

New/Copy Transfers

New, Copy, Edit, Delete, and Reverse Transfers

New Transfers

All ACH transfers are conveniently grouped into two categories: payments and collections. Payments are transfers where you send money and collections are transfers where you receive money. Within each category you can access all the types of ACH transfers (for example payroll, prearrange payments). From the main ACH Manager starting page you can click on **+ New payment** or **+ New collection** to establish a new ACH transfer. **+ New payment** indicates a transfer where you are sending money. **+ New collection** indicates a transfer where you are receiving money.

Date	Description	Status	Withdrawal	Deposit	Type	Report
May 31, 2019		Processed	7,175.99	7,175.99	Payment	Copy Reverse
May 31, 2019		Processed	46,135.44	46,135.44	Payment	Copy Reverse

Click the **+New payment** or **+New collection** to initiate a new transfer.

Copy Transfers (formerly New Transfer using Existing)

If you have an existing transfer that you would like to reuse, you can simply locate the desired transfer and then click or tap **Copy**. The system then displays an edit page for the transfer that you copied. You can then make any changes as needed and rename the transfer. The system retains the original transfer and the newly copied transfer.

Date	Description	Status	Withdrawal	Deposit	Type	Report
May 31, 2019		Processed	7,175.99	7,175.99	Payment	Copy Reverse
May 31, 2019		Processed	46,135.44	46,135.44	Payment	Copy Reverse

The **Copy** button enables you to quickly reuse content from an existing transfer.

Edit Transfers

Your ability to edit a payment or collection is easier than ever for transfers that have not completed processing. From the main **Activity** tab, you can click or tap **Edit** for the transfer that you want to edit.

Date	Description	Status	Withdrawal	Deposit	Type	Report
Jan 23, 2019		Processed	2.00	2.00	Payment	Copy
Jun 20, 2013		Saved	4,028.00	4,028.00	Collection	Copy Edit Delete
Jun 12, 2013		Saved	4,028.00	4,028.00	Collection	Copy Edit Delete
Jun 07, 2013		Saved	4,028.00	4,028.00	Collection	Copy Edit Delete

Click or tap **Edit** to make changes to a transfer.

Delete Transfers

From the main Activity tab, you can click or tap **Delete** for the transfer that you want to delete. The system then displays a transfer overview page. From the transfer overview page, you can click or tap **Delete ACH** and the system completes the deletion process.

Date	Status	Withdrawal	Deposit	Type	Actions
Jan 23, 2019	Processed	2.00	2.00	Payment	Copy
Jun 20, 2013	Saved	4,028.00	4,028.00	Collection	Copy Edit Delete
Jun 12, 2013	Saved	4,028.00	4,028.00	Collection	Copy Edit Delete
Jun 07, 2013	Saved	4,028.00	4,028.00	Collection	Copy Edit Delete

Amount: Example: 40 or 10.00-50.00

Click or tap **Delete** to initiate the deletion process for a transfer.

Reverse Transfers

If you need to perform a reversal you can click or tap **Reverse**. The **Reverse** button is available for transfers that have a status **Processed**, the **Effective date** is within five business days, and it has not been previously reversed.

Date	Description	Status	Withdrawal	Deposit	Type	Actions
May 31, 2019		Processed	7,175.99	7,175.99	Payment	Copy Reverse
May 31, 2019		Processed	46,135.44	46,135.44	Payment	Copy Reverse

Click or tap **Reverse** to initiate the reversal process for a transfer.