

For questions about ACH Manager Version 4.0, please call 800.837.8111.

# **ACH Manager Version 4.0**

**Overview:** The ACH Manager Version 4.0 release introduces a new user interface for Business Online 6.0 users. The new ACH Manager Version 4.0 employs the same user interface design as Business Online Version 6.0, which improves usability, responsiveness, and device independence.



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# **Important Information**

# **Business Online**

The new ACH Manager Business Online User Interface is only compatible with Business Online Version 6.0.

# **Supported Browsers**

- Apple Safari 10.0
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer 11.0
- Mozilla Firefox

## **Internet Explorer Notification**

In the near future, The Union Bank Co will no longer support Compatibility mode for Internet Explorer as part of a continued effort to phase out older technology. To prepare for future releases of Business Online business customers will be required them to manually review and change their Internet Explorer browser settings. Updating this setting now will prevent unexpected behaviors with Business Online in the future.

- 1. Open Internet Explorer.
- 2. From the **Tools** menu, select **Compatibility View settings**. The system displays the Compatibility View Settings dialog box. Select your institution (for example, bank.com) and click **Remove**.
- 3. Click Close.

Compatibility View Settings	×
Change Compatibility View Settings	
Add this website:	
	Add
Websites vou've added to Compatibility View:	
bank.com	Remove
Display intranet sites in Compatibility View	
Use Microsoft compatibility lists	
Learn more by reading the <u>Internet Explorer privacy stater</u>	<u>ment</u>
	Close



# ACH Manager Version 4.0 Enhancements For Business Online 6.0 Clients

The ACH Manager Version 4.0 release employs the same redesign scheme as Business Online Version 6.0 which improves usability, responsiveness, and device independence. Responsive design helps ensure that the system clearly displays all data at virtually any screen size or resolution, without use of horizontal scrolling in lower resolutions, on smaller devices, or in smaller browser windows. You can access ACH Manager using the **Payments & Transfers** hyperlink on the top toolbar of the Business Online Home page.

Фм	<mark>y</mark> Financial,	lnc.		
Home	Accounts	Payments & Transfers	Checks & deposi	ts Administration
Accou	nts		🅑 Edit Ac	counts 🔒 Print
Checking /	Account Nickna	<b>ne</b> Availa	able balance	}
XXX1234		\$10	,439.89	Recent 🗸
Savings A	ccount Nicknam	e Availa	able balance	

The new responsive design helps ensure that the system clearly displays all data at virtually any screen size or resolution.

Once you click on the **Payments & Transfers** menu option, you can readily access all your ACH Manager options from the **ACH** hyperlink.

🔶 MyFi	nancial, Inc.					
Home Ac	counts Paymen	ts & Transfers	Checks & deposits	Administratio	n 🕒	
<b>Payments</b>	& transfers					
Internal ACH						}
Create a tra	nsfer					}
Template		Bi-Monthly Pa	ayroll	•		1
From account*		203004000		•		1
		Available balance	: \$4,917.56			
To account *		332004444		•		
-Date *	mann	Available balance.	\$6,523.44	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		

Use the Payments & Transfers menu to access the ACH Manager Business Online User Interface.



# New User Interface for Business Online

The Union Bank Co has redesigned the ACH user experience within Business Online. After the customer clicks on **ACH**, the user interface immediately presents you with the most recent activity. This reduces the amount of clicks to gain access to information.

Activity	Templates	File import templ	lates Incoming				+	New pa	ayment	
Date 🖕	Desc	ription 🗘	Status ≎	Withdrawal 💠	Deposit 🗘	Type 🗧		Rep	ort	Search activity
<ul> <li>Oct 17,</li> </ul>	20XX IAT N	on NACHA 0507	Saved	451.25	884.62	Payment	Сору	Edit	Delete	Date
<ul> <li>Oct 17,</li> </ul>	20XX PPD	Payment 0226	Recurring Entry	108.08	101.08	Collection	Сору	Edit	Delete	All activity
✓ Oct 17,	20XX CCD	Debit 1017	Pending Origination	217.77	211.17	Collection	Сору	Edit	Delete	Type All types
<ul> <li>Oct 14,</li> </ul>	20XX CCD	Debit 1014	Pending Origination	314.25	324.25	Collection	Сору	Edit	Delete	Amount
<ul> <li>Oct 13,</li> </ul>	20XX CCD	Debit 1013	Pending Origination	213.63	213.63	Collection	Сору	Edit	Delete	Example: 40 or 10.00-50.00
<ul> <li>Oct 12,</li> </ul>	20XX CCD	Debit 1012	File not originated: Duplicate Check Failed	112.12	112.12	Collection	Сору	Edit	Delete	Tax identification number
<ul> <li>Oct 12,</li> </ul>	20XX CCD	Debit 1012	Pending Origination	212.14	212.14	Collection	Сору	Edit	Delete	All
<ul> <li>Oct 12,</li> </ul>	20XX Ware	housing 3040	Recurring Entry	129.09	229.09	Payment	Сору	Edit	Delete	Description
<ul> <li>Oct 11,</li> </ul>	20XX CCD	Debit 1011	Pending Origination	211.01	211.01	Collection	Сору	Edit	Delete	Reference number
<ul> <li>Oct 10,</li> </ul>	20XX CCD	Debit 1010	Pending Origination	210.77	210.77	Collection	Сору	Edit	Delete	Priority
<ul> <li>Oct 10,</li> </ul>	20XX IAT R	ecurring Payment	Recurring Entry	106.30	106.30	Payment	Сору	Edit	Delete	All
✓ Oct 07,	20XX CCD	Debit 1007	Pending Origination	207.50	207.50	Collection	Сору	Edit	Delete	Status
✓ Oct 06,	20XX CCD	Debit 1006	Pending Origination	206.55	206.55	Collection	Сору	Edit	Delete	All
✓ Oct 05,	20XX Ware	housing 3041	Processed	129.98	129.98	Payment				* Indicates required field
✓ Oct 05,	20XX CCD	Debit 1007	Processed	205.05	205.05	Collection				Search Clear search
✓ Oct 04,	20XX CCD	Debit 1008	Processed	204.04	204.04	Collection				

The new redesigned ACH Manager User Interface for Business Online provides you with access to more information from a single page and interactive search and filter capabilities to aid you in finding the information you need faster.



## Activity

The **Activity** tab provides you with a quick view of your transfers. You can utilize a variety of tools such as search criteria and sorting to aid you in quickly finding a specific transfer or set of transfers.

Ac	tivity Templa	tes File import ten	File import templates		+ New payn	ew collection			file Help	
Date 🚽 Des		Description 🗘	Status ≎		Withdrawal 💠	Withdrawal 🗧 Deposit 🗘				Report
~	Oct 27, 20XX	PPD Payment 0226	Recur	ring Entry	129.90	800.00	Payment	Сору	Edit	Delete
~	Oct 27, 20XX	CCD Debit 1017	Proce	ssed	290.12	750.00	Payment			
have	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~	man

The Activity tab provides you with quick and easy access to your transaction history.

## **Expand and Collapse Transfer Details**

You can click or tap v next to any transfer to see additional details about the transfer (for example, the **Reference number**, **Payment type**, **Issued by**, **Issued date**, and **Item count**). Simply click or tap to collapse the row.

Activity	Templates	File import templ	ates Incoming	+	New payment	New collection	⊕ Import file Help
Date	• D	escription 🗧	Status ≎	Withdrawal 🗘	Deposit 🗘	Type 🗘	Report
<ul> <li>Oct 27</li> </ul>	, 20XX PI	PD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy Edit Delete
Reference Paymen Issued b Issued d Item cou	y: ate:	cc24b82a6c Company - CCD Bank Admin on beh Oct 27, 20XX 01:2: 4					
✓ Oct 27	7, 20XX C	CD Debit 1017	Processed	290.12	750.00	Payment	

You can click or tap 💙 next to any transfer to see additional details about the transfer.

#### Load More Search Results

The system initially retrieves up to twenty transfers at a time. You can add more results by clicking or tapping on **More ACH Activity** at the bottom of the page.

More ACH activity

#### Sort

You can sort the list of transfers by clicking or tapping next to any column heading (for example, **Date**, **Description**, **Status**, **Withdrawal**, **Deposit**, or **Type**) to sort by the respective category.



## Search activity

The Search activity section enables you to refine your search by defining key search terms such as: **Date**, **Type**, **Amount**, **Tax identification number**, **Description**, **Reference number**, **Priority**, and **Status**. The search options that display are dependent upon the task that the user wants to accomplish (for example, establishing a transfer or establishing a template).

Search activity
Date
Current business day
Туре
All payments
Amount
1000.00-2000.00
Example: 40 or 10.00-50.00
Tax identification number
All
Description
Reference number
Priority
All
Status
All 🔻
* Indicates required field
Search Clear search

The Search activity helps you locate information faster.



# New, Copy, Edit, and Delete Transfers

#### **New Transfers**

All ACH transfers are conveniently grouped into two categories: payments and collections. 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.

Ac	tivity Templa	tes File import temp	plates Incoming	+ New payment	t 🕂 Nev	New collection )   Impo		file Help
	Date 🖕	Description 🗇	Status 💠	Withdrawal 🔅 De	eposit 🗘	Type ≎		Report
~	Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment Copy	Edit	Delete
~	Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

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

Note: Refer to page 34 for a complete list of payment and collection options.

When you click on either option, the system displays a New payments or New collections box from which you can specify the type of ACH transfer from the **Type** drop-down list and click **Continue**.

New collection	
Type *	Prearranged payment - PPD
	* Indicates required field
	Continue Cancel

ACH transfers are grouped into two categories: payments and collections.

### **Copy Transfers**

If you have an existing transfer that you would like to reuse, you can simply locate the desired transfer and then click the **Copy** button. 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.

Ac	tivity Templa	tes File import ten	nplates	Incoming	+ New payn	nent 🕂 Ne	w collection	Import	file Help
	Date 🖕	Description 🗇	Status	5 0	Withdrawal 🗘	Deposit 🗘	Type 🗘		Report
~	Oct 27, 20XX	PPD Payment 0226	Recurr	ring Entry	129.90	800.00	Payment	Copy Edit	Delete
•	Oct 27, 20XX	CCD Debit 1017	Proces	ssed	290.12	750.00	Payment		
have	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		m

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 the **Edit** button for the transfer that you want to edit. Previously, you had to inquire on a specific transfer before you could perform any maintenance.

Ac	tivity Templa	tes File import ten	nplates	Incoming	+ New pay	ment -	Nev	w collection	$\oplus$	Import	file Help
	Date 🗸	Description \$	Status		Withdrawal 🗘	Depos	it 💠	Type 🕸			Report
~	Oct 27, 20XX	PPD Payment 0226	Recurri	ng Entry	129.90	80	00.00	Payment	Сору	Edit	Delete
•	Oct 27, 20XX	CCD Debit 1017	Proces	sed	290.12	75	50.00	Payment			

Click the **Edit** button 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.

Ac	tivity Templa	tes File import ten	nplates Incoming	<b>∔</b> New paym	ent + New collection	Import file Help
	Date 💂	Description \$	Status 🗘	Withdrawal 🗘	Deposit 🗧 Type 🗧	Report
~	Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00 Payment	Copy Edit Delete
~	Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00 Payment	

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

### **Reverse Transfers**

From the main **Activity** tab, you can click or tap **Reverse** for a transfer that has a Status of **Processed**, the **Effective date** is within five business days, and the **ACH Type** is not a **Reversal**. The system then displays a transfer overview page. From the transfer overview page, you can click or tap the **No** switch below the **Reverse** column in the Pay to section for the transfer that you want to reverse and then click or tap the **Reverse ACH** button.

**Note:** You must have Reversal rights established in order to view transfers that can be reversed.

Ac	tivity Templa	ites File i	import templat	es Incoming	+ New payr	nent 🕂 Ne	w collection	Import file	Help
	Date 💂	Descriptio	on≎ S	itatus ≎	Withdrawal 🗘	Deposit 🕸	Type 🗘		Report
~	Oct 27, 20XX	PPD Paym	ient 0226 P	rocessed	129.90	800.00	Payment	Copy Rev	erse
~	Oct 27, 20XX	CCD Debit	t 1017 R	Recurring Entry	290.12	750.00	Payment		

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



### **User Interface Layout**

The system divides the transfer page (for new, copy, and edit transfers) into three sections:

- Transfer Overview
- Pay from
- Pay to

#### **Transfer Overview**

The Transfer Overview section enables you to name the transfer, establish the transfer date, the frequency of the transfer, and the owner of the account.

•	action Des					
Description *		Tax identification num	ber			
Payroll Template		WASHINGTON ORCH[xxx	xxx5522]	•		
Effective date *		Priority				
4/25/20 <b>XX</b>	SELECT	Same day Repeat				
Additional fees may apply ACH.	for same day					
Frequency		End date		If scheduled on non-busines	ss day use	
Frequency Monthly	¥	End date 12/31/20XX	SELECT	If scheduled on non-busines Previous business day	ss day use ▼	
Frequency Monthly Status	• Type			Previous business day	•	
Monthly		12/31/20XX	SELECT	Previous business day	▼ sit	
Monthly Status Saved	Туре	12/31/20XX	SELECT	Previous business day	▼ sit	
Monthly Status	Туре	12/31/20XX - PPD	Total withdrawa \$11,000.00	Previous business day	▼ sit	

A sample New ACH - Payroll (PPD) transfer illustrates the transfer overview section of an ACH transfer.



#### Pay from

The Pay from section provides you with an overview of where the payment funds are coming from. By clicking or tapping on the **Details** button, you can edit additional fields such as: **Payment information**, **Identification**, **Name** and **Discretionary data**.

For transfers that contain multiple rows of information, you can click or tap on the **Filter** button and then sort the results by **Account**, **Amount**, **Identification**, and **Name**. As you begin typing data into one of these fields, the system automatically starts sorting.

**Note:** The transfer type determines what additional fields display when you click or tap **Show Details** and **Show Filter**.

To place a hold on a transfer, click the **Pay** switch. A hold stops the system from submitting the indicated transfer to the financial institution during processing and saves the transfer for future use. To remove the hold, click the **Hold** switch to turn on the **Pay** option and proceed with processing the specified transfer as part of the batch.

		Note:				ange labels when y nem. We list these		
			Pay all			Hold all		
			Pay			Hold		
			Prenote a	a -		Prenote no	one	
			Yes			No		
<b>Pay from</b> Filter Pay f		Hide Filter		Identification	Total ba	tch withdraw (1 item) Name		
Filter Pay f	from			Identification	Total ba			
Filter Pay f Account DDA200200 Pay at	from	Amount			Total ba	Name	Amount \$	
Filter Pay f Account DDA200200	from •	Amount			Total ba	Name	Amount \$ * 2,700.50	
Filter Pay f Account DDA200200 Pay at	from Account \$*	Amount	Name	1776	Total ba	Name		
Filter Pay f Account DDA200200 Pay at	from Account \$ * DDA300200	Amount	Name Thomas Jeffers	1776 •		Name		

The Pay from section allows you to define where the funds are coming from.



#### Pay to

The Pay to section provides you with an overview of where the payment funds are coming from. By clicking or tapping on the **Details** button, you can edit additional fields such as: **Payment information** and **Discretionary data**.

For transfers that contain multiple sources of payment, you can click or tap on the **Filter** button and then sort the results by **Name**, **Identification**, **Routing transit**, **Account number**, **Account type**, and **Amount**. As you begin typing data into one of these fields, the system automatically starts sorting.

Note:	buttons Hide I	Details and Hid s. Clicking or ta	le Filter .and o apping on the b	d <b>Show Filter</b> buttons change the causes the user interface to display buttons a second time will restore the lt setting.
	Show Details	changes to	Hide Details	
	Show Filter	changes to	Hide Filter	

To add a prenote to all payments, click the **Prenote none** switch to enable the prenote and thereby adding a zero dollar prenote transfer for the current business day. To remove all the prenotes, click the **Prenote all** switch to turn on prenotes. You can enable prenotes for individual payments by clicking the **No** switch. You can disable prenotes for a specific transfer by clicking the **Yes** switch. The system processes the transfer on the effective date regardless if a prenote is sent prior to processing.

Pay to	Hide Details	Hide Filter		erface displays these you click Show Filter.	tal batch deposit (1 item)	
Filter Pay t	to		~			
Name	I	dentification	Routing transit	Account number	Account type	Amount
James Monr	roe	1804	876543210	DDA400200	Checking	• 2,700.50
Pay all						Prenote all
Pay/Hold ≎	Name ≎ *	Identification 💲 *	Routing transit ≎ * A	Account number 😂 * Acco	unt type ≎ *	Amount 🗘 * Prenote 🗘
Pay	James Madis	on 1809	234567890 Q	DDA500200 Che	cking 🔹	2,700.50 Yes 🗙
	Payment inform	mation		Discr	etionary data	
♣ Add anothe	er pay to		displays these fields	Prenotes should be originated	at least three business of	lays prior to effective date.
* Indicates req	quired field		when you click Show Details.			
Complete AC	CH Save for late	er Cancel				

The Pay to section provides you with an overview of where the system is sending the payment funds.



#### Routing transit Field

The **Routing transit** field has dynamic search capabilities. Click or tap <sup>Q</sup> to search for the routing transit number that identifies the Receiving Depository Financial Institution (RDFI). When you click

or tap Q, the system opens a new Routing transit search box. You can then use the **Routing transit**, **Institution name**, **City**, or **State** fields to search for the correct routing transit number. When you find the correct institution, click on the appropriate **Institution Name** and the system populates the **Routing transit** field with the correct routing transit number.

Field	Value
Routing transit	To search by the RDFI routing transit number begin typing the routing transit number and the system automatically begins compiling a list of possible matches.
Institution name	To search by the RDFI institution name, begin typing the name of the institution and the system automatically begins compiling a list of possible matches.
City	To search by the RDFI city name, begin typing the name of the city and the system automatically begins compiling a list of possible matches.
State	To search by the RDFI state, begin typing the name of the state and the system automatically begins compiling a list of possible matches.

Routing transit search Routing transit			
Institution name	My		
City			
State			
Institution name		Routing transit number	City, State
MYFINANCIAL		234567890	LINCOLN, NE
MYFINANCIAL & TRUST		345678901	LINCOLN, NE
Close			

The system automatically starts building a list of possible matches as you type data into any of the fields.



# **Messages for Processing Transfers**

When you click the **Complete ACH** or **Save for later** button, the system displays one of three types of messages: success, warning, or error. We list one example of each.

**Note:** When the system displays the transfer confirmation page you have the option to save the transfer as a template by clicking the **Save as a template** button. The system then applies the transfer specifications to a template which enables you to reuse the content for future transfers.

⊘ Corporate CIE was saved successfully.
① Unable to complete your ACH, the date is no longer valid.
Account XXXXX3020 has insufficient funds.

The color coded messages quickly provide you with a visual informing you of the success or failure of the system processing or saving a transfer.

## **Delete a Recurring Transfer**

From the Activity page, you can click on the **Delete** button for a recurring transfer and the system displays the Delete recurring file page. From this page you can chose to delete a single occurrence or all future recurring transfers from the **Deletion type** drop-down list.

Delete recurring file Deletion type Delete all transfers  [Transfer Name]			
Description	Tax identification number		
Payroll	WASHINGTON ORCH [xxxxx5522]		
Effective date			
Dec 28, 20XX	Repeat		
Frequency	End date		
Daily			
Status	Туре	Total withdrawal	Total deposit
Recurring Entry	Payment (Payroll - PPD)	\$2,240.00	\$0.00
Batch			
Name	Company	Company description	
1-PPD-Recurring_	WASHINGTON ORCH [xxxxx5522]	Recurring_	

You can quickly delete a single occurrence or all future recurring transfers.



# Templates

When you submit a transfer for review, the system displays the transfer confirmation page where you have the option to save the transfer as a template by clicking the **Save as a template button**, thus making it easier for you to establish a new template and reuse content for future transfers.

From the **Template** menu, you can click on **+** New payment template or **+** New collection template to establish a new template. In addition, you can edit or delete existing templates, and process transfers using an existing template.

Activity	Templates	File import templates	Incoming		New payment template	+ New collec	tion ten	nplate
Template	group 🔺	Template name 💠		Type 🗘	Status 🗇			Report
Group 1 na	ame	Child support		Collections	Approved	Send	Edit	Delete
Group 2 na	ame	CTX recurring		Payment	Approved	Send	Edit	Delete
Group 3 name		me HSA contribution template		Payment	Approved	Send	Edit	Delete
			More AC	H templates				

The new template list provides you more options from a single page.

## **Template Details**

You can click v to view details about a template, such as **Company name**, **Payment type**, **Amount range**, **Created by**, and **Approved by**.

Activity Templat	es File import templates	Incoming			+ New payn	nent templa
Template grou	ip + Template na	me ¢	Type 🗅	Status 🗘		Report
Group 1 name	Child support		Collections	Approved	Send E	dit Delete
Company name: Payment type: Amount range: Created by: Approved by:	WASHINGTON ELECT Child support agency - CCI \$2,000.00 \$2,500.00 USER 1 USER 2	2				
Group 2 name	CTX recurring	9	Payment	Approved	Send E	dit Delete





## New Transfers from a Template

The template feature helps you save time by enabling you to establish transfer specifications ahead of time that you can use and reuse. You can use a template to establish a new transfer by clicking the **Send** button for the specified template.

Activity	Templates	File import templates	Incoming							
[Template Name]										
Descrip	tion	Тах	identification n	mber						
Payroll		Wa	ashington Orch	rds[xxxx4500]						
Effective	e date *					Amount range				
10/02/2	20XX	🛗 SELECT 🗌 S	Same day		Repeat					
Туре		Tota	l withdrawal		Total deposit					
Payment	t (Payroll - PPD	) \$2,1	25.45		\$1,636.83					
Batch										
Name		Con	npany		Company description					
		[xxx]	[XXXXXXXX]		Agriculture					

Click the **Send** button to begin establishing a new transfer from a template.



# File import templates

The **File import templates** tab allows you to quickly access your import templates. You can click **v** to view the **Company name**, **Payment/Collection type**, **Created by**, and **Approved by** information for a specific import template. You can click on the **Template name** hyperlink to inquire on the import template.

Activity	Templates	File import templates			🕀 Imp	ort file	♣ New file import template		late	Help
Temp	late group 🔺	Template name	File	type 🗘	Type 🗘	Status (				Report
<ul> <li>A new</li> </ul>	/ group	Child support	NAC	HA	Payment	Approve	d :	Send	Edit	Delete
Company Payment Created t Approved	type: Ch by: Joł	ashington Orchards ild support agency - CCD nn Adams Approval Required								
<ul> <li>A new</li> </ul>	/ group	CTX recurring		NACHA	Payment	N/A	:	Send	Edit	Delete

Accessing your File import templates are easier than ever when you use the File import tab

You can click + New file import template to establish a new import template for NACHA and Non-NACHA files. Once you specify the type of file, you can define all the required fields for establishing the import template.

Activity	Templates	File import templa	ates Incomi	ng		н	elp			
New file	import temp	late								
Import ty	/pe		ا ۱	IACHA O Non-NACHA						
		Activity	Templates	File import templates	Incoming					
	New file import template									
		Template	name	Тах	identification	number		Template group		
		Monthly Payment			shingtonOrch	▼ Child Support				
		Туре		Fror	n amount		To amount			
		Child su	oport agency -	CCD 🔻	\$5,000.00			\$10,000.00		
		User a	22822	<ul> <li>All current and fi</li> </ul>	iture users	Specific users				
		Desele	_							
		□ Thomas Jefferson				James Monroe		✓ John Tyler		
		Save	Cancel							

Click + New file import template to establish new import templates.



Click **Send** from the main File import template list to import a file and establish a transfer using the specified template. Click **Continue** and then **Complete ACH** to process the import file.

# **Note:** You can click **Review ACH** to access the review transfer page and make edits.

Activity	Terr	plates	File import tem	plates	Incoming					Help
Import	file				l					
File location			C:\ACH	H\Templates\C	SP.txt				Browse	
Template			Child S	Support Paym	ent					
Tax identification number				WASH		CH[xxxx)	(5522] DDA x	xxxx6050		
Туре				Child s	support agend	cy - CCE	)			
				Conti	Que Cancel					
		Activity	Templates	Fi	e import temp	olates	Incoming			Help
	Import file - [File Na			ne]						
		File su	ummary							
		File wit	hdrawal total		\$1	,860.00				
		Numbe	r of withdrawals	;	2					
		File de	posit total		\$2,	450.00				
		Numbe	r of deposits		4					
		Referen	nce number		19	042c1ab	2			
		Batch	summary (2)							Show 🗸
					Ва	ick Co	mplete ACH	Review ACH	Cancel	

Click **Complete ACH** to process the transfer.



## **Exceptions**

The system displays the Exceptions page when you import a Non-NACHA file and data in the file is missing or inaccurate (for example, the dollar amount has the decimal too far to the left or the routing transit number is invalid). Once you fix the exceptions and click **Continue**, the system continues with the import process.

	ort template			
() Unable to import file	- invalid file format.			
Exceptions -	[Number of Exce	ptions]		
xceptions				
Row	Exception reason	_		
11	Invalid Amount.			
17	Invalid Routing trans	it.		
	-			
ransactions				
Row 11	X Delete row			_
Account number *		Amount *	Discretionary data	
378250		11.321	•	
1		Invalid amount.	) 	
dentification EMP1776		Name * George Washington	Payment information October payroll	
Routing transit * 18888888888	Q	Transaction code		
100000000	4			
Row 17	X Delete row			
Account number*		Amount *	Discretionary data	
278248				
dentification		Name *	Payment information	
EMP1784		John Adams	October payroll	
Routing transit *		Transaction code		
nvalid Routing transit.	Q	22		

The Exceptions page enables you to fix issues with the data from a Non-NACHA file that you import.



## **Edit or Delete Imported Files**

Click Edit from the main File import template list to quickly apply changes to the file import template.

Activity Templates File import tem	nplates Incoming		Help							
Child Support Payment Undo all changes										
Template name	Tax identification number	Template group								
Monthly Payment	WashingtonOrch [xxxxx4500]	✓ Child Support								
Туре	From amount	To amount								
Child support agency - CCD •	\$5,000.00	\$10,000.00								
User access O All current	nt and future users <ul> <li>Specific users</li> </ul>									
Deselect all										
☐ Thomas Jefferson	James Monroe	☑ John Tyler								
Save Cancel										

The Edit button enables you to quickly make changes to a file import template.

Click **Delete** from the main File import template list followed by **Delete template** to quickly delete a template that you no longer need.

Activity	Templates	File import templates	Incoming			Help				
Child	Child Support Payment									
Template name Child Support Payment			ification numb GTON ORCH[		Template group Payments					
Туре		Amount r	Amount range							
Child sup	oport agency - (	CCD \$5,000 - \$	\$5,000 - \$10,000.00							
User a	User access <ul> <li>All current and future users</li> <li>Specific users</li> </ul>									
Delete	Delete template Return to File import templates									

You can quickly delete file import templates using the **File import templates** tab.



# Reports

You can quickly generate PDF or CSV based reports for transfer templates and transfers by clicking the **Report** button.

Ac	tivity Templa	ites File	import temp	lates	Incoming	<b>+</b> N	ew payn	nent 🕂 Ne	w collectior	n ⊕ I	mport	file Help
	Date 💂	Descriptio	on ¢	Statu	s \$	Withdray	wal ≎	Deposit 🗘	Type 🕸			Report
~	Oct 27, 20XX	PPD Payn	nent 0226	Recur	ring Entry		129.90	800.00	Payment	Сору	Edit	Delete
~	Oct 27, 20XX	CCD Debi	t 1017	Proce	ssed		290.12	750.00	Payment			
have	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	v · · · · · · · · · · · · · · · · · · ·	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	*	<u> </u>	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Click **Report** to initiate the report options.

## **Transfer Reports**

When you click the **Report** button from the Activity page the system opens up the Activity Report box. At this point the system is ready to include all items that it lists on the Activity page at the time that you clicked the **Report** button. With the Activity Report box, you are able to fine tune the report and decide which pieces of information that the system includes when it generates the report.

Field	Value							
Summary	The number of files and b	The number of files and batches that the system has queued to include in the report.						
Туре	Indicates the type of data	a that the system includes in the report.						
	File information	indicates that the report includes file information (for example, Transfer Description, Transfer Type, Transfer Status, Date and Amount)						
	Batch information	indicates that the report includes batch information (for example, Batch Number, SEC Type, Transfer Description, and Company Name)						
	Transactions	indicates that the report includes transfer information (for example, Transfer Description, Recipient Name, and Account Number)						



Field	Value				
Format	Indicates the type of re	eport that the system generates.			
	PDF (.pdf)	indicates that the system generates PDF based reports (default)			
	Comma- separated values (.csv)	indicates that the system generates CSV based reports			
	Note: If you select mo file.	pre than one <b>Type</b> , the system bundles the individual reports in a ZIP			

Activity Report		×
Summary	4 ACH file(s) 4 batch(es) Select	
Туре	□ File information	
	Batch information	
	□ Transactions	
Format	PDF (.pdf)	•
	Download report Cancel	

Use the Activity Report box to select the report format and the type of data to include.

You can click the **Select** button to open the Activity Report Selection box. The Activity Report Selection box enables you to select the specific transaction activities that the system includes in the report.

Date 🚽	Description	Status	Withdrawal	Deposit Type
Nov 04, 20XX	PPD Payroll FC004	Recurring Entry	3,320.05	3,320.05 Payment
Nov 04, 20XX	PPD Payroll TW2020	Processed	4,101.02	4,101.02 Payment
Nov 04, 20XX	PPD Payroll 1006	Recurring Entry	2,785.55	2,785.55 Payment
Nov 04, 20XX	PPD Payroll 1020	Saved	6,693.06	6,693.06 Payment

Use the Activity Report Selection box to specify which transactions to include in the report.



#### Sample PDF and CSV Transfer Reports

				Trans	fer List					
Transfer Description	Transfer Type	Date	Item Coun		denda Cour	nt Batches	C	redit Amoun	t Debiy	
Monthly Payroll File	Payroll	11/17/XX		2		0 1		\$1,982.(	00	
Transfer Status:	Processed	Issued By:	Bank Ad on beha John Ad	lf of	wer's Name	e: Bank Admin	Review	Date & Time	e: 11/19 12:44	
Pending Approvals:	0									
Payroll File_NotEdited2	Payroll	11/29/XX		2		0 1		\$2,134.0	00	
Transfer Status:	Processed	Issued By:	Bank Ad on beha John Ad	lf of	wer's Name	e: Bank Admin	Review	Date & Time	e: 11/10 09:45	
Total Item Count: Total Addenda Count:	2 0									
Total Batches:		Ą	В	С	D	E	F	G	н	I
Total Credit	1 Transfer Descript	ion	ACH Type	Effective Date	Same Day	Status	Batch Count	DR Amount	CR Amount	Company Nam
Amount: Total Debit Amour	2 Bi-Monthly Payre	oll	Payroll	1/15/20X	No	Recurring Entry	1	3240.41	3240.41	WASHINGTON
TOTAL DEDIT AMOUN	3 Bi-Monthly Payre		Payroll	1/15/20XX	No	Recurring Entry	1	3350.23	3350.23	WASHINGTON
	4 Bi-Monthly Payre		Payroll	1/15/20XX	No	Recurring Entry	1	2656.1	2656.1	WASHINGTON
	DI-INIOTICITY Playte									
	5 Bi-Monthly Payre		Payroll	1/15/20XX	No	Recurring Entry	1	2794.78	2794.78	WASHINGTON

You can generate sample PDF or CSV reports to view details about ACH transfers.

## **Template Reports**

When you click on the **Report** button from the Templates page, the system opens up the Template report box. At this point the system is ready to include all the groups that it lists on the templates page at the time that you clicked the **Report** button. With the Template report box you can fine tune the report by selecting the check boxes for individual template groups and decide which template groups that you want the system to include when it generates the report. Once you make your selection, you can select either **PDF (.pdf)** or **Comma-separated values (.csv)** from the **Format** drop-down list and click **Download report**.

✓	Group 🔺	Name 💠	Type ≎	Status 💠				
✓	Group 1	Payroll	Payment - (Payroll - PPD)	Approved				
✓		CIE	Payment - (Individual - CIE)	Approved				
✓	Group 3	СТХ	Payment - (Corporate trade exchange - CTX)	Approved				
✓	Group 4	Remittence	Payment - (Remittance - CCD)	Approved				
✓	Group 5	Exec Payroll	Payment - (Payroll - PPD)	Approved				
orma	at	PDF (.pdf)	τ					

You can generate PDF or CSV formatted template reports.



## Sample PDF and CSV Template Reports

				Femplate Li lyFinancial					
Template N	am	e ACH T	ype	Group Na	me	Status	Created By	Approved By	v 1
Payroll Fed Taxes		Payme	nt - Payroll	Bi-monthly	/ Payroll	Approved	John Adams	No Approval F	Req 🦿
		Payme	nt - Federal taxes	Monthly Fe	ed Payment	Approved	John Adams	No Approval F	Req 🕽
State Taxes	;	Payme	nt - State taxes	Monthly S	tate Payment	Approved	John Adams	No Approval F	Req }
		А	В	С	D		E	F	
	1	Template Name	АСН Туре	Status	Tax Identificati	on Number	Template Group Description	Created By	Approved
	2	Payroll	Payment - Payroll	Approved	XXXXX5522		Bi-monthly payroll	john Adams	No Appro
	3	Fed Taxes	Payment - Federal taxes	Approved	XXXXX5522		Monthly Fed Payment	john Adams	No Appro
	4	State Taxes	Payment - State taxes	Approved	XXXXX4500		Monthly State Payment	john Adams	No Approv

You can generate sample PDF or CSV reports to view details about ACH templates.



# **Import File**

You can access the import NACHA and Non-NACHA files functionality directly from the main ACH Activity page by clicking  $\oplus$  import file.

## Import NACHA Files

Once you click  $\oplus$  **import file** you can select whether you are importing a NACHA or Non-NACHA file and then select the appropriate file to import.

Import file         Import type       ● NACHA         File location       Choose File         Template       Import timplates         Tax identification       Activity         Type       File import timplates         File summary       File summary         File depose       Activity         Templates       \$1255.55         Number of withdrawals       3         File depose       Activity         Templates of timport File Name]       Print         Help       Incoming         Print       Help         Import File Name]       Print         Reference       O         Import File Name]       Print         Batch sur       Effective date         Jan 28, 20XX       Total withdrawal         Total deposit       \$1255.55         Number of withdrawals       3	Activity Templa	tes File imp	ort template	s Incoming					Help	]		
File location       Choose File No file chosen         Template       Import without using template         Tax identification       Activity Templates File import templates Incoming       Help         Import file - [Import File Name]       File summary         File depos       Activity Templates File import templates Incoming       Help         File depos       Activity Templates File import templates Incoming       Help         File depos       Activity Templates File import templates Incoming       Print         Number of withdrawals       3       Incoming       Print         Batch sur       [Import File Name] is pending financial institution review.       Import File Name]       Reference         Batch sur       [Import File Name]       an 28, 20XX       Total withdrawals       3         Total withdrawal       \$1,255,55       Number of withdrawals       3         Total deposit       \$1,255,55       Number of withdrawals       3	Import file											
Template       Import without using template       Import without using template         Tax identification       Activity       Templates       File import templates       Incoming         Type       Import file - [Import File Name]       Import file - [Import file Name]       Import file - [Import file Name]         File withdrawal total       \$1255.55       Number of withdrawals       3         File depos       Activity       Templates       File import templates       Incoming       Import         Number of       @       [Import File Name]       Import file Name]       Import file Name]       Import file Name]         Batch sur       [Import File Name]       Reference       @       [Import File Name]       Reference         Batch sur       [Import File Name]       Reference       Intervention statution review.       Import file call an 28, 20XX         Total withdrawal       \$1,255.55       Number of withdrawals       3         Total deposit       \$1,255.55	Import type			۲	NACHA O I	Non-NACH	łA					
Tax identification       Activity       Templates       File import templates       Incoming       Help         Type       Import file - [Import File Name]       Import file - [Import File Name]       File summary         File summary       File withdrawal total       \$1255.55         Number of withdrawals       3         File depos       Activity       Templates         Number of       File import templates       Incoming         Withdrawal       S1255.55         Number of       Comport File Name] is pending financial institution review.         Batch sur       [Import File Name]         Reference       [Import File Name]         Reference       Reference number         ctividarte       Jan 28, 20XX         Total withdrawal       \$1255.55         Number of withdrawals       3         Total withdrawals       3         Total withdrawals       3         Total deposit       \$1255.55	File location				Choose File No	o file chose	en					
Type       Import file - [import File Name]         File summary         File withdrawal total       \$1,255.55         Number of withdrawals       3         File depos       Activity       Templates       File import templates         Number of       Reference       Import File Name] is pending financial institution review.         Batch sur       [Import File Name]       Reference         Batch sur       Import File Name]       Reference         Import File Name]       \$1,255.55         Number of withdrawal       \$1,255.55         Number of withdrawals       \$3         Total deposit       \$1,255.55	Template				Import without u	sing templ	ate	•			_	
Type File summary File withdrawal total \$1,255.55 Number of withdrawals 3 File depos Number of Reference Batch sur [Import File Name] is pending financial institution review. [Import File Name] Reference number cf84e8d824 Effective date Jan 28, 20XX Total withdrawals \$1,255.55 Number of withdrawals 3 Total deposit \$1,255.55	Tax identification	Activity	Templates	File import t	emplates Inc	coming				Help		
File summary         File withdrawal total       \$1255.55         Number of withdrawals       3         File depos       Activity       Templates       Incoming         Number of       Reference       Import File Name] is pending financial institution review.         Batch sur       [Import File Name]       Reference number       cf84e8d824         Effective date       Jan 28, 20XX       Total withdrawal       \$1255.55         Number of withdrawals       3       Total deposit       \$1255.55		Import file	e - [Import	t File Name]								
File withdrawal total       \$1,255.55         Number of withdrawals       3         File depos       Activity       Templates       File import templates       Incoming       Import         Number of Reference       @ [Import File Name] is pending financial institution review.       [Import File Name]       Import File Name]       Import File Name]         Batch sur       [Import File Name]       Reference number       cf84e8d824         Effective date       Jan 28, 20XX       Total withdrawal       \$1255.55         Number of withdrawals       3	Type	File sum	mary									
File depos       Activity       Templates       File import templates       Incoming       Activity       Templates       File mont       Help         Number of       Reference       Import File Name] is pending financial institution review.       Import File Name]       Import File Nam]       Import File Name]			-		\$1,255.55							
Number of Reference       Import File Name] is pending financial institution review.         Batch sur       [Import File Name]         Reference number       cf84e8d824         Effective date       Jan 28, 20XX         Total withdrawal       \$1255.55         Number of withdrawals       3         Total deposit       \$1255.55		Number of	withdrawal	5	3							
Reference       [Import File Name] is pending financial institution review.         Batch sur       [Import File Name]         Reference number       cf84e8d824         Effective date       Jan 28, 20XX         Total withdrawal       \$1255.55         Number of withdrawals       3         Total deposit       \$1255.55		File depos	Activity	Templates	File import te	mplates	Incoming			🖨 P	rint He	elp
Reference       [Import File Name]         Batch sur       [Import File Name]         Reference number       cf84e8d824         Effective date       Jan 28, 20XX         Total withdrawal       \$1255.55         Number of withdrawals       3         Total deposit       \$1255.55		Number of										_
Batch sur     Reference number     cf84e8d824       Effective date     Jan 28, 20XX       Total withdrawal     \$1,255.55       Number of withdrawals     3       Total deposit     \$1,255.55		Reference	⊘ [Imp	ort File Name	) is pending final	ncial institu	ution review.					
Batch sur     Reference number     cf84e8d824       Effective date     Jan 28, 20XX       Total withdrawal     \$1,255.55       Number of withdrawals     3       Total deposit     \$1,255.55			<b>1</b>									
Effective date     Jan 28, 20XX       Total withdrawal     \$1,255.55       Number of withdrawals     3       Total deposit     \$1,255.55		Batch sur		ortFile	vamej				 			_
Total withdrawal     \$1.255.55       Number of withdrawals     3       Total deposit     \$1.255.55			Reference	ce number		cf84e	8d824					
Number of withdrawals     3       Total deposit     \$1,255.55			Effective	e date		Jan 2	8, 20 <b>XX</b>					
Total deposit \$1.255.55			Total wit	thdrawal		\$1,255	5.55					
			Number	of withdrawal	s	3						
Number of deposits 3			Total dep	posit		\$1,255	5.55					
			Number	of deposits		3						
Return to ACH activity			Return to	ACH activity								

Importing a NACHA file is a quick three step process.



#### Import Non-NACHA

We have simplified the process for importing Non-NACHA file by combining steps, thus resulting in four easy steps. In addition, the system automatically populates additional information in the File format section such as **Delimited** (and associated type) or **Fixed width**, **Header** and **Footer** rows to exclude, and any **Text qualifier** (if there is one). Also, as you define each column in the File format section, the system displays a Mapping preview to show you how the system maps each piece of data.

Activity Templates	File import ter	mplates Incoming								
nport file										
Import type	0 N/	ACHA	HA							
File location	C:\Us	sers\Documents\ACH	\Credits.txt		Browse					
Template	Cre	Activity Templates	File import temp	olates Incomi	ng					
		Import file								
Туре	Pay	Template name		Tax identifica		55001		ate grou	p	
		Bi-monthly payroll		WASHING	ON ORCH[xx)	xx5522]	▼ Paym	nents	•	·
damenta andre a	- and - and -	<b>Type</b> Payment - Payroll (PPD)	)	Insert decima	<b>ils into amoun</b> No	S				
		File format				Number	of rows to	exclude	e	
		Delimited O Fixe	ed width			Header		Foot	er	
						1		2		
		File preview 18888888,2000.00, 123456789,2150.00, 456787654,2200.00, 654321234,1900.00,	Martha Washin John Adams,Wa Thomas Jefers	gton,Washingt shington Orch on,Washingtor	on Orchards ards,111111 Orchards,1	111111118,22 8,22 11111118,22	·			
		Column 1 Routing transit *	Column 2	_	Column 3 Name *		mn 4 ntification	_	Column 5 Transaction code	Cc • (
				•	Indiffe	·	nuncation	•	Transaction code	
		Column 7 (Exclude Column)	Column 8	olumn) 🔻						
		Mapping preview	l							
			Amount	Name		Identification	1	Tran	saction code	
		18888888	2000.00	George Wasi	ington	Washington	Orchards	22		
		123456789	2150.00	Martha Wash	ington	Washington	Orchards	22		
		456787654	2200.00	John Adams		Washington	Orchards	22		
		654321234	1900.00	Thomas Jeff	erson	Washington	Orchards	22		
		Apply additiona	I values	Value						

The File format section reduces the number of steps that you need to take when importing a Non-NACHA file and provides a Mapping preview.



Once you review the data mapping and file summary, you can complete the import process by clicking **Complete ACH**.

Activity	Templates	File impo	ort template	s Incomir	g			
Import	file [File Nar	me]					2	
[tem	plate nai	me]						
Templat	te		[ter	mplate name			<pre>{</pre>	
Туре			Pa	yment (Payro	ll - PPD)		5	
Routing	transit		Da	ta contained	in file		4	
Transac	tion code		Da	ta contained	in file			
Name			Activity T	emplates	File import templat	es Incoming		
Identific	ation		Import file	9 -				
Account	t number		File sumr	nary				
-	المسي المسالية التي	-at-at-a	File withdra	awal total	\$			
				withdrawals				1
			File deposi		\$			
			Number of Reference					1
		E	Batch sun	nmary ()				4
					Bac	Complete ACI	H Review ACH Cancel	

Importing Non-NACHA files is easier than ever.



## **Payments & Transfer Review**

We have simplified the process of reviewing ACH transfers by limiting the review and approval process to a single access point, the Payments & Transfers review for ACH Manager widget on the Business Online Home page. Previously, the ability to review ACH transfers was accessible from both the Home page widget and from the ACH Manager application which was accessible from the **Management Tools** menu.

To see the details of the transfer prior to approving it you can click the **Description** for the transfer and the system expands the page to display the details.

You can approve or disapprove multiple transfers at once by selecting individual check boxes or you can select all transfers for approval or disapproval by selecting the **Description** check box and then clicking the appropriate **Approve** or **Disapprove** button.

ΡΑΥΜ	ENTS & TRANSFERS		
Review	(1)		Hide 🔺
Wire			
	Description	Reason	Amount
There	are no transfers requiring review.		
ACH			
	Description	Reason	Amount
	State Tax Payment	Review Required	See details
	Child Support Payment	Review Required	See details
	APPROVE	DISAPPROVE	
Issued (	(527)		Show 🗸

The Payments & Transfers widget for ACH is the single access point for reviewing and approving ACH transfers.



Once you click **Approve** or **Disapprove**, the system displays one of the following the Security Challenge boxes, depending on your Multifactor Authentication security settings. Once you type your credentials, you can click **Complete Challenge** to approve the transfer.

Security challenge				]	
A digital signature security challenge is r	equired to complete this trar	nsaction.			
Digital signature instructions			Show 🗸		
Device nickname	Authentication Device	_			
RT number	012345678				
Amount	500.00				
Account number	100200300	SECURITY	CHALLEN	NGE	
Digital signature *		A challenge/resp	onse security cha	llenge is required to complete this	transaction.
	* Indicates required field	Challenge/res	sponse instruct	tions	Show 🗸
	Complete challenge	Challenge	07176	6780	
	Can't scan the image?	Response *			
			* India	cates required field	
			СОМ	PLETE CHALLENGE CANCE	EL

Type your security token credentials to approve the transfer.



### **Template Review**

You can review new templates or changes made to templates using the **Administration** option on the Business Online Home page. Once you navigate to the ACH Template review page you have several options:

- Click on the Name hyperlink for the template to see details about the template.
- Click Edit to make additional changes to the template.
- Click **Delete** to delete the template.
- Select the appropriate check box for the new or modified template and click **Approve**. The system then updates the page to show which templates you approved and which ones are still pending approval.

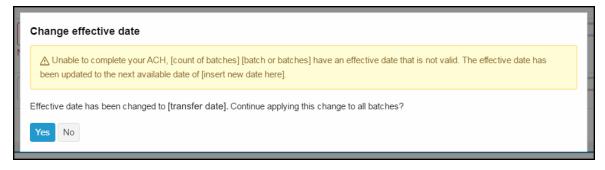
ADMI	NISTRAT	ION																		
ACH T	EMPLATE	WIRE TEMPI	LATE	EMPLOYEE	PROFILE &	PERMISSION	S EMPL	OYEE ACCOL	JNTS	BUSINE	SS R	OLE DEFI	NITIONS	5						
АСН 1	EMPLATE																			
	Templates												Ð	Print	Help					
	Pending ap	proval									Se	earch revi	iew ten	nplat	es					
	🗆 Date 🚽		Name	• 0	Status 🗘		Change	ed by ≎			Т	Template na	ame							
	🕢 Aug 08, 20	0XX 11:39 AM	Payro		Pending Appr	oval - Change	John Ac	dams	Edit	Delete	) [									
	Aug 08, 20	0XX 10:20 AM	State	Taxes	Pending Appr	oval - New	John Ac	lams	Edit	Delete	Т	Template ty	pe							
		PROVE									1	All			•					
		PROVE									A	ACH type								
		[	ADMI	NISTRA	TION															
			ACH T	EMPLATE	WIRE TEM	IPLATE EI	MPLOYEE	PROFILE & PI	ERMISSI	ONS E	EMPL	LOYEE AC	COUNT	s	BUSINE	SS ROLE	E DEFINIT	IONS		
			40117		_															
			ACH I	EMPLATE														🔒 Print	Help	
				Templates Approved												Searc	h review	/ template		
				Date -		Name 🗘 👘	Changed by	<b>/</b> 0	Approv	val date 🗘	>		Appro	ved by	/ 0					1
				Aug 08, 20X	X 11:39 AM	Payroll .	John Adams		Aug 08	, 20XX 12	2:09 PI	M	Thoma	s Jeffe	erson	Tem	plate name			
				Dending												Tem	plate type			
				Pending a	pprovai	Name 🗘		Status ≎		с	hange	ed by ≎				All	pinte type		•	
					20XX 10:20 AI			Pending Approv	al - New		ohn Ac			Edit	Delete	АСН	type			
																All	types		•	
				A	PPROVE											Sea	arch Clea	ir search		

The ACH Template review page enables you to quickly inquire on, edit, delete, or approve templates.



# **Change Effective Date Warning for Multi-batch Files**

In a multi-batch file, if dates are invalid (either too far in the future or past), the user is presented with a warning message and the system does not process the transfer until the user makes a decision.



The system provides the user with the option to either correct the dates or to cancel the transfer.



# **Changes For Business Online Clients**

# ACH Transfer Types

We updated the ACH Transfer Types listed in the ACH Manager User Interface for Business Online. We list the changes in the table that follows.

ACH Transfer Types <i>Previous</i>	ACH Transfer TypesCurrent	ACH Transfer Types New
Payroll (PPD)	Payment – Payroll (PPD)	Payments Payroll – PPD
Prearranged Deposit (PPD)	Collection– Prearranged Deposit (PPD)	Collections Prearranged deposit – PPD
Prearranged Payment (PPD)	Payment– Prearranged Payment (PPD)	Payments Prearranged payment - PPD
HSA Contribution (PPD)	Payment – Health Savings Contribution (PPD)	Payments Health savings contribution – PPD
Corporate Debit (CCD)	Collection – Company (CCD)	Collections Company - CCD
Corporate Credit (CCD)	Payment – Company (CCD)	Payments Company - CCD
Consumer Payment (CIE)	Payment – Individual (CIE)	Payments Individual - CIE
Consumer Deposit (CIE)	Collection – Individual (CIE)	Collections Individual - CIE
Vendor Payment Corporate (CCD)	Payment – Vendor (CCD)	Payments Vendor - CCD
Remittance (CCD)	Payment – Remittance (CCD)	Payments Remittance - CCD
Federal Tax Payment (CCD)	Payment – Federal Taxes (CCD)	Payments Federal taxes – CCD
State/Local Tax Payment (CCD)	Payment – State/local Taxes (CCD)	Payments State/local taxes - CCD



ACH Transfer Types <i>Previous</i>	ACH Transfer Types Current	ACH Transfer Types New
Re-presented Check (RCK)	Collection – Re-presented Check (RCK)	Collections Re-presented check - RCK
Corporate Trade Exchange (CTX)	Payment – Corporate Trade Exchange (CTX)	Payments Corporate trade exchange - CTX
Customer Initiated Entry (CIE)	Payment – Customer Initiated (CIE)	Payments Customer initiated - CIE
Internet Initiated Entry (WEB)	Collection – Internet Authorized (WEB)	Collections Internet authorized - WEB
Telephone Initiated Entry (TEL)	Collection – Telephone Authorized (TEL)	Collections Telephone authorized - TEL
Commingled File	Other - Commingled	Other Commingled
Child Support Payment	Payment – Child Support Agency (CCD)	Payments Child support agencies - CCD
International ACH (IAT)	Payment - International (IAT)	Payments International - IAT
ACH Pass-Thru	Other – Pass-thru	Other Pass-thru
ACH Reversal	Other - Reversal	Other Reversal

(None) Payroll (PPD) Prearranged Deposit (PPD) Prearranged Deposit (PPD) Corporate Debit (CCD) Comparte Debit (CCD) Consumer Deposit (CEE) Vendor Payment Corporate (CCD) Reditaties (CCD) Federal Tax Payment (CCD) Reditaties (CCD) Reditaties (CCD) Reditaties (CCD) Reditaties (CCD) Reditaties (CCD) Reditaties (CCD) Comporter Instance (CCD) Comporter Instance (CCD) Customer Instance (CCD) Customer Instance (CCD) Customer Instance (CCD) Comporter Instance (CCD) International ACH (ATT) ACH Reversal	(None) Payment - Payroll (PPD) Payment - Prearranged Deposit (PPD) Collection - Prearranged Payment (PPD) Payment - Health Savings Contribution (PPD) Collection - Company (CCD) Pollmettor - Company (CCD) Payment - Individual (CIE) Payment - Nendra (CCD) Payment - Redreat Taxes (CCD) Payment - Represented Check (RCK) Payment - Represented Check (RCK) Payment - Represented Check (RCK) Payment - Comported Trade Exchange (CTX) Payment - Represented Check (RCK) Payment - Comported Trade Exchange (CTX) Payment - Costomer Initiated (CIE) Collection - Internet Authorized (WEB) Collection - Internet Authorized (WEB) Collection - Internet Authorized (WEB) Collection - Internet Authorized (TEL) Other - Coss-Bruy Other - Res-Bruy Check - Reversal	All All types All poyments All collections All collections Payments Payments Payments Payments prearranged deposit - PPD Health savings contribution - PPD International - IAT Collections Prearranged payment - PPD
Commingled File	Other - Commingled	Customer initiated - CIE
Child Support Payment (CCD)	Payment - Child Support Agency (CCD)	Child support agency - CCD
International ACH (IAT)	Payment - International (IAT)	International - IAT
ACH Pass-Thru	Other - Pass-thru	Collections

Both the ACH Manger User Interface and ACH Manager Business Online User Interface use an updated ACH type list.



# Appendix A - Field Name Changes

We updated many of the field names for the ACH Manager User interface. We list the changes and their location in the table that follows.

## **Common Transfer Overview**

Field Names for the Current User Interface	Field Names for the New User Interface
Total Credit Amount	Total deposit
Total Debit Amount	Total withdrawal
Transfer Type	Туре
Recurring Frequency	Frequency
Recurring End Date	End date
Non-Processing Date Option	For non-business day use
Company Name	Company
Company Entry Description	Company Description

#### Transfer From/Transfer To and Pay from/Pay to

Field Names for the Current User Interface	Field Names for the New User Interface
Account Number	Account
Employee Name	Name
Employee ID	Identification
R/T Number	Routing transit

#### Batch

Field Names for the Current User Interface	Field Names for the New User Interface
Batch	Name
Company Name	Company
Company Entry Description	Company description



# Child Support Payment/Child support agencies

# Transfer To/Pay to

Field Names for the Current User Interface	Field Names for the New User Interface
R/T Number	Routing transit
Medical Support Identifier	Medical support
FIPS Code	County (FIPS) code
Employment Termination Identifier	Employment status

# Federal Tax Payment

## Payment Details/Payments

Field Names for the Current User Interface	Field Names for the New User Interface
Tax Description/Tax Type Code	Tax Description
Amount Type	Туре
Amount Type Description	Type Description



# Transfer To/Pay to [Originator]

Field Names for the Current User Interface	Field Names for the New User Interface
Originator Name	Name
Originator City	City
Originator Street Address	Street
Originator State/Providence	State
Originator Postal Code	Postal code
Originator Country	Country
Originator DFI Identification Number Qualifier	Identification qualifier
Originator DFI Identification	Identification
Originator DFI Branch Country Code	Branch country code

# Transfer To/Pay to [Reciever]

Field Names for the Current User Interface	Field Names for the New User Interface
Receiver Name	Name
Receiver City	City
Receiver Street Address	Street
Receiver State/Providence	State
Receiver Postal Code	Postal code
Receiver Country	Country
Receiving DFI Identification Number Qualifier	Identification qualifier
Receiving DFI Identification	Identification
Receiving DFI Branch Country Code	Branch country code



# State Tax Payments

## Payment Details/Payments

Field Names for the Current User Interface	Field Names for the New User Interface
Taxpayer ID	Identification
Tax Description/Tax Type Code	Tax description
Taxpayer Verification	Verification
Tax Agency Account	Account
Tax Agency RT	Routing transit
Amount Type Description	Type description

# Templates

Field Names for the Current User Interface	Field Names for the New User Interface
Amount Range	From amount To amount

## Transfer From/Pay from

Field Names for the Current User Interface	Field Names for the New User Interface
Default Amount	Amount



# Transfer To/Pay to

Field Names for the CurrentUser Interface	Field Names for the New User Interface
Employee Name	Name
Employee ID	Identification

# File Import Template

### NACHA

Field Names for the Current User Interface	Field Names for the New User Interface
Amount Range	From amount To amount

### Non-NACHA

Field Names for the CurrentUser Interface	Field Names for the New User Interface
АСН Туре	Туре
Number of Header Rows to Exclude Number of Footer Rows to Exclude	Number of rows to exclude Header Footer
R/T Number	Routing transit
Employee Name	Name
Employee ID	Identification
Account Number	Account



## **Offset Account Options**

Field Names for the Current User Interface	Field Names for the New User Interface
Add Offset Account to File	Select offset account