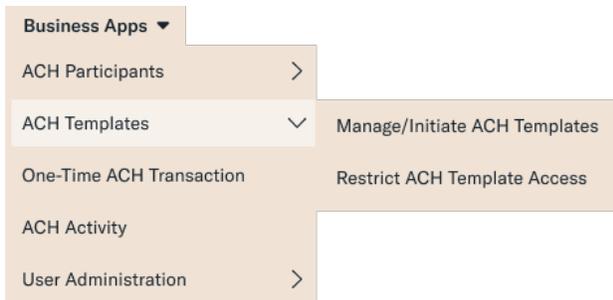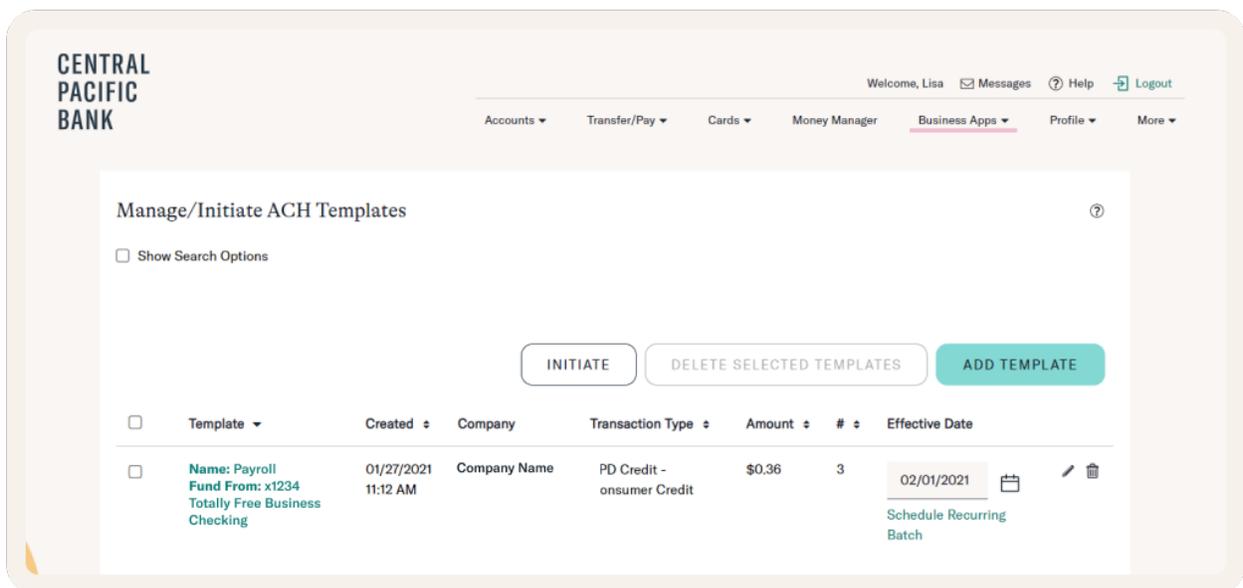# ACH Templates

Think of ACH batches as a container holding a group of individual transactions. For example, if you pay ten vendors using ACH, you can send a single batch holding ten transactions.

Manage ACH Templates

ACH Templates is where you'll be able to manage your templates.

- Manage, Initiate or Create ACH Templates
- Restrict ACH Template Access

Template Details

* Template Name

* Transaction Type

PPD Credit - Consumer Credit ⌄

Company Discretionary Data

☐ Is Restricted ——————————————— ①

[DENY SPECIFIC USERS]

* Company Entry Description

* Company

⌄

Offset Account

UNBALANCED ⌄

————————————— ②

Batch Entries

☐ Use Participant Distributions ❓

Nickname ⇕	Notify	Unique Identifier ⇕	Account Number	Account Type ⇕	Hold	Prenote	Amount

There are no batch entries.

Active Total $0.00 ❓ Hold Total $0.00 ❓ Prenotes 0

Import CSV File

[Choose a file..] No File Selected

[IMPORT]

[INITIATE PRENOTES] [ADD PARTICIPANTS] [SAVE]

[CANCEL] [SAVE AND CLOSE]

Create a Template

To create a batch, give it a name and a type. Select the transaction type. Enter any company discretionary data, entry description, and select the company. Choose an offset account.

Once you have defined the batch, enter the transactions by adding the participants.

1. By checking the Is Restricted checkbox, the restricted templates will only be visible to certain users.

Select each participant from the stored list, or add a new participant. Once you have set up the individual transactions for this batch, you can save and close to return to the batches screen. Save the batch to store the information you've entered without leaving this screen, add more participants, initiate prenotes to send a test batch with zero dollar transactions to the routing information in your selected participant records or cancel.

2. Check the Use Participant Distributions to enable distributions (split payments) to be used in this template. Uncheck this checkbox to pay only the primary account and not use distributions. If distributions are set up for a participant, the number of distributions will be shown after the Amount column.

Initiate a Template

There are a few more steps you need to take in order to initiate a batch.

1. Click the pencil icon to view the list of participants within the template and adjust the amount(s) if necessary.
   Click Save and Close to go back to the Manage/Initiate ACH Templates screen.

2. On the Manage/Initiate ACH Templates screen, use the field in the Effective Date to select what date you'd like your participants to receive their money.

3. Select the checkbox for the template you'd like to initiate. Once checked, click Initiate in order to schedule the ACH batch.

Templates Requiring Approvals

Batch Successfully Initiated

Your batch has been scheduled and is awaiting approval(s).

Reference Number:	18
Batch Name:	Batch CR
Amount:	$0.16
Effective Date:	02/10/2021

SEE BATCH ACTIVITY

If your organization requires approvals to initiate an ACH batch, there are a few more steps that need to be taken. After clicking Initiate, you'll see a confirmation screen that says the batch has been scheduled and is awaiting approval(s).

Business Apps ▼

ACH Participants	>
ACH Templates	>
One-Time ACH Transaction	
ACH Activity	
User Administration	>

The approver will have to navigate to **Business Apps > ACH Activity.**

Pending ACH Batches

☐ Show Search Options

☑	Ref # ⇕	Batch ⇕	Company ⇕	Amount ⇕	Status ⇕	Effective Date ⇕	
☑	18	Name: Batch CR Type: PPD Credit - Consumer Credit Fund From: x1234 Totally Free Business Checking (One time)	Company Name	$0.16	Pending Approval(s): 1	02/10/2021	🔍

EXPORT   REJECT   APPROVE

Scroll to see the table for **Pending ACH Batches**. In this table, check the box next to the batch in order to **Export, Reject, or Approve**.