



American National Bank & Trust™

Making Payments Using Templates

amnat.com



Business Banking

PAYMENTS & TRANSFERS



Payments

An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments



Recipients

Create & manage recipients of commercial payments

BUSINESS MANAGEMENT



Reports

Access PDF, CSV, and BAI reports on online banking activity



Users

Manage permissions for transactions, features, & accounts per user role



Policies

Manage permissions for transactions, features & accounts at a company level

To create a new Template, click on "Business Banking" and "Payments"

New Payment

PAYMENT TEMPLATES

New Template

Payment Templates allow you to save the transaction and re-use it.

5 Results Filters: All ACH Batch ACH Collection Domestic Wire Payroll

	Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
☆	Gryffindor Dues	ACH Collection (PPD)	3			⋮
☆	Gryffindor Payroll	ACH Batch (PPD)	3			⋮
☆	HP Wires	Domestic Wire	1			⋮
☆	Payroll HP	Filter for different template types Payroll (PPD)	4			⋮
☆	Wire Payments	Domestic Wire	1			⋮

New Payment

PAYMENT TEMPLATES

New Template

5 Results Filters: All ACH Batch ACH Collection Domestic Wire Payroll

You can filter different template types by clicking on the type listed

	Name ^	Type ^	Recipients ^	Last Paid Date ^	
☆	Gryffindor Dues	ACH Collection (PPD)	3		⋮
☆	Gryffindor Payroll	ACH Batch (PPD)	3		⋮
☆	HP Wires	Domestic Wire	1		⋮
☆	Payroll HP	Payroll (PPD)	4		⋮
☆	Wire Payments	Domestic Wire	1		⋮

Filter for different template types

New Payment

PAYMENT TEMPLATES

New Template

		Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
☆	Gryffindor Dues	ACH Collection (PPD)	3		
☆	Gryffindor Payroll	ACH Batch (PPD)	3		
☆	HP Wires	Domestic Wire	1		⋮
☆	Payroll HP	Payroll (PPD)	4		⋮
☆	Wire Payments	Domestic Wire	1		⋮

Click "New Template"

ACH Batch [Change Type](#)

Template Properties

Template Name

Office Payroll

Template Access Rights

1 of 1 user roles selected

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Deposit

Company Entry Description

PAYROLL

From Subsidiary

American Natic
*****6789

Account

Business Checking

1111

\$1.00

Give your Template a name, and select which users have access.

Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
-------------------	--------

\$0.01
1 payments

Cancel Save

Template Name

Office Payroll

Template Access Rights

1 of 1 user roles selected

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Deposit

Company Entry Description

PAYROLL

From Subsidiary

American National Bank & Trust
*****6789

Account

Business Checking
1111 \$1.00

Click Save when you are finished.

Recipients (1)

Filters: All Pre-Notes

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
<p>✓ This payment is valid.</p> <p>Michael Scott Checking 89564789999</p>	<p>\$ 0.01</p>

\$0.01
1 payments

Cancel Save

Payments Hub

MAKE A PAYMENT

New Payment

PAYMENT TEMPLATES

New Template

The template is now available for you to use.
You can make Templates for all ACH and Wire payments.

6 Results Filters: All ACH Batch ACH Collection Domestic Wire Payroll

	Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
★	Office Payroll	ACH Batch (PPD)	1			⋮
☆	Gryffindor Dues	ACH Collection (PPD)	3			⋮
☆	Gryffindor Payroll	ACH Batch (PPD)	3			⋮
☆	HP Wires	Domestic Wire	1			⋮



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