



1st Source Bank Helpful Hints: ACH / Wire – Creating Payments Using a Template

Once you have created your organization's templates for ACH or Wire making a payment to another organization or individual is simple.

Creating a Payment Using a Template - ACH

1. Starting from the BBO Treasury Dashboard Click **Payments** then under **Create ACH Payments** select **From Template**.
2. Click the checkbox next to the template being used to process the ACH payment.
3. Select **Create Payment**.
4. The Payment Information, Recipients, and Effective Date are pre-populated. The **Effective Date** may be changed if necessary.
5. Click on the **Frequency** of the transfer. To create a one-time transfer, select **One Time Only**.
Additional information will be required if you select recurring.
6. In the Recipients section enter the **Amount**, if needed, for your recipients.
The status may be changed from Active to Hold if a recipient is to be excluded from the payment by clicking the dropdown arrow.
7. Click the plus sign if any **Addenda** is to be added to this payment.
8. Click **Continue**.
9. A preview of your payment is displayed. Click **Edit Payment** if any changes are needed. You may also be required to enter your **Password**. Enter your password then click **Submit Payment**.
10. A **Successful Submit** message should appear along with a reference number.
11. Click **Payment Center**.
12. When returned to the Payment Center the ACH payment that was scheduled should be listed with the date and dollar amounts entered. *(Approval at Payment requires an additional approval)*

Creating a Payment Using a Template - Wire

1. Starting from the BBO Treasury Dashboard Click **Payments** then under **Create Wire Payments** select **From Template**.
2. Click the checkbox next to the template being used to process the wire payment.
3. Select **Create Payment**.
4. The Payment Option, Payment Information, and Additional Information are pre-populated. Enter the **Amount** if blank and the **Value Date** for the payment.
5. Click on the **Frequency** of the transfer. To create a one-time transfer, select **One Time Only**.
6. *Additional information will be required if you select recurring.*
7. Click **Continue**.
8. A preview of your payment is displayed. Click **Edit Payment** if any changes are needed.
9. You may also be required to enter your **Password**. Enter your password then click **Submit Payment**.
10. A **Successful Submit** message should appear along with a reference number.
11. Click **Payment Center**.
12. When returned to the Payment Center the Wire that was scheduled should be listed with the date and dollar amounts entered. *(Approval at Payment requires an additional approval)*