

Payment and template overview

Your business pays and collects funds every day. You can use commercial payments and templates in digital banking to create one-time payments and to create templates to automate routine payments.

In digital banking, a payment is a transaction you create to pay or collect funds.

Templates make it easy for you to set up and use repetitive payments, including:

- Payments to vendors and suppliers
- Collections from customers
- Payroll payments

Templates help you to do the following:

- Reduce error rates
- Delegate tasks
- Control regular payments

You can create a template and assign it to another user. You can also control how that user can access, use, and change the template. 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.

Caution: If you delete a template, you cannot restore it.

Payment recipients overview

A recipient is any person or business your business can exchange funds with. You can send funds to or receive funds from the recipient. After you create a recipient, you can include the recipient in multiple payments or templates.

A payment or a template must have at least one recipient assigned. If the recipient for a payment or template does not exist, you can add a recipient when you create the payment or template. Each

recipient must have one or more associated accounts. Wire transfers require beneficiary financial institution (FI) information and may also need an intermediary financial institution.

If the recipient accounts have the required information to support that transaction type, recipients will appear in the payment workflows for ACH and wire. (For example, at a minimum, wire recipients must have a beneficiary FI name and wire routing number to appear in the workflow.)

The **Wire Name** field, which must be included, is the person or business who should receive the funds in a wire transfer. When you add an account to the Recipient card, you specify a Beneficiary Financial Institution that will accept the transfer on behalf of the wire recipient (Wire Name).

An intermediary FI is a receiving financial institution other than the Beneficiary FI. The wire transfer goes first to the intermediary, which retransmits it to the Beneficiary Financial Institution.

If you have the Manage Recipients feature assigned, you can do the following:

- Create recipients
- Edit recipients
- Approve others' new, deleted, or changed recipients (if the Recipient Approval feature is enabled)
- Create a new template (if the Draft feature is also enabled)

The Recipient Management page does not appear if your rights do not permit you to manage recipients.

Recipient information in a payment or a template

In a payment or template, recipients are displayed in the **Recipient/Account** grid view. The details may vary based on the specific template or payment. For example, the option to copy a recipient payment is only available when editing a template.

Each view includes one or more the following fields:

Recipient Information Fields and Actions	
Name	Description
Recipient/Account	The recipient name or account number used in the payment or template.

Recipient Information Fields and Actions	
Name	Description
Amount	The amount of the payment, or the default amount for the template.
Currency	The currency for the wire transfer. Only appears for an international wire.
Notify	Notify the recipient by email when the payment is processed. A recipient email address is required to send a notification.
Pay or Do Not Pay (Collect or Do Not Collect)	Pay or Collect from the recipient when the payment is processed. Only appears for transactions with multiple recipients.
Copy recipient	Copy the recipient in the payment or template. Only appears for payments with multiple recipients.
Edit recipient	Edit the recipient. Only appears if you have the Manage Recipients feature assigned. Any changes are permanent and affect all users.
Changes Need Approval	Any recipients needing approval display at the top of the list. Only appears if you have the Recipient Approval feature enabled and the Manage Recipients rights assigned.

Note: For international wires, currency choices may vary depending on the configuration.