

Creating a Template from the Activity Menu

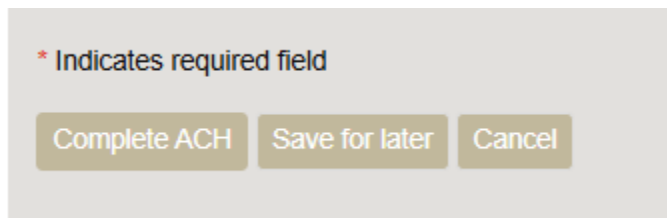
The ACH history will not transfer from the current platform at the go-live of the new business online banking product. If you are accustomed to copying a previous file to create your new file, you will want to save those files as a template, so they can be easily recreated in the new system.

Sign into Cash Management, go to Payments & Transfers and choose the ACH tab. This should bring you to the Activity Tab. Choose the file you wish to save as a template and select Copy or Edit.



Activity	Templates	File import templates							
Date	Description	Status	Withdrawal	Deposit	Type				Report
✓ Mar 13, 2026	payroll	Saved	2.00	2.00	Payment	Copy	Edit	Delete	

This will bring up the file, scroll down to the bottom of the page and select “Save for Later”.



* Indicates required field

Complete ACH Save for later Cancel

From the next screen choose “Save as template”.



✓ payroll was saved successfully

payroll

Reference number	95043b9bc2
Effective date	Mar 13, 2026
Total withdrawal	\$2.00
Number of withdrawals	1
Total deposit	\$2.00
Number of deposits	2

[Return to ACH activity](#) [Save as template](#)

Make any changes to the template you may need including updating the template name and then select “Save” at the bottom of the screen.

Payroll Template

Undo all

Template name * <input type="text" value="Payroll Template"/>	Tax identification number JACK INTERNET IN[xxxxx4321]	Template group <input type="text" value="Payroll"/>
Type Payment (Payroll - PPD)	<input type="checkbox"/> Repeat	From amount <input type="text"/>
Total withdrawal \$2.00	Total deposit \$2.00	To amount <input type="text"/>

* Indicates required field

This will now be available under the Templates tab and will migrate to the new system after the upgrade.

Activity	Templates	File import templates		
Template group ^	Template name ^	Type ^	Status ^	Report
▼ Payroll	payroll	Payment	Approved	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
▼ Payroll	Payroll Template	Payment	Approved	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>