

How to send an ACH via Template with Multiple Recipients

1. Go to **Treasury** tab→
Select the **Payments** tile



Welcome to Atlantic Union Bank's new Business Online Banking platform! For more information about questions, please give us a call at 1-800-990-4828. For Treasury support questions, please give us a call at 1-800-990-4828.

Home Transfers & Payments **Treasury** Services Settings Notifications ⁴⁶ Log Off

Treasury

PAYMENTS & TRANSFERS

Payments

ACH and Wire- single entry and batch Nacha or CSV file upload

ACH Pass-Thru

Multi-batch Nacha file upload

Positive Pay/Account Recon

Validate check payments & automate check processing

Coming Soon - ACH Reporting

This is for NOC's and Returns Reporting

Wire Activity

Wire Activity Reports

Recipients

Create & manage recipients of commercial payments

2. Click the **three dots** to the right of the template to open a drop-down menu of options.

☆ test

ACH Payments (PPD)

1

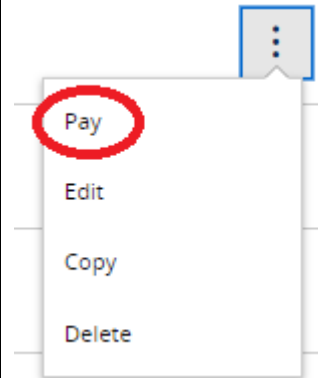


3. Depending on the template type:

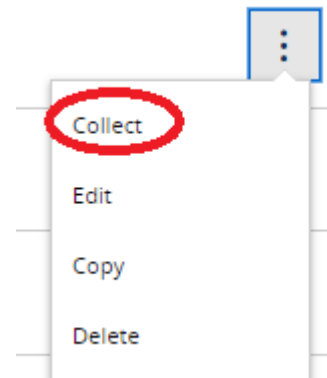
a. For **payment templates** click “pay”, and *continue to steps 4-6*.

b. For **collection templates** click “collect”, and *continue to steps 8-11*.

a.

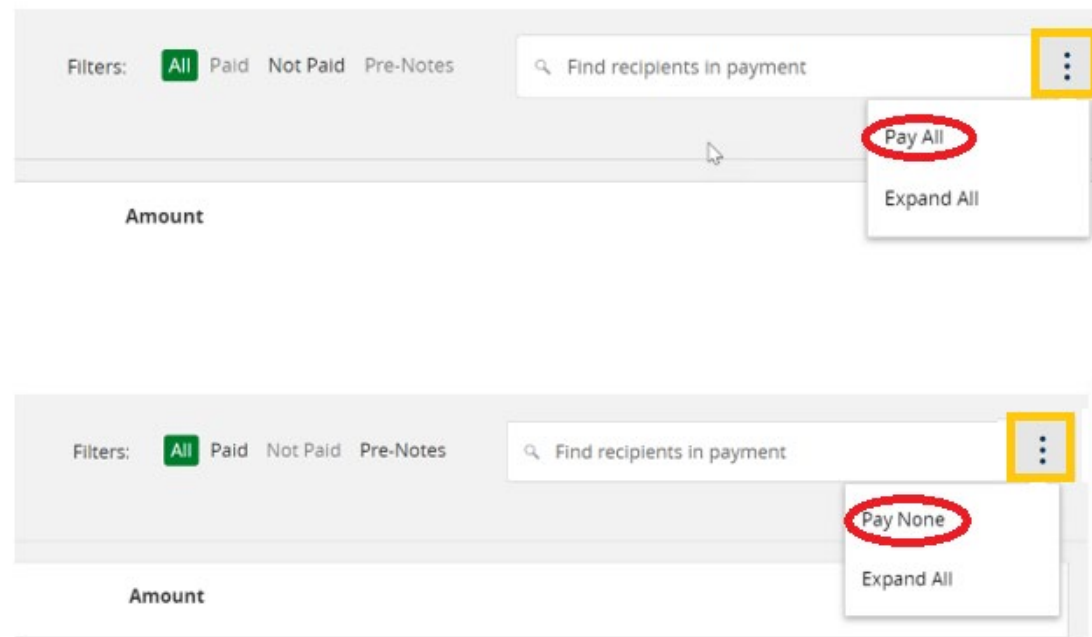


b.



4. Choosing **Pay**:

At the top of the template, you may Click the three dots to the right of the Find recipients box to select your starting point of **Pay All** (default) or **Pay None**.



5. If **Pay All** is chosen, within the template list of recipients, add the amount to pay each recipient.

Recipient/Account Amount

✓ This payment is valid.

Jane Smith (11345) 12356 \$ 100.00

✓ Notify Recipient Show Details

Addendum (optional)

\$100.00
1 payments

Cancel Draft Approve

6. If there are recipients you do not wish to pay in this file, Click the **three dots** to the right of that recipient and select **Do Not Pay** (*Do not leave the amount at \$0 unless you intend for a Prenote to be sent to validate the receiver account.*)

Recipients (2) Filters: All Paid Not Paid Pre-Notes Find recipients in payment

Recipient/Account Amount

Jane Smith (11345) 12356 \$ 0.00

John Smith (12345) 12345 \$ 0.00

\$0.00
2 payments (2 for \$0.00)

Cancel

Do Not Pay
Expand Row
Show Details
Do Not Notify

7. If **Pay None** was chosen, within the template list of recipients, Click the **three dots** to the right of the recipients you wish to pay in this file and select **Pay**.

Recipients (2) Filters: **All** Paid Not Paid Pre-Notes Find recipients in payment

Recipient/Account	Amount
Jane Smith (11345) Checking 12356	Not Paid
John Smith (12345) Checking 12345	Not Paid

\$0.00
0 payments

Cancel Do Not Notify

Pay
Expand Row
Show Details

8. Choosing **Collect**:
At the top of the template, you may Click the three dots to the right of the Find recipients box to select your starting point of **Collect All** (default) or **Collect None**.

Filters: **All** Collected Not Collected Pre-Notes Find recipients in collection

Amount

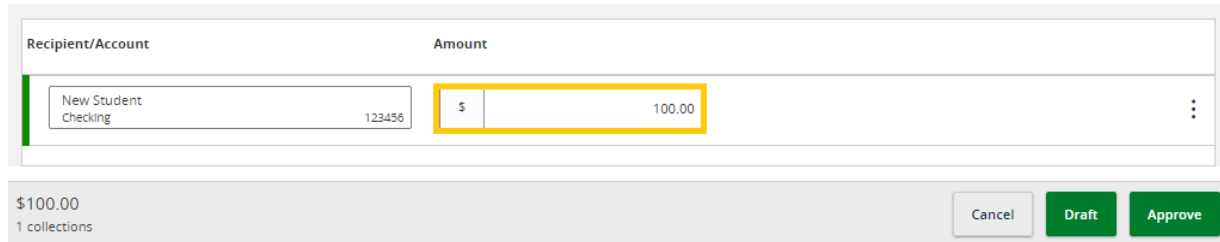
Collect All
Expand All

Filters: **All** Collected Not Collected Pre-Notes Find recipients in collection

Amount

Collect None
Expand All

9. If **Collect All** is chosen, within the template list of recipients, add the amount to collect from each recipient.



Recipient/Account	Amount
New Student Checking 123456	\$ 100.00

\$100.00
1 collections

Cancel Draft Approve

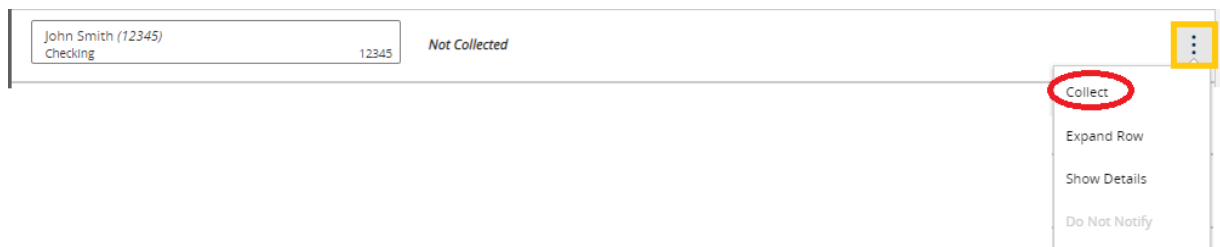
10. If there are recipients you do not wish to collect from in this file, Click the **three dots** to the right of that recipient and select **Do Not Collect** (*Do not leave the amount at \$0 unless you intend for a Prenote to be sent to validate the receiver account.*)



Recipient/Account	Amount
Jane Smith (11345) Checking 12356	\$ 0.00

Do Not Collect
Expand Row
Show Details
Do Not Notify

11. If **Collect None** was chosen, within the template list of recipients, Click the **three dots** to the right of the recipients you wish to pay in this file and select **Pay**.



Recipient/Account	Amount
John Smith (12345) Checking 12345	Not Collected

Collect
Expand Row
Show Details
Do Not Notify