



How to Set up an ACH Template

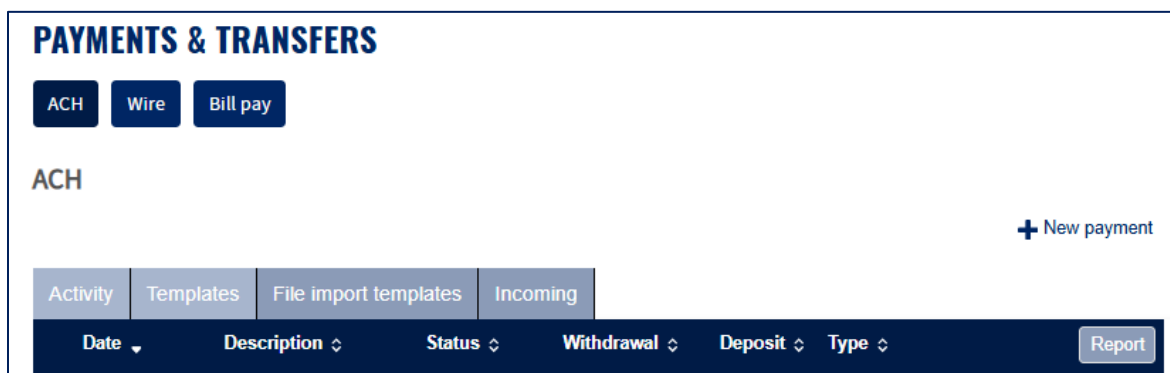
Setting up a template can be done two different ways, from a previously sent ACH batch or by creating a new ACH template manually.

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 sent previously and click on the **Description** in blue

▼	Aug 15, 2025	Payroll	Processed	1,914.24	1,914.24	Payment	Copy
▼	Aug 08, 2025	Payroll	Processed	1,914.24	1,914.24	Payment	Copy
▼	Aug 01, 2025	Payroll	Processed	1,914.24	1,914.24	Payment	Copy
▼	Jul 25, 2025	Payroll	Processed	1,914.24	1,914.24	Payment	Copy



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

Return to ACH activity

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. Then, specify whether the batch should process the **next** or **previous** business day if the effective date falls on a weekend or holiday. *We recommend selecting "previous day."*
7. **Template Group** – if no group exists, click the **+New** button next to template group. Name the template group, (ex. Payroll), and click **Save**.

PAYROLL

Undo all changes

Template name *

PAYROLL

Tax identification number

Template group

Payroll

+ New

Type

Payment (Payroll - PPD)

From amount

To amount

☒ Repeat

Frequency

Weekly

For non-business day use

Total withdrawal

Total deposit

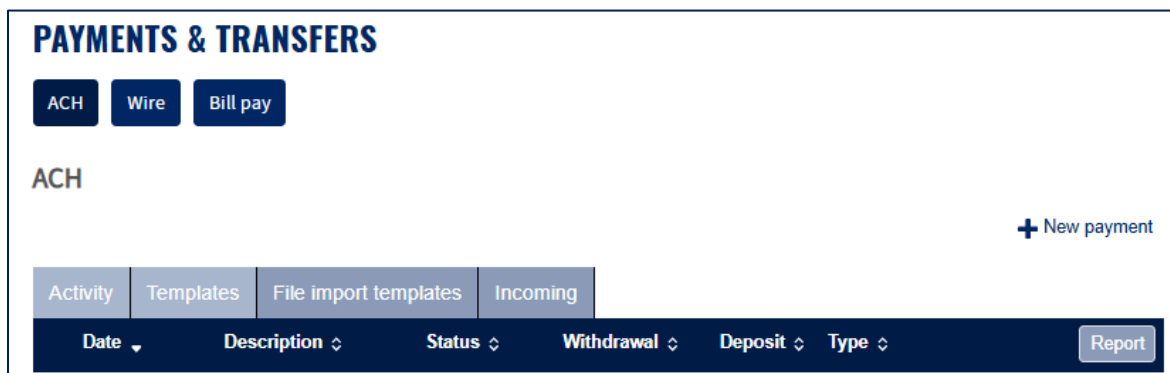


Creating and Entering an ACH Template Manually

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**.

- Select **Payment** when paying another person/company.
- Select **Collection** to collect funds from a person/company.



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

- **Payroll-PPD** for payroll files
- **Prearranged Deposit-PPD** for payments
- **Company-CCD** is typically not used when sending ACHs with United Bank & Trust



New payment template

Type *

- Payroll - PPD
- Prearranged deposit - PPD
- Company - CCD

6. If creating a “**New Collection Template**”, select Type of **Prearranged Payment PPD**.

New collection template

Type *

- Prearranged payment - PPD
- Company - CCD

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 United Bank & Trust 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. Then, specify whether the batch should process the **next** or **previous** business day if the effective date falls on a weekend or holiday. *We recommend selecting “previous day.”*



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

New template

Template name *	Tax identification number	Template group
<input type="text"/>	UBT Test Take 3[xxxxx6789]	Business Expenses + New
Type	From amount	To amount
Payment (Prearranged deposit - PPD) <input type="checkbox"/> Repeat	<input type="text"/>	<input type="text"/>
Total withdrawal	Total deposit	
\$0.00	\$0.00	

- 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.

User access ☒ All current and future users ☐ Specific users

- 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"/>	<div><div>Select an account</div><div><div>+ Add another</div><div>MAIN CHECKING</div><div>MAIN SAVINGS</div></div></div>	<input type="text"/>

Allow addition: ☐ 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

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.

Pay to Show Details Show Filter

Pay all ☐

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

Add another pay to

Allow additional rows
☐ No

* Indicates required field