



**EASTERN TREASURY®**

---

# ACH Company Entry Description Update Quick Reference Guide – effective 3/20/2026

Member FDIC

March 20, 2026



## 2. Templates - Create/Update the Company Entry Description, also referred to as **Batch Description** in any of your ACH templates used for payroll or purchases

### Creation/Updates

When creating a new Template, type the appropriate Batch Description in the labeled field

The screenshot shows the 'New Consumer Payment Template' form. It has a blue header with a back arrow and the title. Below the header, there are two sections: 'Template Information' and 'Originator Information'. In 'Template Information', there are fields for 'Template Code' (PAYROLLRULE), 'Template Description' (PAYROLLRULE), 'Signatures' (1), and 'Maximum Amount' (USD). There is also a 'Restrict' checkbox. In 'Originator Information', there is a dropdown for 'Originator ID' (ACH CO 2-1020228127). Below that, there are four fields: 'Batch Description' (PAYROLL), 'Company Discretionary Data', 'Descriptive Date', and 'Internal Comments'. A note at the bottom says 'Stored with the transaction, but not forwarded with the payment'.

The screenshot shows the 'New Internet Initiated Collections Template' form. It has a blue header with a back arrow and the title. Below the header, there are two sections: 'Template Information' and 'Originator Information'. In 'Template Information', there are fields for 'Template Code' (PURCHASERULE), 'Template Description' (PURCHASERULE), 'Signatures' (1), and 'Maximum Amount' (USD). There is also a 'Restrict' checkbox. In 'Originator Information', there is a dropdown for 'Originator ID' (ACH CO 2-1020228127). Below that, there are four fields: 'Batch Description' (PURCHASE), 'Company Discretionary Data', 'Descriptive Date', and 'Internal Comments'. A note at the bottom says 'Stored with the transaction, but not forwarded with the payment'.

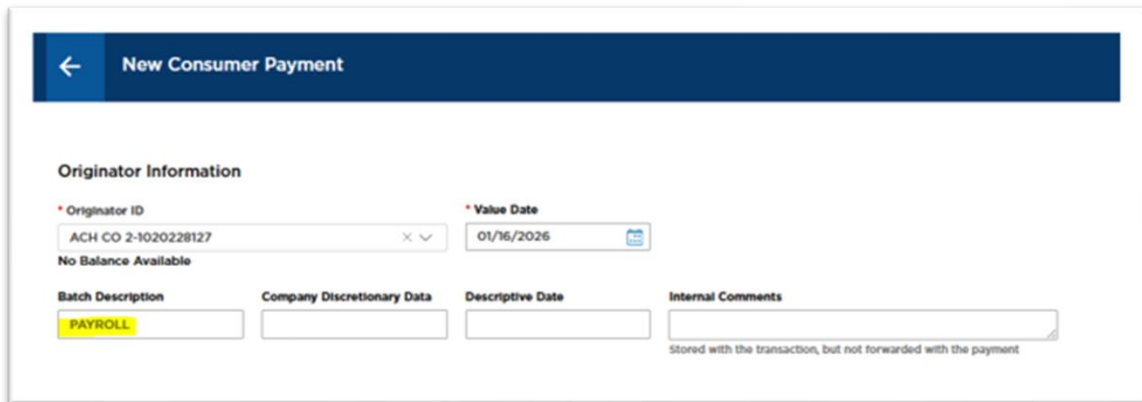
To update the Company Entry Description in existing Templates

- Open the saved Template, and Click Modify to open the fields within the Template
- Type the appropriate Batch Description and Save the Template

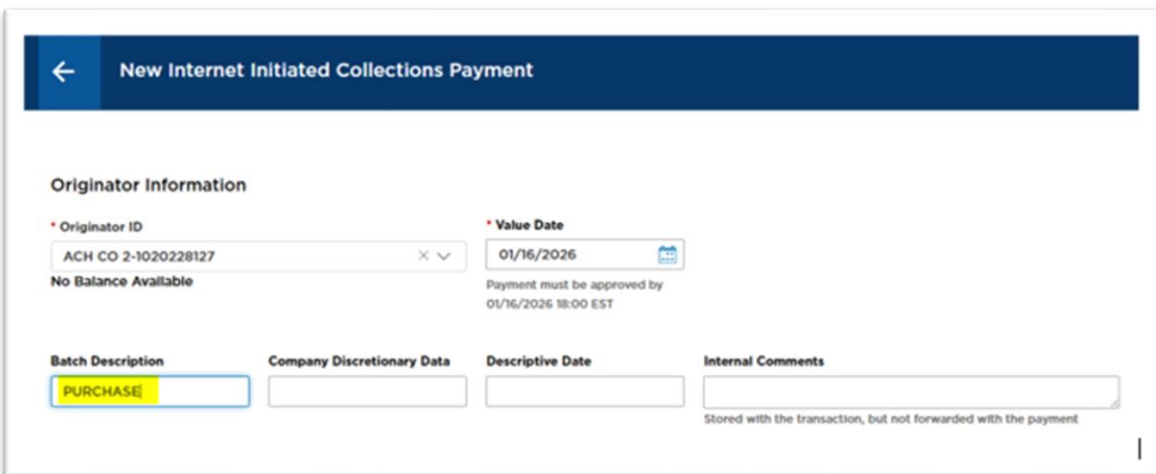
The screenshot shows the 'Template Summary' and 'Template Information' for an existing template. The 'Template Summary' section shows the status as 'Approved', the entry method as 'Freeform', and the dates for 'Entered on' (01/15/2025 12:58 PM), 'Last Modified on' (02/25/2025 09:43 AM), and 'Last Approved On' (02/25/2025 09:43 AM). Below that, there are two sections: 'Template Information' and 'Originator Information'. In 'Template Information', there are fields for 'Template Code' (PPDTest1525), 'Template Description' (PPDTest1525), 'Signatures' (1), and 'Maximum Amount' (USD). There is also a 'Restrict' checkbox. In 'Originator Information', there is a dropdown for 'Originator ID' (ACH CO 2-1020228127). Below that, there are four fields: 'Batch Description' (PAYROLL), 'Company Discretionary Data', 'Descriptive Date', and 'Internal Comments'. A note at the bottom says 'Stored with the transaction, but not forwarded with the payment'.

**3. Free Form Payments** can be originated as a single payment or contain multiple entries of the same payment type

While creating the payment, type the appropriate Batch Description – PAYROLL or PURCHASE



The screenshot shows the 'New Consumer Payment' form. At the top, there is a blue header with a back arrow and the text 'New Consumer Payment'. Below this, the 'Originator Information' section includes a dropdown menu for 'Originator ID' with the value 'ACH CO 2-1020228127' and a 'Value Date' field with the value '01/16/2026'. A note states 'No Balance Available'. The 'Batch Description' field is highlighted in yellow and contains the word 'PAYROLL'. Other fields include 'Company Discretionary Data', 'Descriptive Date', and 'Internal Comments'. A small note at the bottom right of the form reads 'Stored with the transaction, but not forwarded with the payment'.



The screenshot shows the 'New Internet Initiated Collections Payment' form. It has a similar layout to the first form, with a blue header and 'Originator Information' section. The 'Originator ID' is 'ACH CO 2-1020228127' and the 'Value Date' is '01/16/2026'. A note indicates 'Payment must be approved by 01/16/2026 18:00 EST'. The 'Batch Description' field is highlighted in yellow and contains the word 'PURCHASE'. Other fields include 'Company Discretionary Data', 'Descriptive Date', and 'Internal Comments'. A small note at the bottom right of the form reads 'Stored with the transaction, but not forwarded with the payment'.

**4. Additional Compliance Steps**

- Communicate these changes with employees and/or customers if necessary
- Train internal teams on compliance
- Conduct periodic audits to ensure compliance

For additional information, please reach out to the Business Services Team at 1-800-333-8000 or

NEACH <https://www.neach.org/>

NACHA <https://www.nacha.org/>