

Templates make it easy to set up and use repetitive payments, including:

- Payments to vendors and suppliers
- Collections from customers
- Payroll payments

To create an ACH payment template

1. In the navigation menu, select **Treasury Management > Payments**.
2. Select **Create Template**, then select the ACH type.
3. Enter a **Template Name**.
5. Under Origination Details, do the following:
 - a) Select an **SEC Code** from the drop down menu.
 - i. PPD (Payroll will default to PPD)
 - ii. CCD
 - b) Enter a **Company Entry Description**.
 - c) Select **Subsidiary** and **Account** to add information.
6. Select a **Recipient** to search and select from recipients list.
7. Enter an **Amount**.
8. (Optional) Select the **Notify** check box to notify the Recipient.
9. (Optional) Enter an **Addendum**.
10. Select **Save** to complete ACH template creation.
11. (Optional) To create a new Recipient do the following:
 - a) Select **New Recipient** to create and assign a new recipient.
 - b) In the Recipient Detail window, enter details.
 - c) In the **Account** section, enter the recipient's account details.
 - d) Select **Save Recipient**.
12. Select three vertical dots to **EDIT, COLLECT, PAY, or DELETE** the template
 - a) Follow ACH Origination guide for approving transactions