

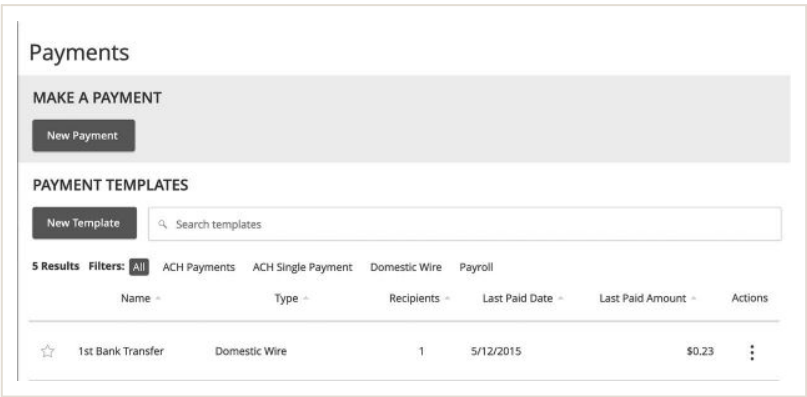
SECTION 2 OF 5 · RECIPIENTS & PAYEES

Managing Templates

If you send the same payments again and again, such as payroll or wires, a template makes each one fast and simple. A template is a pre-made payment model with detailed directions. It helps reduce mistakes, assign tasks, and control payments, and it's a best practice for recurring payments.

Finding Your Templates

In the Business Banking tab, click **Payments Hub**.



The Payments Hub, with Make a Payment and Payment Templates.

- Find a template with the search bar, or narrow the list with the filters
- Sort templates by name, transaction type, recipient, last paid date, or last paid amount
- Click the star to save a template to your favorites
- Use the three-dot menu to make a payment, edit, copy, or delete a template

Full guide reference: p. 52.

Creating a Template

If you have Draft rights, you can create a template for recurring transactions. The steps depend on the payment type, so use the matching Moving Money quick guide: ACH batch, ACH collection, domestic wire, international wire, or payroll.

Full guide reference: p. 53.

Using a Template

In the Payments Hub, templates are a quick way to send recurring payments.

- 1 Open the three-dot menu for the template and select **Pay or Collect**.
- 2 Select the effective date using the calendar.
- 3 Set up a recurrence, if needed.
- 4 Make any necessary changes.
- 5 Click **Draft** or **Approve**, depending on your user role.

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A template ready to pay or collect, with effective date and recurrence options.

Full guide reference: p. 68.

Editing a Template

If you have Manage Template and Recipient rights, you can edit any available template.

- 1 In the Payments Hub, open the three-dot menu for the template and select **Edit**.
- 2 Make your changes.
- 3 Click **Save** when you're finished.

Editing a template: properties, origination details, and recipients.

Full guide reference: p. 69.

Deleting a Template

An authorized user with Manage Template rights can delete a template that's no longer needed. Payments already sent from it don't change.

- 1 In the Payments Hub, open the three-dot menu for the template and select **Delete**.
- 2 Click **Delete Template** to permanently remove it.

Confirm that you want to delete the template.

Full guide reference: p. 70.