

# ACH Transactions

## Paying Existing ACH Templates

1. Click “ACH and Wire” under the *Commercial* menu. Click on the three dots of the template you would like to *Pay*.

The screenshot shows the 'ACH and Wire' interface. On the left is a navigation menu with 'ACH and Wire' highlighted in red. The main area displays a table of templates. The 'Pay' option in the actions dropdown for the 'Domestic Wire' template is highlighted in red.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
ACH Single Payment	Single Payment (PPD)	1			Click to view template actions
Domestic Wire	Domestic Wire	1			Pay, Edit, Copy, Delete
International Wire	International Wire	1			

2. You will be taken to a screen to review your ACH. Here you can set a date to send the payment, input an *Amount* (if needed), and *Draft* or *Approve* based on your user rights.

The screenshot shows the 'Example (Payments)' review screen. It includes sections for 'Origination Details' and 'Recipients (1)'. The 'Draft' and 'Approve' buttons at the bottom are highlighted in red.

**Origination Details**

SEC Code	Company Entry Description	From Subsidiary
SEC Code will display here		Subsidiary will display here
Account	Effective Date	Recurrence
Account name will display here		None
DDA-XXXXX1234	\$800.00	

**Recipients (1)**

Recipient/Account	Amount
Recipient name will appear here	\$0.00
Checking 123456789	

\$0.00  
1 payments

Cancel Draft Approve

## Creating a One-Time ACH Transaction

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time ACH Payment* you would like to make.

The screenshot shows the 'ACH and Wire' section of a financial system. On the left is a navigation menu with 'ACH and Wire' highlighted. The main area is titled 'ACH and Wire' and contains a search bar and a '+ Create Template' button. A dropdown menu is open under 'One-Time Payment', listing options: ACH, Collections, Payments, Payroll, Single Payment, and Single Receipt. Below the dropdown is a table with columns for 'Type', 'Description', and 'Count'. The table contains two rows: 'Domestic Wire' and 'International Wire', each with a count of 1.

Type	Description	Count
Domestic Wire	Domestic Wire	1
International Wire	International Wire	1

2. For the *Origination Details* section, fill in the following:
  - a. *SEC Code* – not applicable for *Payroll*
  - b. *Company Entry Description* – optional field used to enter in the file type
  - c. *To/From Subsidiary* – the company initiating the payment
  - d. *Account* – select the corresponding offset account for the commercial payment
  - e. *Effective Date* – set a date to send the payment

### Payments [Change Type](#)

#### Origination Details

SEC Code ⓘ	Company Entry Description	From Subsidiary
<input type="text"/>	<input type="text"/>	<input type="text"/>
Account	Effective Date	Recurrence
<input type="text"/>	<input type="text"/>	<a href="#">Set schedule</a>

**NOTE:** The example above is for *Payments*, but you can always change the ACH type by clicking “Change Type” to the right of the title.

3. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. To select more than one recipient, click “+Add Another Recipient”.

Recipients (1)  ⋮

+ Add multiple recipients

Recipient/Account	Amount
<input type="text"/>	<input type="text"/>

+ Add another recipient

**NOTE:** Click the three dots to *Expand Row* and add an *Addendum*.

4. Once completed, you can *Draft* or *Approve* based on your user rights.

\$00.00  
1 payment

Cancel **Draft** **Approve**