



Reference Guide: ACH Templates and Sending ACH Payroll

Purpose

Create ACH Template and Sending ACH Payment- Payroll

Steps

1. Select Business Banking, click on Business Payments, click the **Create New Template** box.
2. Select **Payroll**, Name the template and adjust the Template Access Rights, if desired.
3. Enter a Company Entry Description of PAYROLL
4. In the **From Subsidiary** field, select the Company ID attached to the account from which the payroll will be drafted. In the Account field, select the account. If only one account is available, the selection will prefill.
5. Click in the **Search by name or account box** and select the recipient(s). If recipient isn't created, select "New Recipient". Click "Add another recipient" to add multiple recipients.
6. Click **Save** and you will receive a confirmation that the template was saved, with options to Pay or Close.

Send a Payroll Payment using a Template

1. Select Business Banking, click on Business Payments and review the **Payment Templates** section to locate the template. Click the ellipses (*3 vertical dots on far right*) and select **Pay**.
2. Enter or select the **Effective Date**.
3. Enter the **Payroll Amount(s)** for each recipient.
4. If an email address was entered in the recipient details, review to ensure **Notify Recipient** box is checked to send the recipient an email notification of the payment.
5. For any individual who should not be paid in this payroll, select DO NOT PAY.
6. Enter additional information you'd like the recipient to see in the **Freeform Addenda** field.
7. If the payment amount is left at \$0.00, a prenote transaction will be sent to the recipient's bank to verify the account and routing information.
8. After all payment amounts have been entered, select **Approve** at the bottom right. If another user must approve the payroll, select **Draft** instead. If approving you will enter the 6 digit code from the token in the approval box.

Quick Tips

Effective Date

Date the funds are drafted from the recipient.

Company Entry Description

Use Payroll

Dual Control

Use Draft when another user is required to approve payroll

\$0.00 Payment Amount

Send a test transaction to verify account and routing information

Set Do Not Pay

Individuals who should not receive payment

Review Subsidiary

Confirm payment will be drafted from the correct company/account

If you have any questions, contact our Customer Care Center:

1-855-275-7226 opt 3 - Email: customercare@southernbank.com