

User Guide ACH

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Create Payment ACH Template

To create an ACH payment template, complete the following:

1. Click Make ACH Payment / Manage Templates located in the ACH section of the Transfer and Payments page. The Make ACH Payment / Manage Templates page will appear on screen:

Welcome Reports •	Transfeis an	d Payments 💌 🗛	count Services 👻 🧳	Administration 👻		
Naka ACH payment / Nanage templates Collect money via ACH / Manage templates Approve ACH transactions	Ma Send defini	the ACH Pa	yment / Mar plate Complete unsub	age Templates	s mplate Maintain file import	
Approve ACH templates	Ava	ilable Templates				
View completed ACH transactions	(To view or edit templale details, click the template name.)			Show only templates for:	All Servces	•
Upload ACH transactions		Template Name	Request Type	Debit Account	Company Name/ID	
View file status / Approve ACH files	۲	FED TAXES	Fodoral Tax	*2910 PETTY CASH	WEBER WELDING CO/987235125	
View uploaded ACH files	0	FUNDING	PFD Payment	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
	۲	Largo template	PPD Payment	*2910 - PETTY CASH	COPPER WORKS/987042222	
Quick Links:	0	STATE TAXES	State Tax	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
Manage next scheduled requests	Co	ntinue				

2. Click Create a template. The Add Template page will appear:

Business eBanking			Disclosures Help Sign Off
Welcome Reports - Tra	insiers and Payments 🔻 Account S	Services 💌 Administration 💌	
Make ACH payment / <u>Manage templates</u> Collect money via ACH / Manage templates Approve ACH transactions Approve ACH transactions	Add Template Send money using an existing AC Template Information	<u>H template</u>	
View completed ACH transactions Upload ACH transactions View file status / Approve ACH files View uploaded ACH files	Template name: Request type: Company name/ID: Template description:	(information that will be given to the transaction's recipies	nta.]
Guick Links. Manage next scheduled requests	Debit account: Maximum transfer amount	S 3,000.00 (Per detail account)	
	Continua		

3. Complete the following fields:

Fields	Description
Template name	Name of the ACH Send
	Money template, up to 20 characters. Tip: Name this something that makes sense to you. For example: One
	Time Club Fees, Monthly Dues, etc.
Request type	Select the type of ACH from the drop down menu.
Co. Name/ID	Select ACH company name and Id from the drop down list
Template description	Further identify the transactions included in the template.
Debit account	The account the debit is originating from.
Max. Transfer Amount	Enter the maximum transfer amount, which is the maximum amount that any detailed transaction in the
	category can be.

4. Click Continue. The Add Template Destination Accounts page appears:

Business e-Banking ACH User Guide

Nake <u>ACH payment /</u> Nanage templates	Add Tem	plate Des	tination A	count	s		
Collect money via ACH / Manage templates	Send money using	an existing ACF	template				
Approve ACH transactions Approve ACH templates	Template Info	rmation				Edit header	information
View completed ACH transactions	Template ran	e.	Corp Payroll				
Upload ACH transactions	Request type		PPD Payment				
View file status / Approve	Company nan	no/ID:	WEBER WELD	NG CO/9872	36125		
ACH files	Template des	cription:	payroll				
View uploaded ACH files	Debt account	t	*2910 - PETTY (*2910 - PETTY CASH			
Quick Links:	Maximum tra	nsfer amount:	\$3,000.00				
Manage next scheduled requests	Credit/Destina	ation Account	ts			<u>im</u>	oort Details
	These are the deta account informatio the exchange of el AEA/TRC	I accounts which a from external file ectronic ACH tran <u>Account</u>	will receive the reco is, click "Import Deta sactions. To enter a <u>Account Type</u>	rded amount v ails." ABA nur valid ABA nu Name	when a payment request is mbers must be for financial mber, search for an author Detail ID (optional)	transmitted. To ad lorganizations auth ized financial institu Default Amount	d detail orized for ticn (optional)
	BANALESING AND		Checking 🔫			5	0.00
	AEA search					-	
	Additional informa	tion (optional):					
					Total.		\$0.00

5. Complete the following fields for each credit/destination account:

Fields	Description
ABA/TRC	Enter the American Banking Association (ABA) number or transit routing code (TRC).
Account	Enter the appropriate account number.
Account Type	Select either CHECKINGS or SAVINGS.
Name	Enter the Name of the account that should be credited. Spanish characters can be included in ACH files.
Field	Description
Detail ID (optional)	Enter an ID, which is an end user assigned identification number that defines the party being credited. It could be an employee, account, or member number. For example, if this is a payroll, the identification number might be the employee number.
Default Amount (optional)	Enter the appropriate default amount, which should be equal or less than the Maximum Amount.
Additional Detail	Enter detail account information.

Tip: The edit function will display once the ACH entry has been added.

- 6. For each additional destination account click Add Additional Detail Row, repeat step five.
- 7. Click Save template. The Template Confirmation page will appear.

Note: If you have assigned your users with multiple approvals for templates, the next step would require approval. How to approve template additions, modifications, and deletions is discussed in the Multiple Approvals for Templates section of the guide.

Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH transactions Approve ACH templates View completed ACH transactions	Template The following te Sond money using Template Info	Print this page				
transactions Upload ACH transactions View file status / Approve ACH files <u>View uploaded ACH files</u> Quick Links: Manage next scheduled requests	Template nar Request type Company nar Template des Debit accoun Maximum tra	ne: :: me/ID: scription: it: insfer amount:	Corp Payroll PPD Payment WEBER WELDIN payroll *2910 - PETTY CA \$3,000.00	G CO/987235125 ASH		
	Credit/Destin	ation Accou	nts			
	ABA/TRC	Account	Account Type	Name	Detail ID	Default Amount
	275071301	*4040	Checking	Carl Client		\$0.00
	Addtional information					
	275071301 Additional informa	*1920 aton:	Checking	Cari Client		\$0.00
					lotal:	\$0.00

Making an ACH Payment

To make an ACH payment, complete the following:

1. Click the Make ACH Payment / Manage Templates. The Make ACH Payment/Manage Templates page will appear.

Velcome Reports v Tra	nsfers an	d Payments 🔻 🛛 Ac	count Services 💌 🧳	Administration 🔻		
Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH transactions Approve ACH templates	Ma Sent defn Ava	ake ACH Pa I meney without a tem itlors	yment / Mar plate Complete unsub	iage Template	S emplate <u>Maintain fila import</u>	
View completed ACH transactions	(Te v	view or edittemplate details	; click the template name.)	Show only templates for: All Services		
Upload ACH transactions		Template Name	Request Type	Debit Account	Company Name/ID	
View file status / Approve	0	Corp Payroll	PPD Payment	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
View uploaded ACH files	C	FED TAXES	Federal Tax	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
	0	FUNDING	PPD Payment	72910 - PELLY CASH	WEBER WELDING CO/987235125	
Ouick Links:	C	Large template	PPD Payment	*2910 - PETTY CASH	COPPER WORKS/987042222	
Manage next scheduled requests	۲	STATE TAXES	State Tax	*2910 PETTY CASH	WEBER WELDING CO/987235125	
	Co	ntinue				

- 2. In the Available Templates list, select for the appropriate template.
- 3. Click Continue. The Make ACH Payment page will appear.

usiness <mark>eBanking</mark>				Disclosure	s Help Sig
elcome Reports v Tran	nsfers and Payments V Acco	ount Services 💌 Administrati	on 🔻		
Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH transactions Approve ACH templates	Make ACH Pay The Tax Type Code informati legal advice. For more inform Send money with a different	on is presented as received from ration, please consult your tax ad template <u>View your ACH limits</u>	applicable Federal or State authorities and d visor.	oes not constitute	
View completed ACH transactions	Template Information			Edi	t this template
Jpload ACH transactions View file status / Approve ACH files View uploaded ACH files	Template name: Request type: State: Taxpayer name/ID:	STATE TAXES State Tax Wisconsin WEBER WELDING CO/987235	125		
Quick Links: Manage next scheduled requests	Template description: Debit account: Maximum transfer amount: Effective date:	TAXES *2910 - PETTY CASH \$5,000.00 (Per detail account) 07 / 31 / 2014 (mm/dd/yyyy)	1		
	Control amount (optional): Tax Payment Informa	S 0.00 (Maximum value for the entire temp	iate)		Save as draft
	These are the accounts whic submitting it for transmit, clic	h will receive the recorded amour ck "Save as draft."	it when a tax payment request is transmitted	l. To save this request v	without
	ID Number Period End	d Date <u>Tax Type</u>	Description	<u>Select all</u> <u>Amount</u>	 <u>Deselect all</u> Zero Tax Due
	967031234 07 / 3 (mm/dd/yyyy)	0 / 2014 01211	Estimated Tax - Trusts	\$ 0.00	
		Amount type: T	Tax Total: Variance amount: (Difference between Control amount and Total.)	0.00 \$0.00 \$0.00	
	Continue				
How Do I Terms	FAQs				

Tip: You will not be able to use certain transactions if the prenote timeframe has not lapsed. This only applies to financial organizations using prenotes. The pending prenote activation will display next to the account if it is in a prenote status.

4. Complete the following fields:

Fields	Description
Effective Date	Accept the default or change the effective date of
	the transactions.
Control Amount	Enter the control amount for the transfer, which is
	the expected total of all entered detail transaction
	amounts.
Amount	Enter the transfer amount for each detail
	transaction.
Additional Information	Enter detail account addenda information.

Approve ACH Transactions

If Submit for Approval was used in entering an ACH Payment, complete the following steps to Approve/Transmit:

1. Access the Approve ACH Transactions. The Approve ACH Transaction page appears:



- 2. Select the ACH template to transmit or click Select all.
- 3. Click Continue. The Verify ACH Transaction Approval page will appear:

Business <mark>eBank</mark> ir	g						Disc	slosures Help Sil	in O
Welcome Reports 👻	Transfers and Payments	- Account Se	nices 💌 Ad	ministratio	n •				
Make ACH payment / Manage templates Collect money via ACH / Manage templates	Verify AC	CH Transa	ction Ap	prova	al				
Approve ACII transactions	Requests Se	lected for App	roval/Transr	nit				Change selections	
Manage templates View your ACH Inits • Approve ACH transactions Requests Selected for Approval/Transmit Approve ACH templates (Te view detrils or delate a request, clici the account.) View completed ACH transactions Account Template Name 7/913 - 7/913 -									
View completed ACH transactions	Account	Template Name	Request Type	Amount	Effective Date	Entered By	Entry Date	Approval Status	
Upload ACH transactions View file status / Approve	<u></u>		PPD Payment	\$341.81	01/21/2014	ADMIN	01/17/2014	U of 1 received Ready to transmit	
ACH files									
View uploaded ACH files	Transmit								
Quick Links:									
Manage next scheduled requests									

4. Click Transmit. The ACH Transaction Approval Confirmation page will appear.

Copying an ACH Payment Templates

To copy an existing ACH payment template, complete the following:

1. Access the Make ACH Payment / Manage Templates. The Make ACH Payment / Manage Templates page will appear.

Velcome Reports 💌 Tra	nsfers an	d Payments 🔻 Ac	count Services 💌 🧳	Administration 💌		
Make ACH payment/ Manage templates Collect money via ACH / Manage templates Approve ACH transactions Approve ACH templates	Ma Senc defn	ake ACH Par I monoy without a tom Itions illable Templates	yment / Mar plate Complete unsub	lage Template: mitted lequests Create a te	S emplate <u>Maintain fila import</u>	
View completed ACH transactions	(To view or edittemplate details, click the template name.)			Show only templates for:	All Senices	•
Upload ACH transactions	Template Name		Request Type	Debit Account	Company Name/ID	
View file status / Approve	<u> </u>	Corp Payroll	PPD Payment	2910 - PETTY CASH	WEBER WELDING CO/987235125	Construction of the
View uploaded ACH files	C	FED TAXES	Federal Tax	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
	Ċ	FUNDING	PPD Payment	72910 - PELLY CASH	WEBER WELDING CO/987235125	
Quick Links:	C	Large template	PPD Payment	2910 - PETTY CASH	COPPER WORKS/987042222	
Manage next scheduled requests	C	STATE TAXES	State Tax	*2910 PETTY CASH	WEBER WELDING CO/987235125	
	PA 16.1.10					

2. Select the Link for the name of the template to be copied. The View Template Details page appears:

Nanage templates	View Template De	tails			Print this page
Manage templates	New selection Use this template	View your ACH Imits			
Approve ACH transactions Approve ACH templates	Template Information		Ed	it template Co	v template • Delete template
View completed ACH transactions	Template name:	Corp Payrol			
Upload ACH transactions	Request type:	PPD Payment			
View file status / Approve	Company name/ID:	WEBER WELCING	G CO / 987235125		
ACH files	Template description:	payroll			
New uploaded ACH files	Dable assessed	*2910 DETTY CA	SH		
	LIPOIT ACCOUNT:	2010 - 66111 - 68			
	Maximum transfer amount:	53.000.00			
Quick Links:	Maximum transfer amount:	\$3,000.00			
Quick Links: Marage next scheduled requests	Maximum transfer amount:	\$3,000.00	I	Download this ten	nplate as: CSV file 💌 Go
Quick Links: Manage next scheduled requests	Displaying 1 - 2 of 2 details <u>Print a</u>	53,000.00 nts	1	Download this ten	nplate as: CSV file Go Previous 1 Next
Quick Links: Manage next schaduled requests	Displaying 1 - 2 of 2 details <u>Print a</u>	53,000.00 nts <u>Account Type</u>	Name	Download this ten <u>Detail ID</u>	nplate as: CSV file Go Previous 1 Next Default Amount
Quick Links: Manage next schaduled requests	Displaying 1 - 2 of 2 details <u>Print a</u> <u>ABA/TRC</u> <u>Avcount</u> 275071301 *1920	53,000.00 nts <u>Account Type</u> Checking	<u>Name</u> Cari Client	Downioad this ter <u>Dotail ID</u>	nplate as: CSV file Go Previous 1 Next Default Amount S0.00
Quick Links: Manage next scheduled requests	Displaying 1 - 2 of 2 details <u>Print a</u> <u>ABA/TRC</u> <u>Account</u> 275071301 *1920 Additional information:	53,000.00 nts il dataile <u>Account Type</u> Checking	<u>Namu</u> Cari Client	Download this ten Detail ID	nplate as: CSV file Go Previous 1 Next Default Arrivount \$0.00
Quick Links: Manage next scheduled requests	Displaying 1 - 2 of 2 details <u>Print a</u> <u>ABA/TRC</u> <u>Account</u> 275071301 *1920 Additional information: 275071301 *4040 Additional information:	53,000.00 nts il dataile <u>Account Type</u> Checking Checking	Namu Cari Client Carl Client	Download this ten	nplate as: CSV file Go Prevous 1 Next Default Arriount S0.00 S0.00
Quick Links: Marage next schaduled requests	Displaying 1 - 2 of 2 details <u>Print a</u> Credit/Destination Account Displaying 1 - 2 of 2 details <u>Print a</u> <u>ABA/TRC</u> <u>Account</u> 275071301 *1920 Additional information: 275071301 *4040 Additional information:	53,000.00 nts <u>Account Type</u> Checking Checking	Name Cari Client Cari Client	Download this ten	nplate as: CSV file Go Previous 1 Next Default Amount S0.00 S0.00 Template Total: \$0.00

3. Click the Copy Template link. The Copy Template page appears:

eicome Reports 🔻 Tra	and December	Assessed Card	and a dari	-intention -					
	ansfers and Payments 🔻	Account Serv	ces 🔻 Admi	histration ¥					
Make ACH payment / Manage templates Collect money via ACH / Manage templates	Copy Temp Template being copied	late d: Corp Payroll							
Approve ACH transactions	View current template	details View y	our ACH limits						
Approve ACH templates									
View completed ACH transactions	Template Inform	ation							
Upload ACH transactions									
View file status / Approve	Template name:								
ACH files	Request type:		PPD Pay	ment					
View uploaded ACH files	Company name/	ID:	WEBER	WELDING CO/98	7235125 🔻				
	Template descrip	ntion:	payroll						
uick Links:	i onipiaco accorri		(Information	that will be given to t	he transaction's re	cipients, e.g. Payroll, Gas Bill.)			
Manage next scheduled requests	Debit account:		PETTY	CASH - *2910 🛛 🔻					
	Maximum transfe	Maximum transfer amount: 5 3,000.00							
			(Per detail:	account)					
	Credit/Destinati	on Accounts	5				Imp	ort Details	
	These are the detail a information from exter	ccounts which v rnal files, click "I actions. To enter	vill receive the re mport Details." A a valid ABA nur	corded amount wh IBA numbers must nber, search for an	en a payment re t be for financial authorized fina	equest is transmitted. To ad organizations authorized fo ncial institution.	d detail account r the exchange (of	
	Displaying 1 - 2 of 2 (lataile				Set all amounts to: a	Dravio	Change	
	electronic ACH trans	letails		Account		Set all amounts to: \$	Previo	Change us 1 Next	
	electronic ACH trans Displaying 1 - 2 of 2 of ABA/TRC	letails	Account	Account Type	Name	Detail ID (optional)	Previo Default	Change us 1 Next t Amount optional)	
	Displaying 1 - 2 of 2 of ABA/IRC Remove 27507130 search	letails	Account 18881920	Account Type Checking •	Name Cari Client	Detail ID (optional)	Previo Default (Change ous 1 Next t Amount optional) 0.00	
	Displaying 1 - 2 of 2 of ABA/TRC Remove Additional informatio	letails 1 <u>ABA</u> n (optional):	Account 18881920	Account Type Checking •	Name Cari Client	Detail ID (optional)	Previo Default (Change ous 1 Next t Amount optional) 0.00	
	Displaying 1 - 2 of 2 of ABA/TRC Remove 27507130 search Additional informatio Remove 27507130 search	fetails 1 <u>ABA</u> n (optional): 1 <u>ABA</u>	Account 18881920 99494040	Account Type Checking • Checking •	Name Cari Client Carl Client	Detail ID (optional)	Previo Default S S	Change nus 1 Next t Amount optional) 0.00	
	Displaying 1 - 2 of 2 of ABA/TRC Remove 27507130 search Additional informatio Remove 27507130 search Additional informatio	fetails I ABA n (optional): I ABA n n (optional): I	Account 18881920 99494040	Account Type Checking • Checking •	Name Cari Client Carl Client	Detail ID (optional)	Previo Default S S	Change ius 1 Next t Amount optional) 0.00 0.00	
	electronic ACH transc Displaying 1 - 2 of 2 of ABA/TRC Remove 27507130' search Additional information Remove 27507130' search Additional information Additional information Additional information	details	Account 18881920 99494040	Account Type Checking • Checking •	Name Cari Client Carl Client	Detail ID (optional)	Previo Default \$ \$ \$ Template To	Change ius 1 Next t Amount optional) 0.00 0.00 0.00	
	electronic ACH transc Displaying 1 - 2 of 2 of ABA/TRC 27507130: search Additional information Remove 27507130: search Additional information Additional information Additional information Additional information	I ABA n (optional): 1 ABA n (optional):	Account 18881920 99494040	Account Type Checking • Checking •	Name Cari Client Carl Client	Detail ID (optional)	Previo Default S S S Template To Previo	Change ius 1 Next t Amount optional) 0.00 0.00 otal : \$0.00	
	electronic ACH transc Displaying 1 - 2 of 2 of ABA/TRC 27507130: search Additional information Remove 27507130: search Additional information Additional information Additional information Additional information	details I ABA n (optional): I ABA I n (optional): I	Account 18881920 99494040	Account Type Checking • Checking •	Name Cari Client Carl Client	Detail ID (optional)	Previo Default (S S S Template To Previo	Change ius 1 Next t Amount optional) 0.00 0.00 otal : \$0.00	

- 4. Type a template Name, and make any necessary changes.
- 5. Click Save changes. The Template confirmation page will appear.

Editing ACH Templates

To edit an existing template, complete the following task:

- 1. From the Transfers and Payments tab, click Make ACH Payment / Manage Templates. The ACH Payment / Manage Template page will appear.
- 2. Click the Template Name to be edited. The View Template Details page appears:

Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH transactions Assess ACH completion	View Template De Now selection Use this template Template Information	Edit template	Print this page Copy temptate • Delete template	
Approve ACH templates View.completed.ACH transactions Upload ACH transactions View file status / Approve ACH files View uploaded ACH files	Template name: Request type: Company name/ID: Template description: Debit account:	Corporate Paymen PPD Payment WEBER WELDING payroll *2910 - PETTY CA	ts 3 CO / 987235125 SH	
Quick Links: Manage next scheduled requests	Maximum transfer amount: Credit/Destination Account Displaying 1 - 2 of 2 details Print a	\$3,000.00 nts	Download t	his template as: CSV file 💌 Go Previous 1 Next
	ABA/TRC Account	Account Type	Name Detail	1D Default Amount
	275071301 *1920 Additional information:	Checking	Cari Client	\$0.00
	275071301 ^4040 Additional information:	Checking	Carl Client	\$0.00
				Template Total: \$0.00
				Previous 1 Next

3. Click Edit Template. The ACH Send Money Setup – Edit Template page appears:

usiness <mark>eBanking</mark>						Disclosures	Help S
elcome Reports 💌 Tran	nsfers and Payments 💌 Account Servi	ces 🔻 Adm	inistration 🔻				
Make ACH payment / Manage templates Collect money via ACH / Manage templates Approve ACH transactions Approve ACH templates View completed ACH transactions Upload ACH transactions View file status / Approve ACH files	Edit Template Template changes will affect scheduler longer impacted by changes to the tem <u>View current template details View yr</u> Template Information Template name:	d requests that and a sector of the sector o	are based on the te reate it. yroll	implate. Once a i	request is in Transmit statu	is, it is no	
/iew uploaded ACH files	Request type: Company name/ID:	WEBER	ment WELDING CO/98	7235125 💌			
Quick Links: Manage next scheduled requests	Template description:	payroll (Informatio	n that will be given to t	he transaction's rec	ipients, e.g. Peyroll, Gas Bill.)		
scheduled requests	Debit account: Maximum transfer amount:	S (Per detail	CASH - *2910 - 3,000.00 account)				
	Credit/Destination Accounts	vill receive the re	corded amount wh	en a payment red t be for financial d	quest is transmitted. To ad	imp d detail account r the exchange	port Details
	electronic ACH transactions. To enter	a valid ABA nu	mber, search for an	authorized finan	cial institution. Set all amounts to: 5		Change
	Displaying 1 - 2 of 2 details Search	Details	Account		Detail ID	Previo	us 1 Next t Amount
	ABA/TRC	Account	Туре	Name	(optional)	(optional)
	Remove 275071301 ABA search	18881920	Checking -	Cari Client		s	0.00
	Additional information (optional):						
	Remove 275071301 ABA search	99494040	Checking -	Carl Client		5	0.00
	Additional information (optional):					Template Te	otal : \$0.00
	Add additional detail row					Previo	ous 1 Next
	Continue						

4. Complete the changes as required.

Note: You can change the template information or the Credit/Destination Account information.

5. Click Continue. The Verify Template page will appear:

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Manage templates	Verify Template					
Collect money via ACH / Vanage templates	The green () indicates that a value	e has charged, or that	a credit/destination ac	count has been adde	d to the	
Approve ACH transactions	compose .					
Approve ACH templates	The red (X) indicates that that a cr	edit/destination account	it has been removed fro	om the template.		
View completed ACI1 transactions	Template Information					
Upload ACI I transactions	Template mornauon					
View file status / Approve ACH files	Template name:	Corporate Paymer	nts			
View uploaded ACH files	Request type:	PPD Payment				
	Company name/ID:	WEBER WELDING CO / 987235125				
Quick Links:	Template description:	payroll				
Manage next	Debit account:	"2912 - CHECKIN	G 3			
scheduled requests	Maximum transfer amount: \$4,000.00					
	Credit/Destination Accour	nts		View	vedits View all details	
	Displaying 1 - 2 of 2 details				Previous 1 Next	
	ABA/TRC Account	Account Type	Name	Detail ID	Default Amount	
	275071301 *1789	Checking	Cari Customer		\$50.00	
	Additional information:					
	275071301 *4040 Additional information	Savings	Carl Client		\$75.00	

6. Click Save changes. The template confirmation page will appear:

Nanage templates Collect morey via ACH / Nanage templates <u>Approve ACH transactions</u> Approve ACH templates	Template Confirm The following template has be Send money using this template	nation en saved successfully Send money using an	•. existing ACH tempate	View your ACH limits	Print this page	
View completed ACH transactions	Template Information					
Upload ACH transactions						
View file status / Approve ACH files	Template name:	Corporate Paym	ents			
View uploaded ACH files	Request type:	PPD Payment				
	Company name/ID:	WEBER WELDI	NG CO / 987235125			
Onick Linke:	Template description:	payroll				
Manage next	Debit account.	12912 - CHECKI	NG 3			
scheduled requests	Maximum transfer amount: \$4,000.00					
	Credit/Destination Accou	unts				
	Displaying 1 - 2 of 2 details Print	all details			Previous 1 Next	
	ABA/TRC Account	Account Type	Name	Detail ID	Default Amount	
	275071301 *1789	Checking	Carl Customer		\$50.00	
	Additional information:					
	275071301 *4040 Additional information:	Savings	Carl Client		\$75.00	

Importing an ACH File into a Template.

To import a file into a template, complete the following tasks:

- 1. From the Transfers and Payments, Click Make ACH Payment / Manage Template. The Make ACH Payment / Manage Templates page appears.
- 2. Click the template name which will receive the import information. The View Template Details page will appear.
- 3. Click Edit Template. The Edit Template page will appear.



4. Click Import Details. The Import Detail Account Information / Manage File Definitions page appears:

elcome Reports 🔻 Tra	nsfers and Payments Acco 	aunt Services Acministration	
Make ACH payment / Manage templates Collect morey via ACH / Manage templates Approve ACH transactions	Import Detail A Add a file definition Manually File Definitions	ccount Information / Mana	ge File Definitions
Approve ACI I templates	(To view, edt, or delete a fie cefnil	tion, click a file defnition name)	
transactions	Name	Description	Request Type
Upload ACH transactions	© <u>NACHA</u>	National Automated Clearing House A format	ssociation file
ACH files	O TEST	ACH PAYMENTS	PPD Payment
View uploaded ACH files			
	Continue		
tuick Links.			
Manage next			

5. Select the File Definition and Click Continue. The Select File to Import page appears.

Collect money via ACH /	Select File	e to import
Manage templates	New selection	
Approve ACH transactions Approve ACH templates	File Import Inf	ormation
View completed ACH transactions	Service name:	PPD Fayment
Upload ACH transactions	Definition name:	NACHA
View file status / Approve ACH files	Description: File type:	National Automated Clearing House Association file format Fixed
View uploaded ACH files	Match records by:	ABA/TRC Account number Account type
Quick Links:		Account name
Manage next scheduled requests		
	File to import:	Browse
	Update by:	 Adding new and updating existing transactions Adding new transactions cnly Updating existing transactions
	Import file	Delete existing and add new transactions

- 6. Indicate file to import and update feature. Click Import File. The File Import Confirmation page appears.
- 7. Return to the Edit Template page to edit the individual line entries from the imported file.
- 8. Click Save Changes. The File Import Confirmation page appears.

Business e-Banking ACH User Guide

Deleting an ACH Payment Request

To delete an ACH payment request, complete the following.

Note: If you process ACH payments using the Transmit box on the Entry page, do not have the option to delete the transfer requests in BeB. Those requests are processed immediately.

1. Access the Approve ACH Transactions Selection page:

/elcome Report	Trans	sfers and Payments 💌	Account Services 👻	Administration 💌				
Make ACH payme Manage templates	nt /	Approve A	CH Transacti	ons				
Collect money via Manage templates	ACH /	All approvals must be	received for a request be	fore it will be transmitted.				
Approve ACH transactions		View your ACH limits						
Approve ACH temp	lates	Requests Awaiti	ng Approval/Trans	mit				
View completed A transactions	ж	Requests without a ch Select all • Deselect	neckbox have already bee t all	en approved by you.		(To view d	etails or delete a	request, click the account.)
Upload ACH trans	ctions	Account	Template Na	me Request Type	Amount Effective Date	Entered By	Entry Date	Approval Status
View file status / A ACH files	pprove	E <u>*2911 - CHECK</u>	(ING 2	PPD Payment	\$1,500.00 08/06/2014	ADMIN	08/05/2014	0 of 1 received Ready to transmit
View uploaded AC	H files			Total:	\$1,500.00			
Quick Links: Manage next scheduled reques	s	Continue						
Manage alerts								

2. Click the Account link of the ACH transaction that need to be deleted. The Approve ACH Transaction page will appear.

elcome	Reports 🔻	Transfers and Payments 💌	Account Services	Administration 👻					
Make AC Manage t Collect m Manage t	H payment / emplates oney via ACH / emplates	Approve AC	CH Transact	ion			Print this page		
Approve transacti	ACH ons	Template Informa	ation				<u>Delete request</u>		
Approve A	ACH templates	Tomplato namo:							
View com transactio	pleted ACH	Request type:	PPD Payment						
Upload A	CH transactions	Company name/ID:	WEBER WELDING	CO / 987235125					
View file s	status / Approve	Template description	: Funding2						
ACH files		Debit account:	Debit account: *2911 - CHECKING 2						
View uplo	aded ACH files	Effective date:	08/06/2014						
Quick Link	(S:	Credit/Destinatio	on Accounts						
Manage	next	ABA/TRC	Account	Account Type	Name	Detail ID	Amount		
Manage	alerts	063113727	*4567	Checking	Rick Recipient		\$1,500.00		
manage	arono					Total:	\$1,500.00		

3. Click Delete Request. The Verify ACH Transaction Deletion page will appear.

Busines	ss <mark>eBanki</mark> r	ng					Disclosures Help Sign Off
Welcome	Reports 💌	Transfers and Payments	Account Services	Administration 👻			
Make AC Manage t Collect m Manage t Approve transact	CH payment / templates noney via ACH / templates e ACH ions	Verify ACH You have selected the	Transaction	n Deletion to be deleted. Once o	completed, the request cannot be	e recovered.	Print this page
Approve / View con transaction Upload A View file ACH files View uploa	ACH templates npleted ACH ons ACH transactions status / Approve s baded ACH files	Template name: Request type: Company name/ID: Template description Debit account: Effective date:	PPD Payment WEBER WELDING Funding2 *2911 - CHECKING : 08/06/2014	CO / 987235125 2			
Quick Lin Manage	ks: next	Credit/Destinatio	on Accounts				
schedule	ed requests	ABA/TRC	Account	Account Type	Name	Detail ID	Amount
Manage	alerts	063113727	*4567	Checking	Rick Recipient		\$1,500.00
						То	tal: \$1,500.00
		Approval History Approval status: 0 of 1	/ Information received - Ready to tra	ansmit			
		Action		User ID	Date		
		Enter Request		ADMIN	08/05/2014 01:46:00 PM (ET)		
		Delete Do not	delete				

4. Click Delete. A confirmation page will appear.

Setting Up a One Time ACH Payment- Send Money without a Template

To set up a One Time ACH payment, complete the following:

1. Click Make ACH Payment / Manage Template from the Transfers and Payments tab. The Make ACH Payment / Manage Templates page will appear:

Business <mark>eBanking</mark>					Disclosures H	elp Sig
Welcome Reports 🔻 Tra	nsfers an	d Payments Accc	unt Services 💌 🖌	Administration 💌		
Make ACH payment / Manage templates Collect money via ACH / Manage templates	Ma	ake ACH Payı money without a templa	ment / Man	age Templates nitted requests Create a te	S mpate <u>Vaintain file import</u>	
Approve ACH transactions						
Approve ACH templates	Ava	ilable Templates				
View completed ACH transactions	(To v	iew or edit template details, ci	ick the template name.)	Show only templates for:	All Services	•
Upload ACH transactions		Template Name	Request Type	Debit Account	Company Name/ID	
View file status / Approve	0	Corp Payroll	PPD Payment	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
View uploaded ACH files	\odot	Corperate Payments	PPD Paymert	*2912 - CHECKING 3	WEBER WELDING CO/987235125	
	0	FED TAXES	Federal Tax	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
Quick Links:	0	FUNDING	PPD Paymert	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
Manage next	0	Large template	PPD Payment	*2910 - PETTY CASH	CCPPER WORKS/987042222	
scheduled requests	0	STATE TAXES	State Tax	*2910 - PETTY CASH	WEBER WELDING CO/987235125	
	Co	ntinue				

2. Click Send money without a template. The Make ACH Payment without a Template page will appear.

Welcome Repor	ts 🔻 Ti	ransfers and Payments 👻 A	Administration				
 Make ACH paym Manage templat Collect money via Manage template: Approve ACH tran Approve ACH tem 	ACH / s sactions plates	Make ACH Pa Send money using a temp Template Information	ayment without a Template plate View your ACH limits on				
View completed ACH transactions Upload ACH transactions		Template name (optional	l): (To save this request as a template, enter a template name.)				
View file status / Approve ACH files View uploaded ACH files		Request type:	CCD Payment (Corporate)				
		Company name/ID:	WEBER CONSTRUCT/987041111 -				
Quick Links:		Template description:	(Information that will be given to the transaction's recipients, e.g. Payroll, Gas Bill.)				
Munck Links: Manage next scheduled requests	sts	Debit account: Maximum transfer amou	CHECKING 2 - *2911 Int: \$ 500.00 (Per detail account)				
		Effective date:	08 / 01 / 2014 (mm/dd/yyyy)				
		Continue					

- 3. Complete the fields as required.
- 4. Click Continue. The Add Payment Details page will appear.

Note: If a template name is used the template will be saved for future use.

Business <mark>eBank</mark> i	ng					Disclosures	Help Sign (
Welcome Reports 👻	Transfers and Payments 💌	Account Services 👻	Administratio	on 🔻				
Make ACH payment / Manage templates Collect money via ACH / Manage templates	Add Payme	nt Details emplate View your ACH	<u>i limits</u>					
Approve ACH transaction	Template Information	Template Information						
Approve ACH templates View completed ACH transactions Upload ACH transactions View file status / Approve ACH files View uploaded ACH files	Template name: Request type: Company name/ID: Template description: Debit account: Maximum transfer an	Template name: Request type: CCD Payment Company name/ID: WEBER CONSTRUCT/987041111 Template description: 082014 Debit account: *2911 - CHECKING 2 Maximum transfer amount: \$5.00.00						
Quick Links: Manage next scheduled requests	Effective date:	08 / 01 (mm/dd/yyyy) mal): S (intended value :	/ 2014 0.00 for the entire temp	late)				
	Credit/Destinatio	Accounts swhich will receive the r ns authorized for the ex- institution. Do not process d Send details with	ecorded amoun change of elect letails with amo amounts of \$0	it when a payme ronic ACH trans ounts of \$0.00 .00 as payments	nt request is transmitted. actions. To enter a valid A s	ABA number BA number	ers must be , search for	
	ABA/TRC	Account Number	Account Type	Name	Detail ID (optional)		Amount	
	<u>ABA search</u> Additional informatio	on (optional):	Checking 🝷			\$	0.00	
	Add additional detail ro	w			T Variance ame (Difference between C amount and T	fotal: ount: control Total.)	\$0.00 \$0.00	
	Continue							

- 5. Complete the fields as required.
- 6. Click Continue. The Verify Payment page will appear.
- 7. Click Transmit to approve and transmit the request. The Payment Confirmation page will appear.
- 8. Click Submit for approval to submit the template into the Approve ACH Transaction queue. The Payment Confirmation page will appear.

Note: If Submit for approval is used, the ACH Transmit task needs to be completed to transmit the payment.

Viewing Completed ACH Transactions

To view history of ACH payments, complete the following:

1. In the ACH section of the Transfers and Payments section, click the View Completed ACH Transactions link. The Search Completed ACH Transactions page will appear.



- 2. Choose the accounts for which you want to view history.
- 3. Choose the Date Type.
- 4. Enter the desired date or date range.
- 5. Click Generate Report. The Completed ACH Transactions page will appear.

elcome	Reports 💌	Transfers and Payments 💌	Accoun	t Services 💌	Administr	ation 💌			
Make ACH Manage te Collect mo Manage te	l payment / mplates mey via ACH / mplates	Completed	АСН	Transac	tions				Print this page
Approve ACH transactions Approve ACH templates View completed ACH transactions Upload ACH transactions		(To view details, click the a	account) te Name	Request Type	Amount	Effective Date	Transmitted By	Transmit Date	Confirmation
		<u>*2912 -</u> <u>CHECKING</u> 3		PPD Payment	\$50.00	07/30/2014	ADMIN	07/29/2014	3463763225
View file s ACH files	tatus / Approve	*2912 - CHECKING FED TA	(ES 710	Federal Tax	\$600.00	07/11/2014	ADMIN	07/10/2014	2748638799
View upload	ided ACH files			Total:	\$650.00				
Quick Links	3:]							
Manage r schedule	ext I requests								

6. If necessary, click the Account link to view details. The Completed ACH Transaction Detail page appears:

Note: The Info Icon ($^{\textcircled{0}}$) represents Pre Note information in history or deleted templates.