

ACH

IB_266

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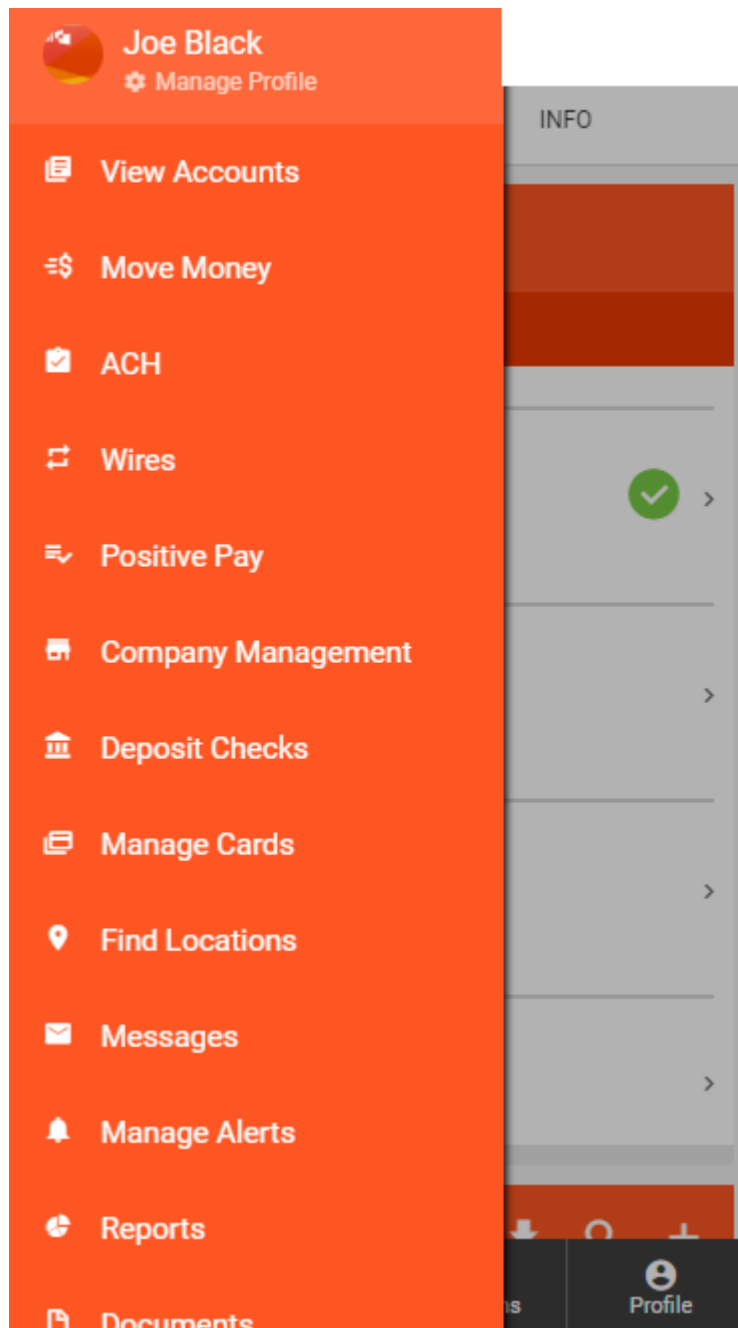
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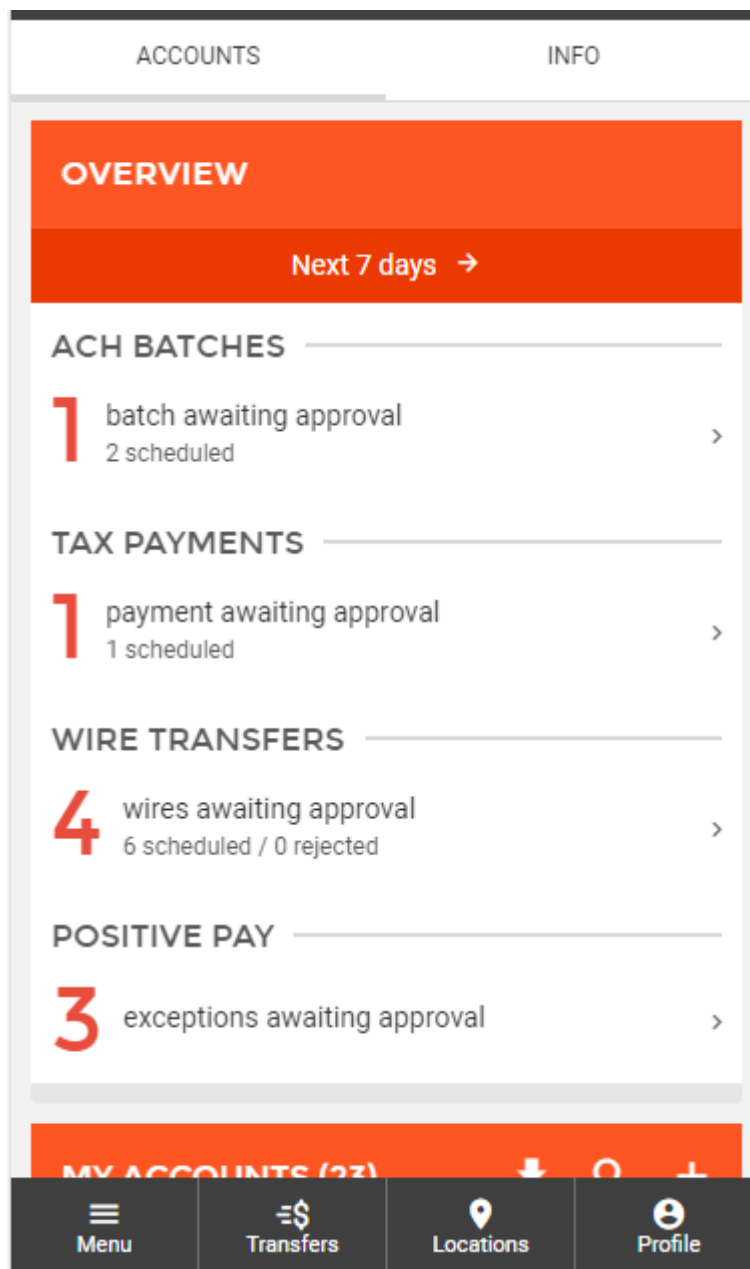
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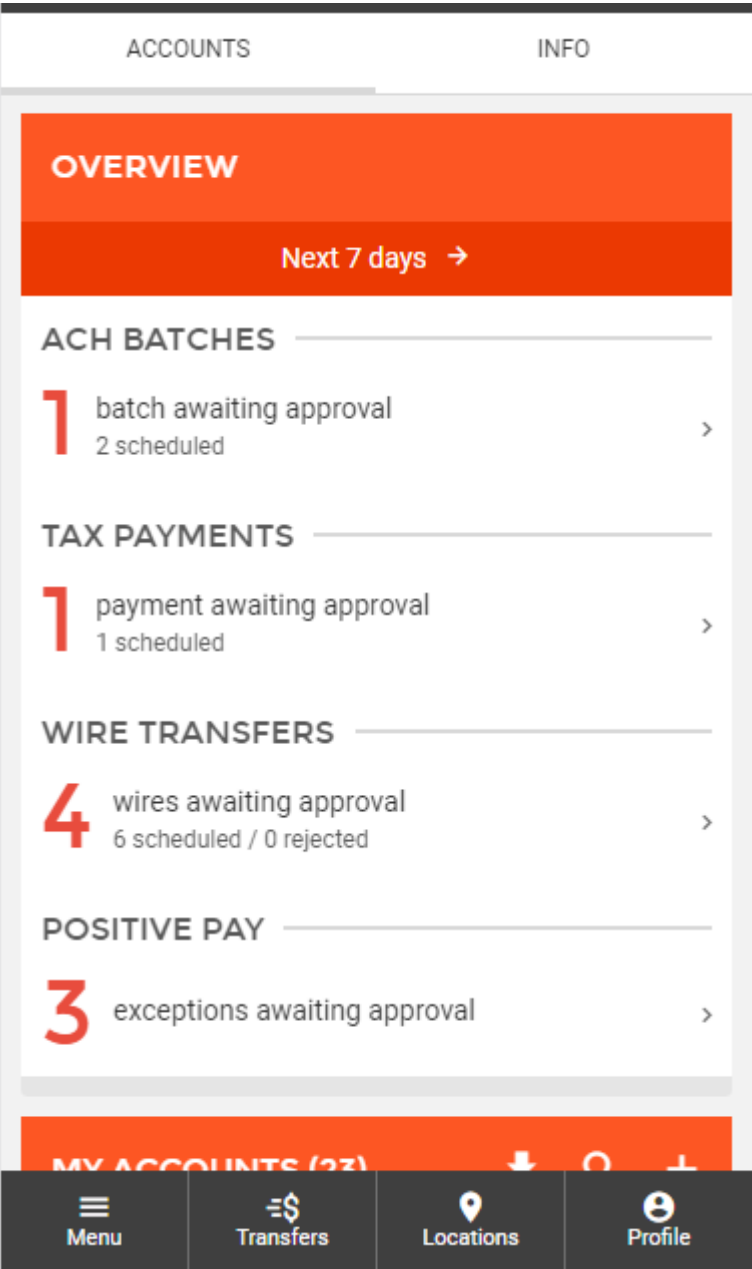
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Approving an ACH Batch

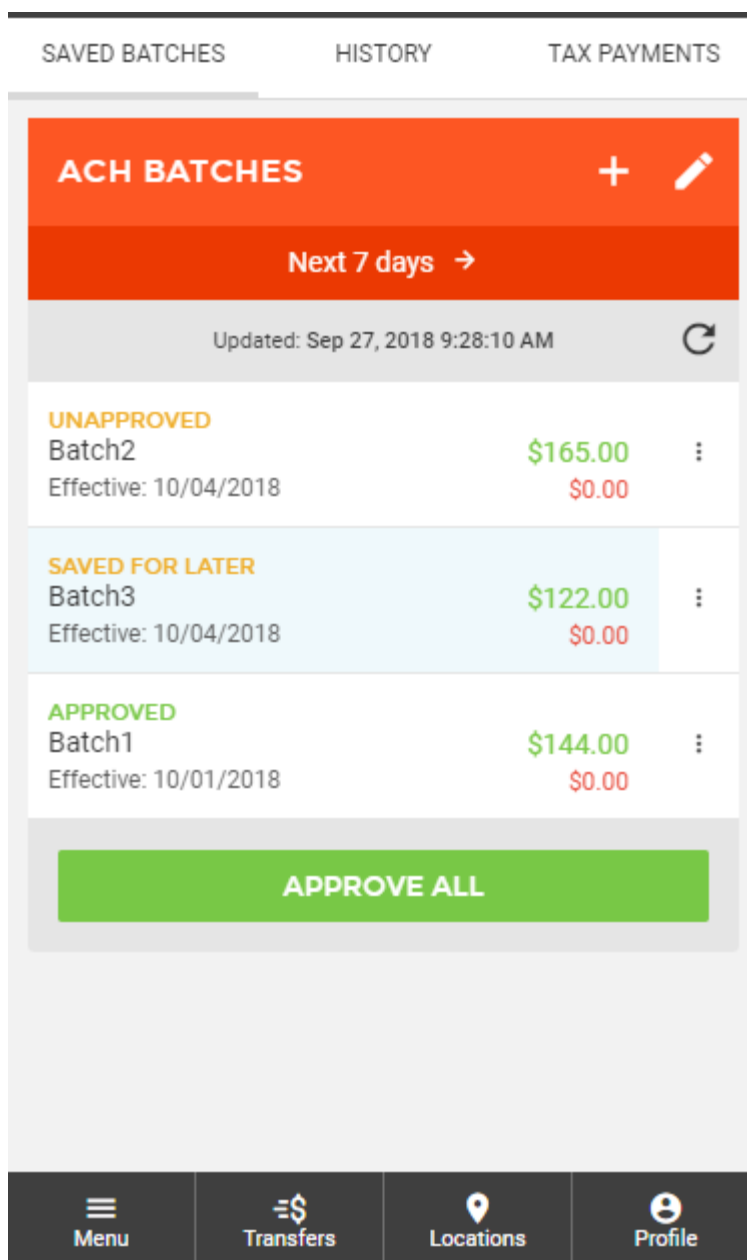
Approving an ACH batch can be done through multiple methods. You can either click on the "ACH" menu item within the menu on the left side of the screen or click on the ACH batches section of the Overview on the landing page. On the Overview section of the digital banking landing page, you will be able to see how many ACH batches are scheduled and how many of those batches are awaiting approval.







The next screen you will see will include all Scheduled ACH Batches and Tax Payments (Approved, Unapproved, and Saved for Later batches) and ACH History. Under the ACH Batches section you will be able to see the status of an ACH batch, as well as the name, effective date, and credit/debit totals. By clicking on the pencil icon in the top right corner of the ACH batches section you can enable multi approval/unapproval from this screen. To approve batches one by one, you can click on an individual ACH batch from this list.



SAVED BATCHES

HISTORY

TAX PAYMENTS

ACH BATCHES

+

^

Next 7 days

→

Approve

Unapprove

☐

Updated: Sep 27, 2018 9:29:06 AM

↺

UNAPPROVED

Batch2

Effective: 10/04/2018

\$165.00

☐

:

\$0.00

SAVED FOR LATER

Batch3

Effective: 10/04/2018

\$122.00

:

\$0.00

APPROVED

Batch1

Effective: 10/01/2018

\$144.00

☐

:

\$0.00

APPROVE ALL

Menu

Transfers

Locations

Profile

SAVED BATCHES

HISTORY

TAX PAYMENTS

ACH BATCHES

+

^

Next 7 days →

Approve

Unapprove

☐

Updated: Sep 27, 2018 9:29:06 AM 

UNAPPROVED

Batch2

Effective: 10/04/2018

\$165.00

\$0.00

☐

⋮

SAVED FOR LATER

Batch3

Effective: 10/04/2018

\$122.00

\$0.00

⋮

APPROVED

Batch1

Effective: 10/01/2018

\$144.00

\$0.00

☐

⋮

APPROVE ALL

Menu

Transfers

Locations

Profile

ACH

Clicking on an ACH batch from this list will take you to the ACH Batch detail screen. Here you can see the individual detail records contained within the batch, as well as various other informational fields. Near the middle of the screen, you will see the status of the batch (whether it is approved or unapproved). By clicking on the status, you can change the status to either approve or unapproved a batch. This change will be reflected on the prior screen as well as on the Overview section of the landing page.

EDIT ACH BATCH

Batch Status: APPROVED

Details

Recipients

Schedule

TOTALS

CREDITS (1) \$10.00

DEBITS (1) \$30.00

BATCH NAME
TEST

COMPANY
ALLEN JR COMPANY

OFFSETTING ACCOUNT
*Test Account *****901

ENTRY DESCRIPTION
TEST

The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")

SAVE

ADD RECIPIENTS

Batch Status: **APPROVED**

Details

Recipients

Schedule

Detail records can be created and added to the batch manually by selecting “+ Add Detail Record(s)”. Selecting “+ Add Participant(s)” will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)

JACKSON

ID: 152458

DETAIL RECORD

\$10.00

011130095

123456

MILLER JONES

ID: 8467886

DETAIL RECORD

\$30.00

011130095

4564882

Credits (1)

\$10.00

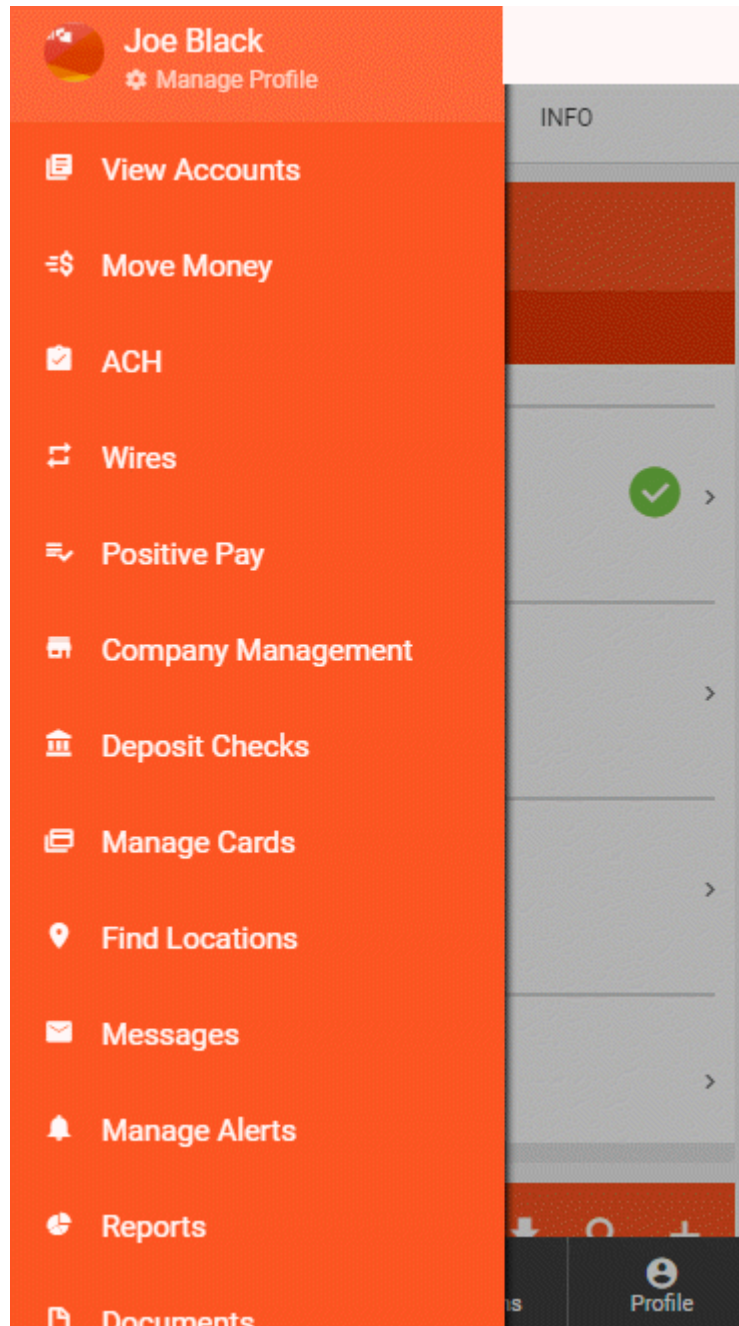
Debits (1)

\$30.00

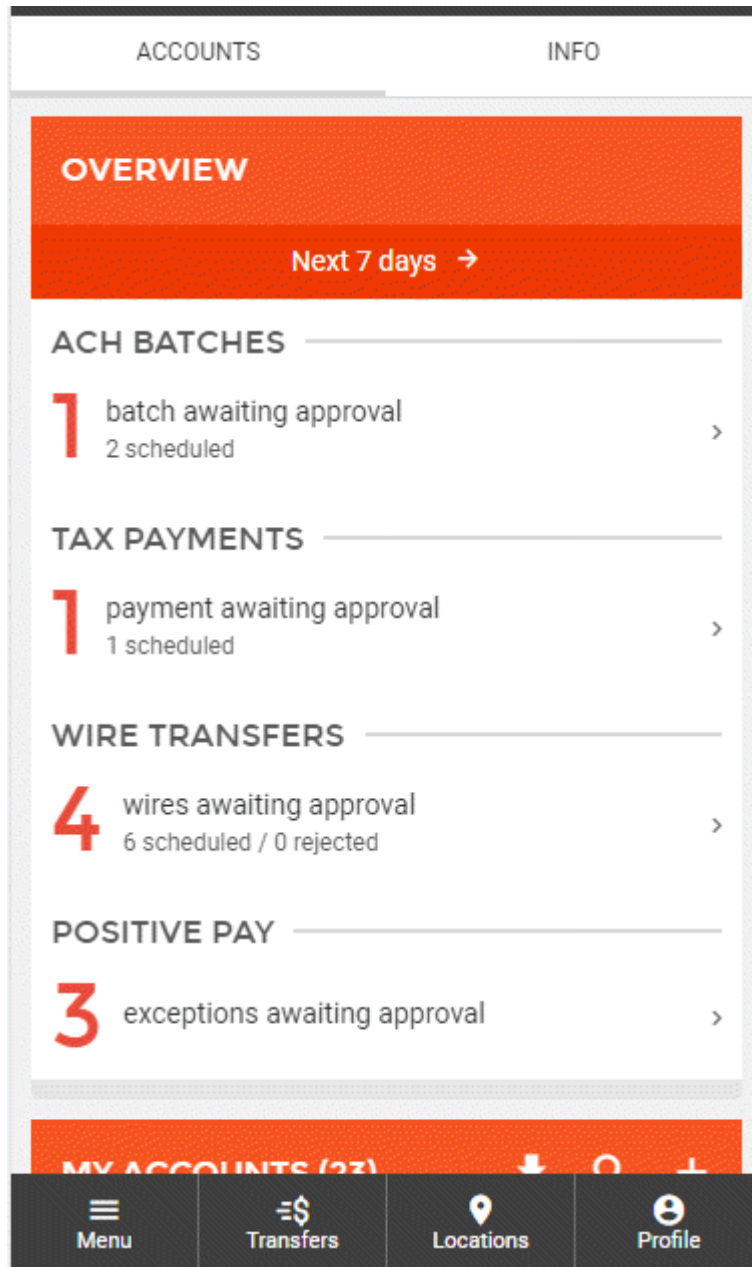
SAVE

Approving a Tax Payment

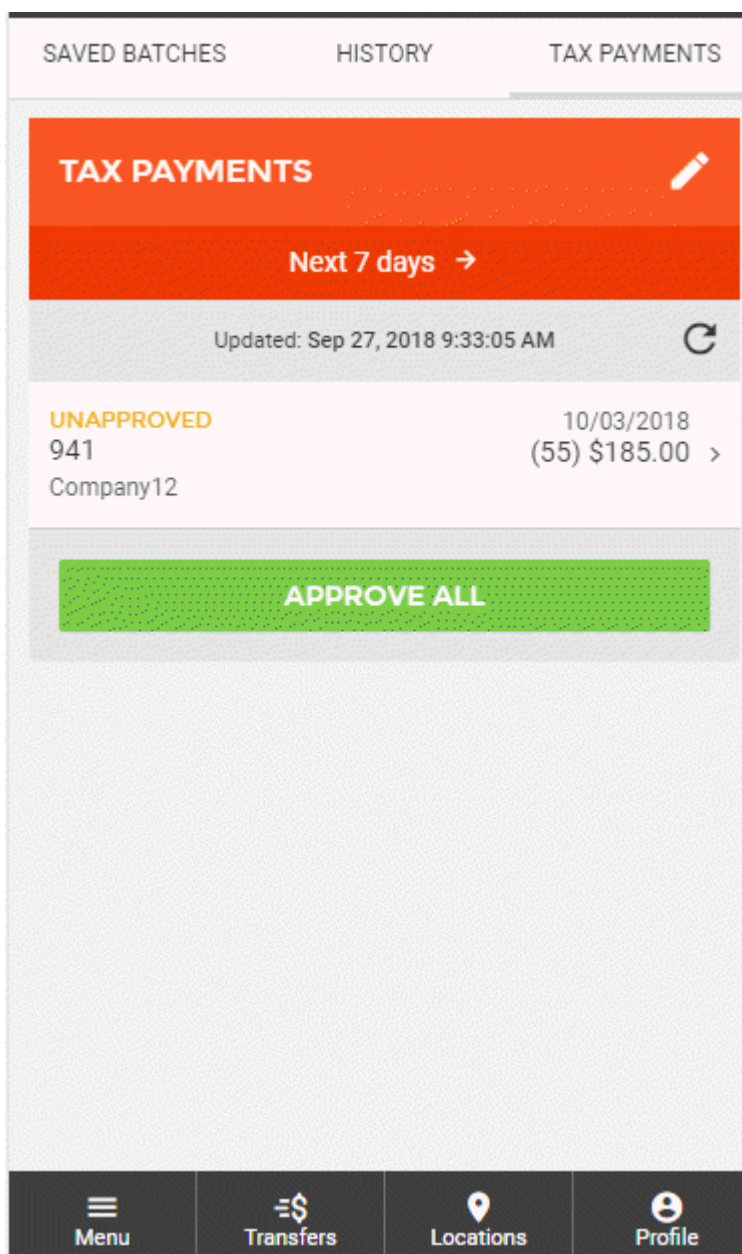
Approving a Tax Payment can be done through multiple methods. You can either click on the "ACH" menu item within the menu on the left side of the screen or click on the Tax Payments section of the Overview on the landing page. On the Overview section of the digital banking landing page, you will be able to see how many Tax Payments are scheduled and how many of those Tax Payments are awaiting approval.

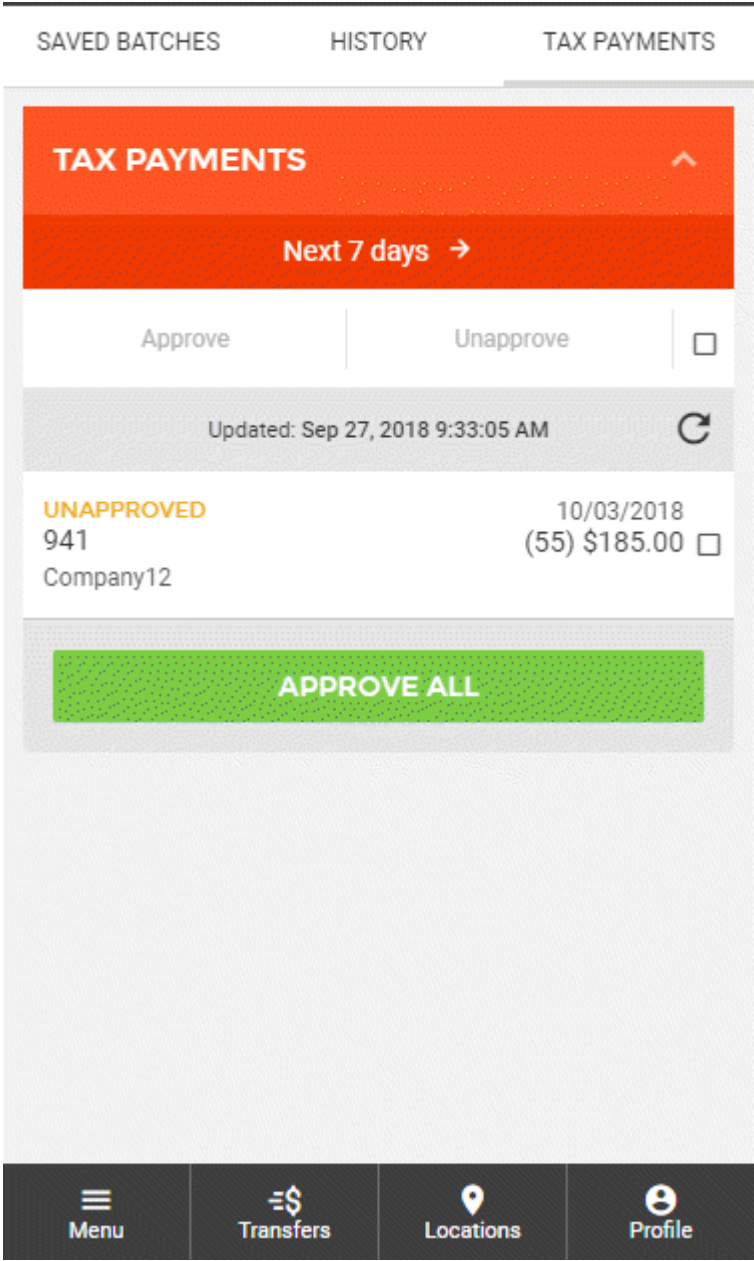


ACH



The next screen you will see will include all Scheduled ACH Batches and Tax Payments (Approved and Unapproved) and ACH History. Under the ACH Batches section you will be able to see the status of a Tax Payment, as well as the Form Number, effective date, company, and payment amount(s). By clicking on the pencil icon in the top right corner of the ACH Batch section you can enable multi approval/unapproval from this screen. To approve Tax Payments one by one, you can click on an individual Tax Payment from this list.





Clicking on a Tax Payment from this list will take you to the Tax Payment detail screen. Here you can see in the details associated with the Tax Payment. Near the middle of the screen, you will see the status of the Tax Payment (whether it is approved or unapproved). By clicking on the status, you can change the status to either approve or unapprove a Tax Payment. This change will be reflected on the prior screen as well as on the Overview section of the landing page.

FORM: 941

Unapproved →

COMPANY
Company12

PAYMENT ACCOUNT
Checking *0779

AMOUNT
\$185.00
(55) Withholding

PAYMENT DATE
10/03/2018

Menu **Transfers** **Locations** **Profile**

FORM: 941

Unapproved →

COMPANY
Company12

PAYMENT ACCOUNT
Checking *0779

AMOUNT

CONFIRM
Approve this payment?

APPROVE

CANCEL

Menu

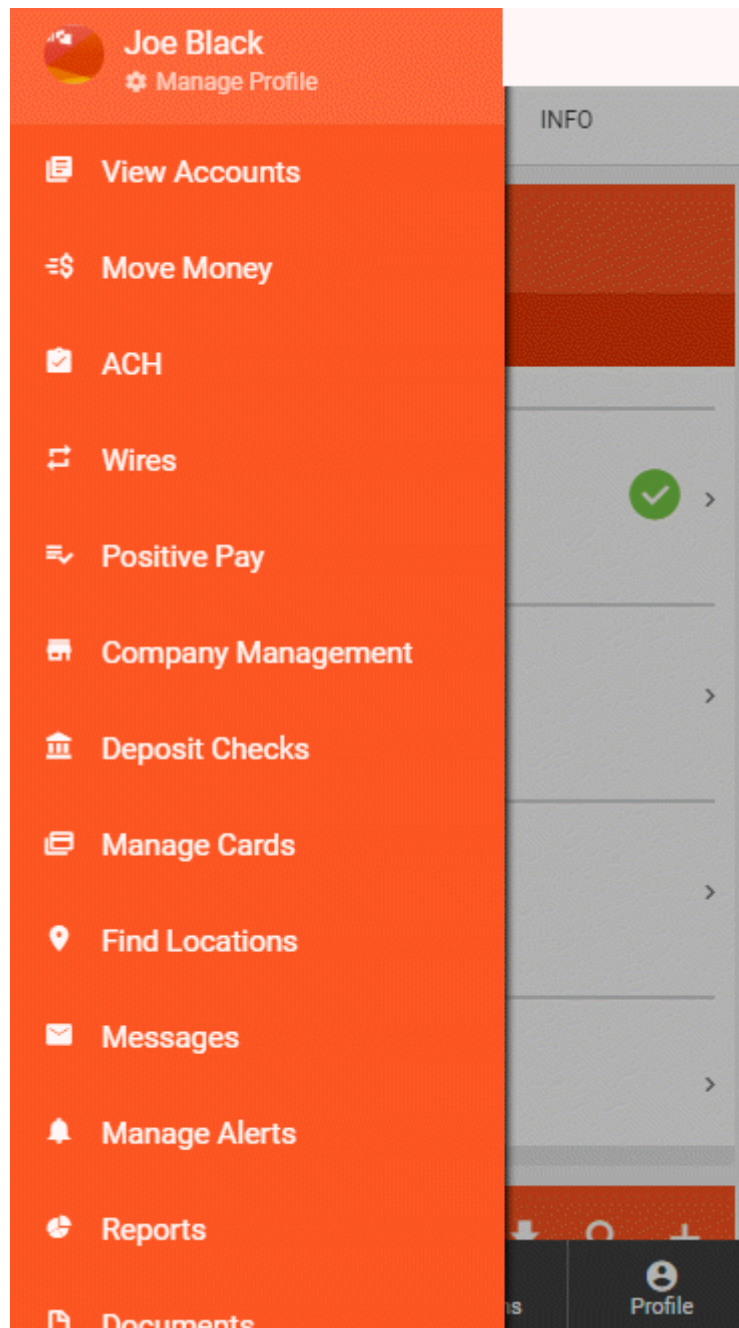
Transfers

Locations

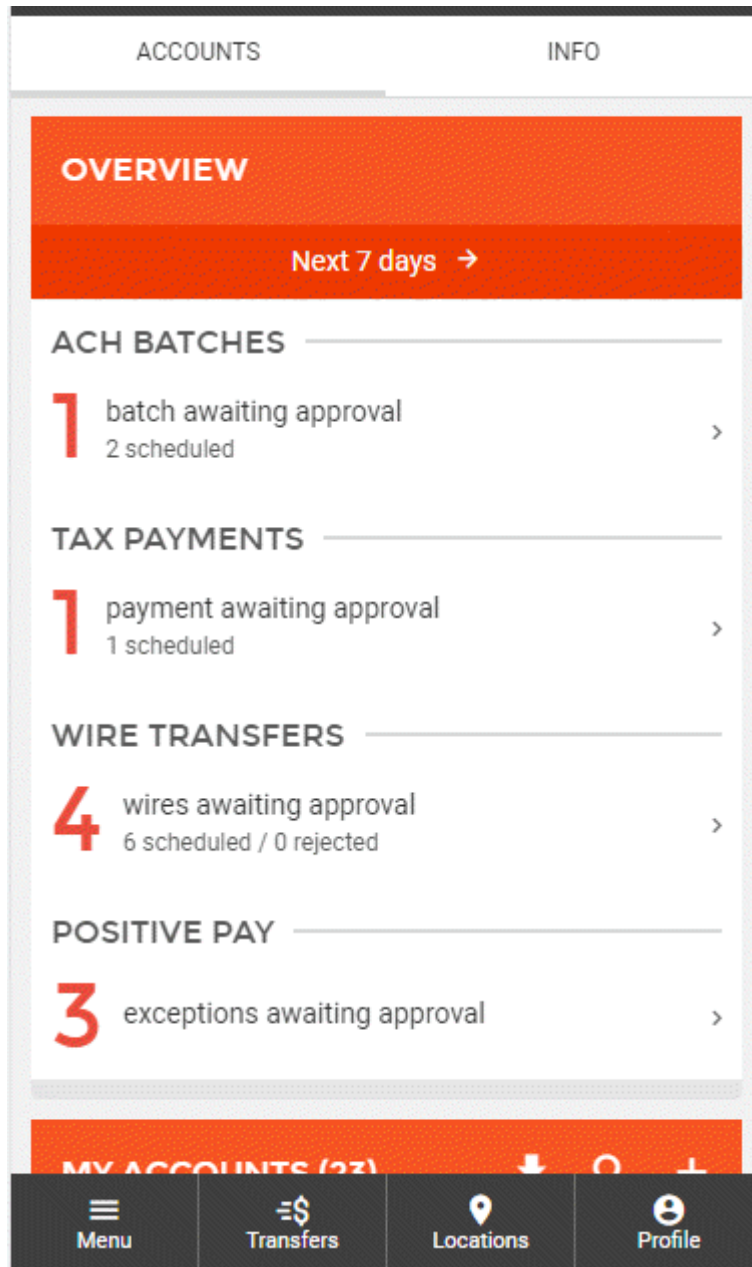
Profile

Manual ACH Batch Creation

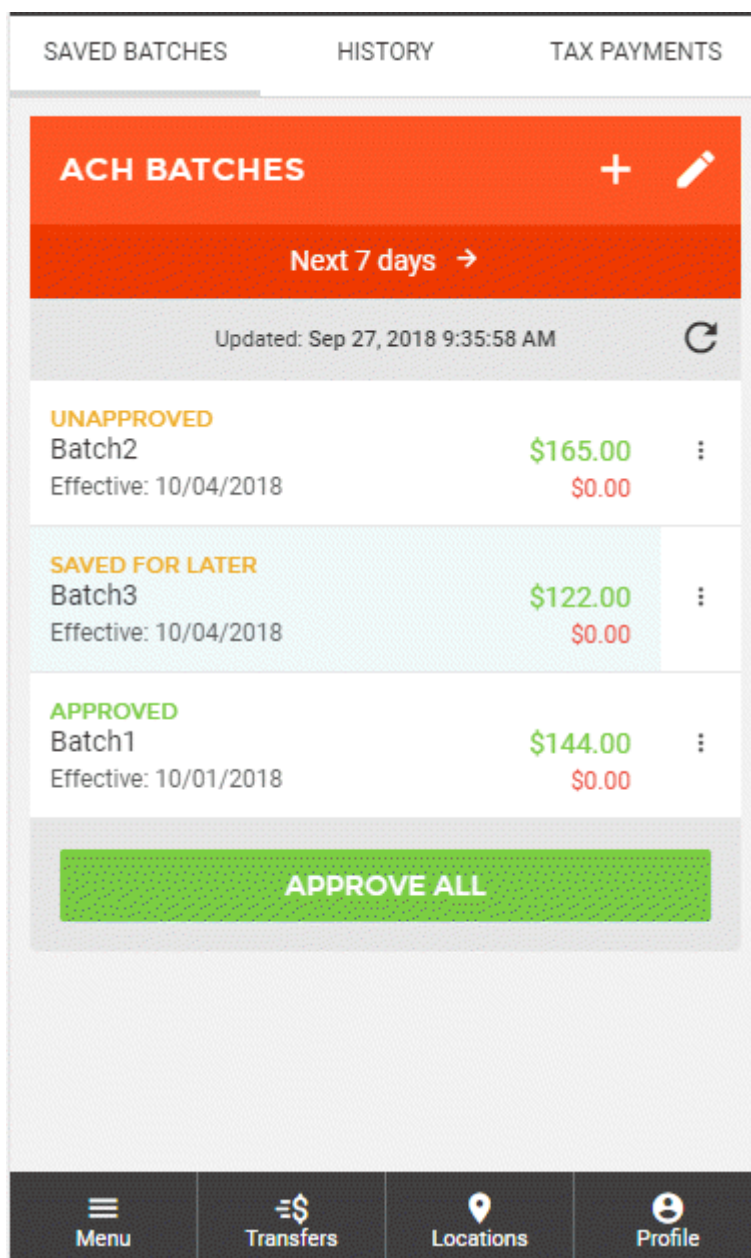
With the change to the new business banking user interface, you will find new steps for manually scheduling ACH batches. To begin creating a new ACH batch, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.



ACH



This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "New ACH Batch" will take you through the manual ACH batch wizard.



NEW ACH BATCH ✕

What would you like to do?



NEW ACH BATCH
Create a new ACH batch



NEW BATCH FROM TEMPLATE
Create a new ACH batch from an existing template



UPLOAD A FILE
Upload a delimited or NACHA formatted ACH file



MANAGE ACH TEMPLATES
Create and edit ACH batch templates

The first step in creating a new ACH batch is entering the necessary header information, including:

- 1 Batch Name
- 2 Company
- 3 Offsetting Account

- 4 Entry Description
- 5 Discretionary Data
- 6 Entry Class

< **NEW ACH BATCH** ×

BATCH NAME required

COMPANY required →

OFFSETTING ACCOUNT required →

ENTRY DESCRIPTION required
The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")

DISCRETIONARY DATA
Discretionary data includes reference information for use by the originator

ENTRY CLASS required →
The entry class defines the type of ACH entries contained in the batch

ADD RECIPIENTS →

ACH

Once all required fields have been filled out, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

The screenshot displays a mobile application interface for creating a new ACH batch. The title bar at the top is dark blue with a back arrow on the left, the text "NEW ACH BATCH" in the center, and a close 'X' icon on the right. Below the title bar, there are six input fields, each with a label and a value, and a right-pointing arrow icon on the right side of the field. The fields are: "BATCH NAME" with the value "TEST BATCH"; "COMPANY" with the value "PUPPY SUPPLY INC"; "OFFSETTING ACCOUNT" with the value "*Test Account *****901"; "ENTRY DESCRIPTION" with the value "TEST ENTRY"; "DISCRETIONARY DATA" with the value "TEST DATA"; and "ENTRY CLASS" with the value "Telephone-Initiated Entry (TEL)". Below the "ENTRY DESCRIPTION" field, there is a descriptive text: "The entry description is used by the originator to provide a description of the transaction for the receiver (For example 'Payroll' or 'Dividend')". Below the "DISCRETIONARY DATA" field, there is a descriptive text: "Discretionary data includes reference information for use by the originator". Below the "ENTRY CLASS" field, there is a descriptive text: "The entry class defines the type of ACH entries contained in the batch". At the bottom of the form, there is a red button with the text "ADD RECIPIENTS" and a right-pointing arrow.

BATCH NAME
TEST BATCH

COMPANY
PUPPY SUPPLY INC →

OFFSETTING ACCOUNT
*Test Account *****901 →

ENTRY DESCRIPTION
TEST ENTRY

The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")

DISCRETIONARY DATA
TEST DATA

Discretionary data includes reference information for use by the originator

ENTRY CLASS
Telephone-Initiated Entry (TEL) →

The entry class defines the type of ACH entries contained in the batch

ADD RECIPIENTS →

The next step in creating a new ACH batch is adding recipients (also known as detail records) to the batch. There are two ways to accomplish this. The first way includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second way includes the "+ Add

Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

< ADD RECIPIENTS

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s) + Add Participant(s)

YOU HAVE NOT ADDED ANY RECIPIENTS

Credits (0) **\$0.00** Debits (0) **\$0.00**

SCHEDULE BATCH →

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

ACH

- 1** Full Name
- 2** Identification Number
- 3** Amount
- 4** Transaction Type – Credit or Debit
- 5** Prenote (if a prenote is needed)
- 6** Routing Number
- 7** Account Number
- 8** Account Type
- 9** Payment Related Information (Addenda Information)

10 Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

< **CREATE NEW DETAIL RECORD** >

FULL NAME required

IDENTIFICATION NUMBER
This is an identifying number by which the receiver is known to the originator

AMOUNT
\$0

Transaction Type:

Credit

Debit

Prenote ☐
Selecting this option will issue a test transaction to the receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER required

ACCOUNT NUMBER required

SAVE

< **CREATE NEW DETAIL RECORD** ×

receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

required

ACCOUNT NUMBER

required

ACCOUNT TYPE

required →

PAYMENT RELATED INFORMATION

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

NOTIFY VIA EMAIL

Enter an email address, for recipient to be notified of ACH batch processing.

SAVE & ADD ANOTHER

SAVE

Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to schedule the batch, you can click "Schedule Batch" at the bottom of the screen, taking you to the schedule screen.

<

CREATE NEW DETAIL RECORD

×

receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

111300958

ACCOUNT NUMBER

84886551

ACCOUNT TYPE

Checking

→

PAYMENT RELATED INFORMATION

PAYMENT INFO TEST

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

NOTIFY VIA EMAIL

TEST@EMAIL.COM

Enter an email address, for recipient to be notified of ACH batch processing.

SAVE & ADD ANOTHER

SAVE



ADD RECIPIENTS



Detail records can be created and added to the batch manually by selecting “+ Add Detail Record(s)”. Selecting “+ Add Participant(s)” will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)



TEST DETAIL
ID: 80932532

DETAIL RECORD

\$109.65

111300958
84886551

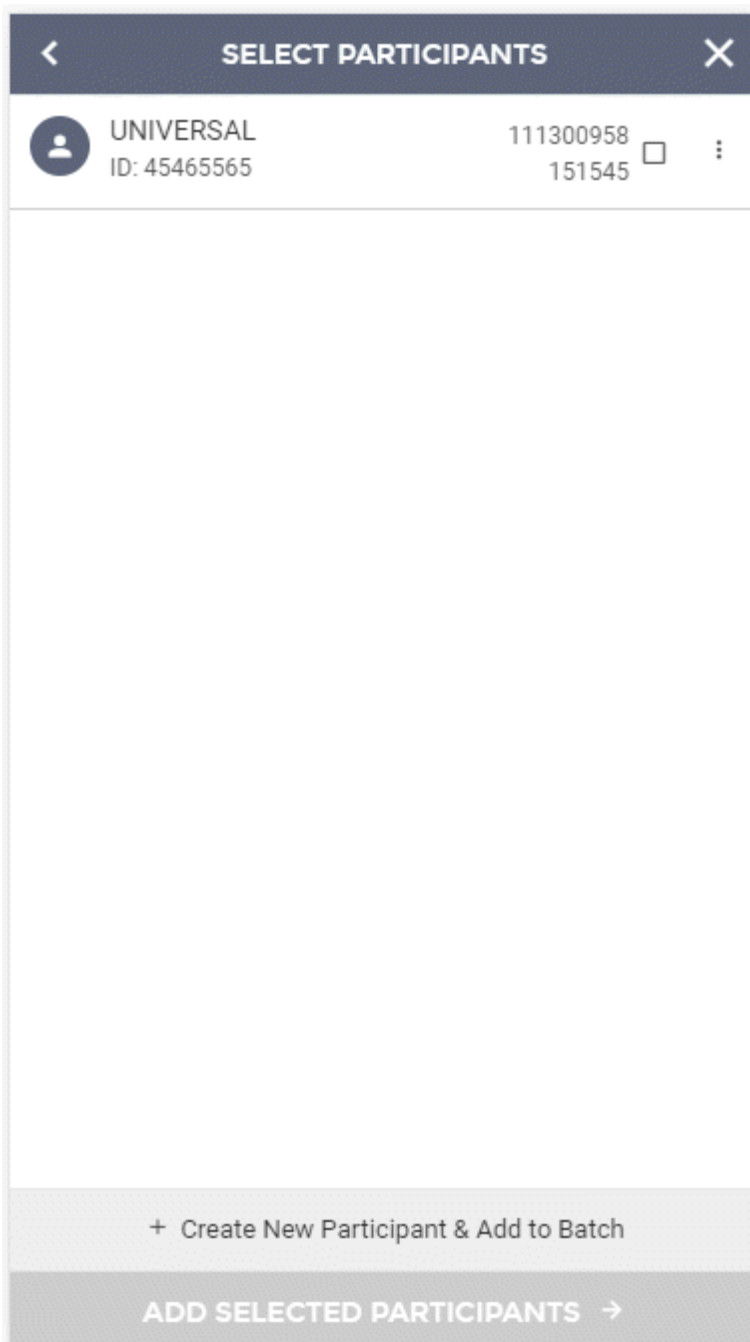


Credits (1)
\$109.65

Debits (0)
\$0.00

SCHEDULE BATCH →

Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.



If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1** Full Name
- 2** Identification Number
- 3** Email Address
- 4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing)
When this field is enabled, an email address is required.

5 Universal Participant (Allows the participant to be used by all companies)

ADD NEW PARTICIPANT

FULL NAME required

IDENTIFICATION NUMBER

EMAIL ADDRESS

Notify via Email ☐
Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant ☐
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

+ Add Accounts

SAVE PARTICIPANT

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:

ACH

- 1 Account Name
- 2 Account Type (Checking, Savings, GL, or Loan)
- 3 Account Number
- 4 Routing Number

<

ADD PARTICIPANT ACCOUNT

×

ACCOUNT NAME

required

ACCOUNT TYPE

required
→

ACCOUNT NUMBER

required

ROUTING NUMBER

required

SAVE ACCOUNT

Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.

< **ADD NEW PARTICIPANT** ×

FULL NAME
JOHN JONES

IDENTIFICATION NUMBER
98956215

EMAIL ADDRESS
TEST@EMAIL.COM

Notify via Email ✓

Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant ✓

Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

WORK ACCOUNT Remove

Checking / Acct #486841561
Routing 11111111

+ Add Accounts

SAVE PARTICIPANT

ACH

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.

The screenshot shows a mobile application interface titled "SELECT PARTICIPANTS". At the top, there is a dark blue header bar with a back arrow on the left, the title "SELECT PARTICIPANTS" in the center, and a close "X" icon on the right. Below the header is a search bar with the placeholder text "SEARCH FOR..." and a magnifying glass icon. The main content area displays a list of two participants. Each participant entry consists of a circular icon with a person silhouette, the participant's name and ID, and a selection checkbox. The first participant is "JOHN JONES" with ID "98956215", and the second is "UNIVERSAL" with ID "45465565". Below the list is a large empty space. At the bottom of the screen, there is a light gray bar with the text "+ Create New Participant & Add to Batch". The very bottom of the screen features a prominent orange bar with the text "ADD SELECTED PARTICIPANTS" and a right-pointing arrow.

Participant Icon	Participant Name & ID	Selection Status
	JOHN JONES ID: 98956215	011111111 486841561 ☒
	UNIVERSAL ID: 45465565	111300958 151545 ☐

+ Create New Participant & Add to Batch

ADD SELECTED PARTICIPANTS →

You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

ACH

Once all detail records and or participants have been added to the ACH batch and you are ready to submit the batch, you can click the "Schedule Batch" option at the bottom of the screen. This will take you to the next screen where you can schedule the batch, determining whether you would like it to be a one-time batch or a recurring batch. On this screen you can also select the effective date and whether you would like the batch to be paid before or after a holiday or weekend if the effective date falls on one of these days. When finished, you can click on the "Review Batch" button at the bottom of the screen, which will take you to the review screen for the ACH batch.

<

ADD RECIPIENTS

Detail records can be created and added to the batch manually by selecting “+ Add Detail Record(s)”. Selecting “+ Add Participant(s)” will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)

TEST DETAIL

ID: 80932532

DETAIL RECORD

\$109.65

111300958

84886551

UNIVERSAL

ID: 45465565

Credit

Debit

\$10.00

111300958

151545

Credits (1)

\$109.65

Debits (1)

\$10.00

SCHEDULE BATCH →

<

SCHEDULE BATCH

⋮

Is this a One-Time or Recurring batch?

SCHEDULE TYPE

→

REVIEW BATCH →

 **SCHEDULE BATCH** 

Is this a One-Time or Recurring batch?

One-Time 

When should it occur?

EFFECTIVE DATE 

After Holiday ☐

Payments that fall on a holiday or weekend will be paid the next available business day

REVIEW BATCH 

SCHEDULE BATCH

Is this a One-Time or Recurring batch?

SCHEDULE TYPE
One-Time →

When should it occur?

11/8/18 →

After Holiday ☐

Payments that fall on a holiday or weekend will be paid the next available business day

REVIEW BATCH →

On the review screen, you will be able to see all details of the current ACH batch. This includes:

- 1** Header Information (Batch Name, Company Name, etc.)
- 2** Recipients (Detail Records)
- 3** Scheduling (Type and Effective Date)

4 Totals (Credits and Debits)

ACH

If all information contained within the review screen looks accurate, you can select to "Submit and Approve" (if you have access to approve your own batches), or to "Submit to Approver" if you require secondary approval before bank processing can occur.

<

REVIEW BATCH

×

STATUS

NEW

BATCH NAME

TEST BATCH

OFFSETTING ACCOUNT

*Test Account *****901

ENTRY DESCRIPTION

TEST ENTRY

COMPANY NAME

PUPPY SUPPLY INC

DISCRETIONARY DATA

TEST DATA

ENTRY CLASS

Telephone-Initiated Entry (TEL)

RECIPIENTS

^

DETAIL RECORD

TEST DETAIL / \$109.65

PARTICIPANT

UNIVERSAL / \$10.00

SCHEDULING

^

SCHEDULE TYPE

One-Time

EFFECTIVE DATE

11/8/18

HOLIDAY

Before

TOTALS

^

CREDITS (1)

\$109.65

APPROVE AND SUBMIT

<REVIEW BATCH×

BATCH NAME	TEST BATCH
OFFSETTING ACCOUNT	*Test Account *****901
ENTRY DESCRIPTION	TEST ENTRY
COMPANY NAME	PUPPY SUPPLY INC
DISCRETIONARY DATA	TEST DATA
ENTRY CLASS	Telephone-Initiated Entry (TEL)

RECIPIENTS^

DETAIL RECORD	TEST DETAIL / \$109.65
PARTICIPANT	UNIVERSAL / \$10.00

SCHEDULING^

SCHEDULE TYPE	One-Time
EFFECTIVE DATE	11/8/18
HOLIDAY	Before

TOTALS^

CREDITS (1)	\$109.65
DEBITS (1)	\$10.00

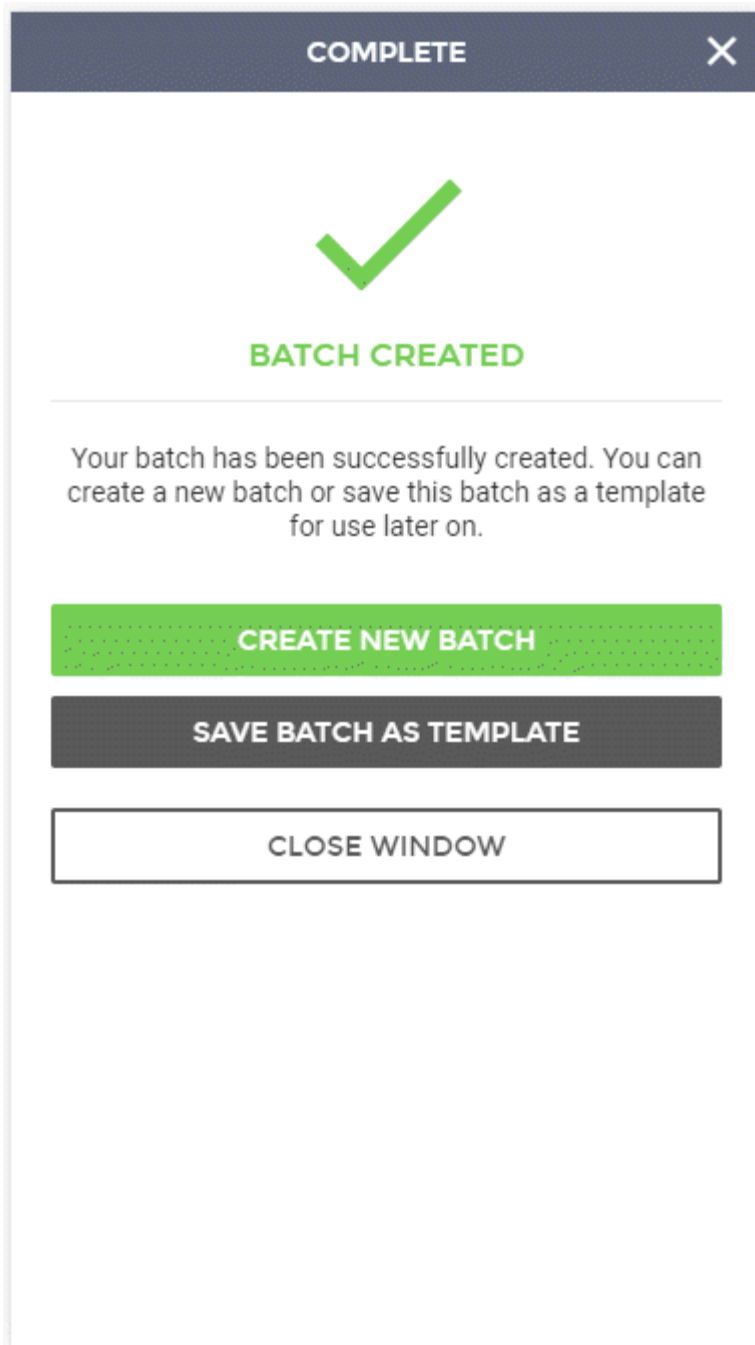
APPROVE AND SUBMIT

< **REVIEW BATCH** ×

STATUS	NEW
BATCH NAME	TEST BATCH
OFFSETTING ACCOUNT	123 Checking *****601
ENTRY DESCRIPTION	TEST ENTRY
COMPANY NAME	PUPPY SUPPLY INC
DISCRETIONARY DATA	TEST DATA
ENTRY CLASS	Telephone-Initiated Entry (TEL)
RECIPIENTS	^
DETAIL RECORD	TEST DETAIL / \$109.65
PARTICIPANT	UNIVERSAL / \$10.00
SCHEDULING	^
SCHEDULE TYPE	One-Time
EFFECTIVE DATE	11/8/18
HOLIDAY	Before
TOTALS	^
CREDITS (1)	\$109.65

SUBMIT FOR APPROVAL

Upon finishing the process, you will see a success message, letting you know that the ACH was created properly.



Note: In the new user interface, ACH batches are saved as they are being created. If for some reason your session ends abruptly, or you decide to leave your device and your session times out, you can rest assured that the batch will be in a "Saved for Later" status on the ACH batch approval screen and on the

ACH

Overview on the landing page of digital banking. In addition, at any point you would like to save a batch for later, you can click on the 3 dots in the top right portion of the ACH screen and select "Save for Later". Saving an ACH batch this way, will ensure that the batch information is saved, but is not submitted to an approver or to the bank until you are ready to do so.

SAVED BATCHES		HISTORY	TAX PAYMENTS
ACH BATCHES		+ 	
All items →			
Updated: Nov 07, 2018 11:14:35 AM			
UNAPPROVED	TEST BATCH	\$109.65	:
	Effective: 11/08/2018	\$10.00	
APPROVED	NEW AMOUNT ONLY	\$0.00	:
	Effective: 11/07/2018	\$15.00	
APPROVED	TEST	\$10.00	:
	Effective: 11/07/2018	\$30.00	
SAVED FOR LATER	QA AMOUNT ONLY	\$0.00	:
		\$0.00	
APPROVE ALL			
 Menu	 Transfers	 Locations	 Profile

ADD RECIPIENTS

⋮

Detail records can be created and added manually by selecting "+ Add Detail Record(s)".

"+ Add Participant(s)" will provide participants that can be added to your batch.

+ Add Detail Record(s)

Save Batch for Later

Save as Template

Submit

Cancel Batch Creation

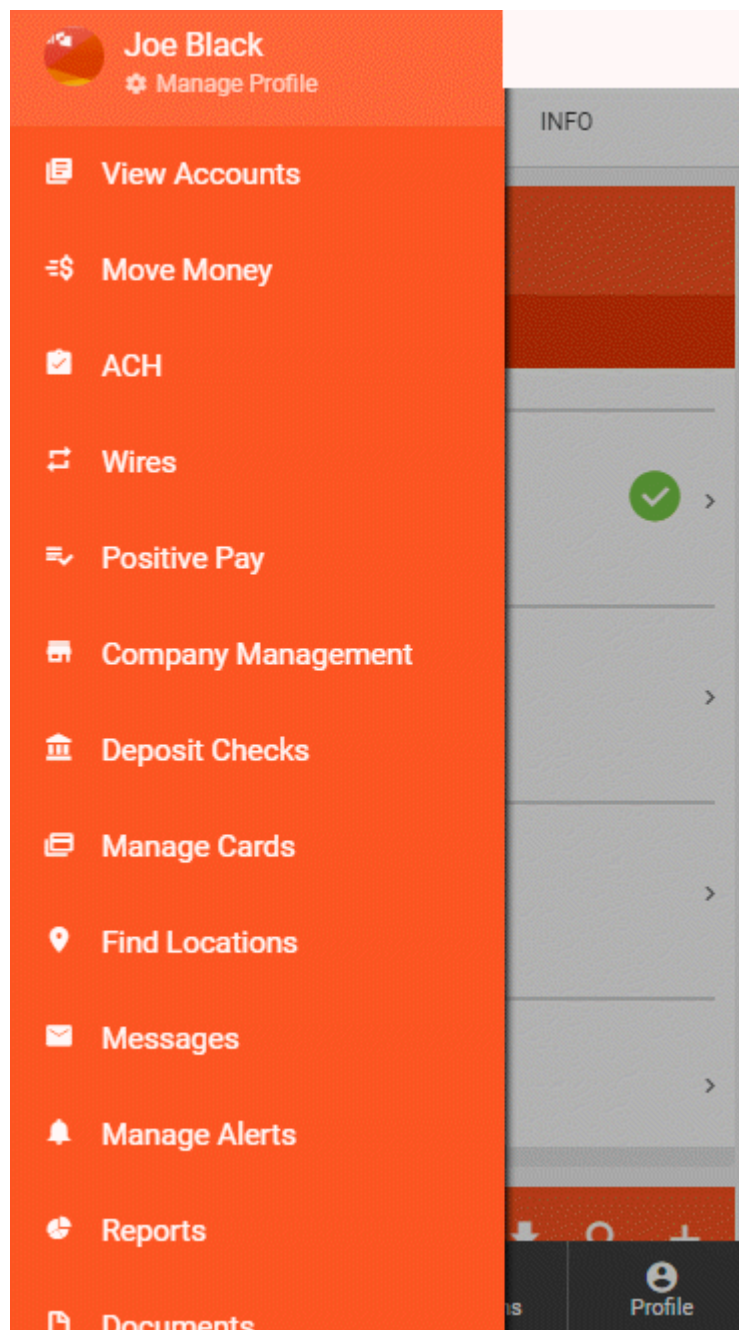
YOU HAVE NOT ADDED ANY RECORDS TO YOUR BATCH

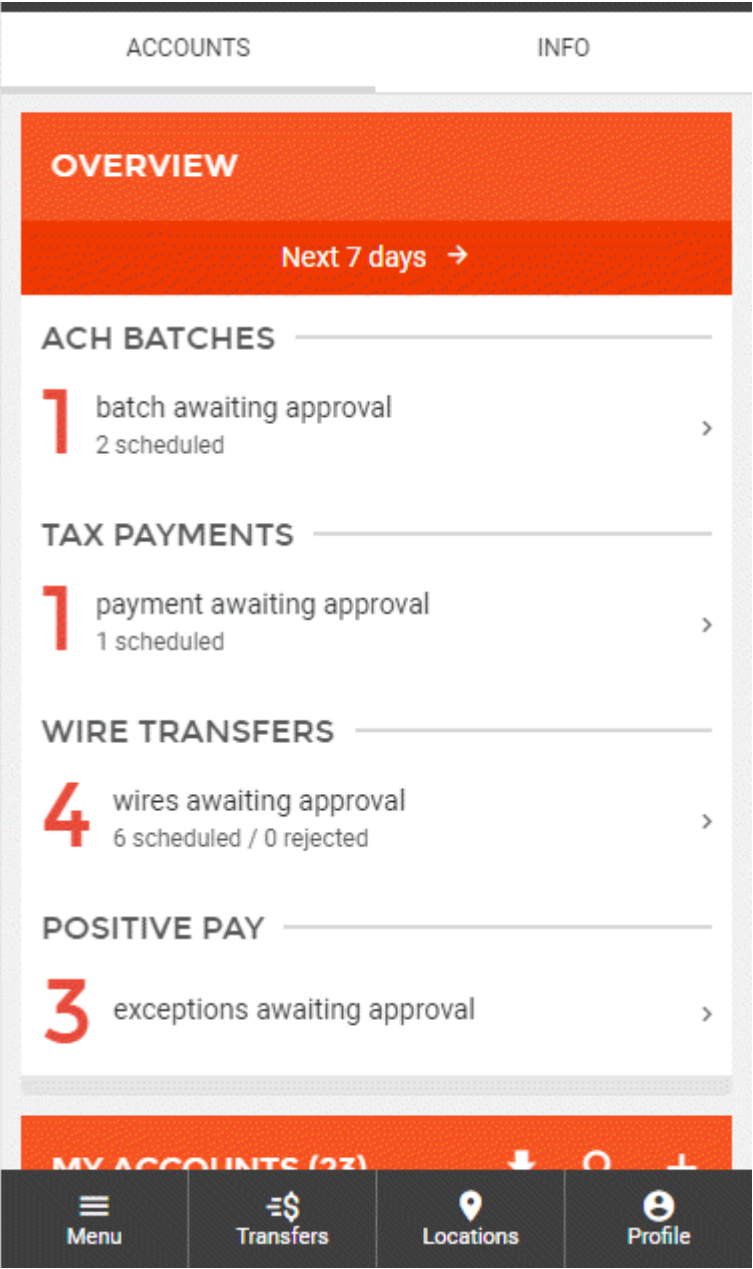
	Credits	Debits
	(0)	(0)
	\$0.00	\$0.00

SCHEDULE BATCH →

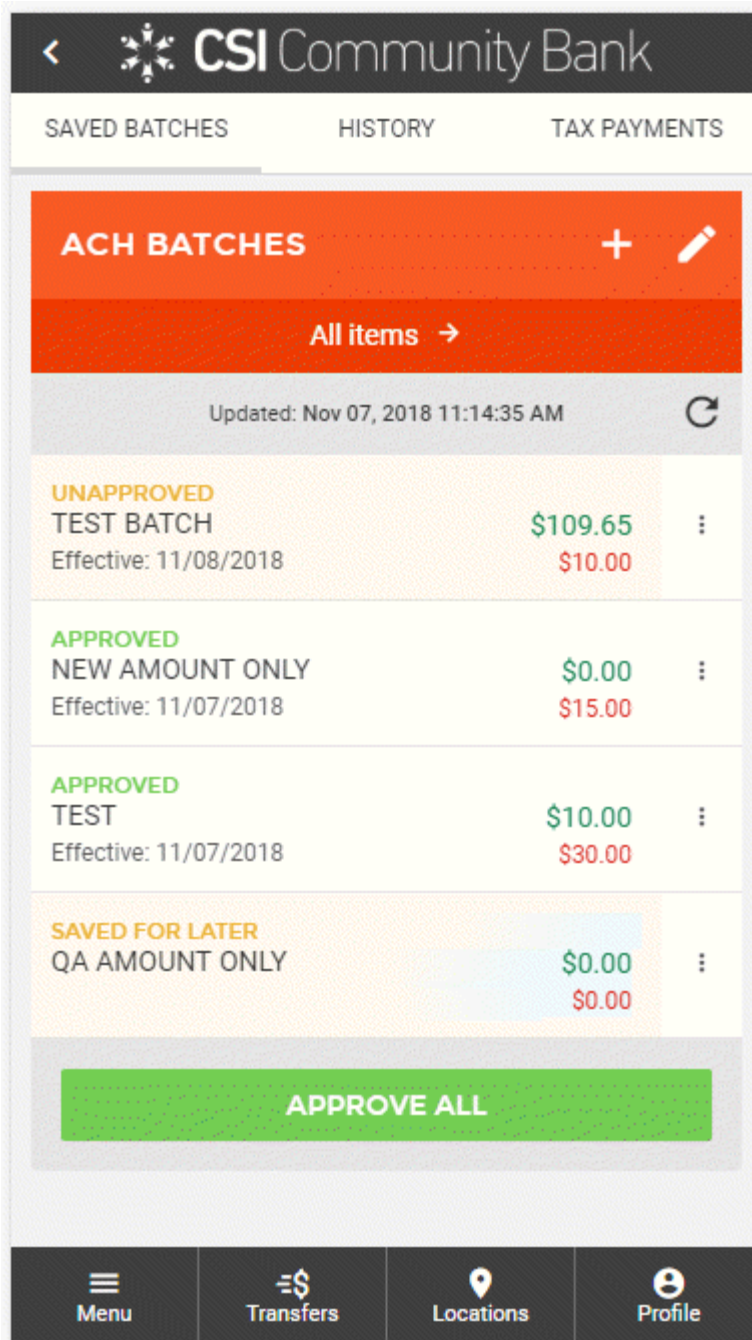
Creating an ACH Batch from a Pre-Existing ACH Template

To begin creating a new ACH batch using a pre-existing template, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.





This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "New Batch from Template" will take you through the ACH batch wizard.



NEW ACH BATCH ✕

What would you like to do?



NEW ACH BATCH
Create a new ACH batch



NEW BATCH FROM TEMPLATE
Create a new ACH batch from an existing template



UPLOAD A FILE
Upload a delimited or NACHA formatted ACH file



MANAGE ACH TEMPLATES
Create and edit ACH batch templates

The first step is to select the template you wish to use. These templates can be managed as set up by going to the previous step and selecting "Manage ACH Templates".

MANAGE ACH TEMPLATES	
AMOUNT ONLY TWO	Created: Nov 02, 2018 by Tony Jones Two
AMOUNT ONLY5	Created: Nov 05, 2018 by Tony Jones Two
ANOTHER AMOUNT ONLY	Created: Nov 06, 2018 by Tony Jones Two
CREDIT ACCOUNT	Created: Oct 22, 2018 by Tony Jones Two
DETAIL TEMPLATE	Created: Aug 24, 2018 by Tony Jones Two
MULTI DETAILS	Created: Aug 22, 2018 by Tony Jones Two
NEW 49	Created: Aug 24, 2018 by Tony Jones Two
NEW AMOUNT ONLY	Created: Oct 22, 2018 by Tony Jones Two
NEW TEMP AMOUNT	Created: Nov 02, 2018 by Tony Jones Two
QA AMOUNT ONLY TEST	Created: Nov 01, 2018 by Tony Jones Two
QA BATCH ONE EDIT	Created: Sep 11, 2018 by Tony Jones Two
TEST	Created: Aug 24, 2018 by Tony Jones Two

Since you are using a template, all fields that were filled out for the template will be automatically filled out in this step. After selecting your template, you will next see all the necessary header information, including:

ACH

- 1** Batch Name
- 2** Company
- 3** Offsetting Account
- 4** Entry Description
- 5** Discretionary Data
- 6** Entry Class

Once all required fields have been filled out and reviewed, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

< **NEW BATCH FROM TEMPLATE** ×

BATCH NAME
TEST

COMPANY
VAN R US →

OFFSETTING ACCOUNT
*Test Account *****901 →

ENTRY DESCRIPTION
TEST
The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")

DISCRETIONARY DATA
TEST
Discretionary data includes reference information for use by the originator

ENTRY CLASS
Internet-Initiated Entry (WEB) →
The entry class defines the type of ACH entries contained in the batch

ADD RECIPIENTS →

The next step in creating a new ACH batch from template is adding recipients (also known as detail records) to the batch. Since you are using a template, you may already have all the detail records already built into the batch. If not, you can add additional detail records to the batch via two different

ACH

methods. The first includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second includes the "+ Add Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

<

ADD RECIPIENTS

⋮

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)



MILLER JONES

ID: 8467886

\$36.96

⋮

111300958

4564882

Credits (0)

\$0.00

Debits (1)

\$36.96

SCHEDULE BATCH →

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

- 1** Full Name
- 2** Identification Number
- 3** Amount
- 4** Transaction Type – Credit or Debit
- 5** Prenote (if a prenote is needed)
- 6** Routing Number
- 7** Account Number
- 8** Account Type
- 9** Payment Related Information (Addenda Information)
- 10** Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

ACH

Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to schedule the batch, you can click "Schedule Batch" at the bottom of the screen, taking you to the schedule screen.

<

CREATE NEW DETAIL RECORD

×

FULL NAME

required

IDENTIFICATION NUMBER

This is an identifying number by which the receiver is known to the originator

AMOUNT

\$0

Transaction Type:

Credit

Debit

Prenote

☐

Selecting this option will issue a test transaction to the receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

required

ACCOUNT NUMBER

required

SAVE

< **CREATE NEW DETAIL RECORD** >

receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

required

ACCOUNT NUMBER

required

ACCOUNT TYPE

required →

PAYMENT RELATED INFORMATION

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

NOTIFY VIA EMAIL

Enter an email address, for recipient to be notified of ACH batch processing.

SAVE & ADD ANOTHER

SAVE

ADD RECIPIENTS

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)

MILLER JONES ID: 8467886	\$36.96 111300958 4564882
TEST JONES ID: 4465462 DETAIL RECORD	\$25.00 111300958 9563221

Credits (1)
\$25.00

Debits (1)
\$36.96

SCHEDULE BATCH →

Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.

SELECT PARTICIPANTS

JACKSON ID: 152458	111300958 123456	☐	
MILLER JONES ID: 8467886	111300958 4564882	☐	
Newest Guy ID: 4146821	111111118 879846	☐	
Newest Guy ID: 1545655	111111118 879846	☐	
TONY JONES ID: 15488754	111300958 897854	☐	
UNIVERSAL ID: 45465565	111300958 151545	☐	

+ Create New Participant & Add to Batch

ADD SELECTED PARTICIPANTS →

If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1** Full Name
- 2** Identification Number
- 3** Email Address
- 4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing)
When this field is enabled, an email address is required.

5 Universal Participant (Allows the participant to be used by all companies)

ADD NEW PARTICIPANT

FULL NAME required

IDENTIFICATION NUMBER

EMAIL ADDRESS

☐ **Notify via Email**
Send participant an email when any batches that participant is included in are submitted / processed.

☐ **Universal Participant**
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

+ Add Accounts

SAVE PARTICIPANT

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:

ACH

- 1 Account Name
- 2 Account Type (Checking, Savings, GL, or Loan)
- 3 Account Number
- 4 Routing Number

<

ADD PARTICIPANT ACCOUNT

×

ACCOUNT NAME

required

ACCOUNT TYPE

required
→

ACCOUNT NUMBER

required

ROUTING NUMBER

required

SAVE ACCOUNT

Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.

< **ADD NEW PARTICIPANT** ×

FULL NAME
JOHN JONES

IDENTIFICATION NUMBER
98956215

EMAIL ADDRESS
TEST@EMAIL.COM

Notify via Email ✓

Send participant an email when any batches that participant is included in are submitted / processed.

Universal Participant ✓

Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

WORK ACCOUNT Remove

Checking / Acct #486841561
Routing 11111111

+ Add Accounts

SAVE PARTICIPANT

ACH

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.

The screenshot shows a mobile application interface titled "SELECT PARTICIPANTS". At the top, there is a dark blue header bar with a back arrow on the left, the title "SELECT PARTICIPANTS" in the center, and a close "X" icon on the right. Below the header is a white search bar with the placeholder text "SEARCH FOR..." and a magnifying glass icon on the right. The main content area displays a list of two participants. Each participant entry consists of a circular profile icon, the participant's name and ID, and a selection checkbox. The first participant is "JOHN JONES" with ID "98956215", and the second is "UNIVERSAL" with ID "45465565". Below the list is a light gray bar with the text "+ Create New Participant & Add to Batch". At the very bottom is a prominent orange bar with the text "ADD SELECTED PARTICIPANTS" and a right-pointing arrow.

Participant Name	ID	Selection Status
JOHN JONES	98956215	☒
UNIVERSAL	45465565	☐

You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

ACH

Once all detail records have been added to the ACH batch and you are ready to submit the batch, you can click the "Schedule Batch" option at the bottom of the screen. This will take you to the next screen where you can schedule the batch, determining whether you would like it to be a one-time batch or a recurring batch. On this screen you can also select the effective date and whether you would like the batch to be paid before or after a holiday or weekend if the effective date falls on one of these days. When finished, you can click on the "Review Batch" button at the bottom of the screen, which will take you to the review screen for the ACH batch.

<

ADD RECIPIENTS

⋮

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)

MILLER JONES
ID: 8467886

\$36.96

111300958
4564882

⋮

TEST JONES
ID: 4465462

DETAIL RECORD

\$25.00

111300958
9563221

⋮

JACKSON
ID: 152458

Credit

Debit

\$100.00

111300958
123456

⋮

Credits (2)
\$125.00

Debits (1)
\$36.96

SCHEDULE BATCH →

<

SCHEDULE BATCH

⋮

Is this a One-Time or Recurring batch?

SCHEDULE TYPE

→

REVIEW BATCH →

SCHEDULE TYPES

One-Time

Recurring

 **SCHEDULE BATCH** 

Is this a One-Time or Recurring batch?

SCHEDULE TYPE
Recurring 

When should it occur?

EFFECTIVE DATE
11/9/18 

How often should it occur?

OCCURRENCE
Monthly 

END DATE
5/31/19 

After Holiday 

Payments that fall on a holiday or weekend will be paid the next available business day

REVIEW BATCH 

On the review screen, you will be able to see all details of the current ACH batch. This includes:

- 1 Header Information (Batch Name, Company Name, etc.)
- 2 Recipients (Detail Records)
- 3 Scheduling (Type and Effective Date)

4 Totals (Credits and Debits)

ACH

If all information contained within the review screen looks accurate, you can select to "Submit and Approve" (if you have access to approve your own batches), or to "Submit to Approver" if you require secondary approval before bank processing can occur.

<

REVIEW BATCH

×

STATUS

NEW

BATCH NAME

TEST

OFFSETTING ACCOUNT

*Test Account *****901

ENTRY DESCRIPTION

TEST

COMPANY NAME

VAN R US

DISCRETIONARY DATA

TEST

ENTRY CLASS

Internet-Initiated Entry (WEB)

RECIPIENTS

^

PARTICIPANT

MILLER JONES / \$36.96

DETAIL RECORD

TEST JONES / \$25.00

PARTICIPANT

JACKSON / \$100.00

SCHEDULING

^

SCHEDULE TYPE

Recurring

EFFECTIVE DATE

11/9/18

OCCURRENCE

Monthly

END DATE

5/31/19

HOLIDAY

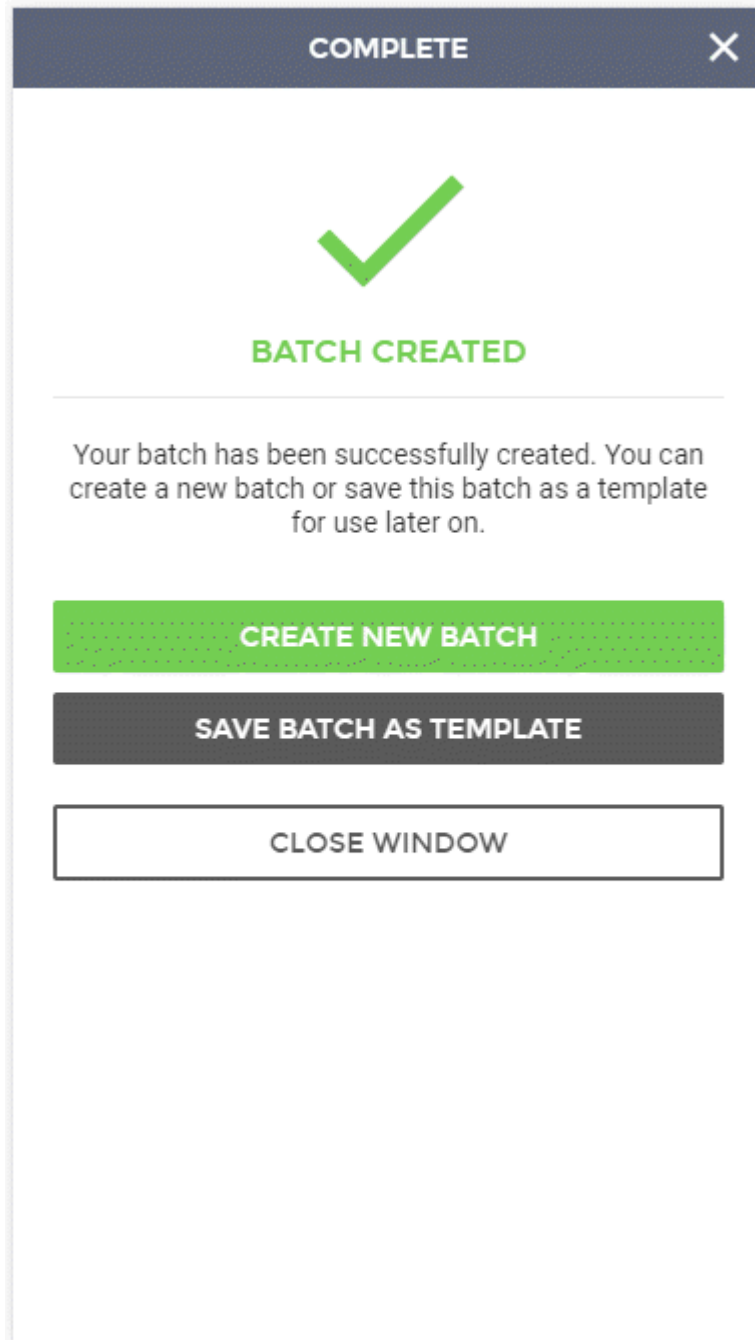
After

APPROVE AND SUBMIT

REVIEW BATCH	
COMPANY NAME	VAN R US
DISCRETIONARY DATA	TEST
ENTRY CLASS	Internet-Initiated Entry (WEB)
RECIPIENTS ^	
PARTICIPANT	MILLER JONES / \$36.96
DETAIL RECORD	TEST JONES / \$25.00
PARTICIPANT	JACKSON / \$100.00
SCHEDULING ^	
SCHEDULE TYPE	Recurring
EFFECTIVE DATE	11/9/18
OCCURRENCE	Monthly
END DATE	5/31/19
HOLIDAY	After
TOTALS ^	
CREDITS (2)	\$125.00
DEBITS (1)	\$36.96
APPROVE AND SUBMIT	

ACH

Upon finishing the process, you will see a success message, letting you know that the ACH batch was created properly.



Note: In the new user interface, ACH batches are saved as they are being created. If for some reason your session ends abruptly, or you decide to leave your device and your session times out, you can rest assured that the batch will be in a "Saved for Later" status on the ACH batch approval screen and on the

Overview on the landing page of digital banking. In addition, at any point you would like to save a batch for later, you can click on the 3 dots in the top right portion of the ACH screen and select "Save for Later". Saving an ACH batch this way, will ensure that the batch information is saved, but is not submitted to an approver or to the bank until you are ready to do so.

<

SCHEDULE BATCH

:

Is this a One-Time or Recurring?

SCHEDULE TYPE

Recurring

When should it occur?

EFFECTIVE DATE

11/9/18

How often should it occur?

OCCURRENCE

Monthly

→

END DATE

5/31/19

→

After Holiday

✓

Payments that fall on a holiday or weekend will be paid the next available business day

REVIEW BATCH

→

✎ Save Batch for Later

👤 Save as Template

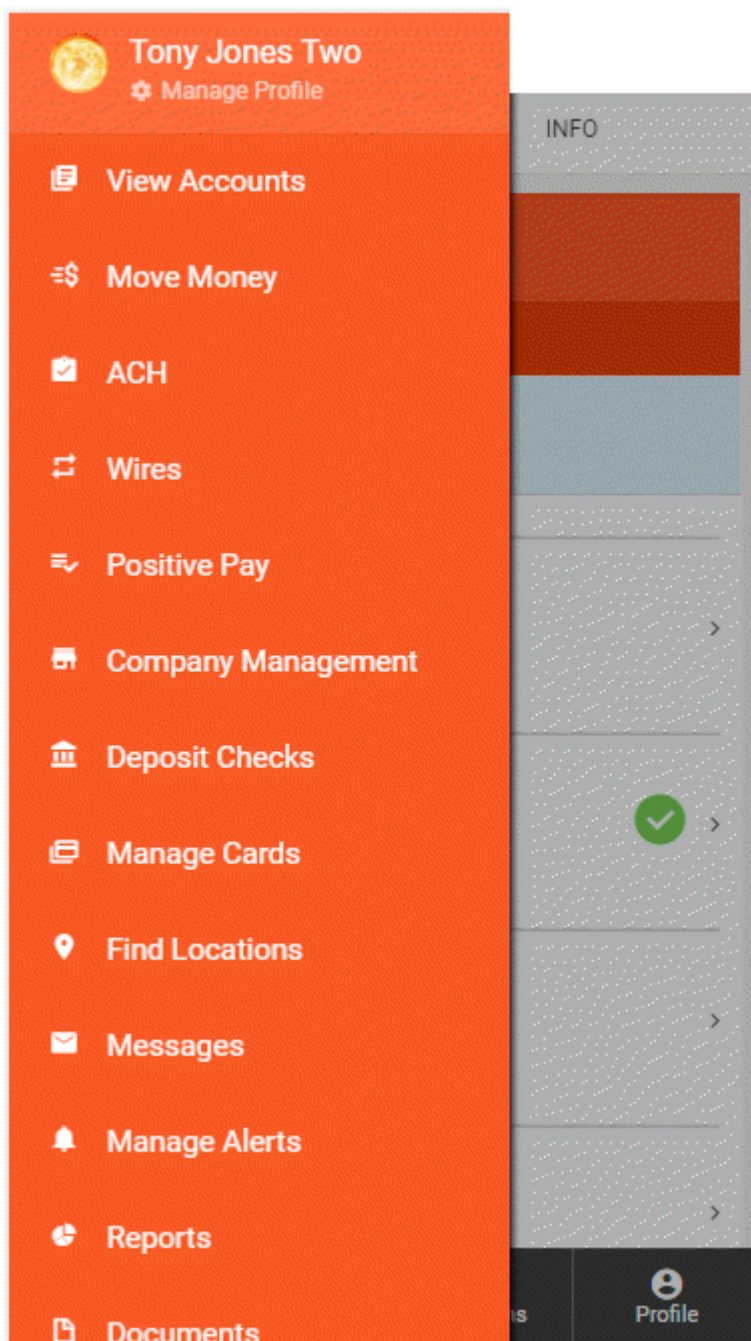
👤 Submit

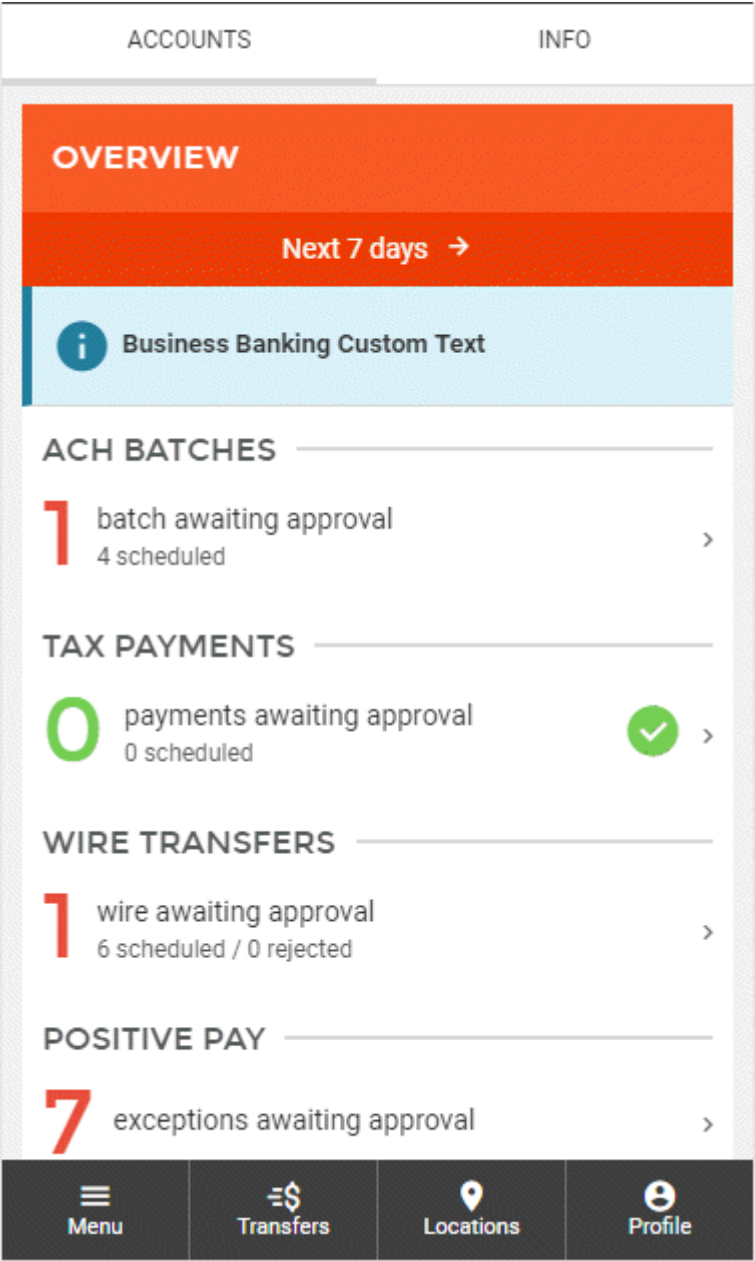
✕ Cancel Batch Creation

SAVED BATCHES	HISTORY	TAX PAYMENTS
All items →		
Updated: Nov 07, 2018 11:39:40 AM		
APPROVED TEST Effective: 11/09/2018	\$125.00 \$36.96	:
UNAPPROVED TEST BATCH Effective: 11/08/2018	\$109.65 \$10.00	:
APPROVED NEW AMOUNT ONLY Effective: 11/07/2018	\$0.00 \$15.00	:
APPROVED TEST Effective: 11/07/2018	\$10.00 \$30.00	:
SAVED FOR LATER QA AMOUNT ONLY	\$0.00 \$0.00	:
APPROVE ALL		
Menu	Transfers	Locations
Profile		

Uploading an ACH File

To begin uploading a new ACH File, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.





This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the ACH File Upload process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "Upload a File" will take you through the ACH file upload wizard.

SAVED BATCHES

HISTORY

TAX PAYMENTS

ACH BATCHES

+

Next 7 days →

Updated: Nov 07, 2018 11:48:54 AM

APPROVED

TEST

Effective: 11/09/2018

\$125.00

\$36.96

:

UNAPPROVED

TEST BATCH

Effective: 11/08/2018

\$109.65

\$10.00

:

APPROVED

NEW AMOUNT ONLY

Effective: 11/07/2018

\$0.00

\$15.00

:

APPROVED

TEST

Effective: 11/07/2018

\$10.00

\$30.00

:

APPROVE ALL

Menu

Transfers

Locations

Profile

NEW ACH BATCH ✕

What would you like to do?



NEW ACH BATCH
Create a new ACH batch



NEW BATCH FROM TEMPLATE
Create a new ACH batch from an existing template



UPLOAD A FILE
Upload a delimited or NACHA formatted ACH file



MANAGE ACH TEMPLATES
Create and edit ACH batch templates

The first step is to select the ACH file you wish to upload. With the new improvements to the system, the system will now determine if you are uploading a NACHA formatted file, or a delimited file.

<

UPLOAD FILE

×



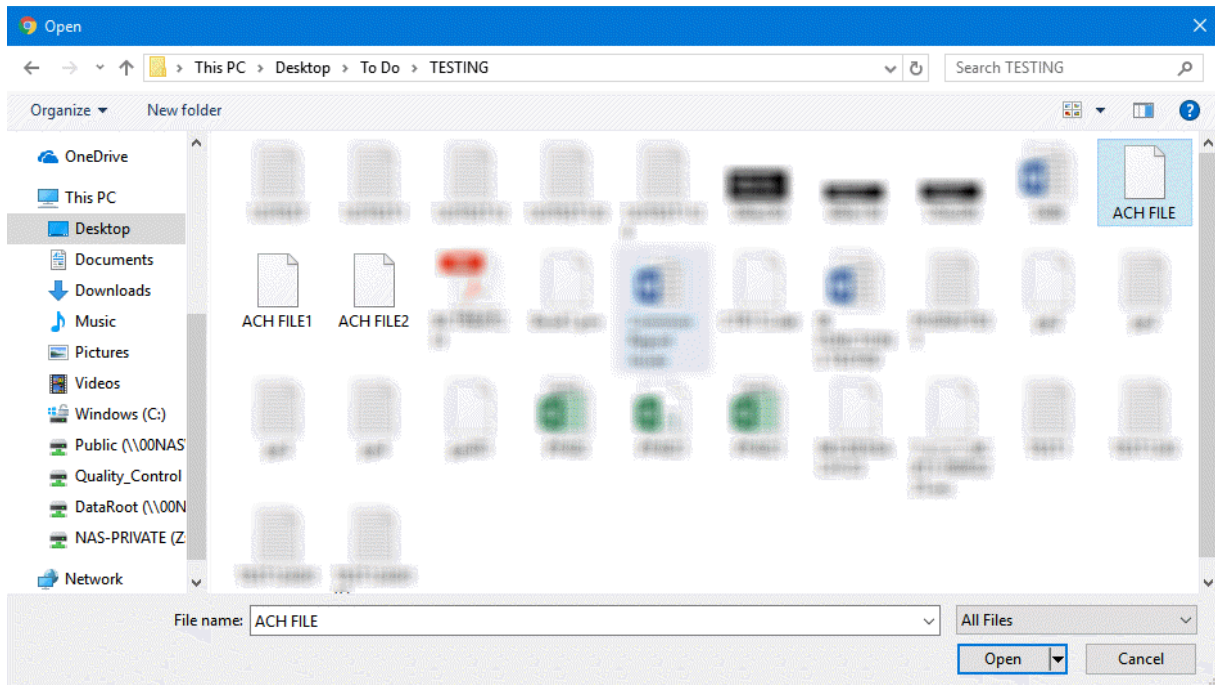
You can upload a NACHA formatted file or a delimited file to begin creating a new ACH batch.
To begin please select a file to upload.

SELECT A FILE

Need help determining which type of file you have? Please consult your software's documentation.

NEXT →

ACH



If uploading a NACHA formatted file, you will be taken to a review screen where you can select which batches to include in the upload. Here you will also be required to select the Company and Offsetting Account to be used with this file. Once the process has been finalized, you will receive a confirmation message showing the batches were successfully uploaded.

<

UPLOAD DETAILS

×

File Information

Batch Information

ACH COMPANY

required →

OFFSETTING ACCOUNT

required →

The following batches were found in your file. Please select the ones you would like to include:

ALLEN JR CO ID: 822987 Effective: 11/08/2018	TEST ENTRY \$0.00 ☒ ▼ \$26.00
ALLEN JR CO ID: 822988 Effective: 11/08/2018	TEST \$254.95 ☒ ▼ \$244.12
ALLEN JR CO ID: 822989 Effective: 11/08/2018	TEST ENTRY \$0.00 ☒ ▼ \$32.00
ALLEN JR CO ID: 822990 Effective: 11/08/2018	TEST \$0.00 ☒ ▼ \$100.00
ALLEN JR CO ID: 822991 Effective: 11/08/2018	TEST edit \$104.99 ☒ ▼ \$125.00

NEXT →

ACH

<

REVIEW FILE UPLOAD

×

FILE

ACH3.txt

ACH COMPANY

ALLEN JR COMPANY

OFFSETTING ACCOUNT

*Test Account *****901

<

ALLEN JR CO

>

ENTRY DESCRIPTION

TEST ENTRY

DISCRETIONARY DATA

TEST DATA

SEC

TEL

EFFECTIVE DATE

11/08/2018

COMPANY ID

1484897955

TOTALS

^

CREDITS

\$0.00

DEBITS

\$26.00

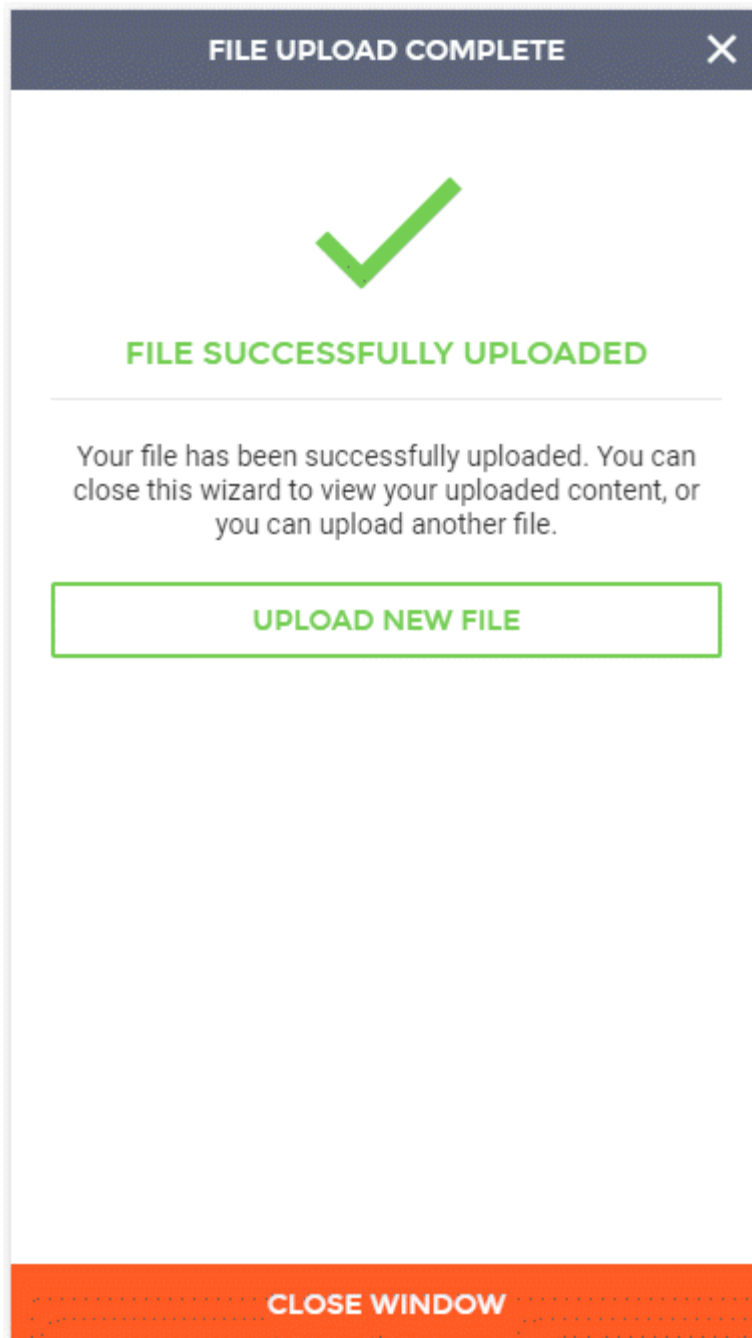
RECIPIENTS

^

USER

DETAIL ADD / \$26.00

SUBMIT FILE



ACH

If uploading a delimited formatted file, you will be taken to a screen where you can select which layout template you will like to use, or you can manually build a layout to use.

<

UPLOAD DETAILS

×

Choose a layout template to apply (optional):

LAYOUT TEMPLATE →

Heads up! Applying a template will remove any layout that you may have created below.

Select the fields contained in the delimited file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **FILLER** notation.

Amount Required

Receiver Account Required

Receiver Full Name Required

Routing # (w/Check) Required

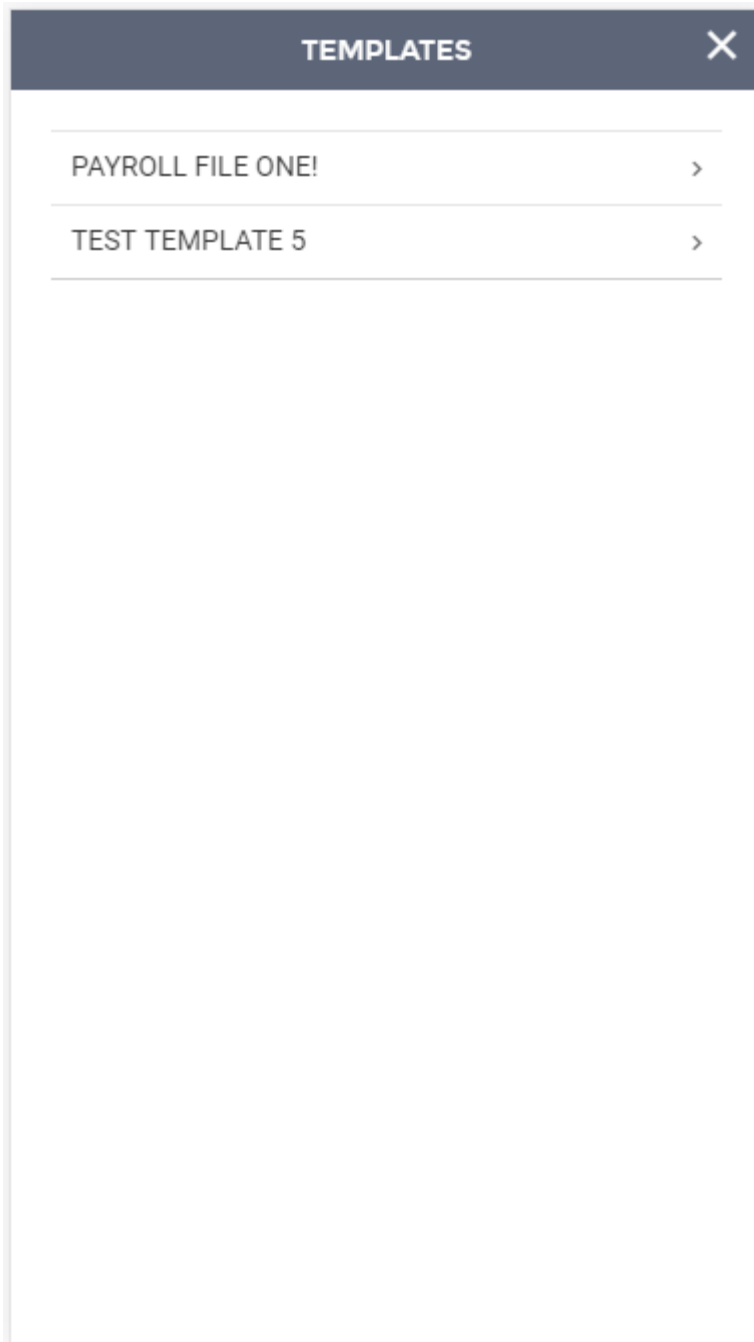
+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*) →

READ FILE →

To select a layout template, click the "Layout Template" field. You will be directed to the Templates screen where all previously created templates will be listed.



Click on the template you would like to use, and you will be directed back to the Upload Details screen.

ACH

The file template will be displayed, and you can click the "Read File" button to continue the upload process.

<

UPLOAD DETAILS

X

Choose a layout template to apply (optional):

LAYOUT TEMPLATE
PAYROLL FILE ONE!

→

Heads up! Applying a template will remove any layout that you may have created below.

Select the fields contained in the delimited file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **FILLER** notation.

Receiver Full Name Required

Receiver Account Required

Routing # (w/Check) Required

Amount Required

Discretionary Data

⊖

Company Name

⊖

Effective Date

⊖

Transaction Type (D/C)

⊖

Standard Entry Class

⊖

READ FILE →

<

UPLOAD DETAILS

×

Routing # (w/Check) Required		
Amount Required		
Discretionary Data		
Company Name		
Effective Date		
Transaction Type (D/C)		
Standard Entry Class		

+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*)

→

Number of Header Rows to Skip:

HEADER ROWS

Amount Excludes Decimals 

READ FILE →

If you do not have a layout template designed for your delimited file, it will be required to complete the upload process. This step ensures that the system knows how to read the delimited file you have provided (as there are various field orders and delimiters that are used by different vendors).

To create a layout, you will select the option "+ Insert New Field" on the screen. This will allow the addition of the various fields that are contained within your delimited file. These fields must be in order

ACH

as they appear in your file. To reorder the fields in the template, you can select and hold on the multi dot icon on the right side of the field. This will allow you to move that field up and down in the order it appears in your file (the topmost fields will be the first fields in the file, while the bottommost fields will be the last fields in the file).

<

UPLOAD DETAILS

×

Routing # (w/Check) Required		
Amount Required		
Discretionary Data	⊖	
Company Name	⊖	
Effective Date	⊖	
Transaction Type (D/C)	⊖	
Standard Entry Class	⊖	

+ Insert New Field

Select a Delimiter:

DELIMITER
Asterisk (*)

→

Number of Header Rows to Skip:

HEADER ROWS

Amount Excludes Decimals

✓

READ FILE →

ADD NEW FIELD		X
Addenda Information		>
Check Digit		>
Company Disc Data		>
Company Entry Desc		>
Company Identification		>
Company Name		>
Discretionary Data		>
Effective Date		>
Filler		>
Filler		>
Filler		>
Filler		>
Filler		>
Filler		>
Receiver First Name		>
Receiver Id		>

<

UPLOAD DETAILS

×

Receiver Full Name	Required	
Receiver Account	Required	
Routing # (w/Check)	Required	
Amount	Required	
Company Disc Data		⊖
Company Name		⊖
Effective Date		⊖
Transaction Type (D/C)		⊖
Standard Entry Class		⊖

+ Insert New Field

Select a Delimiter:

DELIMITER

Asterisk (*)

→

Number of Header Rows to Skip:

READ FILE →

When creating the delimited file layout, you must also select the delimiter that separates each field in the file as well as the number of header rows to skip. Header rows include any information contained at the top of the file that are not necessary to the batch being created.

<

UPLOAD DETAILS

×

Routing # (w/Check) Required		
Amount Required		
Company Disc Data		
Company Name		
Effective Date		
Transaction Type (D/C)		
Standard Entry Class		

+ Insert New Field

Select a Delimiter:

DELIMITER

Asterisk (*)

→

Number of Header Rows to Skip:

HEADER ROWS

Amount Excludes Decimals

☐

READ FILE →

Once all fields are set as desired, click "Read File" to continue the file upload process.

ACH

You will be directed to the Upload Details screen where file details will be displayed. Each detail will display the following fields; Receiver Full Name, Receiver Account, Amount, and Routing Number. You must set the ACH Company and Offsetting Account before you can proceed to the next step. Click on the ACH Company field to see a list of companies available for use. Click on the Offsetting Account field to see a list of offsetting accounts available for use.

<

UPLOAD DETAILS

×

ACH COMPANY

required →

OFFSETTING ACCOUNT

required →

JOE JONES 884256	\$109.50 111300958
Thomas Jones 415456	\$50.00 011111111

NEXT →

Depending on account permissions, you may need to set the Balance and Approve options.

Enable the "Balance" option to balance the batch upon submission. Enable the "Approve" option to approve the batch upon submission.

<

UPLOAD DETAILS

×

ACH COMPANY
ALLEN JR COMPANY

→

OFFSETTING ACCOUNT
*Test Account *****901

→

Balance

☐

Approve

☒

JOE JONES
884256

\$109.50
111300958

Thomas Jones
415456

\$50.00
011111111

NEXT →

Once fields are set as desired, click "Next" to continue the upload process and move to the Review File Upload screen.

ACH

The "Review File Upload" screen displays the File Name, ACH Company, Offsetting Account, Total Credits, Total Debits, and all Recipients (Name, Account, Amount).

Review the information and click the "Submit File" button to submit.

<

REVIEW FILE UPLOAD

×

FILE	ACH FILE
ACH COMPANY	ALLEN JR COMPANY
OFFSETTING ACCOUNT	*Test Account *****901

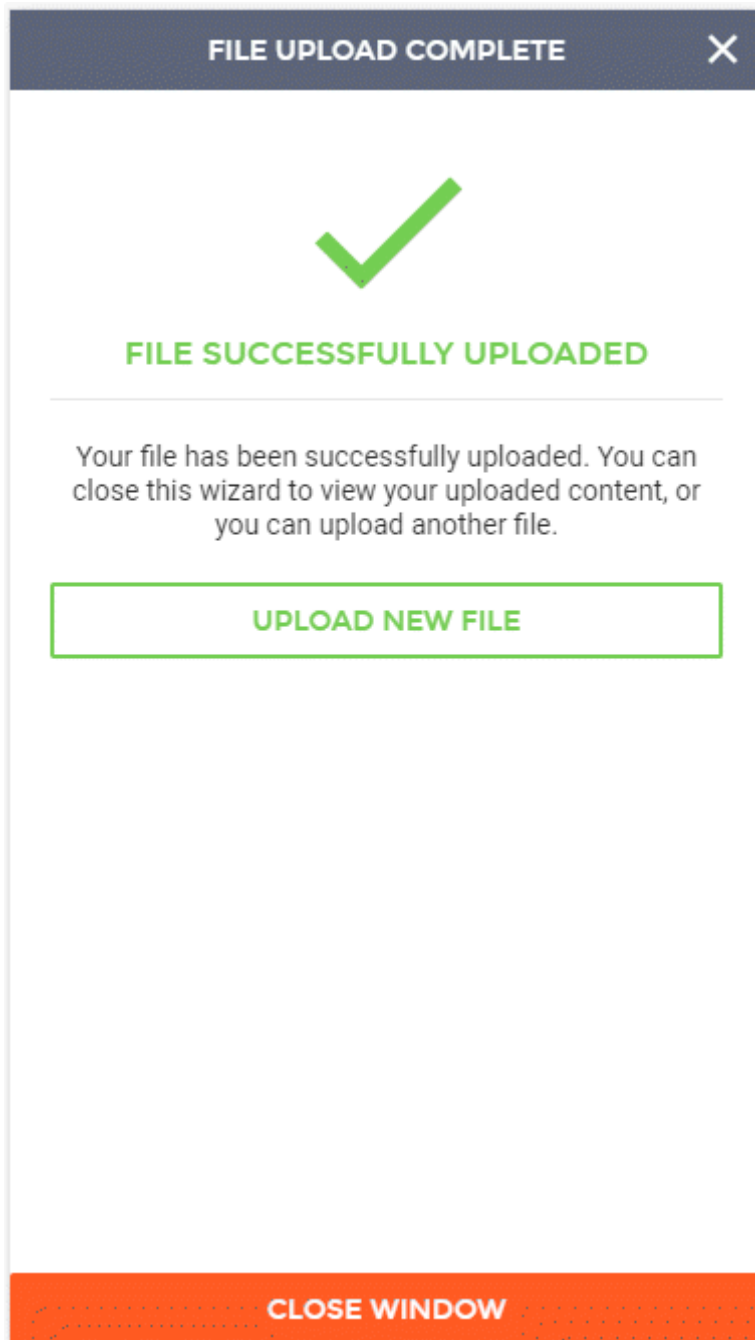
TOTALS ^

CREDITS (1)	\$50.00
DEBITS (1)	\$109.50

RECIPIENTS ^

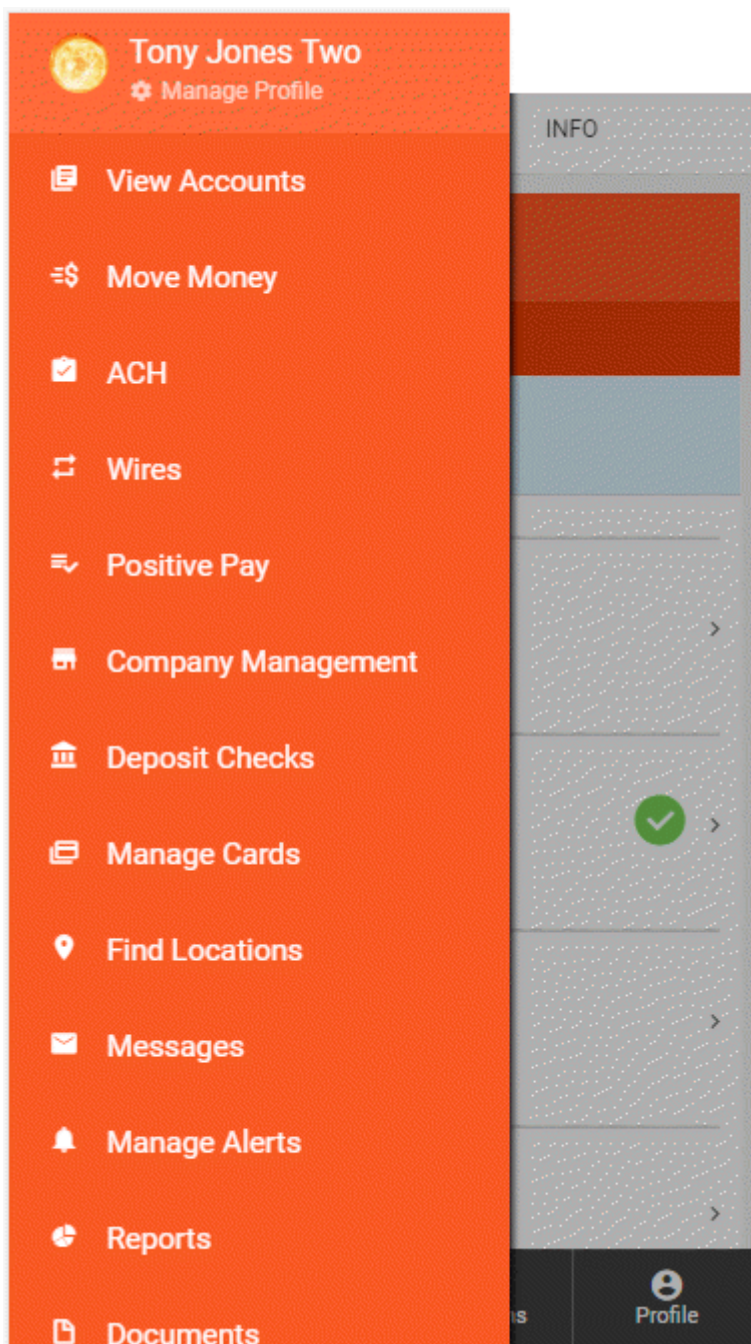
JOE JONES	884256 / \$109.50
THOMAS JONES	415456 / \$50.00

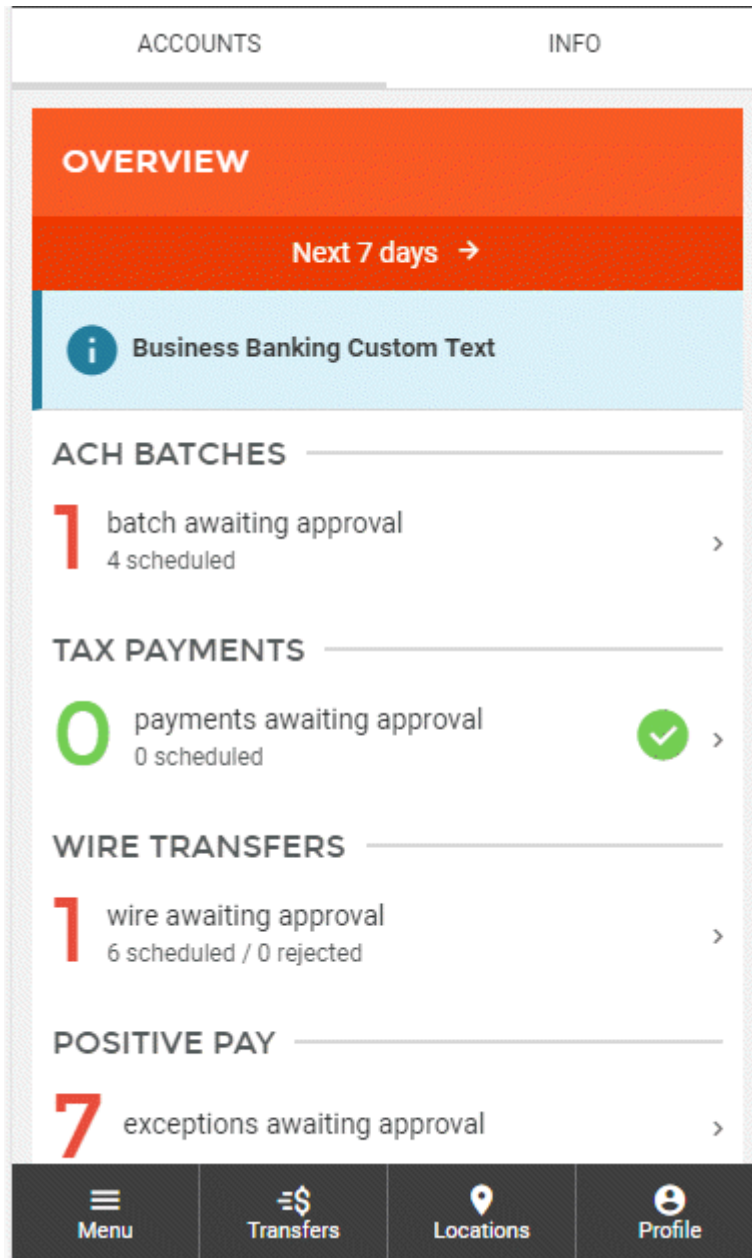
SUBMIT FILE



Managing ACH Templates

To begin creating a new ACH batch template or to edit a pre-existing template, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.





This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "Manage ACH Templates" will take you to a screen where you can select to create a new ACH template, or to edit an existing template. Choosing the "Create New Template" option will take you through the ACH template creation wizard.

SAVED BATCHES

HISTORY

TAX PAYMENTS

ACH BATCHES

+

Next 7 days →

Updated: Nov 07, 2018 11:48:54 AM

APPROVED

TEST

Effective: 11/09/2018

\$125.00

\$36.96

:

UNAPPROVED

TEST BATCH

Effective: 11/08/2018

\$109.65

\$10.00

:

APPROVED

NEW AMOUNT ONLY

Effective: 11/07/2018

\$0.00

\$15.00

:

APPROVED

TEST

Effective: 11/07/2018

\$10.00

\$30.00

:

APPROVE ALL

Menu

Transfers

Locations

Profile

NEW ACH BATCH ✕

What would you like to do?



NEW ACH BATCH
Create a new ACH batch



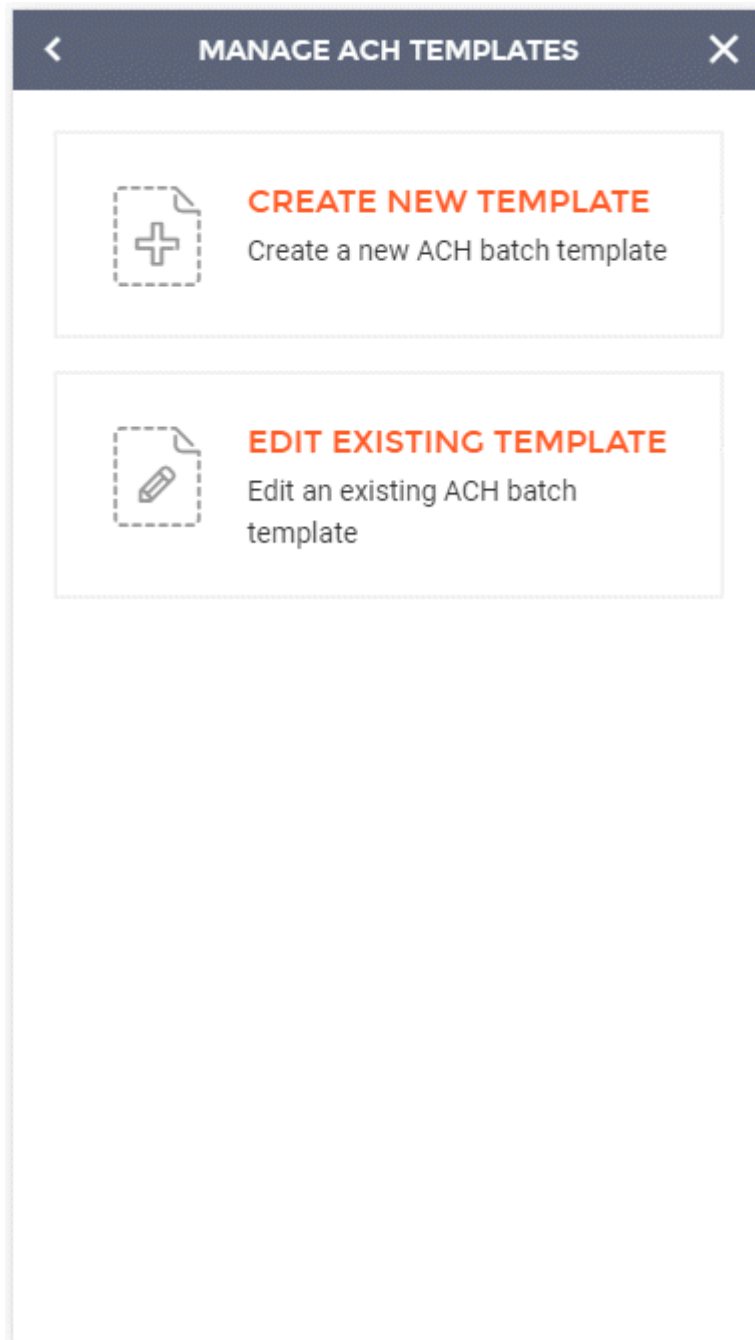
NEW BATCH FROM TEMPLATE
Create a new ACH batch from an existing template



UPLOAD A FILE
Upload a delimited or NACHA formatted ACH file

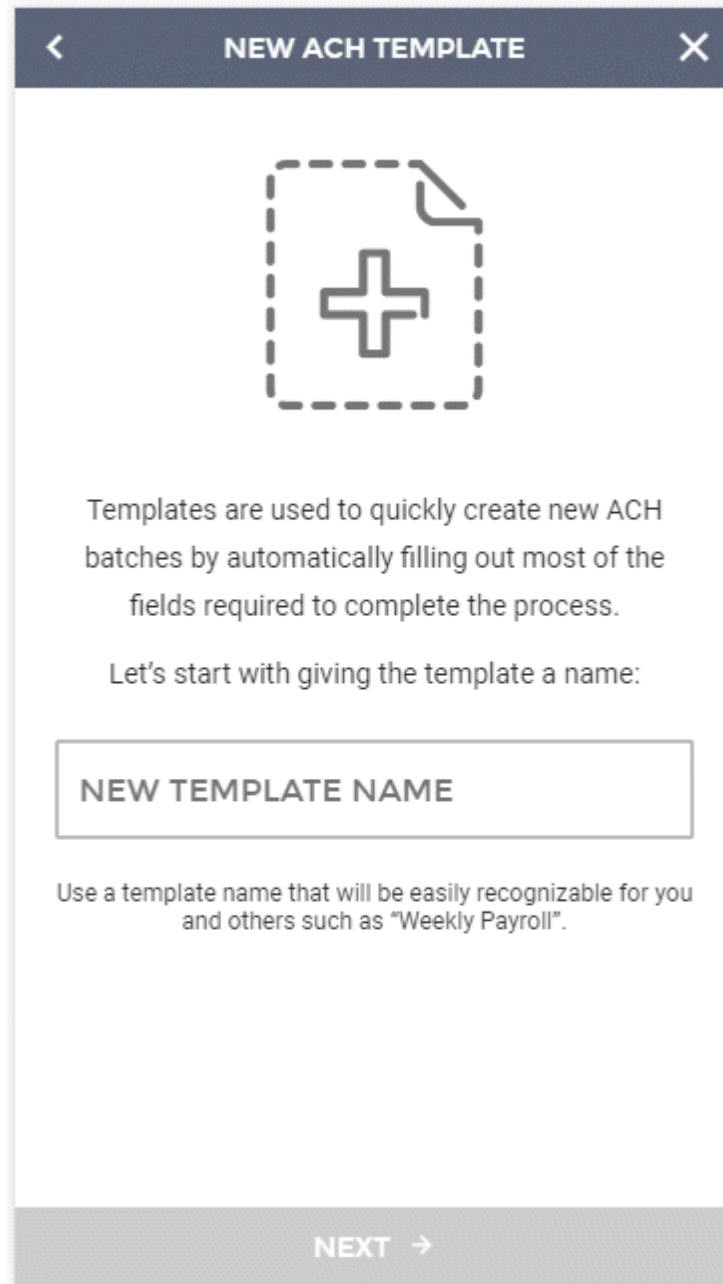


MANAGE ACH TEMPLATES
Create and edit ACH batch templates



ACH

The first step in the process is naming your template. Once a name has been determined, clicking "Next" at the bottom of the screen will take you to



<

NEW ACH TEMPLATE

X



Templates are used to quickly create new ACH batches by automatically filling out most of the fields required to complete the process.

Let's start with giving the template a name:

NEW TEMPLATE NAME

Use a template name that will be easily recognizable for you and others such as "Weekly Payroll".

NEXT →

The second step in creating a new ACH batch template is entering the necessary header information, including:

- 1 Batch Name
- 2 Company

- 3** Offsetting Account
- 4** Entry Description
- 5** Discretionary Data
- 6** Entry Class

ACH

Once all required fields have been filled out and reviewed, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

NEW BATCH TEMPLATE

COMPANY required →

OFFSETTING ACCOUNT required →

ENTRY DESCRIPTION

The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")

DISCRETIONARY DATA

Discretionary data includes reference information for use by the originator

ENTRY CLASS →

The entry class defines the type of ACH entries contained in the batch

ADD RECIPIENTS →

The next step in creating a new ACH batch template is adding recipients (also known as detail records) to the batch. Any detail records added here will be saved in your template in the state you leave them (thus adding detail records without entering amounts will ensure that all future uses of the template will not have amounts automatically filled out). You can add additional detail records to the batch via two

different methods. The first includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second includes the "+ Add Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

<

ADD RECIPIENTS

⋮

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)

YOU HAVE NOT ADDED ANY RECIPIENTS

Credits (0)
\$0.00

Debits (0)
\$0.00

REVIEW TEMPLATE →

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

ACH

- 1** Full Name
- 2** Identification Number
- 3** Amount
- 4** Transaction Type – Credit or Debit
- 5** Prenote (if a prenote is needed)
- 6** Routing Number
- 7** Account Number
- 8** Account Type
- 9** Payment Related Information (Addenda Information)

10 Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

< **CREATE NEW DETAIL RECORD** >

FULL NAME required

IDENTIFICATION NUMBER
This is an identifying number by which the receiver is known to the originator

AMOUNT
\$0

Transaction Type:

Credit

Debit

Prenote ☐
Selecting this option will issue a test transaction to the receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER required

ACCOUNT NUMBER required

SAVE

< **CREATE NEW DETAIL RECORD** ×

receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

required

ACCOUNT NUMBER

required

ACCOUNT TYPE

required →

PAYMENT RELATED INFORMATION

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

NOTIFY VIA EMAIL

Enter an email address, for recipient to be notified of ACH batch processing.

SAVE & ADD ANOTHER

SAVE

Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to review the ACH batch template, you can click "Review Template" at the bottom of the screen, taking you to the review screen.

<

ADD RECIPIENTS

:

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)

FRED JONES

ID: 56415655

DETAIL RECORD

\$256.36

111300958

45652212

:

Credits (1)

\$256.36

Debits (0)

\$0.00

REVIEW TEMPLATE →

ACH

Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.

<

SELECT PARTICIPANTS

×

UNIVERSAL
ID: 45465565

111300958
151545

☐

+ Create New Participant & Add to Batch

ADD SELECTED PARTICIPANTS →

If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1** Full Name
- 2** Identification Number
- 3** Email Address
- 4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing)
When this field is enabled, an email address is required.

ACH

5 Universal Participant (Allows the participant to be used by all companies)

ADD NEW PARTICIPANT

FULL NAME required

IDENTIFICATION NUMBER

EMAIL ADDRESS

☐ **Notify via Email**
Send participant an email when any batches that participant is included in are submitted / processed.

☐ **Universal Participant**
Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

PARTICIPANT'S ACCOUNTS: ^

+ Add Accounts

SAVE PARTICIPANT

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:

- 1 Account Name
- 2 Account Type (Checking, Savings, GL, or Loan)
- 3 Account Number
- 4 Routing Number

<

ADD PARTICIPANT ACCOUNT

×

ACCOUNT NAME

required

ACCOUNT TYPE

required
→

ACCOUNT NUMBER

required

ROUTING NUMBER

required

SAVE ACCOUNT

ACH

Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.

<

ADD NEW PARTICIPANT

×

FULL NAME
JOHN JONES

IDENTIFICATION NUMBER
98956215

EMAIL ADDRESS
TEST@EMAIL.COM

Notify via Email

Send participant an email when any batches that participant is included in are submitted / processed.

✓

Universal Participant

Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company.

✓

PARTICIPANT'S ACCOUNTS:

^

WORK ACCOUNT

Checking / Acct #486841561

Routing 11111111

Remove

+ Add Accounts

SAVE PARTICIPANT

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.

SELECT PARTICIPANTS		
SEARCH FOR...		
	JOHN JONES ID: 98956215	011111111 486841561 ☒
	UNIVERSAL ID: 45465565	111300958 151545 ☐
+ Create New Participant & Add to Batch		
ADD SELECTED PARTICIPANTS →		

ACH

You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

Once all detail records have been added to the ACH batch and you are ready to review the template, you can click the "Review Template" option at the bottom of the screen. This will take you to the next screen where you can review the ACH batch template.

<

ADD RECIPIENTS

⋮

Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.

+ Add Detail Record(s)

+ Add Participant(s)

FRED JONES

ID: 56415655

DETAIL RECORD

\$256.36

111300958

45652212

⋮

UNIVERSAL

ID: 45465565

Credit

Debit

\$99.00

111300958

151545

⋮

Credits (2)

\$355.36

Debits (0)

\$0.00

REVIEW TEMPLATE →

On the review screen, you will be able to see all details of the current ACH batch template. This includes:

- 1 Header Information (Batch Name, Company Name, etc.)

Page 123

ACH

2 Recipients (Detail Records)

3 Totals (Credits and Debits)

If all information contained within the review screen looks accurate, you can select to "Save ACH Template".

<

REVIEW TEMPLATE

×

TEMPLATE NAME	MONTHLY PAYROLL
OFFSETTING ACCOUNT	*Test Account *****901
ENTRY DESCRIPTION	TEST ENTRY
COMPANY NAME	PUPPY SUPPLY INC
DISCRETIONARY DATA	TEST DATA
ENTRY CLASS	Corporate Trade Exchange (CTX)

RECIPIENTS ^

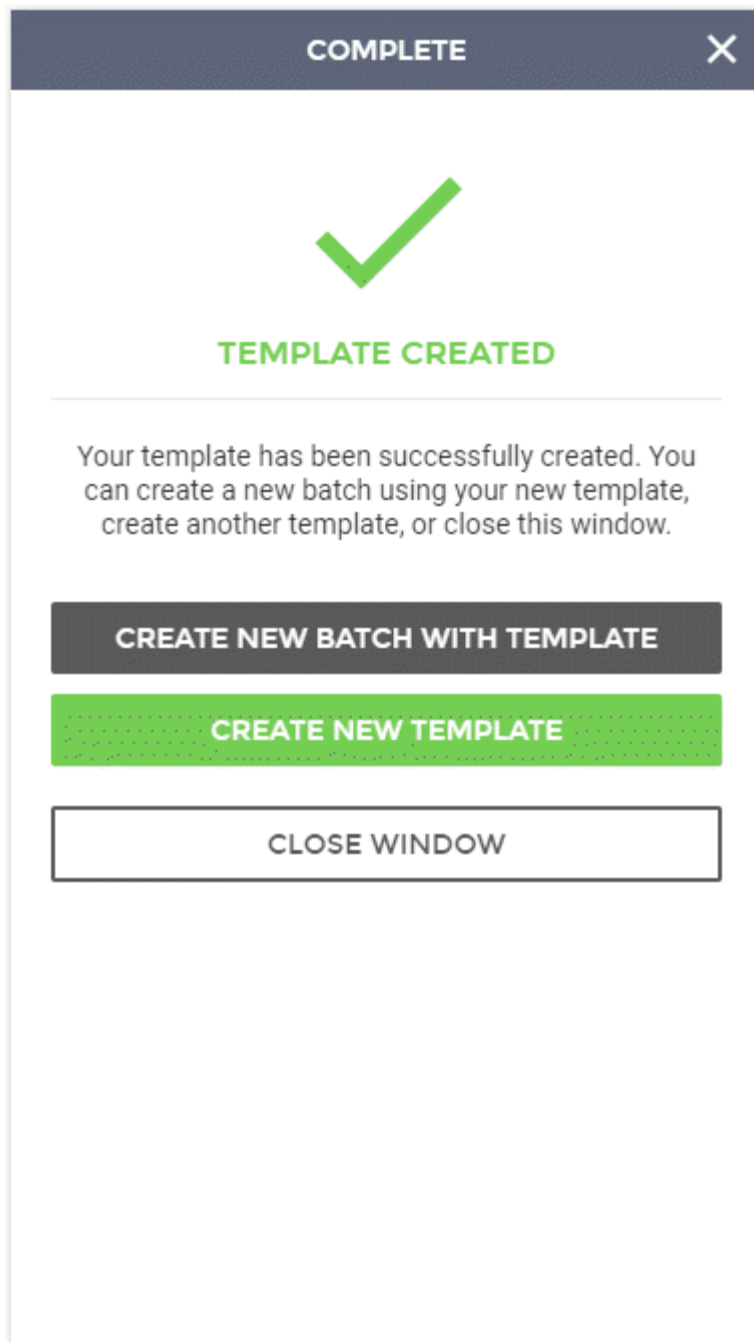
DETAIL RECORD	FRED JONES / \$256.36
PARTICIPANT	UNIVERSAL / \$99.00

TOTALS ^

CREDITS (2)	\$355.36
DEBITS (0)	\$0.00

SAVE ACH TEMPLATE

Upon finishing the process, you will see a success message, letting you know that the ACH batch template was created properly.



Note: Choosing to edit an existing template follows the same steps as are listed above for created a new template, except instead of choosing the "Create New Template" option in the initial step, you will select "Edit Existing Template".

