

Quick Reference Guide

International ACH Templates

JHA Treasury Management™

Last Updated: June 28, 2022

International ACH Templates

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

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.

International ACH Templates

Back Office – Company User Entitlements

The screenshot displays the 'ACH Entitlements' configuration page for user 'rt admin'. The page is divided into several sections:

- ACH Company Access:** Lists 'Cupcake test, Rose86 INC test, Matthew test, Electric test, MAC test, Adams test'. Includes a 'Restricted Batch' checkbox and a 'Manage ACH Companies' button.
- ACH Templates:** A table with columns for 'Create ACH Template', 'Full Edit ACH Template', 'Partial Edit ACH Template', 'Delete ACH Template', and 'Approve ACH Template'. All are checked.
- ACH Payments:** A table with columns for 'Create ACH Payment', 'Full Edit ACH Payment', 'Delete ACH Payment', 'Approve ACH Payment', 'Partial Edit ACH Payment', and 'File Upload Edit ACH Payment'. 'Create', 'Full Edit', 'Delete', and 'Approve' are checked; 'Partial Edit' is unchecked.
- International ACH Template:** A table with columns for 'Create ACH International Template', 'Full Edit ACH International Template', 'Partial Edit ACH International Template', 'Delete ACH International Template', and 'Approve ACH International Template'. All are checked. This row is highlighted with a red box and a '1' next to it.
- International ACH Payments:** A table with columns for 'Create ACH International Payment', 'Full Edit ACH International Payment', 'Delete ACH International Payment', 'Approve ACH International Payment', 'Partial Edit ACH International Payment', and 'File Upload Edit ACH International Payment'. All are checked.
- Recipient:** A table with columns for 'Create Recipient', 'Edit Recipient', 'Delete Recipient', and 'Approve Recipient'. All are unchecked.

At the bottom, there is a 'Save Changes' button and a 'Reset' button. A note states: 'Save Changes will only save your progress. When all settings are complete, click Submit at the top of the page to activate.'

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

International ACH Templates

Back Office – Reporting

Customer User Activity Report

Filter

Date/Time	User Name	Login Id	User Type	Activity Type	Activity
04/25/2022 02:37 PM	supad2	supad2			Searched ACH International Templates
04/25/2022 02:37 PM	supad2	supad2			1 Navigated to International ACH Templates
04/25/2022 02:37 PM	supad2	supad2			Created ACH International Template International Template Four

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.

User Entitlement Report

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
ACH IAT TEST	Admin 1	AdminVerified	ACH		Create International ACH Template
ACH IAT TEST	Admin 2	AdminVerified	ACH	ACH Filter Load	Create International ACH Template
ACH IAT TEST	Admin 1	AdminVerified	ACH		Create International ACH Template

International ACH Templates

International ACH Template - Navigation

The screenshot shows the Jack Henry Banking user interface. At the top, there is a navigation bar with the logo and several utility links: Message Center, Notifications (with a 374 badge), Cut-Off Times, Last Login, and a user profile dropdown. Below this is a secondary navigation bar with tabs for DASHBOARD, ACCOUNTS, PAYMENTS (which is selected), REPORTING, and ADMIN. The main content area is a grid of navigation options categorized into Transfer, Wire, ACH, Positive Pay, Stop Payment, and Bill Pay. Under the ACH category, 'International ACH Templates' is highlighted in blue and has a red notification badge with the number '1'. Other options include 'Create ACH Payment', 'ACH Exceptions', 'ACH Filers', 'Check Exceptions', 'ACH Recipients', and 'ACH Recipient Import Layout'. On the right side of the interface, there are four report buttons: 'Current Day Transaction', 'Prior Day Transaction', 'Date Range Balance', and 'Date Range Transaction', each with a 'Run Report' link. The footer contains copyright information for Jack Henry & Associates, Inc. and mentions 'Member FDIC' and 'Equal Housing Lender'.

1 International ACH Templates

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

International ACH Templates

International ACH Template List

The screenshot shows the 'International ACH Templates' page in the Jack Henry Banking system. The interface includes a search sidebar on the left, a main table of templates, and a top navigation bar. Numbered callouts point to specific elements:

- 1**: Search International ACH Templates sidebar.
- 2**: Navigation tabs for ACH Templates, ACH Tax Templates, and Child Support Templates.
- 3**: 'Create New Template' button.
- 4**: 'Download' button.
- 5**: 'Print' button.
- 6**: 'Actions' dropdown menu for a selected template, showing options: Delete, Approve/Reject, and Initiate.

Template Name	ACH Company Name	Last Updated	Debit Amount	Credit Amount	Status	Actions
International Template One	TEST	04/25/2022	\$0.00	\$2.00	Ready	Actions
International Template Two	TEST	04/25/2022	\$0.00	\$1,000.00	Ready	Actions
International Template Three	TEST	04/25/2022	\$0.00	\$156.99	Ready	Actions
International Template Four	TEST	04/25/2022	\$0.00	\$458.99	Ready	Actions
International Template Test	TEST	05/04/2022	\$0.00	\$2.33	Ready	Actions
			\$0.00	\$1,620.31		

Viewing 1 to 5 of 5

Initiate Selected Templates

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.

International ACH Templates

Initiate International ACH Template

The screenshot shows the 'International ACH Templates' page in the Jack Henry Banking system. The page includes a navigation bar with 'PAYMENTS' selected, a search bar, and a table of templates. The first template, 'International Template One', is selected, and its 'Actions' dropdown menu is open, highlighting the 'Initiate' option. A blue button labeled 'Initiate Selected Templates' is located at the bottom left of the table area.

Template Name	ACH Company Name	Last Updated	Debit Amount	Credit Amount	Status	Actions
International Template One	TEST	04/25/2022	\$0.00	\$2.00	Ready	Actions
International Template Two	TEST	04/25/2022	\$0.00	\$1,000.00	Ready	Actions
International Template Three	TEST	04/25/2022	\$0.00	\$156.99	Ready	Actions
International Template Four	TEST	04/25/2022	\$0.00	\$458.99	Ready	Actions
International Template Test	TEST	05/04/2022	\$0.00	\$2.33	Ready	Actions
			\$0.00	\$1,620.31		

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.

International ACH Templates

International ACH Template – Create New Template

The screenshot shows a multi-step form titled "Create International ACH Template". The progress bar at the top indicates three steps: "1. Create Template" (active), "2. Review", and "3. Confirmation".

1. Template Header Information (marked with a red dot and line labeled "1") includes fields for:

- Template Name *
- ACH Company Name *
- ACH Company ID
- Entry Description *
- Discretionary Data
- Restrict Payment
- Street Address *
- City *
- State *
- Zip Code *
- Country (US)
- Destination Country Code *
- Foreign Exchange Indicator *
- Foreign Exchange Reference Indicator
- Foreign Exchange Reference
- Destination Currency *
- Debit Amount (\$0.00)
- Credit Amount (\$0.00)
- Originator Currency Code (USD)

Below the header information is a filter section with "Type to filter" and checkboxes for "Prenote Only (0)", "Hold Only (0)", and "Errors (1)".

2. Recipient Information (marked with a red dot and line labeled "2") includes:

- Recipient Name *
- Street Address *
- City *
- State/Province *
- Zip Code *
- Country *
- ID Number
- Account Type *
- Account Number *
- Transaction Type *
- Debit/Credit *
- Amount * (\$0.00)

3. Add/Copy Recipient (marked with a red dot and line labeled "3") points to a table header with "Prenote", "Hold", and "Close All" buttons, and a row containing a plus sign (+) and a copy icon.

4. Addenda (marked with a red dot and line labeled "4") points to the "Addenda" label in the recipient details section.

5. Review (marked with a red dot and line labeled "5") points to the "Review" button at the bottom left of the form.

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.

International ACH Templates

International ACH Template – Detail Page

ACH Template Detail: International Template One

International Template One 1 Recipient

Status Ready	Street Address 1234 Street	Destination Country Code CA	Debit Amount \$0.00	Audit 4/25/2022 2:26:45 PM : Created
ACH Company Name TEST	City Test City	Foreign Exchange Indicator FF	Credit Amount \$2.00	
ACH Company ID 6340	State GA - Georgia	Foreign Exchange Reference Indicator None	Originator Currency Code USD	
Entry Description Test	Zip Code 66030	Foreign Exchange Reference		
Discretionary Data	Country US	Destination Currency USD		

Type to filter Prenote Only (0) Hold Only (0)

Recipient Name	Prenote	Hold	
Test	No	No	Close All

Street Address 1234 test	Zip Code 2222	Account Type Checking	Debit/Credit Credit
City test	Country CA	Account Number 123456	Amount \$2.00
State/Providence test	ID Number	Transaction Type DEP - Deposit	Addenda

Receiving Financial Institution Information

Bank Name Test	Bank Id Type 01 National Clearing	Bank Number 123456	Receiving Bank Country CA
-------------------	--------------------------------------	-----------------------	------------------------------

Viewing 1 of 1

1 [Edit Template](#) [Close](#) 2 [Approve](#) [Reject](#) [Delete](#) 3 4 5

© 2022 Jack Henry & Associates, Inc. | [Terms and Conditions](#) Member FDIC | Equal Housing Lender

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.

International ACH Templates

Create International ACH Payment – From Template

The screenshot shows the 'International ACH Payment' form in the Jack Henry Banking system. The 'From Template' radio button is selected and highlighted with an orange circle. The form is divided into several sections: 'Payment Header Information' (Payment ID, ACH Company Name, ACH Company ID, Entry Description, Discretionary Data, Restrict Payment), 'Address' (Street Address, City, State, Zip Code, Country), 'Destination Information' (Destination Country Code, Foreign Exchange Indicator, Foreign Exchange Reference, Destination Currency), and 'Payment Details' (Debit Amount, Credit Amount, Originator Currency Code, Frequency, Effective Date). A progress bar at the top indicates the current step is '1. Create Payment'. A search bar and filter options are located at the bottom left.

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.

International ACH Templates

Create International ACH Payment - Save as Template

The screenshot shows the 'International ACH Payment' interface in the '3. Confirmation' step. A modal titled 'Confirm Save as Template' is open, containing a text input for 'Template Name' with the value 'Test Template' and a checkbox for 'Reset amounts to \$0.00 after Processing?'. The modal has 'Save as Template' and 'Cancel' buttons. In the background, the 'Payment Confirmation' page displays various payment details. At the bottom, a navigation bar contains 'Create New Payment', 'Save as Template', and 'ACH Activity' buttons. An orange circle highlights the modal and the 'Save as Template' button. A red '1' points to the 'Save as Template' button, and a red '2' points to the modal.

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

International ACH Templates

Channel - Admin - User Entitlements

The screenshot displays the 'User Entitlements' page for 'User 1234' in the Jack Henry Banking Admin system. The page is divided into several sections:

- ACH Entitlements:** Includes 'ACH Company Access' (Cupcake test, Rose test, Matthew test, Electric test, MAC test, Adams test) and 'ACH Templates' with a table of permissions:

	Create ACH Template	Full Edit ACH Template	Partial Edit ACH Template	Delete ACH Template	Approve ACH Template
Toggle row	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- ACH Payments:** Includes a table of permissions:

	Create ACH Payment	Full Edit ACH Payment	Delete ACH Payment	Approve ACH Payment	Partial Edit ACH Payment	File Upload Edit ACH Payment
Toggle row	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- International ACH Template:** This section is highlighted with an orange box and a '1' next to it. It includes a table of permissions:

	Create ACH International Template	Full Edit ACH International Template	Partial Edit ACH International Template	Delete ACH International Template	Approve ACH International Template
Toggle row	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- International ACH Payments:** Includes a table of permissions:

	Create ACH International Payment	Full Edit ACH International Payment	Delete ACH International Payment	Approve ACH International Payment	Partial Edit ACH International Payment	File Upload Edit ACH International Payment
Toggle row	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Recipient:** Includes a table of permissions:

	Create Recipient	Edit Recipient	Delete Recipient	Approve Recipient
Toggle row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom, there is a 'Save Changes' button and a 'Reset' button. A note states: 'Save Changes will only save your progress. When all settings are complete, click Submit at the top of the page to activate.'

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