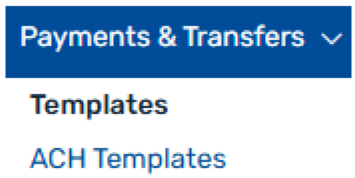
Editing ACH Templates

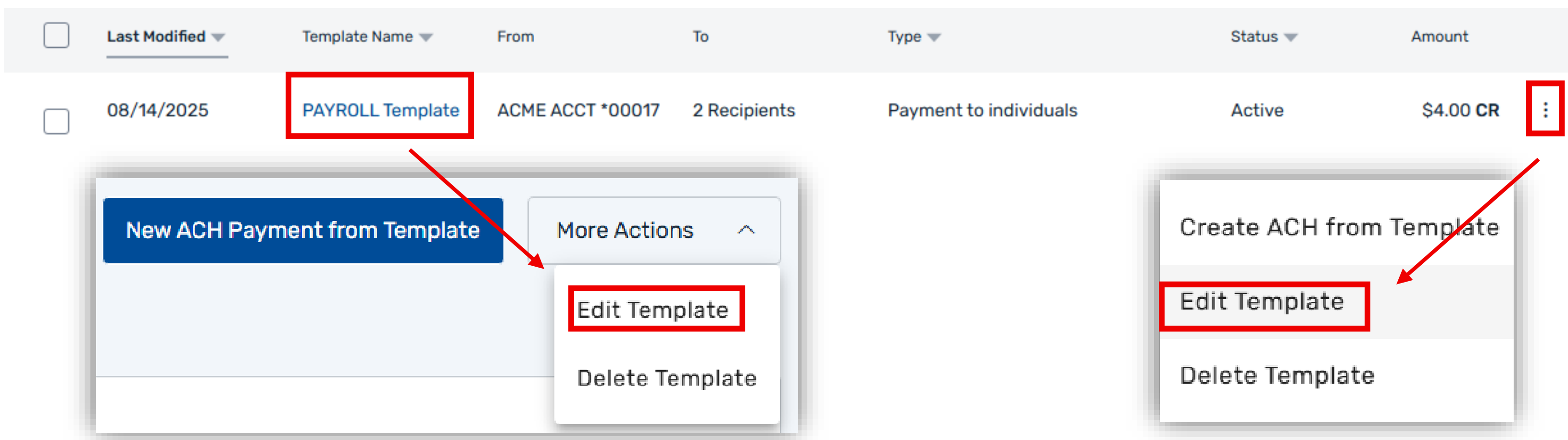
Payments & Transfers Tab > Templates > ACH Templates



Select Template Hyperlink > More Actions dropdown > Edit Template

OR

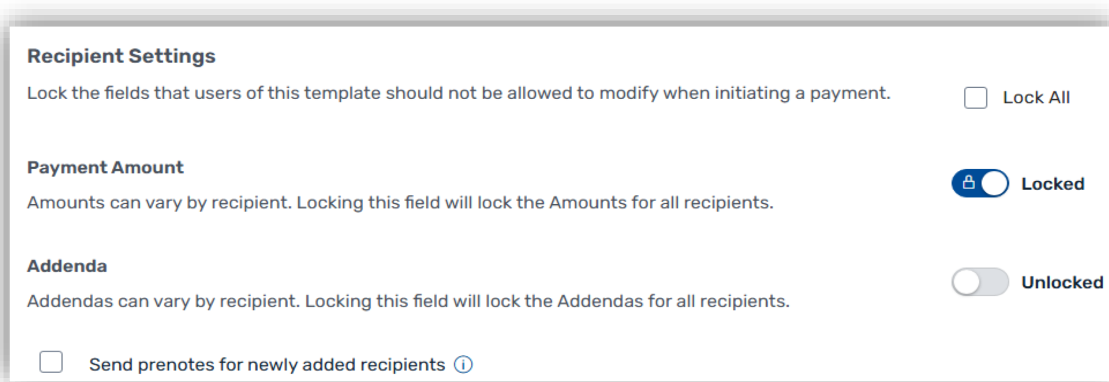
Click on the three ellipses next to the Template Name > select Edit Template option



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



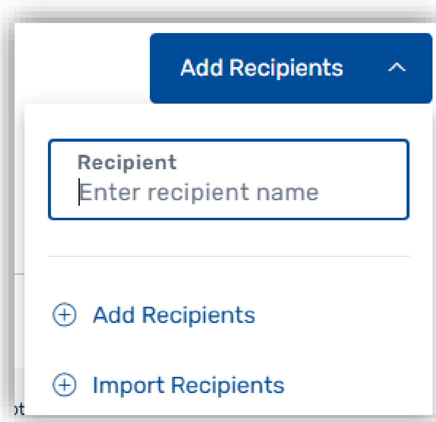
- Payment Settings

- 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)

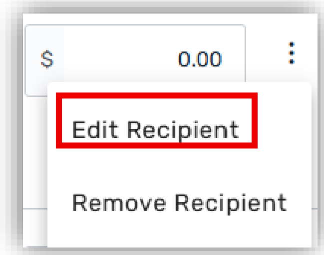
Adding Recipients to ACH Template

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



Editing Recipients in the ACH Template

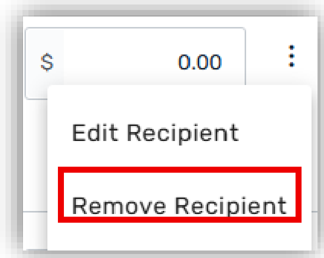


Select the three ellipses to the right of the recipient being modified > Edit Recipient

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