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.
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.

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Select a **Transaction Type**.

**Note:** This will apply the appropriate SEC code.
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.

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

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