

Modifying a Recurring ACH 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 Change ACH Transfer. Locate the Recurring ACH Transfer in the ACH List. You will see two entries for this ACH Transfer. One has a Transfer Status of Pending Origination and the other has a Transfer Status of Recurring Entry.

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:

ACH List

Transfer Description	Transfer Date	Debit Amount	Credit Amount	Transfer Status
RECURRING TRANSFER	10/28/2017	\$100.00	\$100.00	Recurring Entry
RECURRING TRANSFER	09/28/2017	\$100.00	\$100.00	Pending Origination

4. Depending on which payments you want to modify, follow the appropriate instructions below.

Modify the new ACH Transfer and all future ACH Transfers

1. Click the hyperlink for the transfer with the status of Pending Origination. The information previously entered will be displayed.

The following warning(s) occurred:
This transfer was created from a Recurring Entry.
Transfer status is Pending Origination. If you continue to change this transfer the Original transfer will be deleted and the modified transfer will be treated as new transfer.

ACH - RECURRING TRANSFER

Description: [RECURRING TRANSFER] Recurring Frequency: [None]

Effective Date: 9/29/2017 Same Day:

Total Credit Amount: \$100.00

Total Debit Amount: \$100.00 Tax Identification Number: TIM NISSEN [xxxxx6030]

Transfer Type: Payroll

[Display Details](#)

Transfer From

Hold	Account	Amount	Description
<input type="checkbox"/>	Checking	100.00	

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Amount	Prenote	Description
<input type="checkbox"/>	ACH RECIPIENT		123456789	Checking	091912330	100.00	<input type="checkbox"/>	

2. Modify the information that needs to be modified. Once all modifications are completed, hit the Process button.
3. 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:

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.

4. 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

ACH List

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

- Next, click the hyperlink for the transfer with the status of Recurring Entry. The information you previously entered will be displayed.

ACH - RECURRING TRANSFER

Description: [RECURRING TRANS](#) x Recurring Frequency: Monthly

Effective Date: 10/28/2017 Recurring End Date:

Total Credit Amount: \$100.00

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

Transfer Type: Payroll

[Display Details](#)

Transfer From

Hold	Account	Amount	Description
<input type="checkbox"/>	Checking	100.00	

[Add Row](#)

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Amount	Prenote	Description
<input type="checkbox"/>	ACH RECIPIENT		123456789	Checking	091912330	100.00	<input type="checkbox"/>	

[Add Row](#)

[Save](#) [Process](#) [Cancel](#)

- Modify the information that needs to be modified. Once all modifications are completed, hit the Save button. This will save the updated information for all future recurring ACH transfers.

Modify Only Future Recurring ACH Transfers

- Click the hyperlink for the transfer with the status of Recurring Entry. The information you previously entered will be displayed.

ACH - RECURRING TRANSFER

Description: [RECURRING TRANS](#) x Recurring Frequency: Monthly

Effective Date: 10/28/2017 Recurring End Date:

Total Credit Amount: \$100.00

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

Transfer Type: Payroll

[Display Details](#)

Transfer From

Hold	Account	Amount	Description
<input type="checkbox"/>	Checking	100.00	

[Add Row](#)

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Amount	Prenote	Description
<input type="checkbox"/>	ACH RECIPIENT		123456789	Checking	091912330	100.00	<input type="checkbox"/>	

[Add Row](#)

[Save](#) [Process](#) [Cancel](#)

- Modify the information that needs to be modified. Once all modifications are completed, hit the Save button. This will save the updated information for all future recurring ACH transfers.