

Save an ACH file as a template

Copy an existing ACH file and save it as a reusable template.

- 1 From the **Activity** page, select **Copy** on the file.

Activity	Templates	File import templates	Incoming			
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report
▼ Sep 30, 2026	Test	Saved	1.00	1.00	Payment	Copy Edit Delete

- 2 Review the details, then select **Save for later** at the bottom.

If you're submitting the file instead, **Save as template** also appears on the next screen.

* Indicates required field

Complete ACH **Save for later** Cancel

- 3 Select **Save as template**.

Activity	Templates	File import templates	Incoming
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✔ Test was saved successfully

Test

Reference number	ae249c08ff
Effective date	Sep 28, 2026
Total withdrawal	\$1.00
Number of withdrawals	1
Total deposit	\$1.00
Number of deposits	1

Return to ACH activity **Save as template**

4 Complete the required fields at the top, including **Template name**.

Under **User access**, choose who can use the template.

Select **Save** at the bottom.

Activity
Templates
File import templates
Incoming

New template

Template name *

Tax identification number

Template group

[+ New](#)

Type
Payment (Payroll - PPD)

☐ Repeat

From amount

To amount

Total withdrawal
\$0.00

Total deposit
\$0.00

User access
☐ All current and future users
☒ Specific users

☐ Deselect all

☒ **Operations User**

* Indicates required