



Recurring ACH Batch or Collection from Template

Same Day ACH Cutoff Time: 2:00 pm

Next Day ACH Cutoff Time: 4:00 pm

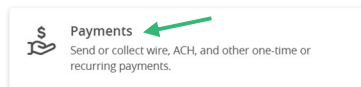
Recurring Transactions that fall on Non-Processing Days:


- ACH Batches (Payments) will process the Business Day prior to the weekend or Holiday. ACH Batch is set to recur on the 1st of every month, if the first falls on Saturday, the batch will be sent on Friday.
- ACH Collections will process the Business Day after the weekend or Holiday. Example: ACH Collection is set to recur on the 1st of every month, if the first falls on Saturday, the collection will be processed on Monday.

1. Login to [Digital Banking](#)
2. Click on *Treasury Management*



3. Click on *Payments*



4. Click the  to the right of the Template you are collecting from.
5. Click Pay or Collect

PAYMENT TEMPLATES

New Template

1 Result Filters: All ACH Collection

Name ^	Type ^	Recipients ^	Last Paid Date ^	Last Paid Amount ^	Actions
☆ Test Template	ACH Collection (CCD)	1			<div><div>Collect</div><div>Edit</div><div>Copy</div><div>Delete</div></div>

6. Choose Effective Date
7. Click Set Schedule

Test Template (ACH Collection)

[Edit Template](#)

Origination Details

SEC Code ⓘ CCD - Cash Concentration and Disbursement	Company Entry Description <input type="text" value="Rent Coll"/>	To Subsidiary Jane Doe *****6789
Account Green Checking 0738	\$4.07	
Effective Date <input type="text" value="11/03/2025"/>	Recurrence Set schedule	

8. Choose the Recurring Schedule you would like to set
9. Choose when the transaction should stop
10. Click Set Recurring Transaction

Schedule Recurring Transaction

How often should this transaction repeat?

☒ 1st Of The Month ☐ Every Other Week

☐ Last Day Of The Month ☐ Monthly

☐ 1st & 15th Of The Month ☐ Quarterly

☐ 15th & Last Day Of The Month ☐ Semi-Annually

☐ Daily (Monday - Friday) ☐ Yearly

☐ Weekly

When should this transaction stop?

☐ On/Before Date

☐ After occurrence(s)

☒ Forever (Until I Cancel)

11. Review the account and amount for the payment or collection
12. Click Approve

Recipient/Account	Amount
Tester Company LLC Checking	\$ 5.00

Addenda (optional)

\$5.00
1 collections

13. Follow prompts for Secure Access Code