

Creating a Template from the Activity Menu

ACH history will not transfer during the digital banking upgrade. If you are used to copying a previous file to create a new file, save those files as templates so they are available for use in the new system.



Sign into Online Banking, go to Payments & Transfers and choose ACH. You should reach the Activity Tab. Choose your file to save as a template and select Copy or Edit.

Activity		Templates	File import templates	Incoming	NOC/Returns	
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report
♥ Jul 30, 2026	Test	Saved	2.00	2.00	Payment	CopyEditDelete

This will bring up the file, scroll to the bottom of the page, and select "Save for later."

* Indicates required field

Complete ACH Save for later Cancel

Test

Reference number	48f4436bc1
Effective date	Aug 20, 2026
Total withdrawal	\$2.00
Number of withdrawals	1
Total deposit	\$2.00
Number of deposits	1

[Return to ACH activity](#)

Save as template

From the next screen, choose "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.

Test Template

Undo all changes

Template name * Test Template	Tax identification number BURDICK WLK TRS[xxxxx9393]	Template group Testing + New
Type Payment (Prearranged deposit - PPD)	☐ Repeat	From amount
Total withdrawal \$2.00	Total deposit \$2.00	To amount

* Indicates required field

Save Cancel

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

Activity	Templates	File import templates	Incoming	NOC/Returns
Template group ▴	Template name ▾	Type ▾	Status ▾	Report
♥ Testing	Test Template	Payment	Approved	<button>Send</button> <button>Edit</button> <button>Delete</button>
♥ Testing	Test3	Payment	Approved	<button>Send</button> <button>Edit</button> <button>Delete</button>

