Managing Templates & Recurring Payments Quick Reference



Templates are available for ACH, Wires, Internal Transfers, Recurring Payments, and Bill Pay.

- Templates can save you time when you regularly complete money movement tasks by providing a preset format • that defines specific elements of transactions.
- Since templates function similarly for different services, you can use this process to assist you with Money • Movement templates. This Quick Reference will show you how to use ACH templates.

usiness	A Donline Bankurg			() Appro	ovals (!) Exce
A	сн		/		View your ACH
Make	Payment Collect Mon	ey History Upload Tra	insactions File Status Uploaded H	Files	
Make	ACH Payment / Ma	nage Templates			
Make Send mo	ACH Payment / Ma	nage Templates	Create a template Maintain file import defin	itions	
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Make Send mo	ACH Payment / Mai oney without a template Co able Templates	nage Templates omplete unsubmitted requests	Create a template Maintain file import defin Debit Account	Show Templates For All Services Company Name/ID	
Make Send mc Availa	ACH Payment / Mar oney without a template C able Templates Template Name ↑ Bi-Weekly Payroll	nage Templates omplete unsubmitted requests Request Type PPD Payment	Create a template Maintain file import defin Debit Account *0120 - Training Account 2	Show Templates For All Services Company Name/ID Training ID/191111111	

Money Movement > ACH > Make Payment tab

To view the details of a template, click the template name.

To make your own template, click on the Create a template link.

To use an existing template, click the circle to the left of the template name, then click Continue.

Templates can be modified at any time. Use the icons on the Template Details screen to edit, copy, or delete templates.

	Welcome Re	ports Money Movement Account :	Services Administratio	n	Hi, Katie SignOf Last Login: Nov 3, 2022, 3:21:45 P
Business Online Banking					⊘ Approvals (!) Exceptions
Make Payment C	collect Money His	tory Upload Transactions	File Status Uploa	ded Files	
< Back		т	emplate Details		Use this Template
Template Information	☞ 급 ⊗				
Template Name: Request Type: Company Name/ID: Template Description: Debit Account: Maximum Transfer Amoun	t	Bi-Weekly Payroll PPD Payment Training ID / 1911111111 Payroll Training Account 2 - *0120 \$3,500.00			
Credit / Destination Acc	ounts				
ABA/TRC	Account	Account Type	Name	Detail ID	Default Amount
123205054	*0089	Checking			\$1,500.00
123205054	*4321	Checking			\$633.00
123205054	*6789	Checking			\$750.00
123205054	*6789	Checking			\$890.00
123205054	*4456	Checking			\$575.00
					Total: \$4,348.00
					Got Ouestions? We can help +

- To edit a template, click the edit icon. Click Save Changes to save the template.
- When you modify or create a template, and dual authorization is set up, the template must be approved before you can use it.

plate to use e top. Scroll	1 a templa ls at the to	selected a ne details	ice you've n review th	SignOff Or 2,321:45 PM ET Cal	Hi, Katie Last Login: Nov 3, 2		a Administration	orts Money Movement Account Service	WPQUA BANK Welcome Rep
ation Accou e to submit.	'Destination ontinue to	Credit/D Click Cor	review the ormation.	to inf	View your AC				ACH
						led Files	rile Status Uploaded	History Upload Transactions	Make Payment Collect Money
					s Save as Draft	dit / Destination Accou	Credit	Schedule a request with this template	nd money using an existing ACH template
k "Save as draft".	it for transmit, click "Save	t without submitting it for	mitted. To save this reques	when a payment request is trans	ill receive the recorded amou	se are the accounts which	These /	Bi-Weekly Payroll	mplate Name:
p.m. PT are	ipproved after 5:00 p.m. P	es transmitted and appro	the Federal Reserve. <mark>Batch</mark>	ays for same day submission to te.) p.m. PT on regular business quire adjusting the Effective	cut-off time for ACH is 5: sidered next day and may	The cut conside	PPD Payment Training ID / 1911111111 Payroll Training Account 2 - *0120	quest Type: mpany Name/ID: mplate Description: bit Account:
Change			t all amounts to	Se			1	\$3,500.00 (Per detail account)	iximum Transfer Amount:
Amount	D An	Detail ID	Name	Account Type	Account	d ABA/TRC	Hold		nted Amount (national)
Armount \$1,500.00 USD	An S			Checking	*0089	123205054			comum Value for the entire template)
					al)	iditional Information (Opti	Addir		
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Amount \$750.00 USD	Arr S			Checking	*6789	123205054			
48.00	\$4,348.00	Total:							
8.00)	(\$4,348.00)	nce amount: nt and Total.)	Varia	(Differe					
14	(\$4,3	nce amount: nt and Total)	Varia	(Differe		Continue . Can			

At the Verify Payment screen, you can review the ACH transaction information and Submit for Approval. Please note: If dual authorization is not set up, then click Transmit to proceed with approving the transaction.

	Welcome Reports	Money Movement Account Services	Administration		Hi, Kat Last Logire 1	ie SignOff lov 3, 2022, 3:21:45 PM ET				
Business Online Bankwig					⊘ Approvals (Exceptions				
ACH					View yo	ur ACH limits				
Make Payment	Collect Money Histor	ry Upload Transactions File	Status Uploade	Files						
Verify Payment										
(!) This request rec	quires approval by a different	company user before it can be transmitte	d.							
Send money with a differ	rent template		- 1	Credit/Destination Ac	counts 🙋					
Template Information	LR.	Bi-Weekly Payroll		The control amount is \$ icon.	0.00 and the total amou	nt is \$4,348.00. Held details and th	ose with an amount of \$0.00 are not	processed. To change th	e details, click the "Edit	t this request"
Request Type: Company Name/ID:		PPD Payment Training ID / 1911111111		ABA/TRC	Account	Account Type	Name	Detail ID		Amount
Template Description: Debit Account:		Payroll Training Account 2 - *0120		123205054	*0089	Checking				\$1,500.00
Effective Date:		11/04/2022		123205054	*4321	Checking				\$633.00
				123205054	*6789	Checking				\$750.00
				123205054	*6789	Checking				\$890.00
				123205054	*4456	Checking				\$575.00
									Total	\$4,348.00
			- 1	Submit For Appro	val Cancel					
			- L						Got Questions? V	Ve can help +

On the Payment Confirmation screen, you can review all of the details and you will see a success message at the top.

JMPQUA BANK	Welcome	Reports Money Mo	ovement Account S	ervices Administ	ration	Hi, Katle SignOff Last Login: Nor 3, 2022, 3:21:45 PM
siness Online Bankur	1					⊘ Approvals (!) Exceptions
ACH						View your ACH limits
Make Payment	Collect Money	History U	Jpload Transactions	File Status	Uploaded Files	
Payment Confi	rmation					6
O The PPD Payr	1ent request below	has been added to the	e transmit queue suc	essfully. To send re	equests for processing, go to	ACH Transmit - Selection. All approvals must
The PPD Payr be received b	nent request below Hore the request w	r has been added to the ill be transmitted.	e transmit queue succ	cessfully. To send re	equests for processing, go to	ACH Transmit - Selection. All approvals must
The PPD Payr be received by New Transaction Template Information Template Name:	nent request below ifore the request w	r has been added to th ill be transmitted. BI-Weeki	e transmit queue suc	cessfully. To send re	equests for processing, go to .	ACH Transmit - Selection. All approvals must
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The PPD Payr be received by <u>New Transaction</u> Femplate Information femplate Name: lequest Type: company Name/ID: "emplate Description:	ment request below	r has been added to th ill be transmitted. Bi-Week PFD Pay Training Payroli Payroli	e transmit queue succ ly Payroll mrent ID / 191111111	cessfully. To send re	iquests for processing, go to	ACH Transmit - Selection. All approvals must
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The PPD Payry be received by tew Transaction Template Informatic femplate Name: tequest Type: Sompany Name/ID: emplate Description: lebit Account: ffective Date:	nent request below efore the request w	r has been added to th ill be transmitted. Bi-Week PPD Pay Training Payroll Training 11/04/2	e transmit queue suc ly Peyroll ID / 191111111 Account 2 - *0120 022	cessfully. To send re	nquests for processing, go to	ACH Transmit - Selection. All approvals must

UMPQUA BANK Welcome Reports	Money Movement Ad	ccount Services Administration	Hi, Katie SignOff Last Login: Nov 2, 2022, 5:27:12 PM ET
Business Online Banking	Scheduled Requests		⊘ Approvals (!) Exceptions
	Transfer Money	🙆 Display Options	•
Transfers & Payments Approval	Loans	Balance Snapshot	Alerts and Messages
💽 Му Ар	Bill Pay	Edit accounts and dates displayed	User Profile Activity 11/01/2022 05:07:50 PM (ET)
ACH Payments and Collections	ACH	You do not have accounts selected for display in this information panel.	View All
Training Account 10/28/2022 2 - *0120	Wire		Saved Reports
Training Account 10/28/2022 2 - *0120	\$0.00	User Profiles Approval	Haming Account 1
Wires		My Approvals All Approvals	
There are no requests waiting for your an	nroval	User Profiles	

To modify recurring ACH Payments, use the Scheduled Requests option under Money Movement.

Click on the three dots to the right of the schedule and select Edit schedule.

UMPQUA B	ANK Welcome	Reports Mo	ney Movement	Account Services	Administration	1			Hi, Last Lo	Katie SignC gin: Nov 3, 2022, 3:21:45
usiness Online E	Bankmg								Approval	s (!) Exceptions
Approval	S									
Transfers	Transactions	Templates	Scheduled Re	quests Issue	s Files	U	lsers			
Next Sch	eduled Reque	ests								•
Current as of: 1	1/03/2022 05:40:47 PM	(ET)								
pproval status	is subject to change. Re	quests can be ap	proved in advanc	e of the scheduled	Send On date.					
lequests can be	e edited until 12:00:01 A.	.M. ET on the Sen	d On date; edits (cannot be completed	d or saved after t	hat tim	ie.			
n the Send On equired before	date, requests that have a request is transmitted.	all approvals will The next reques	l be transmitted; i t in the schedule	requests that require will be listed below a	e additional appro	ovals w reques	vill be added t t is transmitte	o the transmit ed.	queue for approval. Al	l approvals are
lequests are no	t transmitted in the orde	er that they appea	r below.							
Send On 🕆 Re	equest Type	From		То	Am	ount	Currency	Frequency	Approval Status	
11/04/2022 PF Pa	PD Payment / Bi-Weekly ayroll	Training Accou - *0120	unt 2 - Checking	Multiple accounts	4	,348.0	0 n/a	Weekly	0 of 1 received	
11/09/2022 PF Pa	PD Payment / Bi-Weekly ayroll	Training Accou - *0120	unt 2 - Checking	Multiple accounts	4	348.0	0 n/a	Weekly	0 of 1 received	View request
11/09/2022 PF Pa	PD Payment / Bi-Weekly ayroll	Training Accou - *0120	unt 2 - Checking	Multiple accounts	4	,348.0	0 n/a	Weekly	0 of 1 received	Edit schedule
11/09/2022 PF	PD Payment / Bi-Weekly	Training Accou	unt 2 - Checking	Multiple accounts	4	348.0	0 n/a	Weekly	0 of 1 received	U



Make your edits and select Continue.

Make Payment	Collect Mo	ney History	Upload Transactio	ns File Status	Uploaded Files	
Edit Payment S	Schedule					
New selection Edi	it Template	Delete Schedule				
Template Name: Request Type: Debit Account: Amount:			Bi-Weekly Payroll PPD Payment Training Account 2 \$4,348.00	- *0120		
Frequency Weekly				*		
Next Send On 11/04/2022						
End on						
Continue indefini	itely					
O Continue until thi	isdate					
O Continue for this	many occurrer	nces				
Processing Options;						
Use the next proc	cessing date if	a scheduled request f	alls on a non-processin	g date.		
Use the previous	processing da	te if a scheduled requ	est falls on a non-proce	ssing date.		
		Make Payment	Collect Money	History Upload	Transactions File St	atus Uploaded Files
Continue		Verify Paymer	nt Schedule			
		New selection				
		Schedule Informati	ion 🗹			
		All requests governed	d by this schedule will be n	nodified to include these	changes, including the nex	t scheduled request.
		Template Name:		Bi-Weekl	y Payroll	
		Request Type:		PPD Pay	ment	
		Debit Account:		Training	Account 2 - *0120	
		Amount:		\$4,348.0	0	
		Frequency:		Weekly	200	
		End Op:	n.	Continue	JZZ indefinitely	
		Processing Ontions:		The next	processing date if a sched	fuled request falls on a non-processing date
		Next Effective Date:		11/07/20)22	and request rais on a norprocessing date
		Submit schedu	le			
		1				

Verify and Submit schedule.

Please note: If you Modify an ACH Template that is used for a Recurring Payment, you will need to Resubmit the Schedule.



To create a recurring payment **Bill Payment**:

- Click the dropdown arrow next to the Payee name.
- Select Set up auto-pay and complete the pop-up form.
- Select Save auto-pay options.
- Review the Confirmation screen and Close.

Add payee	Approvals	Make Payments				
			View: All +	Find a payee	P]
<u>Pay To</u> ↑		<u>Coming Due</u>	<u>Last</u> Scheduled	\$ Amount	Deliver By	
The Spokesman	n Review 🕶	363 days C	\$10.00 on 11/01/22		11/04/22	
Sample Shredd	ing Service 🗸	Sample Shredd Add invoice Need to pay it faster Set up auto-pay	ing Ser	Note Memo	11/08/22 IIII (Check) Pay it faster?	
Sample Office (5555	Cleaning Se •	Add _minder	C Auto-Pay O	ptions		0
			Sample Shredd Set auto-pay at i Pay from	ing Ser regular intervals		~
			Memo: Amount: Frequency: Start on;	\$ Monthly MM/DD/YY	×	
			Continue pay	yments:	fy or cancel	y options

To manage a recurring payment **Bill Payment**:

Add payee Approvals	Make Payments			
		View: <u>All</u> +	Find a payee	P
<u>Pay To</u> ↑	Coming Due	Last Scheduled	\$ Amount	Deliver By
The Spokesman Review - son1		\$10.00 on 11/01/22		11/04/22
Sample Shredding Service -				11/08/22
Sample Office Cleaning Se •	Add invoice Add invoice Need to pay it faster Make an extra payme Modify auto-pay View payment histor	5555 ? ent y	Note Memo	11/08/22 III (Check) Pay.it faster?
	Modify Delete	Hide	Clear	firm all payments

- Use the dropdown arrow next to the Payee name and select the Modify auto-pay option.
- Make your edits to the pop-up form and save the changes.

