

Treasury Management

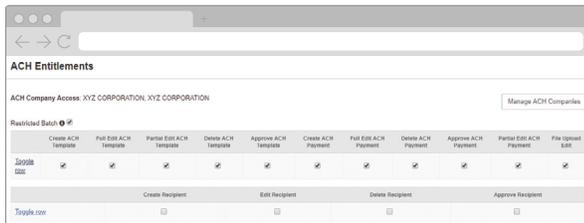
Quick Reference Guide: ACH Recipients



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 and 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

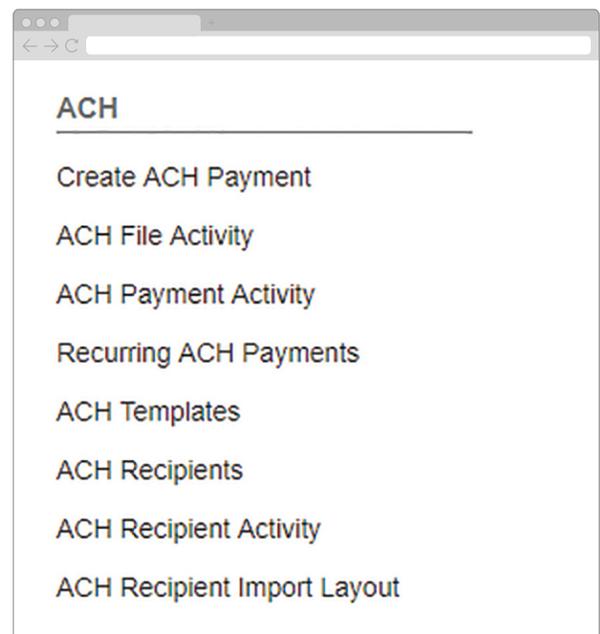
1. Select **ACH Recipients**.
2. From the ACH Recipients page select the **Add Recipient** button.



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**.



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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.

Recipient Name	ID Number	Account Number	Account Type	Routing Number	CDFIR	Default Amount	Status
<input checked="" type="checkbox"/> Sarah Sumner	1122	11111111	Checking	05290432	CR	\$5.00	Ready
<input checked="" type="checkbox"/> Claudia White	2233	22222222	Checking	05290432	CR	\$5.00	Ready
<input type="checkbox"/> Jaki Cooney	3344	33333333	Checking	05290432	CR	\$5.00	Ready
<input checked="" type="checkbox"/> Jaki Smith	4455	33333333	Checking	05290432	CR	\$5.00	Ready
<input checked="" type="checkbox"/> Jaki Smith	5566	44444444	Checking	05290432	CR	\$5.00	Ready
<input type="checkbox"/> Pines Company, Inc.	6677	55555555	Checking	05290432	CR	\$5.00	Ready
<input type="checkbox"/> Wade Cooney	7788	66666666	Checking	05290432	CR	\$5.00	Ready

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.