

How to make a New or Recurring ACH Transfer from a Saved or previously submitted ACH Transfer.

1. 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 bank's online interface. At the top, the navigation menu includes 'Home', 'Accounts', 'Payments & transfers' (highlighted), 'Checks & deposits', and 'Administration'. Below this, the 'Payments & Transfers' section has two tabs: 'Internal' and 'ACH' (highlighted). Under the 'ACH' tab, there is a 'Select External Transfer Criteria' section with several radio button options. The 'Inquire ACH Transfer' option is selected and highlighted. To the right of these options are several input fields for 'Transfer Description', 'Date Range', 'Amount Range', 'Reference Number', 'Transfer Priority', and 'ACH Type'. A 'Submit' button is located at the bottom center of this section.

2. From the search results, click on the ACH Transfer hyperlink under the Transfer Description column, this will pull up the details of that ACH Transfer.

Transfer Description	Transfer Date	Debit Amount	Credit Amount	Transfer Status
PPD-CR-Payroll	01/28/2019	\$452.00	\$452.00	Saved

3. Next click on the Change button to edit the ACH Transfer.

The screenshot shows the 'ACH' page with a 'Change' button highlighted. Below it, a transfer description is visible: 'ACH - [redacted] - PPD-CR-Payroll'.

- Now you can edit any details of the ACH Transfer, such as change the effective date, select the proper Recurring Frequency option, modify, add or delete individual payees/payors.
- Click Process to save and schedule the ACH Transfer to process.

Close Print Refresh

ACH - [redacted] - PPD-CR-Payroll

Description: [redacted] Rec

Effective Date: 1/28/2019 Same Day:

Total Credit Amount: \$452.00

Total Debit Amount: \$452.00 Tax

Transfer Type: Payroll

[Display Details](#)

Batch

Batch: 1-PPD-[redacted] Cor

Batch Effective Date: 1/28/2019 Cor

Total Batch Credit Amount: \$452.00 Cor

Total Batch Debit Amount: \$452.00

Transfer From

Hold	Account	Amount	Description
<input type="checkbox"/>	[redacted]	452.00	[redacted]

[Add Row](#)

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number
<input type="checkbox"/>	[redacted]		[redacted]	Checking	081906505

[Add Row](#)

Save Process

Help

Recurring Frequency: None

Tax Identification Number: [redacted]

Company Name: [redacted]

Company Identification: [redacted]

Company Entry Description: [redacted]

Transfer From

r	Amount	Prenote	Description
505	452.00	<input type="checkbox"/>	[redacted]

Cancel

A successfully saved and processed Recurring ACH Transfer will show twice in the Inquire ACH Transfer search results; once with a description of "Pending Origination" and once with a description of "Recurring Entry". Future edits would be made to the "Recurring Entry" ACH Transfer.