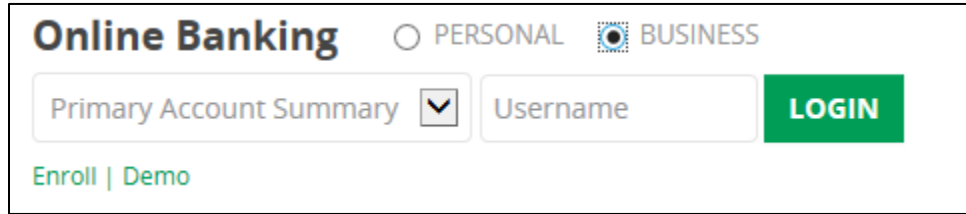


## New ACH Transfer using an ACH Transfer Template

1. Log in to Business Online Banking

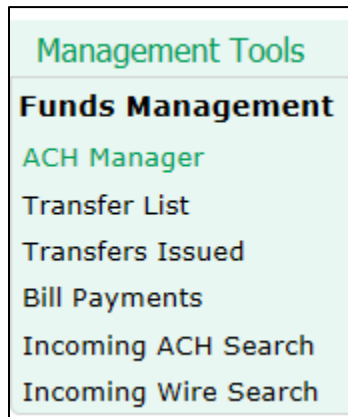


Online Banking  PERSONAL  BUSINESS

Primary Account Summary  Username


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

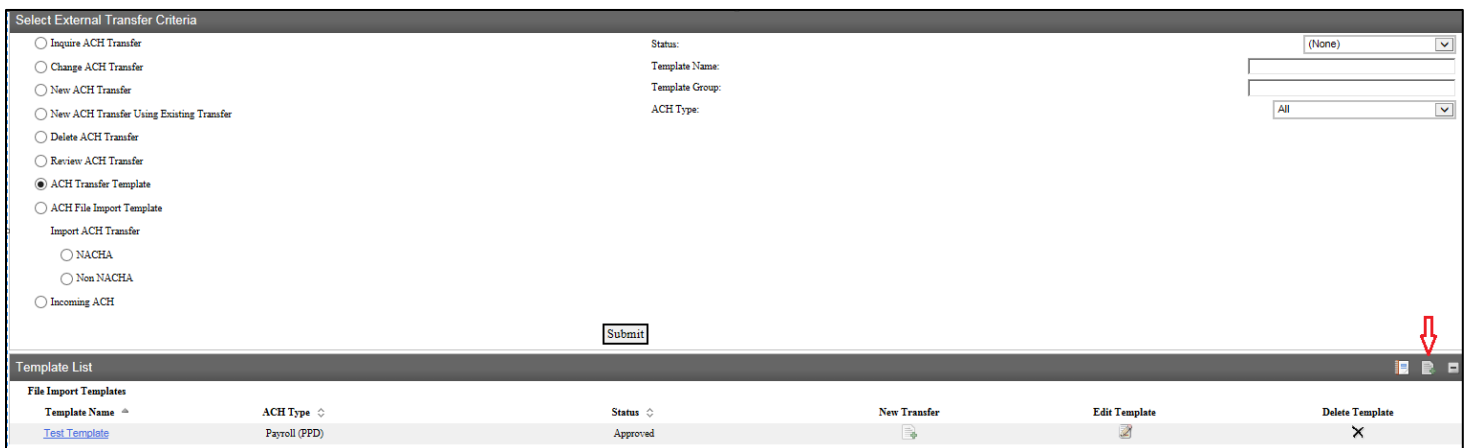
2. Under Management Tools, select ACH Manager



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 ACH Transfer Template and click Submit. Click the  icon to start a new template.



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

Status: (None)   
Template Name:   
Template Group:   
ACH Type: All

Template List

File Import Templates	Template Name	ACH Type	Status	New Transfer	Edit Template	Delete Template
	Test Template	Payroll (PPD)	Approved	<input type="button" value="+"/>	<input type="button" value="edit"/>	<input type="button" value="X"/>

4. Select the correct ACH type from the drop down menu and click Submit.



New Template

ACH Type:

- Payroll (PPD)
- Prearranged Deposit (PPD)
- Prearranged Payment (PPD)
- HSA Contribution (PPD)
- Corporate Debit (CCD)
- Corporate Credit (CCD)
- Vendor Payment Corporate (CCD)
- Remittance (CCD)
- Corporate Trade Exchange (CTX)

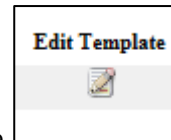
5. Enter the following information in the template.
  - a. Template Name – this will be used to identify the template for later use.

- 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. Transfer From Banner – select the account you want the funds to come out of and enter the dollar amount.
  - g. Transfer To Banner – enter the recipient information. If you have a large number of recipients, click the Add Row hyperlink to add additional rows.
- \*Note – this example is an ACH Credit. If you were debiting the customer’s accounts, the Transfer From and Transfer To banners would be reversed.

The screenshot shows the 'New ACH - Payroll (PPD) Template' form. At the top, there are fields for Template Name (ACH TEMPLATE), Tax Identification Number (TIM NISSEN), Template Group (Training), Recurring Frequency (None), Template Type (Payroll), and Amount Range. Below these are sections for User Access (with a checkbox for 'All User Access' and a checked checkbox for 'TIM J NISSEN'), Transfer From (with a 'Select Account' dropdown and a 'Default Amount' field), and Transfer To (a table with columns for Employee Name, Employee ID, Account Number, Account Type, R/T Number, and Default Amount). The table has 8 rows, each with a 'Description' link and an 'X' icon. At the bottom, there are 'Save' and 'Cancel' buttons.

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 radio button next to ACH Transfer Template. Click the  icon to open the template to be edited.

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

Status: (None)   
 Template Name:   
 Template Group:   
 ACH Type: All

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Template List

File Import Templates	ACH Type	Status	New Transfer	Edit Template	Delete Template
<a href="#">Test Template</a>	Payroll (PPD)	Approved	<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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

Change ACH - Payroll (PPD) Template

Template Name:  Recurring Frequency: (None)   
 Tax Identification Number: TIM NISSEN [xxxxxx6030]  
 Template Group: File Import Templates  Template Type: Payroll  
 Amount Range:  To

[Payroll Details](#)

User Access:

All User Access (including new added users)  
[Deactivate All](#)  
 TIM J NISSEN

Transfer From

Hold:   
 Select All:   
   [Description](#)   
 Allow Additional Rows

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Default Amount	Description	Action
<input type="button" value="v"/>	<input type="text" value="John Doe"/>	<input type="text"/>	<input type="text" value="123456789"/>	<input type="text" value="Checking"/>	<input type="text" value="091912330"/>	<input type="text" value="0.00"/>	<a href="#">Description</a>	<input type="button" value="X"/>

Allow Additional Rows