

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.

The screenshot shows the online banking interface for The First National Bank in Carlyle. The navigation menu includes Home, Accounts, Payments & transfers (highlighted), Checks & deposits, and Administration. The main heading is "Payments & Transfers" with sub-tabs for Internal and ACH (highlighted). Below this is the "ACH" section, which includes a "Select External Transfer Criteria" panel. This panel lists several options with radio buttons: Inquire ACH Transfer, Change ACH Transfer, New ACH Transfer (highlighted), New ACH Transfer Using Existing Transfer, Delete ACH Transfer, Review ACH Transfer, ACH Transfer Template, ACH File Import Template, and Review ACH Template. To the right of these options is an "ACH Type:" dropdown menu with options: (None), (None), Payroll (PPD), Prearranged Deposit (PPD), and Prearranged Payment (PPD) (highlighted). A "Submit" button is located at the bottom center of the criteria panel.

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: Same 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 Select All Account Select Account Amount [Description](#)

[Add Row](#)

Transfer To

Hold <input type="checkbox"/> Select All	Employee Name <input type="text"/>	Employee ID <input type="text"/>	Account Number <input type="text"/>	Account Type <input type="text"/>	R/T Number <input type="text"/>	Amount <input type="text"/>	Prenote <input type="checkbox"/> Select All	Description	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Description	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Description	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Description	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Description	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Description	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Description	<input type="checkbox"/>

[Add Row](#) Process

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)

4. Complete the ACH details, then click Save.

ACH

New ACH - Payroll (PPD) Template

Template Name: [] Recurring Frequency: None

Tax Identification Number: []

Template Group: [] Template Type: Payroll

Amount Range: [] To []

[Display Details](#)

User Access

All User Access (Including new added users)

[Select All](#)

[]

Transfer From

Hold: [] Account: [] Default Amount: []

[Select All](#) [Hold Batch](#) [Select Account](#) [Description](#) X

[Add Row](#)

Allow Additional Rows

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Default Amount	Description	
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	Description	X

[Add Row](#)

Allow Additional Rows

Save **Cancel**

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.

Pay Or Transfer

Internal [Show](#)

ACH [Hide](#)

Template name *
[]-Payroll

Date *
1/30/2019 [SELECT](#)
Last available date is Mar 13, 2019

Amount *
452.00

Payment information
[]

* Indicates required field

Preview ACH

Pay Or Transfer

Internal [Show](#)

ACH [Hide](#)

Description
[] Payroll

From account
[] XXX []

To account
Checking []
Routing transit: []

Date
Jan 30, 2019

Amount
\$452.00

Payment information

Complete ACH **Edit** **Cancel**

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
[Redacted]	Pending	1,080.00
[Redacted]	Pending	1,130.00

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

[Redacted]	02/01/2019	\$1,080.00	\$1,080.00	Pending Origination
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