

American National Bank & Trust

Making Payments Using Templates

amnat.com







Business Banking

PAYMENTS & TRANSFERS

Ð	Payments An advanced workflow to send or collect wire, ACH, and other one-time or recurring payments	Recipients Create & manage recipients of	f commercial payments	
BUS	INESS MANAGEMENT		To create on "Busin "Payment	a new Template, click ess Banking" and s"
	Reports Access PDF, CSV, and BAI reports on online banking activity	Users Manage permissions for trans accounts per user role	sactions, features, &	
ġ,	Policies Manage permissions for transactions, features & accounts at a company level			



Home	Transfers & Payments	Business Banking Services	Settings Messages Log Off												
New	New Payment														
PAYN	IENT TEMPLATES		Payment Templates allow you												
New	New Template Search templates Use it. to save the transaction and re- use it.														
5 Resul	ts Filters: All ACH Bat	ch ACH Collection Domestic Wire	e Payroll												
	Name 🔶	Туре 🛎	Recipients 🐣	Last Paid Date 🔶	Last Paid Amount 🔶	Actions									
\overleftrightarrow	Gryffindor Dues	ACH Collection (PPD)	3			:									
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Home	Transfers & Payments	Business Banking Services	Settings	2 Messages	Log Off								
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Wire Payments ☆

Domestic Wire



Home Transfers & Payments	Business Banking	Services	Settings	Messages 2	Log Off				
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Template Name Office Payroll		Τε 1	emplate Acco of 1 user role	ess Rights es selected					
Origination Details				_				Give your Templa	te a name,
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Account Business Checking 1111		\$1.00							
Recipients (1)			Filters:	All Pre-No	tes	۹. Find recipients in p	payment		:
+ Add multiple recipients									
Recipient/Account			Amount						
\$0.01 payments								Cancel	Save



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Home	Transfers & Payments	Business Banking	Services	Settings	Messages	Log Off							
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+ Add	multiple recipients												
Reci	pient/Account			Amount									
	This payment is valid. Michael Scott Checking	8956	4789999	\$			0.01					:	
\$0.01 1 payr	ients										Cancel	Save	



Home	Transfers & Payments	Business Banking	Services	Settings	Messages	Log Off						
Pay	ments Hub											
MAKE A PAYMENT New Payment										The template is now available for you to use.		
PAYN New	IENT TEMPLATES	arch templates							You ACH	can make T and Wire	Templates fo payments.	r all
6 Resu	Its Filters: All ACH Bat	ch ACH Collection	Domestic Wi	re Payroll								
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