

How To:

Create, Edit & Delete Templates in Business Online Banking

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Creating ACH Templates

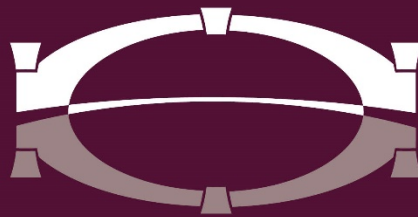
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How to Edit or Delete a File Template

How to Create a New Transfer Using a Template



BRIDGEWATER BANK

Getting Started

1. Login and Select Management Tools – ACH Manager or Wire Manager
2. Select ACH/Wire Transfer Template – Submit

Select External Transfer Criteria

Inquire ACH Transfer

Change ACH Transfer

New ACH Transfer

New ACH Transfer Using Existing Transfer

Delete ACH Transfer

Review ACH Transfer

ACH Transfer Template

Review ACH Transfer Template

Import ACH Transfer

Import ACH Using Template

Incoming ACH

Template Name: _____

ACH Type: All

Template Group: All

Submit

3. Select the New icon located on the right side of the gray bar in the middle of the page

Select External Transfer Criteria

Inquire ACH Transfer

Change ACH Transfer

New ACH Transfer

New ACH Transfer Using Existing Transfer

Delete ACH Transfer

Review ACH Transfer

ACH Transfer Template

Review ACH Transfer Template

Import ACH Transfer

Import ACH Using Template

Incoming ACH

Template Name: _____

ACH Type: All

Template Group: All

Submit

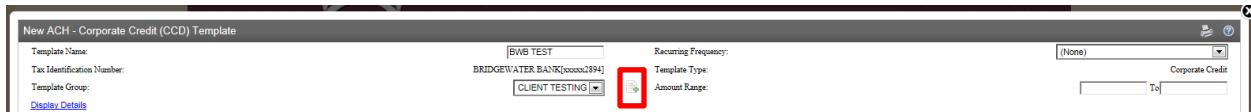
Template List

No matching record(s) found

4. Select the appropriate ACH (SEC) Type or Wire Type
5. Select Submit

Creating ACH Templates

1. In the New ACH Template section:
 - a. Define the Template Name
 - b. Tax Identification Number will be hard coded unless multiple sources (companies) are attached to the ACH user's access
 - c. Create a new Template Group by selecting the New icon (see red box below)
 - i. A new Template Group does not need to be established for each template. A common example of a Template Group name would Payroll, Vendor Payment, or simply Templates.



New ACH - Corporate Credit (CCD) Template

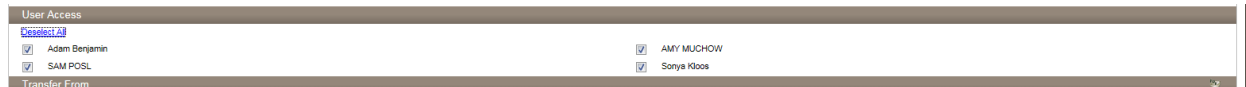
Template Name: [R/WB TEST] Recurring Frequency: [(None)]

Tax Identification Number: BRIDGEWATER BANK[xxxxxx2894] Template Type: Corporate Credit

Template Group: [CLIENT TESTING] Amount Range: [] To []

[Display Details](#)

2. In the User Access section:
 - a. Select the users allowed to have access to this template - **If setup with dual control, users approving the transfer will also need access**



User Access

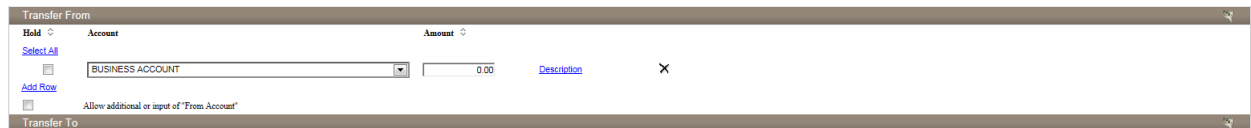
[Refresh All](#)

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Transfer From

3. In the Transfer From section:
 - a. Select the appropriate account from dropdown list
 - b. Enter the dollar amount



Transfer From

Hold	Account	Amount
<input type="checkbox"/>	BUSINESS ACCOUNT	0.00

[Description](#) X

Allow additional or input of "From Account"

Transfer To

- c. Select the Description hyperlink to add a specific description to appear on the account statement the transfer is coming from (**optional**)



Transfer From

Hold	Account	Amount
<input type="checkbox"/>	BUSINESS ACCOUNT	0.00

Description: [] X

[Add Row](#)

Allow additional or input of "From Account"

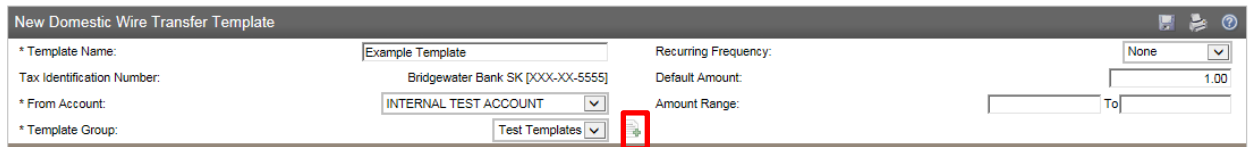
4. In the Transfer To section:
 - a. Enter the Name of the client
 - b. Enter Client Identification information (**optional**)
 - c. Enter the Account Number
 - d. Select the Account Type
 - e. Enter the Routing Number

- f. Enter the dollar amount
 - g. Select the Description hyperlink to add a specific description to appear on the account the transfer is being sent to **(optional)**
5. Select Save

The image shows a web form titled "Transfer To" with a dark header bar. Below the header, there are several columns of input fields. The first column is labeled "Name" and contains a text box with "BWB TEST" and a "Select All" link. The second column is labeled "Identification" and is empty. The third column is labeled "Account Number" and contains "123456789". The fourth column is labeled "Account Type" and has a dropdown menu set to "Checking". The fifth column is labeled "RT Number" and contains "091017523" with a small icon. The sixth column is labeled "Default Amount" and contains "0.00". Below these fields, there is a "Description:" label followed by a text box. A close button (X) is located on the right side of the form.

Creating Wire Templates

1. In the New Wire Transfer Template section:
 - a. Define the Transfer Description
 - b. Select the appropriate account to fund the wire
 - c. Define the Default Amount (optional)
 - d. Create a new Template Group by selecting the New icon (see red box below)
 - i. A new Template Group does not need to be established for each template. A common example of a Template Group name would Payroll, Vendor Payment, or simply Templates.



New Domestic Wire Transfer Template

* Template Name: Example Template Recurring Frequency: None

Tax Identification Number: Bridgewater Bank SK [XXX-XX-5555] Default Amount: 1.00

* From Account: INTERNAL TEST ACCOUNT Amount Range: [] To []

* Template Group: Test Templates +

2. In the User Access section:
 - a. Select the users allowed to have access to the template - **If setup with dual control, users approving the wire transfer will also need access**

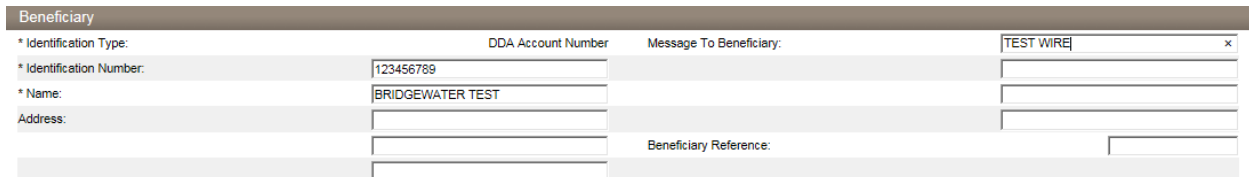


User Access

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3. Define the Beneficiary information:
 - a. Identification Number (Account Number)
 - b. Name
 - c. Address
 - d. Message to Beneficiary and Beneficiary Reference: Optional



Beneficiary

* Identification Type: DDA Account Number Message To Beneficiary: TEST WIRE

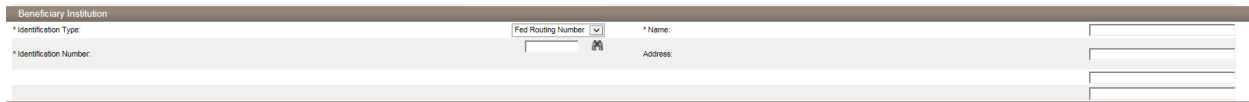
* Identification Number: 123456789

* Name: BRIDGEWATER TEST

Address: []

Beneficiary Reference: []

4. Define the Receiving Institution if different than the Beneficiary Institution
 - a. Routing/Transit Number: Enter bank's routing number
 - b. Institution Name: Enter Receiving Institution's name



Beneficiary Institution

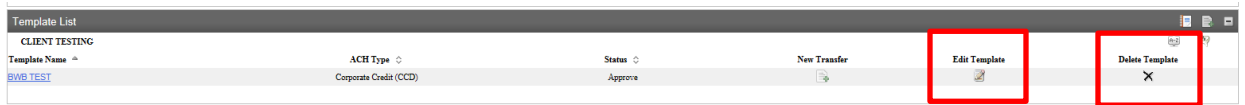
* Identification Type: Fed Routing Number * Name: []

* Identification Number: [] Address: []

5. Select Save

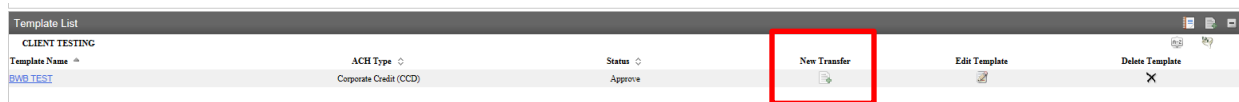
How to Edit or Delete a File Template:

1. Select ACH/Wire Transfer Template – Submit
2. Select the Edit or Delete Template icon (see red boxes below)
3. Make adjustments as necessary
4. Save



How to Create a New Transfer Using a Template:

1. Select ACH/Wire Transfer Template – Submit
2. Select the New Transfer icon (see red box below)



3. Select the appropriate Effective Date
4. Verify the transfer
 - a. Dollar amounts can be changed if necessary
 - b. Holds can be placed on specific line items if necessary
5. Select Process to transmit