

# Cash Management Solutions

## Quick Reference Guide - Payment (ACH & Wire) Templates Widget

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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.

ALL	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.

- All Templates (Default)
- ACH Templates
- Requires My Approval
- Wire Templates

## CREATING TEMPLATES

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

PAYMENTS PAYMENT TEMPLATES

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

Domestic Wire

TEMPLATE NAME

0/25

ORIGINATOR INFORMATION

FROM ACCOUNT

Select

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]

< Create ACH Template

\$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

< Modify ACH Template

\$0.00

(5) PAYMENTS

PAYMENT TYPE

Corporate Payments

TEMPLATE NAME

Mid America

11/25

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 acct - 123123123

PAYMENT DESCRIPTION

DrPay

0/10

DISCRETIONARY DATA

Optional

0/20

MAKE THIS A RECURRING PAYMENT

Transaction Details

TOTAL ACTIVE CREDIT

0

TOTAL CREDITS (\$)

\$0.00

TOTAL DEBITS (\$)

\$0.00

TOTAL AMOUNT

\$0.00

Add A Receiver

Zero All Amounts

Upload Transactions

Modify Amounts

ACTIONS	ID	NAME	AMOUNT	STATUS	ACCOUNT NUMBER	ROUTING
No information to display						

VIEW 1 OF 0

DISPLAY 0

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.

Home

Add Widget

MESSAGE OF THE DAY

Welcome to Digital Banking IQ

ACTION ITEMS

Bulletins To Read

View

Account Transfers To Approve

View

New Users To Approve

View

Payments To Approve

View

Payment Templates To Approve

View

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.

PAYMENTS

PAYMENT TEMPLATES

PAYMENT MAPS

NACHA IMPORT

WIRE IMPORT

Create Template

REQUIRES MY APPROVAL

Changed

Save As

As of 08/12/2021 02:02 AM

FILTERS

SHOW ALL

Show Values

	ACTIONS	TEMPLATE NAME	PAYMENT TYPE	PAYEE NAME	BATCH DESCRIPTION	AMOUNT
<input type="checkbox"/>	...	Corp coll	Telephone Int...	Jim	****	0.00
<input type="checkbox"/>	...	Mid America	Corporate Pay...	Daily	Onlay	0.00
<input type="checkbox"/>	...	David B	Domestic Wire	David B		2,000.00

APPROVE

INITIALS

DELETE

REJECT

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

<input type="checkbox"/>	...
<input type="checkbox"/>	View
<input type="checkbox"/>	Approve
<input type="checkbox"/>	Modify
<input type="checkbox"/>	Reject
<input type="checkbox"/>	...

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

APPROVE

DELETE

REJECT

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.

< Approve Template(s)

You are about to approve the following template(s).

Remove

Mid America

Requires my approval

Corporate Payments

ACH

Remove

New Wire

Requires my approval

Domestic

Wire

New Wire

VIEW 1.2 OF 2

DISPLAY 21

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.

✓

Success! 2 template(s) approved

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	0	

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.

< View ACH Template

\$1,917.56  
(3) PAYMENTS

TEMPLATE INFORMATION

PAYMENT TYPE

Corporate Payments

STATUS

Active

STATUS

Available for use

TEMPLATE NAME

Sunday A

LAST MODIFIED ON

06/04/2020 03:52 PM

LAST MODIFIED BY

Miller

ORIGINATOR INFORMATION

ACH NUMBER

061000104 - RAC Car

OFFSET ACCOUNT

23235252 - Distributions

PAYMENT DESCRIPTION

Sunday

SECONDARY DATA

...

Transaction Details

TOTAL ACTIVE COUNT

3

TOTAL CREDITS (3)

\$1,917.56

TOTAL DEBITS (0)

\$0.00

TOTAL AMOUNT

\$1,917.56

ACTIONS	ID	NAME	AMOUNT	STATUS	ACCOUNT NUMBER	ROUTING NUMBER	ACCOUNT TYPE	CREDIT/DEBIT
...		Bury Bear	987.56	Active	9994356	061000104	Checking	Credit
...		Doe Doe Smart	300.00	Active	9994357	061000104	Checking	Credit
...		William Geniva	630.00	Active	9994343	061000104	Checking	Credit

VIEW 1.3 OF 3

DISPLAY 31

\$1,917.56  
(3) PAYMENTS

Modify

Initiate

Disable

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

Payables Account - 123123123...

BENEFICIARY INFORMATION

NAME

Brooklyn Walker

15/35

ADDRESS LINE 1

9171 Any Road

13/35

ADDRESS LINE 2

Suite B

Optional

7/35

Physical Address Required. No P.O. Box Address

ADDRESS LINE 3

Any Town 123456

Optional

15/35

PAYMENT DETAILS

BANK CODE / NAME

021213711 - ENTERPRISE BANK

KENNELWORTH  
NJ

ACCOUNT NUMBER

12345678

8/34

AMOUNT

\$

4,000.00

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.]

The screenshot shows the 'Transaction Details' interface. At the top, summary statistics are displayed: TOTAL ACTIVE COUNT (2), TOTAL CREDITS (2) (\$2,234.56), TOTAL DEBITS (0) (\$0.00), and TOTAL AMOUNT (\$2,234.56). On the left, there are links: 'Add A Receiver', 'Zero All Amounts', 'Upload Transactions' (highlighted with a red box), and 'Modify Amounts' (highlighted with a red box). The main area contains a table with columns: ACTIONS, ID, NAME, AMOUNT, and STATUS. The table lists two transactions: one with ID 0001234 for 'Acme' with an amount of 1,000.00, and another with ID 23044 for 'Global Corp' with an amount of 1,234.56. At the bottom left, the total amount \$2,234.56 is shown with '(2) PAYMENTS' below it. At the bottom right, there are buttons: 'INITIATE', 'SAVE', 'disable', 'delete', and 'done'.

ACTIONS	ID	NAME	AMOUNT	STATUS
...	0001234	Acme	1,000.00	Active
...	23044	Global Corp	1,234.56	Active

## 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.

The screenshot shows the 'Template List View' interface. It displays a table with columns: ID, NAME, STATUS, TYPE, and WIRE. The table lists five templates: 'ABC Co Dr.', 'Acme Parts', 'American ...', 'Overseas ...', and 'Smithe Inv.'. The 'Acme Parts' row is selected, and its ellipsis (...) menu is open, showing options: 'View', 'Initiate' (highlighted with a red box), 'Modify', and 'Delete'.

ID	NAME	STATUS	TYPE	WIRE
...	ABC Co Dr.	Available for use	Domestic ...	Wire
...	Acme Parts	Available for use	Domestic ...	Wire
...	American ...	Requires others ap...	Domestic ...	Wire
...	Overseas ...	Available for use	Internation...	Wire
...	Smithe Inv.	Available for use	Un Known	Wire
...	Triple A M.	Available for use	Un Known	Wire

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 - \$55...

BENEFICIARY INFORMATION

NAME

London Fox

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

244171313 - CITIZENS ...

ACCOUNT NUMBER

112450011

LONDON OH

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.

< Modify ACH Template \$2,234.56

PAYER INFO  
Company Payments  
Vendor  
Status: Available for use  
Last Modified On: 08/18/2021 04:08 PM  
Last Modified By: Doug Morgan

ORIGINATOR INFORMATION  
New Vendor: 18181818-PT ACH Co  
Vendor Account: Capital Account - 801000000  
Vendor Description: Vendor Pay  
Vendor Pay: \$0.00  
Check this if a recurring payment

TRANSACTION DETAILS  
TOTAL ACH COUNT: 2  
TOTAL DEBITS: \$2,234.56  
TOTAL CREDITS: \$0.00  
TOTAL AMOUNT: \$2,234.56

ACTION	ID	NAME	AMOUNT	STATUS
...	8001234	Acme	1,000.00	Active
...	23456	Global Corp	1,234.56	Active

VIEW 1 OF 2

\$2,234.56  
TOTAL AMOUNT

REVIEW SAVE DELETE CANCEL DONE

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

UPLOAD TYPE  
Select  
6 Record Fixed  
CSV Add Map  
CSV Map

cancel

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

Upload Transactions

UPLOAD TYPE  
CSV Map

UPLOAD FILE VIEW MAP DETAILS

UPLOAD METHOD  
Update Entries

Drag file here or select file from your computer.  
1 file maximum. 50000 records per file maximum

cancel

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.

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

Review Transaction Upload

FILE NAME  
Vendor1CSVUpload.txt

UPLOADED DATE/TIME  
03/18/2021 06:55 PM

UPLOADED BY  
Doug1

MAP  
CSV Map

UPLOAD MODE  
Update Only

STATUS  
OK W/Warnings

TRANSACTION DETAILS

UPLOAD MESSAGES

VIEW 1-3 OF 3

DISPLAY 3 1

UPDATE TEMPLATE

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.

TRANSACTION DETAILS

UPLOAD MESSAGES

ACCEPT IMPORT

This will update template named Vendor1 with the transactions from the file. Template approval requirements may apply.

Do you want to proceed?

CONTINUE

Cancel

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.