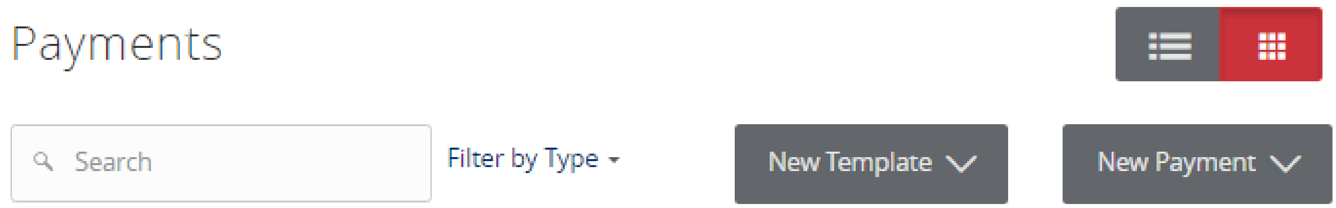
Payment Template Creation

Contents

United Community Bank®

Payment Template Creation

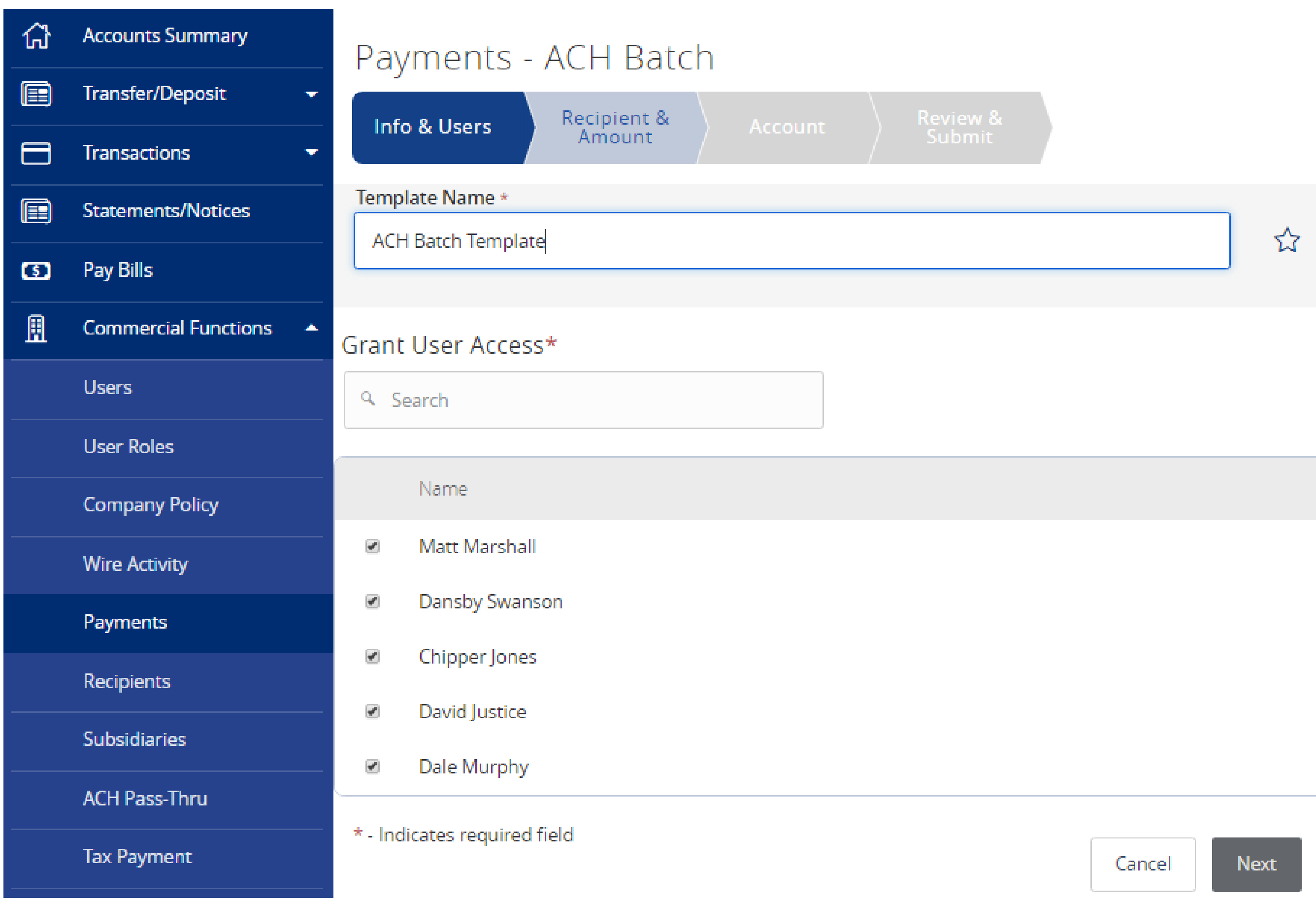
Select the 'Payments' option under the 'Commercial Functions' menu and press the 'New Template' button.



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.

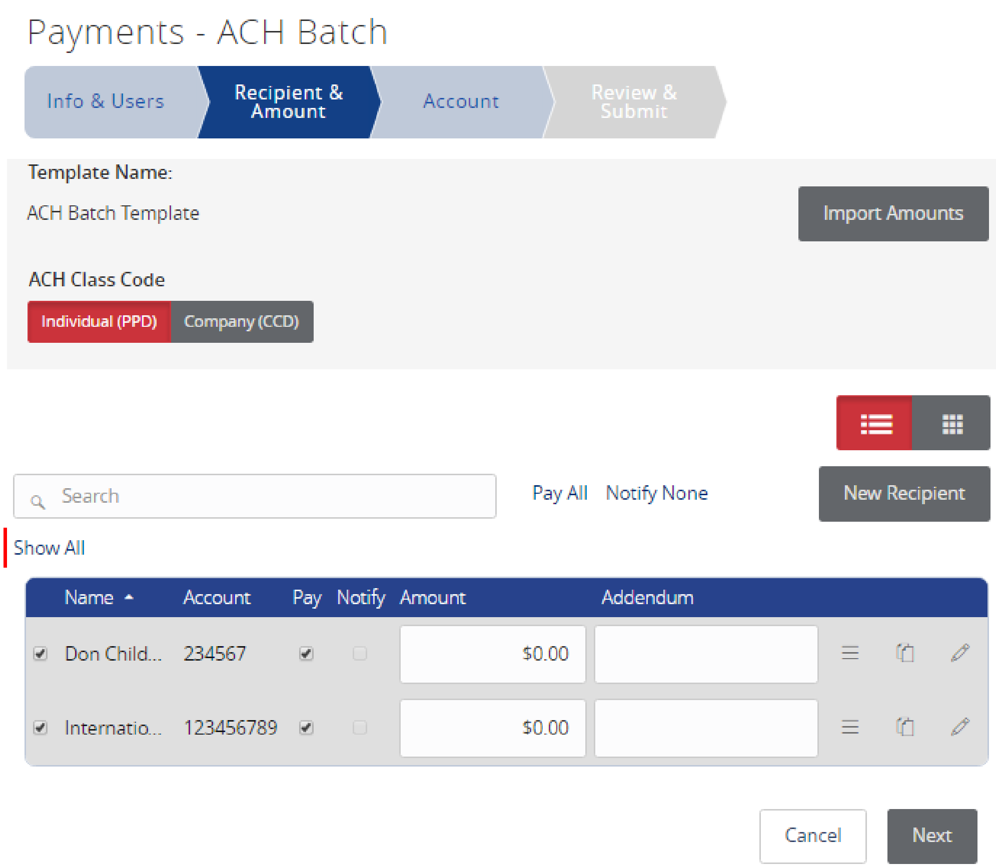
   NOTE: The 'Manage Templates' feature overrides the ability to turn off access to the template. This is controlled in the Features section of the User Role.



Recipient & Amount

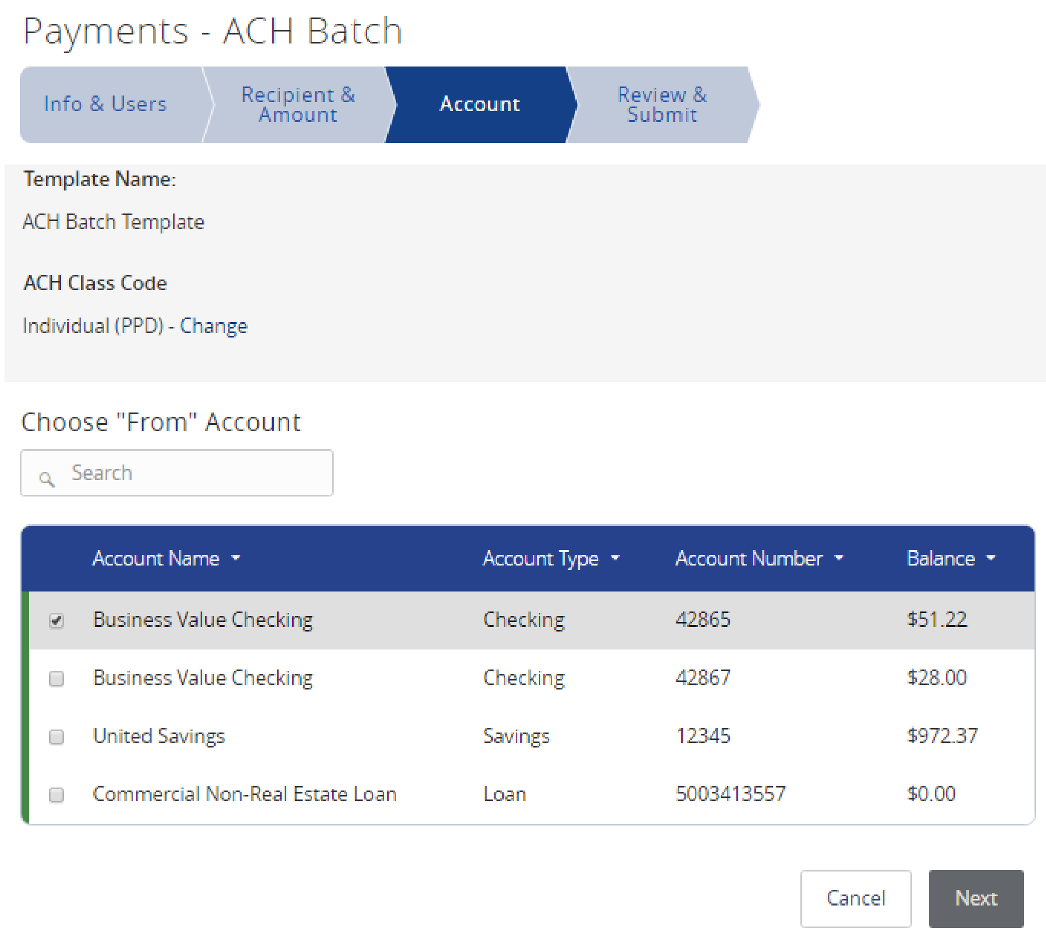
3. The ‘Recipient & Amount’ screen allows the user to select which recipients are tied to the template and designate a dollar amount for each.
4. Select the ACH Class Code.
5. To see additional recipients that are eligible for this transaction type, select the ‘Show All’ button just above the recipient 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.



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.



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.