



PC Execubanc® Internet
Banking for Businesses

Creating ACH Templates

ACH Services

Automated Clearing House (ACH) services allow you to electronically pay employees wages for payroll or pay vendor invoices. You can also collect payments such as fees, dues, or donations. ACH streamlines your payment process and eliminates the costs associated with check processing. You choose between several methods of origination that best meets your company's accounting needs. ACH expedites payments, improves your cash flow, and benefits your employees and vendors.

An ACH (Automated Clearing House) transfer template captures essential information for the electronic transaction, including:

- The recipient type: business (CCD) or individual (PPD).
- The specific FNB account involved in the transaction.
- A unique template name for easy identification.
- Direction of the funds: whether they are being sent to or received from another bank.

ACH transfer templates enhance accuracy and efficiency. By setting up a template initially, subsequent transactions can be executed swiftly without the risk of incorrectly entering details like account numbers and routing numbers.

Getting Started

Log onto the First National Bank Website: www.firstnationalbanks.com

Select the Iowa.Illinois.Minnesota.South Dakota Region from the bottom of the page.



Select the Internet Banking Log On.

[Internet Banking Log On](#)

Select Business.

Log in using your provided credentials.

Select Payments & Transfers from the banner.

[Home](#)

[Accounts](#)

[Payments & Transfers](#)

Select ACH and the Templates.

[Activity](#)

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[File import templates](#)

[Incoming](#)

Some tips for creating templates:

- +New Payments template -- used to send payments such as payroll.
- +New Collections template -- used to collect items such as Gym fees, water bills, you must have a signed authorization on file.
- When sending files all transactions in the file must have the same SEC code they cannot be co-mingled. The SEC code is determined by the type of account being debited/credited.
 - PPD – if affecting a consumer account.
 - CCD – if affecting a business account.

Select the type of template you would like to create.

[+ New payment template](#)

[+ New collection template](#)

[✎ Edit template group](#)

[Help](#)

Creating a Template

Select the Type of Template.

New payment template

Type *

Payroll - PPD

- Payroll - PPD
- Prearranged deposit - PPD
- Company - CCD
- Child support agency - CCD

Enter in the **Template name** – What you want to name the template.

Select the **Template Group**.

Enter in the .01 as the **From amount**.

Enter in your **To amount**. (Max you would be transferring.)

New template

Template name *	Tax identification number FNB FULDA[xxxxx1838]	Template group ACH Transfer In + New
Type Payment (Payroll - PPD)	<input type="checkbox"/> Repeat	From amount
Total withdrawal \$0.00	Total deposit \$0.00	To amount

Select the users that you would like to have access to this template.

You can select all current or select Specific users and then select their name from a list provided below.

User access

All current and future users Specific users

Deselect all

Select Show Details to Expand Entry Area.

The screenshot shows the 'Pay from' section of a form. At the top, there are two buttons: 'Show Details' and 'Show Filter'. A red arrow points from the text above to the 'Show Details' button. Below the buttons, there is a 'Pay all' checkbox. The main section is a table with columns for 'Pay/Hold', 'Account', and 'Amount'. The 'Account' column contains a dropdown menu with the text 'Select an account'. Below the table, there is a '+ Add another pay from' link and an 'Allow additional rows' checkbox with the value 'No'.

The screenshot shows the 'Pay from' section of a form with 'Hide Details' selected. The 'Pay all' checkbox is present. The table has columns for 'Pay/Hold', 'Account', and 'Amount'. The 'Account' column contains a dropdown menu with the text 'Select an account'. Below the table, there is a 'Payment information' section with a text input field. The table also has columns for 'Identification', 'Name', and 'Discretionary data', each with a corresponding text input field.

- Select the account that the payment will be coming from.
- Enter Payment Information (Information entered will show up in your account.)

Enter in the Payee Information

The screenshot shows the 'Pay to' section of a form. At the top, there are two buttons: 'Show Details' and 'Show Filter'. Below the buttons, there is a 'Pay all' checkbox. The main section is a table with columns for 'Pay/Hold', 'Name', 'Identification', 'Routing transit', 'Account number', 'Account type', and 'Amount'. The 'Name' column contains a text input field. The 'Identification' column contains a text input field. The 'Routing transit' column contains a text input field with a search icon. The 'Account number' column contains a text input field. The 'Account type' column contains a dropdown menu with the text 'Select a type'. The 'Amount' column contains a text input field.

- **Name** - Who you are paying.
- **Identification** – leave blank.
- **Routing transit** – The routing number the funds will be going to.
- **Account Number** – The account Number the funds are going to.
- **Account Type** – The type of account the funds are going to. (ie: checking, savings, loan, etc)
- **Amount** – \$.01

Click **Show Details** and add a description of the payment being made. This description will appear on the payee's deposit.

The image shows two screenshots of a 'Pay to' form. The top screenshot shows the 'Pay to' header with 'Show Details' and 'Show Filter' buttons. Below the header is a table with columns: Pay/Hold, Name, Identification, Routing transit, Account number, Account type, and Amount. The 'Pay' button is selected. The bottom screenshot shows the 'Pay to' header with 'Hide Details' and 'Show Filter' buttons. Below the header is the same table. The 'Pay' button is selected. Below the table is a 'Discretionary data' field and a 'Payment information' field.

*You can click the Add another pay to if you are in need of more lines.

Select Save to save your template.

Save Cancel

When the template is prepared, you can choose if you want to pay all or choose which lines to send.

Pay all Pay all in template

Pay Pay that line

Hold Omit this line from template this time