


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.



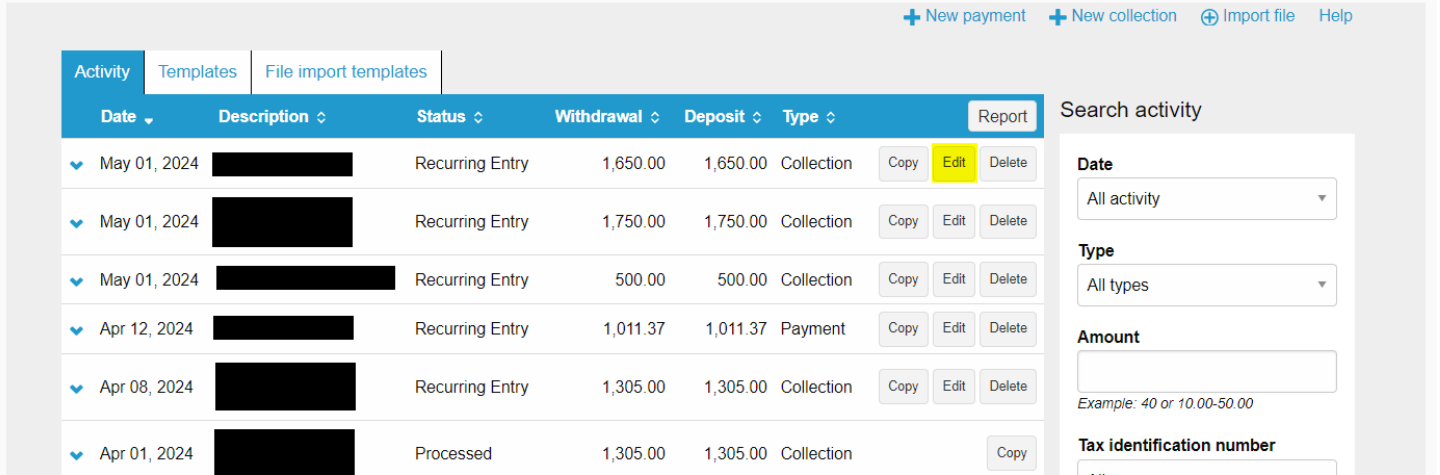
1NB bank

Home Accounts **Payments & transfers** Checks & deposits Administration

Payments & Transfers

Internal ACH

ACH



+ New payment + New collection Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
May 01, 2024	[REDACTED]	Recurring Entry	1,650.00	1,650.00	Collection	Copy Edit Delete
May 01, 2024	[REDACTED]	Recurring Entry	1,750.00	1,750.00	Collection	Copy Edit Delete
May 01, 2024	[REDACTED]	Recurring Entry	500.00	500.00	Collection	Copy Edit Delete
Apr 12, 2024	[REDACTED]	Recurring Entry	1,011.37	1,011.37	Payment	Copy Edit Delete
Apr 08, 2024	[REDACTED]	Recurring Entry	1,305.00	1,305.00	Collection	Copy Edit Delete
Apr 01, 2024	[REDACTED]	Processed	1,305.00	1,305.00	Collection	Copy

Search activity

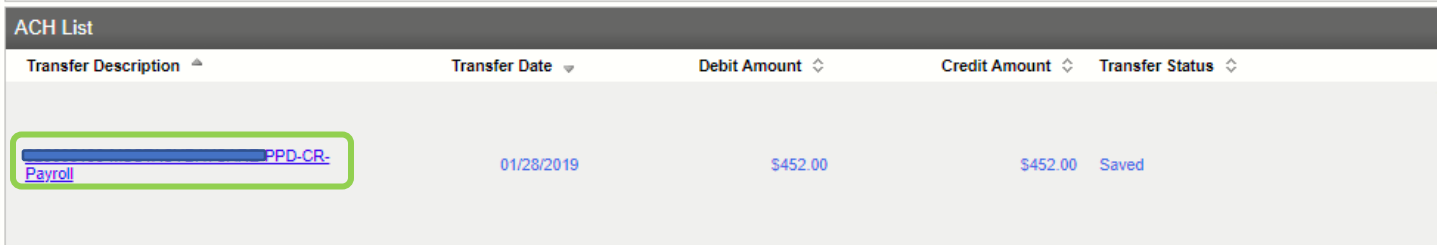
Date: All activity

Type: All types

Amount: Example: 40 or 10.00-50.00

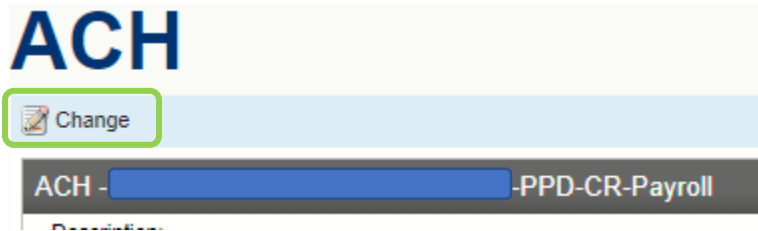
Tax identification number

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.



ACH

Change

ACH - 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]

X

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.