1st Source Bank Helpful Hints: Master Recipients List – Creation & Maintenance

A Master Recipient List in BBO Treasury is a powerful tool to assist your organization in creating and managing the entities you issue payments to. Below, we will show you how to create a recipient for an individual or another organization which includes the bank information needed to process a transaction in both ACH and Wire. Editing recipients in your Master Recipient List will update across all templates in your Template Center. This eliminates the time it would take to update each template individually.

Creating a Recipient

1. From the BBO Treasury dashboard, select **Payments** then under **Manage** choose **Master Recipient List**.
2. Click **+ Create Recipient**
3. Select any combination of ACH or Wire as applicable
   For ACH select either **Individual** or **Business** as applicable. The payment types available
   are based on the user entitlements. Click the box(es) as applicable to the recipient.
   The option for Wire is **US Wire**.
4. Click **Next**.

   ### Creating an ACH Recipient:

1. In the **Recipient Name** field enter either the business, organization, or individuals name.
2. **ACH Recipient ID** is a unique identifier assigned by you to identify the recipient. This can be up to 15 characters. For example, an Employee ID when creating payroll.
3. Select the recipient **Account Type** from the dropdown list.
4. Enter the account number in the **Account Number** field.
5. Choose the **Bank** as provided by the recipient. **Select from List** is the default provided. **Full Bank List** will provide information for all banking institutions within the United States and is searchable using the search field provided in BBO Treasury. Use an asterisk at the end to aid in the search if necessary.
6. In the Additional Information section check the boxes as appropriate to **Add Contact Information** or **Allow Secondary Account Information**.
7. Click **Next**.

8. Preview the recipient information. If changes are needed, click back otherwise select **Submit Recipient**.
9. A **Successful Submit** message should appear.
10. Click Manage Recipient List.
11. When returned to the Manage Master Recipient screen your newly created recipient should appear with the payment type selected. (*Additional approval may be required to add recipients to the Master Recipient List).*

Creating a Wire Recipient:

1. In the **Recipient Name** field enter either the business, organization, or individuals name.
2. Use the dropdown to choose a **Recipient ID Type** as provided to you by the recipient.
3. Enter the **Recipient ID** as provided to you by the recipient.
4. **Address Line 1 & 2** are required fields for Wires. Enter the address provided to you by the recipient.
5. Choose the **Bank** as provided by the recipient. **Select from List** is the default provided. **Full Bank List** will provide information for all banking institutions within the United States and is searchable using the search field provided in BBO Treasury. Use an asterisk at the end to aid in the search if necessary.
6. In the Additional Information section check the boxes as appropriate to **Add Contact Information**.
7. Click **Preview**.
8. Preview the recipient information. If changes are needed click back, otherwise, select **Submit Recipient**.
9. A **Successful Submit** message should appear.
10. Click **Manage Recipient List**.
11. When returned to the Manage Master Recipient screen your newly created recipient should appear with the payment type selected. (*Additional approval may be required to add recipients to the Master Recipient List).*

Note: The steps above for creating an ACH or Wire recipient are one of the several options in BBO Treasury. Recipients can also be created and added while creating ACH and Wire payments or while building templates. Recipients may also be imported into payments using the Import From Profile feature.