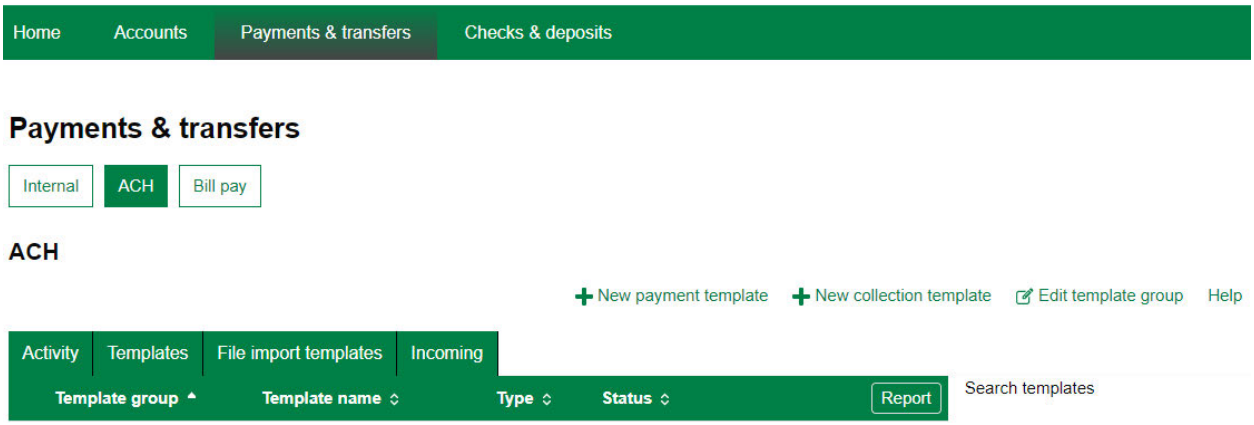
New ACH Transfer using an ACH Transfer Template

1. Log in to Business Online Banking

2. Select Payments & transfers

3. Select ACH and then Templates



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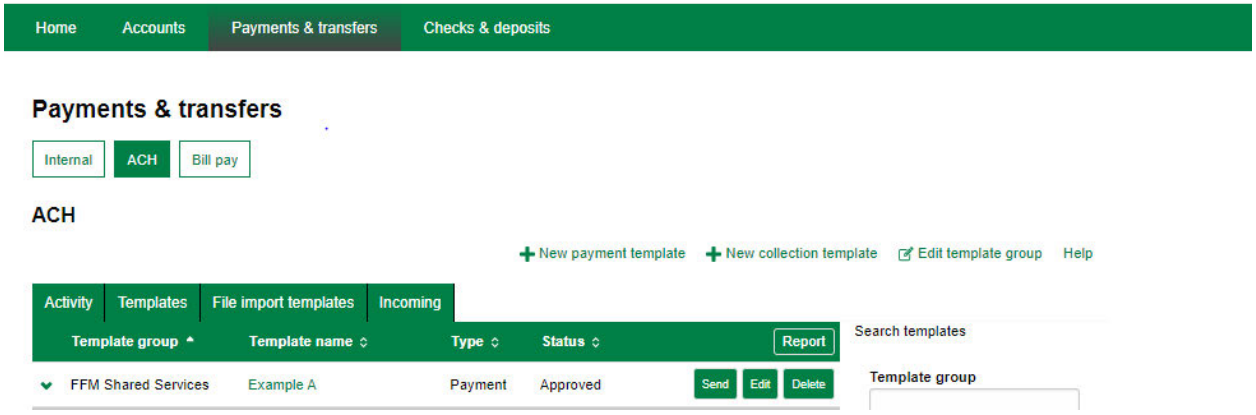
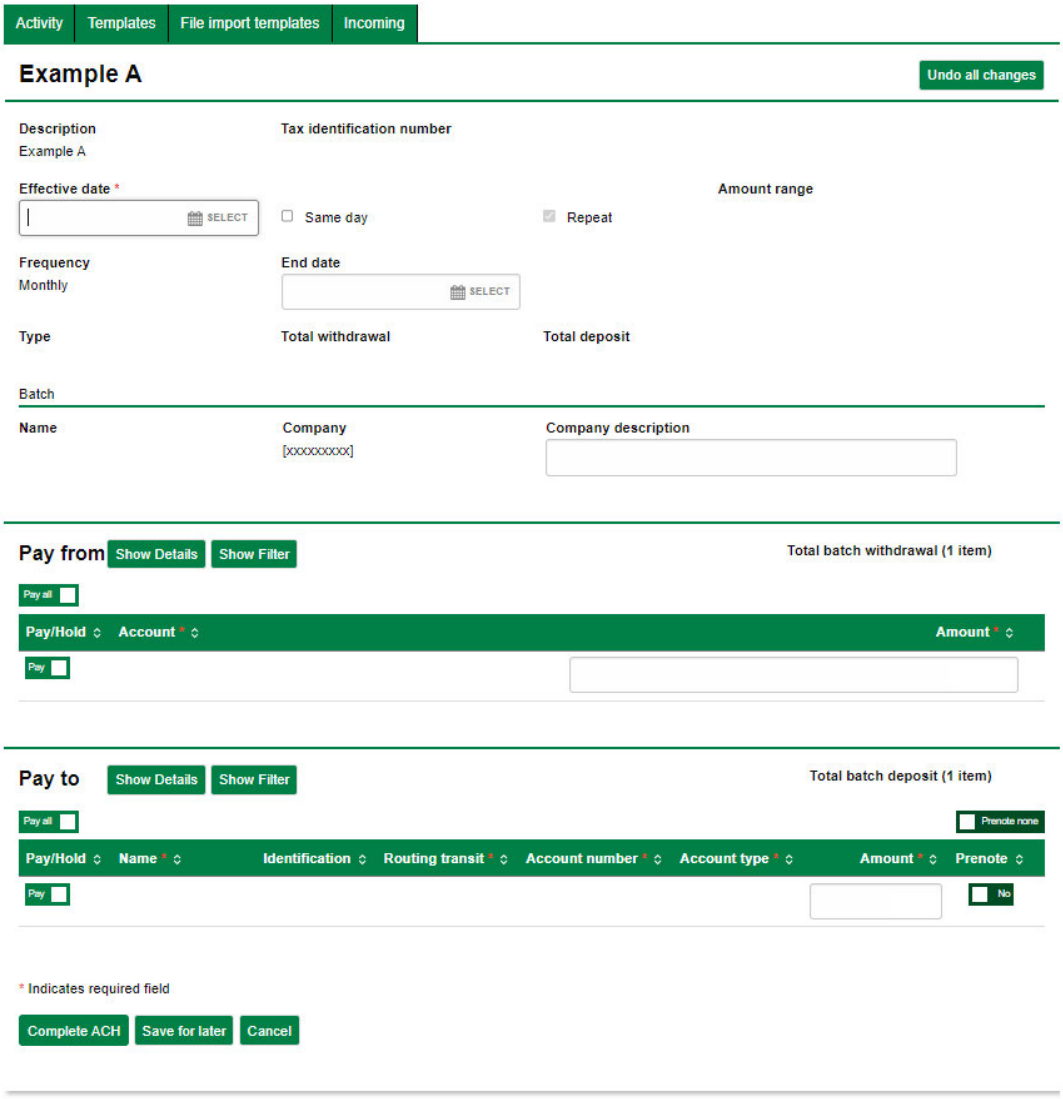
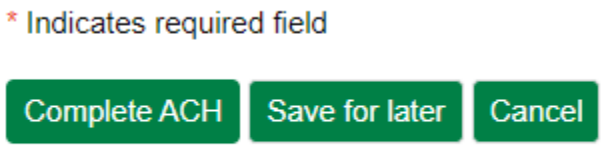
4. To initiate a transfer using the template, click the Send button to the right of the template



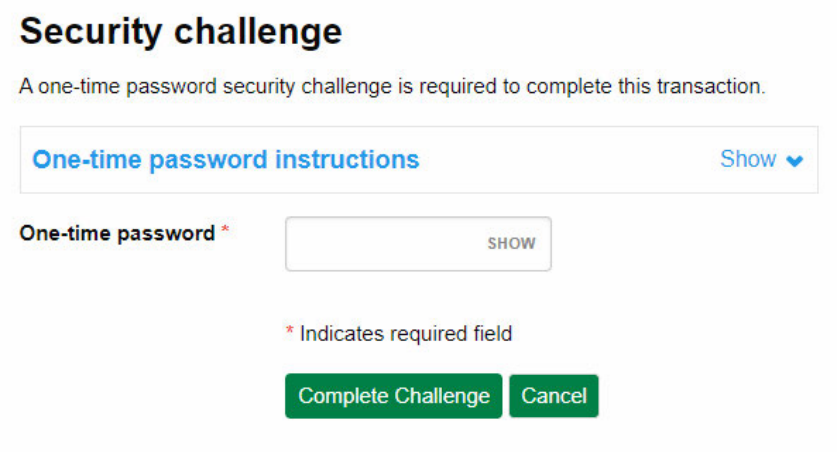
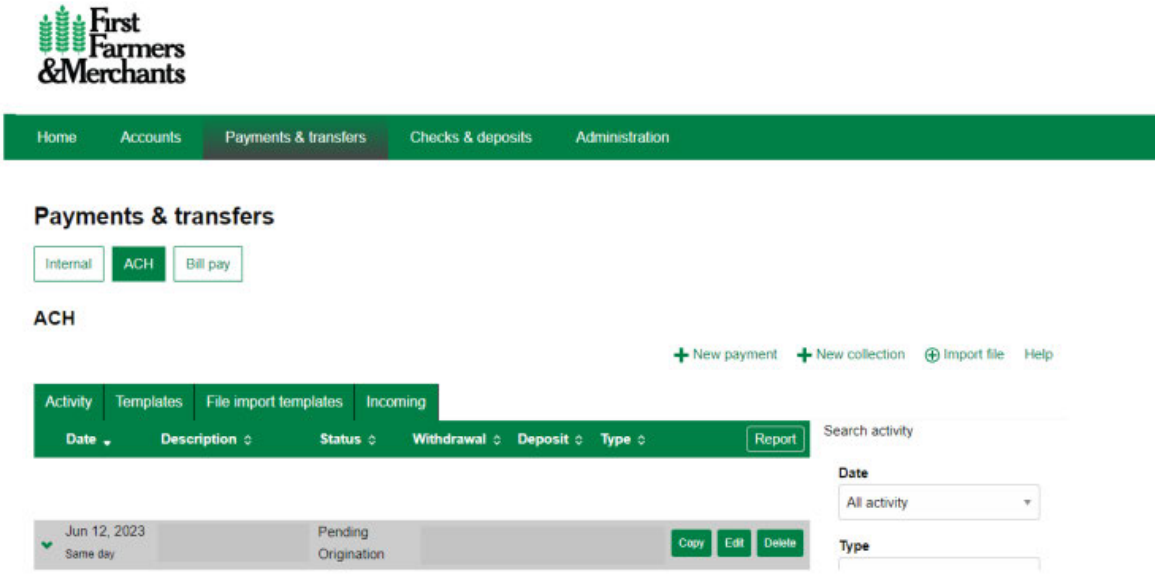
5. The information from the template with be displayed. Enter the following information.
    a. Effective Date – Enter the date you want the ACH to post to the other account.
    b. Same Day – Check this box if you want to send the ACH the same day you are originating the transfer. These must be submitted by 12 p.m. CT to post the same day. There are additional per item fees that apply to same day ACH's. Contact your bank for details.
    c. Company Description – this is a 10 character field that is used to describe reason for the ACH. For example, PAYROLL.
    d. In the Pay From and Pay To banners, enter the dollar amount you wish to transfer



6. After all of the information has been entered, click the Complete ACH button. If you want to save the information and come back to it later, click the Save for later button.



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



8. To ensure the transfer was submitted, you may click the Return to ACH activity link/button if available, or go to Activity Payments & Transfers for ACH. You will see the new transfer in the list, and the status will say Pending Origination.