

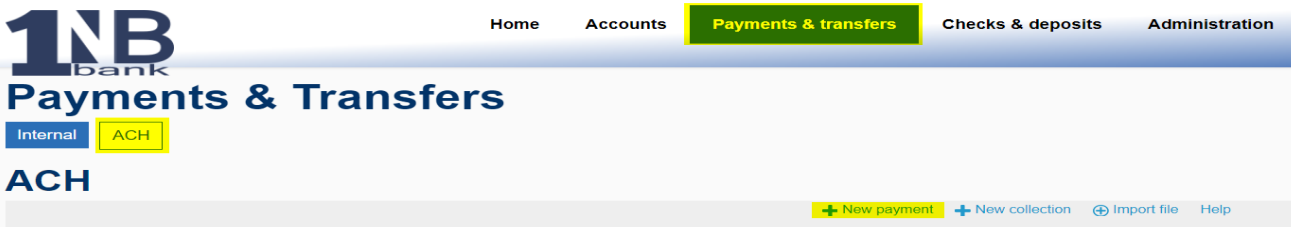
How do I setup a new ACH Transfer or Template?

First determine whether to use a template or not. Template should be used when there is only one individual payee/payor in an ACH Transfer AND the ACH Transfer is not set to a schedule. Template will be available from the first page of online banking or quick edit and approval.

If you have an ACH that contain multiple payees/payors OR an ACH Transfer needs to be placed on a recurring schedule, then create a New ACH Transfer.

Steps to create a New ACH Transfer.

1. Go to the ACH primary page by clicking Payments & transfer from Menu header, then ACH box, change radio button selected to New ACH Transfer, select the appropriate type, then click Submit.



2. Enter in the details of the ACH Transfer. If Recurring, please be sure to change the Recurring Frequency. Before clicking "Process" or "Save" make sure the Total Credit and Total Debit amounts are the same. By choosing "Process" you are saving the ACH Transfer and Scheduling the ACH Transfer to process. If you select Save only, this will only save your changes, the ACH Transfer is not scheduled to process.

The screenshot shows the 'New ACH - Payroll (PPD)' form. The form is divided into several sections. The top section contains fields for 'Description', 'Effective Date', 'Recurring Frequency' (set to 'None'), 'Total Credit Amount' (\$0.00), 'Total Debit Amount' (\$0.00), 'Transfer Type' (Payroll), and 'Tax Identification Number' (Ms Stacy Daycare[xxxxxx5138]). The middle section is 'Transfer From' with a table for selecting accounts. The bottom section is 'Transfer To' with a table for selecting employees. The 'Process' button is highlighted in green. The 'Save' and 'Cancel' buttons are also visible.

3. You should now see you newly created ACH Transfer in the Inquire ACH Transfer list as being "Pending Origination". You will see one for "Recurring Entry" as well if you selected the frequency to recur.

Steps to create a New ACH Template. (Used for individual payee/payor Transfer, not on a recurring schedule.)

1. Follow Step 1 from above to navigate to the primary ACH window.
2. Select ACH Transfer Template, then Submit, next on the Template List gray line, click the Page with the Green + sign to create a new template.

ACH Transfer Template
ACH File Import Template
Review ACH Template

Submit

Template List

3. Select which type of transfer template to create, then Submit.

New Template

ACH Type: Payroll (PPD)

Submit Cancel

4. Complete the ACH details, then click Save.

ACH

New ACH - Payroll (PPD) Template

Template Name: [] Recurring Frequency: None

Tax Identification Number: []

Template Group: [] Template Type: Payroll

Amount Range: [] To []

User Access

Transfer From

Hold	Account	Default Amount	Description	
<input type="checkbox"/>	[]	[]	[]	X

Transfer To

Hold	Employee Name	Employee ID	Account Number	Account Type	R/T Number	Default Amount	Description	
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X
<input type="checkbox"/>	[]	[]	[]	(None)	[]	[]	[]	X

Save Cancel

5. You are not done, this is not scheduled to be processed yet.
6. From the homepage of online banking, you can now see the template show up on the right-hand menu area. Expand the ACH by clicking Show. If you have more than one template, there will be a drop-down selection. Easily make your edit to the Date to process and the dollar amount to send, click Preview ACH, then Complete ACH.

Pay Or Transfer

Internal

Show ▾

ACH

Hide ▲

Template name *

[Redacted]-Payroll ▾

Date *

1/30/2019  SELECT

Last available date is Mar 13, 2019

Amount *

452.00

Payment information

[Empty text box]

* Indicates required field

Preview ACH

Pay Or Transfer

Internal

Show ▾

ACH

Hide ▲

Description

[Redacted] Payroll

From account

[Redacted] XXX [Redacted]

To account

Checking [Redacted]

Routing transit: [Redacted]

Date

Jan 30, 2019

Amount

\$452.00

Payment information

Complete ACH

Edit

Cancel

7. Make sure your ACH Transfer is ready to send to us. There are two places you can check. From the homepage of online banking, under Payments and Transfer, Issued.

Payments & Transfers

Review (0)

Show ▼

Issued (2)

Hide ▲

ACH

Description	Status	Amount
[Redacted]	Pending	1,080.00
[Redacted]	Pending	1,130.00

8. Or from the ACH Primary Window, do an Inquire ACH Transfer search. From this search results you should see an ACH Transfer for "Pending Origination".

[Redacted]	02/01/2019	\$1,080.00	\$1,080.00	Pending Origination
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