

Cash Management Solutions

Quick Reference Guide -

Payment (ACH & Wire)

Templates Widget



The Payment Templates widget provides a consolidated list of Automated Clearing House (ACH) and wire transfer payment templates. Templates are sets of pre-built payment instructions that may be reused to generate payments to provide efficiency and controls, such as the legacy term of ACH batches.

To access the Payment Templates widget, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Payment Center link. The Payment Templates widget resides on the Payment Center workspace.

The screenshot shows the 'Payments & Transfers' section of the workspace. The 'Payment Center' link is selected. The main area displays a table of payment templates with columns for Actions, Template Name, Payment Type, Status, Payment Category, and Payee Name. A dropdown menu at the top left of the table allows filtering by template type. The table includes a header row and four data rows. The data rows are as follows:

Actions	Template Name	Payment Type	Status	Payment Category	Payee Name
<input type="checkbox"/>	HelloHowarey...	Corporate Collections	Available for use	ACH	Andrea
<input type="checkbox"/>	Payroll	Corporate Payments	Available for use	ACH	Bottomline
<input type="checkbox"/>	Rents	Corporate Payments	Available for use	ACH	Land Lord
<input type="checkbox"/>	International F...	International Wire	Available for use	Wire	International F...

Specific template types shown will depend on the user permissions. As with other list views, the Templates list view can be personalized by each user – sort data in a column, display desired columns, arrange the order of columns and filter data. You can save multiple personalized views for later use. Data from the list view can be printed and exported.

As a helpful start, standard saved views are offered that filter and arrange the data specifically for Wires and ACH templates, as well as a view for templates requiring your approval.

The screenshot shows the 'All Templates' dropdown menu. It includes a 'Changed' link and a 'Save As' link. The menu lists four saved views: 'All Templates' (Default), 'ACH Templates', 'Requires My Approval', and 'Wire Templates'.

CREATING TEMPLATES

To create a new template, click the Create Payment Template dropdown at the top of the PAYMENT TEMPLATES tab.

The screenshot shows the 'PAYMENT TEMPLATES' tab selected. A dropdown menu at the top left is labeled 'Create Template'.

This link will launch a workflow where you will select a payment type that you have permission to create.

[Create Template](#) 

[Filter](#)

ACH

[Corporate Payments](#)

[Corporate Collections](#)

Consumer Payments

Consumer Collections

WIRE

[Domestic Wire](#)

Once a template type is selected, the template entry form appropriate to that type will appear. Input the required and desired optional information.

[Create Payment Template](#) \$0.00

PAYMENT TYPE TEMPLATE NAME 0/25

ORIGINATOR INFORMATION

FROM ACCOUNT

BENEFICIARY INFORMATION

NAME 0/35

ADDRESS LINE 1 Optional 0/35 ADDRESS LINE 2 Optional 0/35

Physical Address Required. No P.O. Box Address

ADDRESS LINE 3 Optional 0/35

PAYMENT DETAILS

With ACH templates, you have the option to create only the “container” with Payment and Originator information and defer adding the Receiver detail information for later, either via manual input or upload from an external file using an established map. [See Payment Maps Quick Reference Guide for more information on defining maps and the last section of this Quick Reference Guide for more information on Upload Transactions]

\$0.00
\$0.00

PAYMENT TYPE

Corporate Payments

TEMPLATE NAME

0/25

ORIGINATOR INFORMATION

ACH SENDER

Select

OFFSET ACCOUNT

PAYMENT DESCRIPTION

0/10

DISCRETIONARY DATA

Optional
0/20

[Add Receivers Later](#)

RECEIVER INFORMATION

NAME

0/22

ID

Optional
0/15

PAYMENT TYPE

Corporate Payments

TEMPLATE NAME

Mid America

STATE

Active

STATUS

Requires others approval

LAST MODIFIED ON

03/12/2021 01:13 AM

LAST MODIFIED BY

Shark

ORIGINATOR INFORMATION

ACH SENDER

987654321 - My ACH Company

OFFSET ACCOUNT

My checking test - 123123123

PAYMENT DESCRIPTION

OnMyPay

0/10

DISCRETIONARY DATA

Optional
0/20

MAKE THIS A RECURRING PAYMENT

Transaction Details

ACTION	ID	NAME	AMOUNT	STATUS	ACCOUNT NUMBER	ROUTING
0	\$0.00	\$0.00	\$0.00	\$0.00		

[Add A Receiver](#)

[Zero All Amounts](#)

[Upload Transactions](#)

[Modify Amounts](#)

DISPLAY

When the template creation workflow is complete and the template is saved, you are returned to the Payment widget and the Payment Templates tab. The position of the template in the list depends on the ordering and filtering you had set on the list view before clicking Create Payment Template, so the new template may not be at the very top of the list.

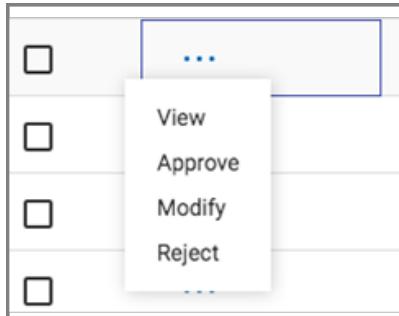
APPROVING TEMPLATES

When approval requirement is turned on, templates requiring approval would show a status of “Requires My Approval”, when the user can approve them, or “Requires Others Approval” when they require approval by another user.

If you have payment templates approval permissions, you will be notified on the Home workspace that there are payment templates for you to approve.

Clicking to view, will take you to the Payment Center and you will have a Requires My Approval list view in the Payment Template tab to approve, reject or delete the payment templates.

Templates can be approved singularly from the list view by clicking on the ellipsis (...) and choosing “Approve”



Templates can also be bulk-approved by selecting multiple templates and clicking the Approve button at the bottom of the list view. Templates of different types (Wires and various ACH) can be approved together with a single click of the Approve button.

SELECT	ACTIONS	TEMPLATE NAME	STATUS	PAYMENT TYPE	PAYMENT CATEGORY	PAYEE NAME
<input checked="" type="checkbox"/>	...	Expense Reim...	Requires my approval	Consumer Pay...	ACH	Multi
<input checked="" type="checkbox"/>	...	Hourly Payroll	Requires my approval	Consumer Pay...	ACH	Multi
<input checked="" type="checkbox"/>	...	Salary Payroll	Requires my approval	Consumer Pay...	ACH	Multi
<input checked="" type="checkbox"/>	...	Monthly Mem...	Requires my approval	Consumer Coll...	ACH	Multi
<input type="checkbox"/>	...	Accounts Pay...	Requires others approval	Corporate Pay...	ACH	Multi

When multiple templates are selected to approve, the user is taken to an approval action summary workflow page, which will show the selected templates about to be approved. The user can remove templates from the list, if desired, cancel the whole action, or continue on with the approval.

ACTIONS	TEMPLATE NAME	STATUS	PAYOUT TYPE	PAYOUT CATEGORY	PAYOUT NAME
...	Mid America	Requires my approval	Corporate Payments	ACH	
Remove	New Wire	Requires my approval	Domestic	Wire	New Wire

VIEW 1-2 OF 2

DISPLAY: 2 ▾ 1

APPROVE CANCEL

When the approval is completed, you are returned to the Payment Center workspace. A success message will show at the top of the Payment Templates List View, and the newly approved templates show with an updated status and highlighted in the All Templates list view.

Template Name	Payment Type	Total Debits	Total Credits	Offset Account	Total Count	Reason
Vendor1	Corporate Payments	0.00	899.00	0010000001	2	
Mid America	Corporate Payments	0.00	0.00	123123123		

Similar to the approval action, templates can also be rejected or deleted singularly or in bulk.

VIEWING TEMPLATE

To view the details of a template, select “View” from the ellipsis (...) menu of the desired template. This will take the user to a workflow page that lists the template information. The appropriate action buttons to that template type, status and the user permissions are displayed on the bottom of the page.

TEMPLATE INFORMATION		ORIGINATOR INFORMATION		TRANSACTION DETAILS	
PAYOUT TYPE	Corporate Payments	STATE	Active	OFFSET ACCOUNT	23235252 - Distributions
ACH NUMBER	061000104 - RAC Car	PAYOUT DESCRIPTION	Sunday	DISCRETIONARY DATA	...
				TOTAL ACTIVE COUNT	3
				TOTAL CREDITS (\$)	\$1,917.56
				TOTAL DEBITS (\$)	\$0.00
				TOTAL AMOUNT	\$1,917.56

VIEW 1-3 OF 3

DISPLAY: 3 ▾ 1

\$1,917.56

(3) PAYMENTS

Modify Initiate Delete Copy Back

MODIFYING TEMPLATE

Templates can also be modified if they are in the appropriate status. To modify a template, select “Modify” from the ellipsis (...) menu of the desired template. This will take the user to a workflow similar to the template creation page with the information prefilled. Make desired changes, then save. When complete, the user is returned to the Template List View and the template is updated to reflect the changes.

< Modify Wire Template \$4,000.00

PAYMENT TYPE Domestic Wire **TEMPLATE NAME** Brooklyn 8/25

ORIGINATOR INFORMATION
FROM ACCOUNT

BENEFICIARY INFORMATION
NAME 15/35
ADDRESS LINE 1 13/35 ADDRESS LINE 2 Optional 7/35
Physical Address Required. No P.O. Box Address

ADDRESS LINE 3 Optional 15/35

PAYMENT DETAILS
BANK CODE / NAME ▼ ACCOUNT NUMBER 8/34
KENNELWORTH
NJ
AMOUNT Optional

Additional Payment Details

+ [Intermediary Bank](#)

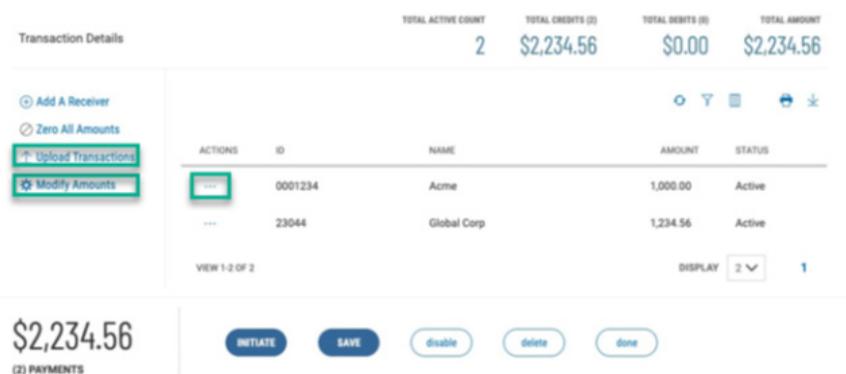
+ [Originator To Beneficiary Information](#)

+ [Bank To Bank Information](#)

\$4,000.00 Save Cancel

ACH Templates allow modification of the individual transactions through three different methods:

1. Select Modify from the ellipsis (...) menu for the transaction you want to change. This will bring up a window that enables you to change any field in the transaction.
2. Click on “Modify Amount” from the list of links to the left of the transaction list. Clicking “Modify Amount” puts the list into “amount input” mode, allowing you to tab through and update the amounts for all transactions in the list.
3. Click on “Upload Transactions” from the list of links to the left of the transaction list. Clicking “Upload Transactions” provides you the ability to use to update the existing or add new transactions from an external file, using an established map. [See Payment Maps Quick Reference Guide for more information on defining maps and the last section of this Quick Reference Guide for more information on Upload Transactions.]



Transaction Details		TOTAL ACTIVE COUNT	TOTAL CREDITS (\$)	TOTAL DEBITS (\$)	TOTAL AMOUNT
		2	\$2,234.56	\$0.00	\$2,234.56
<input type="checkbox"/> Add A Receiver					
<input type="checkbox"/> Zero All Amounts					
<input type="checkbox"/> Upload Transactions					
<input type="checkbox"/> Modify Amounts					
ACTIONS	ID	NAME	AMOUNT	STATUS	
...	0001234	Acme	1,000.00	Active	
...	23044	Global Corp	1,234.56	Active	
VIEW 1-2 OF 2		DISPLAY	2	1	
\$2,234.56		INITIATE	SAVE	Disable	delete done
(2) PAYMENTS					

COPYING TEMPLATE

A useful feature of the Template List View is the ability to copy an existing template as the starting point to create a new template. Selecting “Copy” from the ellipsis (...) menu, will launch the payment template creation workflow with all the relevant fields prepopulated from the selected template. Because an existing template contains all the necessary information for creating a new template, you should review/update needed information, enter a new and unique template name then save the new template.

Once the template is saved, you are returned to the Payment Templates widget and your new template will appear in the list of templates. The position of the template in the list depends on the ordering and filtering you had set on the list view before clicking “Copy”, so the new template may not be at the very top of the list.

INITIATING PAYMENT FROM TEMPLATE

To initiate a payment from a template, select “Initiate” from the ellipsis (...) action menu of the desired template. This will launch the appropriate workflow with the payment information from the template pre-filled.



	ABC Co Dr...	Available for use	Domestic ...	Wire	ABC Comp...
<input type="checkbox"/>	Acme Parts	Available for use	Domestic ...	Wire	Acme Parts
<input type="checkbox"/>	American ...	Requires others ap...	Domestic ...	Wire	American ...
<input type="checkbox"/>	Overseas ...	Available for use	Internation...	Wire	Overseas ...
<input type="checkbox"/>	Smiths Inv...	Available for use	Un Known	Wire	Smiths Inv...
<input type="checkbox"/>	Triple A M...	Available for use	Un Known	Wire	Triple A M...

On the workflow page, enter required payment information, such as amount, not included in the template. You can also update pre-filled data fields that allow for changes during payment initiation from templates. Some fields in the payment, such as Bank Code and Account, are locked, not allowing changes. Templates deliver more controls for payments than freeform payments.

Initiate Payment

\$10,000.00

PAYMENT TYPE
Domestic Wire

ORIGINATOR INFORMATION
FROM ACCOUNT
Premier Checking - 555..

BENEFICIARY INFORMATION
NAME
London Fox
10/35

ADDRESS LINE 1 Optional
222 Central Blvd
16/35

ADDRESS LINE 2 Optional
London
6/35

Physical Address Required. No P.O. Box Address

ADDRESS LINE 3 Optional
0/35

PAYMENT DETAILS

BANK CODE / NAME
244171213 - CITIZENS ..
LONDON
OH

ACCOUNT NUMBER
112450011
9/34

AMOUNT
\$ 10,000.00

TRANSACTION DATE
03/22/2021

PURPOSE OF WIRE Optional
0/16

Additional Payment Details

- + Intermediary Bank
- + Originator To Beneficiary Information
- + Bank To Bank Information

\$10,000.00

CONFIRM **CANCEL**

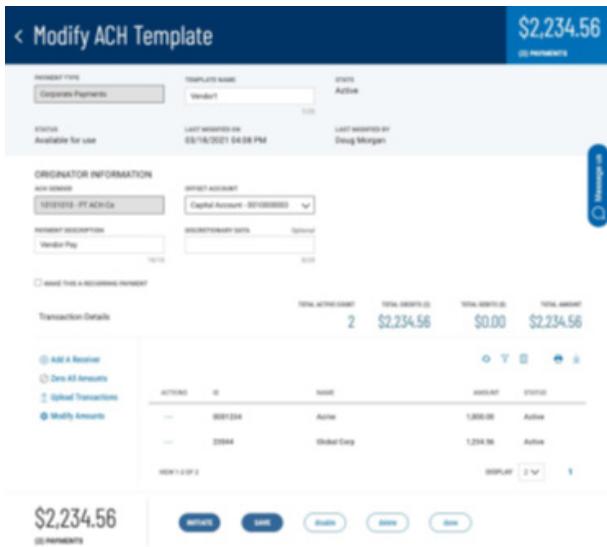
Once the payment is saved (or sent or confirmed, depending on the payment type), the user will return to the Payments Center workspace and the Payments widget. A success message will appear at the top of the list view, and the new payment will appear in the list of templates. The position of the new payment in the list depends on the ordering and filtering the user might have had set on the Payments list view before initiating a payment, so the new payment may not be at the very top of the list.

UPLOADING TRANSACTIONS

If you have permissions to create and manage ACH templates, you will have the ability to upload transactions from a file to your template in Treasury Online. You will need to have an ACH Import Map available for use and appropriate to the external file data. The import map instructs the system on how to use the information in your file in order to create or update transactions.

Note - Creating maps is covered in the Payment Maps Quick Reference Guide. You will need permissions to create a map, not for using a map.

While modifying a template, if an Import Map is available, you will see a link to Upload Transactions.



The screenshot shows the 'Modify ACH Template' page. At the top, it displays a total amount of \$2,234.56. The page includes sections for 'Member Info', 'Template Name' (Vendor1), 'Status' (Active), 'Origination Information', and 'Payment Description'. Below these, a table shows transaction details: Total ACH Credit: 2, Total Amount: \$2,234.56, Total Debit: \$0.00, and Total Amount: \$2,234.56. There are buttons for 'Add A Receiver', 'Zero All Amounts', 'Upload Transactions', and 'Modify Amounts'. A table lists accounts: 0001234 (Active, \$1,000.00) and 23344 (Global Corp, \$1,234.56). At the bottom, there are buttons for 'SEARCH', 'PRINT', 'CREATE', 'EDIT', and 'DELETE'.

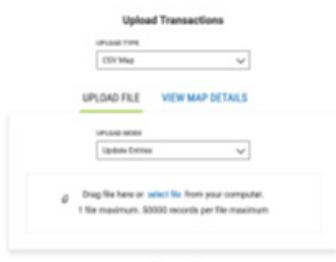
Clicking the Upload Transactions link brings up the Upload Transaction process flow. The first step in the flow is to select the ACH Import Map to use from the “Upload Type” dropdown.

Upload Transactions



The 'Upload Transactions' dialog has a 'UPLOAD TYPE' dropdown set to 'Select'. Below it are three options: '6 Record Fixed', 'CSV Add Map', and 'CSV Map'. A 'cancel' button is at the bottom.

Once the map is selected, depending on the map, you can choose whether to add entries, update entries, or both add and update.



The 'Upload Transactions' dialog has a 'VIEW MAP DETAILS' tab selected. It shows an 'UPLOAD FILE' dropdown set to 'CSV Map' and an 'UPLOAD MODE' dropdown set to 'Update Entries'. A note says 'Drag file here or select file from your computer. 1 file maximum. 50000 records per file maximum.' A 'cancel' button is at the bottom.

You can click the View Map Details tab to see the details of how the map will interpret the file data. Drag a file into the upload area or click “select file” to start the upload process.

The screenshot shows the 'Review Transaction Upload' interface. At the top, a preview window displays the contents of 'Vendor1CSVUpload.txt':

```
Name, ID, Amount, Bank Code, Account Number
Acme,0001234,1111.11,061000052,12345678
Continental Corp,654321,65.43,061000117,33498754
Global Corp,23044,1200.00,061000117,203930940
```

Below the preview, the 'Review Transaction Upload' title is followed by a summary table:

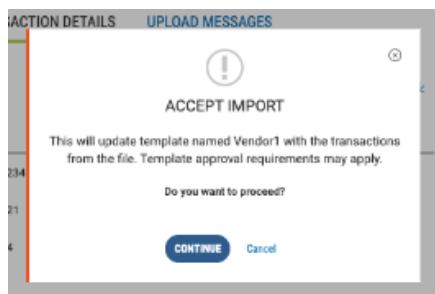
FILE NAME	UPLOADED DATE/TIME	UPLOADED BY
Vendor1CSVUpload.txt	03/18/2021 06:55 PM	Doug1
MAP	UPLOAD MODE	STATUS
CSV Map	Update Only	OK W/Warnings

The interface includes tabs for 'TRANSACTION DETAILS' and 'UPLOAD MESSAGES'. The 'TRANSACTION DETAILS' tab is active, showing a table of transactions:

ID	NAME	ACCOUNT NUMBER
0001234	Acme	12345678
654321	Continental Corp	33498754
23044	Global Corp	203930940

At the bottom, there are buttons for 'UPDATE TEMPLATE' and 'cancel'.

When the file is uploaded, a review screen will show the information from the file. Any errors received in the process will show in the “Upload Messages” tab. If there are no errors, clicking “Update Template” continues the process. Clicking “Cancel” ends the process and erases the staged updates. On the Accept Import confirmation modal, click “continue” to finish the file processing and update the template’s transactions appropriately.



You will return to the template modify page to continue that workflow, with the transactions added or updated based on the information from the file. A “Snackbar” alert in the lower right of the screen will indicate that the transactions have been updated. It is not necessary to “Save” the template, since the updates to the transactions have already been saved.