

# Subsidiary Management

*Subsidiaries are entities for which a business processes payments. They can be wholly owned by a parent organization, or have a business relationship with the payment processor (payroll or property management companies, e.g.) The Online Banking system enables the user to incorporate subsidiary information into ACH and/or Wire Transfer files.*

## Add Subsidiary – ACH Payment Type

1. Select the 'Subsidiaries' option under the 'Commercial' menu.
2. Click on the 'Add Subsidiary' button on the right side of the screen.

The screenshot shows the 'Subsidiary Management' interface. On the left is a dark blue sidebar with a 'Commercial Functions' menu. A red arrow points to the 'Subsidiaries' option in this menu. The main content area has a title 'Subsidiary Management', a search bar, and an 'Add Subsidiary' button. Below these is a table with columns for Name, Wire/ACH, and Tax ID.

Name	Wire/ACH	Tax ID	
Atlanta Braves	Wire & ACH	1237889790	

3. Indicate the 'Name' of the subsidiary. This will be the value appearing in the drop-down menu when initiating an ACH transaction.
4. Select the 'ACH' Payment Type. (The screen will then only show ACH related fields).
5. Indicate the ACH Header (Name of the company to be included in the ACH file).

6. Indicate the Company ID (Tax ID Number to be included in the ACH file).
7. Click the 'Create Subsidiary' button.

**Add Test Subsidiary**

Name \*

Payment Types  
 ACH  ACH & Wire  Wire

ACH Header \*

Ach Tax ID \*

\* - Indicates required field

## Add Subsidiary – Wire Payment Type

1. Select the 'Subsidiaries' option under the 'Commercial' menu.
2. Click on the 'Add Subsidiary' button on the right side of the screen.

**Subsidiary Management**

Search

Name	Wire/ACH	Tax ID	
Atlanta Braves	Wire & ACH	1237889790	

3. Indicate the 'Name' of the subsidiary. This will be the value appearing in the drop-down menu when initiating a Wire Transfer.

4. Select the 'Wire' Payment Type. (The screen will then only show Wire related fields).
5. Indicate the Wire Header (Name of the company to be included in the Wire file).
6. Complete the required subsidiary address fields indicated with an asterisk (\*).
7. Click the 'Create Subsidiary' button.

**Accounts Summary**  
Transfer/Deposit  
Transactions  
Statements/Notices  
Pay Bills  
Commercial Functions  
Users  
User Roles  
Company Policy  
Wire Activity  
Payments  
Recipients  
Subsidiaries  
ACH Pass-Thru

### Add Test Subsidiary

**Name \***  
Test Subsidiary

**Country**  
United States

**Payment Types**  
ACH ACH & Wire **Wire**

**Wire Header \***  
Test Subsidiary

**Address 1 \***  
123 Test Street

**Address 2**

**City \***  
Blairsville

**State \***  
Georgia

**Postal Code \***  
30303

\* - Indicates required field

Cancel Create Subsidiary

## Add Subsidiary – ACH & Wire Payment Type

1. Select the 'Subsidiaries' option under the 'Commercial' menu.
2. Click on the 'Add Subsidiary' button on the right side of the screen.

The screenshot displays the 'Subsidiary Management' interface. On the left, a dark blue sidebar contains a menu with the following items: Accounts Summary, Transfer/Deposit, Transactions, Statements/Notices, Pay Bills, Commercial Functions (expanded), Users, User Roles, Company Policy, Wire Activity, Payments, Recipients, Subsidiaries (highlighted), ACH Pass-Thru, Tax Payment, Merchant RDC, Lockbox, and Positive Pay. A red arrow points to the 'Subsidiaries' option. The main content area is titled 'Subsidiary Management' and features a search bar, a grid icon, and an 'Add Subsidiary' button. Below these is a table with the following data:

Name	Wire/ACH	Tax ID	
Atlanta Braves	Wire & ACH	1237889790	

3. Indicate the 'Name' of the subsidiary. This will be the value appearing in the drop-down menu when initiating a Wire Transfer and an ACH transaction.
4. Select the 'ACH & Wire' Payment Type. (The screen will show ACH & Wire related fields).
5. Indicate the ACH Header (Name of the company to be included in the ACH file).
6. Indicate the Company ID (Tax ID Number to be included in the ACH file).
7. Indicate the Wire Header (Name of the company to be included in the Wire file).
8. Complete the required address fields for wire transfers indicated with an asterisk (\*).
9. Click the 'Create Subsidiary' button.

- Accounts Summary
- Transfer/Deposit
- Transactions
- Statements/Notices
- Pay Bills
- Commercial Functions
- Users
- User Roles
- Company Policy
- Wire Activity
- Payments
- Recipients
- Subsidiaries
- ACH Pass-Thru

### Add Test Subsidiary

Name *	Country
<input type="text" value="Test Subsidiary"/>	<input type="text" value="United States"/>
Payment Types	Address 1 *
<input type="button" value="ACH"/> <input checked="" type="button" value="ACH &amp; Wire"/> <input type="button" value="Wire"/>	<input type="text" value="123 Test Street"/>
ACH Header *	Address 2
<input type="text" value="Test Subsidiary"/>	<input type="text"/>
Ach Tax ID *	City *
<input type="text" value="123465789"/>	<input type="text" value="Blairsville"/>
Wire Header *	State *
<input type="text" value="Test Subsidiary"/>	<input type="text" value="Georgia"/>
	Postal Code *
	<input type="text" value="30303"/>

\* - Indicates required field