

Saving ACH files as Templates

Under ACH Activity, click Copy next to the ACH file:

Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report
▼ Apr 10, 2026	Test	Saved	1.00	1.00	Payment	Copy Edit Delete

File will open. Scroll to the bottom and click “Save for later”

▪ Indicates required field

Complete ACH

Save for later

Cancel

Click “Save as template”

✔ Test was saved successfully

Test

Reference number	f5f4049a6a
Effective date	Apr 10, 2026
Total withdrawal	\$1.00
Number of withdrawals	1
Total deposit	\$1.00
Number of deposits	1

[Return to ACH activity](#)

Save as template

Template will open. Set the template name.

Template name *

Test

Type

Payment (Prearranged deposit - PPD)

Then scroll to bottom and click “Save”.

* Indicates required field

Save

Cancel

Using ACH Templates

Available templates are listed in the “Templates” tab.

Activity	Templates	File import templates
Date ▾	Description ▾	
▼ Apr 10, 2026	Test	

“Send” will send an ACH file using the template. “Edit” allows you to change the template.

Template name ▾	Type ▾	Status ▾	Report		
Template Test	Payment	Approved	Send	Edit	Delete