

How do you know if you have an ACH Transfer scheduled?

There are two places to look to see if there is an ACH Transfer scheduled to be processed:

1. From the home page, scroll past list of accounts under Payments & Transfers, scheduled ACH Transfers will show under "Issued".

The screenshot shows the 'Payments & Transfers' interface. At the top, there is a 'Review (0)' section with a 'Show' dropdown. Below it is an 'Issued (2)' section with a 'Hide' dropdown. The main heading is 'ACH'. A table displays two pending ACH transfers:

Description	Status	Amount
[Redacted] -PPD-DR-[Redacted]	Pending	1,080.00
[Redacted] PPD-DR-[Redacted]	Pending	1,130.00

Below the ACH section is an 'Internal' section with a table header: From, To, Amount, Date. A message below the table states: 'There are no issued transfers.'

2. Go to the ACH primary page by clicking Payments & transfer from Menu header, then ACH box, leave radio button selected on Inquire ACH Transfer, then click Submit.

The screenshot shows the 'Payments & Transfers' page with the 'ACH' tab selected. The 'Inquire ACH Transfer' radio button is selected under 'Select External Transfer Criteria'. The 'Submit' button is visible at the bottom.

Navigation menu: Home, Accounts, **Payments & transfers**, Checks & deposits, Administration

Page Header: The First National Bank in Carlyle

Page Title: Payments & Transfers

Internal | **ACH**

ACH

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
- Review ACH Template

Transfer Description: [Text Field]

Date Range: [Start Date] To [End Date]

Amount Range: [Start Amount] To [End Amount]

Reference Number: [Text Field]

Transfer Priority: [Dropdown Menu: All]

ACH Type: [Dropdown Menu: (None)]

Submit

ACH List				
Transfer Description ▲	Transfer Date ▼	Debit Amount ◇	Credit Amount ◇	Transfer Status ◇
[Redacted]	01/28/2019	\$452.00	\$452.00	Saved
[Redacted]	03/01/2019	\$1,080.00	\$1,080.00	Recurring Entry
[Redacted]	02/01/2019	\$1,080.00	\$1,080.00	Pending Origination
[Redacted]	02/11/2019	\$1,130.00	\$1,130.00	Recurring Entry
[Redacted]	02/04/2019	\$1,154.00	\$1,154.00	User Deleted
[Redacted]	02/04/2019	\$1,130.00	\$1,130.00	Pending Origination

Look under the Transfer Status column, the ACH Transfers with “Pending Origination” are scheduled to be processed by the Bank one business day prior to the Transfer Date.