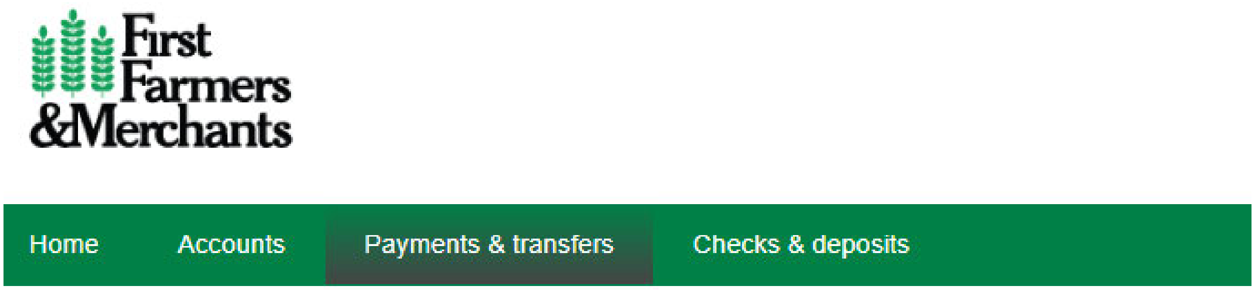
Create or Change an ACH Transfer Template

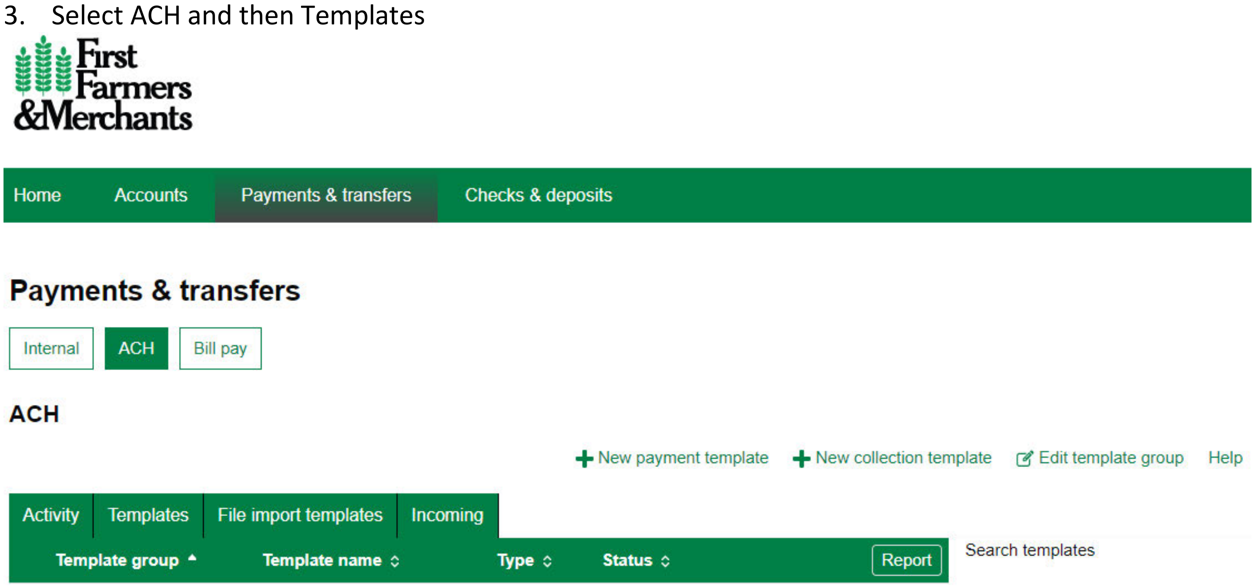
Create an Existing ACH Transfer Template

1. Log in to Business Online Banking

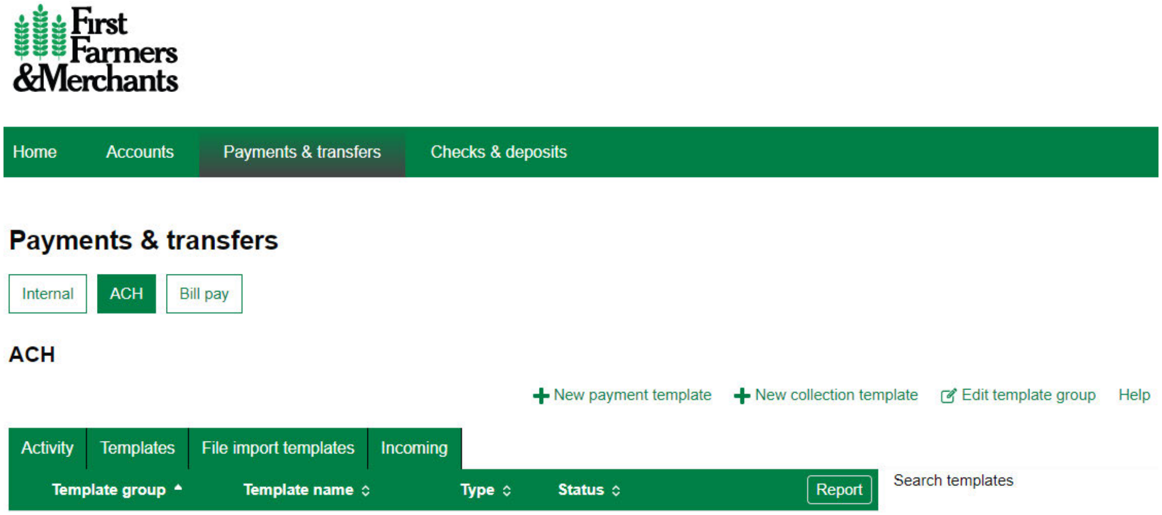
2. Select Payments & transfers



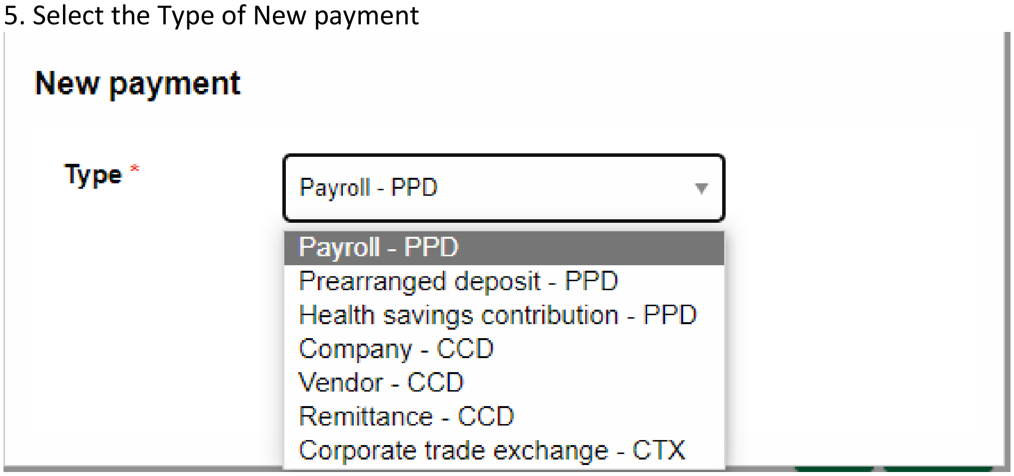
3. Select ACH and then Templates



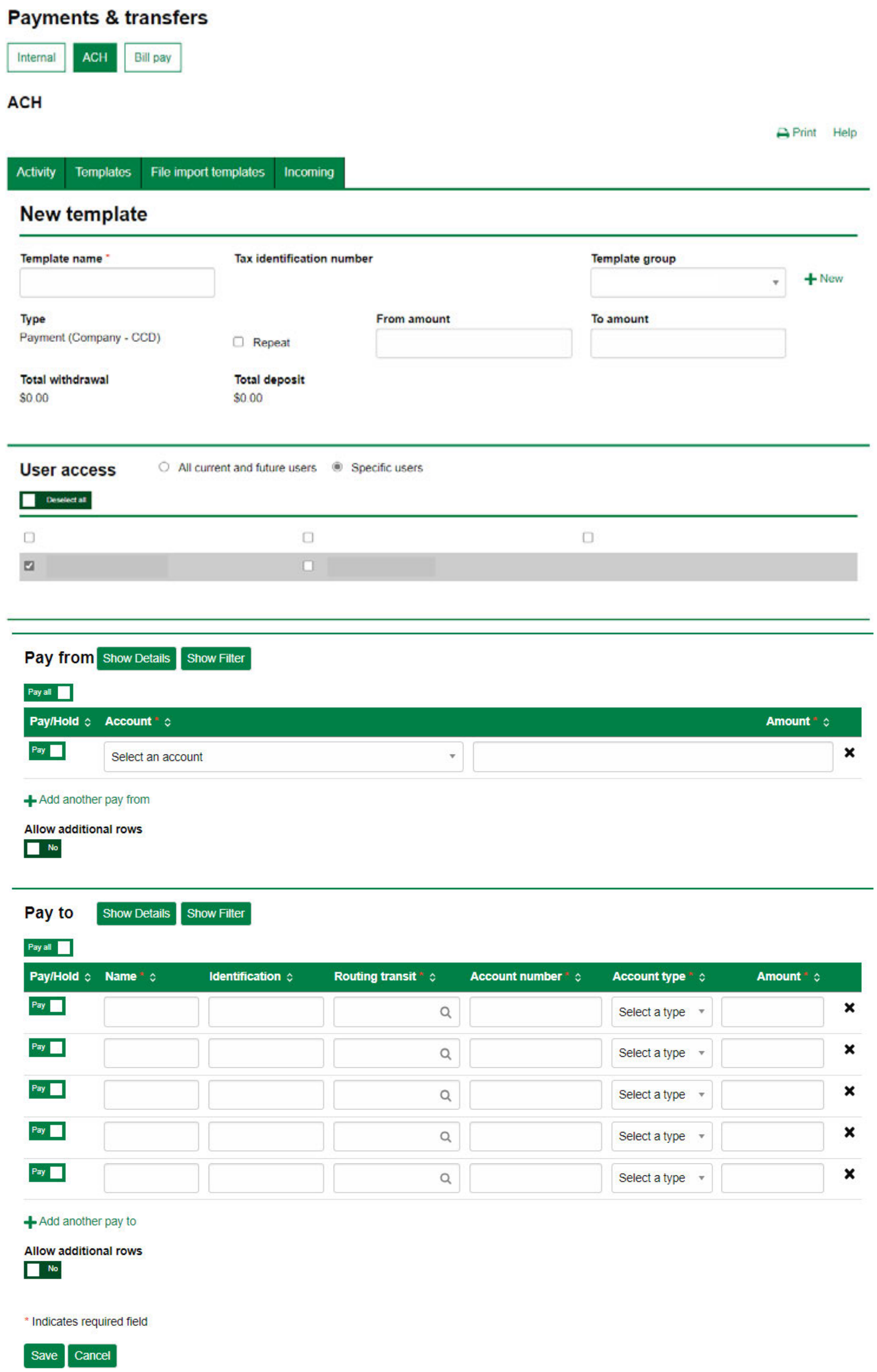
4. Select New payment template or New collection template based on the transfer you wish to originate or receive



5. Select the Type of New payment



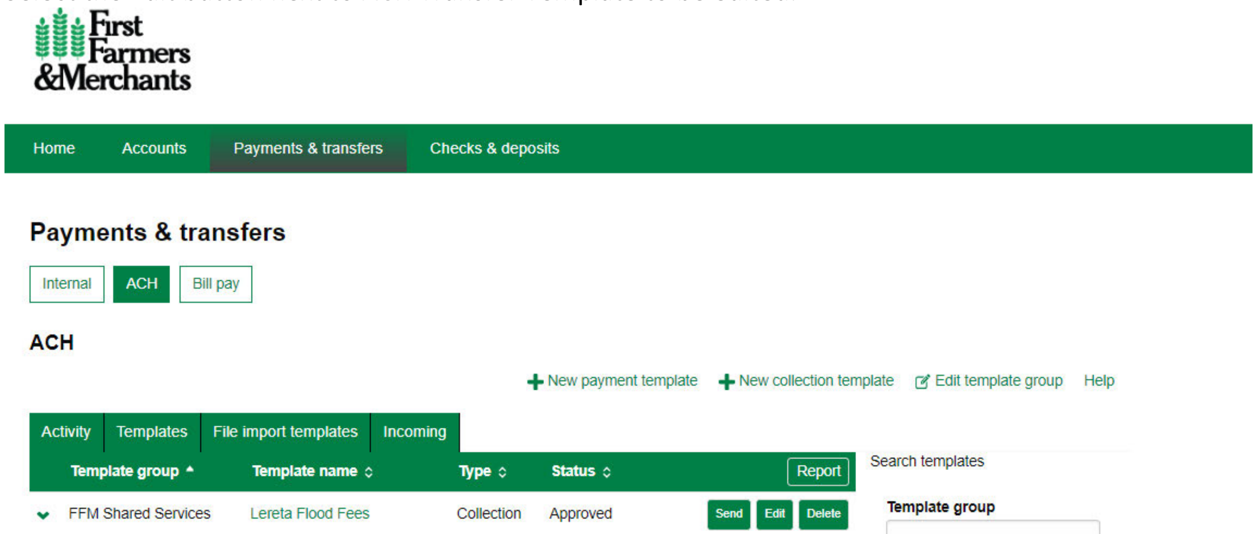
5. Enter the following information in the ACH screen:
    a. Template Name – this will be used to identify the template for later use.
    b. Recurring Frequency – if you would like to allow the user to create a recurring transfer from this template, select the allowable frequency from the drop down box.
    c. Template Group – if you already have a group created, select that group. If not, click the icon next to the drop down to create a new group.
    d. Amount Range – if you would like to limit the dollar amounts that can be sent using this template, enter them here.
    e. User Access – check the names for all users who will have access to this template.
    f. Pay From Banner – select the account you want the funds to come out of and enter the dollar amount.
    g. Pay to Banner – enter the recipient information. If you have a large number of recipients, click the Add another pay to row to add additional rows



6. Once all of the information has been entered in the template, click Save.
7. To initiate and ACH Transfer using this template, see the New ACH Transfer using an ACH Transfer Template

Modify an Existing ACH Transfer Template

1. Select the Edit button next to ACH Transfer Template to be edited.



2. The information you had previously entered will be displayed. Change any of the information that needs to be changed and click Save.