

## New ACH Transfer using Existing Transfer

1. Log in to Business Online Banking

**Online Banking**  PERSONAL  BUSINESS

Primary Account Summary  Username

[Enroll](#) | [Demo](#)

2. Under Management Tools, select ACH Manager

**Management Tools**

**Funds Management**

- [ACH Manager](#)
- Transfer List
- Transfers Issued
- Bill Payments
- Incoming ACH Search
- Incoming Wire Search

3. Select the radio button next to New ACH Transfer Using Existing Transfer and click submit. Click the hyperlink for the Transfer Description that you would like to use to create the new ACH transfer.

Select External Transfer Criteria

- Inquire ACH Transfer
- Change ACH Transfer
- New ACH Transfer
- New ACH Transfer Using Existing Transfer
- Delete ACH Transfer
- Review ACH Transfer
- ACH Transfer Template
- ACH File Import Template
- Import ACH Transfer
  - NACHA
  - Non NACHA
- Incoming ACH

Transfer Description:  
Date Range:  
Amount Range:  
ACH Type:

ACH List

Transfer Description ^	Transfer Date v	Debit Amount d	Credit Amount d	Transfer Status d
<a href="#">ACH DESCRIPTION</a>	09/13/2017	\$100.00	\$100.00	<a href="#">Pending Origination</a>

4. The information you previously entered will be displayed.

**ACH - ACH DESCRIPTION**

Description: [ACH DESCRIPTION] Recurring Frequency: None

Effective Date: 8/29/2017 Same Day:

Total Credit Amount: \$100.00

Total Debit Amount: \$100.00 Tax Identification Number: TIM NISSEN [xxxxxx6030]

Transfer Type: Payroll

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**Batch**

Batch: 1-PPD-PAYROLL Company Name: TIM NISSEN

Batch Effective Date: 8/29/2017 Company Identification: xxxxx6030

Total Batch Credit Amount: \$100.00 Company Entry Description: [PAYROLL]

Total Batch Debit Amount: \$100.00

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**Transfer From**

Hold	Account	Amount	Identification	Name	Discretionary Data
<input type="checkbox"/>	Checking	100.00	091216007	Checking	

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**Transfer To**

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Amount	Discretionary Data	Prenote
<input type="checkbox"/>	ACH RECIPIENT		123456789	Checking	091216007	100.00		<input type="checkbox"/>

Save Process Cancel

5. Modify any of the information you need to modify. Ensure you click the Display Details hyperlink to expand the Batch banner and enter a Company Entry Description. If you need to add more ACH recipients to the transfer, click the Add Row hyperlink.
6. After you have entered all of the information, click the Process button.
7. After you click the Process button you will be taken to the Security Challenge screen. Enter the One Time Password from the token and click Submit.

**Security Challenge**

The transaction submitted requires a one time password to continue.

One Time Password:

Submit Cancel

To submit the required response, follow these steps:

1. Press the button on the token.
2. Token displays a value.
3. On the Security Challenge page, enter the value from the token as the **One Time Password**.
4. Click the "Submit" button.

8. To ensure the transfer was submitted, select the radio button next to Inquire ACH Transfer and click submit. You will see the new transfer in the list and the status will say Pending Origination.

**Select External Transfer Criteria**

Inquire ACH Transfer

Change ACH Transfer

New ACH Transfer

New ACH Transfer Using Existing Transfer

Delete ACH Transfer

Review ACH Transfer

ACH Transfer Template

ACH File Import Template

Import ACH Transfer

NACHA

Non NACHA

Incoming ACH

Transfer Description:

Date Range:

Amount Range:

Reference Number:

Transfer Priority:

ACH Type:

Submit

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**ACH List**

Transfer Description	Transfer Date	Debit Amount	Credit Amount	Transfer Status
ACH DESCRIPTION	08/30/2017	\$100.00	\$100.00	Pending Origination