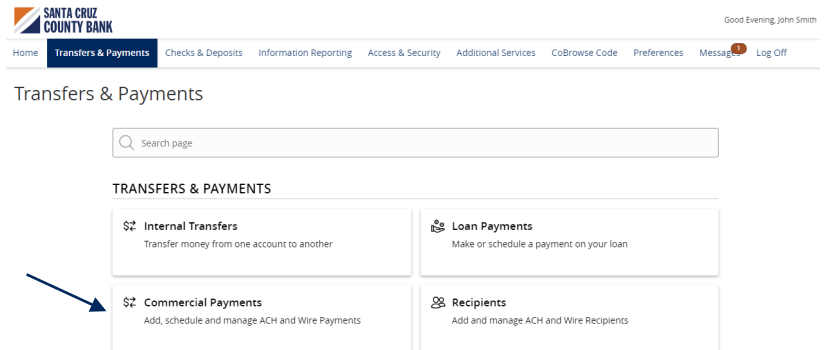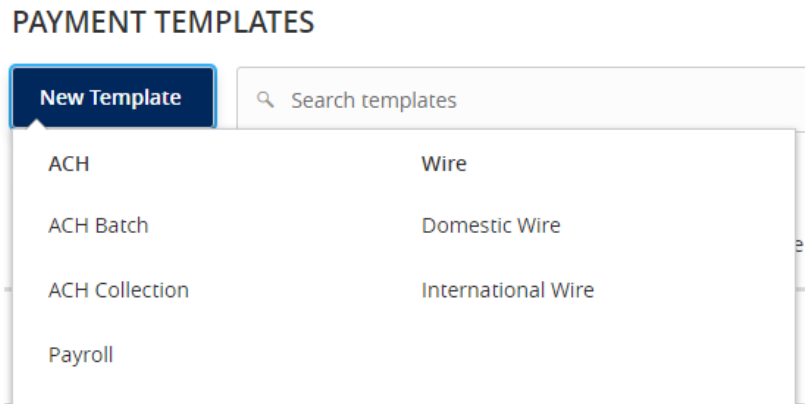# ACH Template Creation Guide

NOTE: A Commercial Template allows you to save payment information that can be accessed in the future.
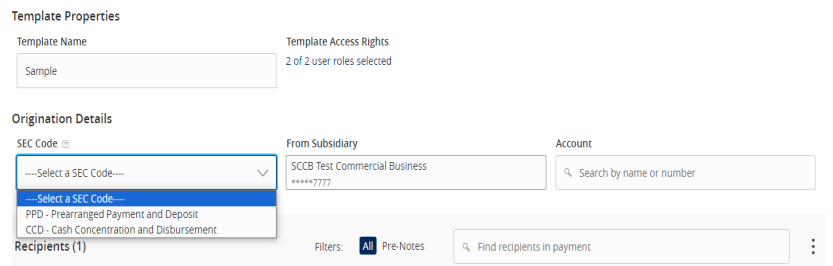
1. Select the 'Transfers & Payments' menu and then select 'Commercial Payments'.

2. Select 'New Template' and the desired payment type.

3. Designate a 'Template Name'.

4. Select an 'SEC Code'.

5. Select a 'Subsidiary'.

6. Select an offset 'Account'.

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7. Click the link below 'Template Access Rights'.

8. Select the 'User Role(s)' who should have access to the template.

NOTE: A User Role will appear as greyed out if the feature allowing access to all templates is enabled. This overrides the ability to remove template access from the corresponding User Role.

SELECT USER ROLE(S)

🔍

Select All | Deselect All

☑ Super User   ☑ Vericast User

Done

9. Click the '+Add multiple recipients' link to add multiple recipients to the template.

Recipients (1)   Filters: **All** Pre-Notes   🔍 Find recipients in payment   ⋮

+ Add multiple recipients

10. Select the desired recipients and click the 'Add' button when done.

SELECT MULTIPLE RECIPIENT ACCOUNTS

🔍

Select All | Clear All

☐ Test 2
   Savings   12345

☐ Test REcipient *(ACH123...*
   Checking   1234567

Cancel   Add (0)

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11. Enter a dollar amount for each linked recipient.

NOTE: The amount may be left as $0.00 if the amount will differ from file to file.

12. Review the information on the screen for accuracy and then select 'Save'.