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**.

CENTRAL PACIFIC BANK		BD <sup>®</sup> Busi	ness Customer 🗸   Cł	nat With Us	s   Help   Print	Log Out   日本語
		Accounts ~ Transfe	r/Pay ~ Cards ~	Money M	Manager Business Ap	ps 👻 More 🗸
					ACH Participants	>
Account Summary					ACH Templates	>
Q Search   EDIT ACCOUNTS VIEW					One-Time ACH Transaction	
Displaying: Account Type: All Account Types					ACH Activity	
Checking Accounts					User Administration	> Id
Account Nickname 1	Account Number $\uparrow_{\downarrow}$	Current Balance 1	Available Balance †	i l		

2. Select the Transaction Type:

	PACIFIC Bank	* Transaction Type					
			~	ırds 🗸	Money Manager	Business Apps 🐱	More ~
ſ	One-Time ACH Transactio	Payment					
	SEC Code	Collection					
	Schedule		_				

3. Select the corresponding SEC Code:

PACIFIC		٦				1 1 1 1 1 1 1 1 1
DAINN	* Transaction Type					
	Payment ~	irds	s ¥	Money Manager	Business Apps 🐱	More 🗸
	* SEC Code					
One-Time ACH Transactio	~					
SEC Code						
Schedule	PPD Credit - Consumer Credit					
Immediate 🗸	CCD Credit - Non-Consumer Credit					
Effective Date						

PACIFIC Bank	* Transaction Type Collection	ırds ∽	Money Manager	Business Apps 👻	More Y
One-Time ACH Transactio	* SEC Code PPD Debit - Consumer Debit CCD Debit - Non-Consumer Debit				
Effective Date 01/10/2025					

## **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**.

SEC Code			
PPD Credit - Consumer Credit			
Schedule			
Immediate	~		
Effective Date			
01/09/2025			
Company Entry Description			

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

Nickname T	Account Number	Account Type 🗘	Amount
		There are no entries.	
Jebit Amount \$0.00			
Offset Account			

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

Nickname 🕻	Account Number	Accour	nt Type 🕻	Amount		
Operating	x1866	Checki	ing	\$ 3.00		×
Debit Amount \$3.00	0				J	
Offset Account						
Nickname <sup>†</sup>	Unique Identifier 🕯	Account Number	Account Type 🗘	Amount	)	
Alert Payee	Alert Paye	x1213	Checking	\$ 3.00	0 Addenda	/ 🗊
rodit Amount <b>¢0 0</b>	0 😧					
Feur Amount <b>50.0</b>						

7. Click Initiate.