

How to Set up an ACH Template

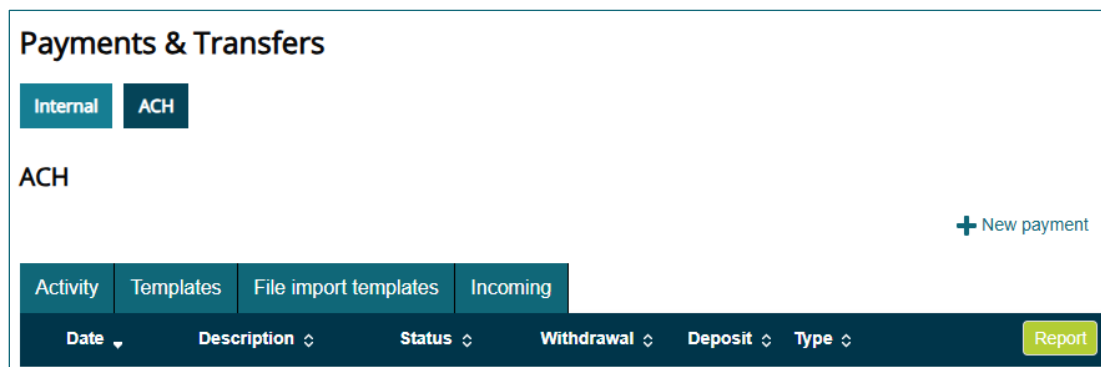
Setting up a template can be done two different ways, from a previously sent ACH batch or by creating a new ACH template manually.

Creating a Template from a Sent ACH Batch

1. From the main home screen, click on **Payments & Transfers**.



2. Select **ACH**.



3. Choose an ACH batch that has been created and previously sent and click on the **Description** in teal.

▼	Nov 13, 2025	Test	Processed	58,586.86	58,586.86	Payment	Copy
▼	Oct 30, 2025	Test	Processed	55,550.06	55,550.06	Payment	Copy
▼	Oct 16, 2025	Test	Processed	60,366.21	60,366.21	Payment	Copy

4. Scroll to the bottom of the screen and choose **Save as Template**



5. **Template Name** – Use all capital letters (ex. PAYROLL or BUILDING C RENT) to clearly identify the batch.

6. **Type** – For recurring payments, select **Repeat** and choose a frequency.

7. **Template Group** – if no group exists, click the **+New** button next to template group. Name the template group, (ex. Payroll), and click **Save**.

TEST Undo all changes

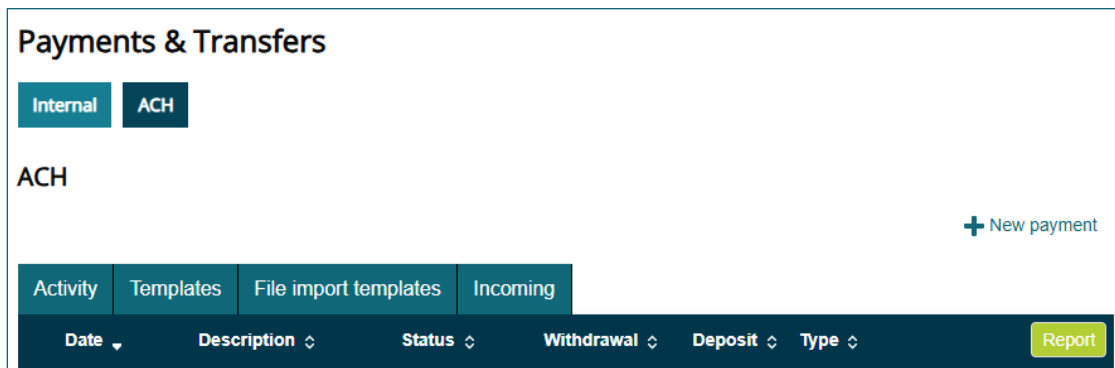
Template name * <input type="text" value="TEST"/>	Tax identification number TEST CLIENT[xxxxx2603]	Template group <input type="text" value="PAYROLL"/> + New	
Type Payment (Company - CCD)	<input checked="" type="checkbox"/> Repeat	From amount <input type="text"/>	To amount <input type="text"/>
Frequency <input type="text" value="Every two weeks"/>			
Total withdrawal \$0.00	Total deposit \$0.00		

Creating and Entering an ACH Template Manually

1. From the main home screen, click on **Payments & Transfers**.



2. Select **ACH**.

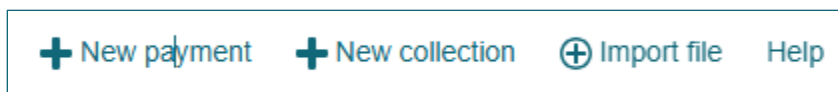


3. Click **Templates**.

4. Click **New Payment Template** OR **New Collection Template**.

Note: Payment or Collection Templates are available per the ACH agreement

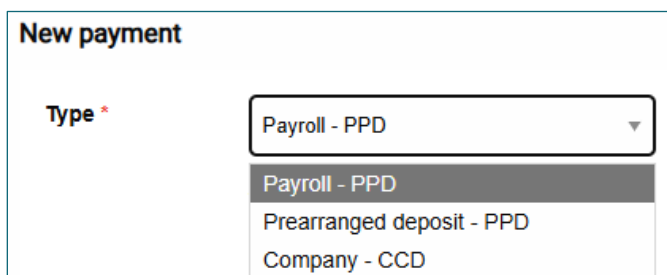
- Select **Payment** when paying a consumer or company.
- Select **Collection** to collect funds from a consumer or company.



5. If creating a **"New Payment Template"**, choose the **Type**:

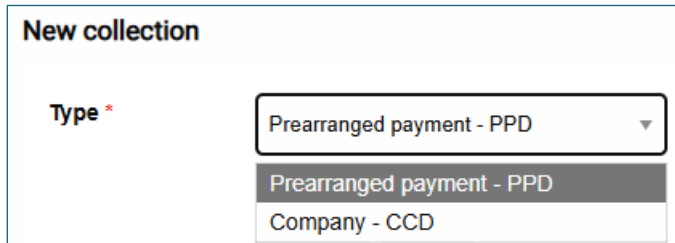
Note: Payment Types are available per the ACH agreement

- **Payroll-PPD** for payroll files
- **Prearranged Deposit-PPD** for consumer payments
- **Company-CCD**



6. If creating a **“New Collection Template”**, select the appropriate available Type.

Note: Collection Types are available per the ACH agreement



7. Click **Continue** to proceed.

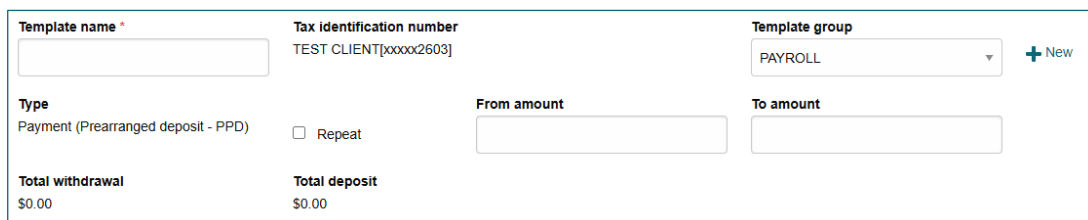
8. Complete a **New Payment Template**.

Note: For a New Collection Template, the “Pay From” section appears first. For example, when collecting rent, enter the renter’s information in the “Pay From”, and your Iowa State Savings Bank account in the “Pay To”.

9. **Template Name** – Use all capital letters (ex. PAYROLL or BUILDING C RENT) to clearly identify the batch.

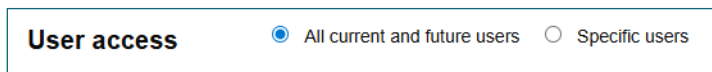
10. **Type** – For recurring payments, select **Repeat** and choose a frequency.

11. **Template Group** – if no group exists, click the **+New** button next to template group. Name the template group, (ex. Payroll), and click **Save**.



12. **User Access** – Choose who can view, edit, and send the template.

Recommendation: Select "All Current and Future Users" to avoid manual updates when new employees are added.



13. Pay/Hold Account – Select the funding account and enter the total ACH batch amount.

- To pay from multiple accounts, choose the **+Add Another Pay From**.

Pay from Show Details Show Filter

Pay all

Pay/Hold	Account *	Amount *
<input type="checkbox"/> Pay	<div style="border: 1px solid #ccc; padding: 2px;"> Select an account </div>	
+ Add another		
	<div style="border: 1px solid #ccc; padding: 2px;"> Select an account TEST CHECKING </div>	

Allow additional rows
 No

14. Pay To – Enter the following for each recipient:

- Name (first and last)
- Routing Number (bank name will auto-populate for verification)
- Account Number
- Account Type (select from dropdown)
- Amount

Pay to Show Details Show Filter

Pay all

Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Q</small>	<input type="text"/>	Select a type	
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Q</small>	<input type="text"/>	Select a type	
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Q</small>	<input type="text"/>	Select a type	
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Q</small>	<input type="text"/>	Select a type	
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Q</small>	<input type="text"/>	Select a type	

+ Add another pay to

Allow additional rows
 No

* Indicates required field

Save Cancel

15. Save Template

Click **Save**. You'll be redirected to the Templates page, where the new template will be available to send, edit, or delete.