

Creating an ACH Transfer Template in ACH Manager

Step 1: Click the Payments & Transfers button, then the ACH button to get into ACH Manager:

HOME ACCOUNTS **PAYMENTS & TRANSFERS** CHECKS & DEPOSITS ADMINISTRATION

Payments & Transfers

Internal **ACH**

ACH

Activity Templates File import templates + New payment + New collection Import file Help

Date Description Status Withdrawal Deposit Type Report Search activity

There is no ACH activity.

Date All activity

Type All types

Amount

Example: 40 or 10.00:50.00

Tax identification number All

Description

Reference number

Priority All

Status All

Step 2: Click on Templates.

HOME ACCOUNTS **PAYMENTS & TRANSFERS** CHECKS & DEPOSITS ADMINISTRATION

Payments & Transfers

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Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793

Step 3: Click on the type of template you would like to create – see keys below

Type - Payment	Description
Payroll - PPD	Payroll Credits to Consumer Accounts
Health Savings Contribution - PPD	ACH Credits to Consumer Accounts
Company - CCD	ACH Credits to Corporate Accounts

Type - Collection	Description
Prearranged Payment - PPD	ACH Debits to Consumer Accounts
Company - CCD	ACH Debits to Corporate Accounts

Step 4: Select the ACH type from the dropdown box and click continue.

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Step 5: Enter a Template Name. Using the dropdown box, select the last four digits of the Tax Identification Number for the Company associated with the template being created. Create a Template Group by clicking the new icon **+ New**. Template Groups allow you to group similar payment related templates together. Ex: Payroll, A/P, A/R, HSA Contributions.

Payments & Transfers

Internal ACH

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Activity Templates File import templates Print Help

New template

Template name *

Tax identification number Nicolet Test Cll[xxxxx7777]

Template group **+ New**

Type Payment (Payroll - PPD) Repeat

From amount

To amount

Total withdrawal \$0.00

Total deposit \$0.00

Step 6: Select the appropriate boxes to give users access to the new ACH Template. Select All current and future users, if all users should be able to create a new file using the template, including any new ACH users that may be added.

User access All current and future users Specific users

Deselect all

Bank Admin

Step 7: Using the dropdown box, select the account the funds should be pulled from and enter a default amount (ex: \$1.00). Keep in mind Step 7 and Step 8 may be flip-flopped, depending on the ACH type selected.

Pay from Show Details Show Filter

Pay all

Pay/Hold Account * Amount *

Pay Select an account 1.00

+ Add another pay from

Allow additional rows No

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Step 8: Enter the name, routing transit, account number, default amount and select the account type from the dropdown list. The Identification section is optional.

Pay to Show Details Show Filter

Pay all

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount
Pay	Donald Duc		075917937	123456	Checking	1.00

Step 9: Verify the information entered is correct, and click Save.

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