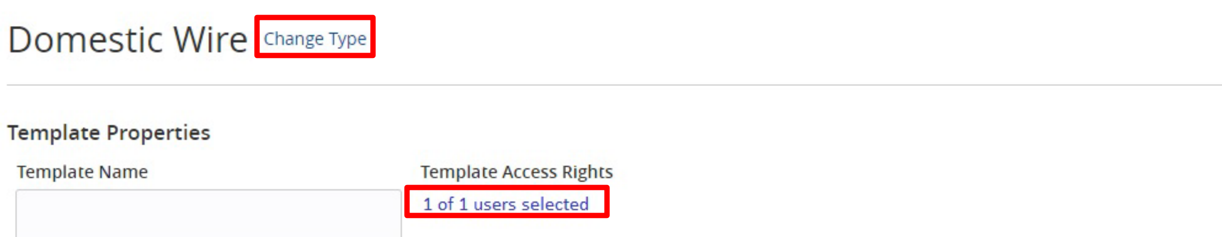

**NOTE:** Click the three dots to *Expand Row* and add a *Description*.

## Recurring Wire Transaction Set-Up

1. Click “ACH and Wire” under the *Commercial* menu. Click “+ Create Template” and choose the *Wire Template* you would like to create.



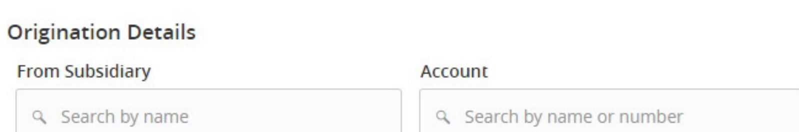

2. You will be presented with a screen asking for *Template Properties*. You can name the template and determine who else at the company is allowed to access the template.



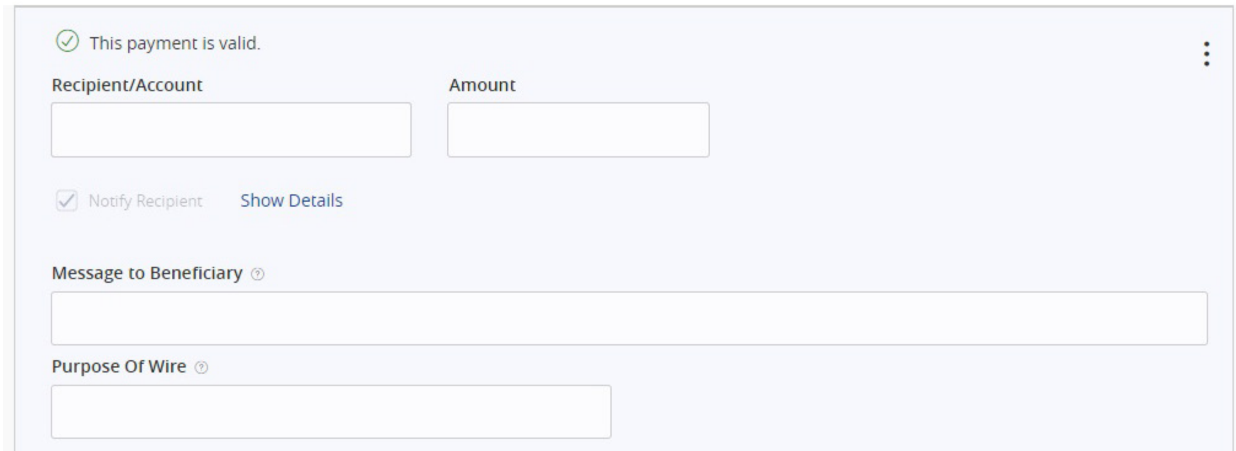

**NOTE:** The example above is for a *Domestic Wire*, but you can always change the Wire type by clicking “Change Type” to the right of the title.

3. For the *Origination Details* section, fill in the following:

   a. *From Subsidiary* – the company initiating the payment
   b. *Account* – select the corresponding offset account for the commercial payment



4. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. You will also need to fill out a *Message to Beneficiary* and the *Purpose of Wire*.

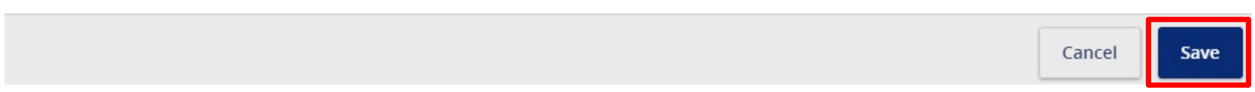



**NOTE:** You can leave *Amount* blank when creating your template so that each time you use the template, the *Amount* field will be blank and you can enter the *Amount* for that specific transaction.

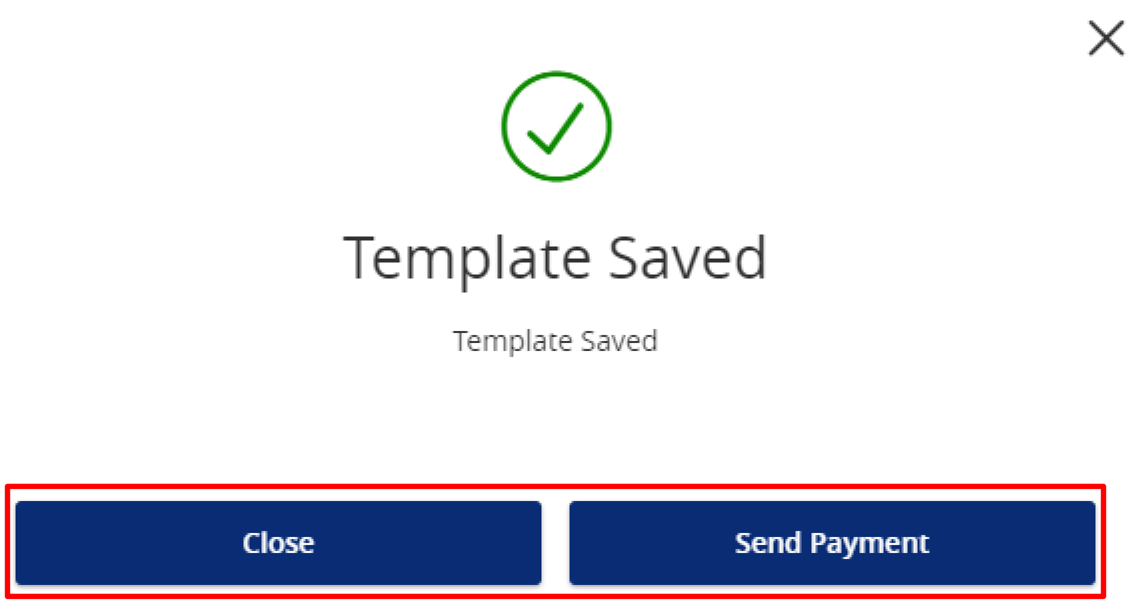
**NOTE:** Click the three dots to *Expand Row* and add a *Description*.

**NOTE:** For *International Wires*, you will need to select the *Currency*.

5. Once completed, click "Save".

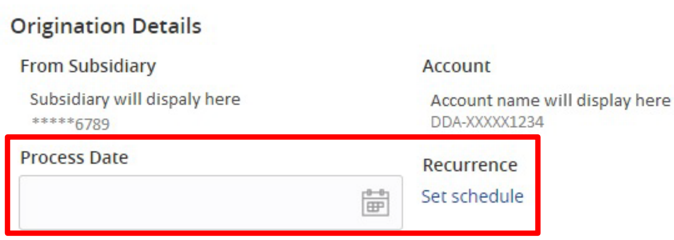



6. To go back to the ACH and Wire section, click "Close". To move forward with the payment, click "Send Payment".

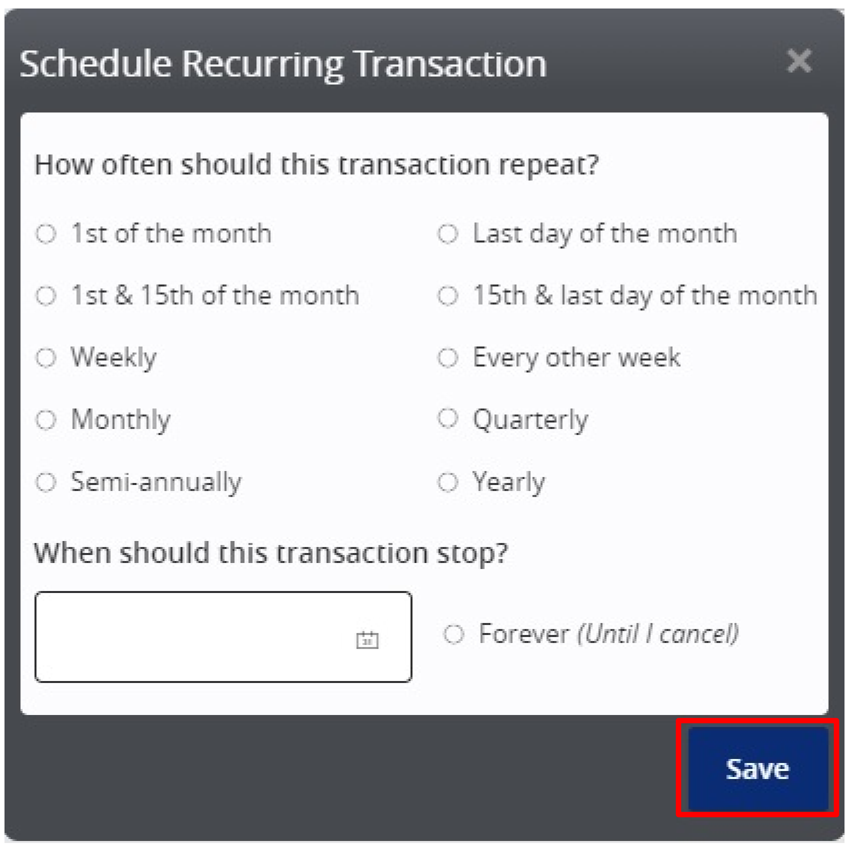


7. If you clicked “Send Payment” you will be taken to a screen to review your Wire.

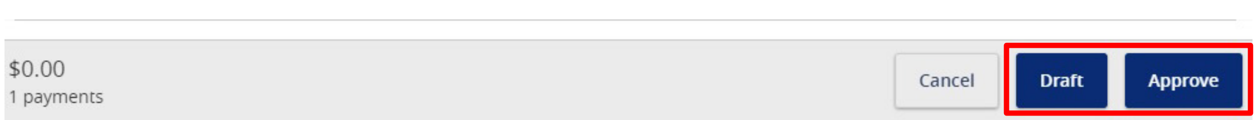
8. Select your initial “Effective Date” for the payment and under *Recurrence*, click “Set Schedule”.




9. Select the frequency and end date. After this, click “Save”




10. Back on the Wire review screen, click “Draft” or “Approve” based on your user rights.

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