

# Change or Delete and ACH Transfer in ACH Manager

## Change an ACH Transfer

1. Log in to Business Online Banking



Online Banking  PERSONAL  BUSINESS

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2. Select Payments & transfers



3. Select ACH



### Payments & transfers

### ACH

[+ New payment](#) [+ New collection](#) [⊕ Import file](#) [Help](#)

- Locate the ACH transfer that you would like to change, and select the Edit button

Home Accounts **Payments & transfers** Checks & deposits

### Payments & transfers

Internal **ACH** Bill pay

#### ACH

+ New payment + New collection Import file Help

Activity Templates File import templates Incoming

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jun 21, 2023 Same day	Example	Pending Origination	1.00	1.00	Payment	Copy Edit Delete

Search activity  Date: All activity

- The information you previously entered will display. Make the necessary changes to the previously entered information and click Complete ACH.

Payments & transfers

Internal **ACH** Bill pay

#### ACH

Print Help

Activity Templates File import templates Incoming

⚠ Transfer is pending origination. If you continue, the original transfer will be deleted and a new transfer will be created.

**Example** Undo all changes

- After you click the Complete ACH button, you will be taken to the Security Challenge screen. Enter the One Time Password from the token and click Complete Challenge.

## Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions Show

One-time password \*

\* Indicates required field

Complete Challenge Cancel



## Delete an ACH Transfer

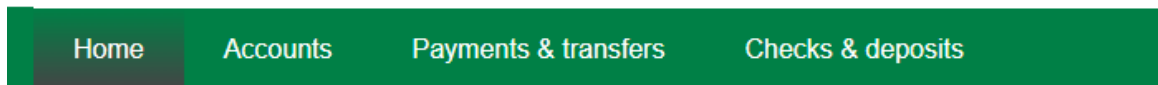
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3. Select ACH



### Payments & transfers

#### ACH

[+ New payment](#) [+ New collection](#) [+ Import file](#) [Help](#)

4. Locate the ACH transfer that you would like to delete, and select the delete button



### Payments & transfers

#### ACH

[+ New payment](#) [+ New collection](#) [+ Import file](#) [Help](#)

Date	Description	Status	Withdrawal	Deposit	Type	
Jun 21, 2023 Same day	Example	Pending Origination	5.00	5.00	Payment	<input type="button" value="Copy"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Search activity

Date

- Confirm the transfer information on the screen is what you want to delete, and click Delete ACH at the bottom of the screen

[Delete ACH](#)
[Return to ACH activity](#)

- The transfer will show if it was successfully deleted on the next screen, and will show as deleted on the ACH Activity page.

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### Payments & transfers

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#### ACH

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 Example was deleted successfully

### Example

#### Reference number

**Total withdrawal** \$5.00  
**Number of withdrawals** 1  
**Total deposit** \$5.00  
**Number of deposits** 1

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### Payments & transfers

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#### ACH

[+ New payment](#)
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Date	Description	Status	Withdrawal	Deposit	Type	Report
Jun 21, 2023 Same day	Example	User Deleted	5.00	5.00	Payment	Copy

Search activity

**Date**