

Saving ACH Templates

1. Log into Cash Management
2. Select Payments & Transfers
3. Select ACH
4. Select Templates
5. Click on the Template Name
6. Scroll down to Pay to and select Show Account Number (to view full account numbers)
7. Select Report
8. Select PDF or csv. to Download report
9. Print reports or save to your computer

The screenshot shows the 'Vendor Test template 62425' page in the BAC Cash Management system. The 'Report' button in the top right corner is highlighted with a red box. A 'Template report' dialog box is open, showing the 'Format' dropdown set to 'PDF (.pdf)' and the 'Download report' button highlighted with a red box.

Saving ACH Activity

1. Log into Cash Management
2. Select Payments & Transfers
3. Select ACH
4. Select Activity
5. Select Report
6. Select all checkbox Types
7. Select PDF or csv. to Download report
8. Print reports or save to your computer

The screenshot shows the 'Activity report' dialog box in the BAC Cash Management system. The 'Report' button in the top right corner is highlighted with a red box. The dialog box shows '4 ACH files 4 batches' and three checked checkboxes: 'File information', 'Batch information', and 'Transactions'. The 'Format' dropdown is set to 'PDF (.pdf)' and the 'Download report' button is highlighted with a red box.