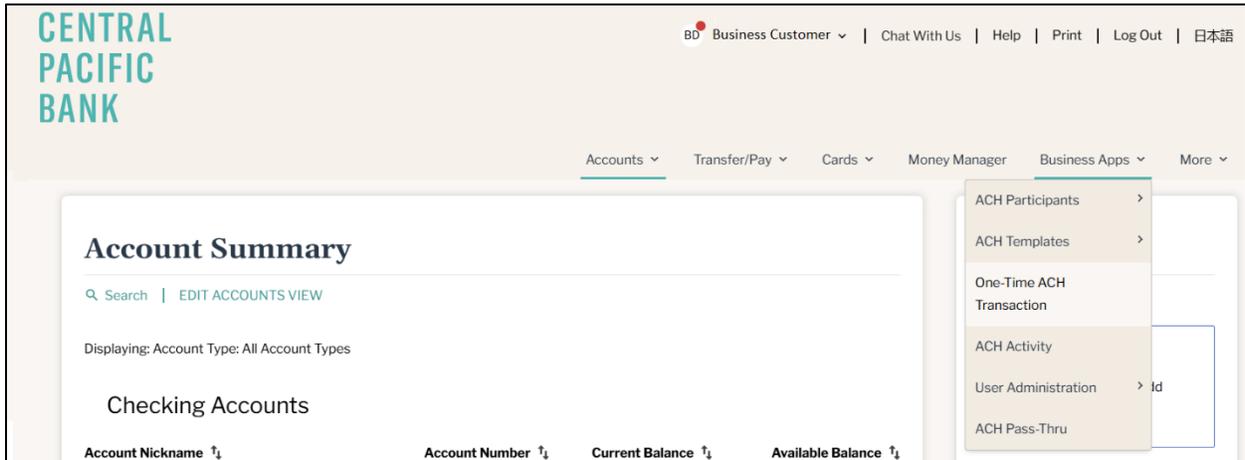


<https://www.cpb.bank/business-banking/one-time-ach>

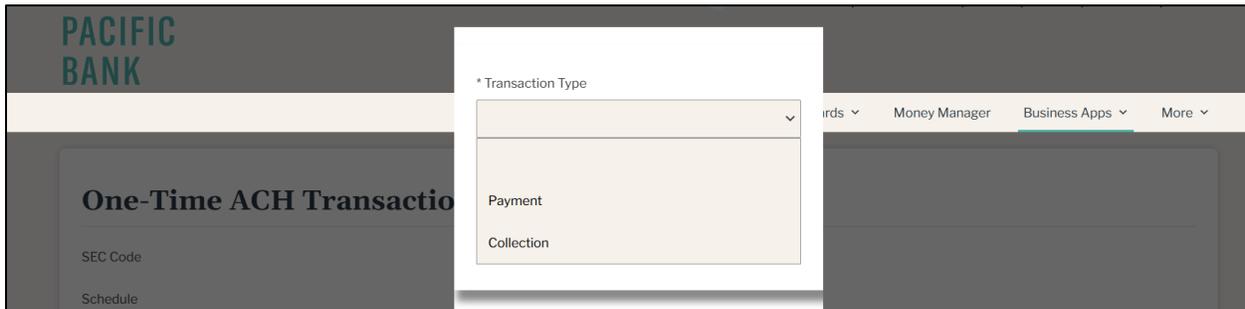
One-Time ACH Transaction

Use a One-Time ACH Transaction for payments that won't happen on a recurring basis.

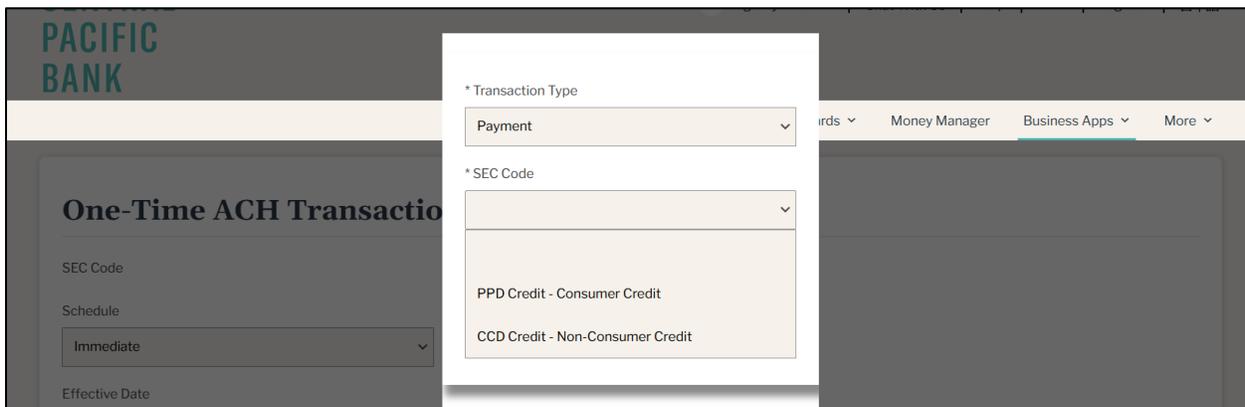
1. Navigate to Business Apps > **One-Time ACH Transaction**.

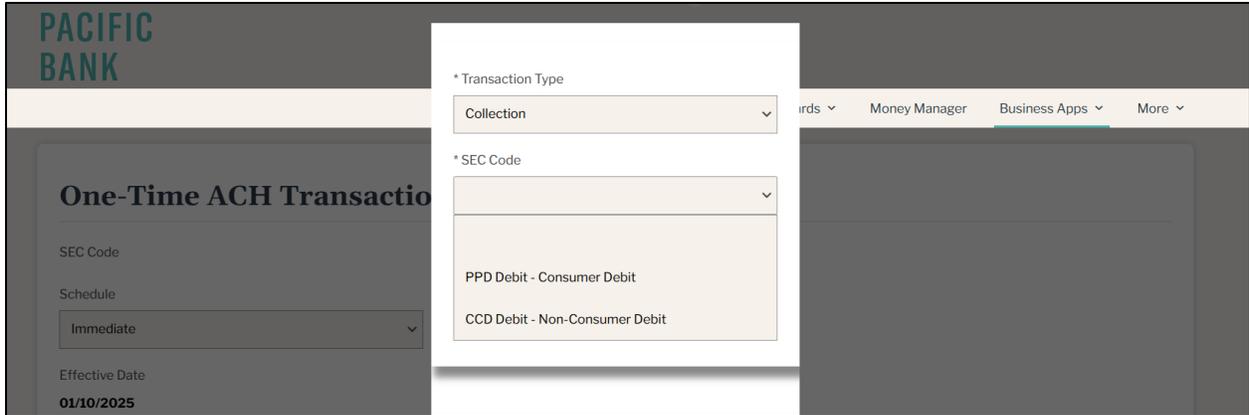


2. Select the Transaction Type:



3. Select the corresponding SEC Code:





SEC Code Descriptions:

PPD Credit - Consumer Credit
Select this for payroll or to pay a person.

PPD Debit - Consumer Debit
Select this to collect a payment from a person.

CCD Credit - Non-Consumer Credit
Select this to make a payment to a business.

CCD Debit - Non-Consumer Debit
Select this to collect a payment from a business.

4. Select when you'd like to **Schedule** the transaction, and enter a **Company Entry Description**, which is a required field and should be a short description about the batch for internal use. Maximum is 10 characters in length. Select **Company**.



5. Choose an **Offset Account** from which these payments should be funded. Click **Add Account** when completed.

ACH From

Nickname [↑]	Account Number	Account Type [↑]	Amount
There are no entries.			

Debit Amount **\$0.00** [?]

* Offset Account

[Add Account](#)

6. When initiating the batch, make sure to enter the equivalent outgoing **ACH To Account** amount in the **ACH From Account** field.

ACH From

Nickname [↑]	Account Number	Account Type [↑]	Amount	
Operating	x1866	Checking	<input type="text" value="\$ 3.00"/>	<input type="button" value="✕"/>

Debit Amount **\$3.00** [?]

* Offset Account

[Add Account](#)

ACH To

Nickname [↑]	Unique Identifier [↑]	Account Number	Account Type [↑]	Amount	
Alert Payee	Alert Paye	x1213	Checking	<input type="text" value="\$ 3.00"/>	0 Addenda <input type="button" value="✎"/> <input type="button" value="✕"/>

Credit Amount **\$0.00** [?]

[Add Participants](#)

7. Click **Initiate**.