

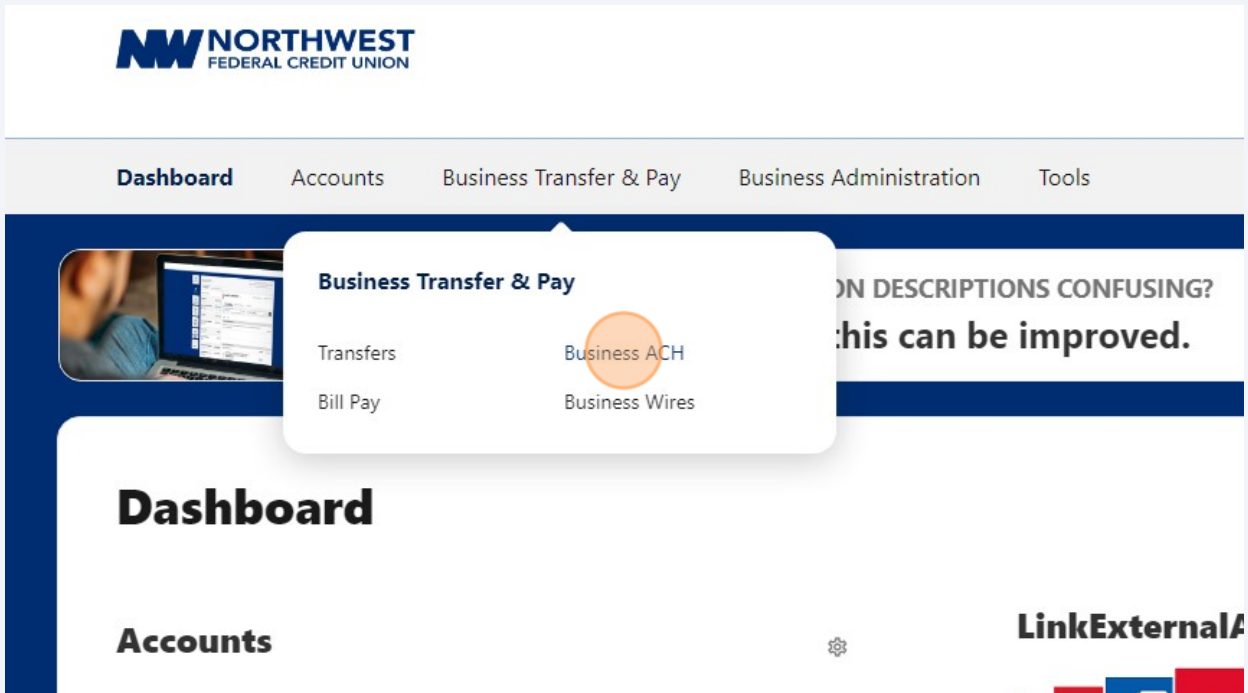
# Guide to Create ACH Template

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

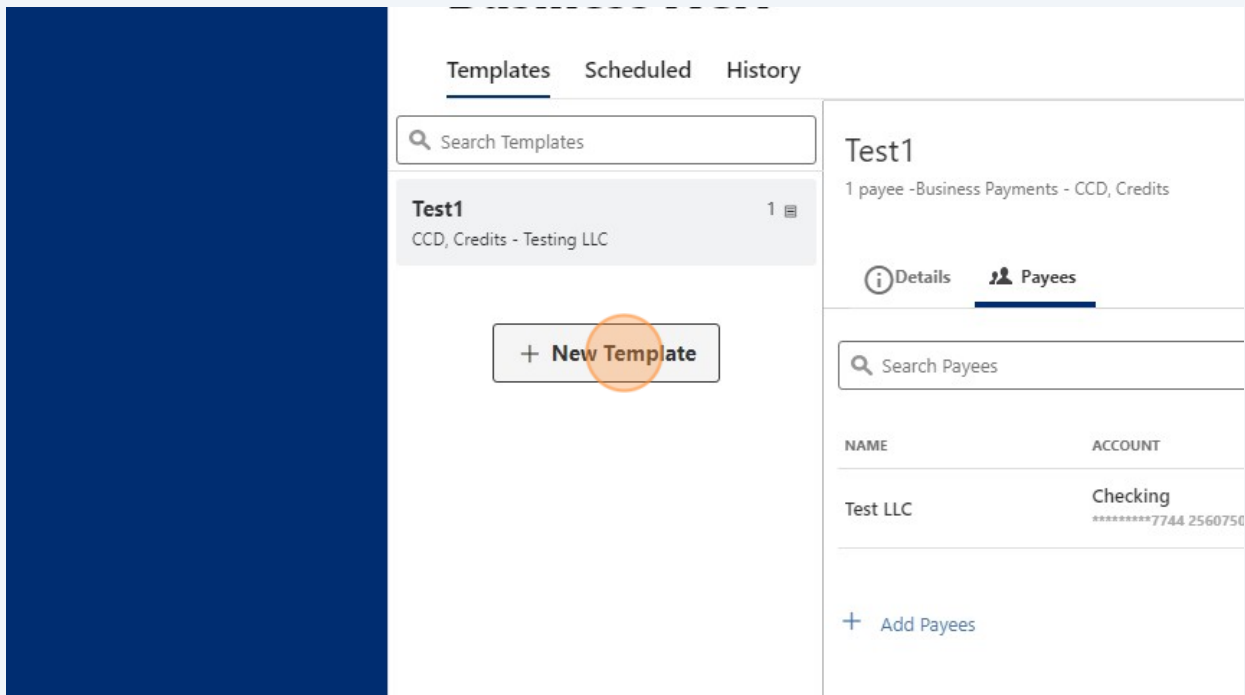
## Required Permissions

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.**"

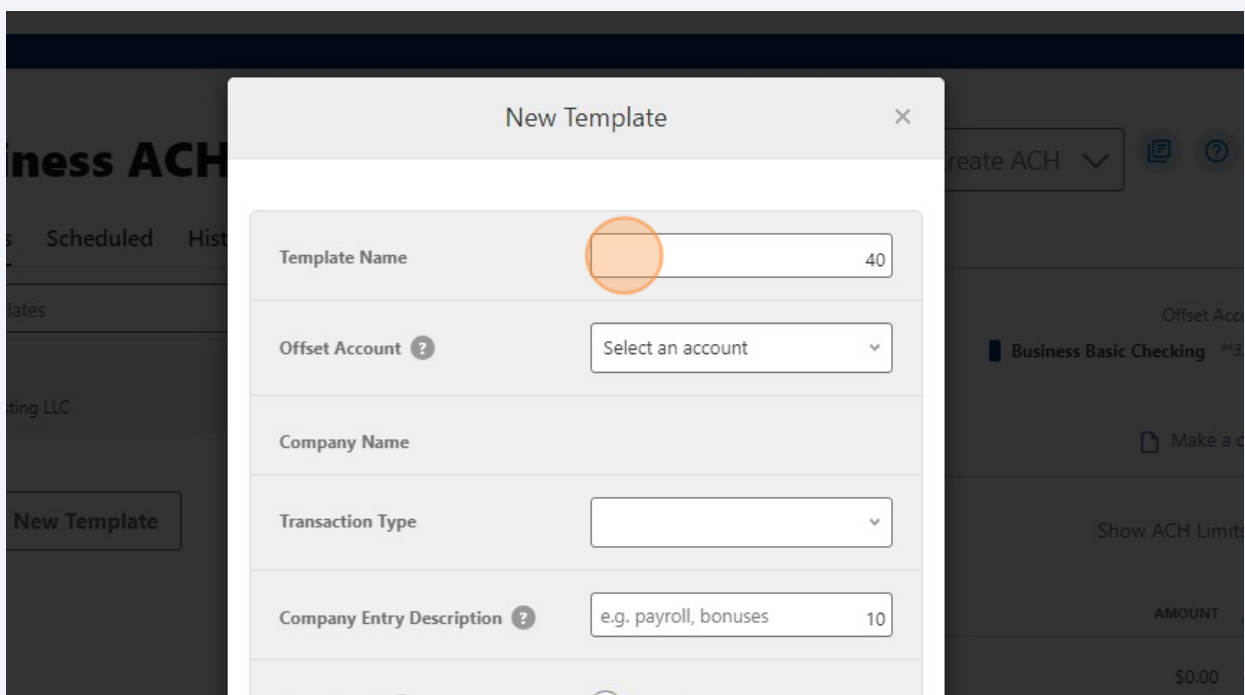


2 Click "New Template."



3 Enter the **Template Name**.

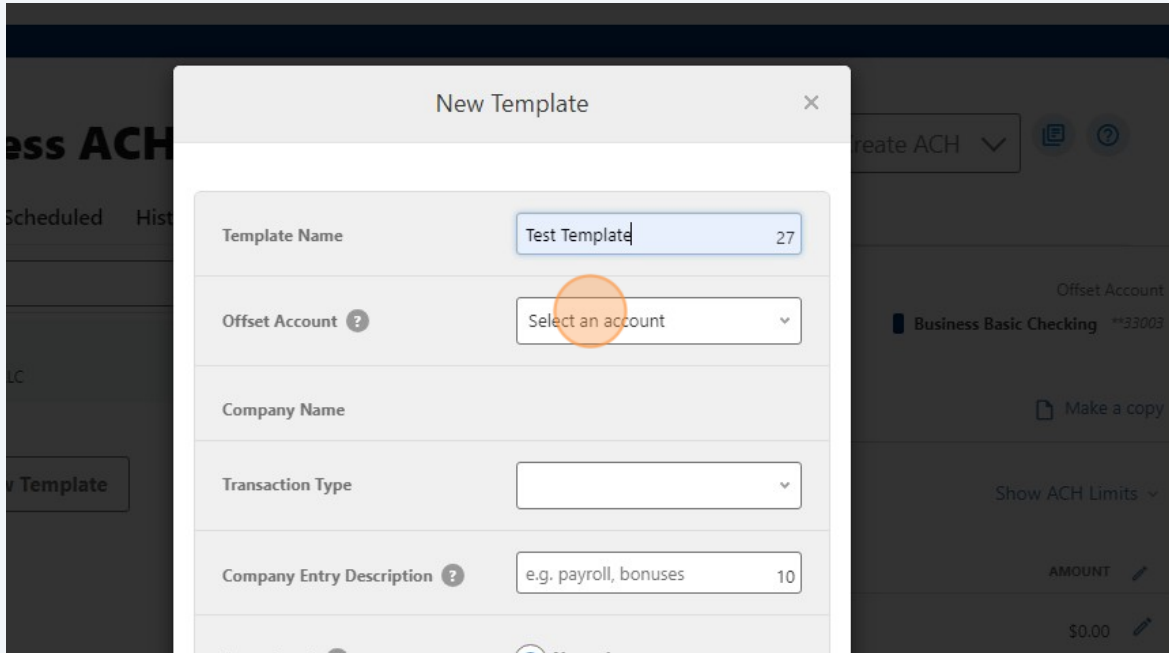
**Note:** Template names must be unique.



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.

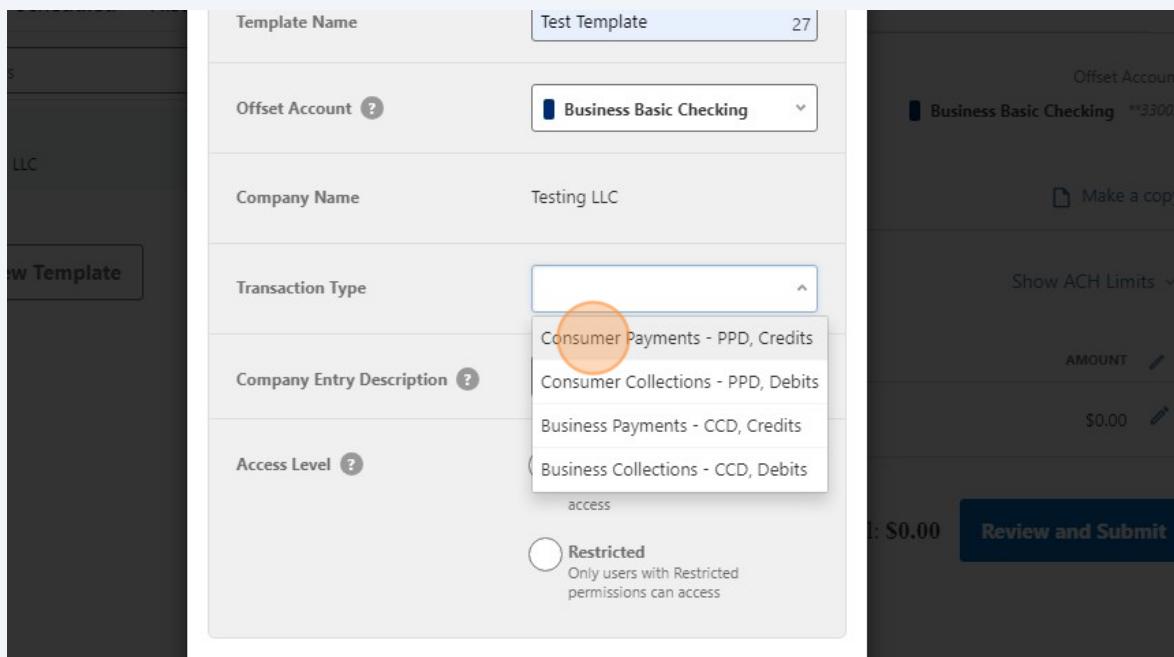


The screenshot shows a 'New Template' modal window. The 'Offset Account' dropdown menu is highlighted with an orange circle. The form fields are as follows:

Field	Value	Character Count
Template Name	Test Template	27
Offset Account	Select an account	
Company Name		
Transaction Type		
Company Entry Description	e.g. payroll, bonuses	10

5 Select a **Transaction Type**.

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



The screenshot shows the 'New Template' modal window with the 'Transaction Type' dropdown menu open. The options are highlighted with an orange circle. The form fields are as follows:

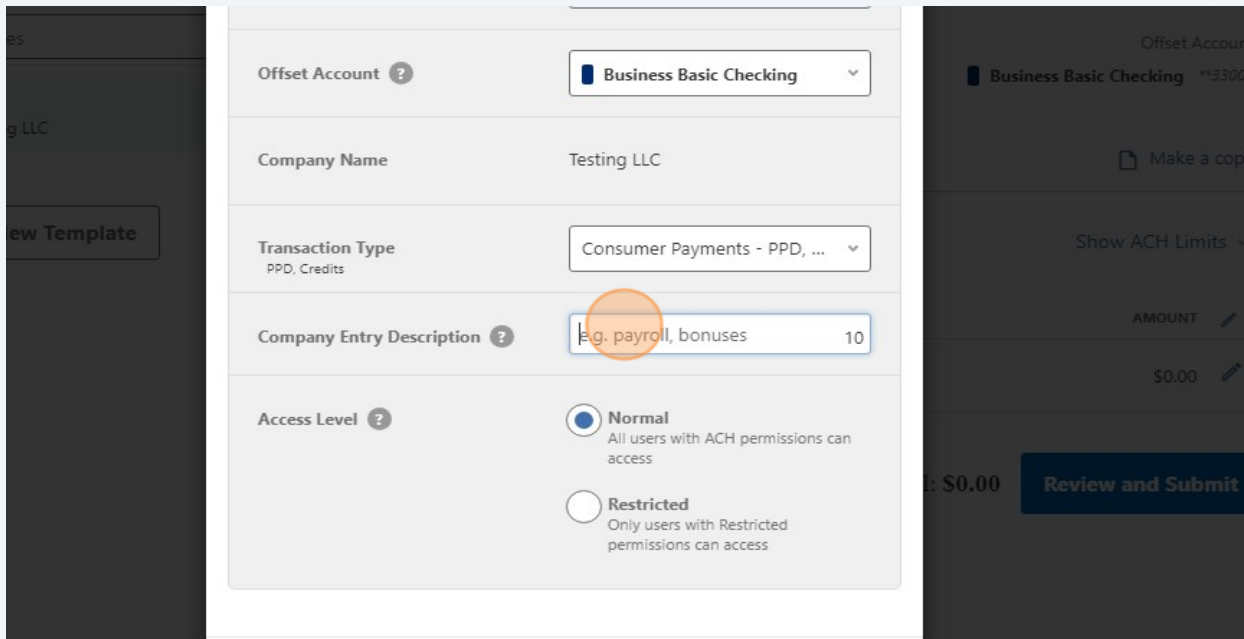
Field	Value	Character Count
Template Name	Test Template	27
Offset Account	Business Basic Checking	
Company Name	Testing LLC	
Transaction Type	Consumer Payments - PPD, Credits	
Company Entry Description		
Access Level	Restricted	

Access Level options:

- Restricted: Only users with Restricted permissions can access

## 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.



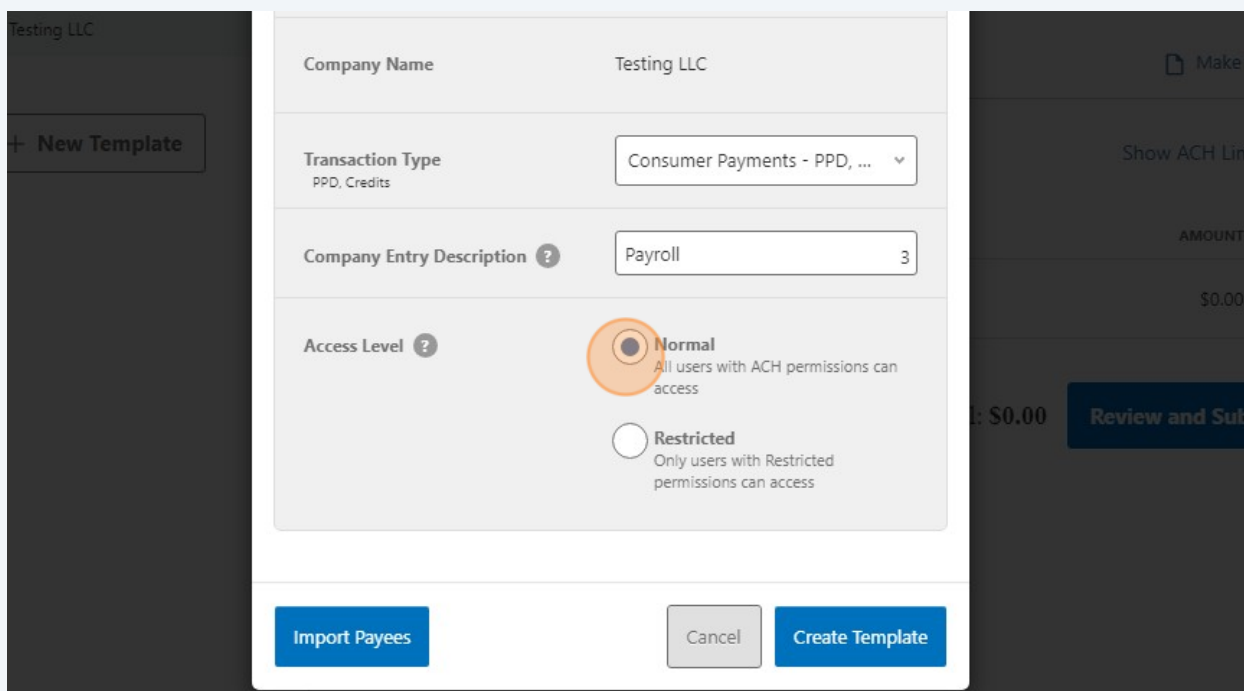
The screenshot shows a 'New Template' form with the following fields:

- Offset Account: Business Basic Checking
- Company Name: Testing LLC
- Transaction Type: Consumer Payments - PPD, ...
- Company Entry Description: e.g. payroll, bonuses (highlighted with an orange circle)
- Access Level: Normal (selected with a radio button)

## 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.



The screenshot shows the 'New Template' form with the following fields:

- Company Name: Testing LLC
- Transaction Type: Consumer Payments - PPD, ...
- Company Entry Description: Payroll
- Access Level: Normal (selected with a radio button, highlighted with an orange circle)

Buttons at the bottom: Import Payees, Cancel, Create Template

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

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

