

Recurring ACH payments and collections will convert as ACH Templates.

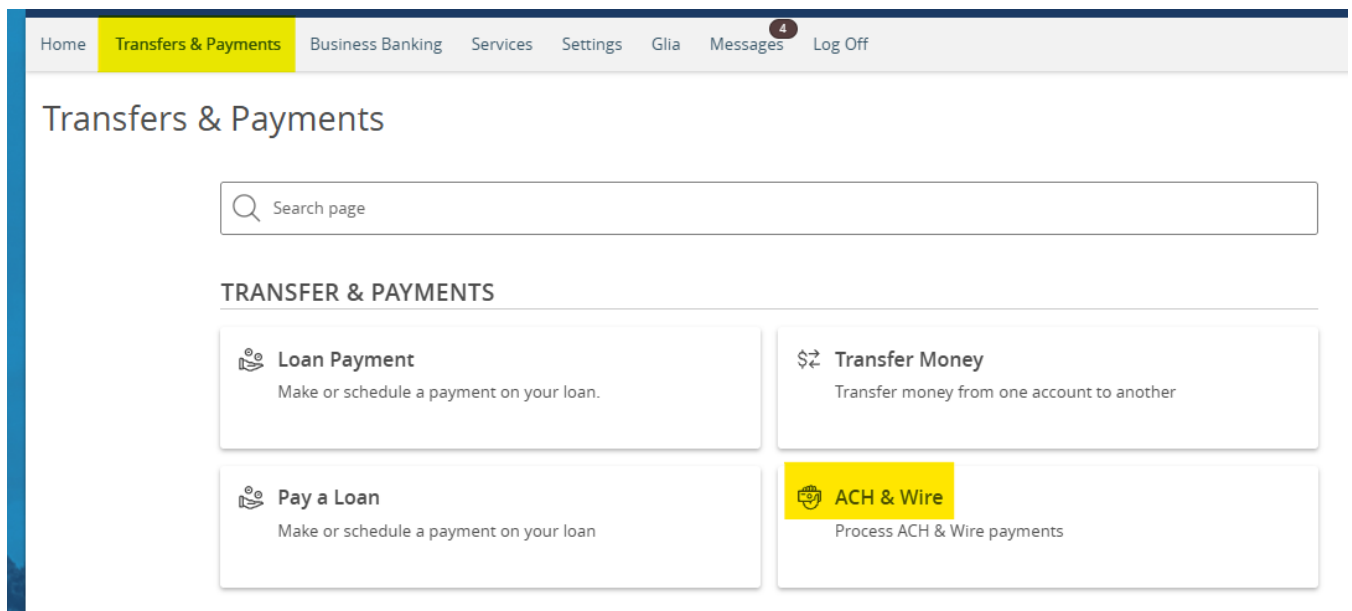
To restart the recurring ACH file, simply locate the correct template and process.


This process is for both Payments and Collection files.

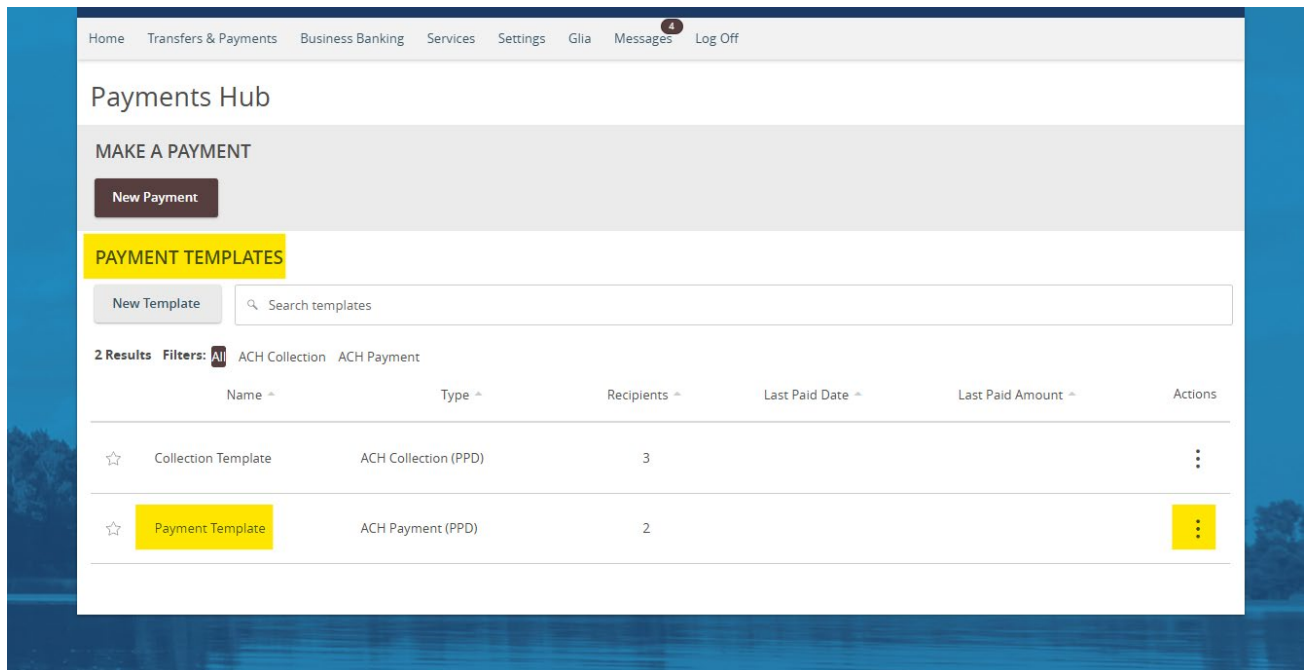
Payments (money going out of your account and paying others)

Collections (debiting your recipients and depositing money into your account)

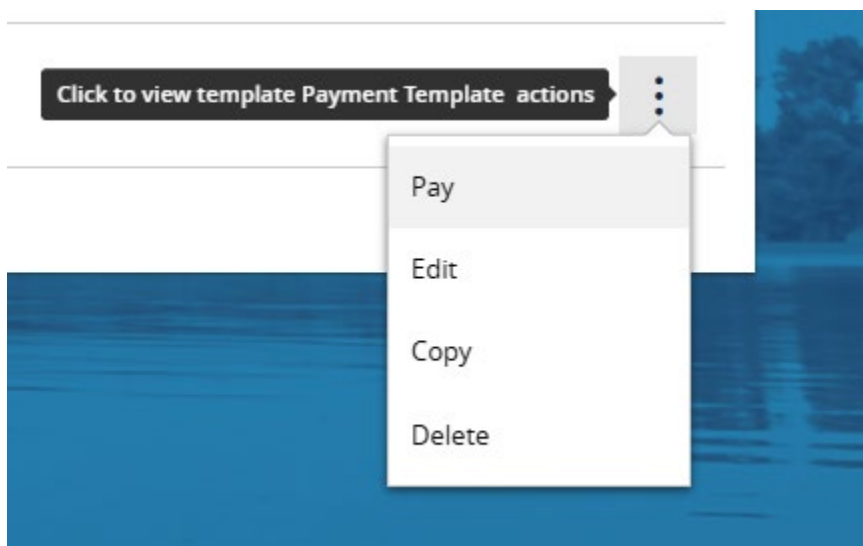
Locate the ACH button by clicking Transfers & Payments from the top menu.



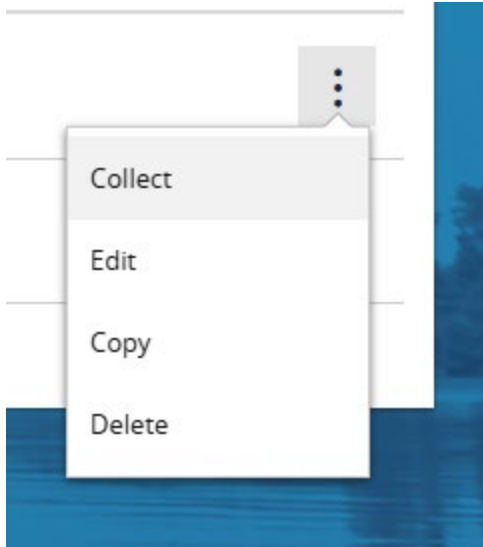
Locate the Payment Templates as shown below. Find the appropriate template, and click the 3 vertical dot menu  on the right, as highlighted below.



From the menu, select Pay for Payment files (money going out of your account and paying others)



Select Collect for Collection files (you debit your recipients and deposit into your account)



The template is now a live ACH file where you can select your starting date by clicking the calendar under Effective Date. You can also set the recurring schedule by clicking Set Schedule under Recurrence.

Payment Template (ACH Payment) Import Amounts ⓘ Edit Template

Origination Details

SEC Code ⓘ
PPD - Prearranged Payment and Deposit

Company Entry Description
Payroll

From Subsidiary
SNOW WHITE
*****4321

Account
BANKON PRINCIPAL
x9310 \$9.00

Effective Date 09/22/2025 📅 **Recurrence** Set schedule

Recipients 2 Find recipients in payment Expand All ⋮

Filters: Paid Not Paid Pre-Notes

Recipient/Account	Amount	
Doc Dwarf checking 516846684	\$ 20.00	⋮
Addenda (optional) ▼		
Grumpy Dwarf checking 123456789	\$ 25.00	⋮
Addenda (optional) ▼		

\$45.00
2 payments

Cancel Draft Approve

Select the appropriate options of how often it repeats, and when it should stop. Click Set Recurring Transaction button at the bottom.

Schedule Recurring Transaction [X]

How often should this transaction repeat?

1st Of The Month Weekly Yearly

Last Day Of The Month Every Other Week

1st & 15th Of The Month Monthly

15th & Last Day Of The Month Quarterly

Daily (Monday - Friday) Semi-Annually

When should this transaction stop?

On/Before Date [Calendar Icon]

After occurrence(s)

Forever (Until I Cancel)

Once you have reviewed the whole file for accuracy, click the Approve button in the bottom right corner.

Payment Template (ACH Payment)

Import Amounts ⓘ Edit Template

Origination Details

SEC Code ⓘ

PPD - Prearranged Payment and Deposit

Company Entry Description

Payroll

From Subsidiary

SNOW WHITE
*****4321

Account

BANKON PRINCIPAL
x9310 \$9.00

Effective Date

09/22/2025 

Recurrence

Every month on the 22nd of the month ✕

Recipients 2

Find recipients in payment

Expand All ⋮

Filters: **Paid** Not Paid Pre-Notes

Recipient/Account	Amount
Doc Dwarf Checking 516846684	\$ 20.00
Addenda (optional)	⌵
Grumpy Dwarf Checking 123456789	\$ 25.00
Addenda (optional)	⌵

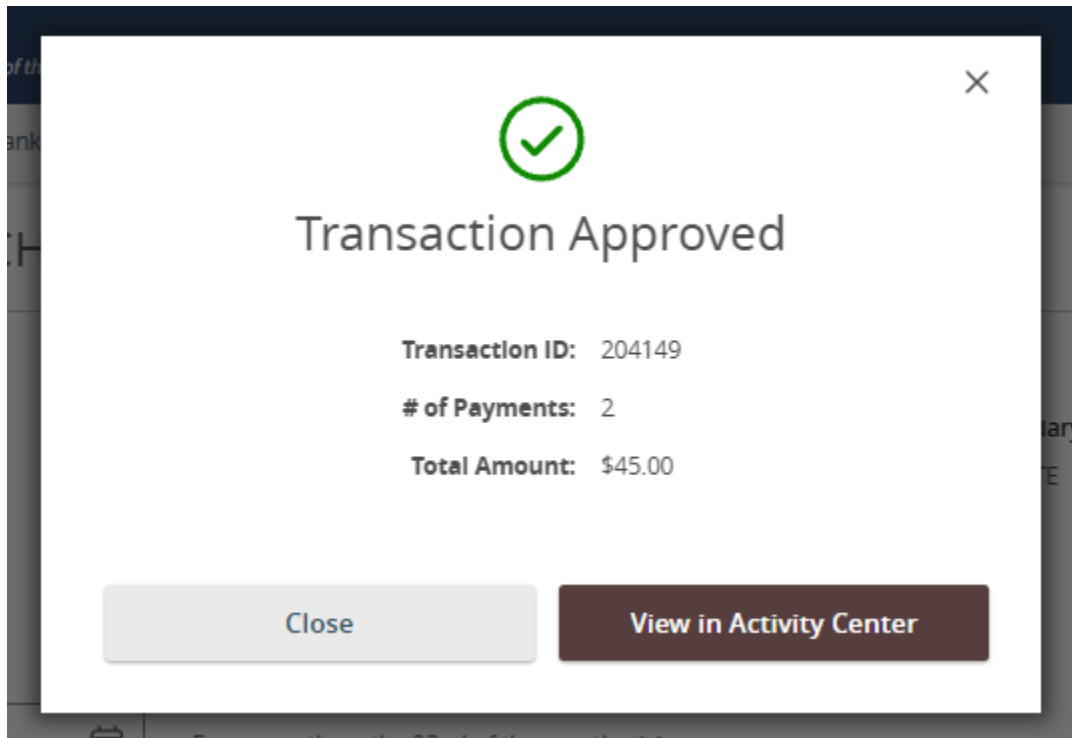
\$45.00
2 payments

Cancel

Draft

Approve

You will receive a confirmation message such as below.



Clicking View in Activity Center will show you the details of the file, and ensure you have successfully submitted your recurring ACH file.

Transaction List

Authorized ACH Batch \$45.00 7/21/2025

1-1 of 1 transactions

TRANSACTION DETAILS

ACH BATCH PAYMENT TEMPLATE

2 Recipients

⋮ ✕

\$45.00

Tracking ID: 204149

Created Date: 7/21/2025

PAYMENT DETAILS

Created By SNOW WHITE

Authorized 07/21/2025 1:52 PM

Authorized By SNOW WHITE

From Account BANKON PRINCIPAL x9310

Total Payments 2

ACH Header SNOW WHITE

SEC Code PPD

Description Payment Template

Company Entry Description Payroll

Subsidiary Name SNOW WHITE

Tax ID 9967654321

RECURRING DETAILS

Recurring ID 2070

Start Date 09/22/2025

End Date No End Date

Next Transaction 09/22/2025

Frequency Every month on the 22nd of the month

Transactions to Date 1

RECIPIENT DETAILS

Show masked details

Name	Account	Type	Routing	Amount
Doc Dwarf	XXXXX6684	Checking	XXXXX3984	\$20.00
Grumpy Dwarf	XXXXX6789	Checking	XXXXX3984	\$25.00

1 - 2 of 2 recipients