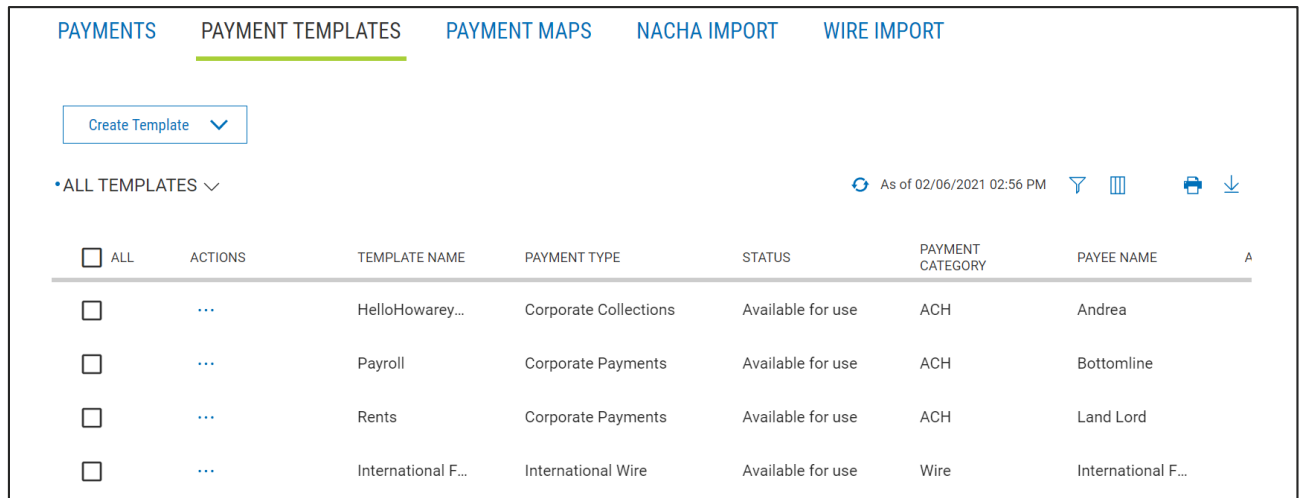
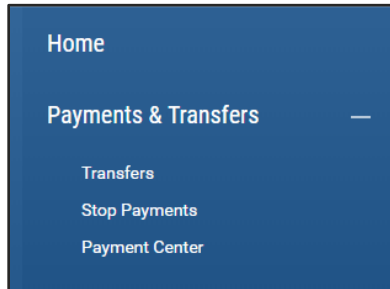


Quick Reference Guide – Payment Templates

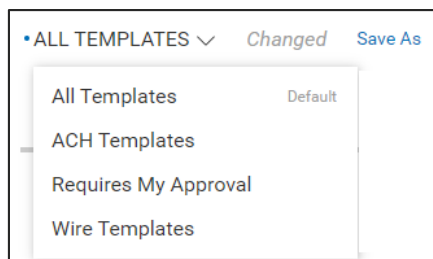
Payment Templates provides a consolidated list of Automated Clearing House (ACH) and wire transfer payment templates. Templates are sets of pre-built payment instructions that may be reused to generate payments to provide efficiency and controls, such as the legacy term of ACH batches.

To access the Payment Templates, open the left navigation menu, click to expand the Payments & Transfers menu, then select the Payment Center link. Payment Templates is the second tab in the Payments widget, located on the Payment Center workspace.



Specific template types shown will depend on your permissions. As with other list views, the Templates list view can be personalized by you – 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.

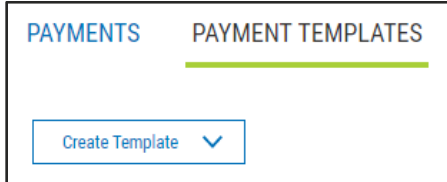
As a helpful start, standard saved views are offered that filter and arrange the data specifically for Wires and ACH templates, as well as a view for templates requiring your approval.



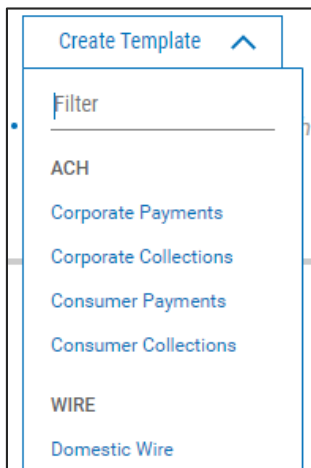
Quick Reference Guide – Payment Templates

Creating Templates

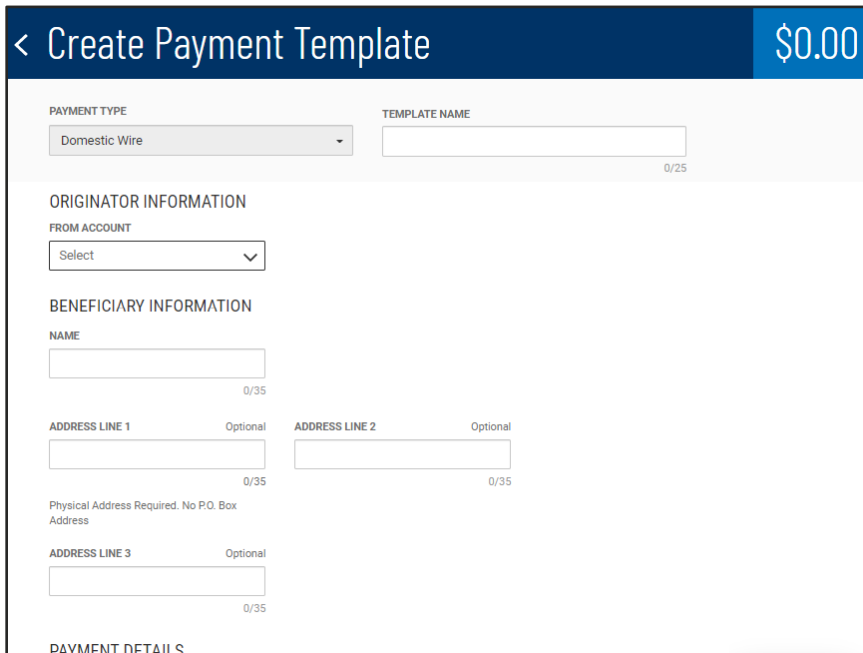
To create a new template, click the Create Payment Template dropdown at the top of the PAYMENT TEMPLATES tab.



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



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

A screenshot of the 'Create Payment Template' form. The form has a dark blue header with a back arrow, the text '< Create Payment Template', and a blue box on the right containing '\$0.00'. Below the header, there are two input fields: 'PAYMENT TYPE' with a dropdown menu showing 'Domestic Wire' and 'TEMPLATE NAME' with a text input field and a character count '0/25'. The form is divided into sections: 'ORIGINATOR INFORMATION' with a 'FROM ACCOUNT' dropdown menu showing 'Select'; 'BENEFICIARY INFORMATION' with a 'NAME' text input field and a character count '0/35'; 'ADDRESS LINE 1' and 'ADDRESS LINE 2' text input fields, both with character counts '0/35' and 'Optional' labels; a note 'Physical Address Required. No P.O. Box Address'; and 'ADDRESS LINE 3' text input field with a character count '0/35' and 'Optional' label. At the bottom, there is a section labeled 'PAYMENT DETAILS'.

Quick Reference Guide – Payment Templates

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]

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.

Quick Reference Guide – Payment Templates

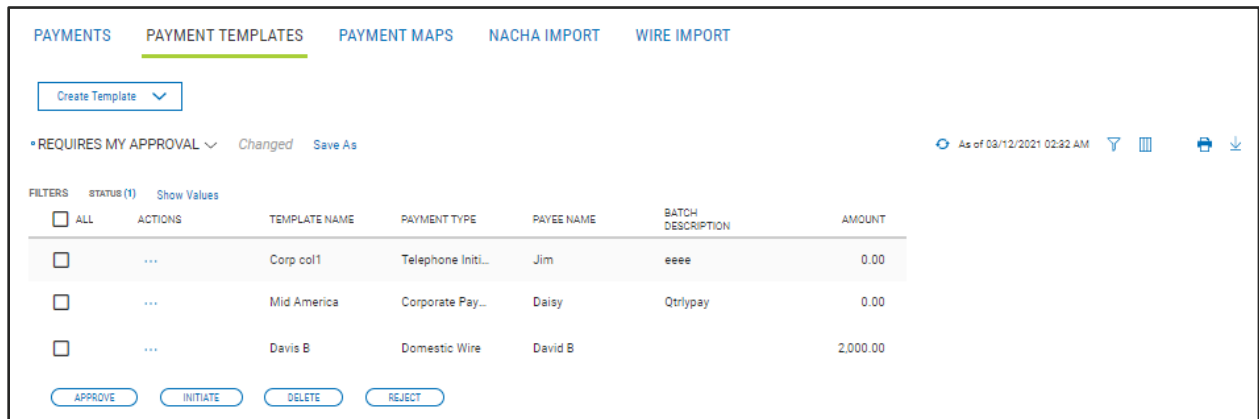
Approving Templates

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

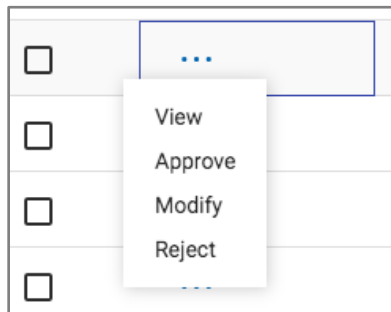
If you have payment templates approval permissions, you will be notified on the Home workspace that there are payment templates for you to approve.



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 hovering on the ellipsis (...) and choosing “Approve”



Quick Reference Guide – Payment Templates

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, you are taken to an approval action summary workflow page, which will show the selected templates about to be approved. You 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).

| ACTIONS | TEMPLATE NAME | STATUS | PAYMENT TYPE | PAYMENT CATEGORY | PAYEE 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.

✓ 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 singularly or in bulk.

Quick Reference Guide – Payment Templates

Viewing Template

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

< View ACH Template
\$1,917.56

(3) PAYMENTS

TEMPLATE INFORMATION

| | | | | | |
|------------------------------------|-----------------|-----------------------------|---------------------------|---|----------------------------|
| PAYMENT TYPE Corporate Payments | STATE Active | STATUS Available for use | TEMPLATE NAME Sunday A | LAST MODIFIED ON 08/04/2020 03:52 PM | LAST MODIFIED BY Miller |
|------------------------------------|-----------------|-----------------------------|---------------------------|---|----------------------------|

ORIGINATOR INFORMATION

| | | | |
|-----------------------------------|--|-------------------------------|--------------------------|
| ACH SENDER 061000104 - RAC Car | OFFSET ACCOUNT 23235252 - Distributions | PAYMENT DESCRIPTION Sunday | DISCRETIONARY DATA -- |
|-----------------------------------|--|-------------------------------|--------------------------|

| | | | | |
|---------------------|--------------------|-------------------|------------------|--------------|
| Transaction Details | TOTAL ACTIVE COUNT | TOTAL CREDITS (1) | TOTAL DEBITS (0) | TOTAL AMOUNT |
| | 3 | \$1,917.56 | \$0.00 | \$1,917.56 |

🔄 🔍 🗑️ 🖨️ ⬇️

| ACTIONS | ID | NAME | AMOUNT | STATUS | ACCOUNT NUMBER | ROUTING NUMBER | ACCOUNT TYPE | CREDIT/DEBIT |
|---------|----|---------------|--------|--------|----------------|----------------|--------------|--------------|
| ... | | Beary Bear | 987.56 | Active | 9894356 | 061000104 | Checking | Credit |
| ... | | Dee Dee Smart | 300.00 | Active | 0563457 | 061000104 | Checking | Credit |
| ... | | William Genoa | 630.00 | Active | 098343 | 061000104 | Checking | Credit |

VIEW 1-3 OF 3 DISPLAY 1

\$1,917.56

(3) PAYMENTS

Modify

Initiate

Disable

Delete

Copy

Back

Quick Reference Guide – Payment Templates

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 from the Payment Templates list view. This will take you to a workflow similar to the template creation page with the information prefilled. Make desired changes, then save. When complete, you are returned to the Payment Template List View and the template is updated to reflect the changes.

< Modify Wire Template \$4,000.00

PAYMENT TYPE **TEMPLATE NAME**

Domestic Wire Brooklyn 8/25

ORIGINATOR INFORMATION

FROM ACCOUNT

Payables Account - 123123123... v

BENEFICIARY INFORMATION

NAME

Brooklyn Walker 15/35

ADDRESS LINE 1 **ADDRESS LINE 2** Optional

9171 Any Road Suite B 7/35

Physical Address Required. No P.O. Box Address

ADDRESS LINE 3 Optional

Any Town 123456 15/35

PAYMENT DETAILS

BANK CODE / NAME **ACCOUNT NUMBER**

021213711 - ENTERPRISE BANK v 12345678 8/34

KENNELWORTH NJ

AMOUNT Optional

\$ 4,000.00

Additional Payment Details

+ Intermediary Bank

+ Originator To Beneficiary Information

+ Bank To Bank Information

\$4,000.00

Save Cancel

Quick Reference Guide – Payment Templates

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 displays a web interface for managing payment templates. At the top, summary statistics are shown: 'TOTAL ACTIVE COUNT' is 2, 'TOTAL CREDITS (2)' is \$2,234.56, 'TOTAL DEBITS (0)' is \$0.00, and 'TOTAL AMOUNT' is \$2,234.56. Below this, there are several action buttons: 'Add A Receiver', 'Zero All Amounts', 'Upload Transactions', and 'Modify Amounts'. The 'Upload Transactions' and 'Modify Amounts' buttons are highlighted with green boxes. To the right, a table lists transactions with columns for 'ACTIONS', 'ID', 'NAME', 'AMOUNT', and 'STATUS'. Two transactions are listed: 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. The 'ACTIONS' column for the first transaction has an ellipsis (...) menu highlighted with a green box. At the bottom left, the total amount '\$2,234.56' is displayed with '(2) PAYMENTS' below it. At the bottom right, there are buttons for '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 in the Payment Templates list view, 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.

Quick Reference Guide – Payment Templates

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.

| | | | | | | |
|--------------------------|--------------------------------------|---------------|-----------------------|----------------|------|---------------|
| <input type="checkbox"/> | ... | 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"/> | View Initiate Modify Delete | American ... | Requires others ap... | Domestic ... | Wire | American ... |
| <input type="checkbox"/> | ... | Overseas ... | Available for use | Internation... | Wire | Overseas ... |
| <input type="checkbox"/> | ... | Smithe Inv... | Available for use | Un Known | Wire | Smithe Inv... |
| <input type="checkbox"/> | ... | Triple A M... | Available for use | Un Known | Wire | Triple A M... |

Quick Reference Guide – Payment Templates

On the workflow page, enter required payment information, such as amount, if 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 244171313 - CITIZENS ...
ACCOUNT NUMBER 112450011 9/34

LONDON OH

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), you 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 you 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.

Quick Reference Guide – Payment Templates

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 DBIQ-P. 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.

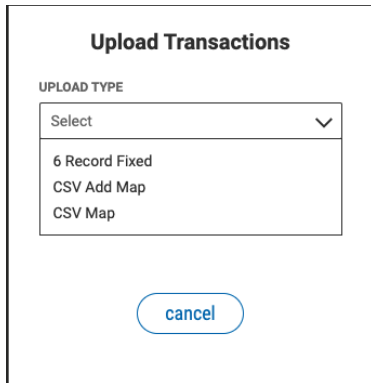
The screenshot displays the 'Modify ACH Template' interface. At the top, the title is '< Modify ACH Template' and the total amount is '\$2,234.56 (2) PAYMENTS'. The form includes fields for Payment Type (Corporate Payments), Template Name (Vendor1), State (Active), Status (Available for use), Last Modified On (03/18/2021 04:08 PM), and Last Modified By (Doug Morgan). Under 'ORIGINATOR INFORMATION', there are fields for ACH Sender (10101010 - PT ACH Co), Offset Account (Capital Account - 0010000003), Payment Description (Vendor Pay), and Discretionary Data (Optional). A checkbox for 'MAKE THIS A RECURRING PAYMENT' is present. A summary table shows: Transaction Details, 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, and Modify Amounts (highlighted with a green box). Below is a table of transactions:

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

At the bottom, there is a large '\$2,234.56 (2) PAYMENTS' label and buttons for INITIATE, SAVE, disable, delete, and done.

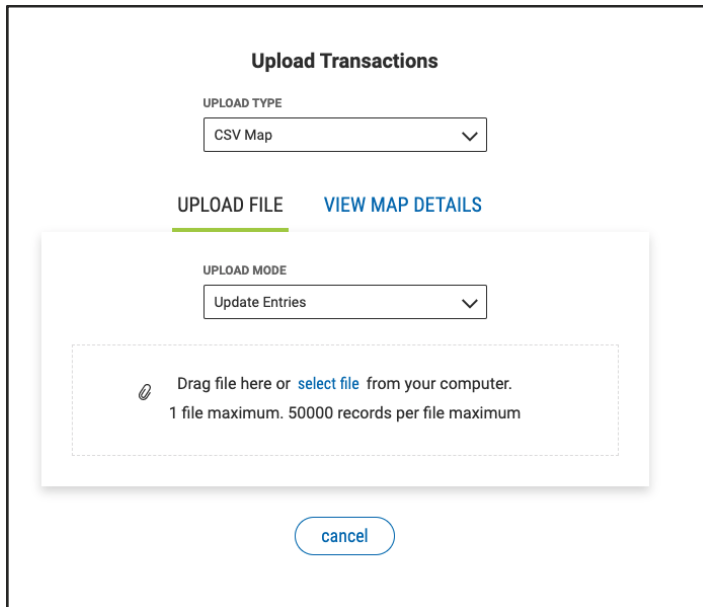
Quick Reference Guide – Payment Templates

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.



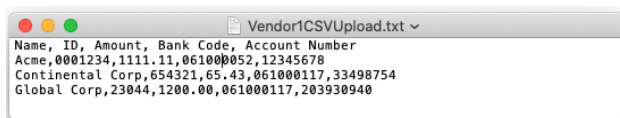
The screenshot shows a form titled "Upload Transactions". Under the heading "UPLOAD TYPE", there is a dropdown menu currently set to "Select". The dropdown menu is open, showing three options: "6 Record Fixed", "CSV Add Map", and "CSV Map". Below the dropdown menu is a blue "cancel" button.

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



The screenshot shows the "Upload Transactions" form with "CSV Map" selected in the "UPLOAD TYPE" dropdown. Below this, there are two tabs: "UPLOAD FILE" (which is active and underlined) and "VIEW MAP DETAILS". Under the "UPLOAD FILE" tab, there is an "UPLOAD MODE" dropdown menu set to "Update Entries". Below the dropdown menu is a dashed box containing the text: "Drag file here or [select file](#) from your computer. 1 file maximum. 50000 records per file maximum". A blue "cancel" button is located at the bottom of the form.

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.



Quick Reference Guide – Payment Templates

Review Transaction Upload

| | | |
|----------------------|---------------------|---------------|
| 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 |

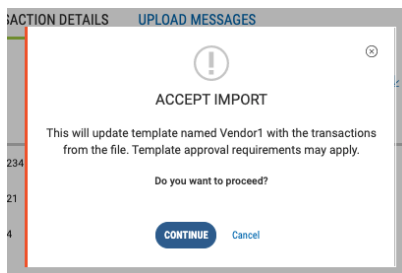
TRANSACTION DETAILS **UPLOAD MESSAGES**

VIEW 1-3 OF 3 DISPLAY 3 1

UPDATE TEMPLATE cancel

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

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.