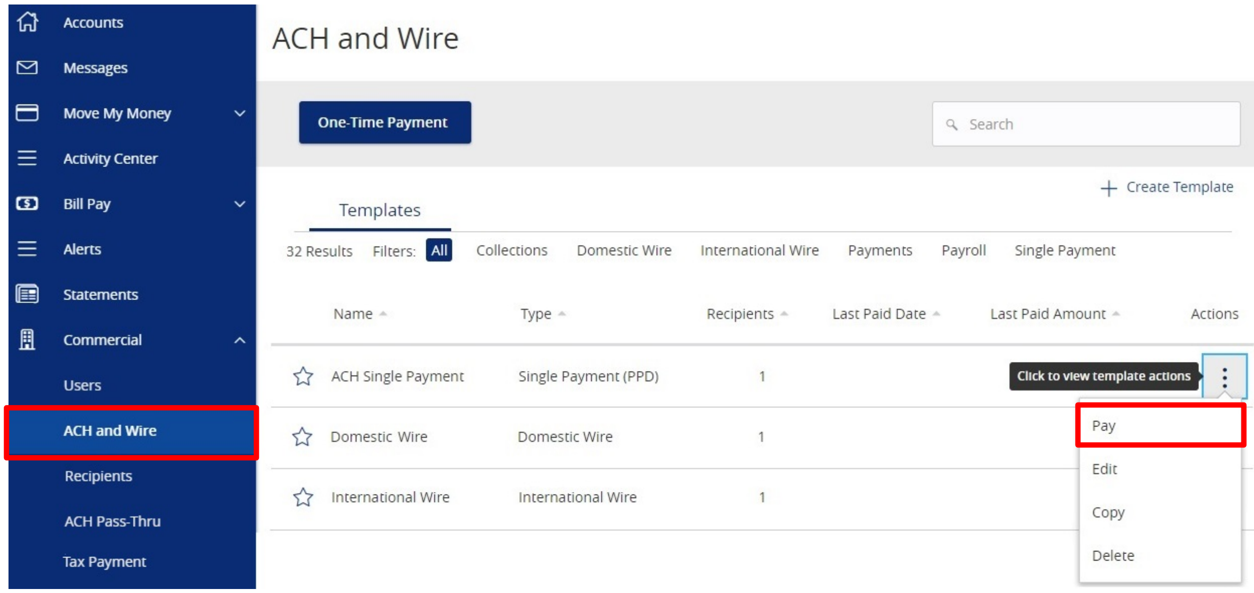
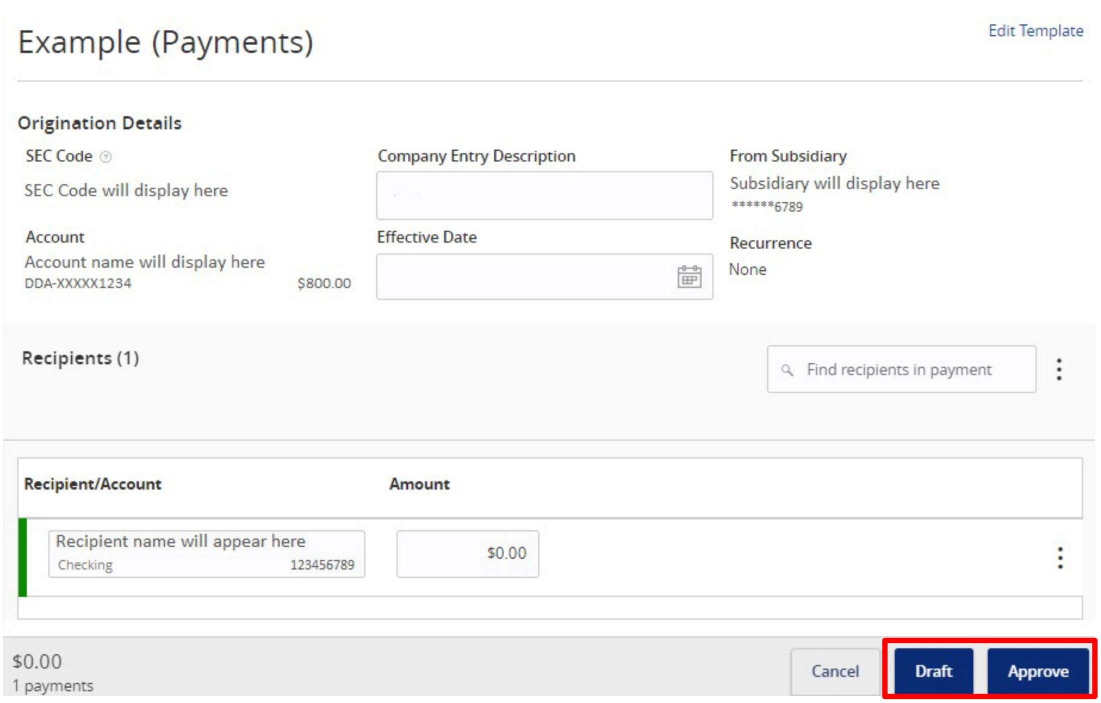
ACH Transactions

Paying Existing ACH Templates

1. Click “ACH and Wire” under the *Commercial* menu. Click on the three dots of the template you would like to *Pay*.

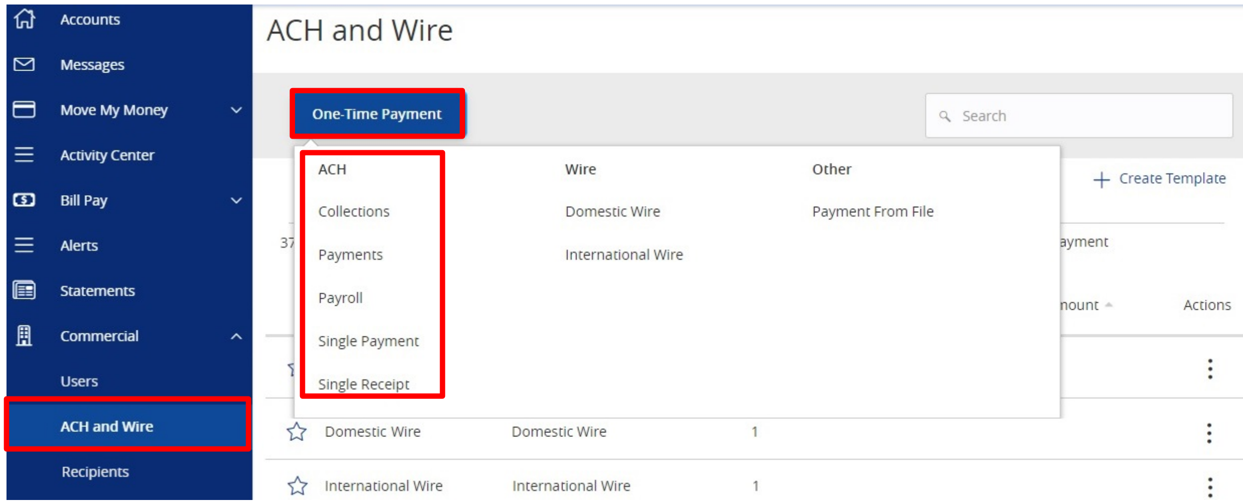


2. You will be taken to a screen to review your ACH. Here you can set a date to send the payment, input an *Amount* (if needed), and *Draft* or *Approve* based on your user rights.



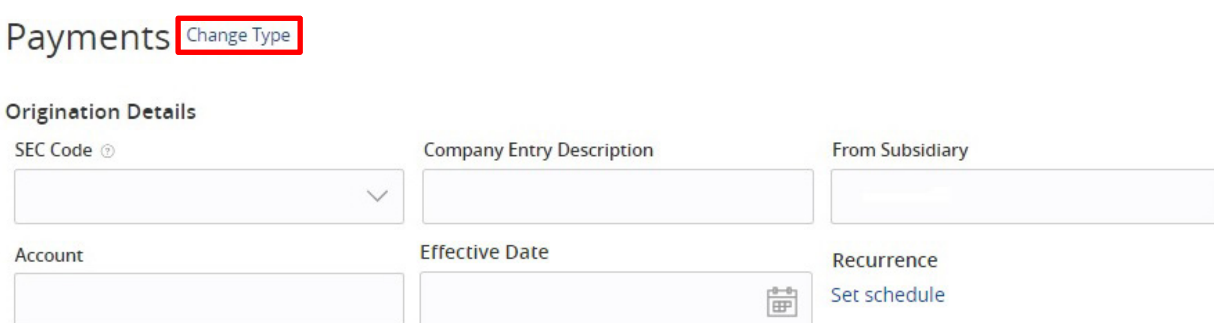
Creating a One-Time ACH Transaction

1. Click “ACH and Wire” under the *Commercial* menu. Click “One-Time Payment” and choose the *One-Time ACH Payment* you would like to make.



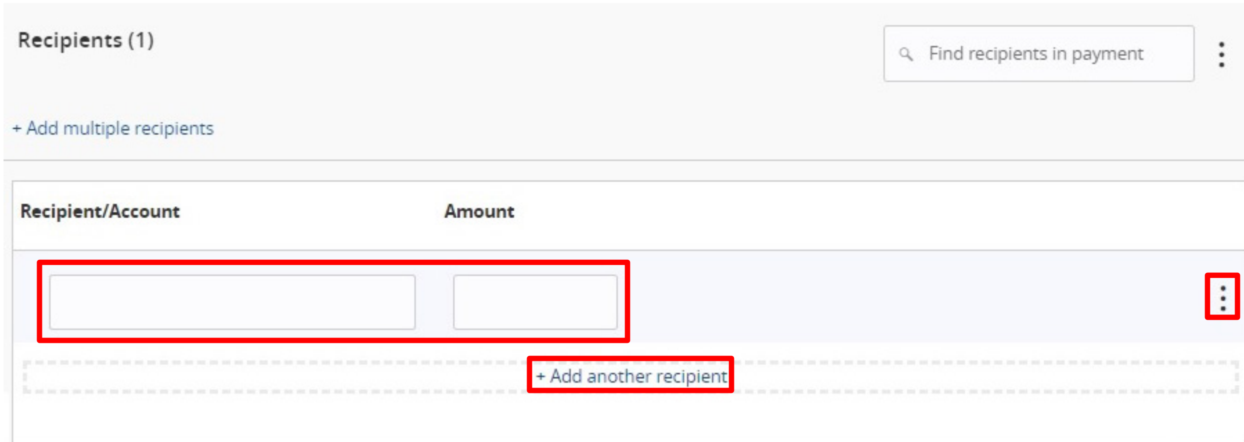
2. For the *Origination Details* section, fill in the following:

   a. *SEC Code* – not applicable for *Payroll*
   b. *Company Entry Description* – optional field used to enter in the file type
   c. *To/From Subsidiary* – the company initiating the payment
   d. *Account* – select the corresponding offset account for the commercial payment
   e. *Effective Date* – set a date to send the payment



NOTE: The example above is for *Payments*, but you can always change the ACH type by clicking “Change Type” to the right of the title.

3. For the *Recipient* section, fill in the *Recipient/Account* field by creating a *New Recipient* or selecting an existing *Recipient* from the drop down list. To select more than one recipient, click "+Add Another Recipient".



NOTE: Click the three dots to *Expand Row* and add an *Addendum*.

4. Once completed, you can *Draft* or *Approve* based on your user rights.