

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 | Settings

Last Login: Mar 12, 2025, 1:00 PM

★

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 7953	
Total Selected Checking Balance	\$97.36
Total of Selected Deposit Accounts	\$97.36

Available Balance

\$6.01
\$0.00
\$1.27
\$90.08
\$97.36
\$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 Management Resources

User Guides, How-To in Instructional Video

Take Me There

Resources

Taking Care of Business
Tips, News, Webinars and More!

More Info

Tips, News, Webinars ar

2 Navigate to Money Movement > ACH.

The screenshot shows the CHOICE BANK 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
Total Selected Checking Balance	\$97.36
Total of Selected Deposit Accounts	\$97.36

3 Click "Create a template"

The screenshot shows the CHOICE BANK ACH page. The top navigation bar is the same as in the previous screenshot. The 'ACH' page has tabs for Make Payment, Collect Money, History, Upload Transactions, File Status, and Uploaded Files. The 'Make Payment' tab is active, showing the 'Make ACH Payment / Manage Templates' section. The 'Create a template' link is highlighted with an orange circle. Below this is a table of available templates.

Template Name ↑	Request Type	Debit Account	Company Name/ID
☐ ABC Company	CCD Payment	*1212 - Test	Choice Bank/2
☐ CSV Import Template	CCD Payment	*1212 - Test	Choice Bank/2
☐ Freelancer & Test	CCD Payment	*1212 - Test	Choice Bank/1
☐ NACHA Template	PPD Payment	*1212 - Test	Choice Bank/2
☐ Payroll Jam	PPD Payment	*1212 - Test	Choice Bank/2
☐ Same Day TEST	CCD Payment	*1212 - Test	Choice Bank/1
☐ Scheduled Request	CCD Payment	*1212 - Test	Choice Bank/1

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/

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

Select an option

Tes - 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/

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/

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 /
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	Type Checking	Name	Detail ID	Amount 0
ABA Search Additional Information (Optional)					
					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 /
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 2	Type Checking	Name	Detail ID	Amount 0
ABA Search Additional Information (Optional)					
					Total:

+ Add additional detail row

Save Template

Cancel

Questions? We can help

12 Choose the account type.

Template Information

Template Name: ABC Company
Request Type: CCD Payment
Company Name/ID: Choice Bank / :
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 (Optional)
		Checking Savings General Ledger Loan			
ABA Search					
Additional Information (Optional)					
					Total:

 Add additional detail row

Save Template

Cancel

Questions? We can help!

13 Type in the name on the external account.

Template Information

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

Credit / Destination Accounts

Import Details

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.

Account	Account Type	Name	Detail ID (Optional)	Default Amount (Optional)	
	Type Checking				
Additional Information (Optional)					
					Total:

Add additional detail row

Save Template

Cancel

Questions? We can help!

14

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 / 2
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	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