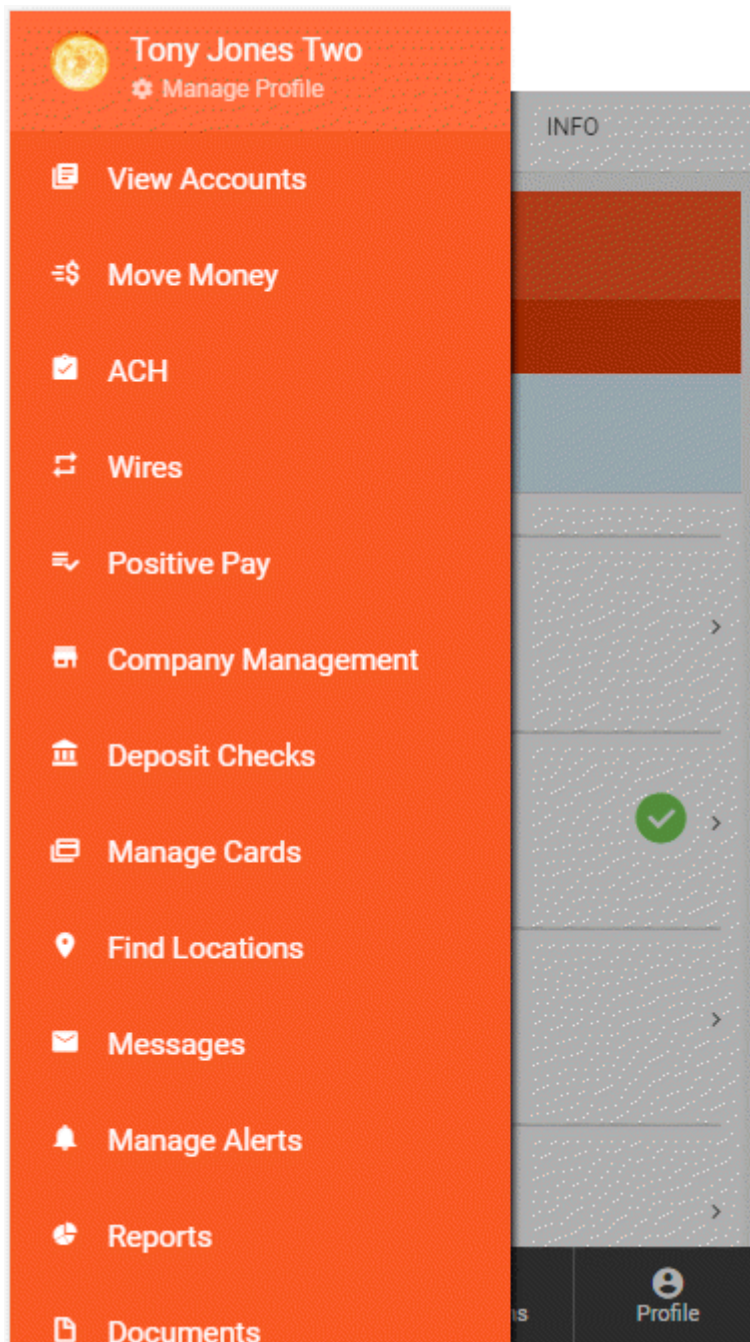
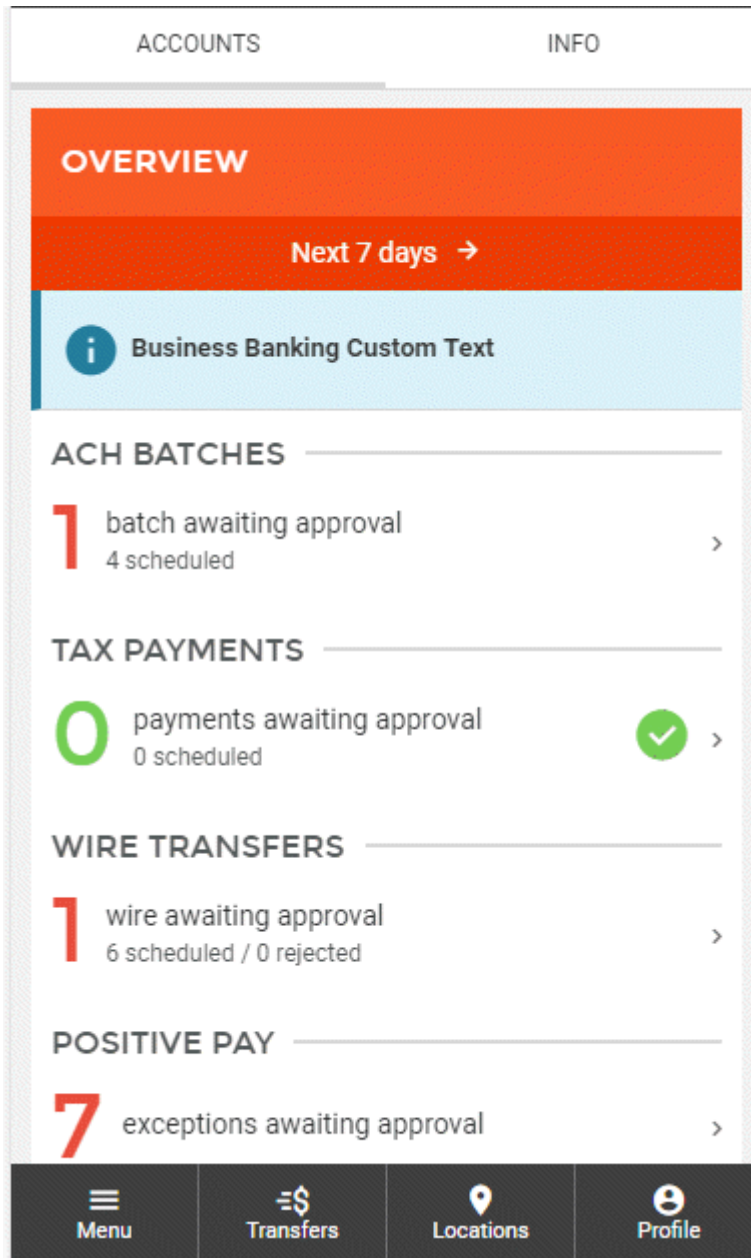


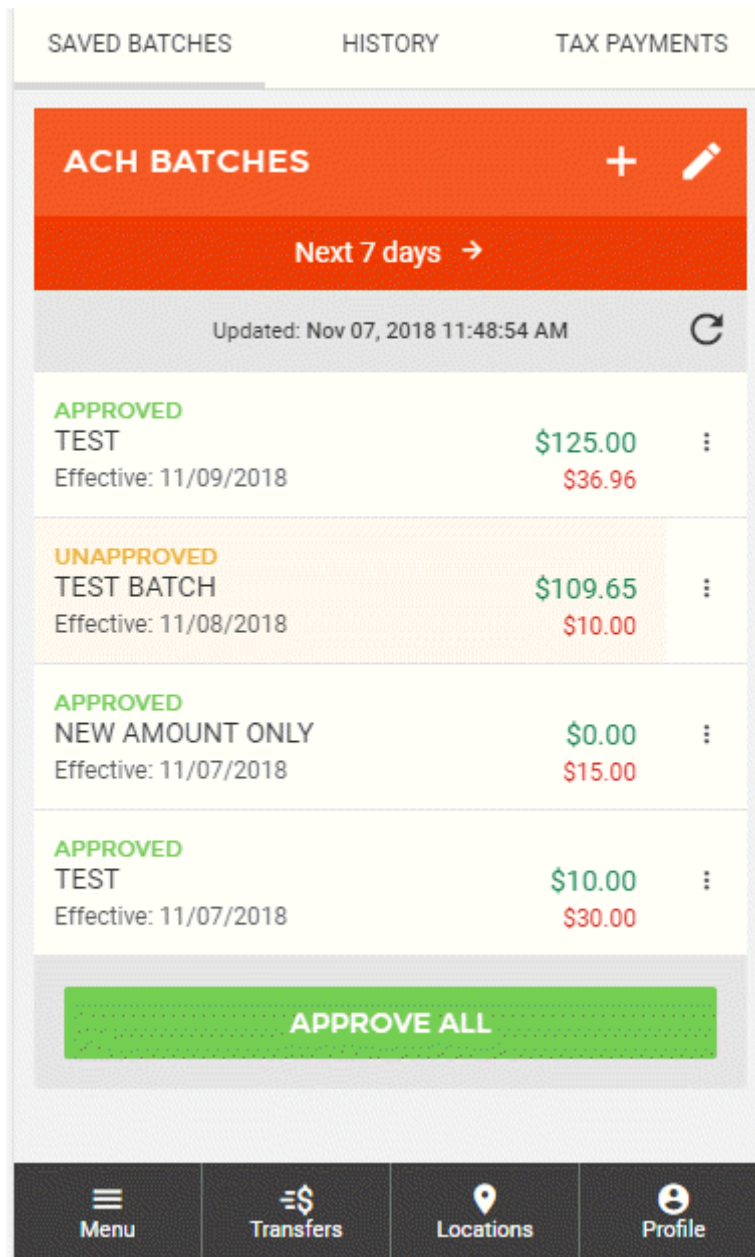
# Managing ACH Templates

To begin creating a new ACH batch template or to edit a pre-existing template, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.






This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "Manage ACH Templates" will take you to a screen where you can select to create a new ACH template, or to edit an existing template. Choosing the "Create New Template" option will take you through the ACH template creation wizard.




**NEW ACH BATCH** ✕

What would you like to do?


---




**NEW ACH BATCH**  
Create a new ACH batch



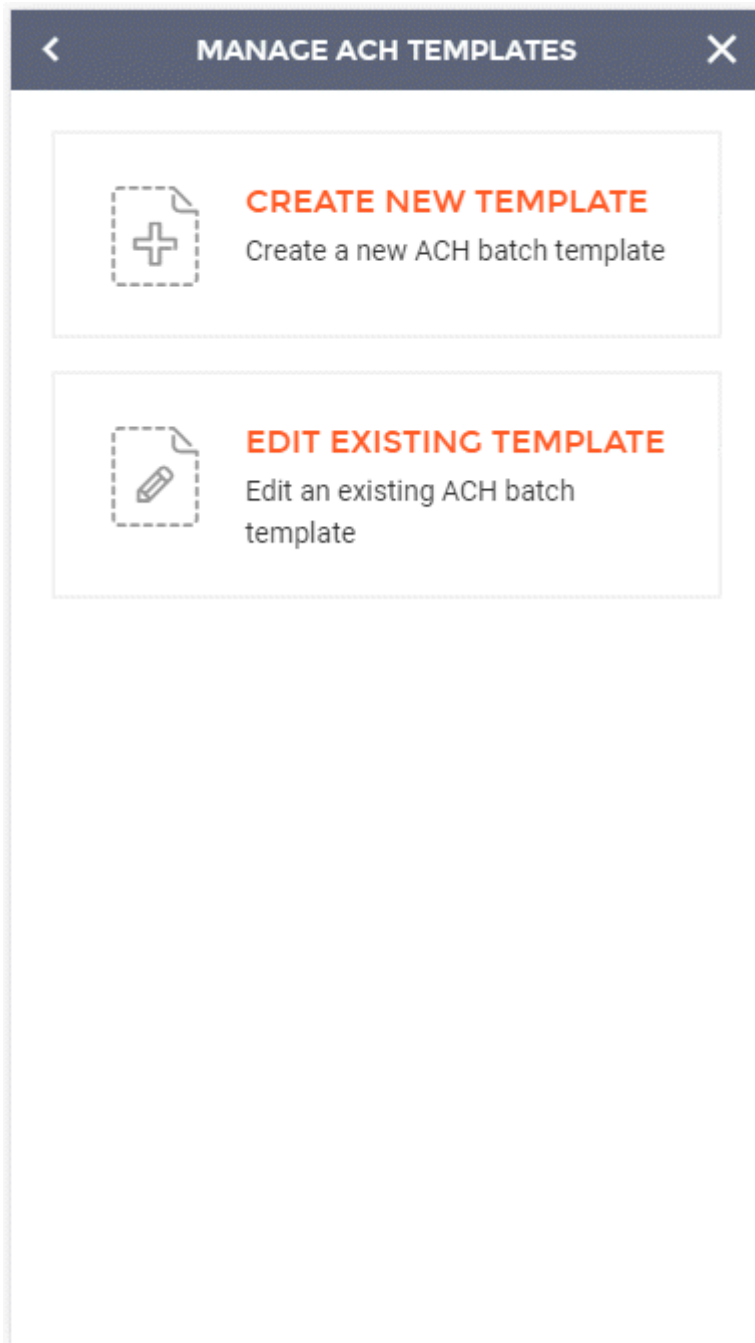
**NEW BATCH FROM TEMPLATE**  
Create a new ACH batch from an existing template



**UPLOAD A FILE**  
Upload a delimited or NACHA formatted ACH file




**MANAGE ACH TEMPLATES**  
Create and edit ACH batch templates



ACH

The first step in the process is naming your template. Once a name has been determined, clicking "Next" at the bottom of the screen will take you to

< NEW ACH TEMPLATE X



Templates are used to quickly create new ACH batches by automatically filling out most of the fields required to complete the process.

Let's start with giving the template a name:

NEW TEMPLATE NAME

Use a template name that will be easily recognizable for you and others such as "Weekly Payroll".

NEXT →

The second step in creating a new ACH batch template is entering the necessary header information, including:

- 1 Batch Name
- 2 Company

- 3** Offsetting Account
- 4** Entry Description
- 5** Discretionary Data
- 6** Entry Class

ACH

Once all required fields have been filled out and reviewed, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

The screenshot displays a mobile application interface for creating a new ACH batch template. The title bar at the top is dark blue with a back arrow on the left, the text "NEW BATCH TEMPLATE" in the center, and a close 'X' icon on the right. Below the title bar are five main sections, each in a light gray box with a thin border:

- COMPANY**: A text input field with the word "required" and a right-pointing arrow icon in the top right corner.
- OFFSETTING ACCOUNT**: A text input field with the word "required" and a right-pointing arrow icon in the top right corner.
- ENTRY DESCRIPTION**: A text input field. Below it is a descriptive paragraph: "The entry description is used by the originator to provide a description of the transaction for the receiver (For example 'Payroll' or 'Dividend')".
- DISCRETIONARY DATA**: A text input field. Below it is a descriptive paragraph: "Discretionary data includes reference information for use by the originator".
- ENTRY CLASS**: A text input field with a right-pointing arrow icon in the top right corner. Below it is a descriptive paragraph: "The entry class defines the type of ACH entries contained in the batch".

At the bottom of the screen is a wide, dark gray button with the text "ADD RECIPIENTS" and a right-pointing arrow icon.

The next step in creating a new ACH batch template is adding recipients (also known as detail records) to the batch. Any detail records added here will be saved in your template in the state you leave them (thus adding detail records without entering amounts will ensure that all future uses of the template will not have amounts automatically filled out). You can add additional detail records to the batch via two



different methods. The first includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second includes the "+ Add Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

**ADD RECIPIENTS**

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)      + Add Participant(s)

YOU HAVE NOT ADDED ANY RECIPIENTS

Credits (0) <b>\$0.00</b>	Debits (0) <b>\$0.00</b>
------------------------------	-----------------------------

**REVIEW TEMPLATE** →

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

ACH

- 1** Full Name
- 2** Identification Number
- 3** Amount
- 4** Transaction Type – Credit or Debit
- 5** Prenote (if a prenote is needed)
- 6** Routing Number
- 7** Account Number
- 8** Account Type
- 9** Payment Related Information (Addenda Information)

**10** Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

**CREATE NEW DETAIL RECORD**

**FULL NAME** required

**IDENTIFICATION NUMBER**

This is an identifying number by which the receiver is known to the originator

**AMOUNT**  
\$0

Transaction Type:  **Credit**  Debit

**Prenote**

Selecting this option will issue a test transaction to the receiving financial institution to ensure validity of the account information for this detail record.

**ROUTING NUMBER** required

**ACCOUNT NUMBER** required

**SAVE**

**< CREATE NEW DETAIL RECORD >**

receiving financial institution to ensure validity of the account information for this detail record.

---

**ROUTING NUMBER** required

**ACCOUNT NUMBER** required

**ACCOUNT TYPE** required →

**PAYMENT RELATED INFORMATION**

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

**NOTIFY VIA EMAIL**

Enter an email address, for recipient to be notified of ACH batch processing.

**SAVE & ADD ANOTHER**

**SAVE**


Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to review the ACH batch template, you can click "Review Template" at the bottom of the screen, taking you to the review screen.

<
**ADD RECIPIENTS**
⋮

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)



**FRED JONES**  
ID: 56415655

DETAIL RECORD

\$256.36

111300958  
45652212

⋮

Credits (1)

\$256.36

Debits (0)

\$0.00

REVIEW TEMPLATE →

ACH

Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.



If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1** Full Name
- 2** Identification Number
- 3** Email Address
- 4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing)  
When this field is enabled, an email address is required.

ACH

**5 Universal Participant (Allows the participant to be used by all companies)**

ADD NEW PARTICIPANT

FULL NAME required

IDENTIFICATION NUMBER

EMAIL ADDRESS

Notify via Email   
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant   
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

+ Add Accounts

SAVE PARTICIPANT

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:



- 1 Account Name
- 2 Account Type (Checking, Savings, GL, or Loan)
- 3 Account Number
- 4 Routing Number

ADD PARTICIPANT ACCOUNT

ACCOUNT NAME required

ACCOUNT TYPE required →

ACCOUNT NUMBER required

ROUTING NUMBER required

SAVE ACCOUNT

ACH


Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.


**ADD NEW PARTICIPANT**

FULL NAME  
JOHN JONES

IDENTIFICATION NUMBER  
98956215

EMAIL ADDRESS  
TEST@EMAIL.COM

Notify via Email    
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant    
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

**PARTICIPANT'S ACCOUNTS:** ^

**WORK ACCOUNT** Remove  
Checking / Acct #486841561  
Routing 11111111



+ Add Accounts

**SAVE PARTICIPANT**

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.

The screenshot displays a mobile application interface for selecting participants. At the top, a dark blue header contains a back arrow, the text "SELECT PARTICIPANTS", and a close "X" icon. Below the header is a search bar with the placeholder text "SEARCH FOR..." and a magnifying glass icon. The main content area lists two participants:

	<b>JOHN JONES</b> ID: 98956215	011111111 486841561 <input checked="" type="checkbox"/>
	<b>UNIVERSAL</b> ID: 45465565	111300958 151545 <input type="checkbox"/>

Below the list is a large empty white space. At the bottom of the screen, there is a light gray bar with the text "+ Create New Participant & Add to Batch". At the very bottom is a prominent orange bar with the text "ADD SELECTED PARTICIPANTS" and a right-pointing arrow.

ACH

You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

Once all detail records have been added to the ACH batch and you are ready to review the template, you can click the "Review Template" option at the bottom of the screen. This will take you to the next screen where you can review the ACH batch template.

**ADD RECIPIENTS**

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)    + Add Participant(s)

<b>FRED JONES</b> ID: 56415655 <b>DETAIL RECORD</b>	<b>\$256.36</b> 111300958 45652212
<b>UNIVERSAL</b> ID: 45465565	<b>\$99.00</b> <b>Credit</b> Debit 111300958 151545

Credits (2) <b>\$355.36</b>	Debits (0) <b>\$0.00</b>
--------------------------------	-----------------------------

**REVIEW TEMPLATE** →

On the review screen, you will be able to see all details of the current ACH batch template. This includes:

- 1 Header Information (Batch Name, Company Name, etc.)

ACH

2 Recipients (Detail Records)

3 Totals (Credits and Debits)

If all information contained within the review screen looks accurate, you can select to "Save ACH Template".

**REVIEW TEMPLATE**

TEMPLATE NAME	MONTHLY PAYROLL
OFFSETTING ACCOUNT	*Test Account *****901
ENTRY DESCRIPTION	TEST ENTRY
COMPANY NAME	PUPPY SUPPLY INC
DISCRETIONARY DATA	TEST DATA
ENTRY CLASS	Corporate Trade Exchange (CTX)

**RECIPIENTS** ^

---

DETAIL RECORD	FRED JONES / <b>\$256.36</b>
PARTICIPANT	UNIVERSAL / <b>\$99.00</b>

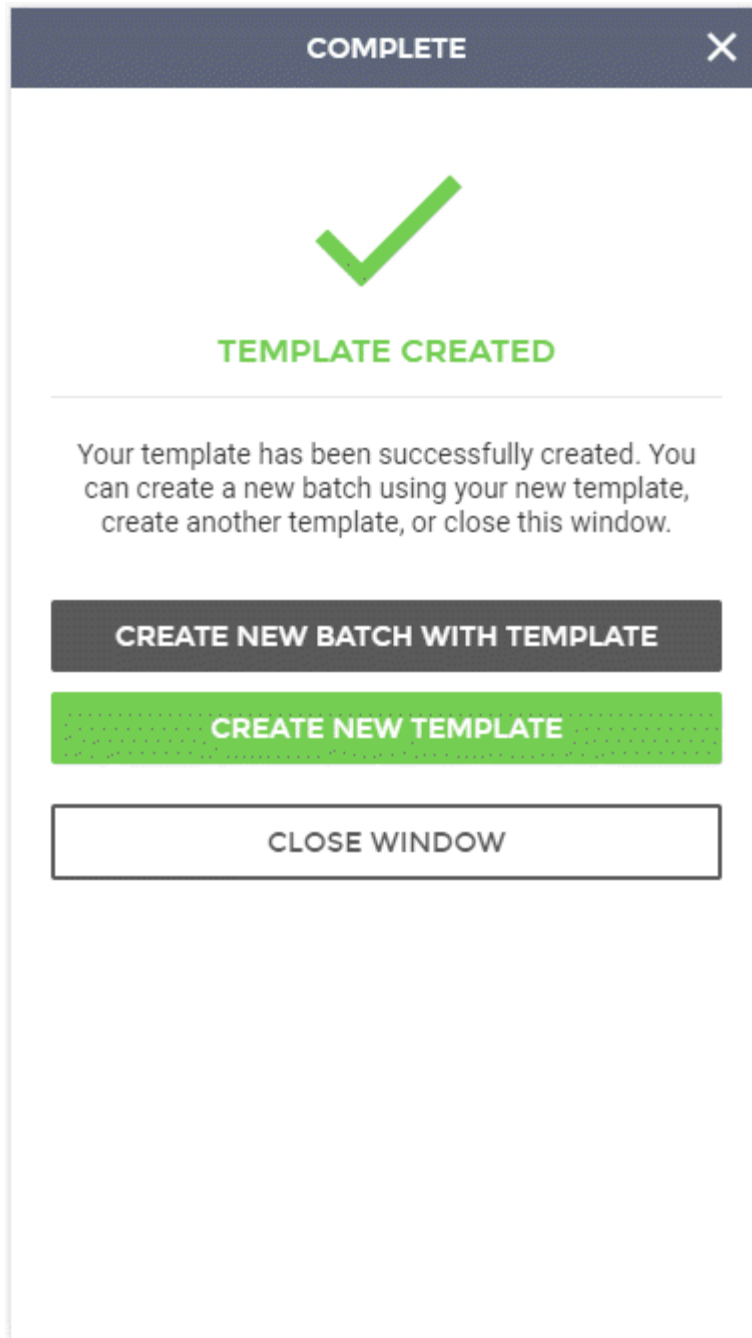
**TOTALS** ^

---

CREDITS (2)	\$355.36
DEBITS (0)	\$0.00

**SAVE ACH TEMPLATE**

Upon finishing the process, you will see a success message, letting you know that the ACH batch template was created properly.



---

Note: Choosing to edit an existing template follows the same steps as are listed above for created a new template, except instead of choosing the "Create New Template" option in the initial step, you will select "Edit Existing Template".

---

