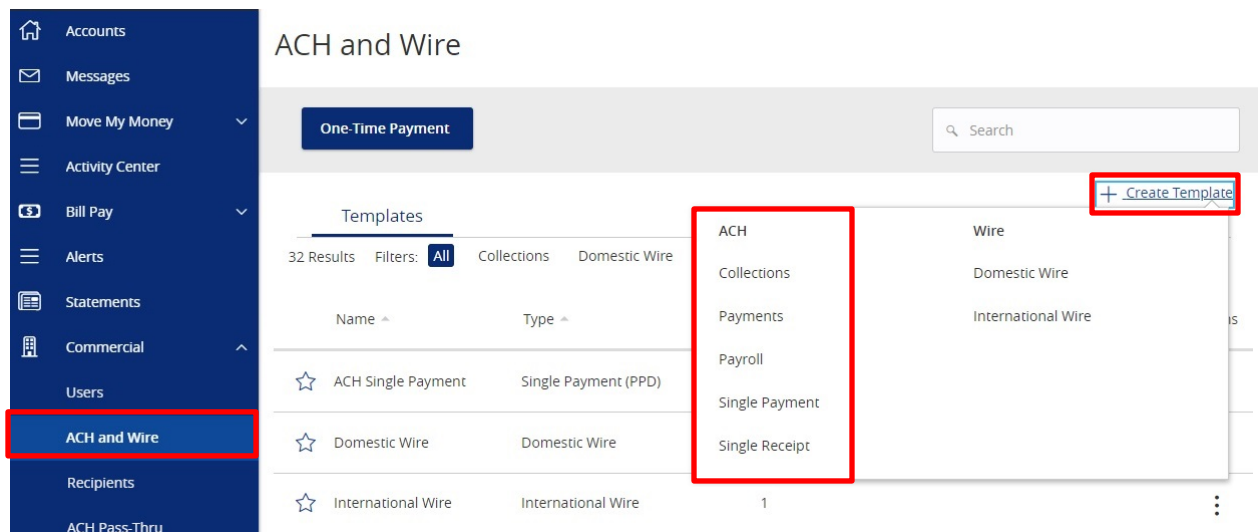


# ACH and Wire Template Management

## 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.

Payments [Change Type](#)

**Template Properties**

Template Name

Template Access Rights [1 of 1 users selected](#)

**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

**Origination Details**

SEC Code ⓘ <input type="text"/>	Company Entry Description <input type="text"/>	From Subsidiary <input type="text"/>
Account <input type="text"/>		

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”.

**Recipients (1)**Find recipients in payment⋮

[+ Add multiple recipients](#)


Recipient/Account	Amount
<div><div>✓ This payment is valid.</div><div><input type="text"/></div><div><input checked="" type="checkbox"/> Notify Recipient</div><div>Addendum <input type="text"/></div></div> <div><input type="text"/></div> <div>Show Details</div> <div>⋮</div>	
<div>+ Add another recipient</div>	


**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”.

\$00.00 1 payment	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>
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- To go back to the ACH and Wire section, click "Close". To move forward with the payment, click "Send Payment".





Template Saved

Template Saved

Close

Send Payment

- 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.

Example (Payments) Edit Template

Origination Details

SEC Code ⓘ  
SEC Code will display here

Account  
Account name will display here  
DDA-XXXXX1234

Company Entry Description  
[Text Box]

Effective Date  
[Calendar Icon]

From Subsidiary  
Subsidiary will display here  
\*\*\*\*\*6789

Recurrence  
None

Recipients (1) Find recipients in payment ⋮

Recipient/Account	Amount
<div>Recipient name will appear here Checking 123456789</div>	<div>\$0.00</div>

\$0.00  
1 payments

Cancel

Draft

Approve

**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*.

The screenshot shows the 'ACH and Wire' section of a software interface. On the left is a dark blue sidebar with a menu. The 'ACH and Wire' option is highlighted with a red box. The main area is titled 'ACH and Wire' and contains a 'One-Time Payment' button, a search bar, and a '+ Create Template' link. Below this is a 'Templates' section with a table of 32 results. The table has columns for Name, Type, Recipients, Last Paid Date, Last Paid Amount, and Actions. Three templates are visible: 'ACH Single Payment', 'Domestic Wire', and 'International Wire'. The 'Actions' column for the 'Domestic Wire' template is expanded, showing options: Pay, Edit (highlighted with a red box), Copy, and Delete. A 'Click to view template actions' button is also visible.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
ACH Single Payment	Single Payment (PPD)	1			Click to view template actions
Domestic Wire	Domestic Wire	1			Pay, Edit, Copy, Delete
International Wire	International Wire	1			

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.

### Single Payment

#### Template Properties

Template Name

Template Access Rights

1 of 1 users selected

#### Origination Details

SEC Code ⓘ

Company Entry Description

From Subsidiary

Account

Recipient/Account


Amount




Cancel

Save

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





Template Saved

Template Saved

Close

Send Payment

- 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.

Example (Payments) [Edit Template](#)

**Origination Details**

SEC Code ⓘ  
SEC Code will display here

Company Entry Description

From Subsidiary  
Subsidiary will display here  
\*\*\*\*\*6789

Account  
Account name will display here  
DDA-XXXXX1234

Effective Date

Recurrence  
None

\$800.00


Recipients (1)

Recipient/Account

Amount

Recipient name will appear here  
Checking 123456789

\$0.00



\$0.00  
1 payments

Cancel

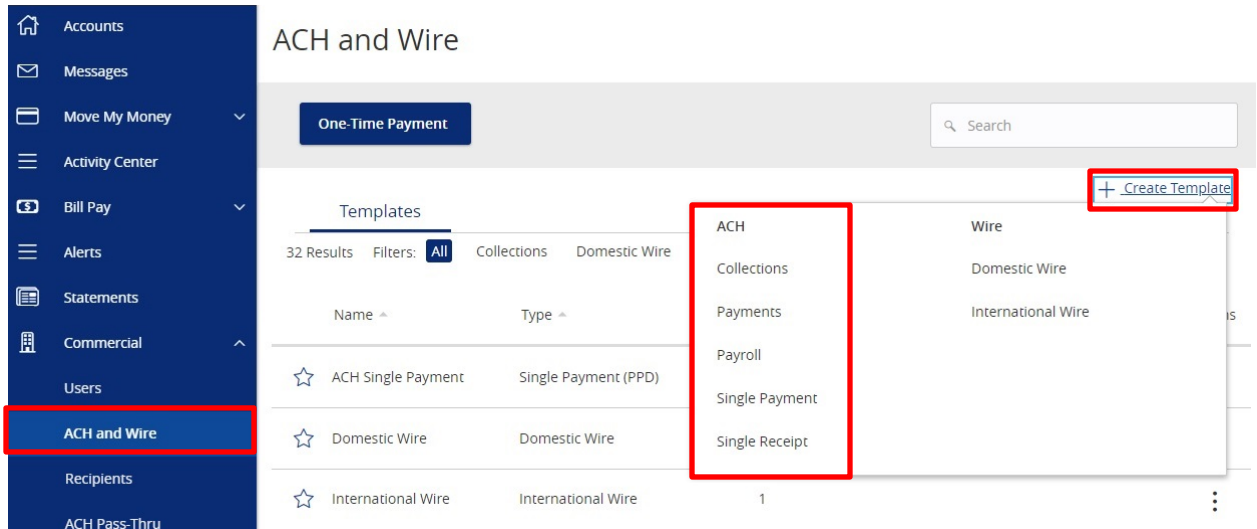
Draft

Approve

**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.

Payments [Change Type](#)

### Template Properties

Template Name	Template Access Rights
<input type="text"/>	<a href="#">1 of 1 users selected</a>

**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

### Origination Details

SEC Code ⓘ	Company Entry Description	From Subsidiary
<input type="text"/>	<input type="text"/>	<input type="text"/>
Account		
<input type="text"/>		

- 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”.

Recipients (1) Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
<input checked="" type="checkbox"/> This payment is valid.	<input type="text"/>

☒ Notify Recipient Show Details

Addendum

+ 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.

- Once completed, click “Save”.

\$00.00  
1 payment

Cancel Save

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

×

☒

Template Saved

Template Saved

Close 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”.

#### Origination Details

SEC Code ⓘ

SEC Code will display here

Company Entry Description

From Subsidiary

Subsidiary will display here  
\*\*\*\*\*6789

Account

Account name will display here  
DDA-XXXXX3580

\$800.00

Effective Date

Recurrence

[Set schedule](#)

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

### Schedule Recurring Transaction

How often should this transaction repeat?

☐ 1st of the month      ☐ Last day of the month

☐ 1st & 15th of the month      ☐ 15th & last day of the month

☐ Weekly      ☐ Every other week

☐ Monthly      ☐ Quarterly

☐ Semi-annually      ☐ Yearly

When should this transaction stop?

☐ Forever (Until I cancel)

**Save**

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

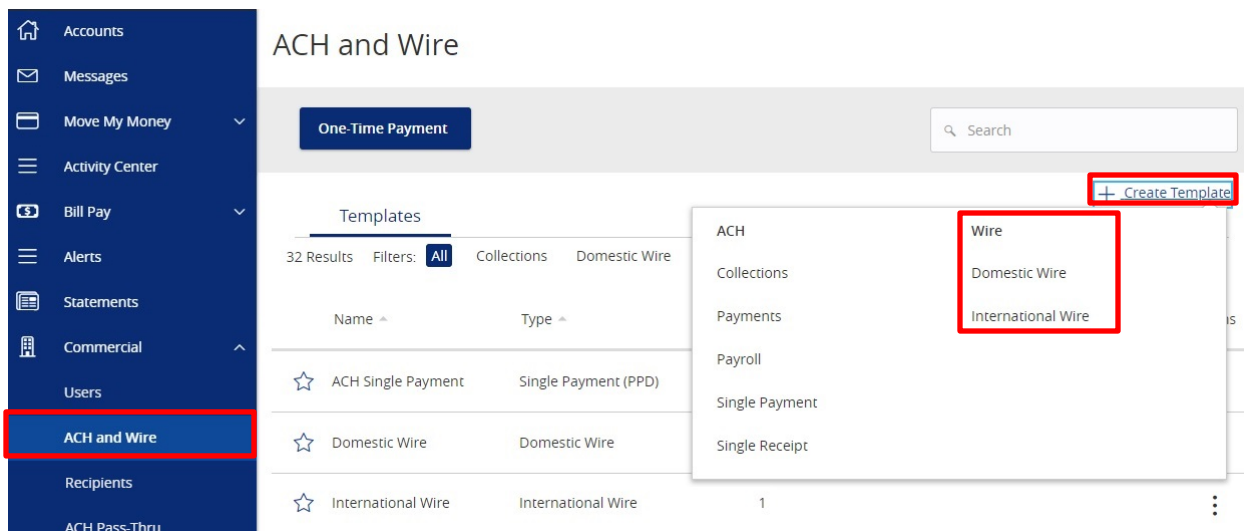
\$0.00  
1 payments

Cancel **Draft** **Approve**



## 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.

Domestic Wire [Change Type](#)

### Template Properties

Template Name

Template Access Rights

1 of 1 users selected

**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.

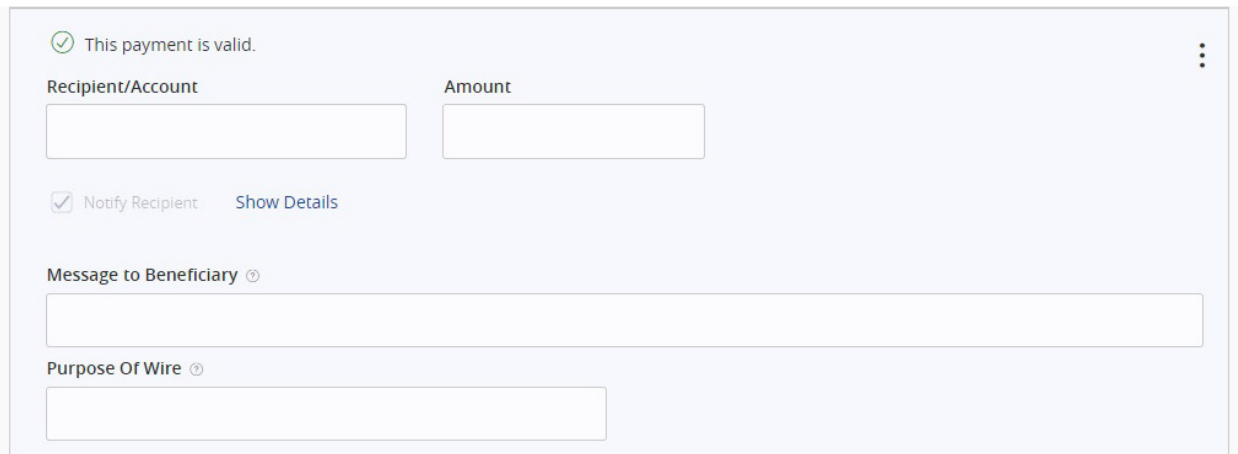
3. For the *Origination Details* section, fill in the following:
  - a. *From Subsidiary* – the company initiating the payment
  - b. *Account* – select the corresponding offset account for the commercial payment

### Origination Details

From Subsidiary

Account

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*.

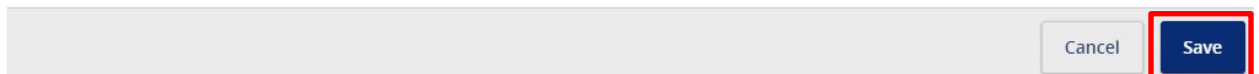


The screenshot shows a light blue form interface for creating a wire transfer template. At the top left, there is a green checkmark icon followed by the text "This payment is valid." and a vertical ellipsis menu icon on the right. Below this, there are two input fields: "Recipient/Account" and "Amount". Under the "Recipient/Account" field, there is a checked checkbox labeled "Notify Recipient" and a link labeled "Show Details". Below these fields is a text area labeled "Message to Beneficiary" with a help icon. At the bottom is another text area labeled "Purpose Of Wire" with a help icon.

**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.

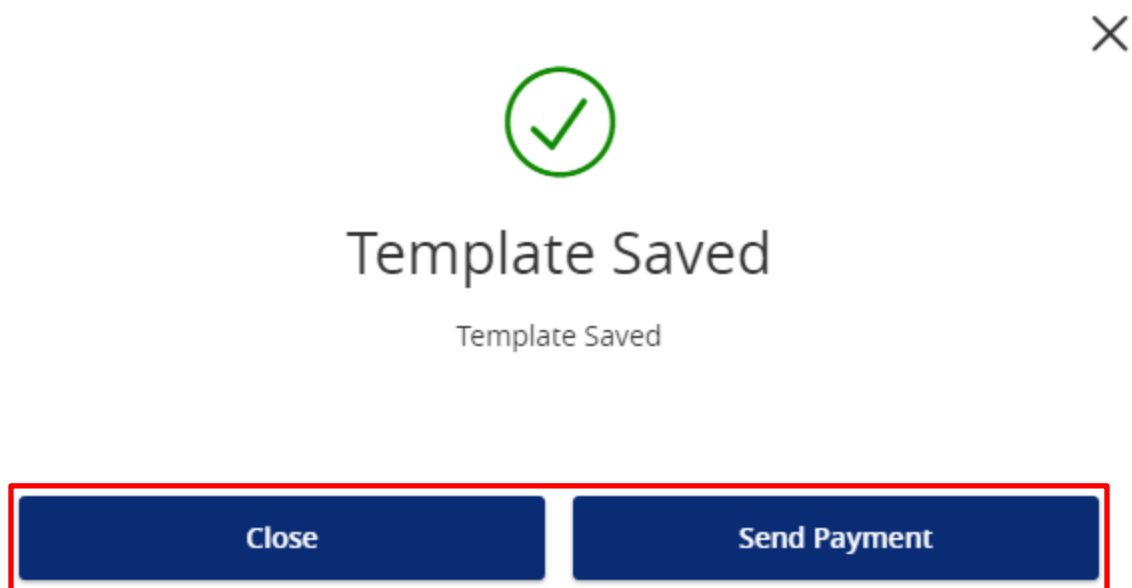
**NOTE:** For *International Wires*, you will need to select the *Currency*.

5. Once completed, click "Save".



The screenshot shows the bottom of the form with a light gray background. On the right side, there are two buttons: a "Cancel" button and a "Save" button. The "Save" button is highlighted with a red rectangular border.

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



The screenshot shows a confirmation screen with a light gray background. At the top right is a close icon (X). In the center, there is a large green checkmark icon inside a circle. Below the icon, the text "Template Saved" is displayed in a large font, and "Template Saved" is displayed in a smaller font below it. At the bottom, there are two dark blue buttons with white text: "Close" and "Send Payment". Both buttons are highlighted with a red rectangular border.

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.

## Example (Domestic Wire)

[Edit Template](#)

### Origination Details

#### From Subsidiary

Subsidiary will display here  
\*\*\*\*\*6789

#### Account

Account name will display here  
DDA-XXXXX1234

#### Process Date



#### Recurrence

None

Recipient/Account	Amount
<div>Recipient name will appear here</div> <div>Checking 123456789</div>	<div>\$0.00</div>
<div>Message to Beneficiary ⓘ</div> <div></div>	
<div>Purpose Of Wire ⓘ</div> <div></div>	
<div>OPTIONAL WIRE INFORMATION</div> <div></div>	

Cancel

Draft

Approve

**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*.

The screenshot shows the 'ACH and Wire' section of a financial application. On the left is a dark blue sidebar with a menu. The 'ACH and Wire' option is highlighted with a red rectangle. The main area is titled 'ACH and Wire' and contains a 'One-Time Payment' button and a search bar. Below this is a 'Templates' section with a tab for 'All' showing 32 results. A table lists three templates: 'ACH Single Payment', 'Domestic Wire', and 'International Wire'. Each row has a three-dot menu icon. The 'Domestic Wire' row's menu is open, showing options: 'Pay', 'Edit' (highlighted with a red rectangle), 'Copy', and 'Delete'. A tooltip 'Click to view template actions' is visible above the menu.

ACH and Wire

One-Time Payment

Search

Templates

32 Results Filters: All Collections Domestic Wire International Wire Payments Payroll Single Payment

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
☆ ACH Single Payment	Single Payment (PPD)	1			⋮
☆ Domestic Wire	Domestic Wire	1			⋮
☆ International Wire	International Wire	1			⋮

Click to view template actions

- Pay
- Edit
- Copy
- Delete

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.

The screenshot shows the 'Domestic Wire' edit form. It has sections for 'Template Properties', 'Origination Details', and a list of recipients. The 'Save' button at the bottom right is highlighted with a red rectangle.

Domestic Wire

Template Properties

Template Name  
Template Access Rights  
1 of 1 users selected

Origination Details

From Subsidiary  
Account

Recipient/Account	Amount


Message to Beneficiary


Purpose Of Wire

OPTIONAL WIRE INFORMATION

Cancel Save

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





Template Saved

Template Saved

Close

Send Payment

- 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.

## Example (Domestic Wire)

[Edit Template](#)

### Origination Details

#### From Subsidiary

Subsidiary will display here  
\*\*\*\*\*6789

#### Account

Account name will display here  
DDA-XXXXX1234

#### Process Date

#### Recurrence

None

Recipient/Account	Amount
<div>Recipient name will appear here</div> <div>Checking 123456789</div>	<div>\$0.00</div>
<div>Message to Beneficiary</div> <div></div>	
<div>Purpose Of Wire</div> <div></div>	
<div>OPTIONAL WIRE INFORMATION</div> <div></div>	

Cancel

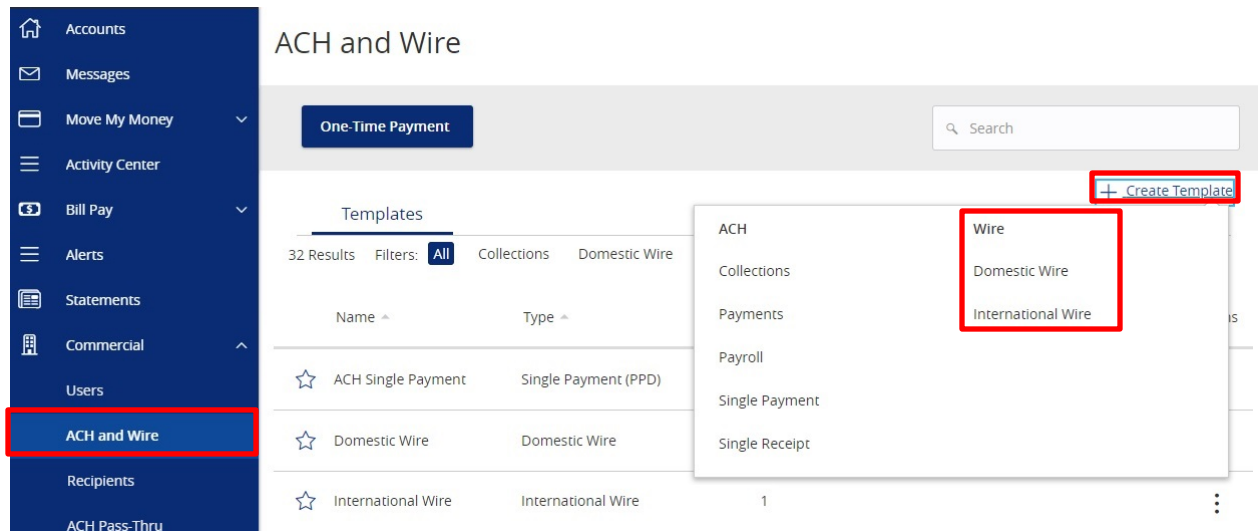
Draft

Approve

**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.

Domestic Wire [Change Type](#)

### Template Properties

Template Name	Template Access Rights
<input type="text"/>	<a href="#">1 of 1 users selected</a>

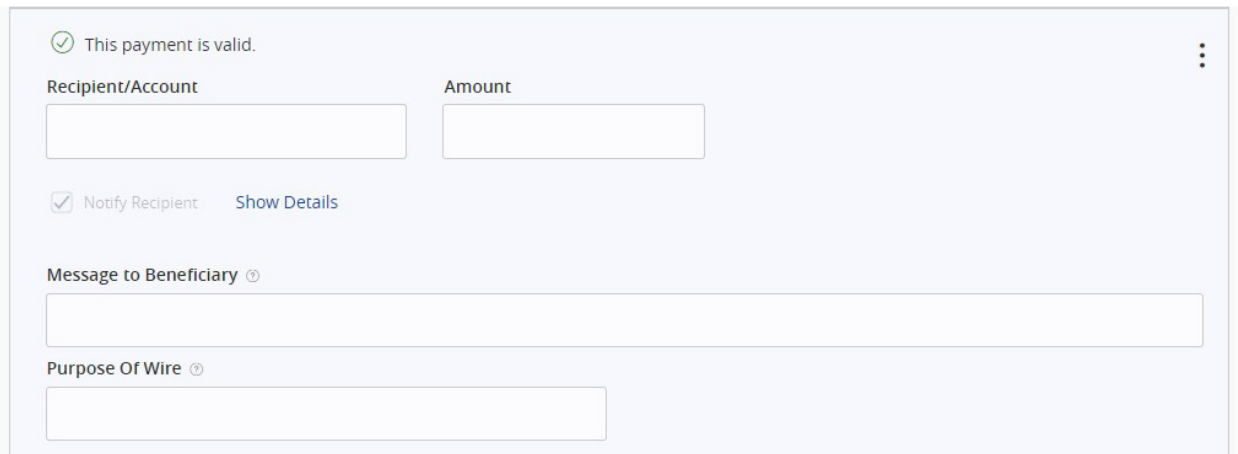
**NOTE:** The example above is for a *Domestic Wire*, but you can always change the Wire type by clicking “Change Type” to the right of the title.

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

### Origination Details

From Subsidiary	Account
<input type="text" value="Search by name"/>	<input type="text" value="Search by name or number"/>

- 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*.



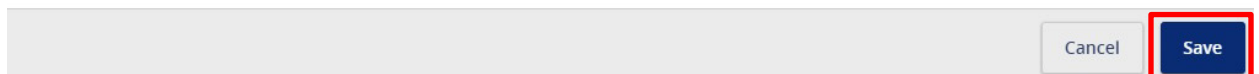
The form is titled "This payment is valid." with a green checkmark icon. It contains several input fields: "Recipient/Account" and "Amount" (both empty text boxes), "Message to Beneficiary" (a large text area), and "Purpose Of Wire" (a text box). There is a checkbox labeled "Notify Recipient" which is checked, and a link "Show Details". A three-dot menu icon is in the top right corner.

**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*.

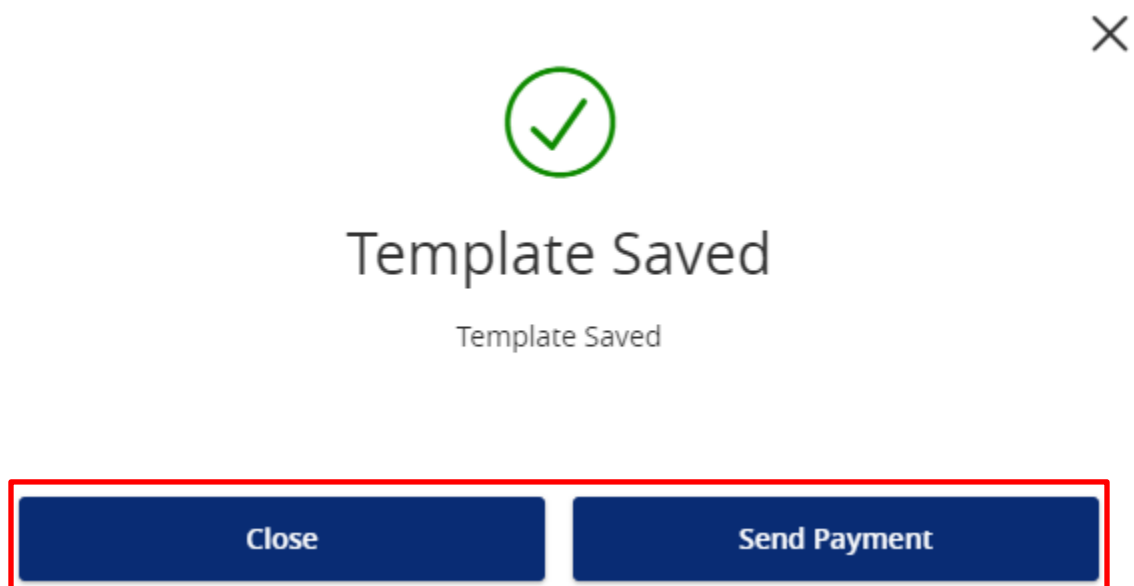
**NOTE:** For *International Wires*, you will need to select the *Currency*.

- Once completed, click "Save".



A horizontal bar containing two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

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



The screen shows a large green checkmark icon in a circle, followed by the text "Template Saved" in a large font, and "Template Saved" in a smaller font below it. At the bottom, there are two buttons: "Close" and "Send Payment", both highlighted with a red border. A close icon (X) is in the top right corner.

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”.

**Origination Details**

<b>From Subsidiary</b> Subsidiary will display here *****6789	<b>Account</b> Account name will display here DDA-XXXXX1234
---	---

**Process Date**

**Recurrence**  
[Set schedule](#)

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

### Schedule Recurring Transaction

How often should this transaction repeat?

☐ 1st of the month

☐ Last day of the month

☐ 1st & 15th of the month

☐ 15th & last day of the month

☐ Weekly

☐ Every other week

☐ Monthly

☐ Quarterly

☐ Semi-annually

☐ Yearly

When should this transaction stop?

☐ Forever (Until I cancel)

**Save**

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

\$0.00  
1 payments

Cancel

**Draft**

**Approve**

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