

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

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](#)

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 *****Tax identification number****Template group****Type**☐ Repeat**From amount****To amount****Total withdrawal****Total deposit**

* Indicates required field

This will not 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	Send	Edit	Delete
✓ Payroll	Payroll Template	Payment	Approved	Send	Edit	Delete