

To Recreate your Repetitive Database/Template

Go to ACH and Payments. Locate a batch that was created from the Database/Template that you want to export and click on view a batch.

ACH Payments

Payments | Participants | Templates

Choose Template | Load | New Batch | File Upload

From 12/27/2008 To 02/25/2009 Show My ACH All Company IDs Refresh

* Payment next cut-off time is Mon 01:00 PM (EST). * Payment final cut-off time is Mon 05:00 PM (EST).

Summary of ACH Payments Submitted for Approval or Rejected

Effective Date	Batch Name	Company ID/Name	Entries	Frequency	Status	Total Credits	Total Debits
02/24/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00
02/17/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00
02/10/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00
02/03/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00

Pending ACH Payment Summary

Effective Date	Batch Name	Company ID/Name	Entries	Frequency	Status	Total Credits	Total Debits
02/24/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00
02/17/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00
02/10/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00
02/03/2009	Staff Payroll	1341234569 / ACH Demo Co	3	Weekly	Scheduled	3,900.00	0.00

Done | Export ACH Batch | Print

View ACH Batch

Company Name: ACH Demo Co - 1341234569
 Batch Type: Payroll/Direct-Deposit (PPD Credit)
 Batch Name: Staff Payroll
 Company Description: Payroll
 Discretionary Data:
 Effective Date: 02/24/2009
 Status: Scheduled
 Repeating: Weekly
 Unlimited
 # of Payments 999
 Tracking ID: 23123298804796900

Entries

Total # Credits: 3
 Total Credits (USD): \$3,900.00
 Total # Debits: 0
 Total Debits (USD): \$0.00

Offset Entry

041200555.0000123456:Balanced (Checking)
 Total # Credits: 0
 Total Credits (USD): \$0.00
 Total # Debits: 1
 Total Debits (USD): \$3,900.00

Participant	Participant ID	ABA #	Account #	Account Type	DD	Amount	Type
Jane Doe	256-45-3698	041200555	59682564	Checking		1,250.00	Credit
John Smith	568-98-1234	031100393	90023582	Savings		2,000.00	Credit
John Doe	111-58-1275	041200555	5554440000	Checking		650.00	Credit

Transaction History

Date/Time	Transaction Status	Processed By	Description
2009-01-26 11:40:50	Scheduled	admin	A new recurring PPD ACH batch for ACH Company 1341234569 has been added in BPTW
2009-01-26 11:40:50	New	admin	Added recurring ACH batch named Staff Payroll

Done | Export ACH Batch | Print

Then click Export ACH Batch.

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Add ACH Payment Template

[Payments](#) | [Participants](#) | [Templates](#)

Create ACH Batch Template

Company Name: *

Batch Type: *

Template Name: *

Company Description: *

Discretionary Data:

Template Scope: *

Repeating:

- None Selected
- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly
- Every 4 Weeks

* indicates a required field

Entries

Total # Credits:
 Total # Debits:

Total Credits (USD):
 Total Debits (USD):

Inactive	Participant Name	Participant ID	ABA #	Account #	Account Type	DD	Amount	Debit / Credit
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Choose the Batch Type you need, name the template and choose the repeating schedule that suites your transaction. Then choose Import Entries.

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Add ACH Payment Template

[Payments](#) | [Participants](#) | [Templates](#)

Create ACH Batch Template

Company Name: *

Batch Type: *

Template Name: *

Company Description: *

Discretionary Data:

Template Scope: *

Repeating:

- Unlimited
- # of Payments

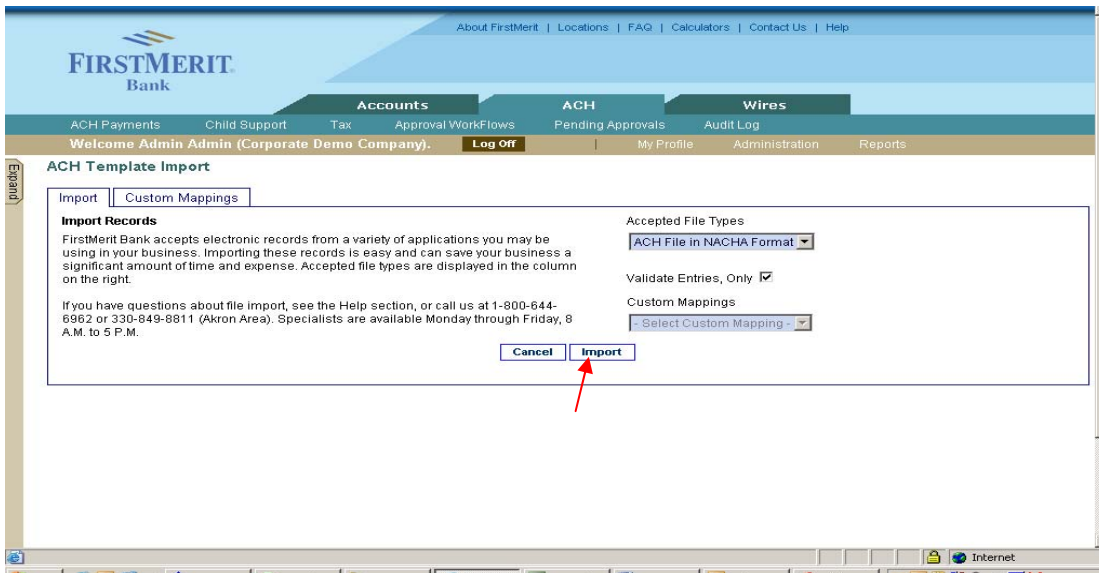
* indicates a required field

Entries

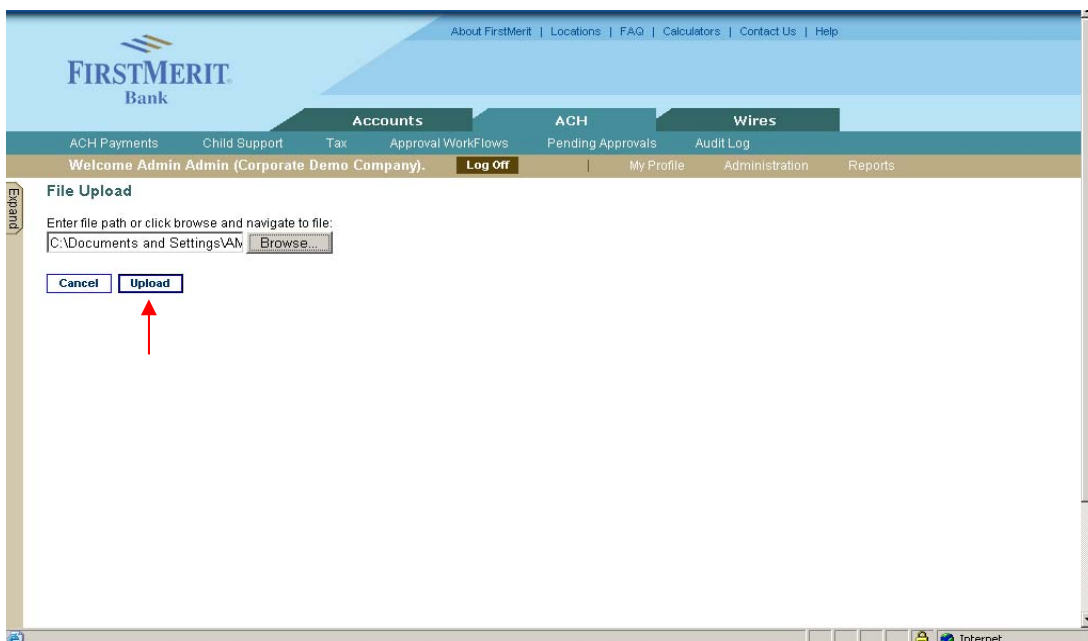
Total # Credits:
 Total # Debits:

Total Credits (USD):
 Total Debits (USD):

Inactive	Participant Name	Participant ID	ABA #	Account #	Account Type	DD	Amount	Debit / Credit
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Click import then browse for the file you exported. Then click Upload



From this screen you can print an Import Report. Click Done and you will be brought back to the Templates page.

Report
 ACH Import Entries Report
 Corporate Demo Company
 01/26/2009 14:40
 Orientation: Portrait

Mapping Information

Name NACHA file	Update Records by Update existing records, add new records	Match Records by Name, ID, and Account
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Source File Detail Information

File Name EXPORT[1].bat	Number of Entries 3	Number of Entries Not Imported 0
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Destination / Batch Detail Information

Entries Added 3	Entries Modified 0	Entries Not Modified 0
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Entries changed because of this import will be shown in the batch with a "+" for added and "M" for modified entries.
 Confidential

ACH Templates

Payments | Participants | Templates

Show: All Company IDs

Template Name	Company ID/Name	Template Type
ACH User Templates		
Staff Payroll	1341234569/ACH Demo Co	Payroll/Direct-Deposit (PPD Credit)
Weekly Payroll	1341234569/ACH Demo Co	Payroll/Direct-Deposit (PPD Credit)
ACH Business Templates		
Staff Payroll	1341234569/ACH Demo Co	Payroll/Direct-Deposit (PPD Credit)
Weekly Payroll	1341234569/ACH Demo Co	Payroll/Direct-Deposit (PPD Credit)