

In Business Mobile, businesses can make or collect Wire and ACH payments using an existing template. Access to the ACH/Wire menu option is based on permissions.

To send an ACH or wire:

- I. Select **ACH/Wire** in the menu.
- 2. Select **Make payments** for wires or ACH disbursements; select **Collect payments** for ACH collections.
- 3. Click in the **template name** field, and select from list or type to find matches.

← More	÷	
Zion Business Ban	king = ACH/Wire	:
S Accounts	Payments	≡ ACH/Wire :
	What do you want to do?	<u>≺ Go back</u>
⇄ Transfers	Make payments	Make payments
Approval	Collect payments	Who do you want to pay Enter a template name
🚇 Manage User Access	View scheduled payments	
🔀 Alerts	View processed payments	
📃 Check Deposit	View declined payments	
📩 ACH/Wire		
🛃 Sign Off		'hy wouldn't a template show?
Businesses can a scheduled, proc declined paymer (same activity as Business Bankin	also view essed, and hts here s in	If the business hasn't set up templates. If the user doesn't have the "Create Payments using Templates" permission for the account linked to the template. Templates that are pending approval.



To send an ACH or wire (cont.)

- 4. If desired, edit the **amounts**, **addenda**, and **Deliver On** date.
- 5. Click **Continue** to review and **Pay**.
 - If dual approval is required, approvers get an email notice and may approve the payment in the app or in Business Banking web.

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Make payments	8
ACH Template	
Funding Account	Checking *2114 Current: \$19.53 Available: \$0.00
Template type	Commercial (CCD)
Sally Smith Checking *3456 Addenda record	\$10.00
Tom Smith Checking *3456 Addenda record	\$10.00
Deliver On	01/29/2020 🖍
Repeats	Never
Daving 9 austomato	Ċ
My Accounts Transfers	Approvals User Access More