

# Guide to Authorize an ACH Submission

The authorizations feature allows users to review, authorize or reject ACH template requests.

## Required Permissions

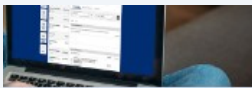
To authorize an ACH template, a user is required to have the following permissions:

- Allowed to authorize ACH role permission.
- Permission to the account used to fund the ACH template.
- Permission to the transaction type assigned to the template.
- Permission to access restricted templates, if applicable.

1

ACH transactions requiring authorization will appear on the Dashboard. Click **"View."**

**OR** proceed to step 2.



Find out why and how this can be improved.

## Dashboard



You have **1 ACH transaction** totaling **\$500.00**

View



Is your contact information up to date?



## Link External Accounts



Get Started

## Accounts



Last 30 days

2

To approve a template, click **"Authorizations"** within the **"Business Admin"** widget.

The authorization tab will display the number of transactions that require authorization in red.

The screenshot shows the Business Admin interface for Federal Credit Union. The navigation bar includes Dashboard, Accounts, Business Transfer & Pay, Business Administration, and Tools. The Business Administration widget is expanded, showing Business Admin (highlighted with an orange circle) and Business Reports. The Authorizations tab is active, indicated by a red notification badge with the number '1'. Below the navigation, the 'Authorization Requests' section is visible, featuring a table with columns for DATE, ACCOUNTS, and AMOUNT. A 'Sort By: Date' dropdown and up/down arrows are present above the table. The table content is partially obscured by a dark blue rectangle.

3

Check the box next to the template(s) you wish to authorize.

The screenshot shows a close-up of the authorization table. A row is highlighted with an orange circle around the checkbox, which is currently unchecked. The row contains the amount '\$500.00' and a red label 'NEEDS AUTH'. Below the table, there is a summary section with the text: 'Authorization Total (0): \$0.00', 'ACH cut-off time: 4:00 PM', and 'Expedited ACH cut-off time: 3:00 PM'. There are 'Reject' and 'Authorize' buttons. A dark blue rectangle is positioned to the right of the table.

4 Click the **"Authorize"** button to approve the template.

PPD, Credits

\$500.00

[Test LLC >](#)

Business Savings —2998

9/15/2023

Authorization Total (1): \$500.00  
ACH cut-off time: 4:00 PM  
Expedited ACH cut-off time: 3:00 PM

You have no ACH authorization history.

5 The system displays a message confirming the template was successfully authorized or an error message is displayed.

ACH template authorized successfully.

Dashboard Accounts Business Transfer & Pay Business Administration Tools

### Business Admin

Authorizations Payees Users

Authorization Requests

ACH

External Transfers

Internal Transfers

Wires

Sort By: Date

DATE	ACCOUNTS	AMOUNT	STATUS
PENDING REQUESTS			
You have no pending ACH authorization requests.			
HISTORY			
SEP 15	Test LLC	\$500.00	AUTHORIZED