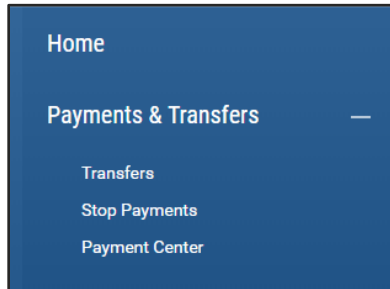# Quick Reference Guide – Templates Widget

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.

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.

Quick Reference Guide – Templates Widget

Creating Templates

To create a new template, click the Create Payment Template link at the top of the list view. This link will launch a workflow where the user will select a payment type that the user has permission to create.

PAYMENT TYPE

Select ▾

Corporate Payments
Corporate Collections
Consumer Payments
Consumer Collections
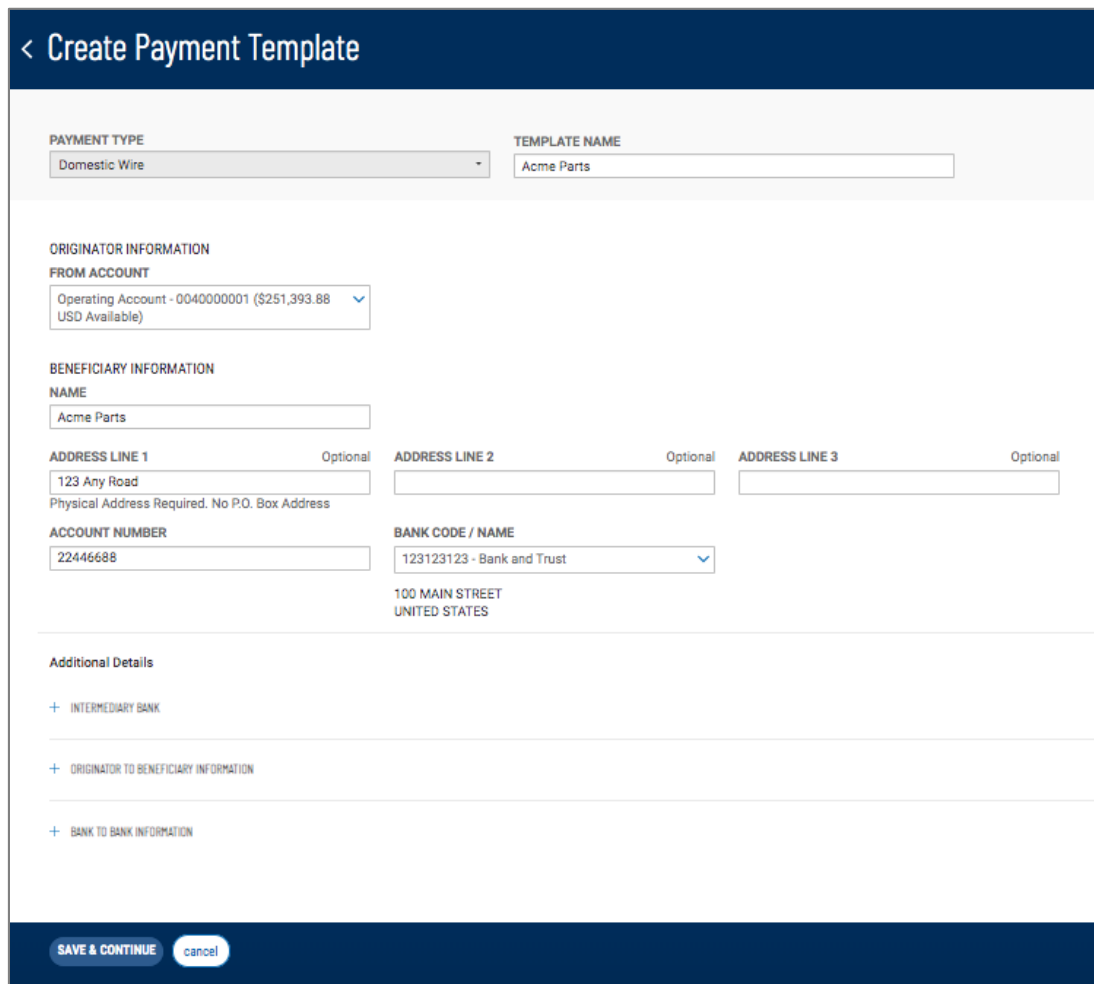Domestic Wire
International Wire

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

< Create Payment Template

PAYMENT TYPE
Domestic Wire

TEMPLATE NAME
Acme Parts

ORIGINATOR INFORMATION
FROM ACCOUNT
Operating Account - 0040000001 ($251,393.88 USD Available)

BENEFICIARY INFORMATION
NAME
Acme Parts

ADDRESS LINE 1 Optional
123 Any Road
Physical Address Required. No P.O. Box Address

ADDRESS LINE 2 Optional

ADDRESS LINE 3 Optional

ACCOUNT NUMBER
22446688

BANK CODE / NAME
123123123 - Bank and Trust

100 MAIN STREET
UNITED STATES

Additional Details

+ INTERMEDIARY BANK

+ ORIGINATOR TO BENEFICIARY INFORMATION

+ BANK TO BANK INFORMATION

SAVE & CONTINUE   cancel

Quick Reference Guide – Templates Widget

When the template creation workflow is complete and the template is saved, the user is returned to the Payment Center and the Templates widget. The newly created template will appear in the list. The position of the template in the list depends on the ordering and filtering the user 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.

SELECT	ACTIONS	TEMPLATE NAME	STATUS	PAYMENT TYPE
☐	...	Expense Reimburse...	Requires my approval	Consumer Pay...
☐	...	Hourly Payroll	Requires my approval	Consumer Pay...
☐	...	Salary Payroll	Requires my approval	Consumer Pay...
☐	...	Monthly Membershi...	Requires my approval	Consumer Coll...
☐	...	Accounts Payable	Requires others approval	Corporate Pay...
☐	...	Cash Concentration	Available for use	Corporate Coll...

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

☐	...
☐	View
	Approve
☐	Modify
	Reject
☐	...
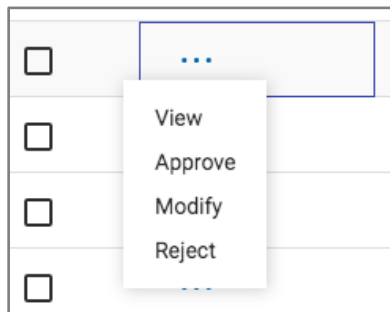
Quick Reference Guide – Templates Widget

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
☑	...	Expense Reim...	Requires my approval	Consumer Pay...	ACH	Multi
☑	...	Hourly Payroll	Requires my approval	Consumer Pay...	ACH	Multi
☑	...	Salary Payroll	Requires my approval	Consumer Pay...	ACH	Multi
☑	...	Monthly Mem...	Requires my approval	Consumer Coll...	ACH	Multi
☐	...	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 ACH Template(s)

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

ACTIONS	TEMPLATE NAME	PAYMENT TYPE	AMOUNT	STATE
...	Expense Reimbursement	Consumer Payments	0.00	Active
...	Hourly Payroll	Consumer Payments	0.00	Active
...	Salary Payroll	Consumer Payments	6,241.22	Active
...	Monthly Membership Dues	Consumer Collections	189.75	Active

VIEW 1-4 OF 4   DISPLAY [All ˅]   1

APPROVE   cancel

When the approval is completed, the user is returned to the Payment Center workspace. A success message will show at the top of the Templates List View, and the newly approved templates should show with an updated status.

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.

< SALARY PAYROLL   **$6,241.22**
                                                                     (5) PAYMENTS

TEMPLATE INFORMATION

PAYMENT TYPE	TEMPLATE NAME	STATE	STATUS	LAST MODIFIED ON	LAST MODIFIED BY
Consumer Payments	Salary Payroll	Active	Requires my approval	02/04/2020 08:00 PM	Demo User1

ORIGINATOR INFORMATION

ACH SENDER	BATCH DESCRIPTION
1123456004 - Payroll	Payroll

DISCRETIONARY DATA

Transaction Details

	TOTAL ACTIVE COUNT	TOTAL CREDITS (5)	TOTAL DEBITS (0)	TOTAL AMOUNT
	5	$6,241.22	$0.00	$6,241.22

As of 02/04/2020 08:11 PM

ACTIO	NAME	ID	ROUTING NUMBER	ACCOUNT NUMBER	ACCOUNT TYPE	AMOUNT	CREDIT/DEBIT	STATUS
...	James Mitchell	123456789	072000096	987654321	Checking	1,256.98	Credit	Active
...	Patricia Ware	234567891	031207869	876543219	Checking	1,501.34	Credit	Active
...	Robert Jones	345678912	114917814	765432198	Checking	2,389.78	Credit	Active
...	Robert Jones	345678912A	114917814	654321987	Savings	200.00	Credit	Active
...	Susan Johnson	456789123	062001186	543219876	Checking	893.12	Credit	Active

VIEW 1-5 OF 5   DISPLAY All ▾   1

$6,241.22 Payment

APPROVE modify reject disable cancel

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.

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

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...
☐	⋯	Acme Parts	Available for use	Domestic ...	Wire	Acme Parts
☐	⋯ View Initiate Modify Delete	American ...	Requires others ap...	Domestic ...	Wire	American ...
☐		Overseas ...	Available for use	Internation...	Wire	Overseas ...
☐		Smithe Inv...	Available for use	Un Known	Wire	Smithe Inv...
☐	⋯	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.

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.

For ACH templates, a user with freeform permissions may "convert" a template payment to a freeform. This provides the convenience of utilizing available payment information. However the payment is now identified as a freeform payment, subject to freeform approval requirements.

ACH Import

If the user has permissions to import ACH files, the Templates widget will have two tabs. One for managing templates, and one for importing ACH files to create and update ACH payment templates.
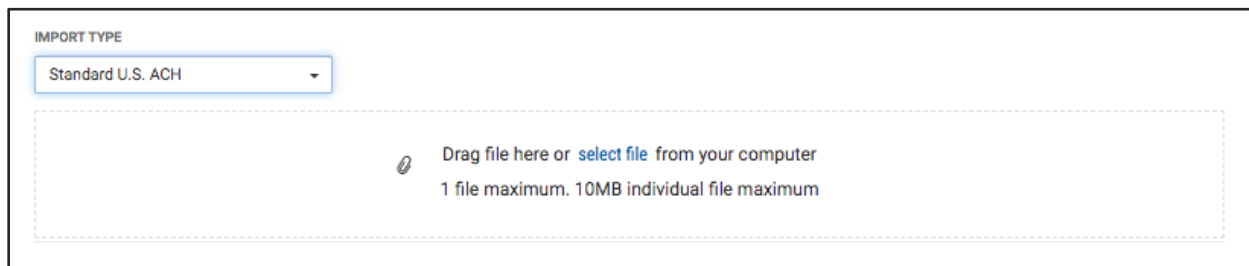

In order to import an ACH file, on the Import tab, select the file map you want to use. There are two standard maps for importing Standard ACH files and Standard ACH files with zero amounts. National Automated Clearing House Association (NACHA) format file is the Standard. In addition, if the user has custom maps, they will appear as options in the Import Type select list.

Importing with Standard ACH formats creates new ACH payment templates. Importing with custom maps – delimited or fixed format updates existing ACH templates.

Import of Standard ACH Files

When a Standard ACH import type is selected, no other information is required. The user can import an ACH file by clicking "select file", or dragging and dropping the file into the file upload area.

Quick Reference Guide – Templates Widget

Once the file is uploaded, the user will see a message at the top of the import tab, and summary information about the batches contained in the file will appear in a list below the file upload area.

ACTIONS	FILE NAME	IMPORT DATE	MAP	IMPORT MODE	IMPORT TYPE	NAME	ACH SENDER	PAYMENT TYPE	BATCH DESCRIPTION
··· View Delete	WAYNE083019b	01/30/2020	NACHA	Create Only	Template	wwertert	001 - Compan…	Corporate Pay…	wwertert
	SimpleFile2	01/30/2020	BankDef1	Update Only	Payment	4EPHK1fK4G…	001 - Compan…		4EPHK1fK4G…
···	WAYNE01302…	02/09/2020	NACHA	Create Only	Template	Entry Desc	001 - Compan…	Corporate Pay…	Entry Desc
···	WAYNE01302…	02/09/2020	NACHA	Create Only	Template	wwertert	001 - Compan…	Corporate Pay…	wwertert

File Upload Succesful

IMPORT TYPE
Standard U.S. ACH

Drag file here or select file from your computer
1 file maximum. 500 records per file maximum

As of 02/09/2020 09:18 PM

Each batch in the uploaded ACH file will create a new ACH template. You can view the batch information by choosing "View" from the ellipsis (...) menu for the batch. On the view workflow page, detailed information about the batch is displayed, including transaction information as well as any errors or warnings encountered while parsing the NACHA file.

‹ File Import Summary

Import Overview

FILE NAME	IMPORTED DATE/TIME	IMPORTED BY
WAYNE083019b	01/30/2020 09:08 PM	wrcu

MAP	IMPORT MODE	TEMPLATE OR PAYMENT
NACHA	Create Only	Template

Import Information

Account Information

TEMPLATE NAME	PAYMENT TYPE	ACH SENDER	BATCH DESCRIPTION
Acme Import1	Corporate Payments & Collections	001 - Company 1	wwertert

STATUS
OK

Debit / Credit

DEBIT COUNT	TOTAL DEBITS	CREDIT COUNT	TOTAL CREDITS
1	8.90	2	8.90

Bypassed Debit/Credit

DEBITS BYPASSED	TOTAL DEBITS BYPASSED	CREDITS BYPASSED	TOTAL CREDITS BYPASSED
0	0.00	0	0.00

File Import Detail

TRANSACTION DETAILS   IMPORT MESSAGES

ACTIONS	RECORD NUMBER	TRANSACTION TYPE	BENEFICIARY	AMOUNT	STATUS
...	8	Credit	credit7	1.01	A
...	9	Credit	webert	7.89	A
...	10	Debit	Company 1	8.90	A

VIEW 1-3 OF 3   DISPLAY All ⌄   1

(ACCEPT)   (DELETE)   (CANCEL)

From the view workflow you can ACCEPT the batch for further processing, DELETE the batch, or CANCEL and go back to the imported batch list. Because the system uses the batch Entry Description field as the default Template Name for the newly created template, as Template Names need to be unique, there may be a need for the user to edit the Template Name before the batch can be accepted.
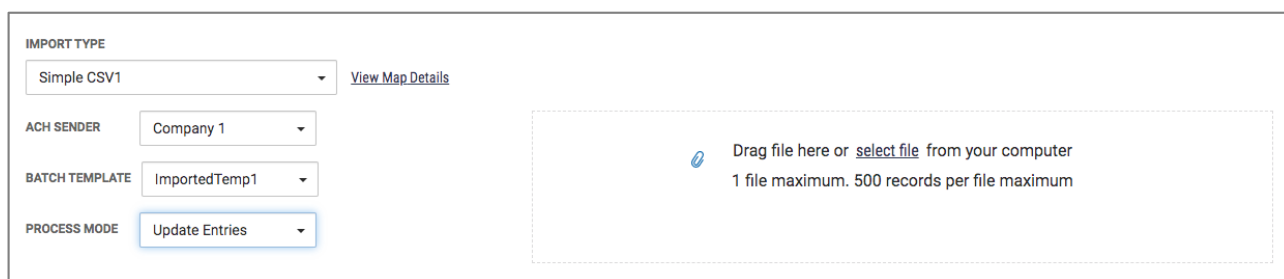
Once the batch is accepted for processing, the user is returned to the imported batches list on the Import tab of the Payment Templates List View. A success message will appear, and a new template containing the imported batch information will be created. To see the new template, select the Payment Templates tab. The position of the template in the list depends on the ordering and filtering you had set on the list view before clicking on the Import tab, so the new template may not be at the very top of the list.

Import of Delimited or Fixed-Format Files

ACH Import also provides the ability for existing templates to be updated via import of delimited or fixed-format files. Delimited or fixed-format files are always uploaded against existing templates. A common example of a map is one that contains payee name, ID information, and payment amount in a Comma Separated Value (CSV) format.

To import a delimited or fixed-format file, select the appropriate file map from the Import Type selection dropdown. After choosing the map, the user will be asked to select the template to update, and whether to just update entries, update and create new entries, or update and delete entries. The selections available depend on the information included in the map and the file being uploaded. Some maps and files do not include all of the information required to create new transaction entries, so can only be used to update existing.

Once the processing mode is selected, the user can select a file for upload by clicking "select file" or by dragging and dropping the file into the file upload area.

Once the file is uploaded, a message is displayed at the top of the import tab, and summary information about the upload will appear in a list below the file upload area. Unlike ACH Standard files that can contain multiple batches, a delimited or fixed-file upload only impacts one template, so only one line will appear in the imported file list. The user can view the uploaded information by choosing "View" from the ellipsis (...) menu for the file. On the view workflow page, detailed information about the file is displayed, including transaction information as well as any errors or warnings encountered while parsing the file.

< File Import Summary

Import Overview

FILE NAME	IMPORTED DATE/TIME	IMPORTED BY
SimpleFile3	02/09/2020 09:33 PM	wrcu

MAP	IMPORT MODE	TEMPLATE OR PAYMENT
DemoCSVMap	Update Only	Payment

Import Information

Account Information

TEMPLATE NAME	PAYMENT TYPE	ACH SENDER	BATCH DESCRIPTION
4EPHK1fK4Gmp		001 - Company 1	4EPHK1fK4Gmp

STATUS
OK W/Warnings

Debit / Credit

DEBIT COUNT	TOTAL DEBITS	CREDIT COUNT	TOTAL CREDITS
0	0.00	0	0.00

Bypassed Debit/Credit

DEBITS BYPASSED	TOTAL DEBITS BYPASSED	CREDITS BYPASSED	TOTAL CREDITS BYPASSED
0	0.00	0	0.00

File Import Detail

TRANSACTION DETAILS   IMPORT MESSAGES

ACTIONS	RECORD NUMBER	TRANSACTION TYPE	BENEFICIARY	AMOUNT	STATUS
...	1		Jane Worker	15.15	
...	2		Joe Employee	16.16	
...	3		Sue Slacker	1.01	

VIEW 1-3 OF 3   DISPLAY All ∨   1

(ACCEPT) (DELETE) (CANCEL)

From the view workflow you can ACCEPT the file for further processing, DELETE the file, or CANCEL and go back to the imported file list.

Once the file is accepted for processing, you are returned to the imported batches list on the Import tab of the Payment Templates List View. A success message will appear, and the template you selected will be updated. To see the updated template, select 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 on the Import tab, so the template may not be at the very top of the list.