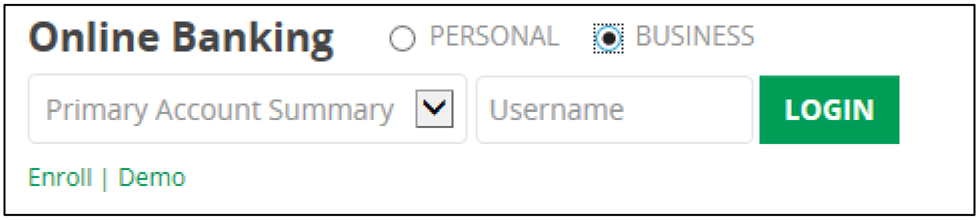
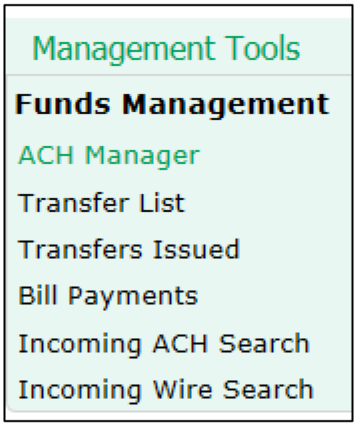
New ACH Transfer using an ACH Transfer Template

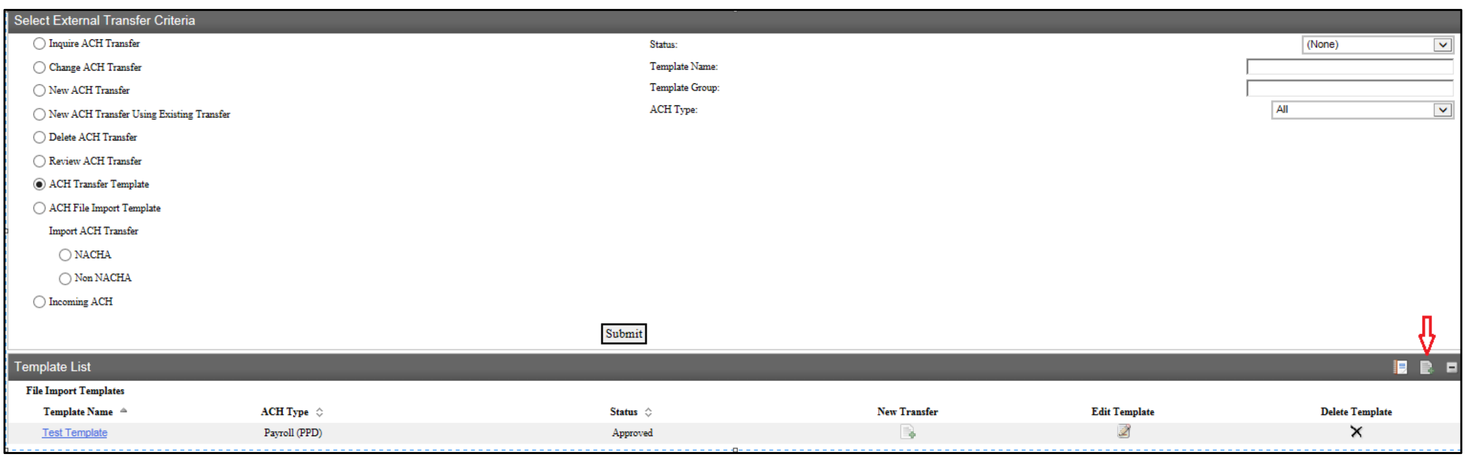
1. Log in to Business Online Banking



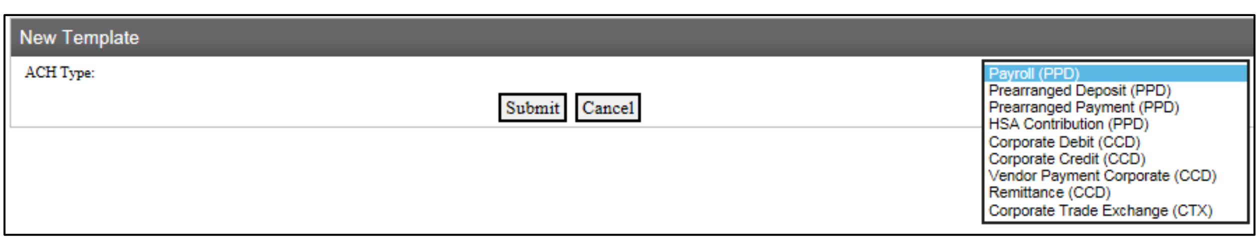
2. Under Management Tools, select ACH Manager



3. Select the radio button next to ACH Transfer Template and click Submit. Click the  icon to start a new template.



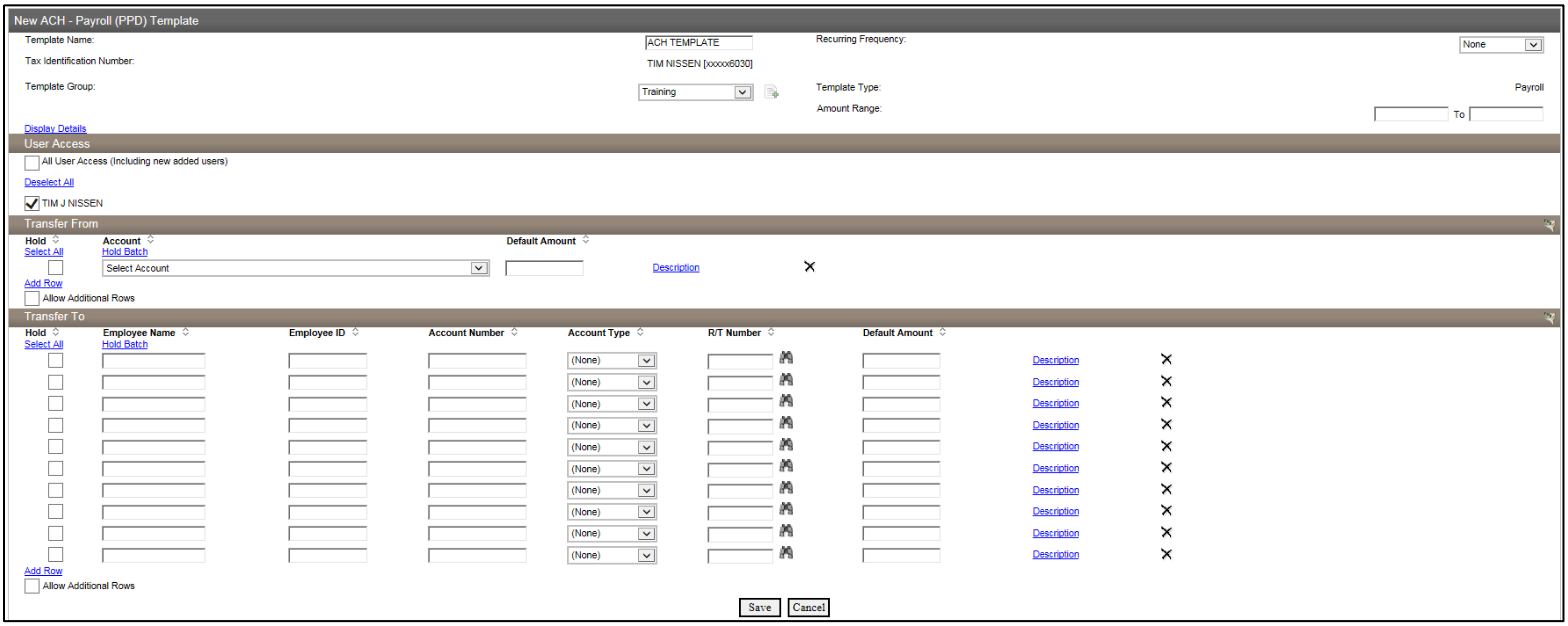
4. Select the correct ACH type from the drop down menu and click Submit.



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.

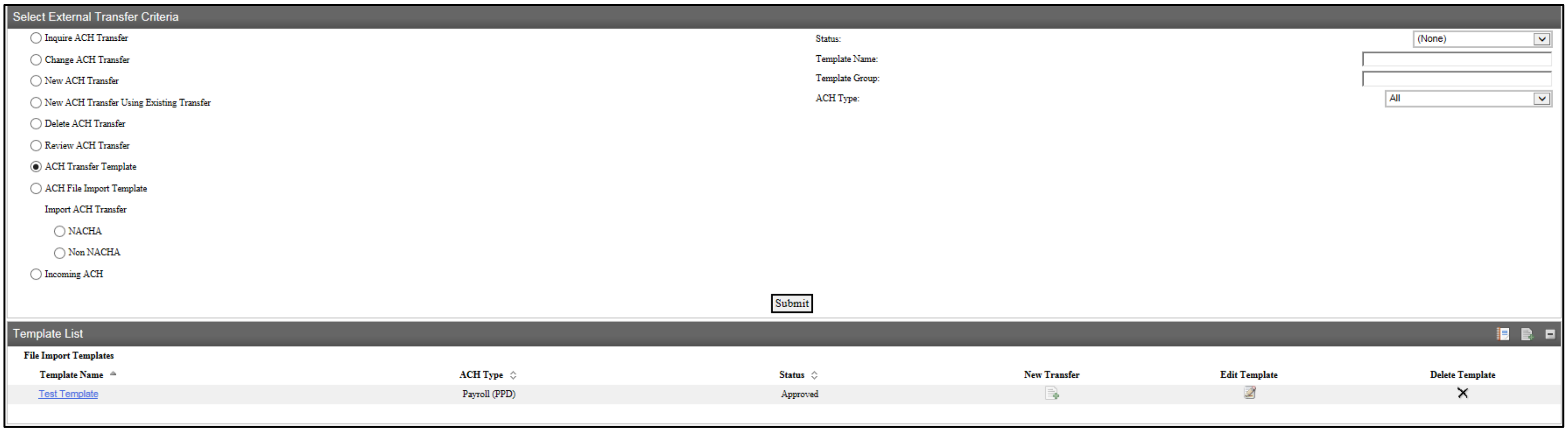


6. Once all of the information has been entered in the template, click Save.
7. To initiate and ACH Transfer using this template, see the New ACH Transfer using an ACH Transfer Template

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.



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