Quick Reference Guide

International ACH Templates

JHA Treasury Management™

Last Updated: June 28, 2022



Overview: International ACH Templates offer the ability to create, edit, initiate, delete and approve templates specific to International ACH Payments. In addition, the option to save an International ACH Payment as a template has been added to the Create International ACH Payment process. International ACH Template approval settings and International ACH Template user entitlements are available within the company and user setup.

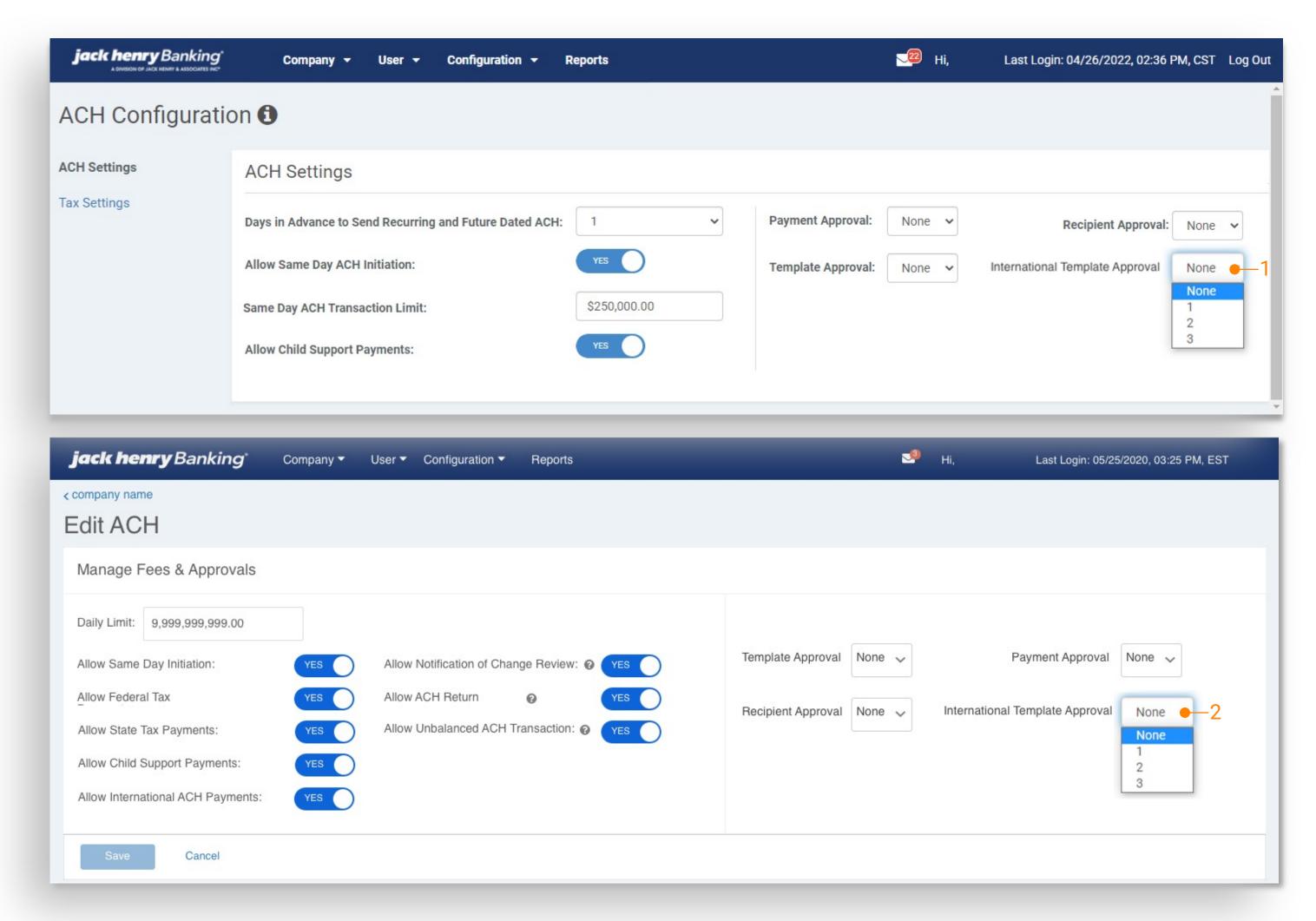
Benefits for the Banks?

- Offers additional payment capability to support the growing economies to the businesses within the communities that you serve
- Alternative payment and template option to International Wires
- International ACH Template approval controls
- Specific user entitlements for International ACH Templates
- Enhanced Back Office Reports providing visibility into International Payments

Benefits for Customers?

- Ability to make lower cost payments to customers as their business grows in the global economy
- Users can create International ACH Templates from scratch or by saving an International ACH Payment as a template
- Search for International ACH Templates on the International ACH Templates page using a variety of filters
- Administration controls by utilizing International ACH Template specific user entitlements
- Ability to create, approve, reject, edit and delete International ACH Templates

Back Office - Product Configuration



1 International Template Approval - FI ACH Configuration

Establishes the default for the Company ACH Product Configuration.

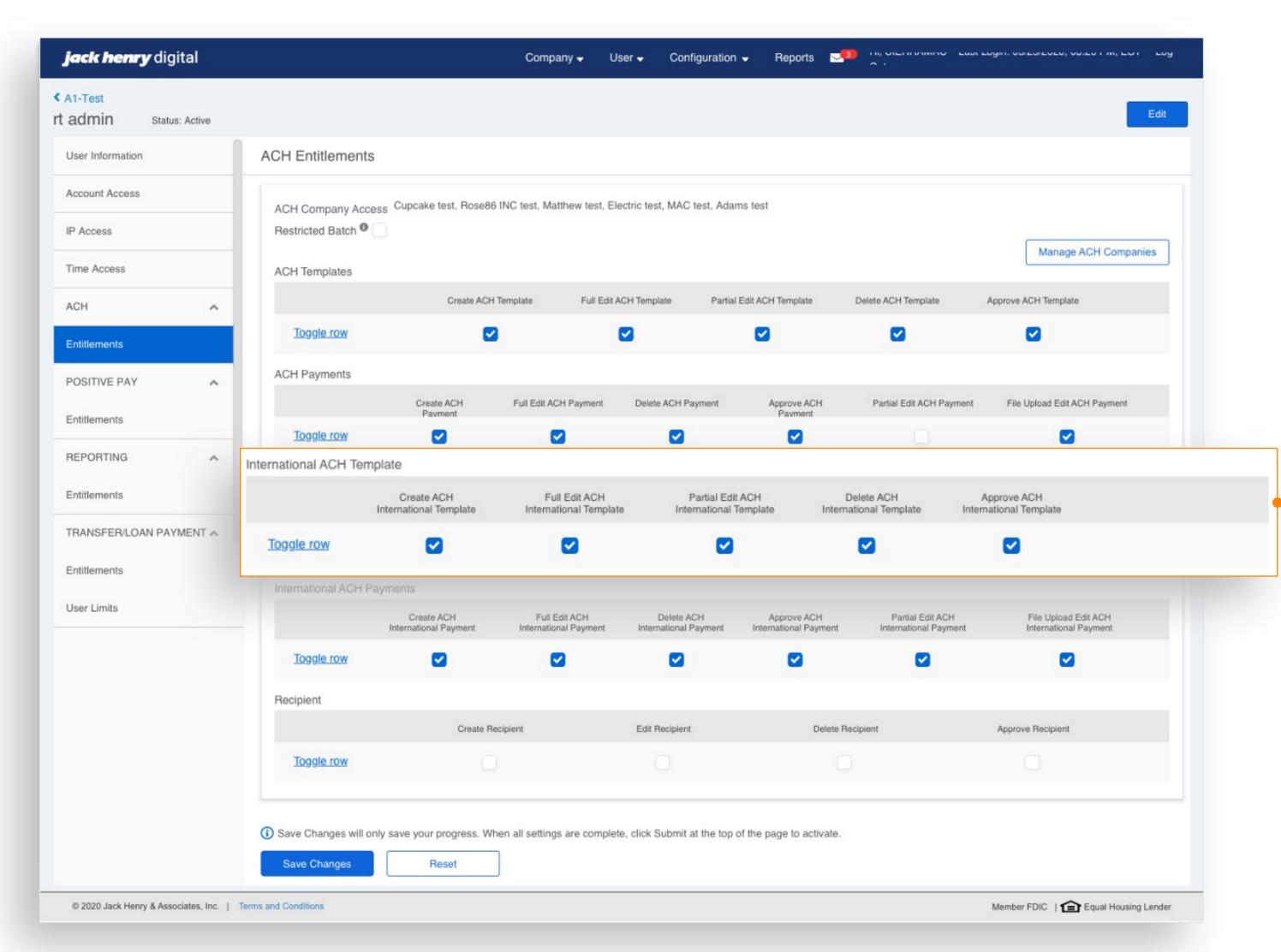
- None: International ACH Templates created and or edited do not require approval
- 1, 2 or 3: International ACH Templates created and or edited require the selected number of company users to approve a template before the template can be used for Payment Origination

2 International ACH Template Approval - Company ACH Configuration

- None: International ACH Templates created and or edited do not require approval by another company user
- 1, 2 or 3: International ACH templates created and or edited require the selected number of company users to approve a template before the template can be used for Payment Origination

Note: Allow International ACH Payments needs to be set to Yes for International Template Approval to be enabled.

Back Office – Company User Entitlements

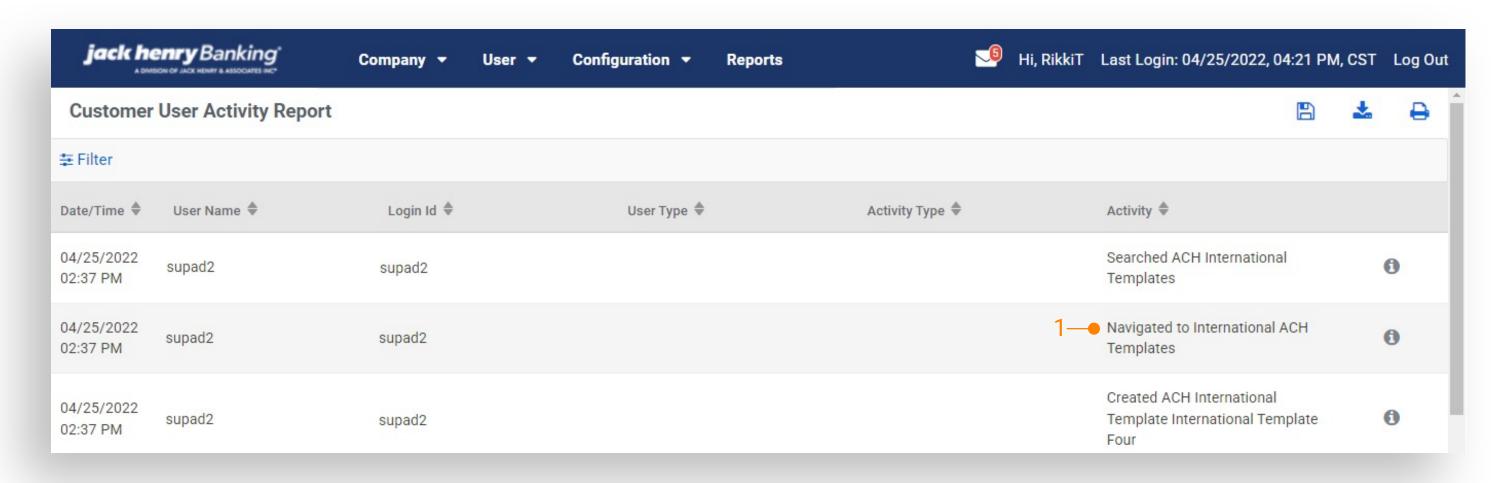


1 International ACH Template

Establish International ACH Template specific entitlements for users.

- Create: Allows the user to create a template or save a payment as a template
- Full Edit: Allows the user to edit the entire template
- Partial Edit: Allows the user to edit the following fields: recipient dollar amount, prenote and hold
- Delete: Allows the user to delete a template
- Approve: Allows the user to approve a template

Back Office - Reporting



jack henry Ba	anking * Company	y ▼ User ▼ Configuration ▼	Reports		Hi, <loginid> Last Login: 05/25/2020, 03:25 PM, EST Log Out</loginid>
User Entitlement I	₽ ₹ ⊖				
⇒ Filter					
Company Name \$	User Name \$	Login ID \$	Product \$	Account /Company \$	Entitlement \$
ACH IAT TEST	Admin 1	AdminVerified	ACH		2— Create International ACH Template
ACH IAT TEST	Admin 1	AdminVerified	ACH		Create International ACH Template
ACH IAT TEST	Admin 1	AdminVerified	ACH		Create International ACH Template
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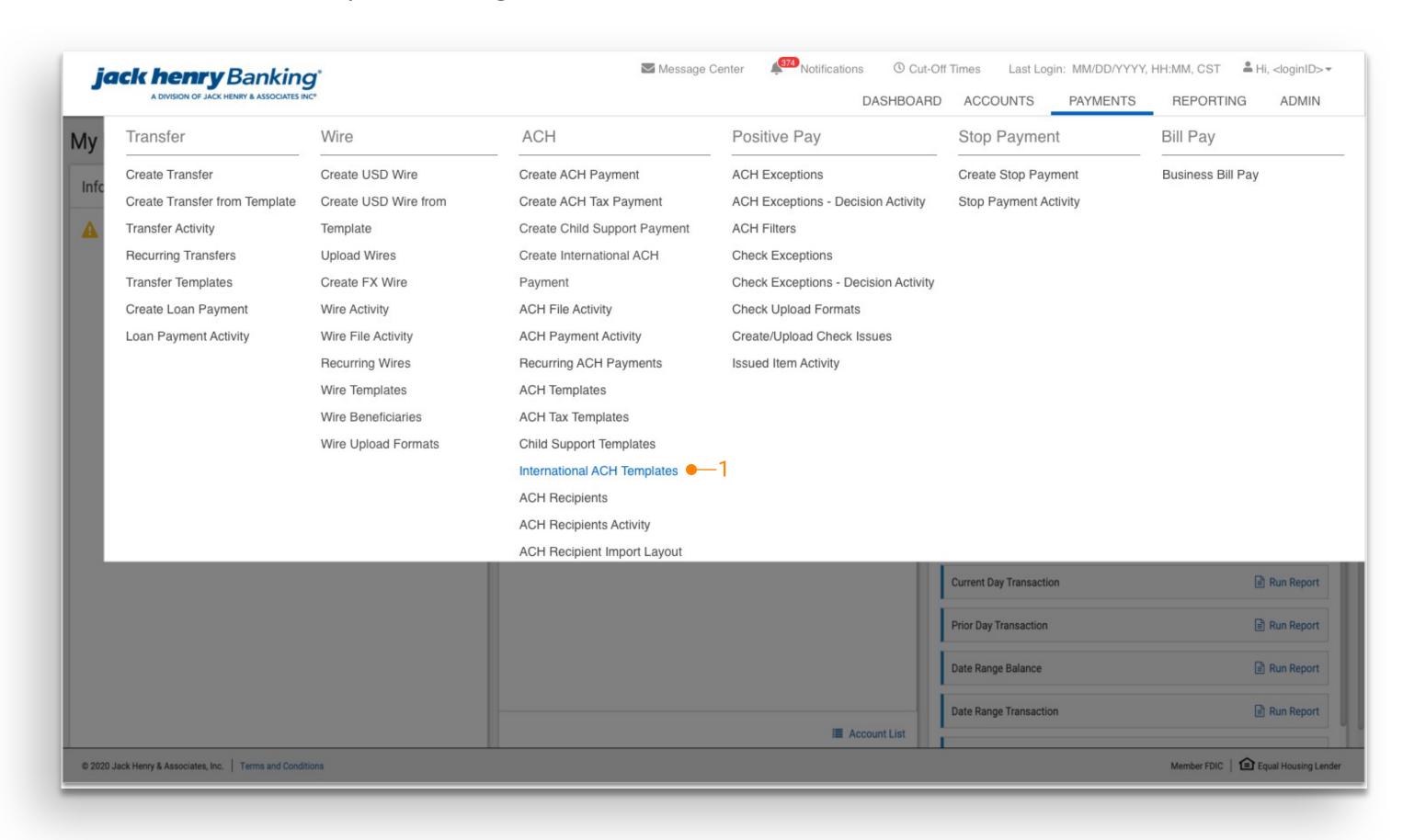
1 Customer Activity Report

Displays user activity related to International ACH Templates.

2 User Entitlement Report

Access to view / filter by user entitlements specifically for International ACH Templates.

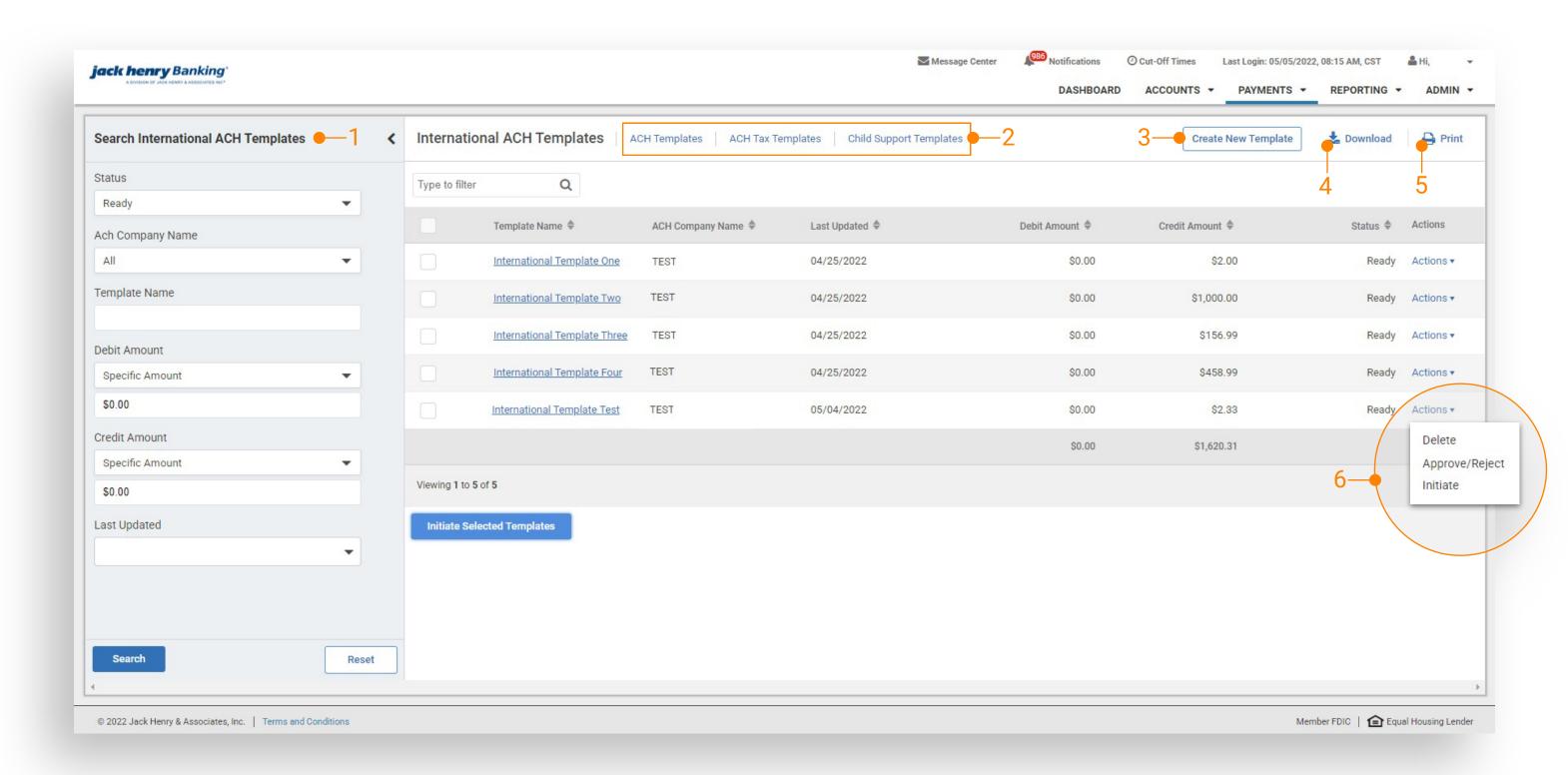
International ACH Template - Navigation



1 International ACH Templates

Select International ACH Templates to create, view, edit, initiate, approve/reject and delete templates.

International ACH Template List



1 Search Templates

Search by Status, ACH Company Name, Template Name, Debit and or Credit Amount, Last Updated.

2 Template Navigation

To navigate to ACH Templates, ACH Tax Templates or Child Support Templates select the desired link.

3 Create New Template

Select to create a new template, the user is then navigated to the Create New Template Page.

4 Download

Select to download the template list in PDF or CSV.

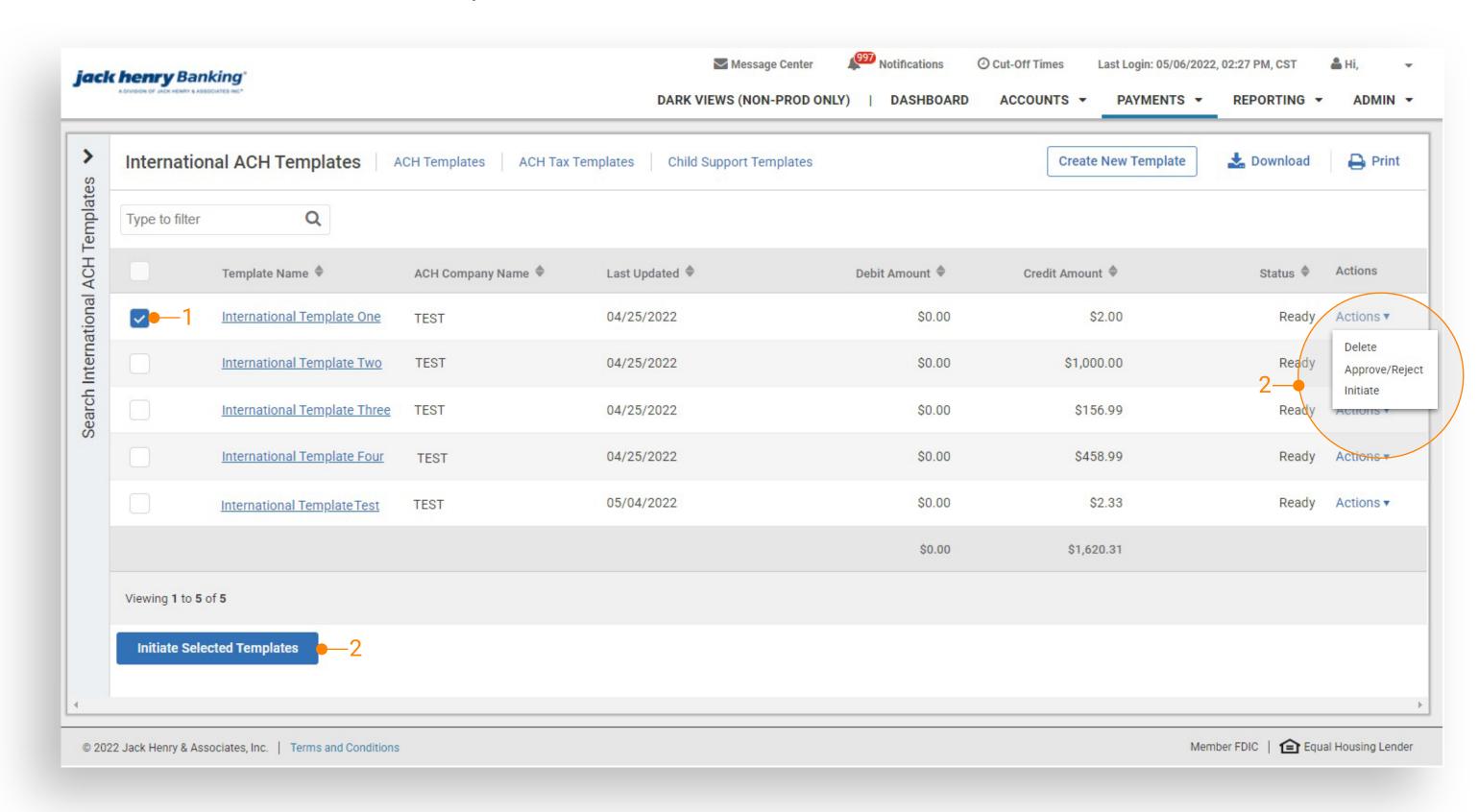
5 Print

Select to Print the template list.

6 Actions

Select to Delete, Initiate and or Approve/Reject Template.

Initiate International ACH Template



1 Initiate Selected Templates

Select the checkbox next to the desired template then Initiate Selected Template.

Note: Only one template can be selected for initiation at a time.

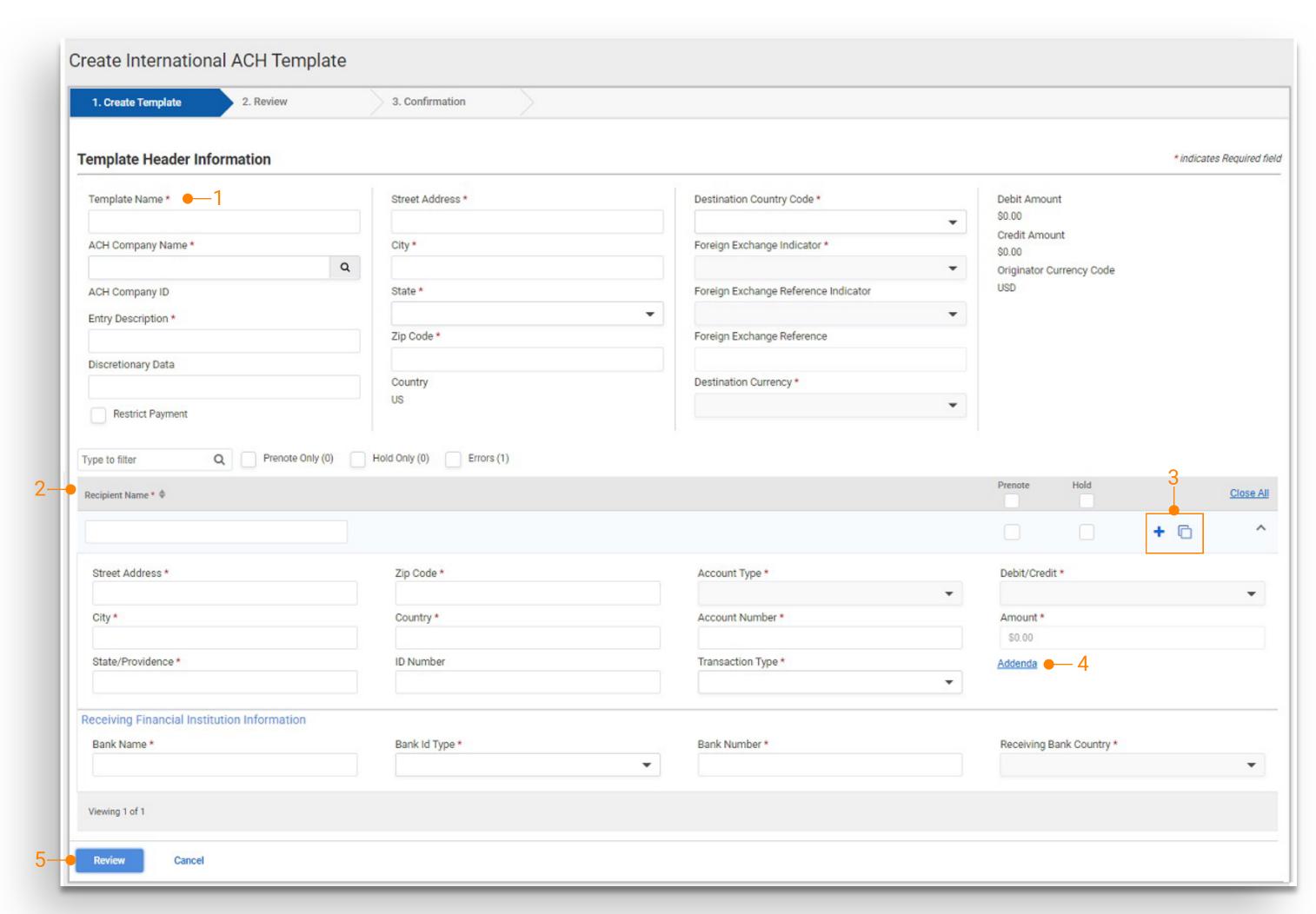
2 Initiate Template – Actions Dropdown

Select the Actions dropdown then Initiate.

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International ACH Templates

International ACH Template – Create New Template



1 Template Name

Create a unique template name.

2 Payment fields

Complete all required fields.

Note: Refer to the International ACH Payment QRG for field details.

3 Add/Copy Recipient

Select the plus sign to add additional recipients. To copy the current recipient into a new recipient, select the copy icon.

4 Addenda

Select to add additional freeform addenda information.

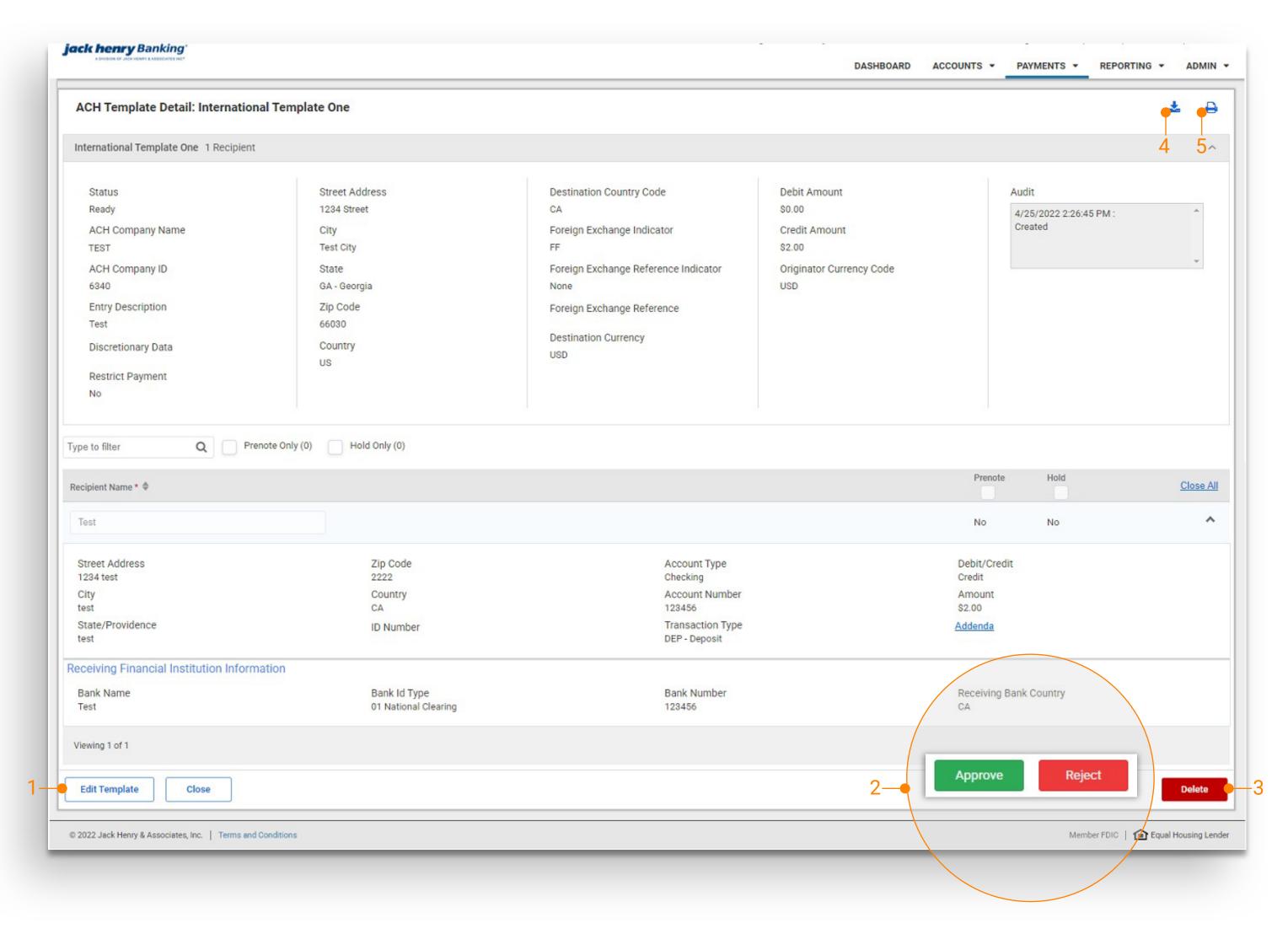
5 Review

Select Review to view the confirmation page, then select Confirm to create the template.

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International ACH Templates

International ACH Template – Detail Page



1 Edit Template

Select to edit the payment fields.

2 Approve/Reject

If International Template Approval is On and the template is in a Pending Approval status, Approve/Reject displays.

Select the applicable button to approve or reject the template.

3 Delete Template

A Confirm Delete pop up display, select Delete to delete the template.

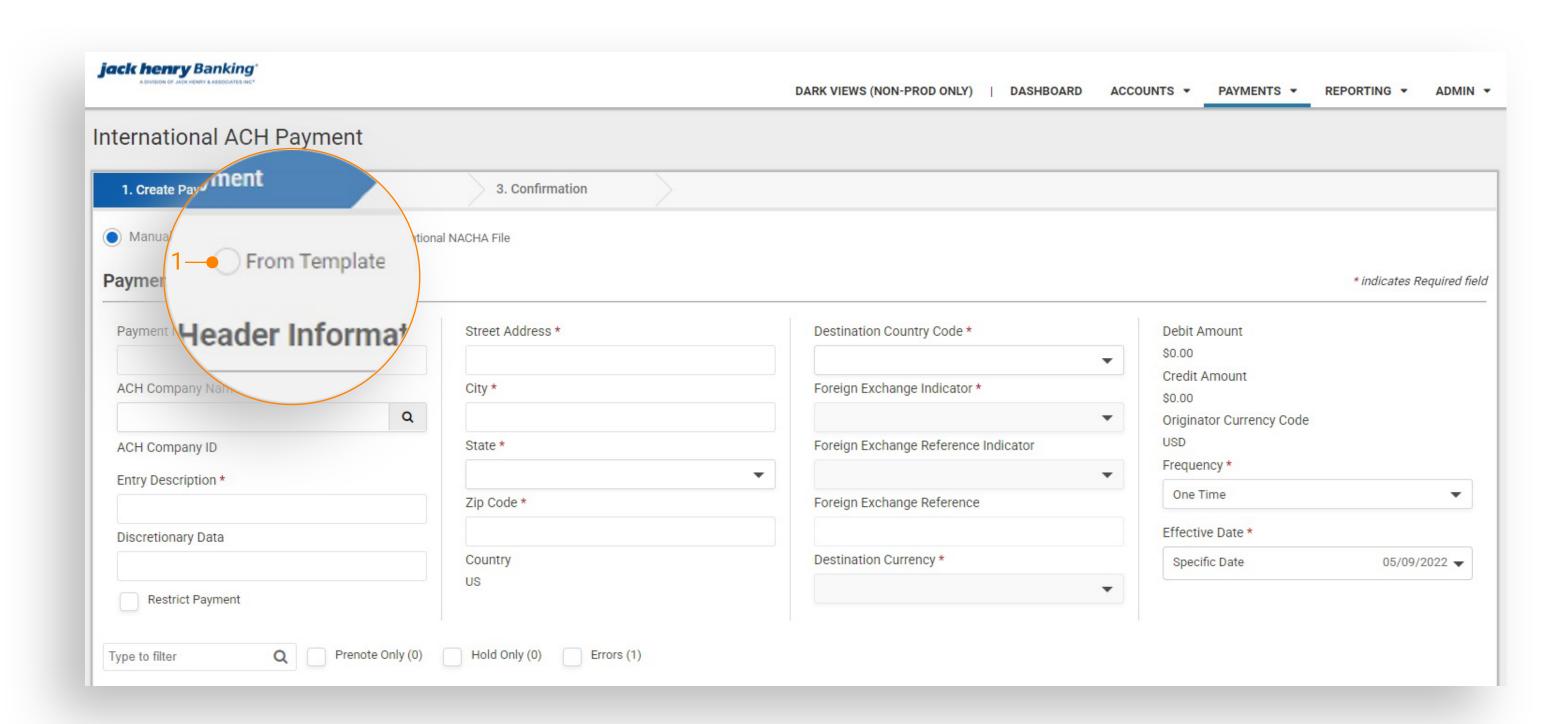
4 Download

Select to download the template details in PDF and or CSV.

5 Print

Select to print the template details.

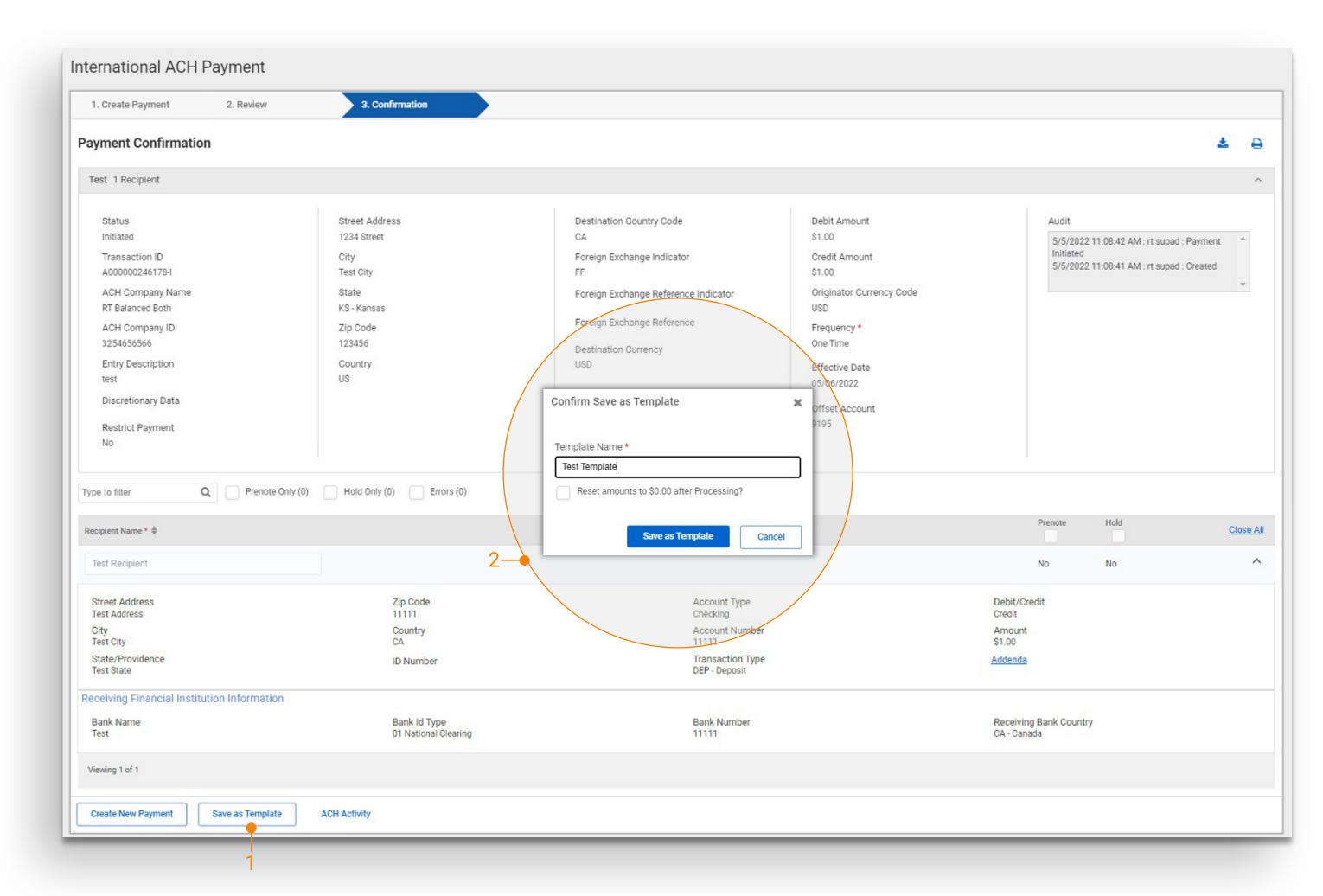
Create International ACH Payment – From Template



1 Create International ACH Payment – From Template

To create a payment from a template on the Create
International ACH Payment Page, select From Template.
Once selected, the user navigates to the International ACH
Template Listing Page.

Create International ACH Payment - Save as Template



1 Save as Template

Once a payment is completed, the user may select to save the payment as a template.

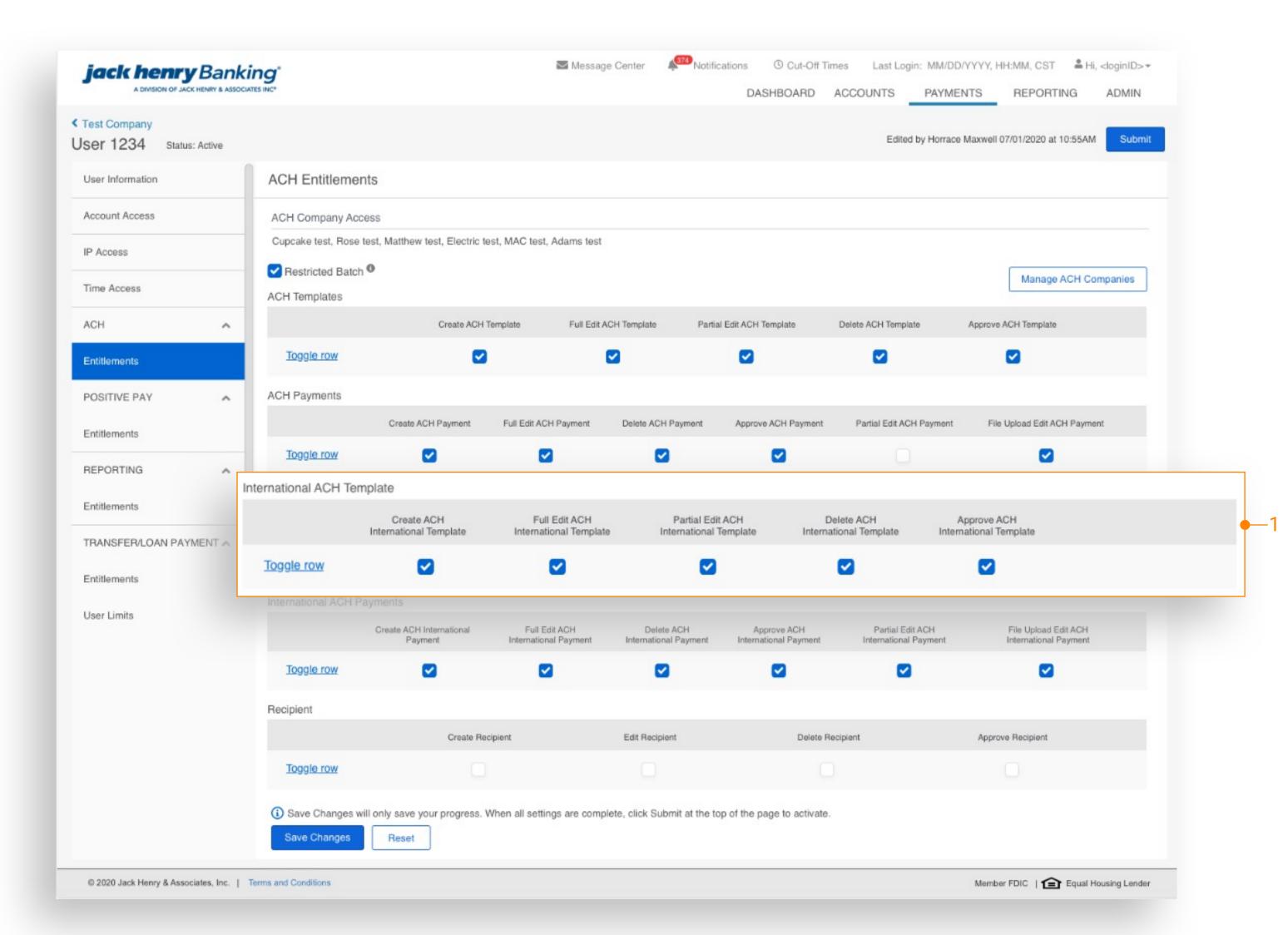
- Create an International ACH Payment
- On the Confirmation Page, select Save as Template

2 Confirm Save as Template

A modal displays once Save as Template is selected.

- Enter a unique template name (max is 50 characters)
- Select "Reset amounts to \$0.00 after Processing" to have the recipient's dollar amounts set to zero once the payment is processed
- Select Save as Template, the payment is now saved as a template and the user navigates to the International ACH Template List

Channel - Admin - User Entitlements



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