



1st Source Bank Helpful Hints: ACH – Creating an ACH Template

Creating Templates is a way to efficiently manage an organization or users you pay with ACH. Any number of recipients can be added to a template and when recipients are edited updates occur across all existing templates.

Creating A Template - ACH

1. From the BBO Treasury Dashboard Click **Payments**. Under **Create ACH Template** choose the ACH payment type based on the user entitlements.
2. the **Template Information Field** contains the **Template Activation** date and **Template Name**. Select a date to activate the template and enter a name.
3. Select an **Originating Account and Company ID** (*provided by 1st Source*). The accounts and Company ID's available will be determined by the user entitlements.
4. Create a **Company Entry Description** that contains 10 characters or less to describe the payment.
5. **Company Discretionary Data** and a **Template Limit** may also be added.
6. In the Recipients section choose **Select Recipients** if recipients have been previously created. Otherwise Recipients can be entered by clicking **Create New**, or, choose **Import From File** in order to use a pre-existing file to import recipients.
Additional banking information will be needed if Create New or Import From File are selected.
7. Click **Done**.
8. The list of recipients will be displayed along with their **Account Number** and **Status**. The **Amount** and optional **Addenda** should be left blank until you intend to pay the recipients.
9. Click **Continue**
10. Preview the information in the template. Click Edit Template to change the entries or **Submit Template** when ready.
11. When finished, enter your password, if required, and click **Submit Template**. You will receive a notification your template is successfully submitted. **Note:** *Approval at Template or Recipient requires additional approval*
12. Click **Template Center** to be returned to the View Manage Templates screen. The template created should appear in the **Manage Templates** section under Template Name Description.