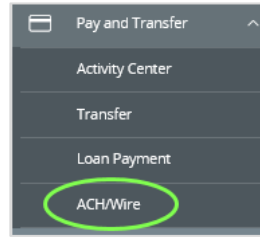
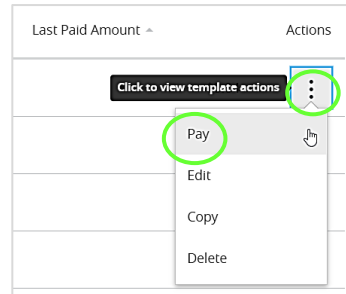


ACH Template Creation

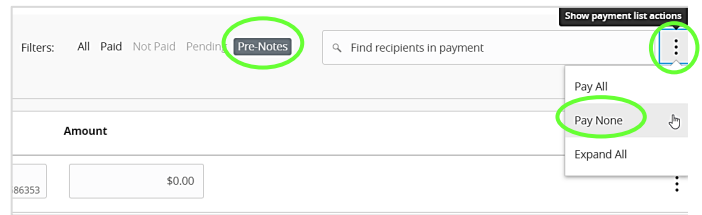
1. Under the Pay and Transfer tab, select **ACH/Wire**.



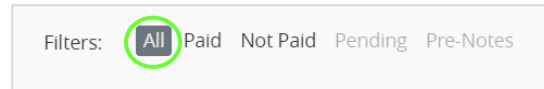
2. Select the **kebab** from the Actions menu and **Pay** or **Collect**.



3. Select the **Pre-Notes** filter, then choose the **kebab** and select **Pay None**. This will unmark all of the zero-dollar recipients from payment at once.



4. By now selecting **All** from the Filters you can see the transactions marked to be Paid or Not Paid. This is also indicated by a green or gray bar to the left side of the transactions.



5. Review each transaction, the payment footer at the bottom and select **Draft** or **Approve** to finalize the Payment.

Recipient/Account	Amount
6072 CTS Checking 1001586072	\$0.01
6353 CTS Checking 1001586353	Not Paid

