

# How to Create ACH Payment Template in Online Banking



## 1 Login to Business Online Banking.

CHOICE BANK

Welcome Reports Money Movement Account Services Administration

Hi, Cally | S

Last Login: Mar 12, 2025, 1

★

Scheduled Requests

Transfer Money

Loans

Bill Pay

ACH

Wire

Display Options Balances

Accounts Summary

Checking Savings CertificateOfDeposit

Balances as of 03/21/2025

ABC Company LLC MM Savings	
ABA/TRC	
2968	
Test	
ABA/TRC	
1212	
ABC LLC Business Checking	
ABA/TRC	
6701	
Jack Customer Business Account	
ABA/TRC	
7903	
Total Selected Checking Balance	\$97.36
Total of Selected Deposit Accounts	\$97.36

Exception Decisions

All decisions

My decisions

Approvals 1 Ex

Alerts and Messages

Password Changed

03/21/2025 03:18:48 PM (ET)

Password Changed

03/21/2025 03:17:14 PM (ET)

View All

Saved Reports

Intraday Report

Previous Business Day Rep

Cash Managem Resources

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Instructional Video

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## 2 Navigate to Money Movement > ACH.

The screenshot shows the CHOICE BANK web interface. The top navigation bar includes links for Welcome, Reports, Money Movement, Account Services, and Administration. A star icon is next to the CHOICE BANK logo. The 'Money Movement' menu is open, showing options: Scheduled Requests, Transfer Money, Loans, Bill Pay, ACH (highlighted with an orange circle), and Wire. The background shows the 'Accounts Summary' page with a table of account balances as of 03/21/2025.

Account Name	Available Balance
ABC Company LLC MM Savings	\$6.01
Test	\$0.00
ABC LLC Business Checking	\$1.27
Jack Customer Business Account	\$90.08
<b>Total Selected Checking Balance</b>	<b>\$97.36</b>
<b>Total of Selected Deposit Accounts</b>	<b>\$97.36</b>

## 3 Click "Create a template"

The screenshot shows the 'ACH' section of the CHOICE BANK interface. The 'Make Payment' tab is selected. Below it, the 'Make ACH Payment / Manage Templates' section has four links: 'Send money without a template', 'Complete unsubmitted requests', 'Create a template' (highlighted with an orange circle), and 'Maintain file import definitions'. Below this is a table of 'Available Templates'.

Template Name ↑	Request Type	Debit Account	Company Name/ID
<input type="radio"/> <a href="#">ABC Company</a>	CCD Payment	*1212 - Test	Choice Bank/2450117790
<input type="radio"/> <a href="#">CSV Import Template</a>	CCD Payment	*1212 - Test	Choice Bank/2450117790
<input type="radio"/> <a href="#">Freelancer &amp; Test</a>	CCD Payment	*1212 - Test	Choice Bank/2450117790
<input type="radio"/> <a href="#">NACHA Template</a>	PPD Payment	*1212 - Test	Choice Bank/2450117790
<input type="radio"/> <a href="#">Payroll Jam</a>	PPD Payment	*1212 - Test	Choice Bank/2450117790
<input type="radio"/> <a href="#">Same Day TEST</a>	CCD Payment	*1212 - Test	Choice Bank/2450117790
<input type="radio"/> <a href="#">Scheduled Request</a>	CCD Payment	*1212 - Test	Choice Bank/2450117790



## 4 Give your template a name.

**CHOICE BANK** Welcome Reports Money Movement Account Services Administration HI, Cal Last Login: Ma

ACH [View yc](#)

Make Payment Collect Money History Upload Transactions File Status Uploaded Files

### 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)

Debit Account

Maximum Transfer Amount  
(Per detail account)

## 5 Request Type would be PPD for paying a personal account, or CCD for a business.

ACH [View yc](#)

Make Payment Collect Money History Upload Transactions File Status Uploaded Files

### Add Template

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

#### Template Information

Template Name  
ABC Company

Select an option

- CCD Payment (Corporate)
- CTX Payment (Corporate Trade Exchange)
- PPD Payment (Personal)

Debit Account

Maximum Transfer Amount  
(Per detail account)

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



## 6 Select your company name/ID.

ACH [View yc](#)

[Make Payment](#) [Collect Money](#) [History](#) [Upload Transactions](#) [File Status](#) [Uploaded Files](#)

### Add Template

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

**Template Information**

Template Name  
ABC Company

Request Type  
CCD Payment (Corporate)

Company Name/ID  
Select an option

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](#)

## 7 Choose the debit account.

ACH [view yc](#)

[Make Payment](#) [Collect Money](#) [History](#) [Upload Transactions](#) [File Status](#) [Uploaded Files](#)

### Add Template

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

**Template Information**

Template Name  
ABC Company

Request Type  
CCD Payment (Corporate)

Company Name/ID  
Choice Bank/2450117790

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

Select an option

Test - Checking - \*1212  
(Per detail account)

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

[Questions? We can help](#)



## 8 Enter in a template limit.

ACH view yc

[Make Payment](#) [Collect Money](#) [History](#) [Upload Transactions](#) [File Status](#) [Uploaded Files](#)

### Add Template

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

**Template Information**

Template Name  
ABC Company

Request Type  
CCD Payment (Corporate)

Company Name/ID  
Choice Bank/2450117790

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

Debit Account  
Test - Checking - \*1212

Maximum Transfer Amount  
(Per detail account)

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

[Questions? We can help](#)

## 9 Click "Continue"

ACH view yc

[Make Payment](#) [Collect Money](#) [History](#) [Upload Transactions](#) [File Status](#) [Uploaded Files](#)

### Add Template

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

**Template Information**

Template Name  
ABC Company

Request Type  
CCD Payment (Corporate)

Company Name/ID  
Choice Bank/2450117790

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

Debit Account  
Test - Checking - \*1212

Maximum Transfer Amount  
\$10,000.00 USD  
(Per detail account)

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

[Questions? We can help](#)



## 10 Type in the external accounts routing number in the ABA/TRC field.

### Template Information

Template Name: ABC Company  
Request Type: CCD Payment  
Company Name/ID: Choice Bank / 2450117790  
Template Description: ACH  
Debit Account: Test - \*1212  
Maximum Transfer Amount: \$10,000.00

### Credit / Destination Accounts

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

ABA/TRC	Account	Account Type	Name	Detail ID (Optional)	Default Amount (C
<input type="text" value="ABA/TRC"/>	<input type="text" value="Account"/>	<input type="text" value="Type Checking"/>	<input type="text" value="Name"/>	<input type="text" value="Detail ID"/>	<input type="text" value="Amount 0"/>
<div>ABA Search</div> <div>Additional Information (Optional)</div>					
					Total:

 Add additional detail row

Save Template

Cancel

Questions? We can help

## 11 Type in the external account number.

### Template Information

Template Name: ABC Company  
Request Type: CCD Payment  
Company Name/ID: Choice Bank / 2450117790  
Template Description: ACH  
Debit Account: Test - \*1212  
Maximum Transfer Amount: \$10,000.00

### Credit / Destination Accounts

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

ABA/TRC	Account	Account Type	Name	Detail ID (Optional)	Default Amount (C
<input type="text" value="ABA/TRC"/>	<input type="text" value="Account 1212121212"/>	<input type="text" value="Type Checking"/>	<input type="text" value="Name"/>	<input type="text" value="Detail ID"/>	<input type="text" value="Amount 0"/>
<div>ABA Search</div> <div>Additional Information (Optional)</div>					
					Total:

 Add additional detail row

Save Template

Cancel

Questions? We can help



**12** Choose the account type.

Template Information

Template Name:

Request Type:

Company Name/ID:

Template Description:

Debit Account:

Maximum Transfer Amount:

ABC Company

CCD Payment

Choice Bank / 2450117790

ACH

Test - \*1212

\$10,000.00

Credit / Destination Accounts

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

ABA/TRC	Account	Account Type	Name	Detail ID (Optional)	Default Amount (Optional)
<div>ABA/TRC</div>	<div>Account 121212121212</div>	<div>Checking</div> <div>Savings</div> <div>General Ledger</div> <div>Loan</div>	<div>Name</div>	<div>Detail ID</div>	<div>Amount 0</div>
<div>ABA Search</div>					
<div>Additional Information (Optional)</div>					
<div>Total:</div>					

+ Add additional detail row

Save Template

Cancel

Questions? We can help

**13** Type in the name on the external account.

**nation**

D:

tion:

if Amount:

ABC Company  
CCD Payment  
Choice Bank / 2450117790  
ACH  
Test - \*1212  
\$10,000.00

**Import Accounts**

[Import Details](#)

all accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial  
normalized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

Account	Account Type	Name	Detail ID (Optional)	Default Amount (Optional)
Account 121212121212	Type Checking	Name	Detail ID	Amount 0
nation (Optional)				
				Total: \$0.00

al detail row

[Cancel](#)

[Questions? We can help!](#)



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Leave the default amount field blank if you pay different dollar amounts and click save template.

#### Template Information

Template Name: ABC Company  
Request Type: CCD Payment  
Company Name/ID: Choice Bank / 2450117790  
Template Description: ACH  
Debit Account: Test - \*1212  
Maximum Transfer Amount: \$10,000.00

#### Credit / Destination Accounts

These are the detail accounts which will receive the recorded amount when a payment request is transmitted. To add detail account information from external files, click "Import Details." ABA numbers must be for financial organizations authorized for the exchange of electronic ACH transactions. To enter a valid ABA number, search for an authorized financial institution.

ABA/TRC	Account	Account Type	Name	Detail ID (Optional)	Default Amount (C
ABA/TRC	Account 121212121212	Type Checking	Name ABC Co	Detail ID	Amount \$0.00 USD

#### ABA Search

Additional Information (Optional)

+ Add additional detail row

Save Template

Cancel

Questions? We can help