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Quick Reference Guide

Child Support Payments – From Template

JHA Treasury Management™

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Child Support Payments – From Template

Overview: Child Support Payments – From Template will allow customers to continue creating manual payments, and once those payments are complete, the customer can save those payments as a template. Customers can utilize the ACH Child Support Templates listing to review, modify, or create payments. Customers will still have the option to recreate a payment from the individual ACH transaction details within the ACH Payment Activity listing. All existing functionality for Child Support Payments will apply with this new enhancement.

Important: Customers will not have an option to create a template from scratch, it will only be through the Save as Template option at the end of payment creation. The ACH Template user entitlements Create ACH Template (save as template option) Full Edit ACH Template, Partial Edit ACH Template, and Delete ACH Template will apply with this enhancement. Template approvals will not apply with this enhancement. However, when you create a payment from a template, payment approvals will apply as they do with a manual payment creation. In addition to the payment approvals for a payment from a template, authentication will apply.

Benefits for the Banks?

• Ability for the Financial Institution to control this product offering for manual payments and payments from templates with the Allow Child Support Payments feature.

• Ability to charge via Enhanced Account Analysis which increments for each Child Support Payment created manually or from a template.

• Allows the Financial Institution's customer to initiate Child Support Payments from a template as a Direct Payer.

Benefits for Customers?

• Payment creation simplicity and efficiency.

• Once a template has been saved from a payment, that template will be accessible through the new menu option ACH Child Support Templates.

• Within the ACH Child Support Templates listing, users can filter the results, create payments from a single selected template, modify a template, print the template listing or details, or download the template listing or details.

• Ability to apply any updates to the template that were made during payment creation.

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Save as Template

1. **Save as Template**
   - Navigate to Create Child Support Payment
   - Once the payment has been confirmed, users will have an option to create a new template for the child support payment by selecting Save as Template.

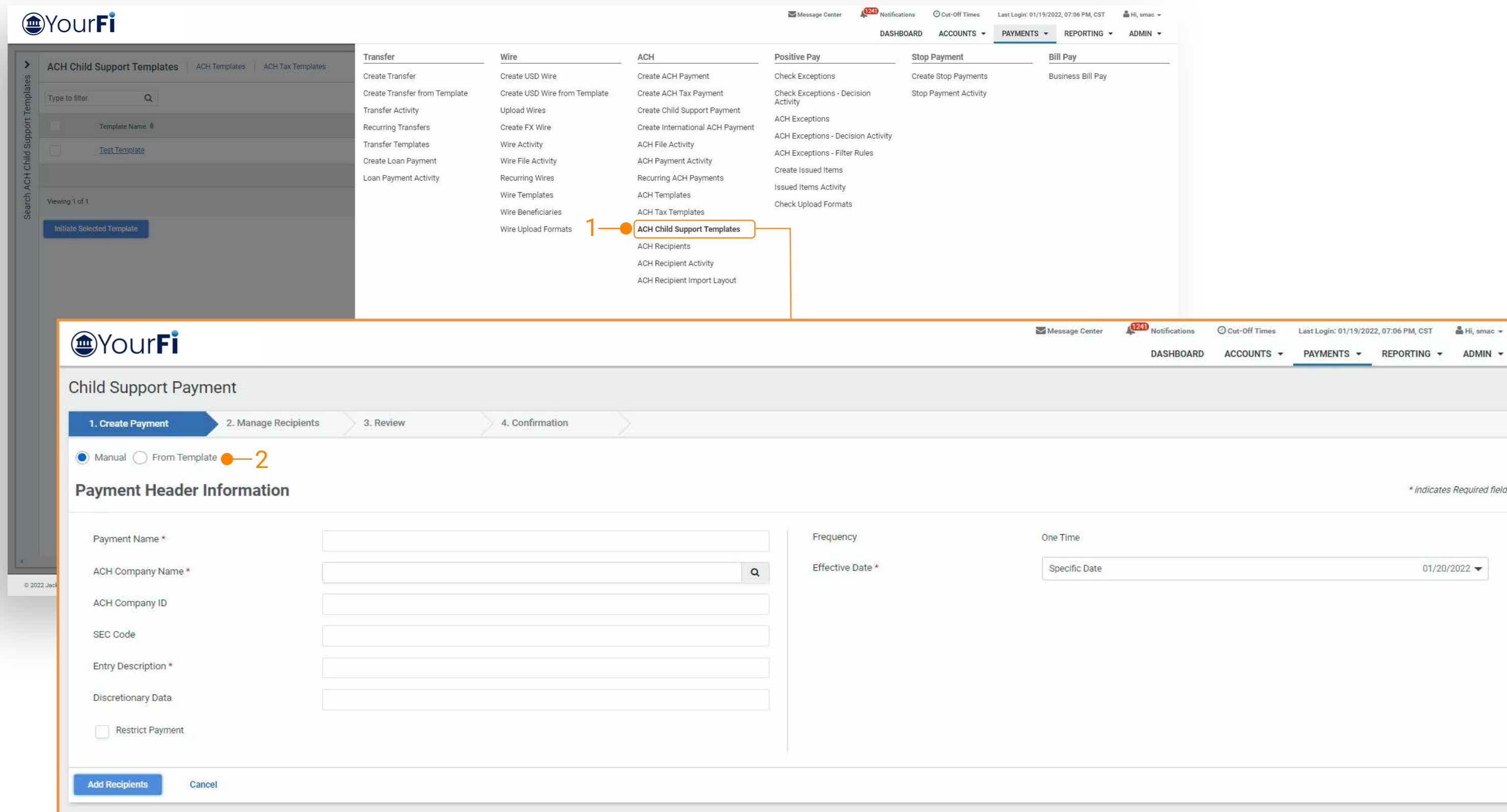   Note: Only users with the Create ACH Template entitlement will have the option to save a payment as a template.

2. **Confirm Save as Template**
   - Once the option to save the payment as a template has been selected, the user will be presented with a pop-up.
   - The user will be required to enter a template name. In addition, the user will have the option to reset the amounts to $0.00 after processing.

   Note: The template name can be up to 50 characters long and each template name must be unique.

Child Support Payments – From Template

Menu Navigation

1. **ACH Child Support Templates**
   - A new option – ACH Child Support Templates will be available for selection.

Note: Users with the following entitlements and with the Allow Child Support feature activated will see the new menu navigation option:
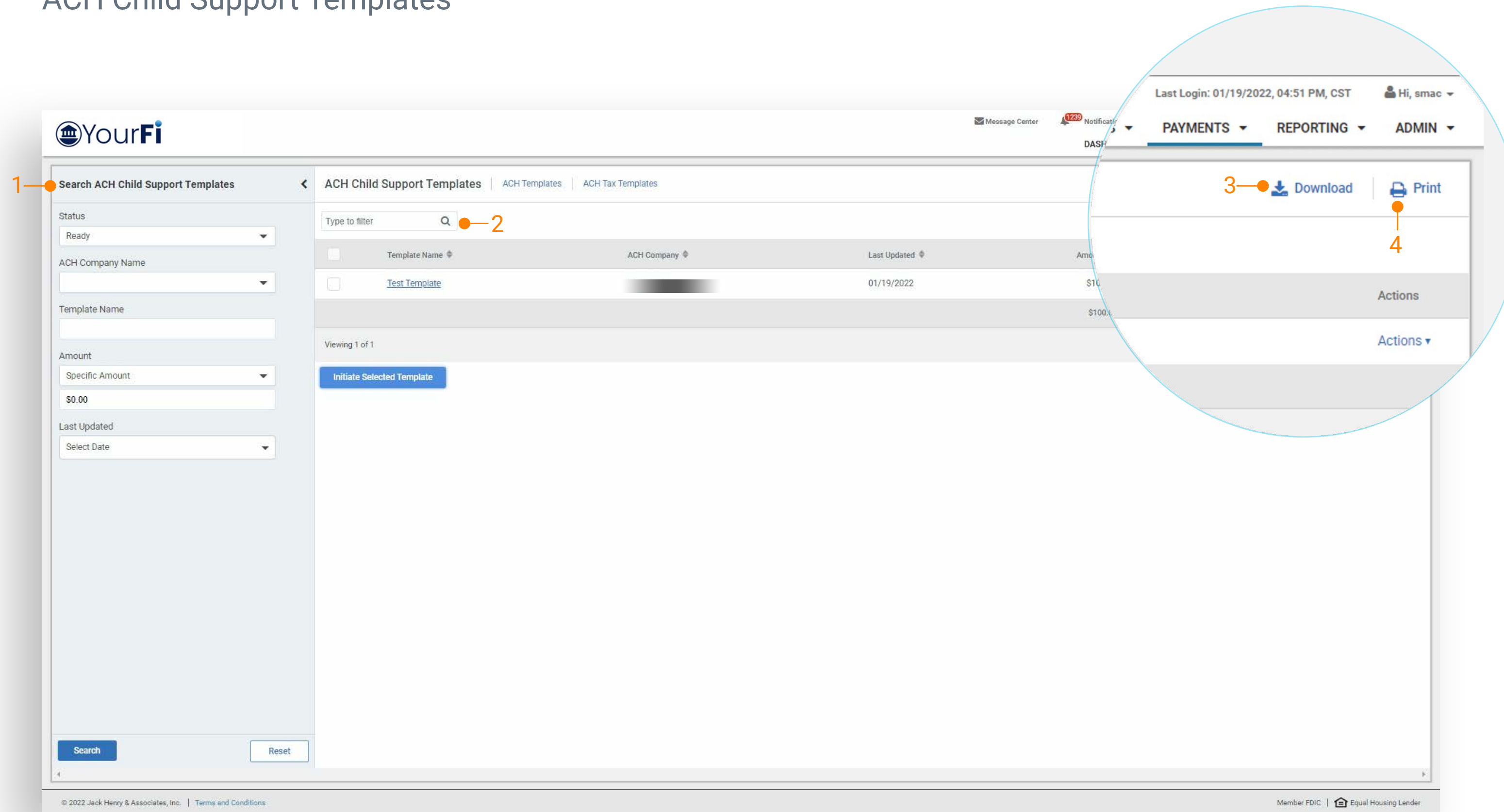- Create ACH Template
- Edit ACH Template
- Delete ACH Template
- Create ACH Payment

2. **FromTemplate**
   - In addition to the new menu navigation, users will have the option to select From Template during the child support payment creation workflow.
   - Selection of this option will take the user to the ACH Child Support Template listing where they can select an existing template to originate a child support payment.

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ACH Child Support Templates

1. **Flyout Filter**
   - All existing child support templates are available when the user navigates to the ACH Child Support Templates
   - Users have the option to modify their filter criteria when searching for templates by using:
     - Status
     - ACH Company Name
     - Template Name
     - Amount
     - Last Updated

2. **Type to Filter**
   - The type to filter will allow the user to further refine the search results.
   - The type to filter search will filter across all columns on each page looking for a string of data (character, numeric, or combination) the user entered. The search for that character string will occur across all columns of data as well as the beginning, end, or middle of the data.
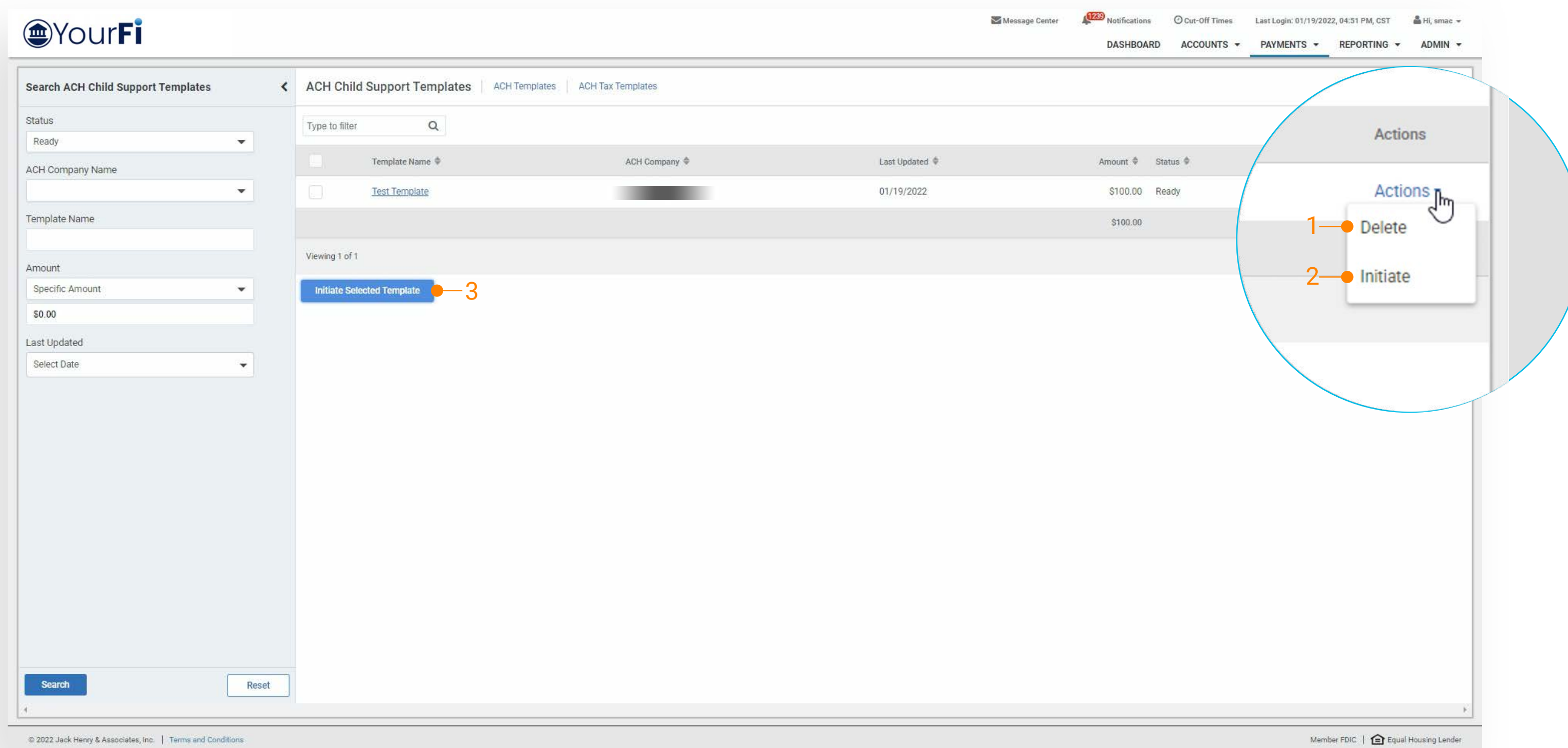
3. **Download**
   - The ACH Child Support Templates listing can be downloaded in either CSV or PDF format.

4. **Print**
   - The print option will print the ACH Child Support Templates listing.

Note: Downloading or printing from the ACH Child Support Template listing provides the same data rendered on the page.

Child Support Payments – From Template

ACH Child Support Templates — Actions & Initiate Selected Template

1. **Delete**
   - Users will have the option to delete the child support template. If selected, a pop-up will be presented confirming the template deletion.

2. **Initiate**
   - Users will have the option to initiate a payment from the child support template.

Note: Only users entitled to Delete ACH Template will have the option to select Delete. Only users entitled to Create ACH Payment will have the option to Initiate.

3. **Initiate Selected Template**
   - Select the checkbox next to the child support template. Once a child support template has been selected, the Initiate Selected Template button will be activated.

Note: Only one child support template can be selected for payment creation at a time.

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ACH Child Support Templates — Template Detail

1. **Template Detail**
   - From the ACH Child Support Templates listing, select the template name. Users will be presented with the template details.
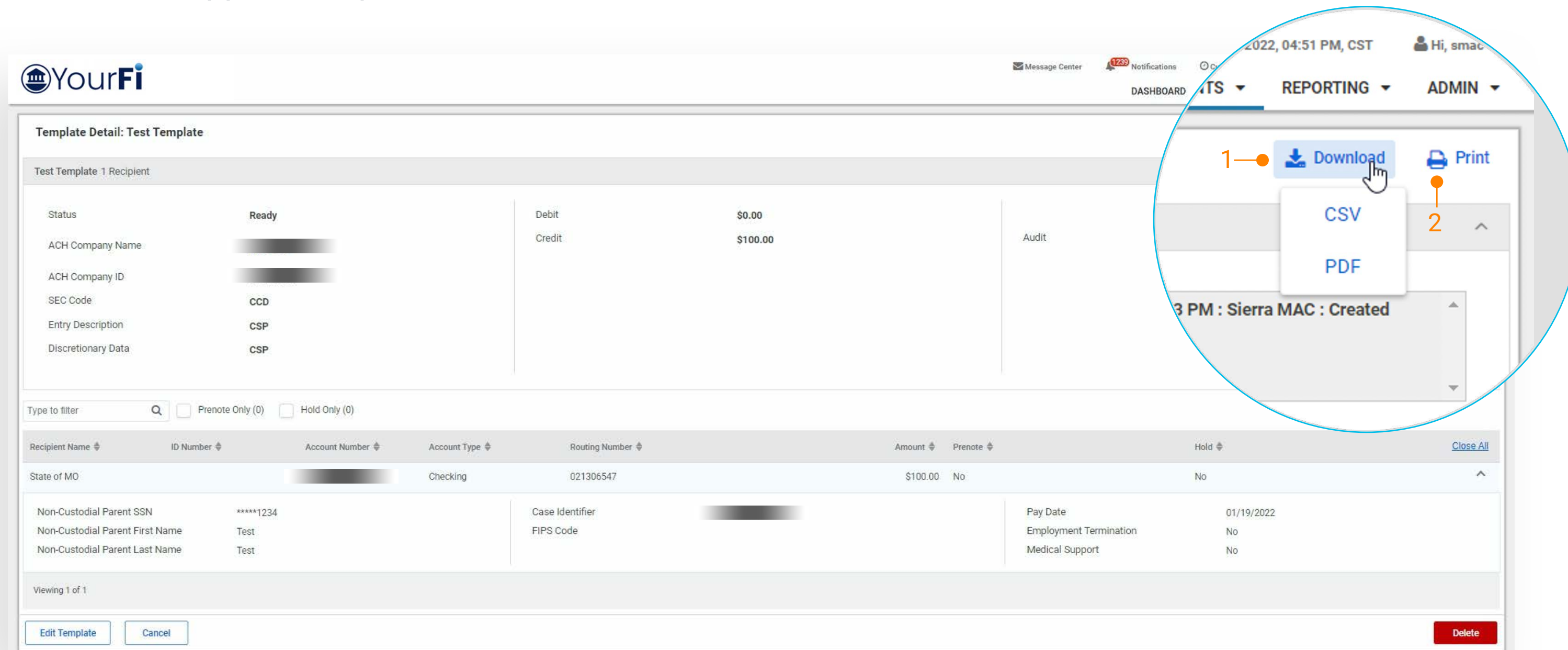
2. **Edit Template**
   - The option to Edit Template will allow users to modify the template details. Only users entitled to Full Edit ACH Template or Partial Edit ACH Template will have the option to edit the template details.

3. **Delete Template**
   - The option to Delete will allow users to delete the template. If selected, a pop-up will be presented confirming the template deletion. Only users entitled Delete ACH Template will have the option to delete the template.

Child Support Payments – From Template

ACH Child Support Templates — Download & Print Features

1. Download
   • The selected ACH Child Support Template can be downloaded in either CSV or PDF format.

2. Print
   • The print option will print the ACH Child Support Template.

Note: Downloading or printing from the ACH Child Support Template provides the same data rendered on the page.

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ACH Child Support Templates — Apply Updates to Template

1. **Apply Updates to Template**
   - Navigate to Create Child Support Payment
     - Select the option From Template
       - The user will be presented with their child support templates.
       - The user will select a template to use for payment creation.
       - If any updates are made to the template during payment creation, once the payment has been confirmed, users will see the option to Apply Updates to Template. Once selected, the template will be updated.