

TREASURY MANAGEMENT

QUICK REFERENCE GUIDE

ACH RECIPIENTS

Users can maintain a list of saved ACH Recipients and be able to quickly create a payment by selecting one or more saved recipients.



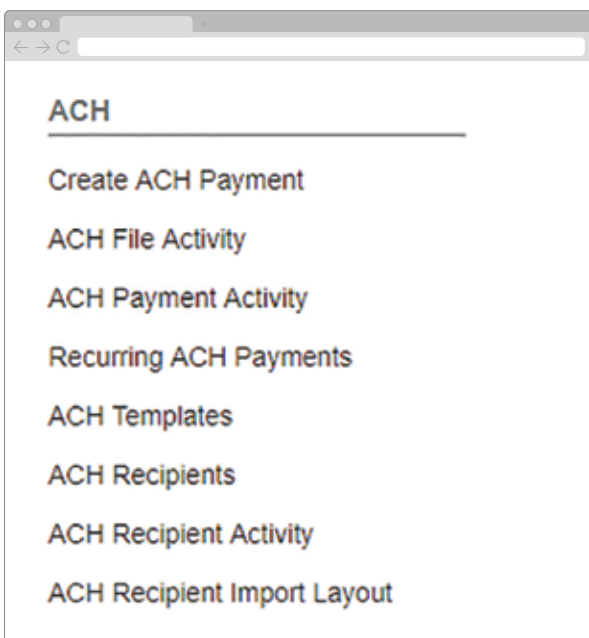
USER ENTITLEMENTS

USER INFORMATION • ACH ENTITLEMENTS

Entitlements for a user can be updated by accessing their User Information page and selecting the **ACH** tab.

QUICK ACCESS TO RECIPIENTS

The ACH menu within the Payments section of the main navigation menu provides quick access to recipients.



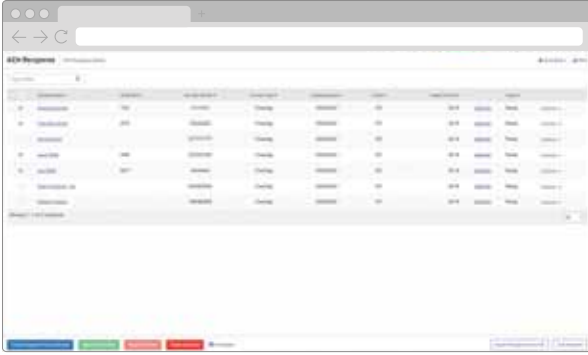
CREATE A RECIPIENT

1. Select **ACH Recipients**.
2. From the ACH Recipients page select the **Add Recipient** button.

 **TIP:** Users can import recipients from a list.

APPROVE A RECIPIENT

1. Select **ACH Recipients**.
2. Click the **Actions** drop-down for the recipient and select **Approve** or **Reject**.
OR
Select the check box for the recipient(s) and click **Approve Selected** or **Reject Selected**.



INITIATE A PAYMENT FROM RECIPIENTS

1. Select **ACH Recipients**.
2. Select the **check box for the recipient(s)** that you want to pay.
3. Click **Create Payment** from selected.



TIP: When selecting multiple recipients the number selected will display next to the action buttons on the ACH Recipients page. Users can click this icon to quickly view a list of the recipients that have been selected.

KEY THINGS TO KNOW

- ✔ Saved Recipients will be available on the ACH Recipients page to all users that have any of the ACH Recipient entitlements or have the Create ACH Payment entitlement.
- ✔ Changes cannot be made to the recipient while it is pending approval.
- ✔ Unsaved recipients added while creating a payment can be saved while on the Payment Confirmation page.