

NOTE: A 'Recipient' is an individual or company which is credited via Wire.

Recipients

- 1. Select the 'Recipients' option under the 'Commercial' menu.
- 2. Click on 'Add Recipient' on the left side of the screen.



Recipients-ACH Only

1. Enter a 'Display Name' for recipient.

NOTE: Enter the legal name for 'Recipient' as is at the 'Receiving Bank'.

- 2. Enter an 'Email Address' for the recipient. (Optional)
- If you enter an email for the recipient, you can check the 'Send email notifications for template payments' box and an email will be sent to the recipient ahead of time notifying them about the wire.
- 4. Select 'ACH Only' from the 'Payment Type' drop-down.

NOTE: You can select 'Wire & ACH' from 'Payment Type' drop-down if applicable.

Select 'Account Type' from drop-down.
 Enter the 'Account' number.

NOTE: You can search for 'Financial Institution (FI)' by searching the 'Bank Name' or "Wire Routing Number'.

7. Enter 'ACH Routing Number'.

NOTE: The 'ACH Routing Number' is the receiving bank's ACH routing number. Many

Questions? Call our customer support. Phone: 833-VERITEX (833-837-4839) or 469-443-9912

Add Office Supp	lies	
Display Name *	Email Address *	
Office Supplies	supplies@abcsupplies.com	Send email notifications for template payments

Account	Ρ	Financial Institution (FI)	Routing Number	
Account - New	ACH and Wire		N/A	:
Payment Type				
ACH Only	\sim			
Account Type *		Account *		
Checking	\sim	12345678		
Financial Institution	(FI) Refined Search	ACH Routing Number *		
Search by name	e or routing #.	111000614		
				× ✓

financial institutions have a different routing number from the routing number on the recipient's checkbook.

NOTE: The bar on the left will turn "Green' when account section is completed.

- 8. Click on 'Orange Check Mark' on the right and 'Account' section will collaspe.
- 9. Leave 'ACH Name' blank.
- 10. Enter 'ACH Name'. This is the recipient name as recognized by the recipient's financial institution.

NOTE: This is the 'Recipient's Name' as recognized by the recipient's financial institution. If not enter correctly, payment or collection will be returned within three business days.

- 11. Enter 'ACH ID'. (Optional, if provided by 'Recipient'
- 12. Enter 'Address' information. (Not required.)
- 13. Click on 'Save Recipient'.
- 14. Click on 'Close' to see list of recipients included the new recipient just created.

Wire Name 💿	ACH Name 💿	ACH ID 💿	
	ABC Supplies		
Country	Address 1	Address 2	
United States	\sim		
City	State	ZIP	
	Select State	\sim	
emplates (0)			~
• • • •			



ACH Payments/Collections

Creating ACH

- 1. Click on 'Payments' under the 'Commercial' menu.
- 2. Click on 'New Payment.
- 3. Select 'ACH' transaction that you would like to complete.
- 4. Select 'SEC Code' from drop-down.

NOTE: 'PPD' is for ACH transactions dealing with 'Personal Accounts' and 'CCD' is for ACH transactions dealing with 'Commercial Accounts'

- 1. Select 'From Subsidiary' from drop-down.
- 2. Select your 'Account' from drop-down that should be debited or credited.
- 3. Select 'Effective Date'.

NOTE: 'Effective Date' is the day that the funds need to credit or debit the 'Recipient(s)'.

- 4. Click on 'Set Schedule' to make the multiple wire recurring.
- 5. Click on '+Add multiple recipients'
- 6. Select 'Recipient/Account' from dropdown.
- 7. Enter 'Amount'.
- 8. Enter Addendum. (Optional)
- 9. Enter 'Other Information/Further Credit To' for each wire. (Optional)

NOTE: 'Information entered in 'Addendum' will post with transaction at 'Receiving Bank'.

10. Click on '+Add another recipient' for additional 'Recipients' if completing batch ACH debit or credit transaction.

> Questions? Call our customer support. Phone: 833-VERITEX (833-837-4839) or 469-443-9912

ជ		Payments			
200	Messages				
		New Payment		Q Searc	zh
A		АСН	Wire	Other	+ Create Template
		ACH Batch	Domestic Wire	Payment From File	
	Payments	2 ACH Collection	International Wire		
		ACH Payment			mount - Actions
		ACH Receipt			
		Payroll			:
		Monthly Mapping Serv	ACH Payment (CCD)	1	
0					

From Subsidiary	Account	
Oak Tree Management LLC *****2296	Operating Account	\$17.68
Recurrence		
Set schedule		
	From Subsidiary Oak Tree Management LLC *****2290 Recurrence Sar scherulue	From Subsidiary Account Oak Tree Management LLC Operating Account xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

O This payment is valid.		:
Cleaning Crew Checking 129	\$1.00	
 Notify Recipient 	Show Details	
Addendum		
	+ Add another recipient	

11. Click on 'Draft' or 'Approve' depending on user rights.

NOTE: Click on 'Draft' to 'Save' the 'ACH' for 'Users' with 'Approval Rights'.

NOTE: Click on 'Approve' to 'Approve' the 'ACH' with your 'Token'.

Managing ACHs

NOTE: 'Users' with 'Approval Rights' can 'Approve' the 'Wire' that was 'Drafted' in the 'Activity Center'.

- 12. Click on 'Activity Center' under the 'Transaction' menu.
- Click on the three dots on the right-hand corner for the 'ACH' and click on 'Approve' from the 'Actions' drop-down.

NOTE: You can 'Toggle Details', 'Cancel ACH', Inquire' about 'Wire', 'Copy', or 'Print Details' for the wire.

NOTE: You can only 'Cancel' the 'ACH' transaction as long as it has not been processed and the 'Cancel' option is still available in the drown-down.

*If you are needing to 'Cancel' a 'ACH' and the 'Cancel' option is not available, call Digital Banking Support – 972-349-6195.

14. Click on 'Confirm'.

		Activity Center				
22	Messages					
		Single Transactions Recurring Transactions				
			☆ @ ⊻ Q			
		Transaction Type Status Account	Created By			
	Activity Center	All V All V	All 🗸			
		Start Date End Date Tracking ID Batch ID Min Amou	int Max Amount			
		MM/DD/YYYY () 10 MM/DD/YYYY () 1030578 0	1.00 to 0.00			
		Select a transaction type to select columns for display.	Decet Apply			
			кезес эфру			
		Created date Status Approvals Transaction Type Account Amo	unt -			
		7/13/2020 Drafted 0 of 1 ACH Batch - Tracking ID: 1030578 Operating Account xxxxxxxx8	\$1. Actions			
		Gredits: [0]	Toggle Details			
			Approve			
			Cancel			
			Inquire			
			Сору			
			Print Details			



Questions? Call our customer support. Phone: 833-VERITEX (833-837-4839) or 469-443-9912

ACH Payments/Collections

- 15. Enter 'Token' code.
- 16. Click 'Verify'.

- × Secure Access Token Required A secure access code is required to authorize this transaction. Please enter it below. Enter token Cancel Verify × Approval Successful Transaction successfully approved. #1030506 (\$1.00) Approved Close
- 17. 'Approval Successful' message will appear on screen. Click on 'Close' to return to 'Activity Center' screen.