

Creating an ACH Template in Business Online Banking



1 Login to your Business Online Banking.

2 Hover over "Money Movement" and click "ACH"

CHOICE BANK

Welcome

Reports

Money Movement

Account Services

Administration

Accounts Summary

CheckingInvestmentLoan

Balances as of 10/16/2023

ABC Company LLC MM Savings
ABA/TRC 2968

CB Test Inc
ABA/TRC 1212

Test Bank Account
ABA/TRC 7890

Total Selected Checking Balance

Total of Selected Deposit Accounts

Exception Decisions

Scheduled Requests

Transfer Money

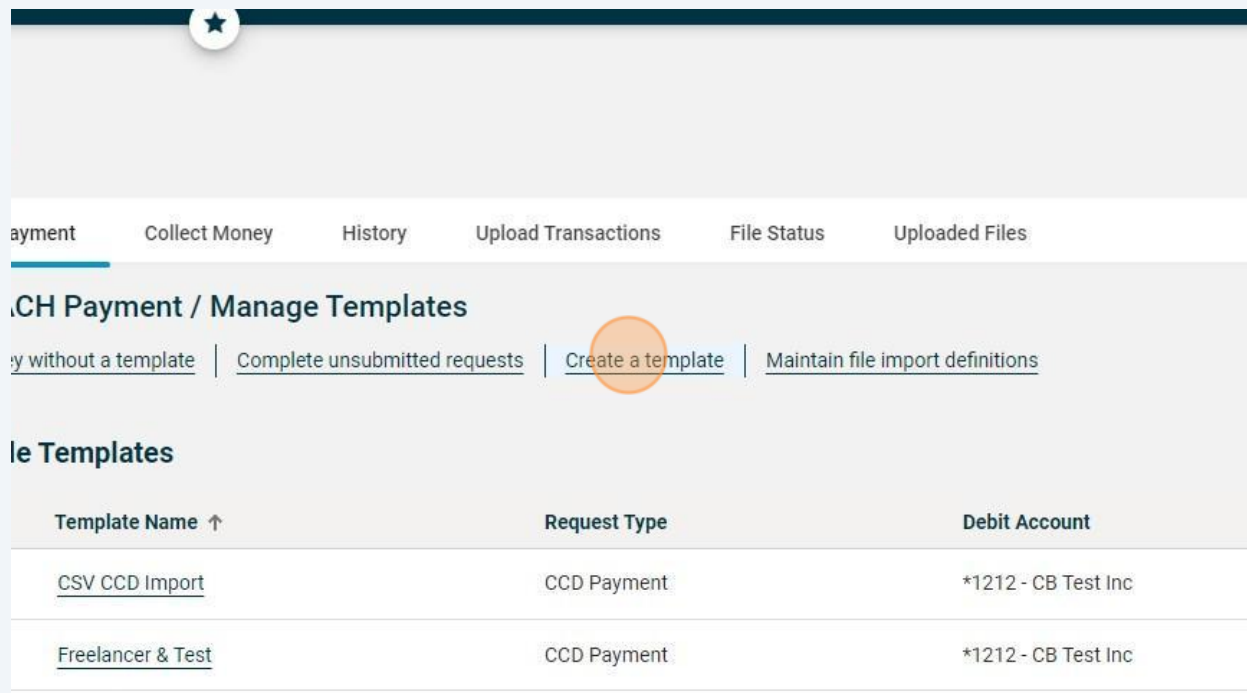
Loans

Bill Pay

ACH

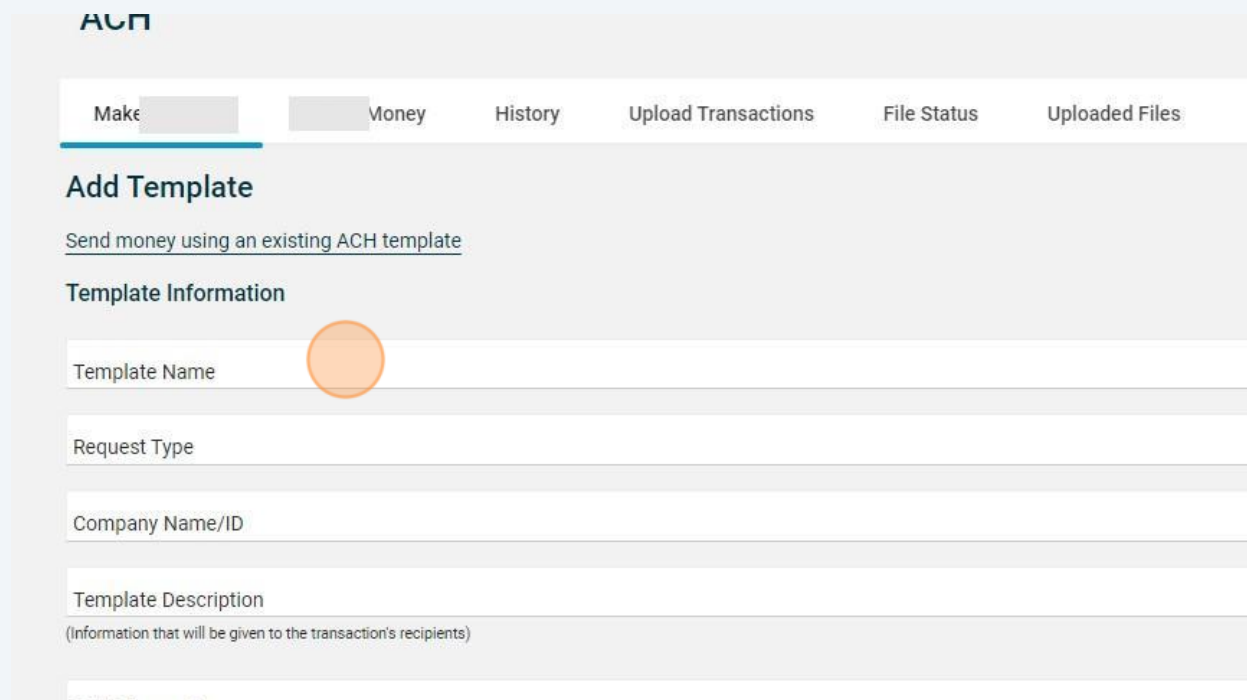
Wire

3 Under "Make A Payment, click "Create a template"



| Template Name ↑ | Request Type | Debit Account |
|---------------------------------------|--------------|---------------------|
| CSV CCD Import | CCD Payment | *1212 - CB Test Inc |
| Freelancer & Test | CCD Payment | *1212 - CB Test Inc |

4 Fill in the "Template Name" field. You want to name the template something that you'll remember going forward. Ex: Water Bill, Waste Company, Payroll.



Add Template

[Send money using an existing ACH template](#)

Template Information

Template Name

Request Type

Company Name/ID

Template Description

(Information that will be given to the transaction's recipients)

5

Choose the correct "Request Type". CCD = business/corporate payment or PPD = personal payment

| Make | Money | History | Upload Transactions | File Status | Uploaded Files |
|---|-------|---------|---------------------|-------------|----------------|
| <h2>Add Template</h2> <p>Send money using an existing ACH template</p> <h3>Template Information</h3> <div> <div>Template Name</div> <div>Test Template</div> </div> <div> <div>Request Type</div> </div> <div> <div>Company Name/ID</div> </div> <div> <div>Template Description</div> <div>(Information that will be given to the transaction's recipients)</div> </div> <div> <div>Debit Account</div> </div> | | | | | |

6

Click "Select an option" and choose your business Co ID. (You should only have one. If you have more than one, choose the business you want the funds coming from.)

| | | | | | |
|--|--|--|--|--|--|
| <h2>Add Template</h2> <p>Send money using an existing ACH template</p> <h3>Template Information</h3> <div> <div>Template Name</div> <div>Test Template</div> </div> <div> <div>Request Type</div> <div>CCD Payment (Corporate)</div> </div> <div> <div>Company Name/ID</div> <div>Select an option</div> </div> <div> <div>Template Description</div> <div>(Information that will be given to the transaction's recipients)</div> </div> <div> <div>Debit Account</div> <div>Select an option</div> </div> <div> <div>Maximum Transfer Amount</div> <div>(Per detail account)</div> </div> | | | | | |
|--|--|--|--|--|--|

- 7 Click the "Template Description" field and put ACH.

Template Information

Template Name
Test Template

Request Type
CCD Payment (Corporate)

Company Name/ID
Venture Bank/1212121212

Template Description
(Information that will be given to the transaction's recipients)

Debit Account
Select an option

Maximum Transfer Amount
(Per detail account)

[Continue](#) [Cancel](#)

- 8 Click "Debit Account" and choose the appropriate account that the funds would be coming from.

Test Template

Request Type
CCD Payment (Corporate)

Company Name/ID
Venture Bank/1212121212

Template Description
ACH
(Information that will be given to the transaction's recipients)

Debit Account
Select an option

Maximum Transfer Amount
(Per detail account)

[Continue](#) [Cancel](#)

9

Click the "Maximum Transfer Amount" field and put in a Control Amount for this template. For example: If you know that you'll never send more than \$1,000 with this template, put \$1,000.

CCD Payment (Corporate)

Company Name/ID
Venture Bank/1212121212

Template Description
ACH

(Information that will be given to the transaction's recipients)

Debit Account
CB Test Inc - Checking - *1212

Maximum Transfer Amount

(Per detail account)

Continue

Cancel



10

Click "Continue"

CCD Payment (Corporate)

Company Name/ID
Venture Bank/1212121212

Template Description
ACH

(Information that will be given to the transaction's recipients)

Debit Account
CB Test Inc - Checking - *1212

Maximum Transfer Amount
1000

(Per detail account)

Continue

Cancel



11

Now review the template information at the top of the screen to ensure it all looks correct.

12

Enter the routing number in the "ABA/TRC" field and the "Account" in the account field.

Maximum Transfer Amount:

\$1,000.00

Credit / Destination Accounts

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account i
To enter a valid ABA number, search for an authorized financial institution.

ABA/TRC

Account

Account Type

ABA/TRC

Account

Type
Checking

[ABA Search](#)

Additional Information (Optional)



add additional detail row

13

Click the "Name" field and enter the name of the business or person the funds will be going too.

itted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authoriz

| Account Type | Name | Detail ID (Optional) |
|--------------|------|----------------------|
| Checking | Name | Detail ID |
| | | |
| | | |

14

You can add more lines by clicking on "Add Additional Detail Row". Once you've entered the account information, click "Save Template"

| | | |
|--|--------------|----------|
| ABA ID | Account | Type |
| | 111111111111 | Checking |
| ABA Search | | |
| Additional Information (Optional) | | |
| | | |
| <div><div><div>+</div>Add additional detail row</div></div> | | |
| <div><div>Save Template</div><div>Cancel</div></div> | | |
| <div><div><div></div></div><div>Disclosure Privacy</div></div> | | |

15

You'll receive a confirmation screen. If you need to send funds with this template right away, click "Send money using this template"

Make Payment Collect Money History Upload Transactions File Status Uploaded Files

Template Confirmation

✓ The following template has been saved successfully.

[Send money using this template](#) | [Choose another template](#)

Template Information

| | |
|--------------------------|---------------------------|
| Template Name: | Test Template |
| Request Type: | CCD Payment |
| Company Name/ID: | Venture Bank / 1212121212 |
| Template Description: | ACH |
| Debit Account: | CB Test Inc - *1212 |
| Maximum Transfer Amount: | \$1,000.00 |

16

Your new template will show in the Templates. To use it, click on the radio button.

| | | | |
|----------------------------------|-----------------------------------|-------------|-----------------|
| <input type="radio"/> | Payroll Jam | PPD Payment | *1212 - CB Tes |
| <input type="radio"/> | Same Day TEST | CCD Payment | *1212 - CB Tes |
| <input type="radio"/> | Scheduled Request | CCD Payment | *1212 - CB Tes |
| <input type="radio"/> | SDA Test 2 | PPD Payment | *6701 - ABC LL |
| <input checked="" type="radio"/> | Test Template | CCD Payment | *1212 - CB Tes |
| <input type="radio"/> | Testing SDA Fee | PPD Payment | *1212 - CB Tes |
| <input type="radio"/> | Vendor Payment | CCD Payment | *1212 - CB Tes |
| <input type="radio"/> | Water Company | CCD Payment | *7890 - Test Ba |

Continue

17 Then click "Continue"

| | | | |
|----------------------------------|--------------------------|-------------|-----------------|
| <input type="radio"/> | <u>Scheduled Request</u> | CCD Payment | *1212 - CB Tes |
| <input type="radio"/> | <u>SDA Test 2</u> | PPD Payment | *6701 - ABC LL |
| <input checked="" type="radio"/> | <u>Test Template</u> | CCD Payment | *1212 - CB Tes |
| <input type="radio"/> | <u>Testing SDA Fee</u> | PPD Payment | *1212 - CB Tes |
| <input type="radio"/> | <u>Vendor Payment</u> | CCD Payment | *1212 - CB Tes |
| <input type="radio"/> | <u>Water Company</u> | CCD Payment | *7890 - Test Ba |

Continue

