

## Editing ACH Templates

Payments & Transfers Tab > Templates > ACH Templates

Payments & Transfers ▾

Templates

ACH Templates

Select Template Hyperlink > More Actions dropdown > Edit Template

**OR**

Click on the three ellipses next to the Template Name > select Edit Template option

<input type="checkbox"/>	Last Modified ▾	Template Name ▾	From	To	Type ▾	Status ▾	Amount
<input type="checkbox"/>	08/14/2025	PAYROLL Template	ACME ACCT *00017	2 Recipients	Payment to individuals	Active	\$4.00 CR

New ACH Payment from Template

More Actions ▴

- Edit Template
- Delete Template

Create ACH from Template

- Edit Template
- Delete Template

### Template Details

Fields that can be "Locked" that cannot be modified or edited by other users when using the Template to initiate a Payment. You can either lock all fields or Toggle on to lock a specific field.

- Recipient Settings
  - Payment Amount
  - Addenda Information (optional)
  - Pre-notes for newly added Recipients

**Recipient Settings**

Lock the fields that users of this template should not be allowed to modify when initiating a payment.

☐ Lock All

**Payment Amount**

Amounts can vary by recipient. Locking this field will lock the Amounts for all recipients.

☒ Locked

**Addenda**

Addendas can vary by recipient. Locking this field will lock the Addendas for all recipients.

☐ Unlocked

☐ Send prenotes for newly added recipients ⓘ

- Payment Settings

- Funding Account
- Company ID (This should always be the Collect ID for Collection Templates)
- Memo (optional)
- Payment Name (Entry Description → Example: All Payroll Templates must say **PAYROLL**)
- Payment Description (optional)

### Payment Settings

Lock the fields that users of this template should not be allowed to edit when initiating a payment. ☐ Lock All

Funding Account  
ACME ACCT \*00017

Unlocked

Available Balance: \$93.19

Company ID  
1497286ACH (ACME)

Unlocked

Memo

Unlocked

Payment Name  
PAYROLL

Unlocked

Payment Description

Unlocked

## Adding Recipients to ACH Template

Add Recipients dropdown menu

- Add Recipients → Manually entering recipient details
- Import Recipients → Importing file that contains recipients (Not a NACHA file)
  - **Supported File Types:** .TSV, .TXT
  - **File Requirements:** Choose a file in a tab separated format with fields in the following default order: Name, ID, Account Number, Account Type, Routing Number, Amount, Addenda, Debits/Credits, Hold. If field headers are included in the file, then the field order specified will be used instead

Add Recipients ^

Recipient  
Enter recipient name

+ Add Recipients

+ Import Recipients

## Editing Recipients in the ACH Template

Select the three ellipses to the right of the recipient being modified > Edit Recipient

Fields that can be modified:

- Name
- Contact ID (optional)
- Account Type
- Account Number
- Routing Number
- Amount

Save

**\*\*To Delete a recipient, select the three ellipses and select Remove Recipient\*\***

Next: Review Template → Does everything look good? → Save Template

