

# Create or Change an ACH Transfer Template

## Create an Existing ACH Transfer Template

1. Log in to Business Online Banking



Online Banking  PERSONAL  BUSINESS

[Enroll](#) | [Demo](#) | [Forgot password or PIN?](#)

2. Select Payments & transfers



3. Select ACH and then Templates



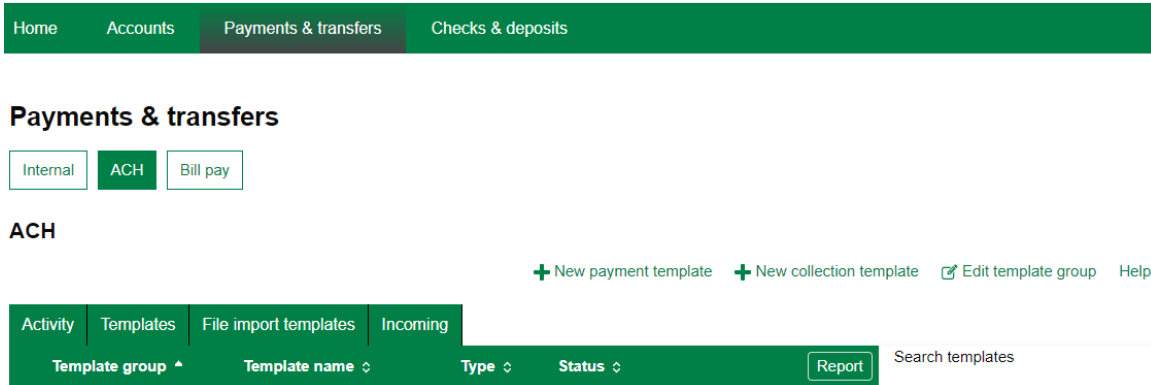
### Payments & transfers

### ACH

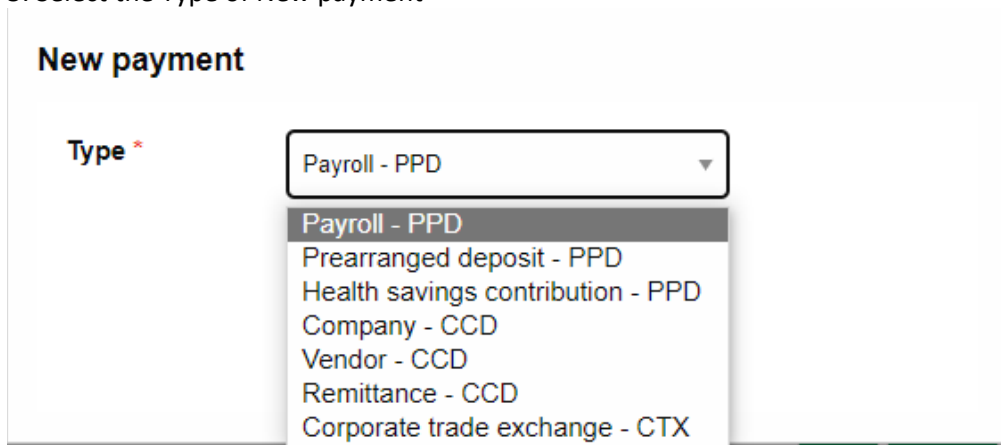
[+ New payment template](#) [+ New collection template](#) [🔗 Edit template group](#) [Help](#)



4. Select New payment template or New collection template based on the transfer you wish to originate or receive



5. Select the Type of New payment



5. Enter the following information in the ACH screen:
  - a. Template Name – this will be used to identify the template for later use.
  - b. Recurring Frequency – if you would like to allow the user to create a recurring transfer from this template, select the allowable frequency from the drop down box.
  - c. Template Group – if you already have a group created, select that group. If not, click the icon next to the drop down to create a new group.
  - d. Amount Range – if you would like to limit the dollar amounts that can be sent using this template, enter them here.
  - e. User Access – check the names for all users who will have access to this template.
  - f. Pay From Banner – select the account you want the funds to come out of and enter the dollar amount.
  - g. Pay to Banner – enter the recipient information. If you have a large number of recipients, click the Add another pay to row to add additional rows

## Payments & transfers

Internal **ACH** Bill pay

### ACH

Print Help

Activity **Templates** File import templates Incoming

#### New template

Template name *	Tax identification number	Template group	+ New
<input type="text"/>		<input type="text"/>	
Type	<input type="checkbox"/> Repeat	From amount	To amount
Payment (Company - CCD)		<input type="text"/>	<input type="text"/>
Total withdrawal	Total deposit		
\$0.00	\$0.00		

#### User access

All current and future users  Specific users

Deselect all

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	

#### Pay from

Show Details Show Filter

Pay all

Pay/Hold	Account	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

+ Add another pay from

Allow additional rows

No

#### Pay to

Show Details Show Filter

Pay all

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>

+ Add another pay to

Allow additional rows

No

\* Indicates required field

Save Cancel

- Once all of the information has been entered in the template, click Save.
- To initiate and ACH Transfer using this template, see the New ACH Transfer using an ACH Transfer Template

## Modify an Existing ACH Transfer Template

1. Select the Edit button next to ACH Transfer Template to be edited.

The screenshot shows the First Farmers & Merchants logo at the top left. Below it is a green navigation bar with the following menu items: Home, Accounts, Payments & transfers (highlighted), and Checks & deposits. Underneath the navigation bar is the heading "Payments & transfers" followed by three buttons: "Internal", "ACH" (highlighted), and "Bill pay". Below this is the heading "ACH" and a row of action links: "+ New payment template", "+ New collection template", "Edit template group", and "Help". A secondary navigation bar contains "Activity", "Templates" (highlighted), "File import templates", and "Incoming". Below this is a table with columns: "Template group", "Template name", "Type", "Status", and "Report". The table contains one row with the following data: "FFM Shared Services", "Lereta Flood Fees", "Collection", "Approved", and "Report". To the right of the table is a "Search templates" input field. Below the table are three buttons: "Send", "Edit", and "Delete". To the right of these buttons is another "Template group" input field.

2. The information you had previously entered will be displayed. Change any of the information that needs to be changed and click Save.