

Change or Delete and ACH Transfer in ACH Manager

Change an ACH Transfer

1. Log in to Business Online Banking



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2. Select Payments & transfers



3. Select ACH



Payments & transfers

ACH

[+ New payment](#) [+ New collection](#) [⊕ Import file](#) [Help](#)

4. Locate the ACH transfer that you would like to change, and select the Edit button

The screenshot shows the 'Payments & transfers' section with 'ACH' selected. A table lists a pending ACH transfer on June 21, 2023, with a description of 'Example' and a status of 'Pending Origination'. The table includes columns for Date, Description, Status, Withdrawal, Deposit, and Type. Action buttons for 'Copy', 'Edit', and 'Delete' are visible for the selected entry.

Date	Description	Status	Withdrawal	Deposit	Type
Jun 21, 2023 Same day	Example	Pending Origination	1.00	1.00	Payment

5. The information you previously entered will display. Make the necessary changes to the previously entered information and click Complete ACH.

The screenshot shows the 'Payments & transfers' section with 'ACH' selected. A yellow confirmation message states: 'Transfer is pending origination. If you continue, the original transfer will be deleted and a new transfer will be created.' Below the message is an 'Example' section with an 'Undo all changes' button.

6. After you click the Complete ACH button, you will be taken to the Security Challenge screen. Enter the One Time Password from the token and click Complete Challenge.

Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions Show ▾

One-time password *

* Indicates required field

Complete Challenge Cancel

Delete an ACH Transfer

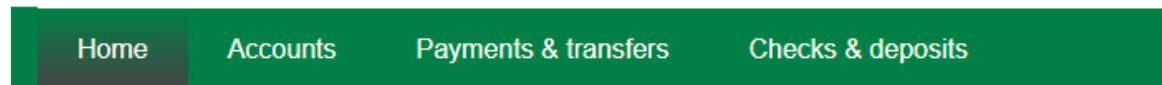
1. Log in to Business Online Banking



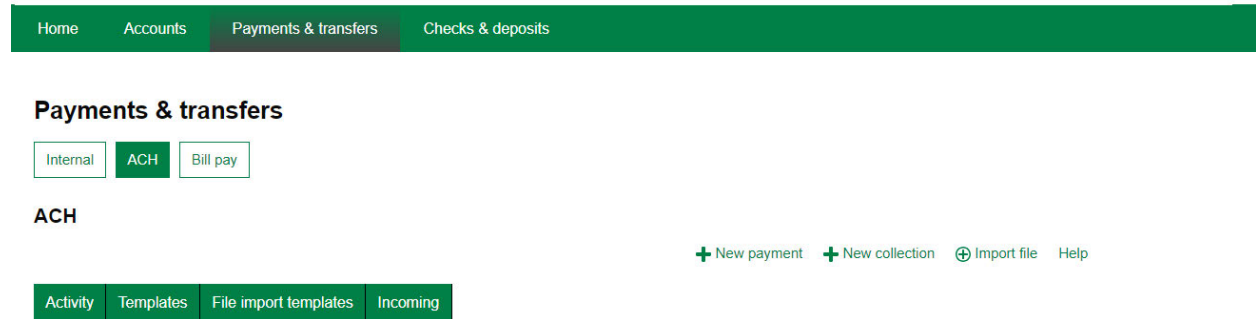
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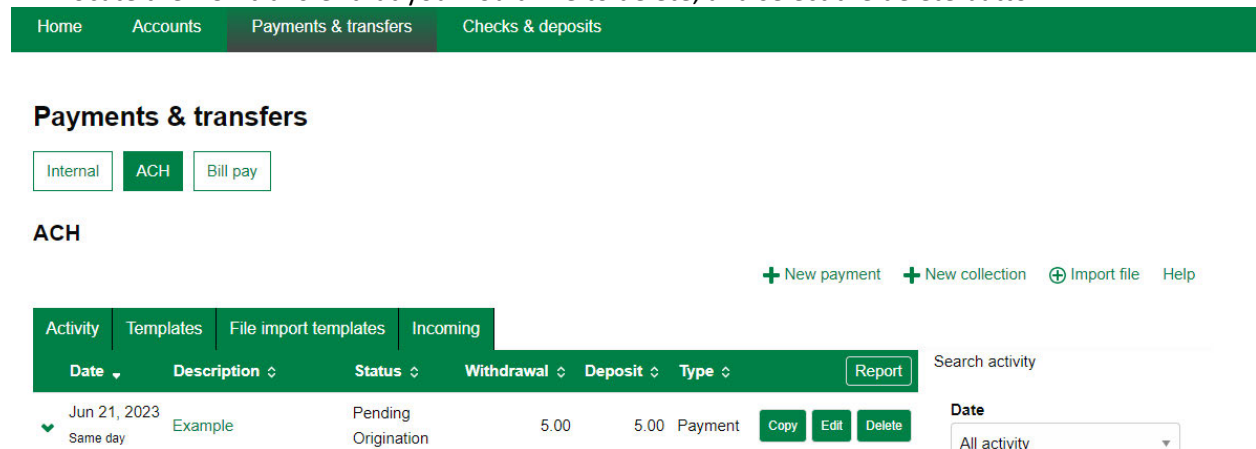
2. Select Payments & transfers



3. Select ACH



4. Locate the ACH transfer that you would like to delete, and select the delete button



- Confirm the transfer information on the screen is what you want to delete, and click Delete ACH at the bottom of the screen

Delete ACH
Return to ACH activity

- The transfer will show if it was successfully deleted on the next screen, and will show as deleted on the ACH Activity page.

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Payments & transfers

Internal
ACH
Bill pay

ACH

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✔ Example was deleted successfully

Example

Reference number

Total withdrawal \$5.00

Number of withdrawals 1

Total deposit \$5.00

Number of deposits 1

[Return to ACH activity](#)

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Payments & transfers

Internal
ACH
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Date	Description	Status	Withdrawal	Deposit	Type	Report
Jun 21, 2023 Same day	Example	User Deleted	5.00	5.00	Payment	Copy

Search activity
 Date
 All activity