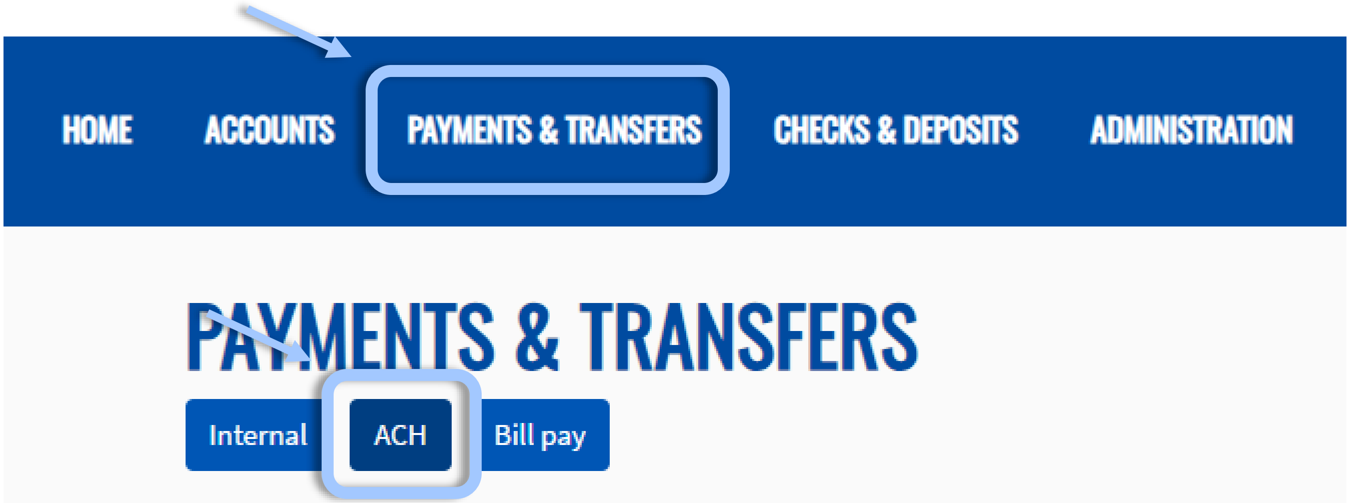
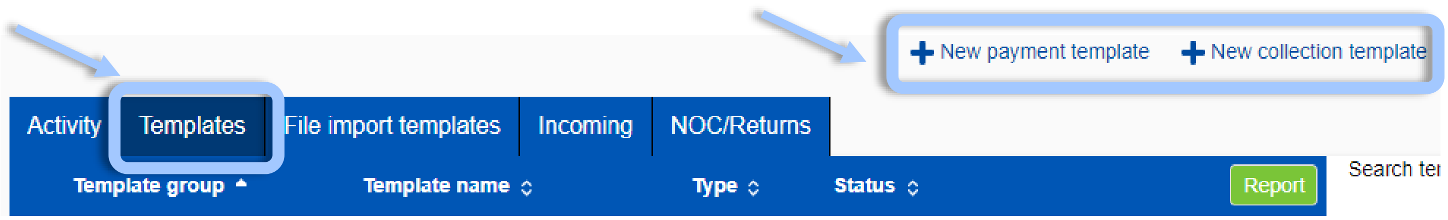
CREATING AN ACH TEMPLATE

Navigate to ACH Manager by clicking on Payments & Transfers, then the ACH button.



In ACH Manager, click on the Templates tab, then choose a new payment or collection template.



PAYMENT TEMPLATE
A payment debits your account and credits the recipient's account.

COLLECTION TEMPLATE
A collection debits the recipient's account and credits your accounts.

Choose the Standard Entry Class code. Typically, **PPD** for a batch to a **person or consumer** and **CCD** for a batch to a **company or organization**. The rest of the template fields include:

Template Name	The name to identify the template - not sent to the recipient.
Template Group	How you categorize your template - not sent to the recipient.
From & To Amount	An internal control you can place on the template. ***OPTIONAL***
User Access	Who at your company can view, edit, and release this batch. *Recommendation: Select "All current and future users"*

Complete the Pay From and Pay To fields with your batch information.

Name	The name of the entity.
Identification	Any identifying information. This filed is **optional**, but it will appear on the recipient's transaction detail.
Routing transit	The receiving bank's routing number – this field will be validated.
Account Number	The recipient's account number.
Account type	Typically, a checking or savings account. Note: choosing the wrong account type could result in a return.
Amount	The amount you wish to send. If the amount will change each time this template is sent, you can enter "0.00".

When finished, you can Save the template. This **WILL NOT** send the batch. It will only save it to be used later. To send the batch, please see our ACH Manager guide.