ACCOUNT GROUPS, PAYMENT TEMPLATES & TEMPLATE GROUPS

City National Business Suite® User Guide

November 2020

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Overview of Contents

This user guide presents the following tools and features within City National Business Suite® that make managing multiple accounts and activities more efficient. They are as follows:

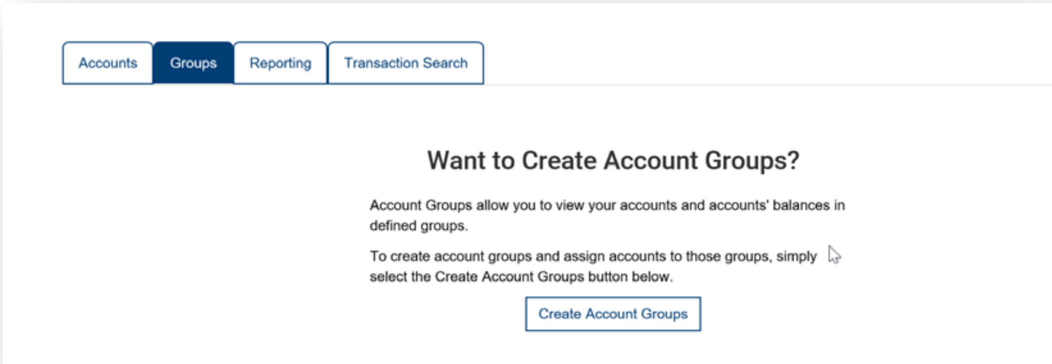
- **Account Groups** – Allows you to group your selection of deposit accounts or loan accounts to be viewed together for reporting purposes. (**Note:** Loan account groups are always separate from deposit account groups.)
- **Payment Template** – A **Payment Template** allows you to create a payment to an individual payee to whom you will be making repeat payments in the future. Typically, this template indicates the type of payment (e.g., Wires, ACH), the funding account, payee, etc. To create the payment, you only need to open the template and enter the dollar amount.
- **Template Group** – A **Template Group** allows you to group payment templates for payments that are often processed all at the same time. When making a payment to payees in a **Template Group**, you can use the **Quick Entry** function to open the templates all at once in a single screen and then add the payment amounts, rather than having to create each payment individually.

Account Group Setup

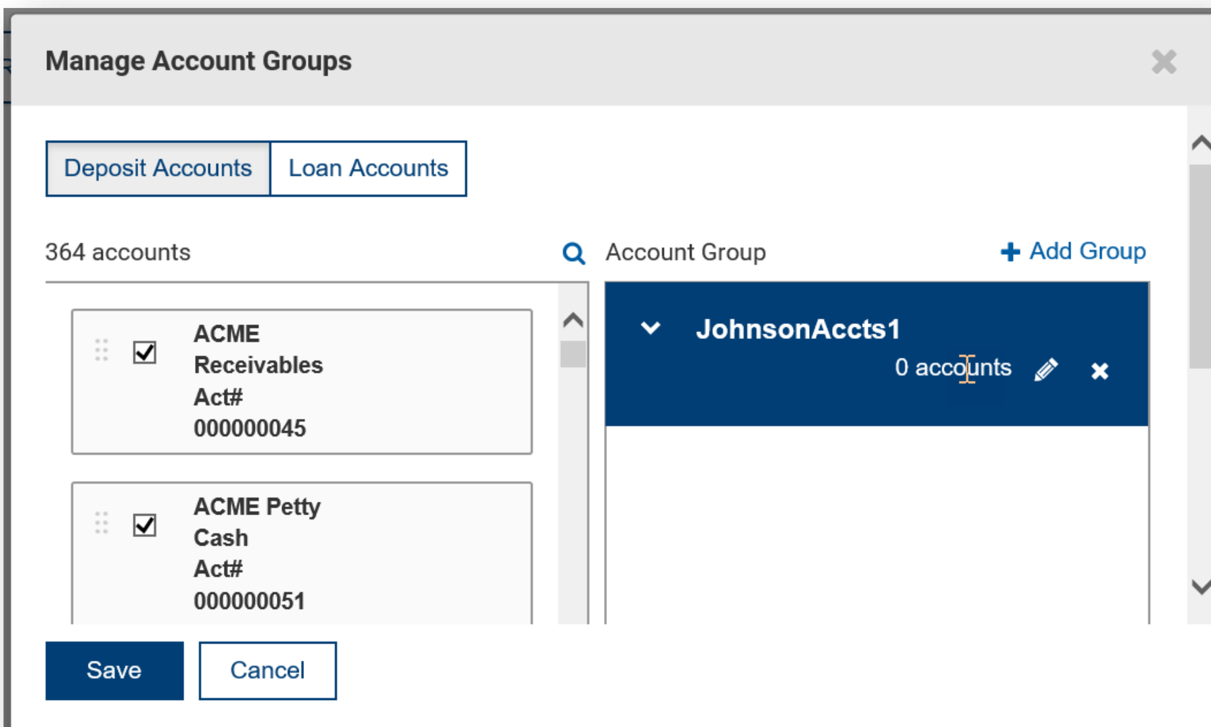
Before setting up an **Account Group**, you must have two or more accounts established in Business Suite.

To setup the **Account Group**, proceed as follows:

1. Click the **Accounts** drop down menu and click **Balances and Activity**. Click the **Groups** tab on the page.
2. When the page opens, click the **Create Account Groups** link at the bottom.



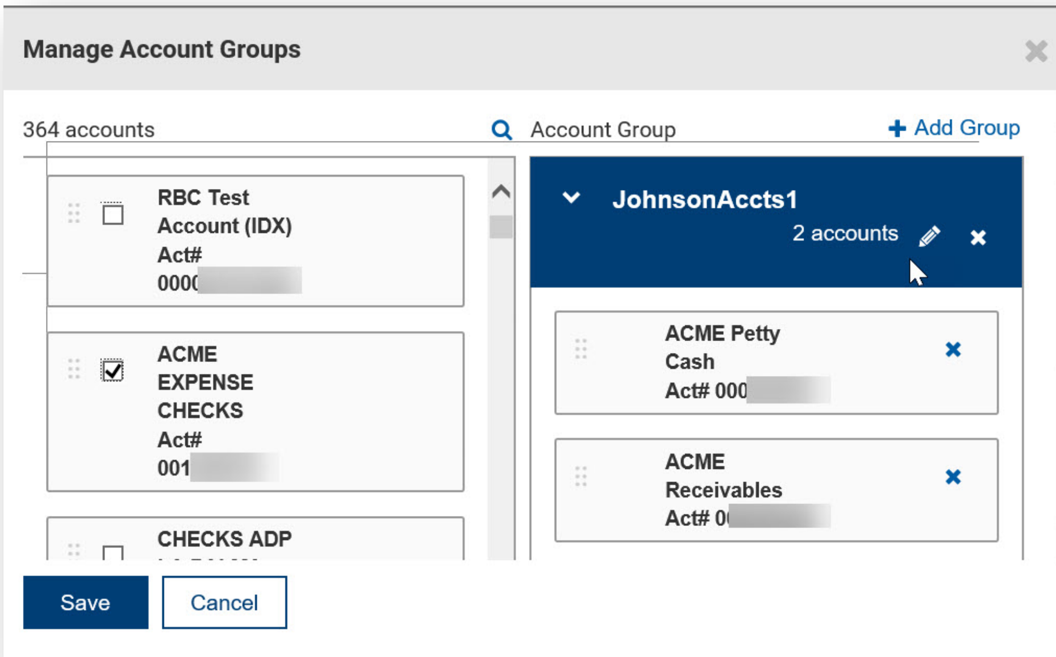
3. At the top of the **Groups** page, click the **Deposits** or **Loans** tabs to start your group.
4. Click the **+Add Group** link at the right and name your group.



5. From the list of your accounts at the left, click each of the accounts you wish to add within the group. Add accounts to the group as follows:

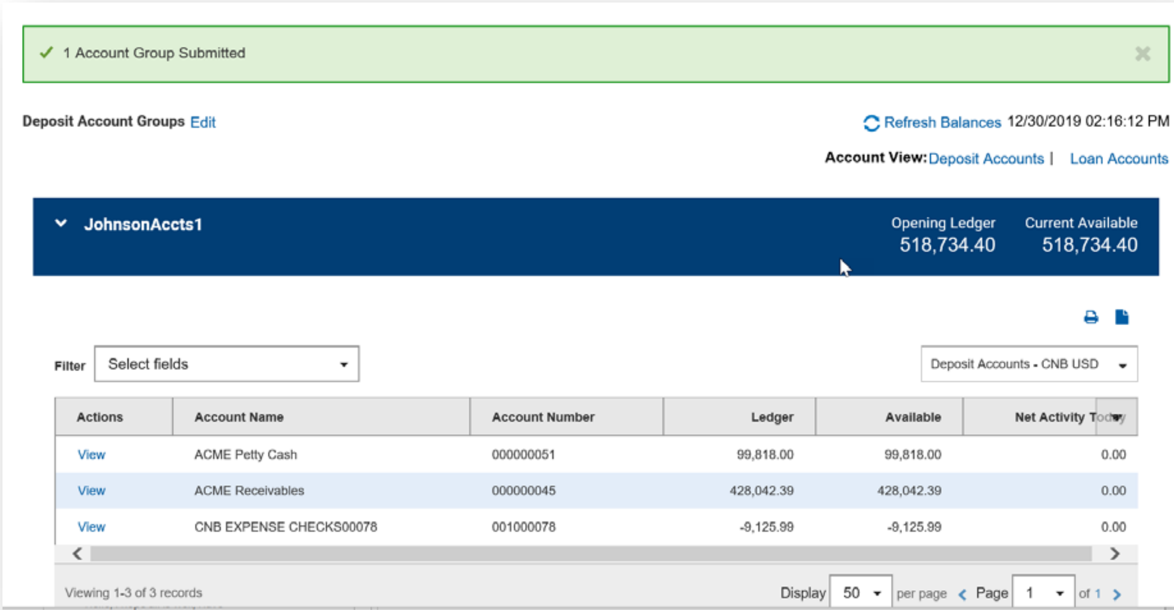
a. You can choose to drag them to the right side under the name of the group, or

b. Click the checkbox for your desired accounts and then click the **Move Select Accounts** button at the bottom of the screen.



6. Click **Save** when you have added all the desired accounts to the group.

7. You will see your group has been created on the **Deposit Account Groups** page.



In the future, when you click the **Groups** tab on the Dashboard, your groups will appear within blue accordion bars on the **Groups** page. Click the blue bar to contract or expand the view and show/hide the accounts within each group.

Note: To change the accounts within a group, click **Edit** at the top left of the page and follow the instructions above to add or delete accounts.

Payment Templates

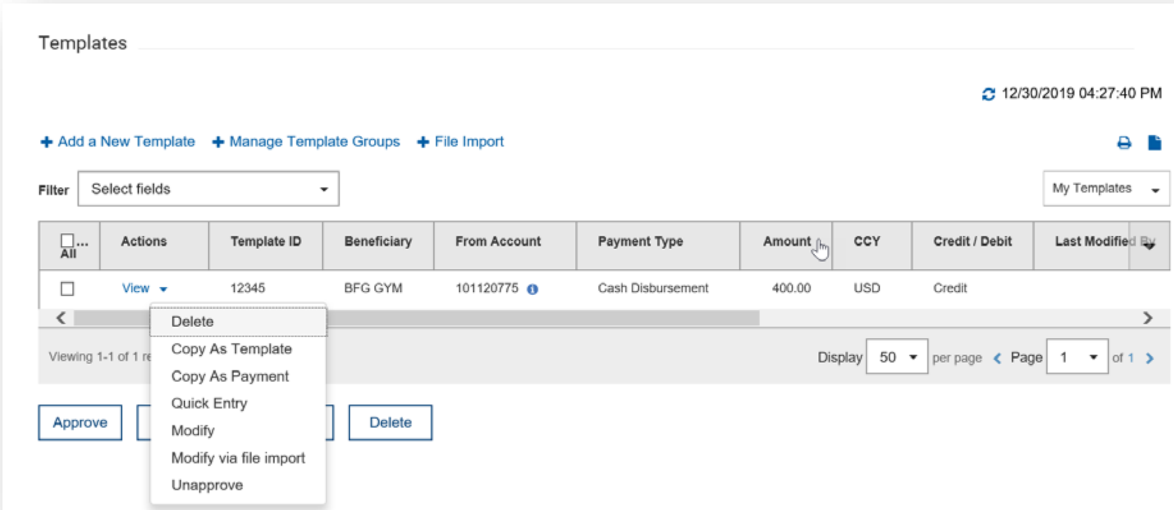
A **Payment Template** allows you to save time by reducing the time for making a repeat payment (one that you make repeatedly with much of the payment data consistent from one payment to the next).

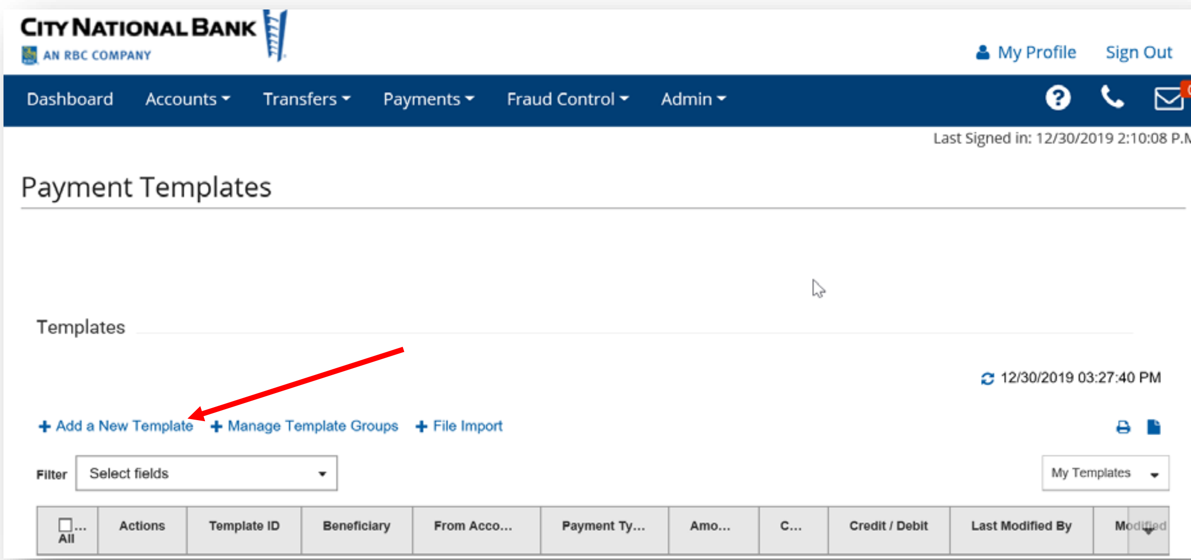
Note: **ACH Payment Templates** differ slightly from **Wire Payment Templates**. The steps are the same ,but obvious differences between the payment types apply. This procedure and screens shown below demonstrate the process for a **Domestic Wire Transfer** payment template.

Create a new template as follows:

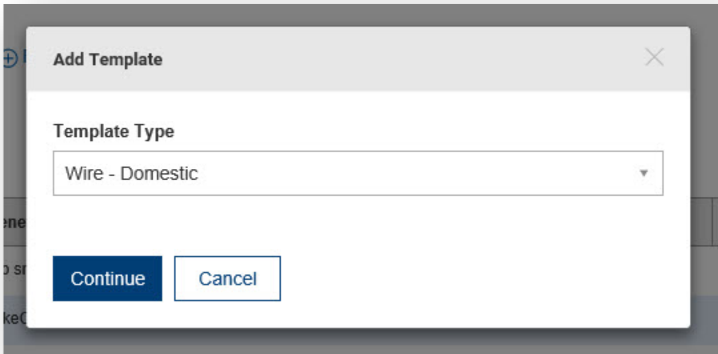
1. Click the **Payments** dropdown and select **Payment Templates** from the drop-down menu.
2. Click **Add a New Template**.

Note: As shown below, you may also copy a template that has already been set up, as well as edit an existing template.

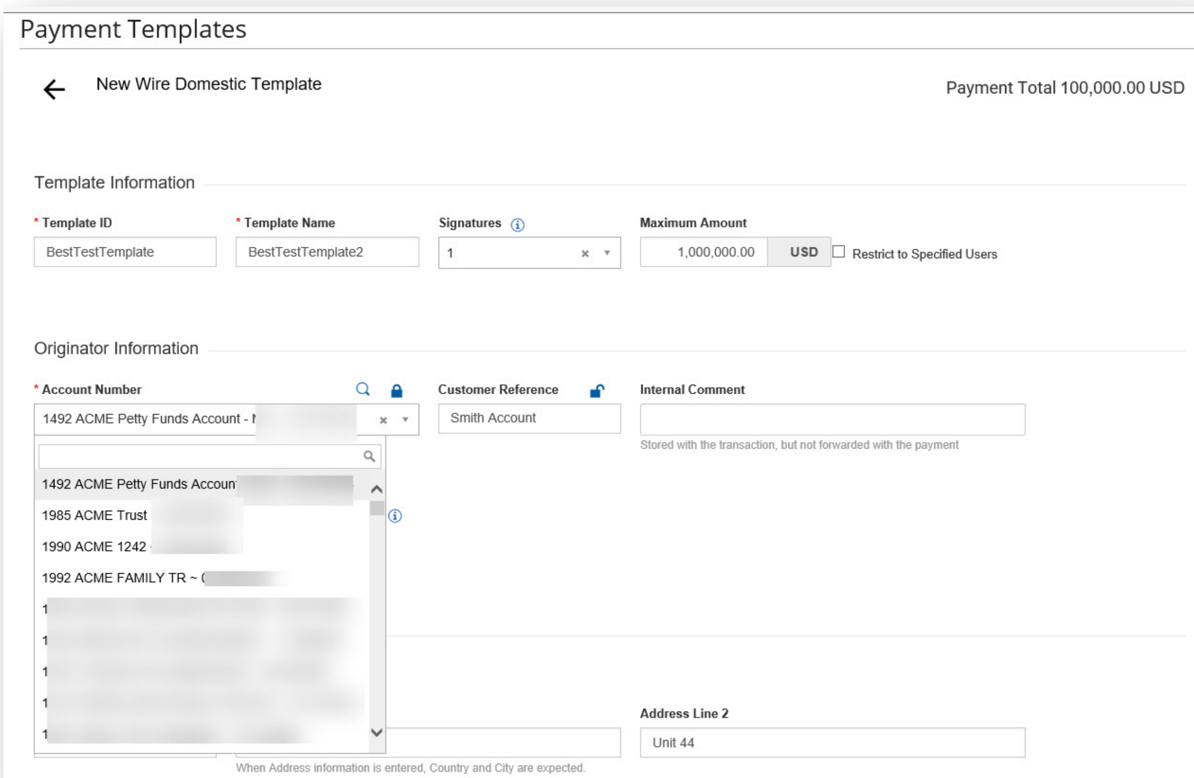




3. Click the drop down menu to choose the type of payment. If a **Template Subtype** is required (as it is for certain ACH template types), enter it. Click **Continue**.



4. Add a **Template ID** and **Template Name**. Both fields are free form and allow letters and numbers. **Template IDs** are typically a code you create for your own reference, while the **Template Name** is usually descriptive of your template.



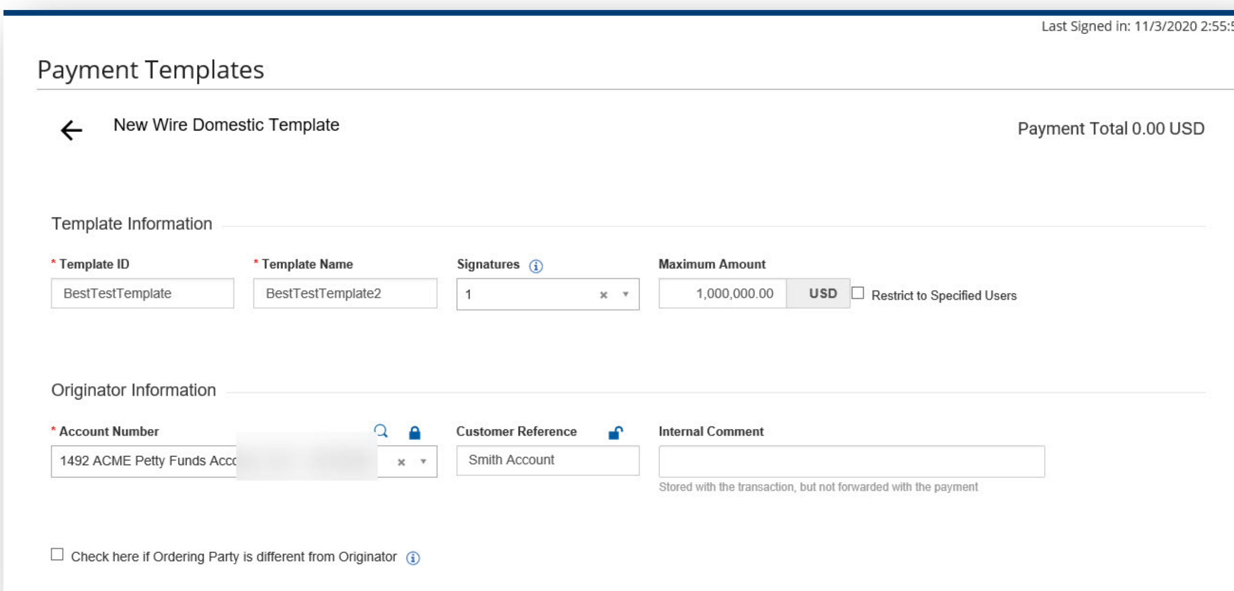
5. If you wish to restrict the template to certain users, click the box and select the

users from the drop down list.

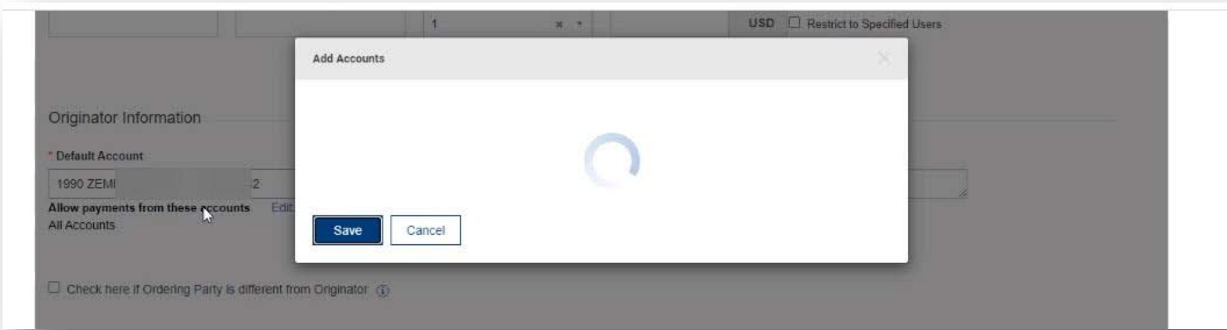
6. In specific fields of the **ACH** or **Wire Payment Template**, and in the beneficiary information section, you can lock the template to prevent users from using the template for non-approved accounts, dollar amounts, etc. Click the lock icons above the appropriate fields to prevent users from entering alternative data as shown below.

    a. For **Wire Payments**, selecting the originating account (funding account) allows for only one account to be used (the **Default Account**). For **ACH Payments**, the originating **ACH ID** can be locked to limit the selection of one ID, or multiple **ACH IDs**, depending upon your needs.

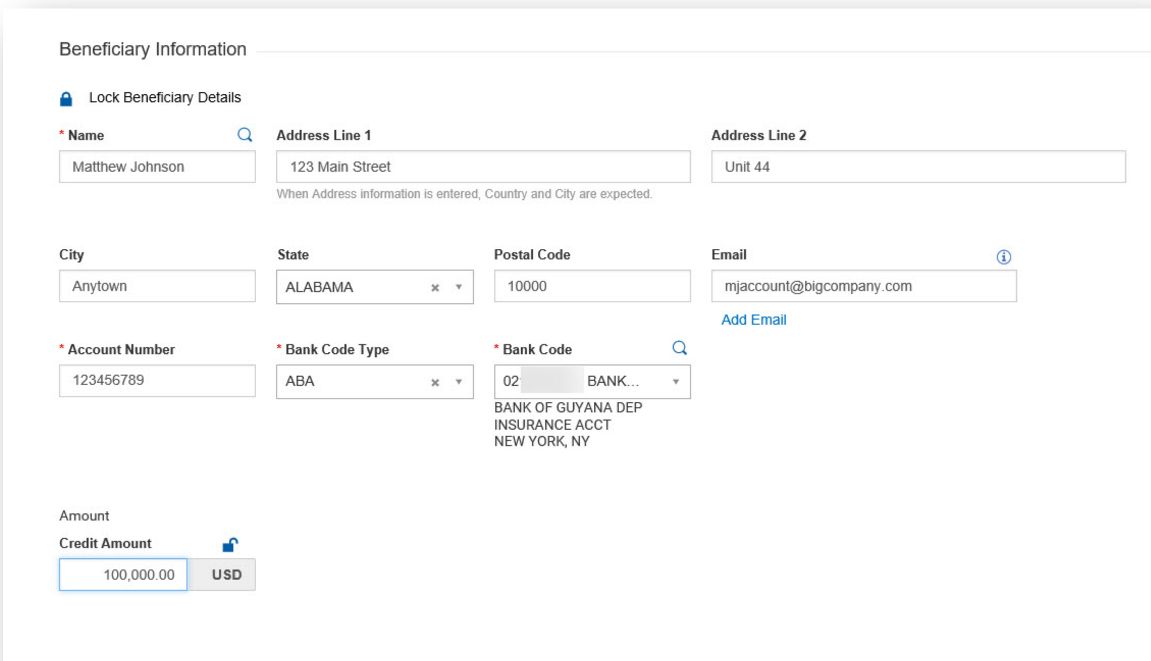
    b. When choosing the **ACH Originator IDs**, only those IDs setup for that **ACH Payment** type (i.e., **PPD**, **CCD**, **WEB**, etc.) will appear.



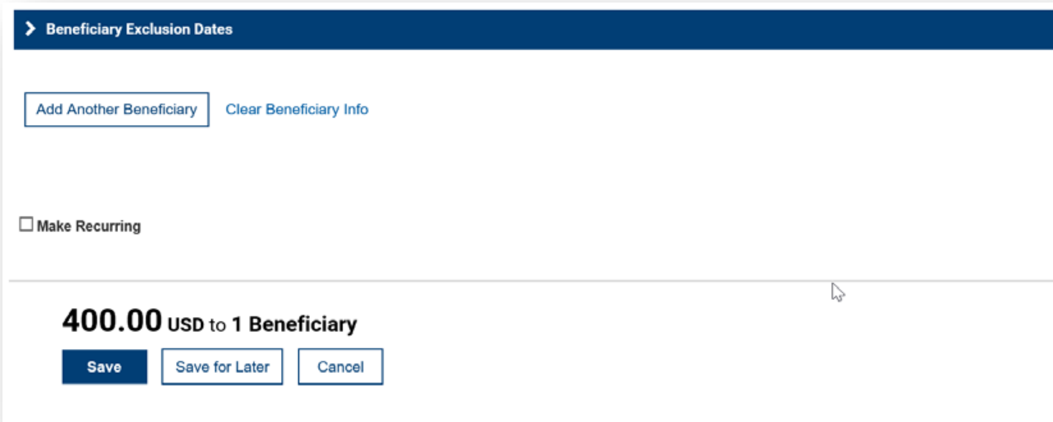
7. After selecting the accounts, click the lock logo, then click the **Save** button on the confirmation screen, as shown below.



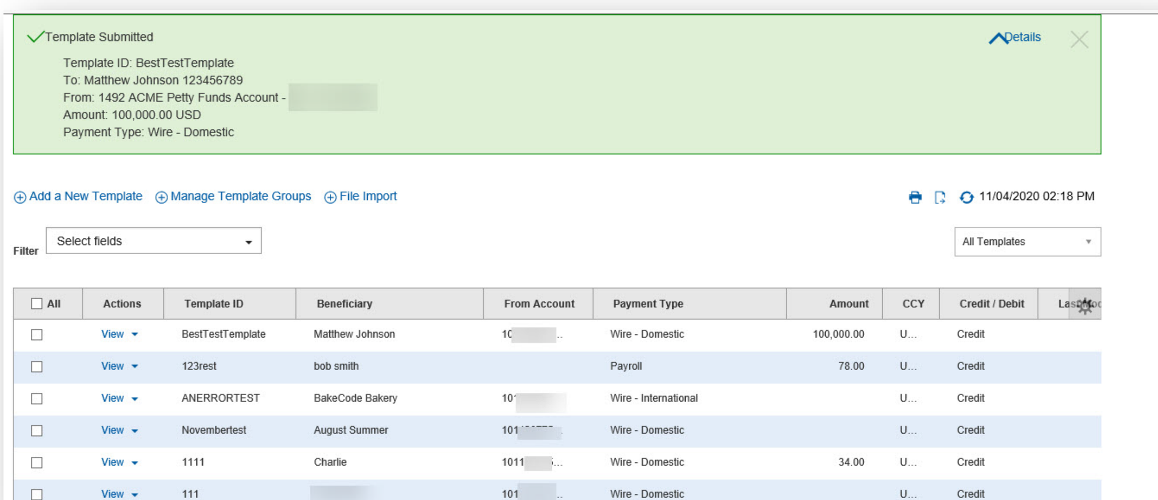
8. Complete the Beneficiary information for your template. If desired, click the lock icon to limit this template to only that beneficiary. If you wish to allow users to use the template for other beneficiaries, leave the lock open (unclicked).



9. For **ACH Payments**, you may click **Add Another Beneficiary** if this payment can be made to a set of multiple beneficiaries.



10. If desired, enter exclusion dates that prevent payments to the beneficiary outside of specified time periods.
11. If desired, click the **Make Recurring** box to set up the payment as recurring if this payment should be made at scheduled intervals. If you do so, a dialogue box will appear for you to specify when the payments should occur.
12. Click **Save** when completed. This submits the template for approval. Your approver must approve the template before making the first payment using the new template. The confirmation page shown below appears.

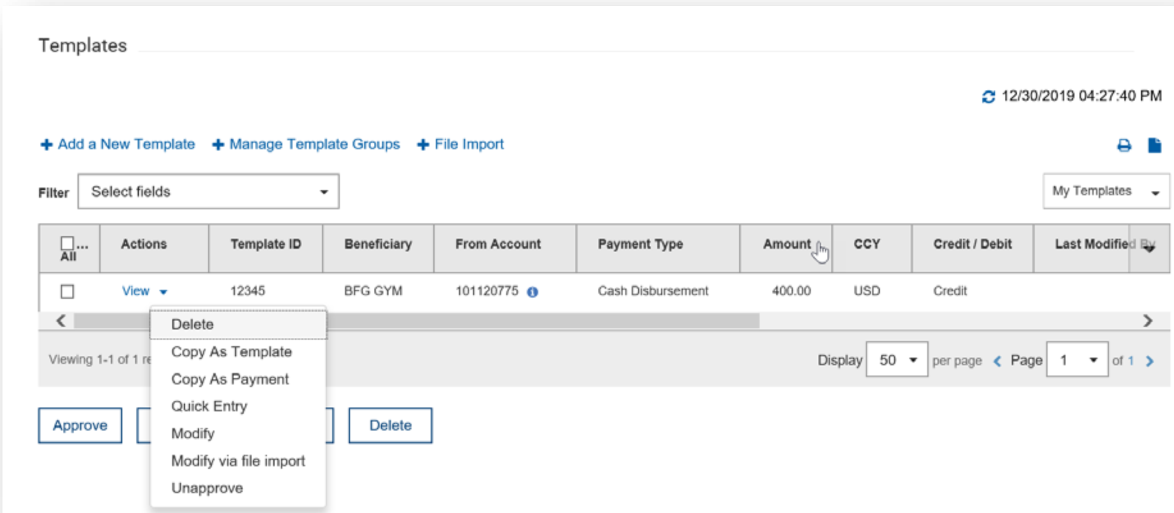


Using a Template to Make a Payment

There are two choices to make a payment using a template - selecting from the Payments list or selecting from the Template list:

From the Templates list:

1. Click the **Payments** drop down and select **Templates**.
2. Click the **Template ID dropdown arrow** and choose the template. The next available value date will automatically display the next available date for funds to be received. Below the field, the screen displays the cutoff time for the payment to be made that day.



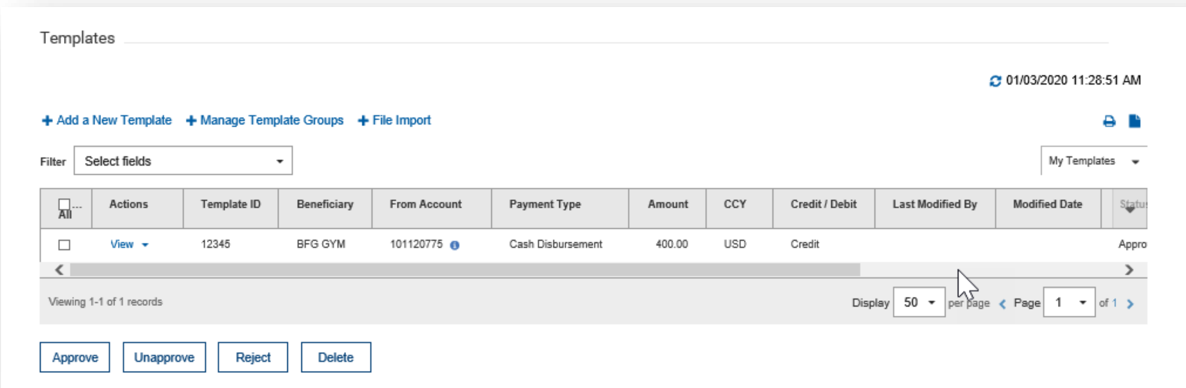
From the Payments List:

1. Click the drop down arrow next to the desired template and choose **Quick Entry**.
2. Click the **Quick Entry** button.
3. Enter the dollar amount and confirm or edit the value date. Click **Submit**.

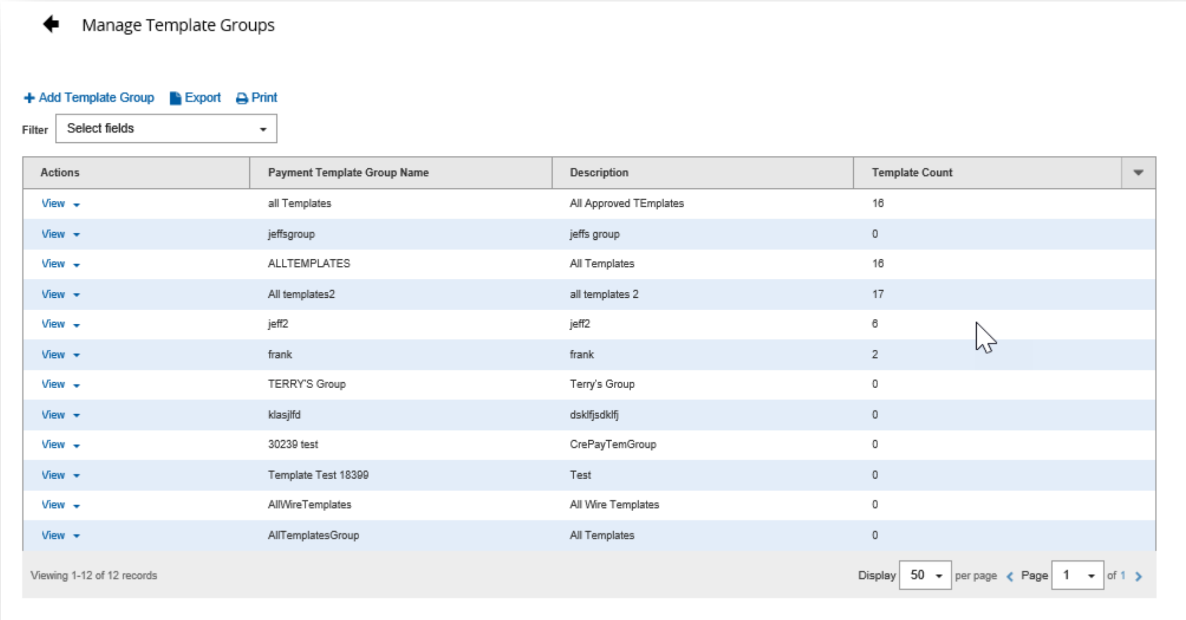
Creating Template Groups

Template Groups are multiple templates linked together for ease in making payments to multiple entities all at the same time. Create groups of templates for payments that normally need to be paid at the same time or are related in some other way.

1. Click the **Payments** tab and select **Templates** on the drop-down menu.
2. Click **Manage Templates**.
3. Click **Manage Template Groups**.



4. Click **Add Template Group**. The Add Template Group screen will appear.



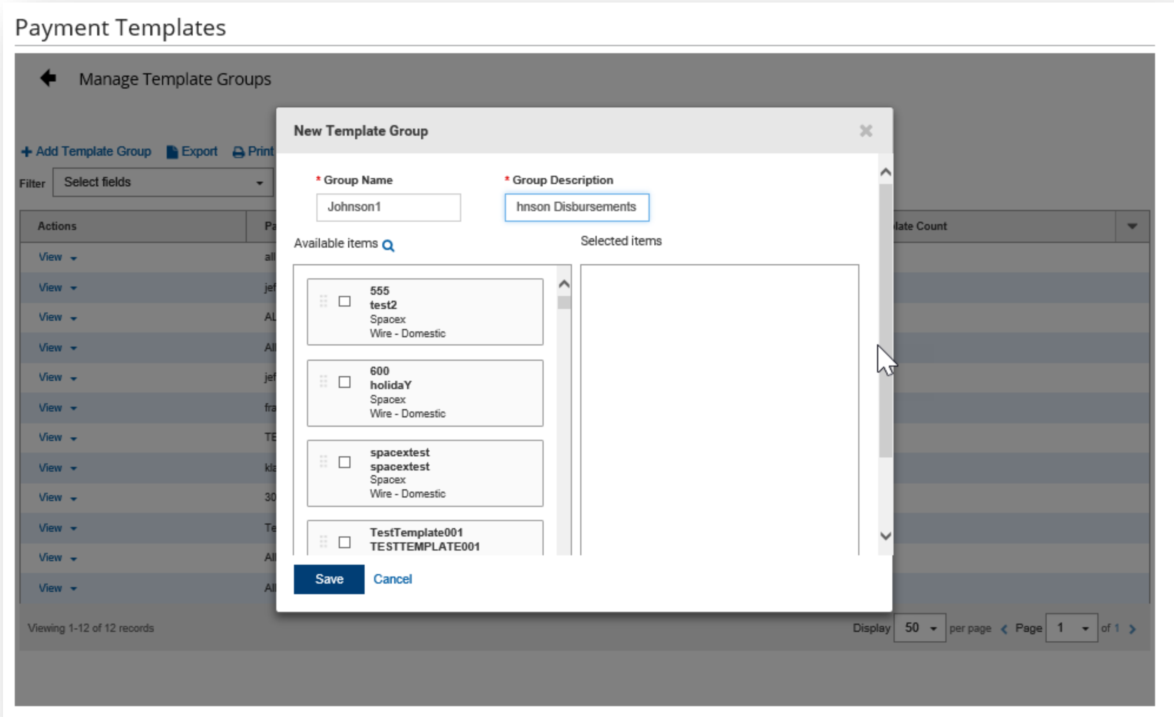
Manage Template Groups

+ Add Template Group   Export   Print

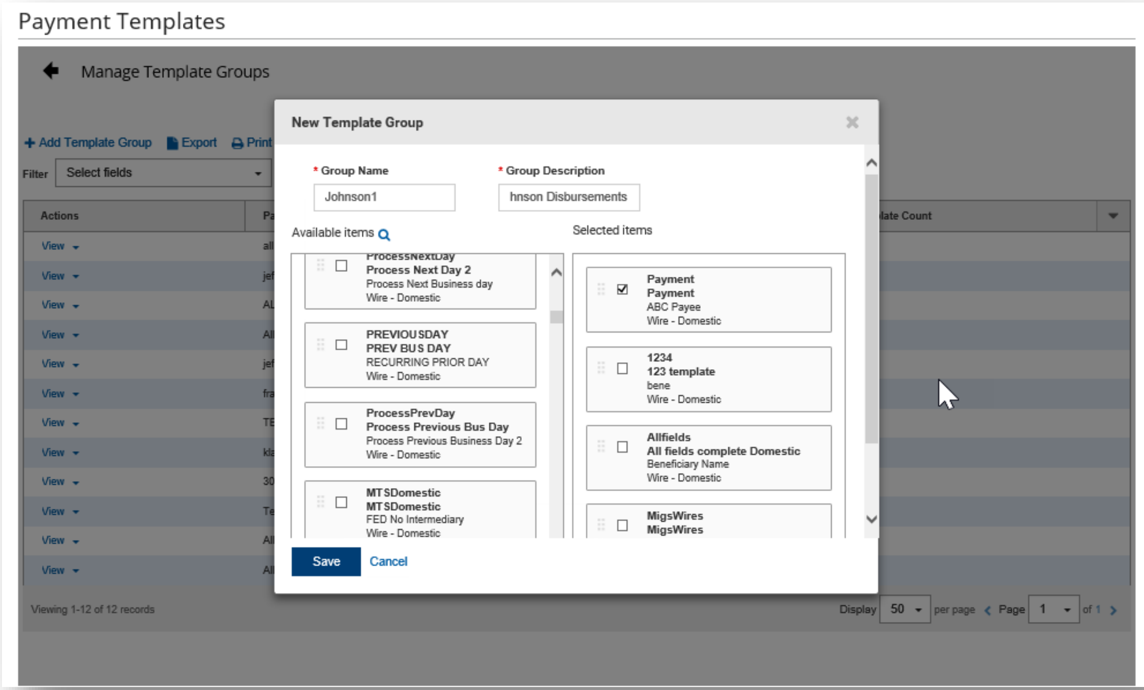
Filter: Select fields

Actions	Payment Template Group Name	Description	Template Count
View	all Templates	All Approved TEmplates	16
View	jeffsgroup	jeffs group	0
View	ALLTEMPLATES	All Templates	16
View	All templates2	all templates 2	17
View	jeff2	jeff2	6
View	frank	frank	2
View	TERRY'S Group	Terry's Group	0
View	klasjlfd	dsklfjsdklfj	0
View	30239 test	CrePayTemGroup	0
View	Template Test 18399	Test	0
View	AllWireTemplates	All Wire Templates	0
View	AllTemplatesGroup	All Templates	0

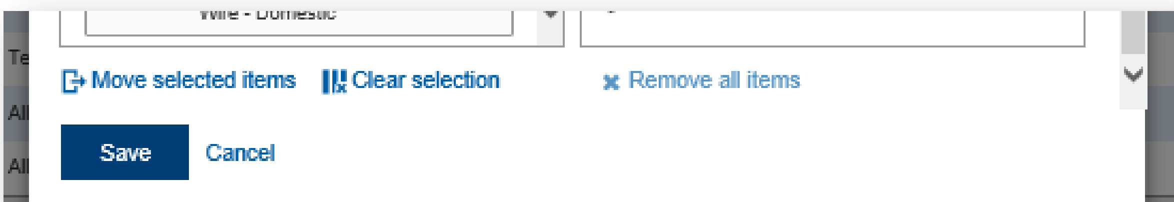
Viewing 1-12 of 12 records   Display 50 per page   Page 1 of 1



5. At the top, type the name of the group you are creating and add a Group Description to assist your users.
6. From the left side of the screen, drag and drop the templates you wish to group together. Alternatively, you can also click the checkboxes next to the template names. Then, click the **Move Selected Accounts** link at the bottom of the New Template Group window.



7. Click **Save** when all desired templates have been added to the group.



Making Payments Using a Template Group

To make payments using your Template Group:

1. Click the **Payments** tab and choose **Payments** from the drop down menu.
2. Click the **Quick Entry** link. The Quick Entry screen will appear.
3. Enter the name of your group in the field shown and the value date you wish to

apply to all the templates. If you desire multiple value dates between the templates, leave that field blank and enter the dates individually in the templates that make up the group.

4. Enter the dollar amounts of the payments in each of the templates, then click **Submit**. All the payments will be submitted and ready for approval and release.