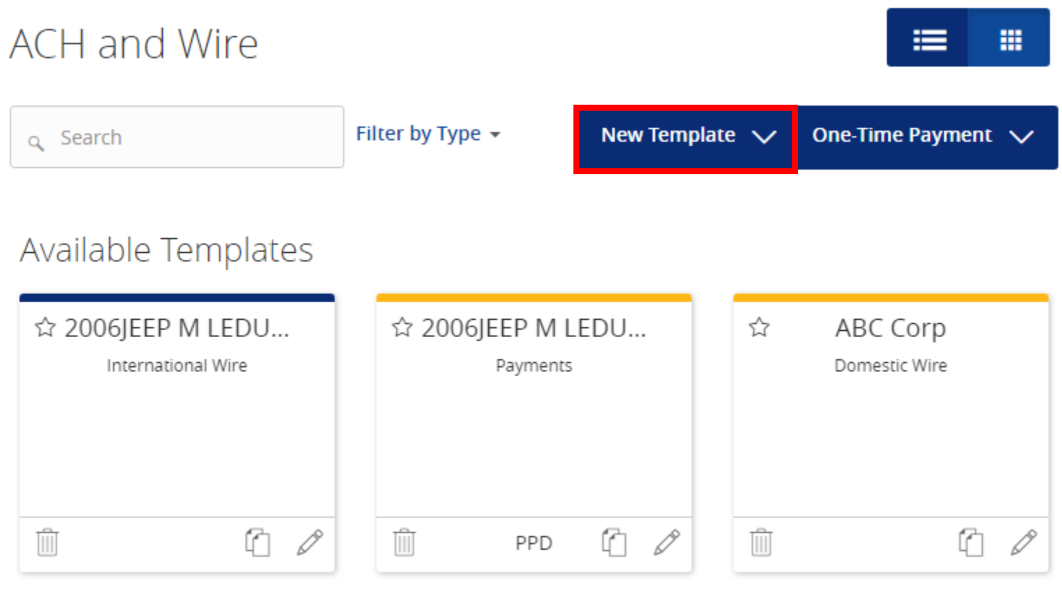
ACH Template Management

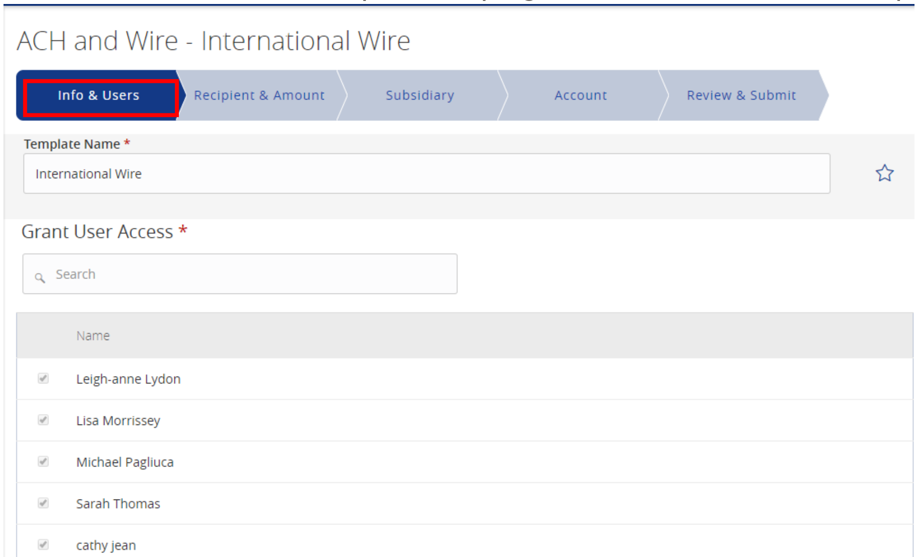
ACH Template Creation

1. Select the ‘ACH and Wire’ option under the ‘Commercial’ menu.
2. Click the ‘New Template’ button and select the desired type of ACH transaction.



Info & Users

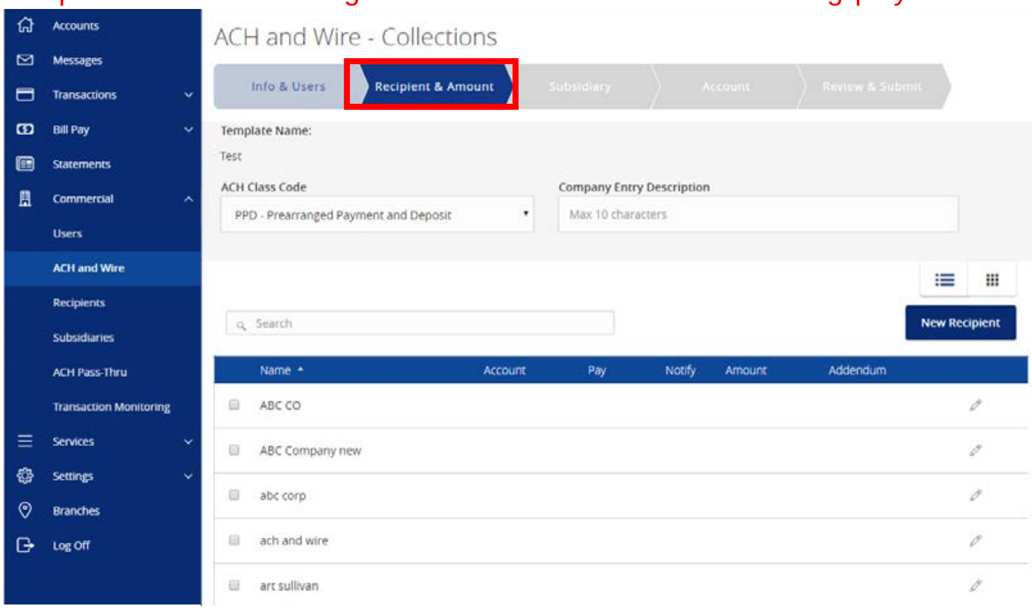
1. The ‘Info & Users’ screen allows the user to name the template and to determine who else at the company is allowed access to the template.
2. Click the ‘Next’ button at the bottom of the screen or ‘Recipient and Amount’ in the workflow ribbon at the top of the page to move to the next step.



Recipient & Amount

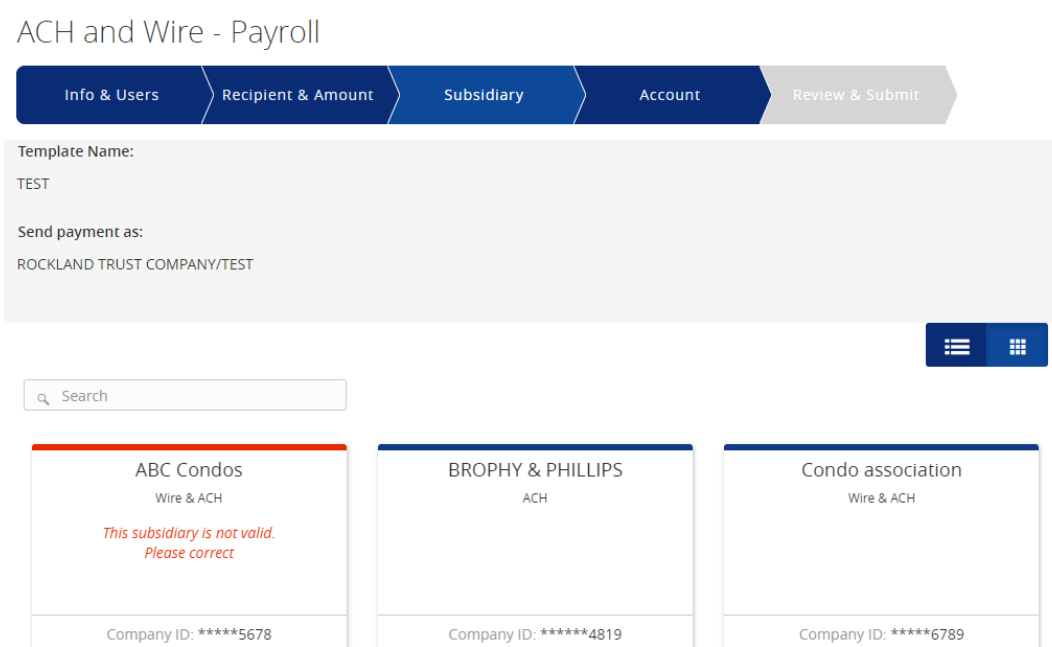
1. The 'Recipient & Amount' screen allows the user to select which recipients are tied to the template and designate a dollar amount for each. Company Entry Description field is an optional field to enter in the file type (ie. Payroll, Reversal)

NOTE: Only recipients with at least one account eligible for ACH transactions will show in the list of recipients to select. The 'Add Recipient' button is used to add a new recipient while remaining within the workflow of the existing payment template.



2. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.

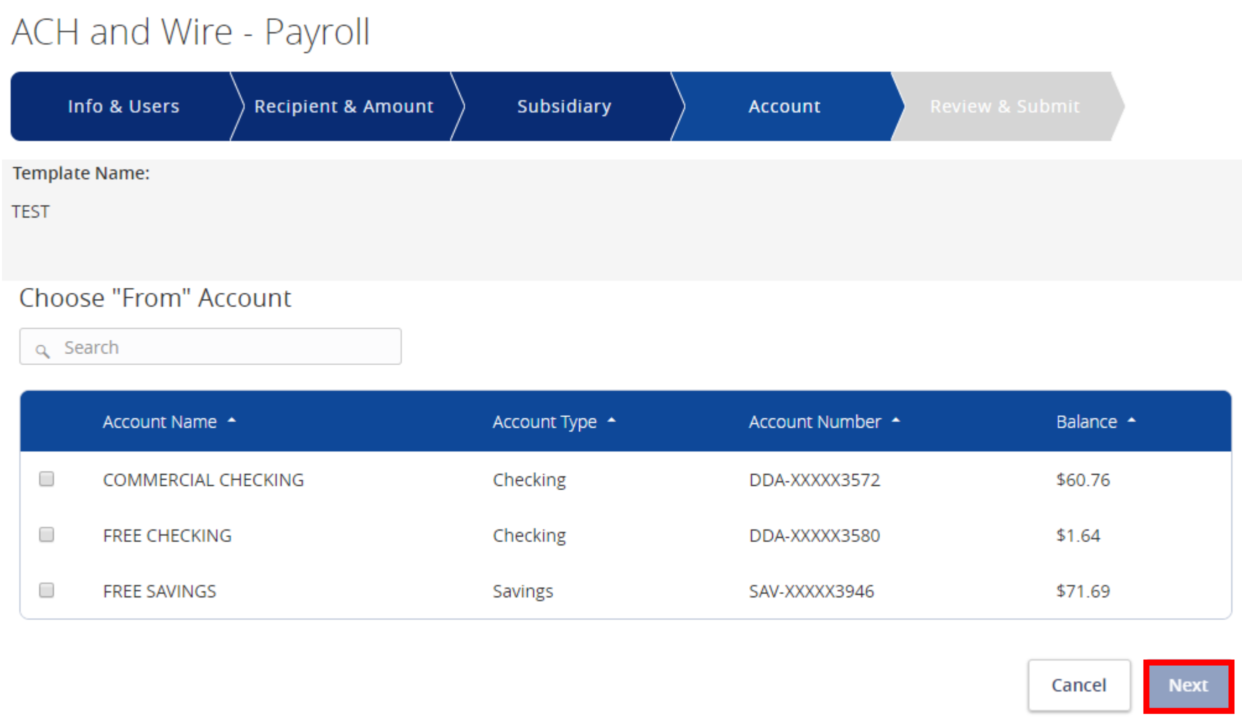


3. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

4. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step.

Account

1. Select the corresponding offset account for the commercial payment.

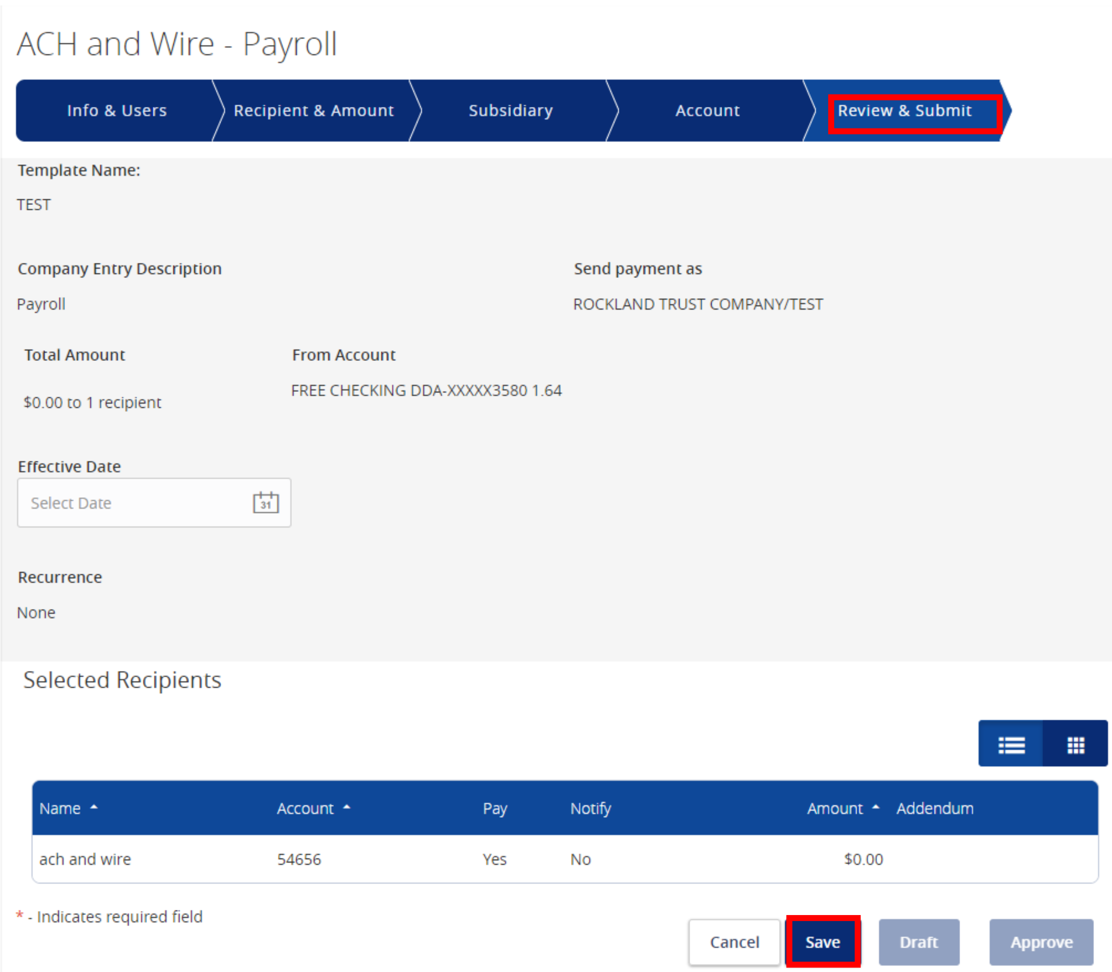


2. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step.

Review & Submit

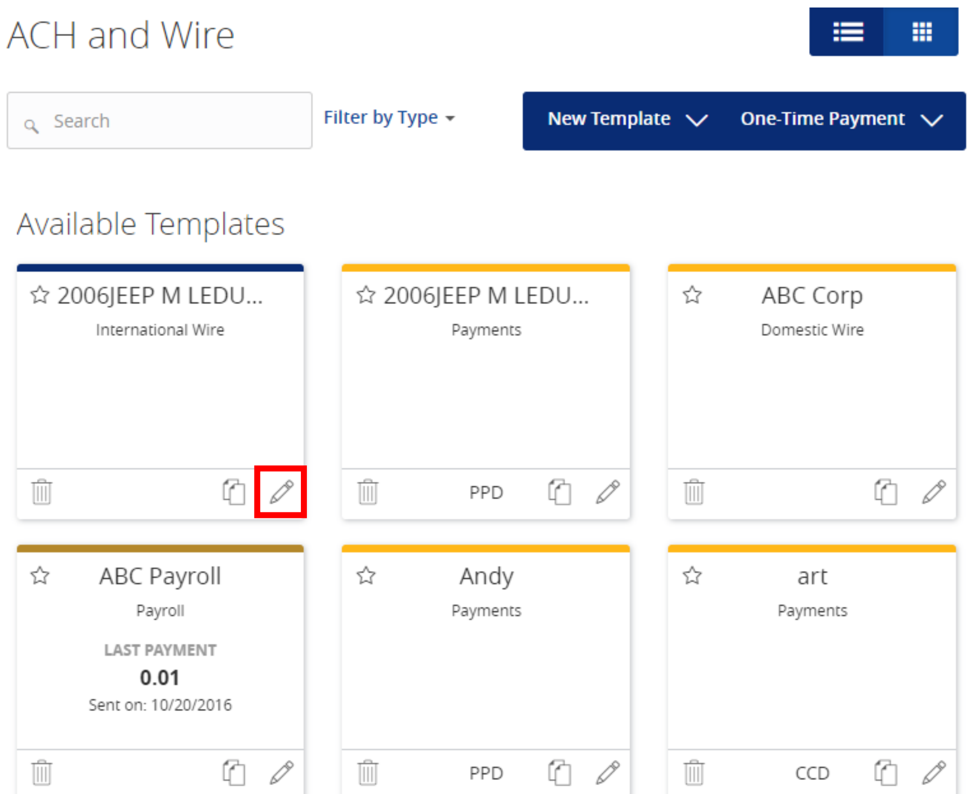
1. Review the information on the screen for accuracy and then click ‘Save’.

   NOTE: The ‘Effective Date’ field is not required to save the template even though an asterisk marks the field. This is only required when the template is being used to generate a payment file.

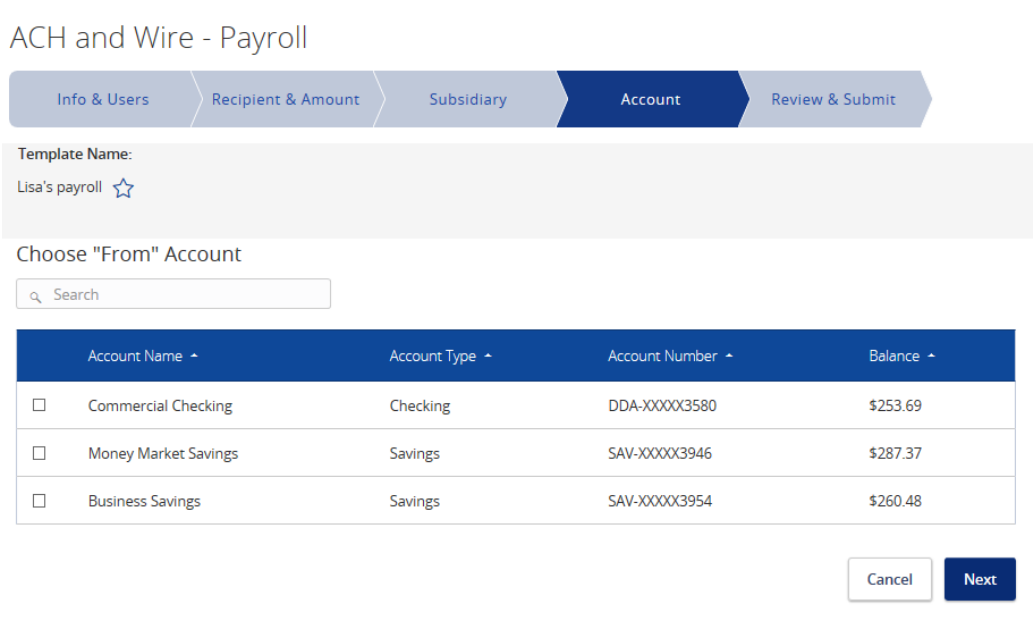


Existing ACH Templates

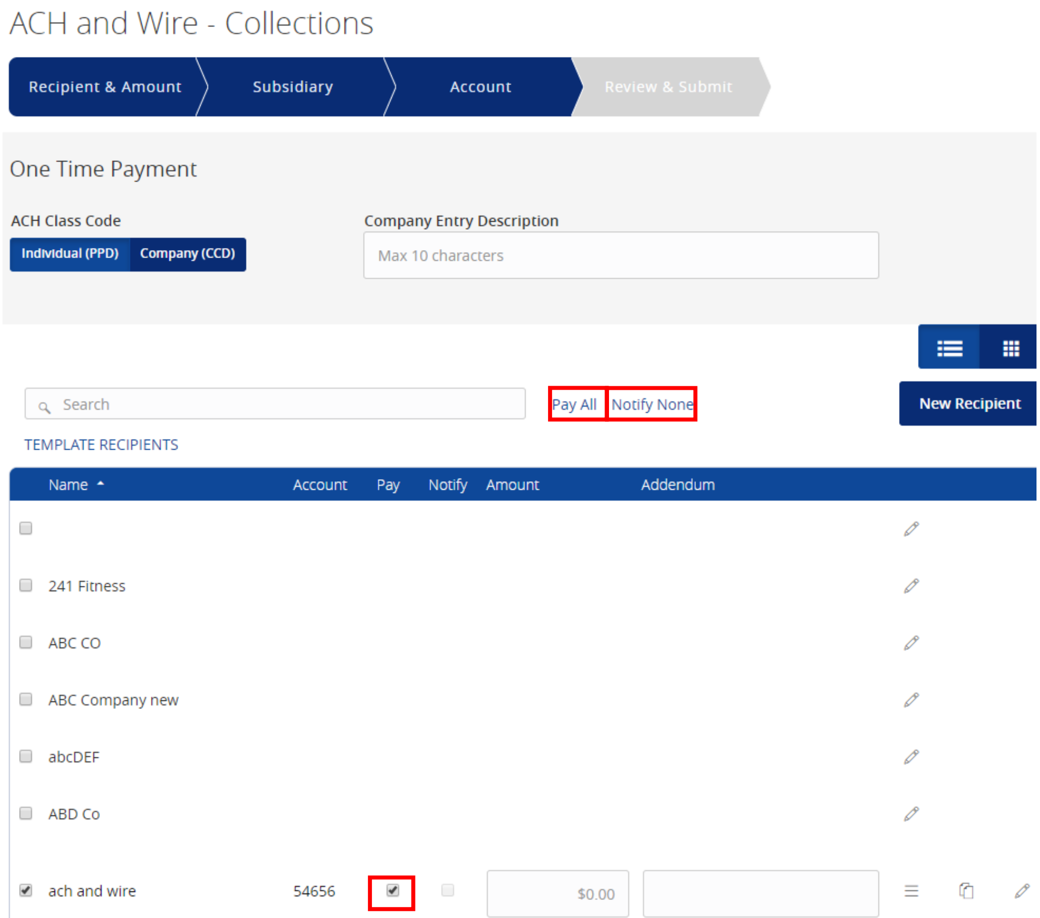
1. Click on the pencil icon next to the desired ACH template.



2. Confirm the Template Name and User Access.
3. Click the 'Next' button at the bottom of the screen or 'Recipient & Amount' in the workflow ribbon at the top of the page to move to the next step.

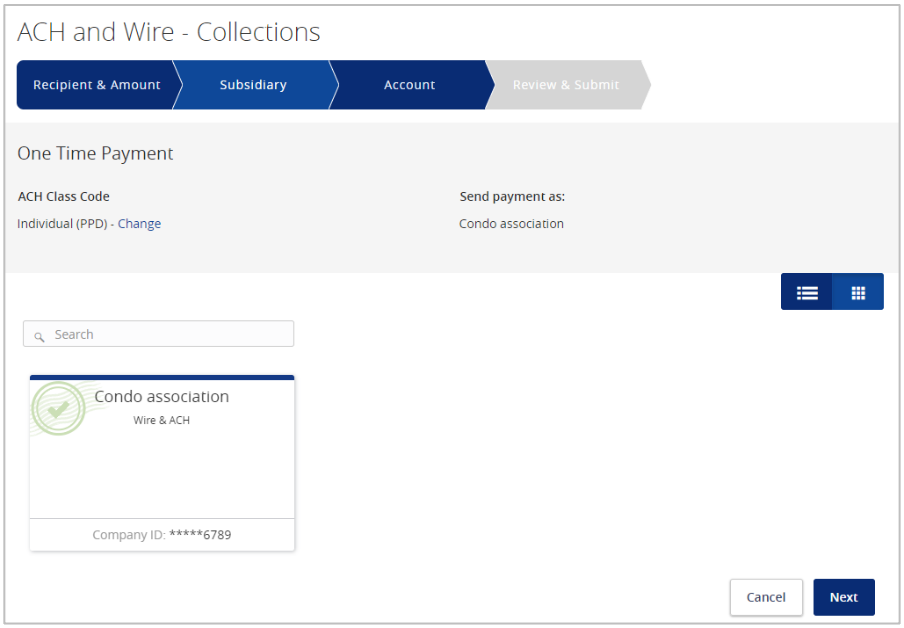


4. Designate the recipients to be included in the ACH file by checking the boxes in the 'Pay' column. The 'Pay All' link selects all for large numbers of recipients. Please note that the notify box is defaulted on. The 'Notify None' link unchecks this option for large number of recipients.
5. Enter the dollar amount for the recipient's selected to pay.



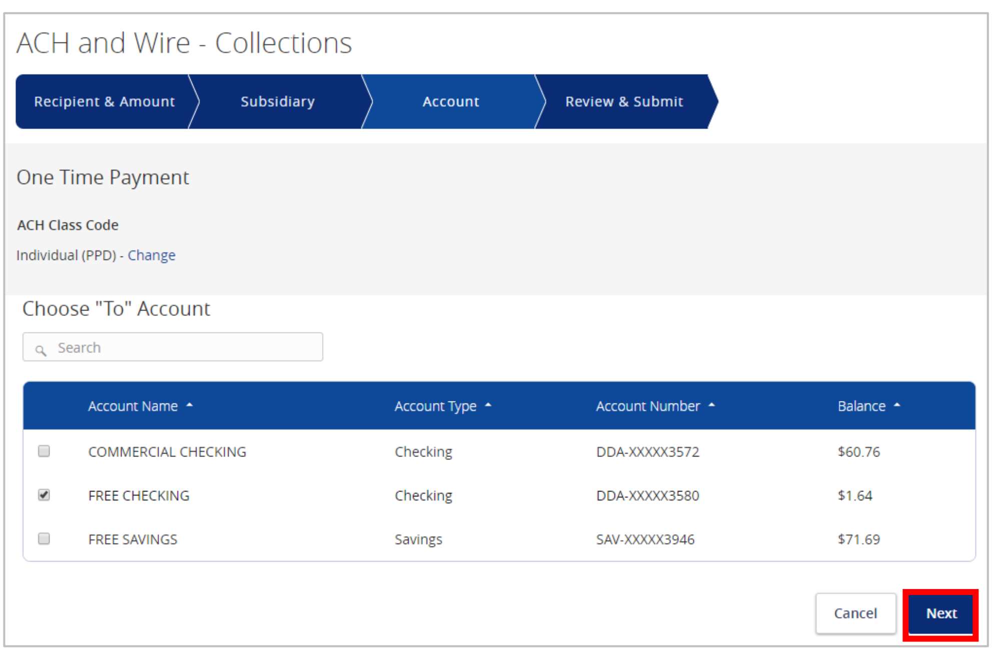
6. Click the ‘Next’ button at the bottom of the screen or ‘Subsidiary’ in the workflow ribbon at the top of the page to move to the next step and confirm the account to be used for the ACH file.

NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.



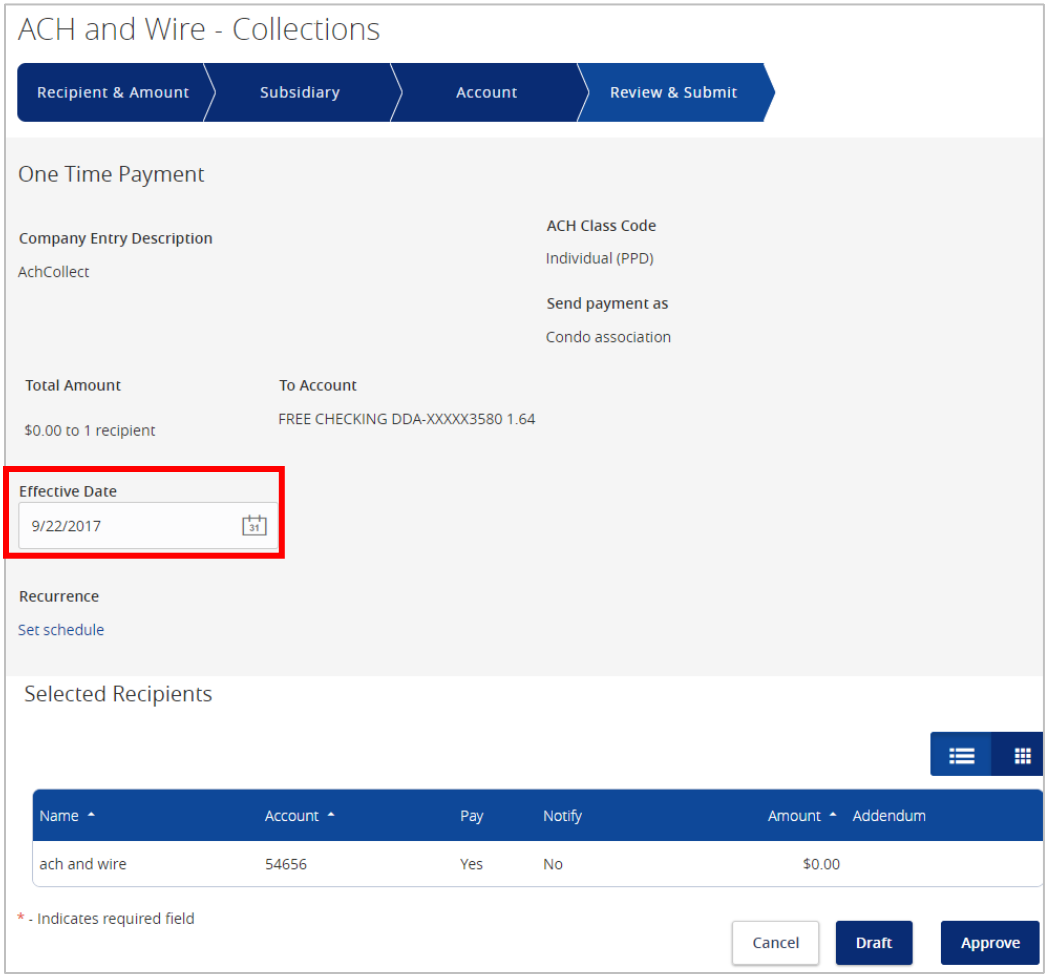
7. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

8. Click the ‘Next’ button at the bottom of the screen or ‘Account’ in the workflow ribbon at the top of the page to move to the next step and confirm the account to be used for the ACH file.



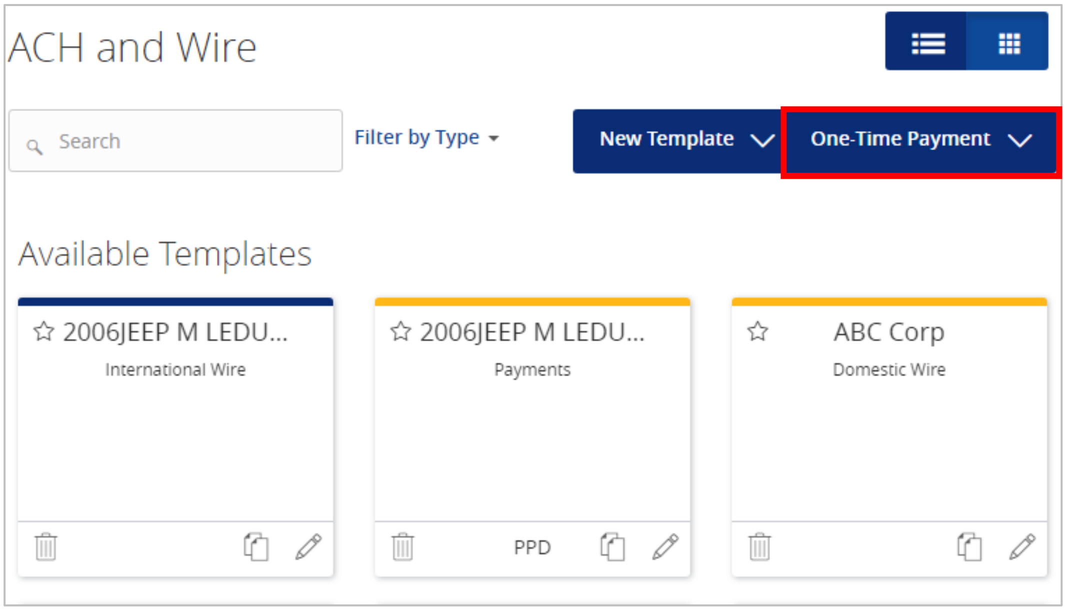
9. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step

10. Select the 'Effective Date' of the file and, depending on access, click ‘Draft’ or ‘Approve.’

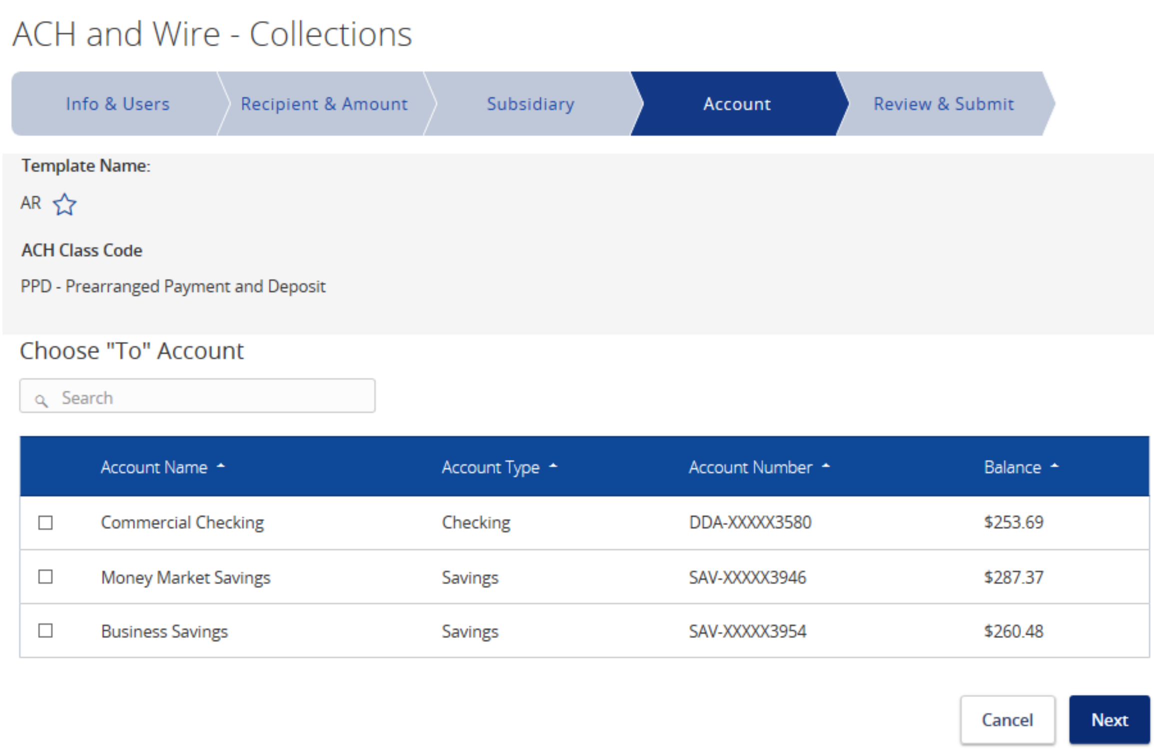


Creating a One-Time ACH Transaction

1. Select the ‘ACH and Wire’ option under the ‘Commercial’ menu.
2. Click the ‘One-Time Payment’ button and select the desired type of ACH transaction.

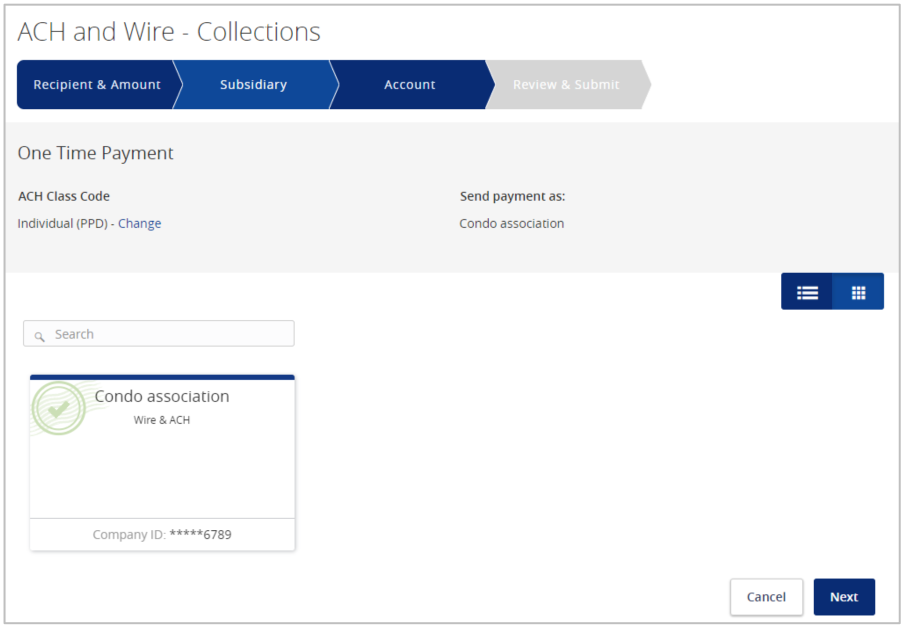


3. The ‘Recipient & Amount’ screen allows the user to select which recipients are tied to the transaction and designate a dollar amount for each.



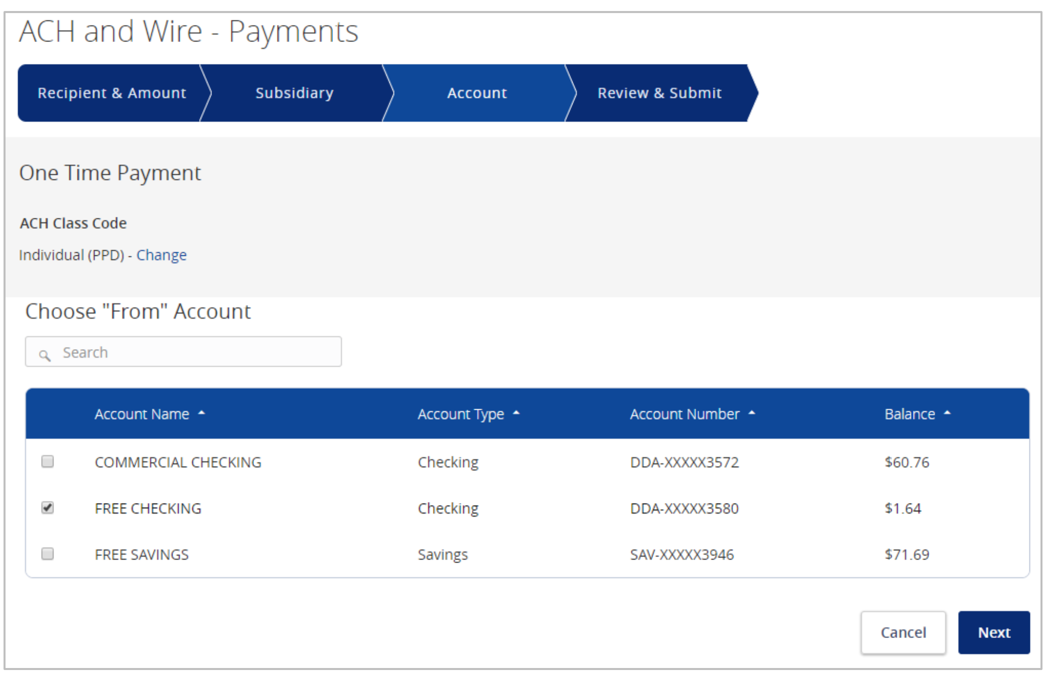
4. Click the 'Next' button at the bottom of the screen or 'Subsidiary' in the workflow ribbon at the top of the page to move to the next step.

   NOTE: Subsidiaries are only applicable for a business with multiple companies that can initiate payments. This screen will not appear if you only have one subsidiary.



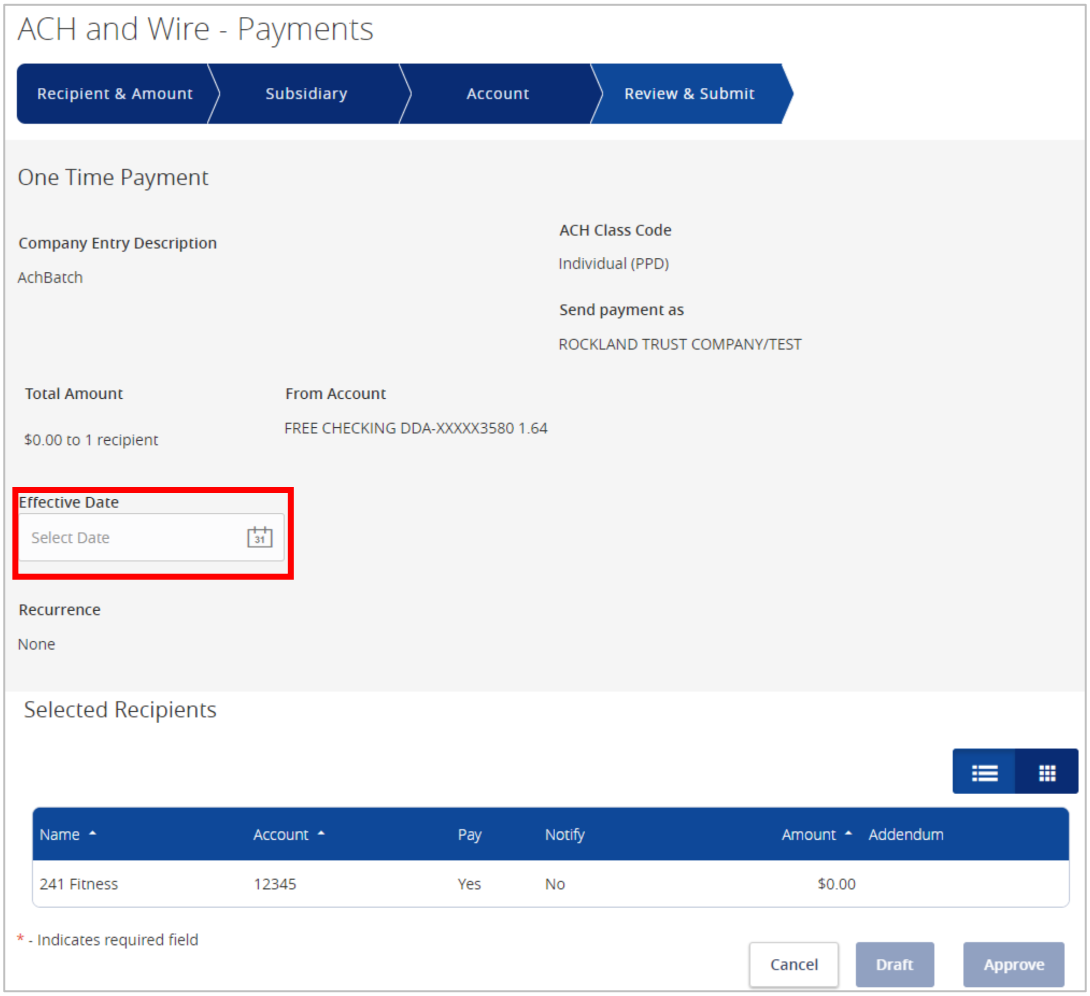
5. If applicable, select the subsidiary that will be used to initiate the payment, and match the account that will initiate the payment to/from.

6. Click the 'Next' button at the bottom of the screen or 'Account' in the workflow ribbon at the top of the page to move to the next step.



7. Click the ‘Next’ button at the bottom of the screen or ‘Review & Submit’ in the workflow ribbon at the top of the page to move to the next step

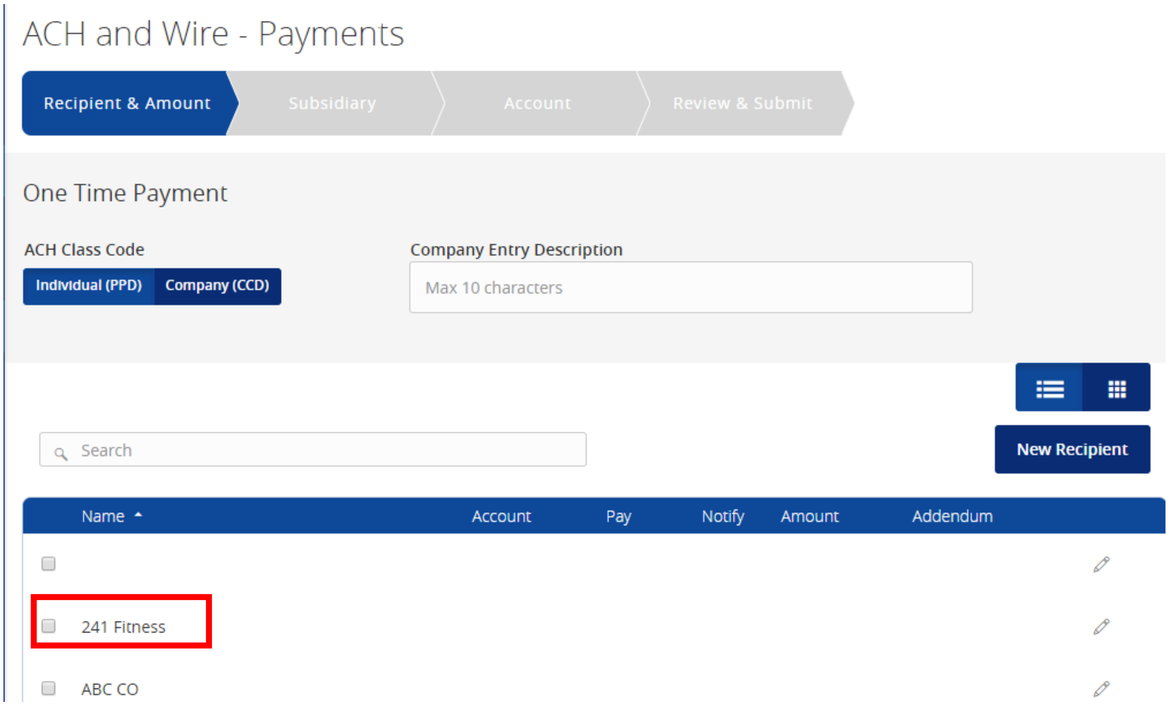
8. Select the effective date of the file and, depending on access, click ‘Draft’ or ‘Approve.’



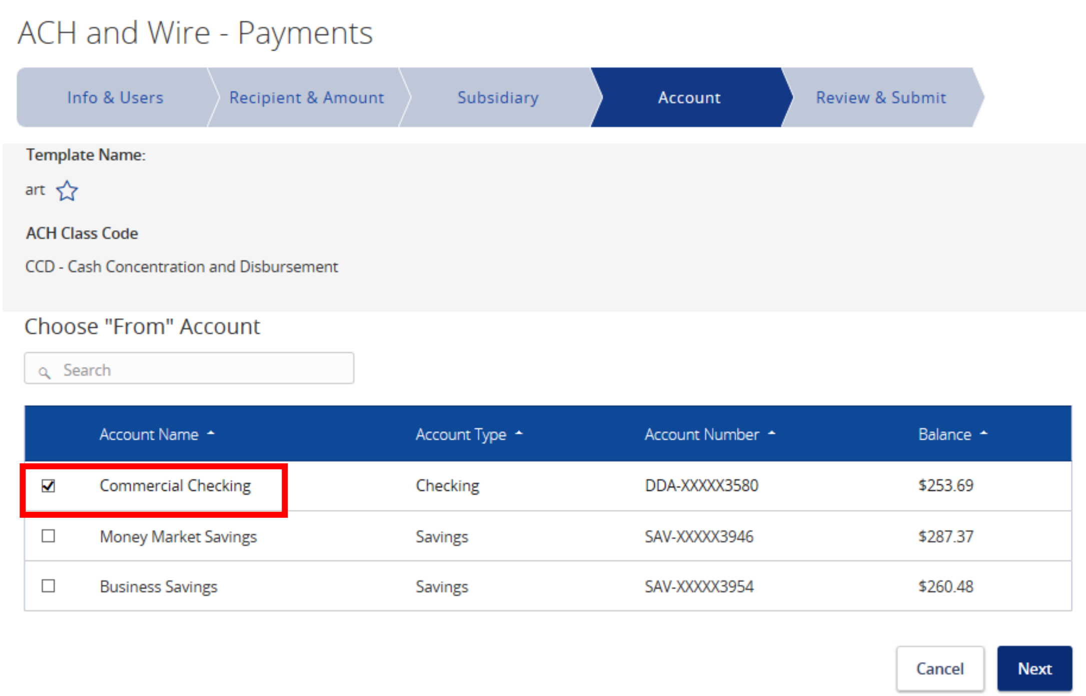
Multiple Account (Normal)

This option allows the user to select multiple accounts for one recipient.

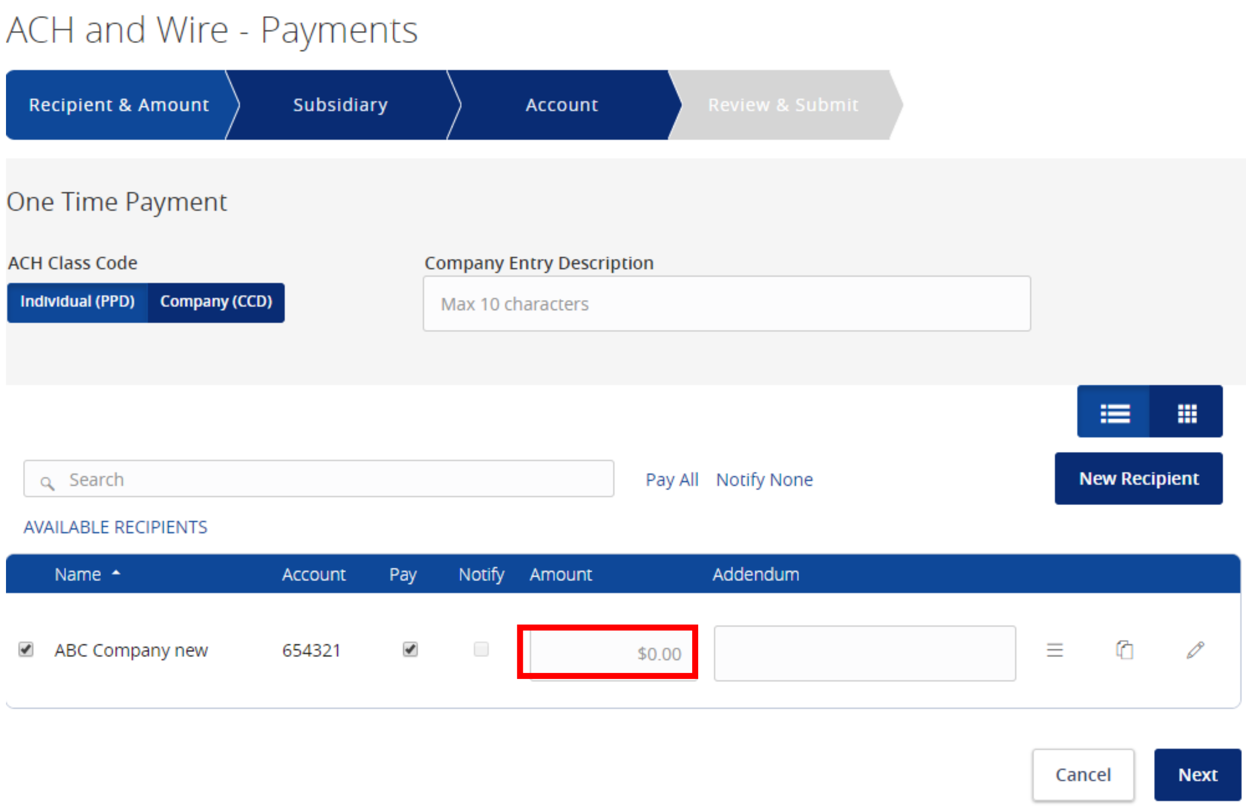
1. Select the recipient to be linked to the commercial template or payment.



2. Select the 'Normal' option above the listing of accounts.
3. Designate the account(s) to be included by selecting the check box(es).



4. Enter the dollar amount for each account.

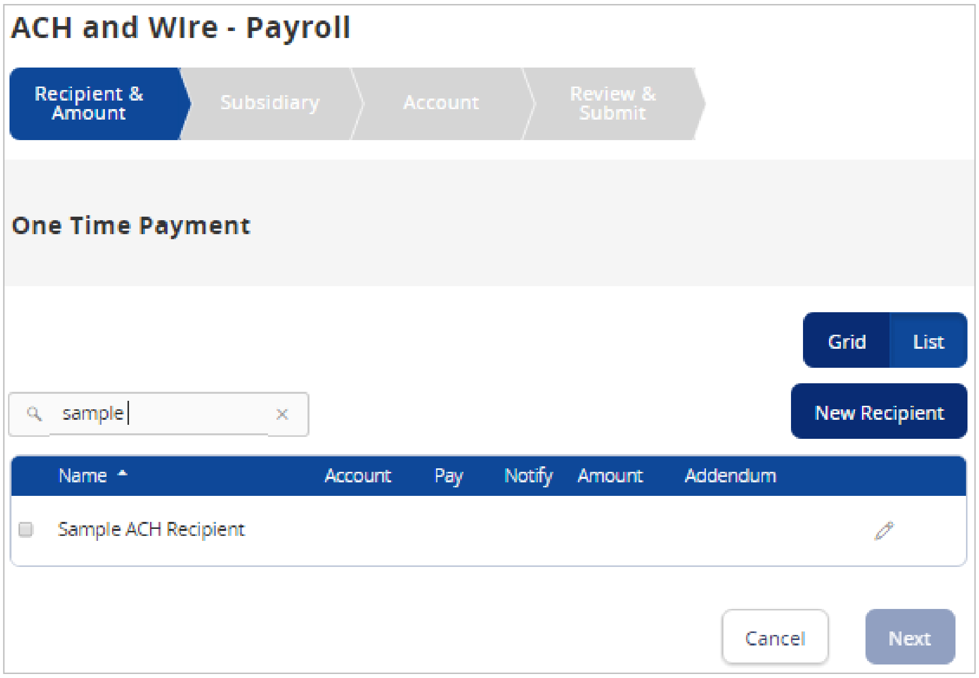


Split Transactions

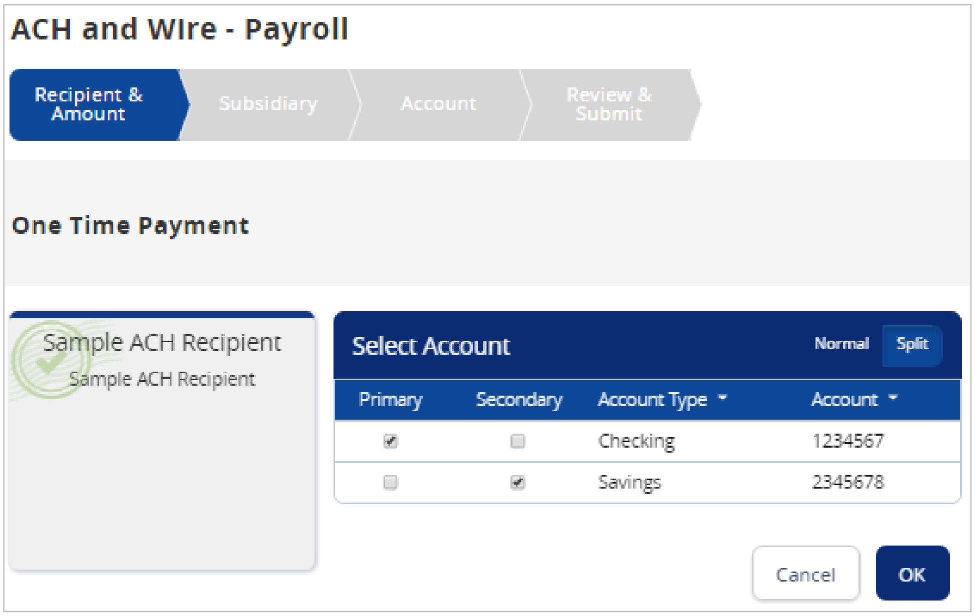
Multiple Account (Split)

NOTE: This option allows the user to designate a total dollar amount and then designate a primary and secondary account(s) to distribute the funds. This option is only available for Payroll transactions.

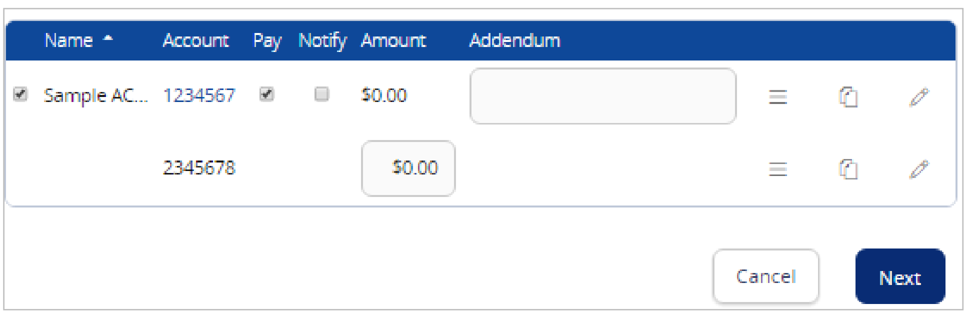
1. Select the recipient to be linked to the commercial template or payment.



2. Select the ‘Split’ option above the listing of accounts.
3. Designate the Primary account and Secondary account(s) by selecting the check boxes.

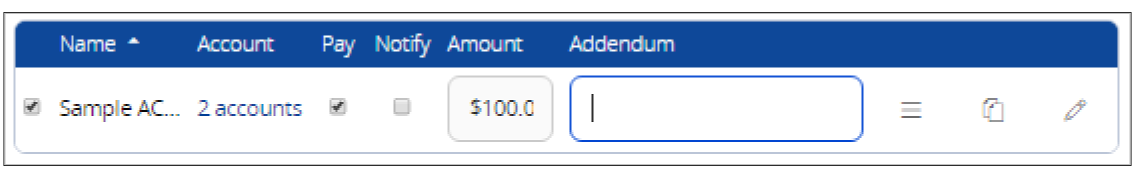


4. Click on the blue primary account link.



Enter the total amount of the ACH transaction.

Click on the ‘2 accounts’ link.



5. Enter the dollar amount for the secondary account.

NOTE: The primary account amount will automatically decrease accordingly.