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
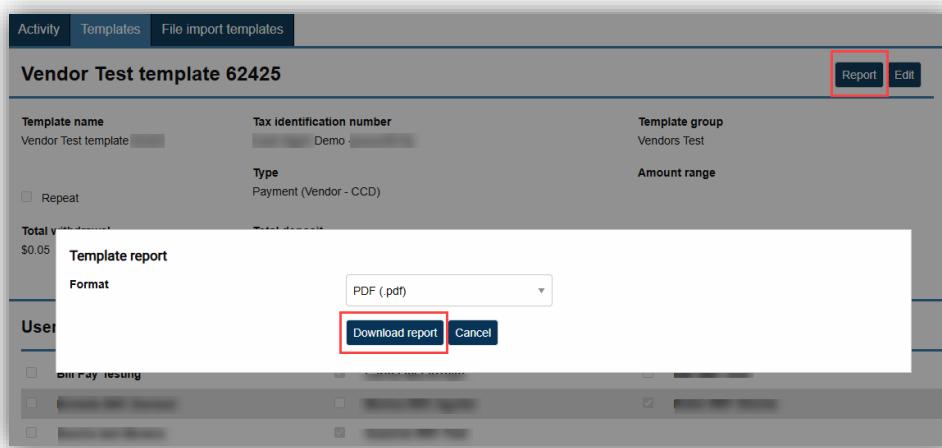
Saving ACH Activity

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