

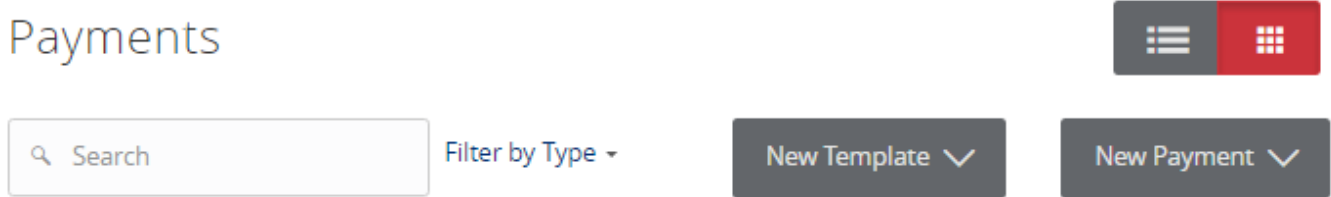
Payment Template Creation

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Payment Template Creation

Select the 'Payments' option under the 'Commercial Functions' menu and press the 'New Template' button.



Info & Users

1. The 'Info & Users' screen allows the user to name the template and to determine which User Roles are allowed access to the template.
2. Click the 'Next' button at the bottom of the screen or the 'Recipient & Amount' step in the workflow ribbon at the top of the page to move to the next step once complete.

NOTE: The 'Manage Templates' feature overrides the ability to turn off access to the template. This is controlled in the Features section of the User Role.

The screenshot shows the 'Payments - ACH Batch' screen in the 'Info & Users' step. A dark blue sidebar on the left contains a navigation menu with items: Accounts Summary, Transfer/Deposit, Transactions, Statements/Notices, Pay Bills, Commercial Functions (expanded), Users, User Roles, Company Policy, Wire Activity, Payments (highlighted), Recipients, Subsidiaries, ACH Pass-Thru, and Tax Payment. The main content area has a workflow ribbon with four steps: 'Info & Users' (active), 'Recipient & Amount', 'Account', and 'Review & Submit'. Below the ribbon is a 'Template Name *' field containing 'ACH Batch Template' and a star icon. Underneath is a 'Grant User Access*' section with a search bar and a list of users with checkboxes: Matt Marshall, Dansby Swanson, Chipper Jones, David Justice, and Dale Murphy. A legend at the bottom left states '* - Indicates required field'. At the bottom right are 'Cancel' and 'Next' buttons.

Recipient & Amount

3. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the template and designate a dollar amount for each.
4. Select the ACH Class Code.
5. To see additional recipients that are eligible for this transaction type, select the 'Show All' button just above the recipient listing.
6. Click the 'Next' button at the bottom of the screen or the 'Account' step in the workflow ribbon at the top of the page to move to the next step once complete.

NOTE: Only the recipients with at least one account eligible for the corresponding commercial transaction type (ACH or Wire Transfer) will show in the list of recipients to select. The 'New Recipient' button is used to add a new recipient remaining within the workflow of the existing payment template.

Payments - ACH Batch

Info & Users
Recipient & Amount
Account
Review & Submit

Template Name:
 ACH Batch Template Import Amounts

ACH Class Code
Individual (PPD)
Company (CCD)

☰
☐

Pay All
Notify None
New Recipient

Show All

| Name ^ | Account | Pay | Notify | Amount | Addendum | |
|---|-----------|-------------------------------------|--------------------------|--------|----------|-------|
| <input checked="" type="checkbox"/> Don Child... | 234567 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$0.00 | | ☰ ☒ ✎ |
| <input checked="" type="checkbox"/> Internatio... | 123456789 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$0.00 | | ☰ ☒ ✎ |

Cancel
Next

Account

7. Select the corresponding offset account for the commercial payment.
8. Click the 'Next' button at the bottom of the screen or the 'Review & Submit' step in the workflow ribbon at the top of the page to move to the next step once complete.

Payments - ACH Batch

Info & Users
Recipient & Amount
Account
Review & Submit

Template Name:
ACH Batch Template

ACH Class Code
Individual (PPD) - Change

Choose "From" Account

| Account Name | Account Type | Account Number | Balance |
|---|--------------|----------------|----------|
| <input checked="" type="checkbox"/> Business Value Checking | Checking | 42865 | \$51.22 |
| <input type="checkbox"/> Business Value Checking | Checking | 42867 | \$28.00 |
| <input type="checkbox"/> United Savings | Savings | 12345 | \$972.37 |
| <input type="checkbox"/> Commercial Non-Real Estate Loan | Loan | 5003413557 | \$0.00 |

Review & Submit

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

NOTE: The 'Effective Date' field is not required to save the template. This is only required when the template is being used to generate a payment file. In order to submit the payment upon template creation, you must first save the template.

All requests sent after 4:00 PM, ET will be processed on the next business day.

- Accounts Summary
- Transfer/Deposit
- Transactions
- Statements/Notices
- Pay Bills
- Commercial Functions
- Users
- User Roles
- Company Policy
- Wire Activity
- Payments**
- Recipients
- Subsidiaries
- ACH Pass-Thru
- Tax Payment
- Merchant RDC
- Lockbox
- Positive Pay
- Reports
- Services

Payments - ACH Batch

Info & Users
Recipient & Amount
Account
Review & Submit

Template Name:
ACH Batch Template

ACH Class Code: Individual (PPD) **Send payment as:** Q2 Strategic Advisory Services

Total Amount: \$0.00 to 2 recipients **From Account:** Business Value Checking 42865 \$51.22

Effective Date:

Recurrence: Set schedule

Selected Recipients

| Name | Account | Pay | Notify | Amount | Addendum |
|-------------------------|-----------|-----|--------|--------|----------|
| Don Childress | 234567 | Yes | No | \$0.00 | |
| International Recipient | 123456789 | Yes | No | \$0.00 | |

* - Indicates required field

Cancel
Save
Draft
Approve