

Guide to Submit ACH Template

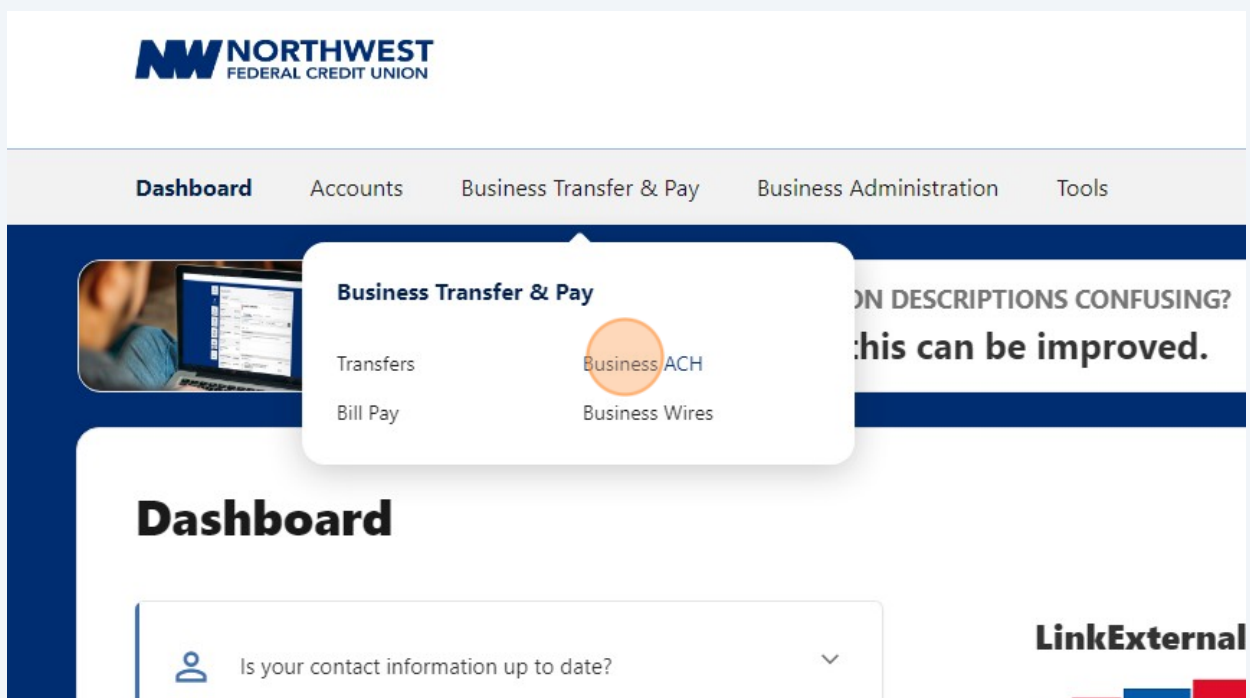
The **submit template** feature allows permitted user to activate templates for authorization and/or processing.

Required Permissions

Before you can submit ACH templates, you must have a role with submit template permissions, permission to the ACH transaction type and the offset account used in the template.

You have the ability to edit the template "Details" and "Payees" prior to submission

1 Click "**Business ACH.**"



2 Select the template you want to submit for processing.

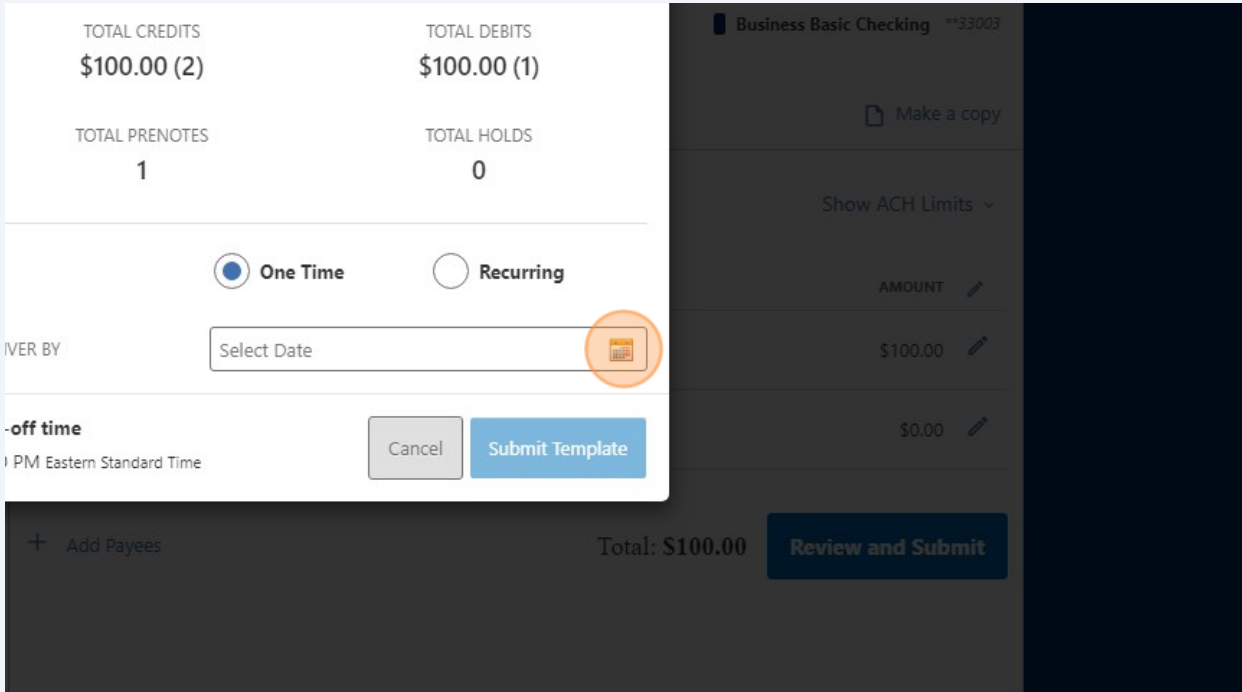
The screenshot shows the 'Business ACH' interface. At the top, there are tabs for 'Templates', 'Scheduled', and 'History'. Below the tabs is a search bar labeled 'Search Templates'. A list of templates is displayed, with 'Test Template' (PPD, Credits - Testing LLC) highlighted in grey and circled in orange. Below it is 'Test1' (CCD, Credits - Testing LLC). A '+ New Template' button is at the bottom of the list. To the right, the 'Test Template' details are shown, including '2 payees - Consumer Payments - PPD, Credits'. There are tabs for 'Details' and 'Payees', with 'Payees' selected. Below this is a search bar for 'Search Payees' and a table with columns 'NAME' and 'ACCOUNT'. The table contains one entry: 'Test LLC' with account number '*****7744 256075025'.

3 Click "Review and Submit."

The screenshot shows the 'Review and Submit' screen. At the top left is a search bar for 'Search Payees'. At the top right is a dropdown menu for 'Show ACH Limits'. Below this is a table with columns 'ACCOUNT', 'STATUS', and 'AMOUNT'. The table contains two entries: 'Checking *****7744 256075025' with status 'ACTIVE' and amount '\$100.00', and 'Checking *****1111 256075025' with status 'PRENOTE' and amount '\$0.00'. Below the table, the text 'Total: \$100.00' is displayed, followed by a blue 'Review and Submit' button circled in orange.

4 Select a **Deliver By** date.

Note: The deliver by represents the date the template transactions are expected to settle. The system checks the institution's daily cut-off time, business processing days, holidays, effective entry date rules and future day limits to determine when you can schedule your template.



5 Click "**Submit Template**" or click "**Cancel**" to close.

Note: A confirmation message is displayed indicating the template was submitted successfully or requires additional authorization.

