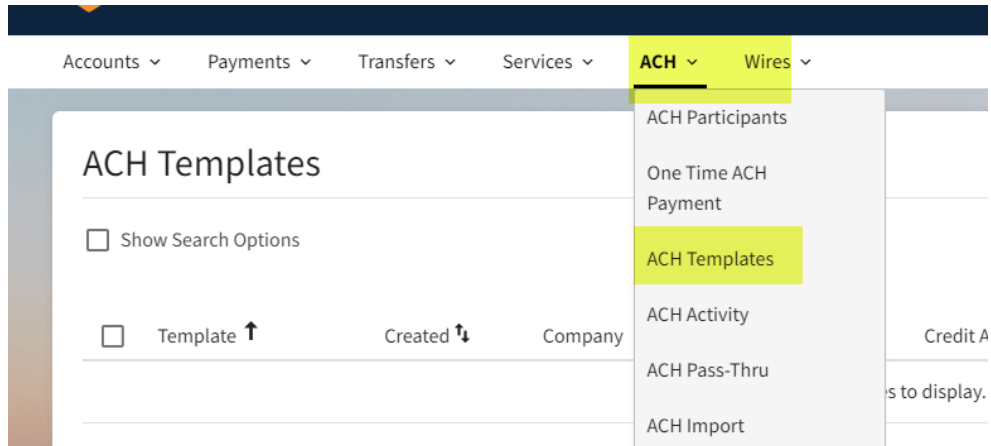
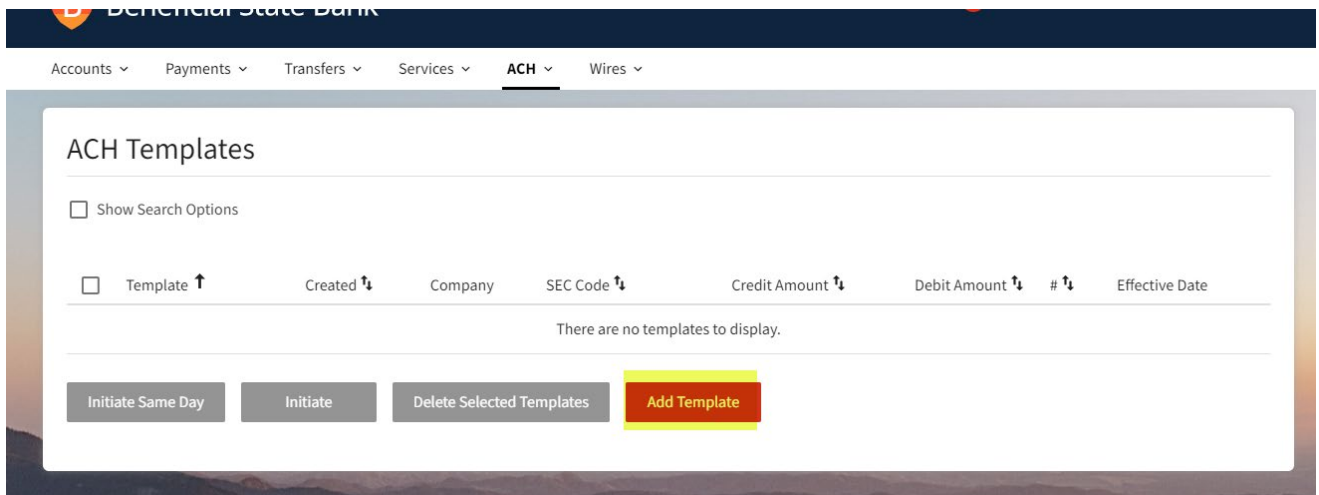


## How to Add an ACH Template

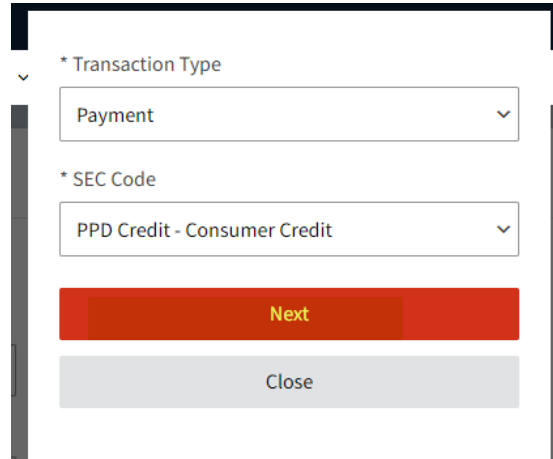
1. Once logged in, Select ACH → ACH Templates.



2. Click "Add Template."



3. Chose the transaction type (“Payment” = making a payment, “Collection” = collecting funds) and SEC CODE (“PPD” = personal payment, “CCD” = business payment). Click “Next.”



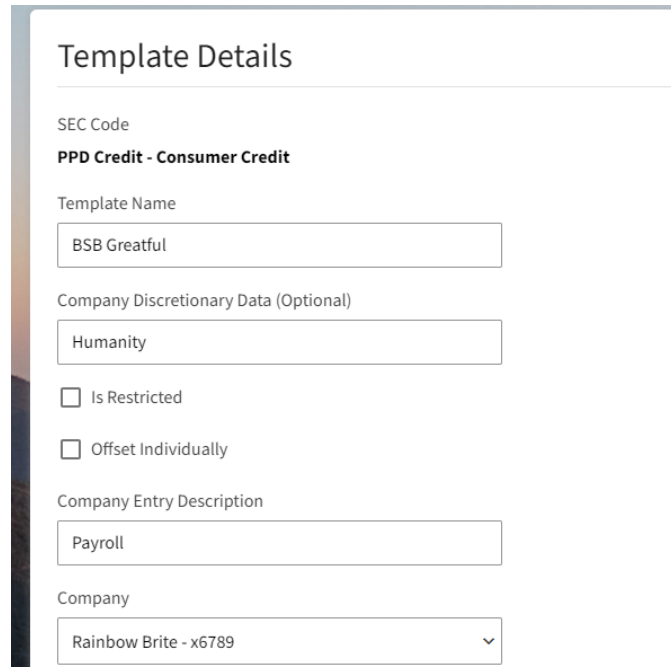
\* Transaction Type  
Payment

\* SEC Code  
PPD Credit - Consumer Credit

Next

Close

4. In the Template Details window, add a Template Name, Company Discretionary Data (optional), Company Entry Description (purpose of the payment), and Company. If you have multiple companies, you can use the dropdown to select the appropriate company.



### Template Details

SEC Code  
**PPD Credit - Consumer Credit**

Template Name  
BSB Greatful

Company Discretionary Data (Optional)  
Humanity

Is Restricted

Offset Individually

Company Entry Description  
Payroll

Company  
Rainbow Brite - x6789

- Under ACH Form, select the appropriate offset account number from the dropdown menu. Then select “Click here to add the offset account.”

---

**ACH From**

Nickname <sup>↑</sup>	Account Number	Account Type <sup>↑</sup>	Amount
Analyzed Business Checking	x7899	Checking	\$ <input type="text"/>

Debit Amount **\$0.00** <sup>?</sup>

[Click here to add the offset account](#)

---

- Under ACH To, click “Add Participants” and select the participants that you would like to add to this template. Alternatively, you can import ACH participants using a CSV file.

**ACH To**

Nickname <sup>↑</sup>	Notify	Unique Identifier <sup>↑</sup>	Account Number	Account Type <sup>↑</sup>	Hold	Prenote	Amount
There are no entries.							

Credit Amount **\$0.00** <sup>?</sup>    Hold Total **\$0.00** <sup>?</sup>    Prenotes **0**

**Add Participants**

---

**Import CSV File**

Choose File    No file chosen    Import

---

Cancel    **Initiate Prenotes**    **Save**    **Save And Close**

7. Click “Save” or “Save And Close.”

**ACH Participants**



Group

Clear

Filter

<input type="checkbox"/>	Nickname ↑	Unique Identifier	Created	Group	Account Number	Routing Number	Account Type	Status
<input type="checkbox"/>		123456789	07/30/2024 5:29 AM		x6789	125000105	Checking	Active
<input type="checkbox"/>		2024412	07/30/2024 5:29 AM		x4412	26003379	Checking	Active

Cancel

New Participant

Add Selected Participants

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