TEMPLATES

A template is a defined set of instructions that you can use for repeated payments or collections. Templates make it easy for you to set up and use recurring payments, including the following:

- Payments to vendors and suppliers
- Collections from customers

Templates can help you save time, reduce error rates, and increase productivity.

You can create a template and assign it to another user. See the Manage Users document for information on creating additional users. Depending on the user's rights, that user can do some or all of the following:

- Create a payment from the template and change only the date, amount, and description.
- Create a payment from the template and change any field.
- Edit the template and save the changes for all users.

Note: You **must** save a template before you can draft a payment based on the template.

Creating a Template

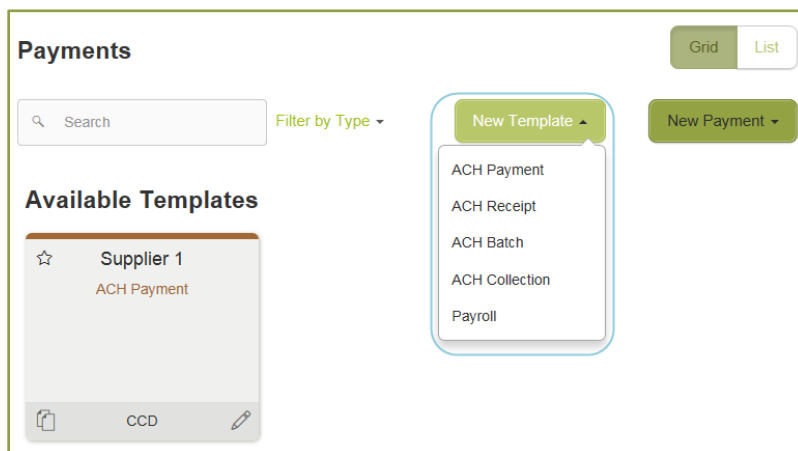These template types include a single recipient:

- ACH Payment
- ACH Receipt

These template types include multiple recipients:

- ACH Batch
- ACH Collection
- Payroll

To create a template:

- Login to DFCU Online.
- In the Menu, click Commercial > Payments, the Payments page appears.
- Select the template type from the New Template drop down and then continue to the next step.

TEMPLATES, continued

- After selecting the template type to create, the Info & Users page appears.
- Complete the following:
    - Template Name – a name for the template.
    - Grant User Access – select the check box for each user that you want to assign access to the template. *Note:* You can browse or search for user names.
- Click Next, the Recipient & Amount page appears.

Payments - ACH Payment

| Info & Users | Recipient & Amount | Account | Review & Submit |

TEMPLATE NAME *

Supplier 1

Grant User Access*

Search

	Name
☑	June Member
☐	John Member
☐	Jane Member

* - Indicates required field

Cancel   Next

- Select one of the ACH Class Code options (not required for Payroll).
- On the Recipient & Amount page, take one of the following steps:
    - Click Add Recipient to add a one-time recipient. **Note:** If you have the Manage Recipients feature assigned, you can save the recipient to use again later.
    - If you have the Manage Recipients feature assigned, click a recipient to add it to the template.

Payments - ACH Payment

| Info & Users | Recipient & Amount | Account | Review & Submit |

TEMPLATE NAME:

Supplier 1   Add Recipient

ACH CLASS CODE: Individual (PPD)   Company (CCD)

Search   Grid List

	Name	Account	Notify	Amount	Addendum
☐	Supplier Company 1				

Cancel   Next

TEMPLATES, continued

- *(Optional Step)* If the recipient has multiple accounts, the Select Account page appears. Select the check box for the account to use, and click OK. The recipient appears on the Recipient & Amount page.
- In the Amount field in the recipient card or list item, enter the amount.
- Review the settings for the recipient and click Next. If your configuration requires subsidiaries, the Subsidiary page appears.
- *(Optional Step)* Click the subsidiary to use, and click Next.

- On the Account page, select the account that will be used for payments, and click Next.

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- On the Review & Submit page, select the Effective Date.

Note: To create a recurring template, click Set Schedule.

- Select Save to save a new template or changes to an existing template. The scheduled payment approval will be provided from Activity Center.
  - Select Draft or Approve to schedule a payment using this template.