



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](#)

[Templates](#)

[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	To amount
Total withdrawal \$0.00	Total deposit \$0.00		

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.

Pay from **Show Details** Show Filter

Pay all ☐

Pay/Hold ☐ Account * Amount *

Pay ☐ Select an account

+ Add another pay from

Allow additional rows ☐ No

Pay from **Hide Details** Show Filter

Pay all ☐

Pay/Hold ☐ Account * Amount *

Pay ☐ Select an account

Identification	Name	Discretionary data
<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment information

- 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

Pay to **Show Details** Show Filter

Pay all ☐

Pay/Hold <input type="checkbox"/>	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *
Pay <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type <input type="text"/>	<input type="text"/>

- **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 versions of a 'Pay to' form. The top version has a 'Show Details' button highlighted with a red box. The bottom version has a 'Hide Details' button and shows additional fields for 'Discretionary data' and 'Payment information'.

Pay to **Show Details** **Show Filter**

☐ Pay all

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount
<input type="checkbox"/> Pay					Select a type	

Discretionary data

Payment information

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

Select Save to save your template.

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