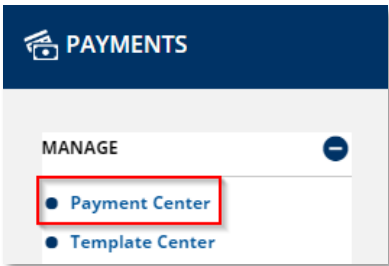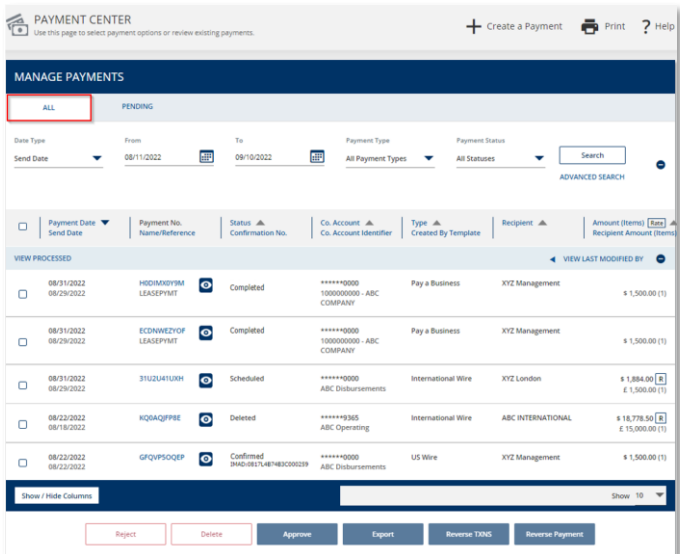## PAYMENT CENTER AND TEMPLATE CENTER

Treasury Internet Banking's robust Payment and Template Centers help you oversee and manage your important ACH and Wire transactions.
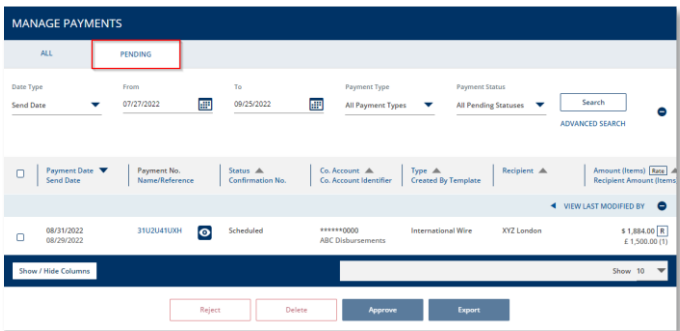

STEP 1: PAYMENT CENTER

1. Navigate to the *Payments* menu

2. Select *Payment Center* from the *Manage* submenu.

The *Payment Center* screen displays the existing payments on two tabs.

The *All* tab shows all payments regardless of status.

The *Pending* tab shows any payments that are pending approval or scheduled to be sent to the bank at a later date.

STEP 2: CUSTOMIZING THE DISPLAY

You can customize the display in several different ways:

1. Select the *Show/Hide Columns* button to select which fields of information to display.

2. To change the order of the columns, use the move icon.

3. Click the *column sort icons* to change the display's sort order.

4. Use the *pagination* options at the bottom of the page to select the number of entries to display per page.

STEP 3: SEARCH OPTIONS

1. To search by specific payment, based on Date, Payment Type or Status, use the appropriate *Search criteria.*

2. Use the *Advanced Search* options to further refine the search results.

3. Click the View Last Modified By hyperlink to display the last user to modify or approve the payment in place of the Amount.

4. Click the Last Modified By hyperlink to switch the column display back to Amount.

5. Select a payment and use the buttons at the bottom of the page to *Reject, Delete, Approve,* or *Export* the payment, or *Reverse* ACH transactions or batches.

6. Click the View Details "eye" icon to details of a specific payment.

7. On the *View Payment* details screen, select the *View History* option to see who created, modified, or approved the payment and the dates and times.

STEP 4: TEMPLATE CENTER

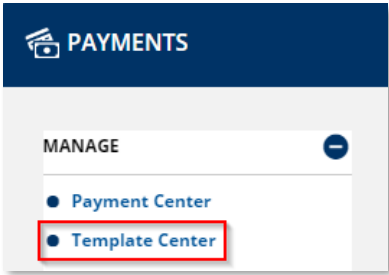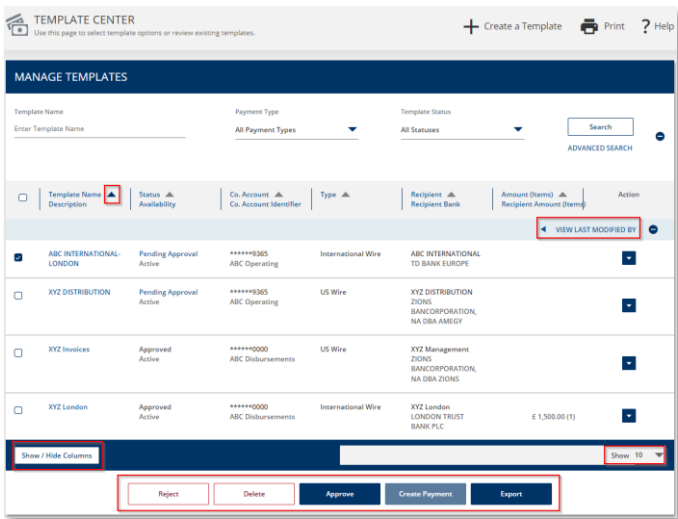1. Navigate to the *Payments* menu and select *Template Center* from the *Manage* submenu.

The *Template Center* also has the same customizable features available, such as the *Show/Hide Columns* button, *column sort icons*, and *pagination options* to personalize the display.

2. Select a template and use the buttons at the bottom of the page to *Reject, Delete, Approve,* or *Export* the payment, or *Create a Payment.*
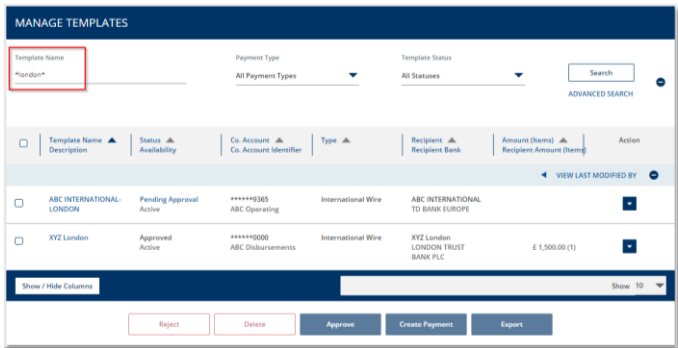
3. Use the *Search* options to display specific templates, based on Name, Payment Type, or Status.

Use the asterisk wildcard (*) in the *Template Name* field to quickly find specific templates.

Use the *Advanced Search* options to further refine the search results.
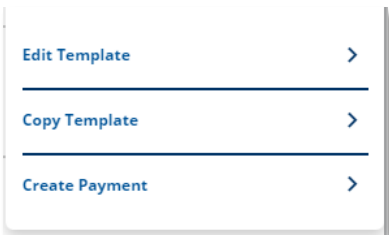
Use the options in the *Action* dropdown menu to *Edit* or *Copy* a template or to *Create a Payment*.