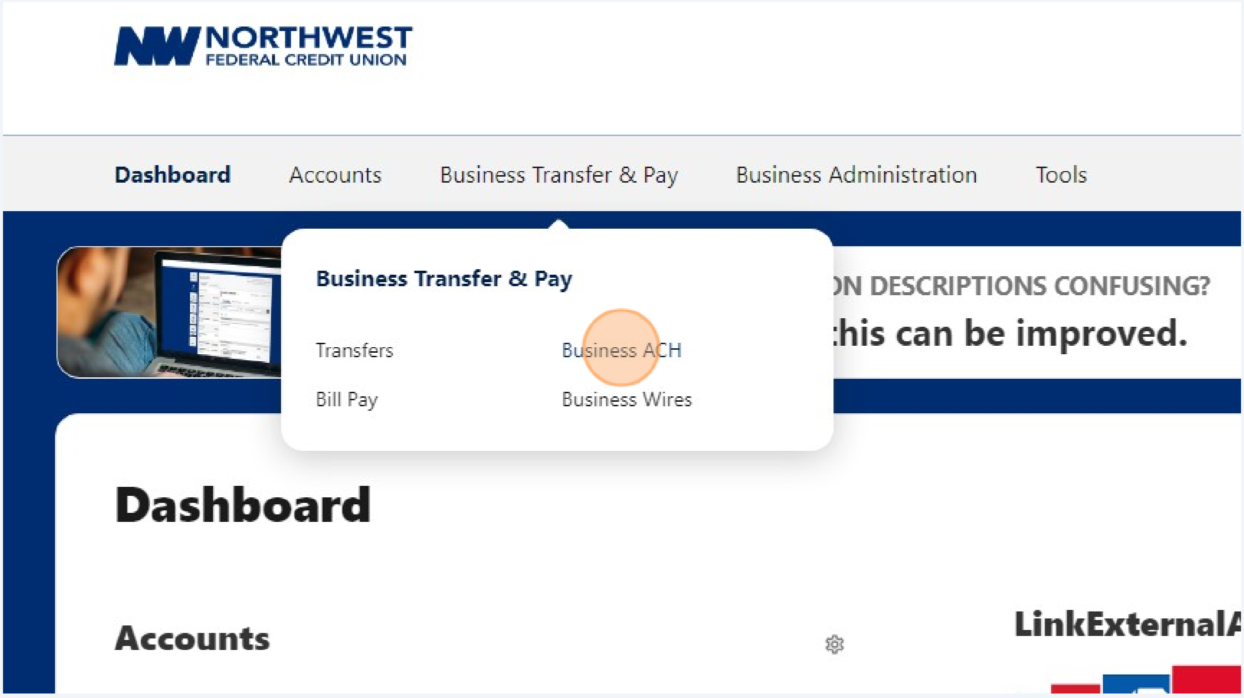
Guide to Create ACH Template

The **New Template** feature enables entitled users to create new ACH templates.

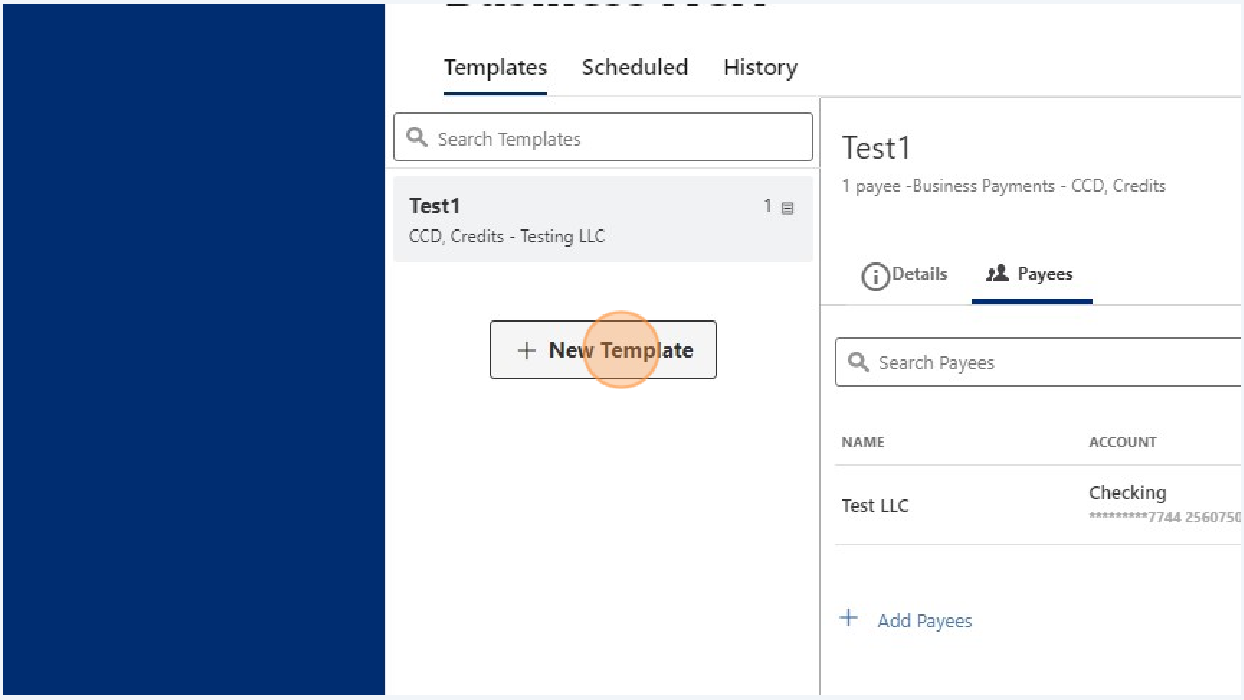
Required Permissions

Before you can create ACH templates, you must be assigned to a role with Create Template, Add and Remove template entries and ACH account permissions.

1 Click **"Business ACH."**

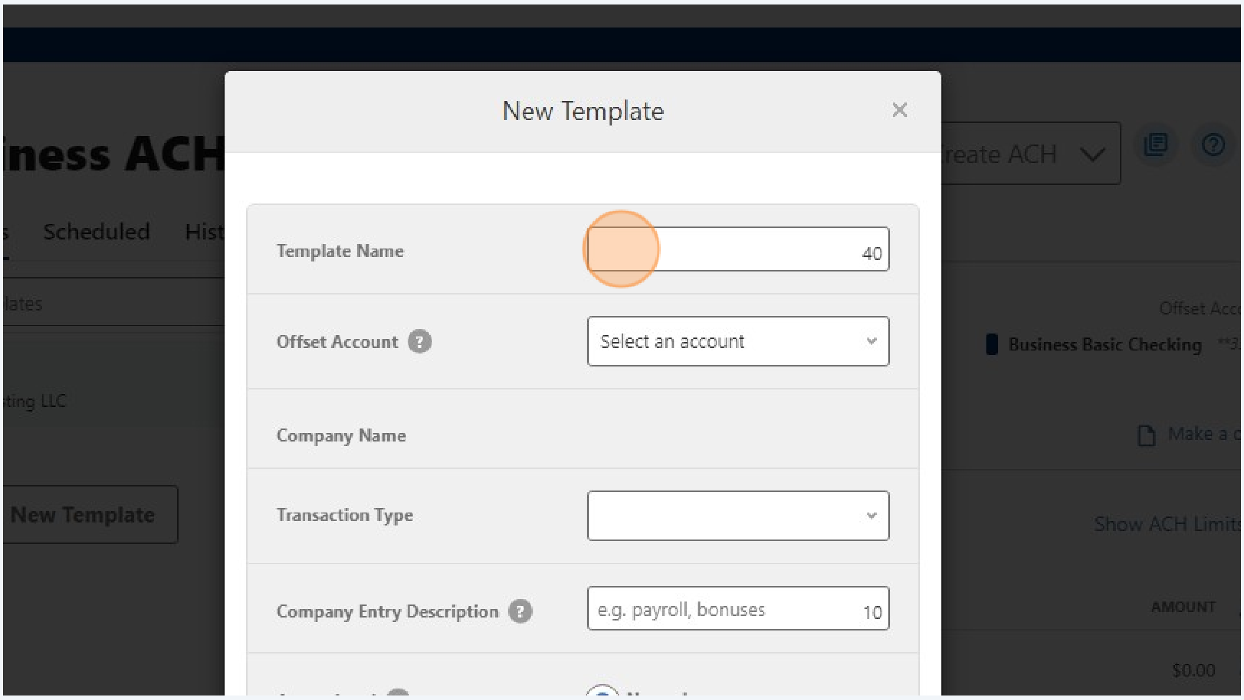


2 Click **"New Template."**



3 Enter the **Template Name.**

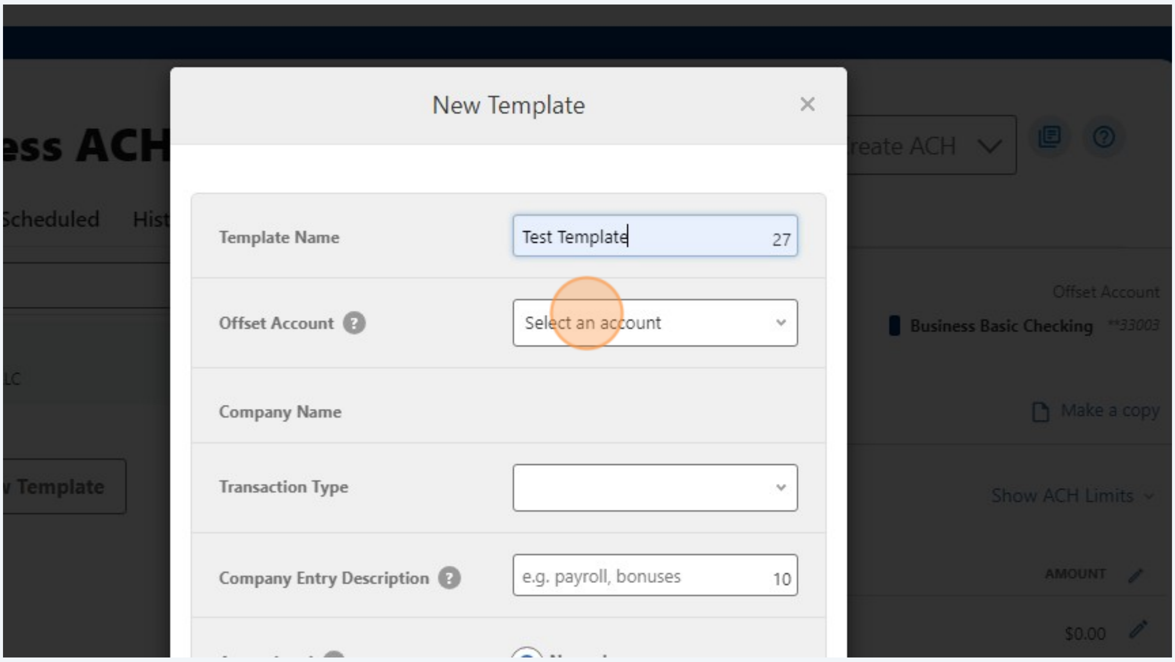
Note: Template names must be unique.



4 Select an **Offset Account** from the drop-down.

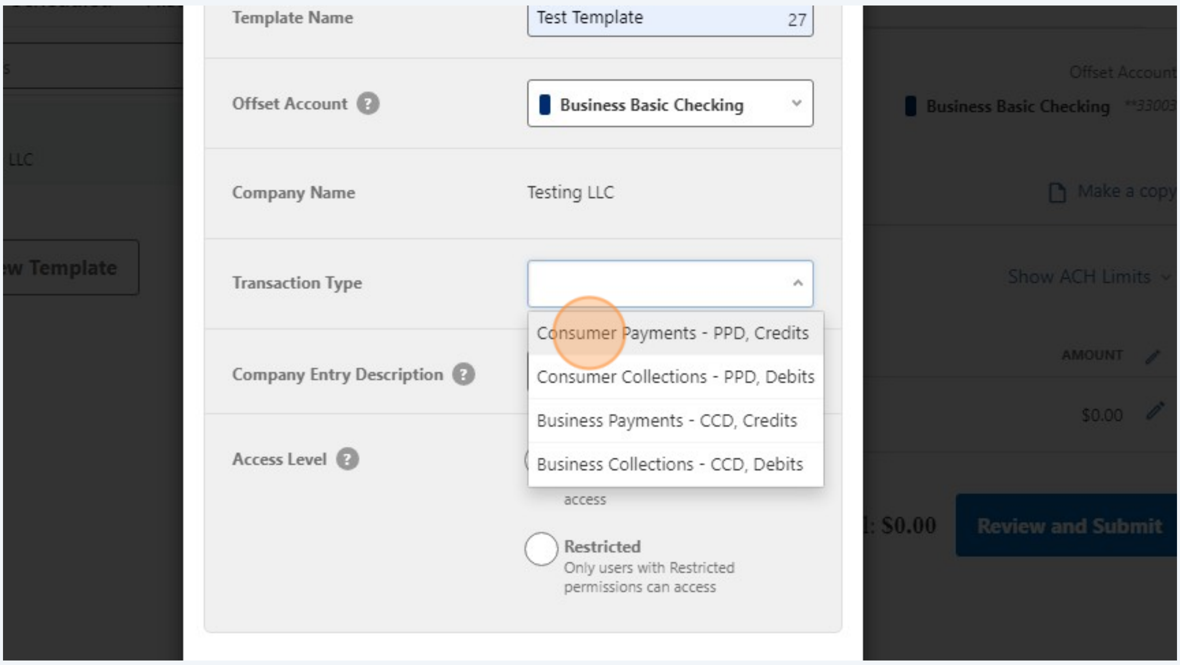
Select a **Company Name**, if applicable.

Note: ACH Company Names enable you to use a unique company name and identification in batch header records. For example, if your business has two locations with separate payroll files, you may require a unique ACH company for each location.



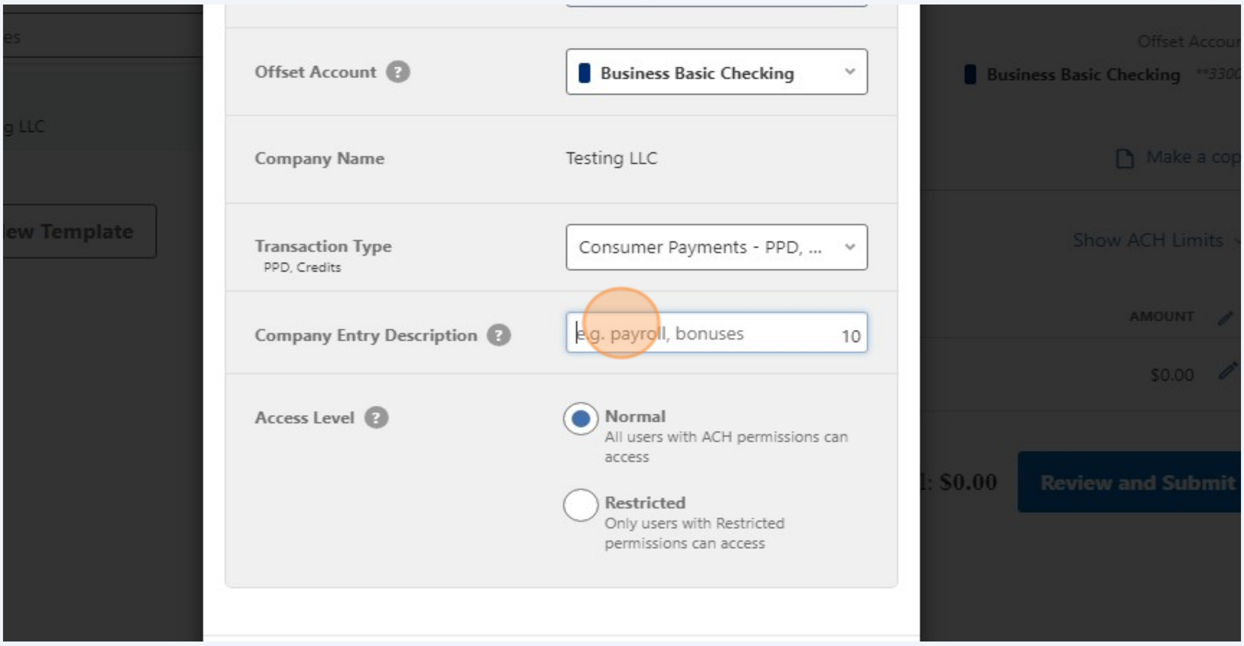
5 Select a **Transaction Type.**

Note: This will apply the appropriate SEC code.



6 Enter a **Company Entry Description.**

Note: Company entry descriptions provide a description of the template transaction and are often posted to the payee's account. Examples of descriptions include Payroll, Dir Dep, Reg Salary, Vendor Pymt, Loan Pymt and Ins Prem.

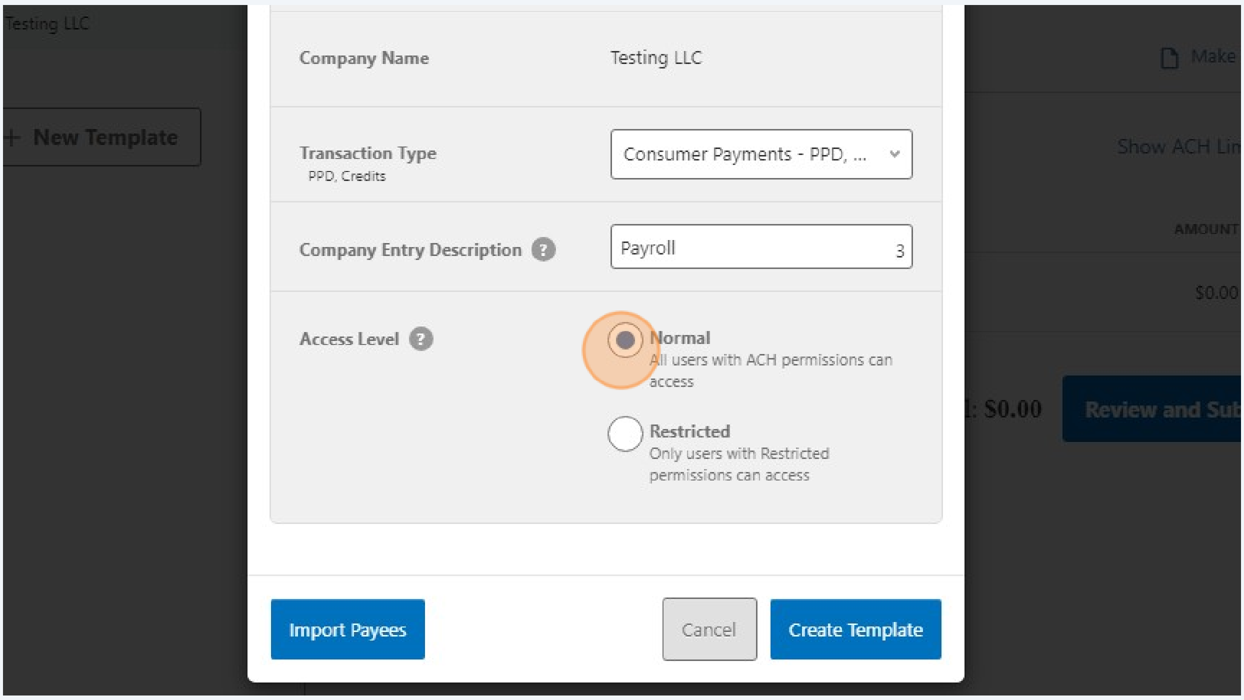


7 Select an **Access Level** for the template.

Note: The access level, combined with ACH role permissions, control user access to ACH templates.

• Selecting **normal** allows all users with requisite ACH permissions (i.e., ACH transaction type, ACH offset account) to access the template.

• Designating the template as a **restricted** template ensures only users with required ACH permissions plus the Access Restricted Templates permission can access the template.



8 Click **"Create Template"** to continue or click **"Cancel"** to close.

Note: A confirmation message is displayed confirming the template has been added.