



Reference Guide: ACH Templates and Sending ACH Vendor Payments

Purpose

Create ACH Template and Sending ACH Payment- Vendor

Steps

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

Send a Vendor 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 **Payment 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 vendor who should not be paid in this payment, 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 payment, select **Draft** instead. If approving you will enter the 6 digit code from the token in the approval box.

Quick Tips

SEC Code

Use CCD

Effective Date

Date the funds are received by the recipient.

Company Entry Description

Use Vendor

Dual Control

Use Draft when another user is required to approve vendor payments.

\$0.00 Payment Amount

Send a test transaction to verify account and routing information.

Do Not Pay

Vendors who should not receive payment.

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

1-855-275-7226 opt 3

Email: customercare@southernbank.com