One-Time ACH Payment

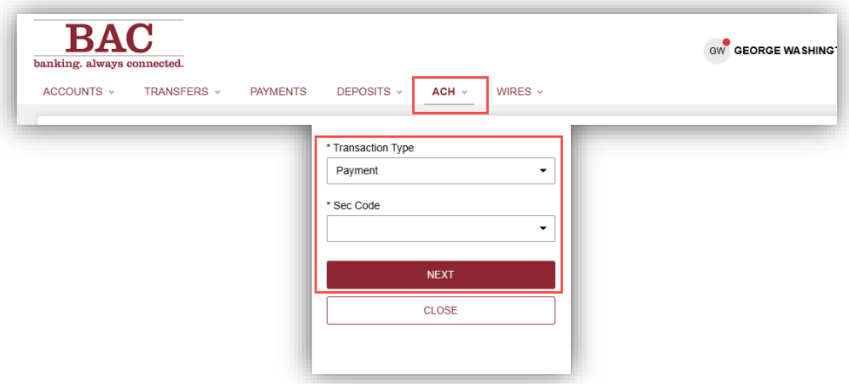
Important Reminders:

Same Day ACH Cutoff Time: **9:30am Next Day ACH Cutoff Time: **4:00pm****

Hover over question marks ? to view descriptions of each field for additional guidance.

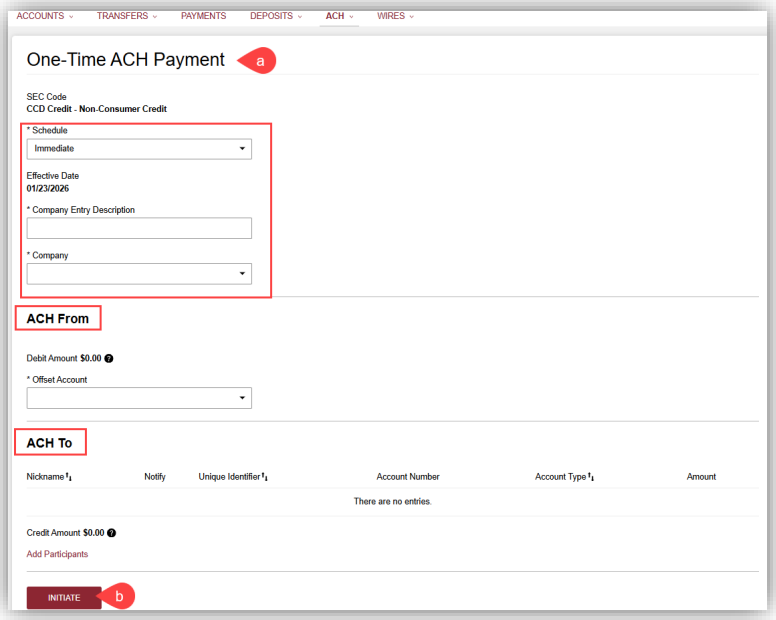
1. Accessing One-Time ACH Transfer

a. Login to Digital Banking.
b. Select the "ACH" tab.
c. Select "One-Time ACH Transfer".
d. Select the transaction type from the "Transaction Type" dropdown.
e. Select the SEC code from the "SEC Code" field.
f. Select the "Next" button.



2. One-Time ACH Transfer

1. Complete the "One-Time ACH Transfer" view
   a. Schedule
   b. Company Entry Description
   c. Company
   d. ACH From
   e. ACH To
2. Select "Initiate".



One-Time ACH Payment

3. ACH Activity

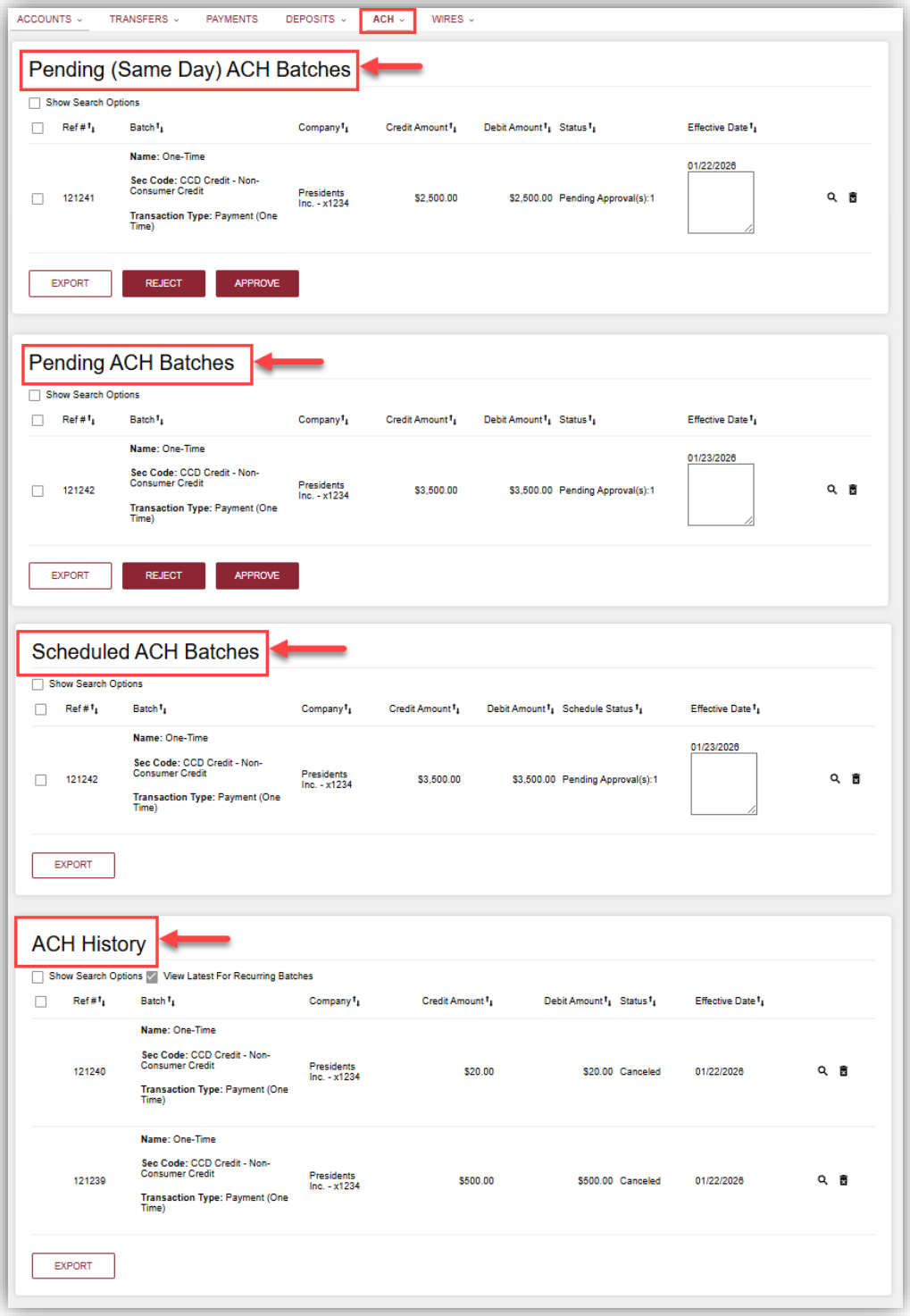
a. View ACH activity

i. Pending (Same Day) ACH Batches

ii. Pending ACH Batches

iii. Scheduled ACH Batches

iv. ACH History

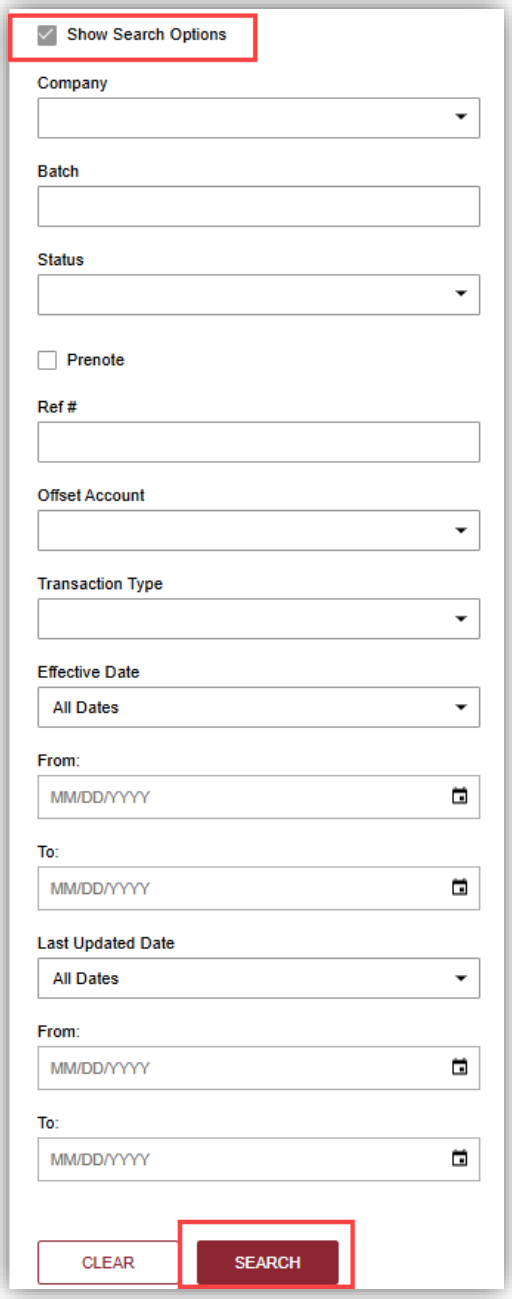


One-Time ACH Payment

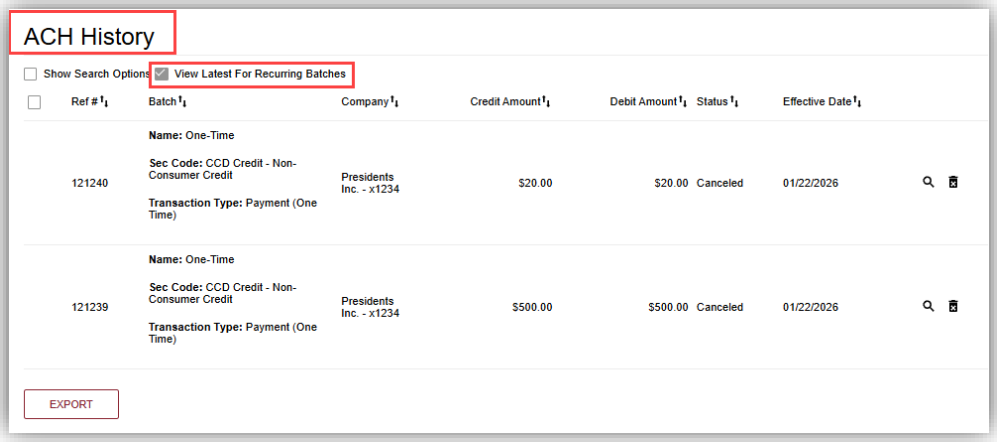
4. **Editing Pending Batches**
   a. Select the “Edit” (pencil) icon in the ACH activity for the desired batch.
   b. Edit, as necessary.
   c. Select “Save”.

5. **Deleting Pending Batches**
   a. Select the “Delete” (trashcan) icon in the ACH activity for the desired batch.
   b. Select “OK” on the confirmation popup.

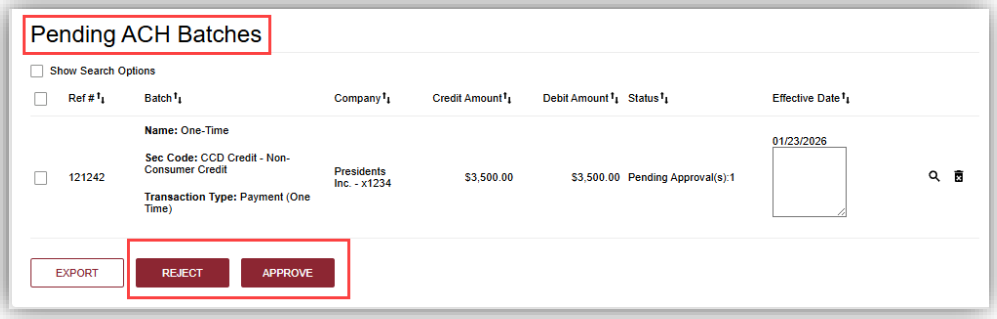
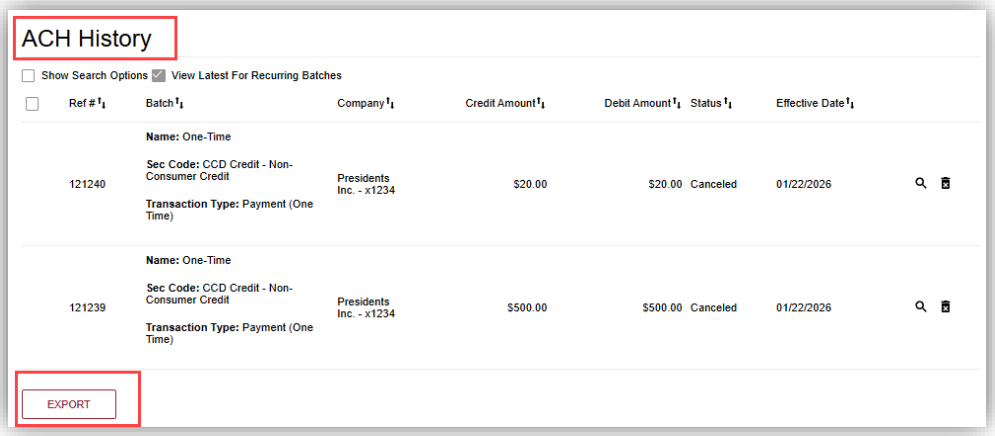
6. **Search Options** (under any Activity type)
   a. Select the “Show Search Options” box.
   b. Enter the desired search criteria.
   c. Select the “Search” button.
   d. Deselect the “Show Search Options" box to close the search view.



7. **View Latest for Recurring Batches** (under ACH History)
   a. Displays the ACH transfers in order of process.



8. **Approval Workflow**
   a. Designated approvers have access to an Approve and Reject button in the category for which they have approval rights.
   b. Approvers receive a notification through Notifi when approval activity is required.
   c. The initiator of a batch cannot approve their own batch.



9. **Export**
   a. Export information batch into a CSV file.