How do I setup a new ACH Transfer or Template?

First determine whether to use a template or not. Template should be used when there is only one individual payee/payor in an ACH Transfer AND the ACH Transfer is not set to a schedule. Template will be available from the first page of online banking or quick edit and approval.

If you have an ACH that contain multiple payees/payors OR an ACH Transfer needs to be placed on a recurring schedule, then create a New ACH Transfer.

Steps to create a New ACH Transfer.

1. Go to the ACH primary page by clicking Payments & transfer from Menu header, then ACH box, change radio button selected to New ACH Transfer, select the appropriate type, then click Submit.

2. Enter in the details of the ACH Transfer. If Recurring, please be sure to change the Recurring Frequency. Before clicking "Process" or "Save" make sure the Total Credit and Total Debit amounts are the same. By choosing "Process" you are saving the ACH Transfer and Scheduling the ACH Transfer to process. If you select Save only, this will only save your changes, the ACH Transfer is not scheduled to process.

ACH

🖨 Print   ❓ Help

New ACH - Payroll (PPD)

Description:		Recurring Frequency: [None ▼]
Effective Date:	[📅] ame Day:☐	
Total Credit Amount:	$0.00	
Total Debit Amount:	$0.00	Tax Identification Number: [Ms Stacy Daycare[xxxxx5138] ▼]
Transfer Type:	Payroll	

Display Details

Transfer From

Hold ⇕	Account ⇕		Amount ⇕	
Select All	Hold Batch			
☐	[Select Account ▼]		[ ]	Description ✕

Add Row

Transfer To

Hold ⇕	Employee Name ⇕	Employee ID ⇕	Account Number ⇕	Account Type ⇕	R/T Number ⇕	Amount ⇕		Prenote ⇕		
Select All	Hold Batch							Select All		
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕
☐	[ ]	[ ]	[ ]	[(None) ▼]	[ ] 🔍	[ ]		☐	Description	✕

Add Row

[Save] [Process] [Cancel]

3. You should now see you newly created ACH Transfer in the Inquire ACH Transfer list as being "Pending Origination". You will see one for "Recurring Entry" as well if you selected the frequency to recur.

Steps to create a New ACH Template. (Used for individual payee/payor Transfer, not on a recurring schedule.)

1. Follow Step 1 from above to navigate to the primary ACH window.
2. Select ACH Transfer Template, then Submit, next on the Template List gray line, click the Page with the Green + sign to create a new template.

    ⦿ ACH Transfer Template
    ○ ACH File Import Template
    ○ Review ACH Template

[Submit]

Template List   📋 📄 ➖

3. Select which type of transfer template to create, then Submit.

New Template

ACH Type:	[Payroll (PPD) ▼]

[Submit] [Cancel]

4. Complete the ACH details, then click Save.

5. You are not done, this is not scheduled to be processed yet.
6. From the homepage of online banking, you can now see the template show up on the right-hand menu area. Expand the ACH by clicking Show. If you have more than one template, there will be a drop-down selection. Easily make your edit to the Date to process and the dollar amount to send, click Preview ACH, then Complete ACH.

7. Make sure your ACH Transfer is ready to send to us. There are two places you can check. From the homepage of online banking, under Payments and Transfer, Issued.

Payments & Transfers

Review (0)		Show ⌄
Issued (2)		Hide ⌃

ACH

Description	Status	Amount
	Pending	1,080.00
	Pending	1,130.00

8. Or from the ACH Primary Window, do an Inquire ACH Transfer seach. From this search results you should see an ACH Transfer for "Pending Origination".

	02/01/2019	$1,080.00	$1,080.00	Pending Origination