

Gulf Capital Bank

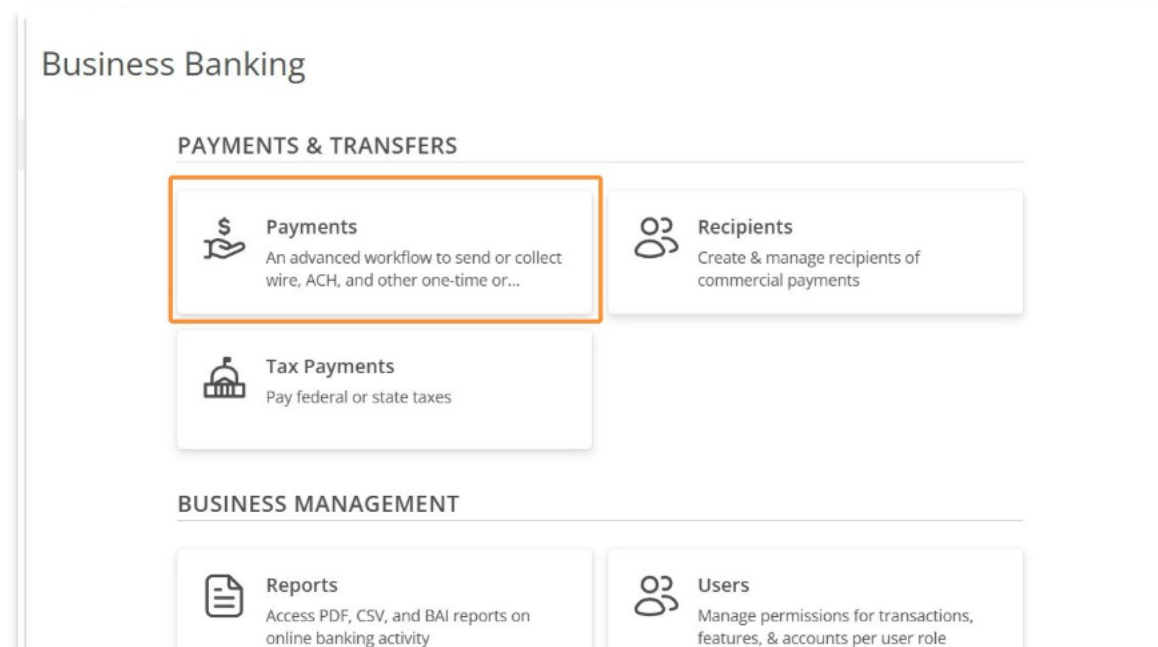
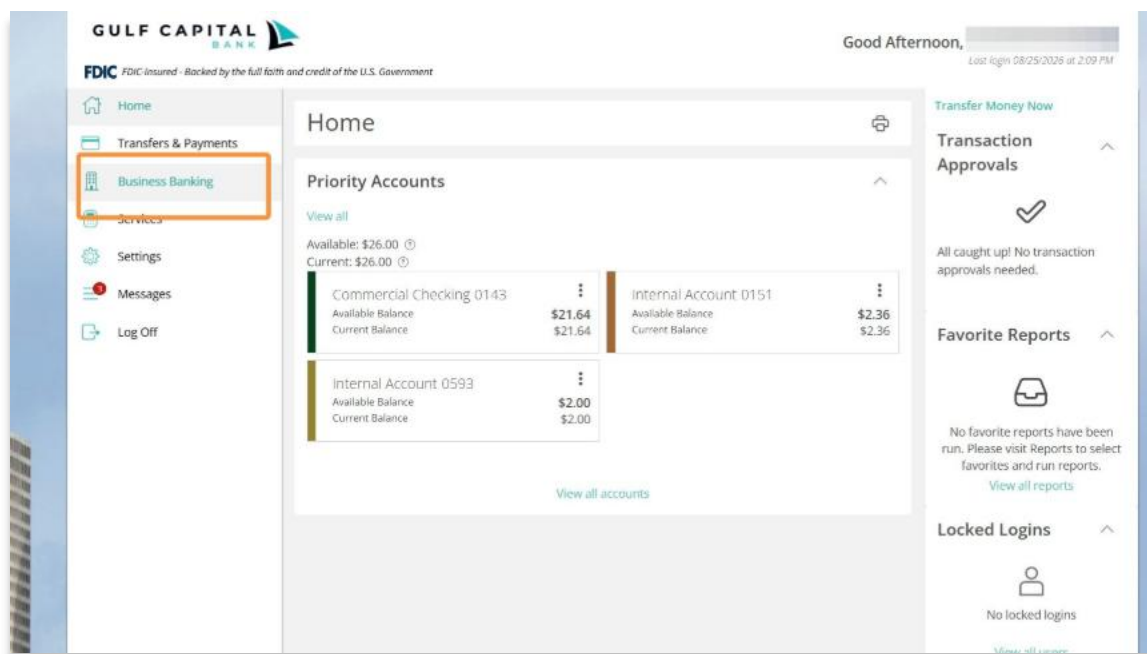
Payment Template Creation

Digital banking designed
for your success.

GULF CAPITAL
BANK 
Banking Built For Houston

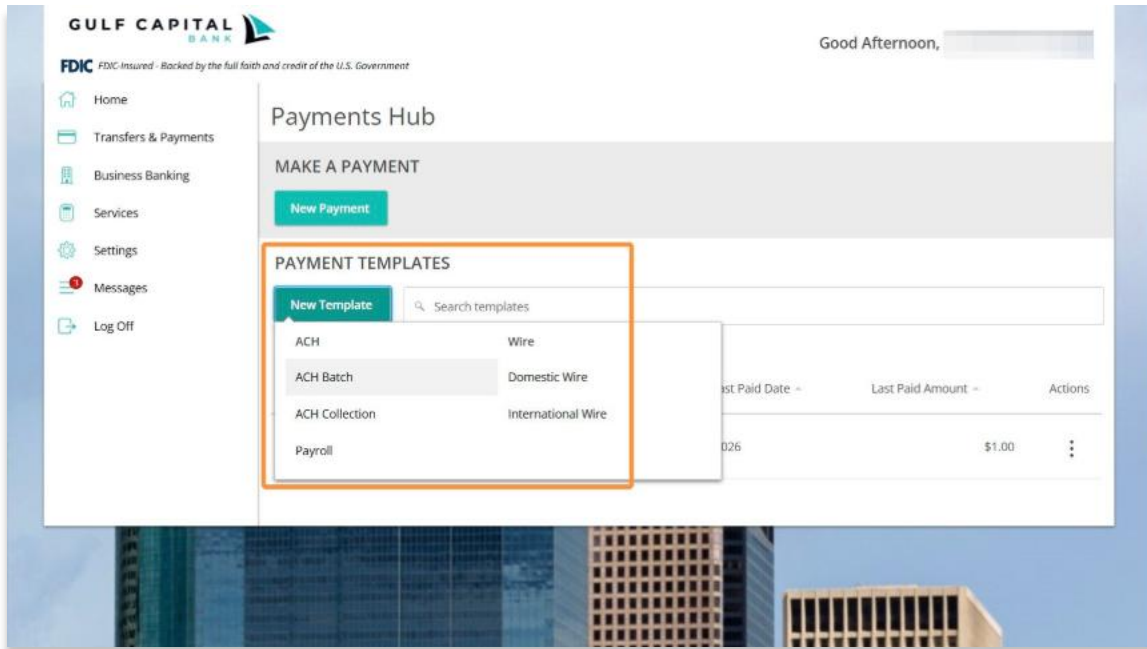
Learn how to efficiently set up a new ACH template for your business banking needs. This guide walks you through configuring recipient details, selecting user roles, and finalizing your payment settings to streamline future transactions.

1. Select the "Business Banking" menu and then select "Payments".

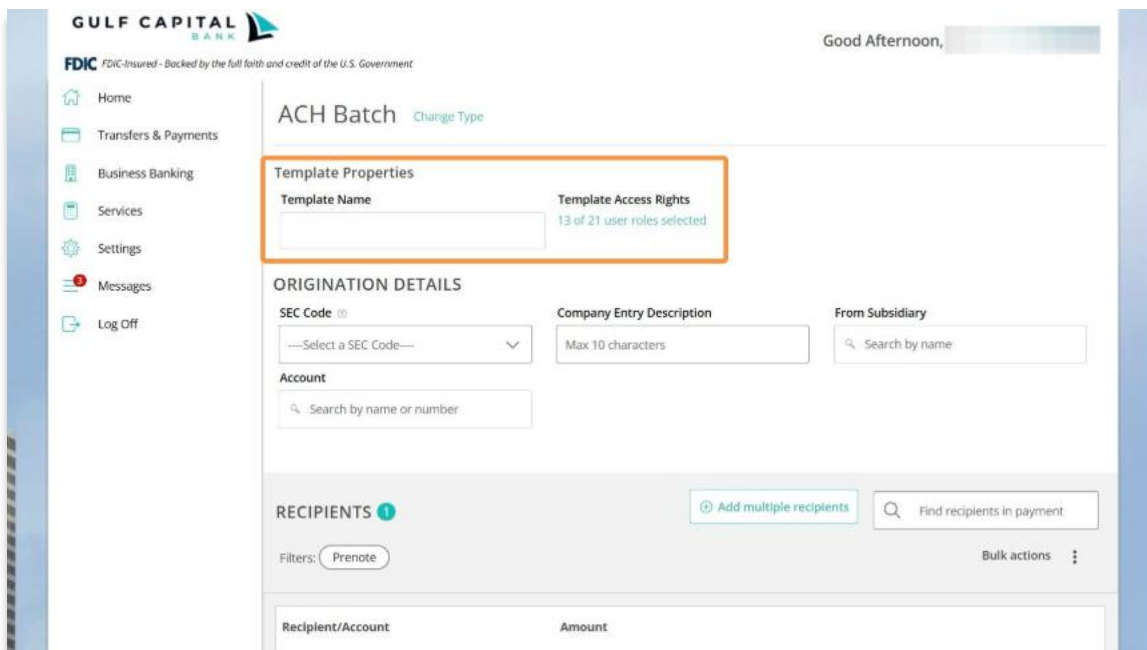


If you need additional assistance, please contact our Client Services Team at (713)999-8875.

2. Select "New Template" and then select your desired transaction type from the drop-down menu.



3. Enter the desired "Template Name". Click the link below "Template Access Rights" to designate the users who should have access to this template.



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SELECT USER ROLE(S)

Select All | Deselect All

☒ Shirley Fowler	☐ Cody Baker	☒ Lois Thomas
☒ Test -	☐ Jeremy Manning	☐ KScar QB
☒ Sonia Puga	☐ Michael Fiserv	☐ Michael Gutierrez
☐ KS Testing	☐ Mimi Parsons	☐ Test Instructions
☒ JAG	☒ Jag2	☒ Super Admin

< 1 of 2 >

Done

- Select the corresponding "SEC Code". Please note, if the ACH Payment type being used is Payroll, the batch will automatically be assigned a PPD class code. Enter the "Company Entry Description". Select the corresponding Subsidiary in the from or deposit to drop-down menu. Select the corresponding off-set account from the drop-down menu for this template.

GULF CAPITAL BANK

FDIC FDIC Insured - Backed by the full faith and credit of the U.S. Government

Good Afternoon, [User Name]

ACH Batch [Change Type](#)

Template Properties

Template Name: Template Access Rights: 13 of 21 user roles selected

ORIGINATION DETAILS

SEC Code:
 PPD - Prearranged Payment and Depo...
 CCD - Cash Concentration and Disburs...

Company Entry Description:

From Subsidiary:

RECIPIENTS [Add multiple recipients](#)

Filters: Bulk actions

Recipient/Account	Amount
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5. Select each recipient to be linked to the template. Enter the dollar amount for each recipient selected. If the dollar amount will be changing from file to file for a recipient, you may leave the dollar amount at zero if desired.

The screenshot shows the 'ORIGINATION DETAILS' and 'RECIPIENTS' sections. Under 'RECIPIENTS', there is a table with columns 'Recipient/Account' and 'Amount'. The first row is 'Fiserv Test' with an amount of '\$ 0.00'. Below this row, the '+ Add another recipient' link is highlighted with an orange box. The 'Vendor 3' row is also visible below the highlighted link.

6. To add more than one recipient, click the "Add another recipient" link and select the desired recipients.

The screenshot shows the 'ORIGINATION DETAILS' and 'RECIPIENTS' sections. Under 'RECIPIENTS', there is a table with columns 'Recipient/Account' and 'Amount'. The first row is 'Fiserv Test' with an amount of '\$ 1.00'. Below this row, the '+ Add another recipient' link is highlighted with an orange box. The 'Vendor 3' row is also visible below the highlighted link.

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- If the recipient has not yet been setup, select the "New Recipient" link within the drop-down menu.

The screenshot shows the 'RECIPIENTS' section of a payment template creation interface. At the top, there's a search bar with the text 'Find recipients in payment' and a button 'Add multiple recipients'. Below this, there's a table with columns 'Recipient/Account' and 'Amount'. The first row shows 'Fiserv Test Checking' with account number '1100000143' and an amount of '\$ 1.00'. Below this, there's a section for 'Addenda (optional)'. A dropdown menu is open, showing a search bar 'Search by name or account.' and a list of options: '+ New Recipient', 'Fiserv Test', 'Fiserv Test Checking' (with account number '1100000143'), 'Fiserv Test Checking' (with account number '3355993'), and 'Vendor 3' (with account number '123789'). The 'New Recipient' option is highlighted. At the bottom, there are 'Cancel' and 'Save' buttons.

- Review all information on the screen and click "Save" to complete the process.

The screenshot shows the 'RECIPIENTS' section of a payment template creation interface. The dropdown menu is now closed, and the form is showing details for 'Vendor 3 (789)' with account number '123789'. The amount is '\$ 1.00'. Below this, there's a section for 'Addenda (optional)'. A green checkmark indicates 'This payment is valid.' There's a checkbox for 'Notify Recipient' and a 'Show Details' link. At the bottom, there are 'Cancel' and 'Save' buttons. The total amount shown is '\$2.00'.

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