

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.

ACH and Wire

The screenshot shows the 'ACH and Wire' interface. At the top right, there are two blue icons: a hamburger menu and a grid. Below these is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a 'Filter by Type' dropdown menu. Further right is a 'New Template' button with a downward arrow, which is highlighted with a red border. To its right is another dropdown menu labeled 'One-Time Payment' with a downward arrow.

Available Templates

The screenshot displays three available ACH templates in a grid. Each template card has a star icon at the top left, a title, a subtitle, and a set of icons at the bottom (trash, copy, edit).

- Template 1: ☆ 2006JEEP M LEDU... International Wire
- Template 2: ☆ 2006JEEP M LEDU... Payments
- Template 3: ☆ ABC Corp Domestic Wire

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.

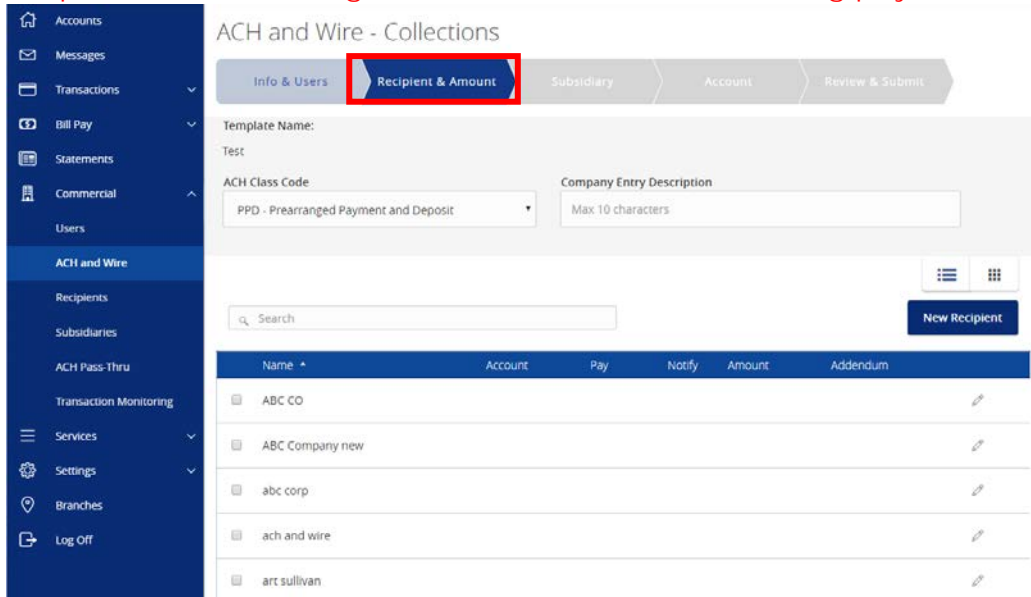
The screenshot shows the 'Info & Users' screen for an ACH and Wire - International Wire template. At the top, there is a workflow ribbon with five steps: 'Info & Users' (highlighted with a red box), 'Recipient & Amount', 'Subsidiary', 'Account', and 'Review & Submit'. Below the ribbon, there is a 'Template Name' field with the text 'International Wire' and a star icon. Underneath is a 'Grant User Access' section with a search bar and a list of users. Each user has a checked checkbox next to their name.

Name
<input checked="" type="checkbox"/> Leigh-anne Lydon
<input checked="" type="checkbox"/> Lisa Morrissey
<input checked="" type="checkbox"/> Michael Pagliuca
<input checked="" type="checkbox"/> Sarah Thomas
<input checked="" type="checkbox"/> cathy jean

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)

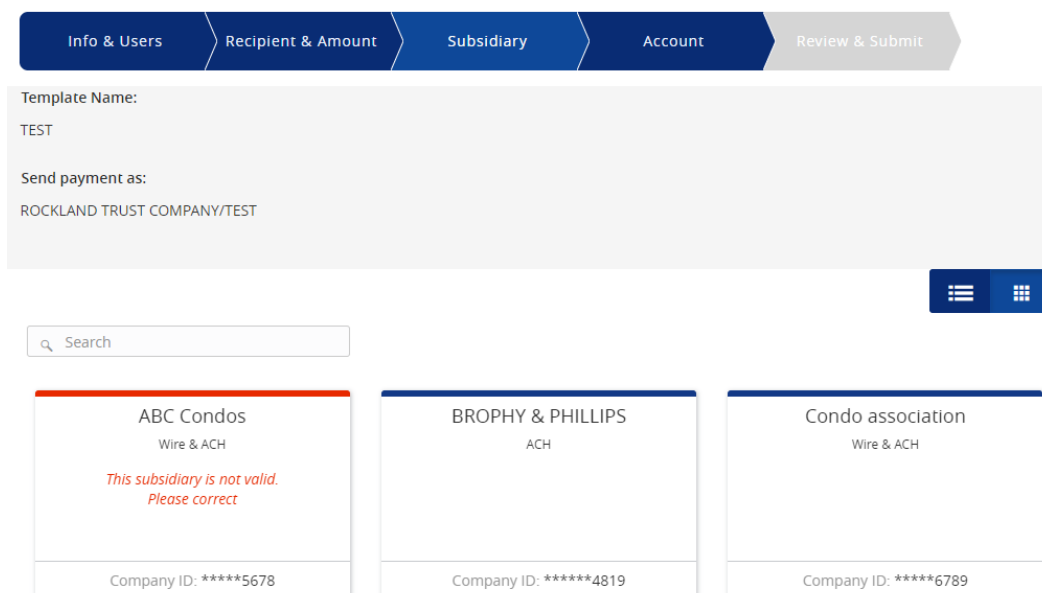
NOTE: Only recipients with at least one account eligible for ACH transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient while remaining within the workflow of the existing payment template.



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.

ACH and Wire - Payroll



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

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: Payroll Send payment as: ROCKLAND TRUST COMPANY/TEST

Total Amount: \$0.00 to 1 recipient From Account: FREE CHECKING DDA-XXXXX3580 1.64

Effective Date: 

Recurrence: None

Selected Recipients

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

* - Indicates required field

Existing ACH Templates

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

ACH and Wire

Filter by Type ▾

New Template ▾
One-Time Payment ▾

Available Templates

☆ 2006JEEP M LEDU...
International Wire

☆ 2006JEEP M LEDU...
Payments

PPD

☆ ABC Corp
Domestic Wire

☆ ABC Payroll
Payroll

LAST PAYMENT

0.01

Sent on: 10/20/2016

☆ Andy
Payments

PPD

☆ art
Payments

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 - Payroll

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

Template Name:

Lisa's payroll ☆

Choose "From" Account

	Account Name ▾	Account Type ▾	Account Number ▾	Balance ▾
<input type="checkbox"/>	Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/>	Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/>	Business Savings	Savings	SAV-XXXXX3954	\$260.48

Cancel
Next

- 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.
- 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

Pay All
Notify None

New Recipient

TEMPLATE RECIPIENTS

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/>					
<input type="checkbox"/> 241 Fitness					
<input type="checkbox"/> ABC CO					
<input type="checkbox"/> ABC Company new					
<input type="checkbox"/> abcDEF					
<input type="checkbox"/> ABD Co					
<input checked="" type="checkbox"/> ach and wire	54656	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	<div style="display: flex; gap: 5px;"> </div>

- 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.

ACH and Wire - Collections


Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - Change

Send payment as:
Condo association

Search

 Condo association
Wire & ACH

Company ID: *****6789

Cancel Next

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

ACH and Wire - Collections

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - Change

Choose "To" Account

Search

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input checked="" type="checkbox"/> FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

Cancel Next

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.'

ACH and Wire - Collections

Recipient & Amount
Subsidiary
Account
Review & Submit

One Time Payment

<p>Company Entry Description AchCollect</p> <p>Total Amount \$0.00 to 1 recipient</p>	<p>ACH Class Code Individual (PPD)</p> <p>Send payment as Condo association</p> <p>To Account FREE CHECKING DDA-XXXX3580 1.64</p>
---	--

Effective Date
9/22/2017 📅

Recurrence
[Set schedule](#)

Selected Recipients

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

* - Indicates required field

Cancel
Draft
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.

The screenshot shows the 'ACH and Wire' interface. At the top, there is a search bar and a 'Filter by Type' dropdown. Below these are two buttons: 'New Template' and 'One-Time Payment', with the latter highlighted in red. Underneath, there are three template cards: '2006JEEP M LEDU... International Wire', '2006JEEP M LEDU... Payments', and 'ABC Corp Domestic Wire'. Each card has a trash icon, a copy icon, and an edit icon.

3. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the transaction and designate a dollar amount for each.

ACH and Wire - Collections

The screenshot shows the 'ACH and Wire - Collections' interface. At the top, there is a navigation bar with five steps: 'Info & Users', 'Recipient & Amount', 'Subsidiary', 'Account', and 'Review & Submit'. The 'Account' step is currently selected and highlighted in dark blue. Below the navigation bar, there is a 'Template Name' field with the value 'AR' and a star icon. Below that, there is an 'ACH Class Code' field with the value 'PPD - Prearranged Payment and Deposit'. Below the class code, there is a 'Choose "To" Account' section with a search bar. Below the search bar, there is a table with four columns: 'Account Name', 'Account Type', 'Account Number', and 'Balance'. The table contains three rows of data. At the bottom right, there are two buttons: 'Cancel' and 'Next'.

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> Commercial Checking	Checking	DDA-XXXXX3580	\$253.69
<input type="checkbox"/> Money Market Savings	Savings	SAV-XXXXX3946	\$287.37
<input type="checkbox"/> Business Savings	Savings	SAV-XXXXX3954	\$260.48

- 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.

ACH and Wire - Collections

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - Change

Send payment as:
Condo association

Search

Condo association
Wire & ACH

Company ID: ****6789

Cancel Next

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

ACH and Wire - Payments

Recipient & Amount Subsidiary Account Review & Submit

One Time Payment

ACH Class Code
Individual (PPD) - Change

Choose "From" Account

Search

Account Name	Account Type	Account Number	Balance
<input type="checkbox"/> COMMERCIAL CHECKING	Checking	DDA-XXXXX3572	\$60.76
<input checked="" type="checkbox"/> FREE CHECKING	Checking	DDA-XXXXX3580	\$1.64
<input type="checkbox"/> FREE SAVINGS	Savings	SAV-XXXXX3946	\$71.69

Cancel Next

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.'

ACH and Wire - Payments

Recipient & Amount
Subsidiary
Account
Review & Submit

One Time Payment

<p>Company Entry Description AchBatch</p>	<p>ACH Class Code Individual (PPD)</p> <p>Send payment as ROCKLAND TRUST COMPANY/TEST</p>
<p>Total Amount \$0.00 to 1 recipient</p>	<p>From Account FREE CHECKING DDA-XXXXX3580 1.64</p>

Effective Date

Select Date 31

Recurrence
None

Selected Recipients

☰
☰☰

Name ^	Account ^	Pay	Notify	Amount ^	Addendum
241 Fitness	12345	Yes	No	\$0.00	

* - Indicates required field

Cancel
Draft
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.

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

New Recipient

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/>					
<input checked="" type="checkbox"/> 241 Fitness					
<input type="checkbox"/> ABC CO					

2. Select the 'Normal' option above the listing of accounts.
3. Designate the account(s) to be included by selecting the check box(es).

ACH and Wire - Payments

Info & Users
Recipient & Amount
Subsidiary
Account
Review & Submit

Template Name:
 art ☆

ACH Class Code
 CCD - Cash Concentration and Disbursement

Choose "From" Account

Account Name	Account Type	Account Number	Balance
<input checked="" type="checkbox"/> Commercial Checking	Checking	DDA-XXXX3580	\$253.69
<input type="checkbox"/> Money Market Savings	Savings	SAV-XXXX3946	\$287.37
<input type="checkbox"/> Business Savings	Savings	SAV-XXXX3954	\$260.48

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
<input checked="" type="checkbox"/> ABC Company new	654321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="\$0.00"/>	<input type="text"/>

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.

ACH and Wire - Payroll

Recipient & Amount | Subsidiary | Account | Review & Submit

One Time Payment

Grid | List

sample

New Recipient

Name	Account	Pay	Notify	Amount	Addendum
<input type="checkbox"/> Sample ACH Recipient					

Cancel | Next

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			
Primary	Secondary	Account Type	Account
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Checking	1234567
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Savings	2345678

Cancel OK

4. Click on the blue primary account link.

Name	Account	Pay	Notify	Amount	Addendum			
<input checked="" type="checkbox"/> Sample AC...	1234567	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$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			
<input checked="" type="checkbox"/> Sample AC...	2 accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$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			
<input checked="" type="checkbox"/> Sample AC...	1234567	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$60.00		≡	📄	✎
	2345678			\$40.00		≡	📄	✎