

IB_266

Contents

Approving an ACH Batch	2
Approving a Tax Payment	12
Manual ACH Batch Creation	19
Creating an ACH Batch from a Pre-Existing ACH Template	50
Uploading an ACH File	81
Managing ACH Templates	103

Approving an ACH Batch

Approving an ACH batch can be done through multiple methods. You can either click on the "ACH" menu item within the menu on the left side of the screen or click on the ACH batches section of the Overview on the landing page. On the Overview section of the digital banking landing page, you will be able to see how many ACH batches are scheduled and how many of those batches are awaiting approval.



ACCOUNTS	INFO
OVERVIEW	
Next 7 day	ys →
ACH BATCHES	
batch awaiting approval 2 scheduled	>
TAX PAYMENTS	
payment awaiting approv 1 scheduled	val >
WIRE TRANSFERS	
4 wires awaiting approval 6 scheduled / 0 rejected	×
POSITIVE PAY	
3 exceptions awaiting app	proval >
≡ =\$ Menu Transfers	Locations



The next screen you will see will include all Scheduled ACH Batches and Tax Payments (Approved, Unapproved, and Saved for Later batches) and ACH History. Under the ACH Batches section you will be able to see the status of an ACH batch, as well as the name, effective date, and credit/debit totals. By clicking on the pencil icon in the top right corner of the ACH batches section you can enable multi approval/unapproval from this screen. To approve batches one by one, you can click on an individual ACH batch from this list.





SAVED BATCHES	HISTORY	TAX PAYN	IENTS
ACH BATCHES		+	^
N	lext 7 days	→	
Approve		Unapprove	
Updated:	Sep 27, 2018 9	:29:06 AM	C
UNAPPROVED Batch2 Effective: 10/04/2018		\$165.00 \$0.00	I
SAVED FOR LATER Batch3 Effective: 10/04/2018		\$122.00 \$0.00	:
APPROVED Batch1 Effective: 10/01/2018		\$144.00 \$0.00	:
A	PPROVE A	u	
≡ =€		•	8

Clicking on an ACH batch from this list will take you to the ACH Batch detail screen. Here you can see the individual detail records contained within the batch, as well as various other informational fields. Near the middle of the screen, you will see the status of the batch (whether it is approved or unapproved). By clicking on the status, you can change the status to either approve or unapproved a batch. This change will be reflected on the prior screen as well as on the Overview section of the landing page.

	EDIT ACH BATCH	:
Batch Status: AP	PROVED	
Details	Recipients	Schedule
TOTALS		۵
CREDITS (1)		\$10.00
DEBITS (1)		\$30.00
BATCH NAME TEST		
COMPANY ALLEN JR C	OMPANY	÷
OFFSETTING *Test Accou	ACCOUNT Int ****901	÷
ENTRY DESCR	IPTION	
The entry descript description of the "Payroll" or "Divide	ion is used by the origina transaction for the receiv end")	tor to provide a /er (For example
	SAVE	



Approving a Tax Payment

Approving a Tax Payment can be done through multiple methods. You can either click on the "ACH" menu item within the menu on the left side of the screen or click on the Tax Payments section of the Overview on the landing page. On the Overview section of the digital banking landing page, you will be able to see how many Tax Payments are scheduled and how many of those Tax Payments are awaiting approval.





The next screen you will see will include all Scheduled ACH Batches and Tax Payments (Approved and Unapproved) and ACH History. Under the ACH Batches section you will be able to see the status of a Tax Payment, as well as the Form Number, effective date, company, and payment amount(s). By clicking on the pencil icon in the top right corner of the ACH Batch section you can enable multi approval/unapproval from this screen. To approve Tax Payments one by one, you can click on an individual Tax Payment from this list.





Clicking on a Tax Payment from this list will take you to the Tax Payment detail screen. Here you can see in the details associated with the Tax Payment. Near the middle of the screen, you will see the status of the Tax Payment (whether it is approved or unapproved). By clicking on the status, you can change the status to either approve or unapprove a Tax Payment. This change will be reflected on the prior screen as well as on the Overview section of the landing page.

FORM: 9	941		
Unapproved			÷
COMPANY Company12	2		
PAYMENT A Checking *0	CCOUNT 1779		
AMOUNT \$185.00 (55) Withhold	ing		
PAYMENT D 10/03/2018	ATE		
■ Menu	ΞŞ Transfers	Locations	Profile



Manual ACH Batch Creation

With the change to the new business banking user interface, you will find new steps for manually scheduling ACH batches. To begin creating a new ACH batch, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.



Page 19



This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "New ACH Batch" will take you through the manual ACH batch wizard.



	NEW ACH BATCH	×
W	hat would you like to do?	
ACH	NEW ACH BATCH Create a new ACH batch	
(→ CH CP	NEW BATCH FROM TEMPLATE Create a new ACH batch from an existing template	
ACH	UPLOAD A FILE Upload a delimited or NACHA formatted ACH file	
ACH	MANACE ACH TEMPLATES Create and edit ACH batch templates	

The first step in creating a new ACH batch is entering the necessary header information, including:

- 1 Batch Name
- 2 Company
- **3** Offsetting Account

- 4 Entry Description
- 5 Discretionary Data
- 6 Entry Class

< NEW ACH BATCH	×
BATCH NAME	required
COMPANY	required
OFFSETTING ACCOUNT	required
ENTRY DESCRIPTION	required
The entry description is used by the originator to description of the transaction for the receiver (Fo "Payroll" or "Dividend")	provide a or example
DISCRETIONARY DATA	
Discretionary data includes reference informatio the originator	n for use by
ENTRY CLASS	required →
The entry class defines the type of ACH entries of the batch	contained in
ADD RECIPIENTS →	

Once all required fields have been filled out, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

< NEW ACH BATCH X
BATCH NAME TEST BATCH
COMPANY PUPPY SUPPLY INC
OFFSETTING ACCOUNT *Test Account *****901 →
ENTRY DESCRIPTION TEST ENTRY
The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")
DISCRETIONARY DATA TEST DATA
Discretionary data includes reference information for use by the originator
ENTRY CLASS Telephone-Initiated Entry (TEL)
The entry class defines the type of ACH entries contained in the batch
ADD RECIPIENTS →

The next step in creating a new ACH batch is adding recipients (also known as detail records) to the batch. There are two ways to accomplish this. The first way includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second way includes the "+ Add

Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

< ADD REC	CIPIENTS :
Detail records can be created a manually by selecting "+ Add I "+ Add Participant(s)" will pro- participants that can be added	and added to the batch Detail Record(s) ". Selecting vide a list of pre-created I to the batch.
+ Add Detail Record(s)	+ Add Participant(s)
YOU HAVE NOT ADD	ED ANY RECIPIENTS
Credits (0) \$0.00	Debits (0) \$0.00
SCHEDULE	ватсн →

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

- 1 Full Name
- 2 Identification Number
- 3 Amount
- 4 Transaction Type Credit or Debit
- **5** Prenote (if a prenote is needed)
- 6 Routing Number
- 7 Account Number
- 8 Account Type
- 9 Payment Related Information (Addenda Information)

10 Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

CREATE NEW DETAIL RECORD
FULL NAME
IDENTIFICATION NUMBER
This is an identifying number by which the receiver is known to the originator
amount \$0
Transaction Type: Credit Debit
Prenote O
ROUTING NUMBER
ACCOUNT NUMBER
SAVE

CREATE NEW DETAIL RECORD

×

receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

ACCOUNT NUMBER

ACCOUNT TYPE

<

required →

required

required

PAYMENT RELATED INFORMATION

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

NOTIFY VIA EMAIL

Enter an email address, for recipient to be notified of ACH batch processing.

SAVE & ADD ANOTHER

SAVE

Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to schedule the batch, you can click "Schedule Batch" at the bottom of the screen, taking you to the schedule screen.

CREATE NEW DETAIL RECORD X
receiving financial institution to ensure validity of the account information for this detail record.
ROUTING NUMBER 111300958
ACCOUNT NUMBER 84886551
ACCOUNT TYPE Checking
PAYMENT RELATED INFORMATION PAYMENT INFO TEST
Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction
NOTIFY VIA EMAIL TEST@EMAIL.COM
Enter an email address, for recipient to be notified of ACH batch processing.
SAVE & ADD ANOTHER
SAVE

Page 29

< ADD REC	CIPIENTS	:
Detail records can be created a manually by selecting " + Add I " + Add Participant(s) " will pro- participants that can be added	and added to the batch Detail Record(s) ". Selecting vide a list of pre-created I to the batch.	
+ Add Detail Record(s)	+ Add Participant(s)	
TEST DETAIL ID: 80932532 DETAIL RECORD	\$109.65 111300958 84886551	:
Credits (1) \$109.65	Debits (0) \$0.00	
SCHEDULE	ВАТСН →	

Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.



If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1 Full Name
- 2 Identification Number
- 3 Email Address
- **4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing) When this field is enabled, an email address is required.

5 Universal Participant (Allows the participant to be used by all companies)

< ADD NEW PARTICIPANT X
FULL NAME
IDENTIFICATION NUMBER
EMAIL ADDRESS
Notify via Email O Send participant an email when any batches that participant is included in are submitted / processed. O Universal Participant O Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked will ensure this participant will only be available to
PARTICIPANT'S ACCOUNTS:
+ Add Accounts
SAVE PARTICIPANT

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:

- 1 Account Name
- 2 Account Type (Checking, Savings, GL, or Loan)
- 3 Account Number
- 4 Routing Number

ADD PARTICIPANT ACCOUNT		×
ACCOUNT NAME	required	
	required	
ACCOUNT TYPE	÷	
	required	
ACCOUNT NUMBER		
	required	
ROUTING NUMBER		
SAVE ACCOUNT		
Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.

ADD NEW PARTICIPANT	· >
FULL NAME JOHN JONES	
IDENTIFICATION NUMBER 98956215	
EMAIL ADDRESS TEST@EMAIL.COM	
Notify via Email	
Send participant an email when any batches tha included in are submitted / processed.	t participant is
Universal Participant	e
Universal participants are available to use for A0 related to any of your companies. Leaving this o unchecked, will ensure this participant will only I use with the current company.	CH batches ption be available to
PARTICIPANT'S ACCOUNTS:	^
WORK ACCOUNT Checking / Acct #486841561 Routing 1111111	Remove
+ Add Accounts	
SAVE PARTICIPANT	

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.

< SELECT PARTICIPANTS X		
SEARCH FOR	Q	
JOHN JONES ID: 98956215	011111111 486841561 区	
UNIVERSAL ID: 45465565	111300958 151545	
+ Create New Participant & Add to Batch		
ADD SELECTED PARTICIPANTS →		

You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

Once all detail records and or participants have been added to the ACH batch and you are ready to submit the batch, you can click the "Schedule Batch" option at the bottom of the screen. This will take you to the next screen where you can schedule the batch, determining whether you would like it to be a one-time batch or a recurring batch. On this screen you can also select the effective date and whether you would like the batch to be paid before or after a holiday or weekend if the effective date falls on one of these days. When finished, you can click on the "Review Batch" button at the bottom of the screen, which will take you to the review screen for the ACH batch.









On the review screen, you will be able to see all details of the current ACH batch. This includes:

- 1 Header Information (Batch Name, Company Name, etc.)
- 2 Recipients (Detail Records)
- **3** Scheduling (Type and Effective Date)

4 Totals (Credits and Debits)

If all information contained within the review screen looks accurate, you can select to "Submit and Approve" (if you have access to approve your own batches), or to "Submit to Approver" if you require secondary approval before bank processing can occur.

STATUS	NEW
BATCH NAME	TEST BATCH
OFFSETTING ACCOUNT	*Test Account *****901
ENTRY DESCRIPTION	TEST ENTRY
COMPANY NAME	PUPPY SUPPLY INC
DISCRETIONARY DATA	TEST DATA
ENTRY CLASS Tel	ephone-Initiated Entry (TEL)
RECIPIENTS	~
DETAIL RECORD	TEST DETAIL / \$109.65
PARTICIPANT	UNIVERSAL / \$10.00
SCHEDULING	^
SCHEDULE TYPE	One-Time
EFFECTIVE DATE	11/8/18
HOLIDAY	Before
TOTALS	^
CREDITS (1)	\$109.65

< REVIEW	/ ВАТСН Х
BATCH NAME	TEST BATCH
OFFSETTING ACCOUNT	*Test Account *****901
ENTRY DESCRIPTION	TEST ENTRY
COMPANY NAME	PUPPY SUPPLY INC
DISCRETIONARY DATA	TEST DATA
ENTRY CLASS Tele	ephone-Initiated Entry (TEL)
RECIPIENTS	^
DETAIL RECORD	TEST DETAIL / \$109.65
PARTICIPANT	UNIVERSAL / \$10.00
SCHEDULING	~
SCHEDULE TYPE	One-Time
EFFECTIVE DATE	11/8/18
HOLIDAY	Before
TOTALS	^
CREDITS (1)	\$109.65
DEBITS (1)	\$10.00
APPROVE A	

	w ватсн X	
STATUS	NEW	
BATCH NAME	TEST BATCH	
OFFSETTING ACCOUNT	123 Checking *****601	
ENTRY DESCRIPTION	TEST ENTRY	
COMPANY NAME	PUPPY SUPPLY INC	
DISCRETIONARY DATA	TEST DATA	
ENTRY CLASS Te	lephone-Initiated Entry (TEL)	
RECIPIENTS	^	
DETAIL RECORD	TEST DETAIL / \$109.65	
PARTICIPANT	UNIVERSAL / \$10.00	
SCHEDULING	~	
SCHEDULE TYPE	One-Time	
EFFECTIVE DATE	11/8/18	
HOLIDAY	Before	
TOTALS	^	
CREDITS (1)	\$109.65	
SUBMIT FOR APPROVAL		

Upon finishing the process, you will see a success message, letting you know that the ACH was created properly.



Note: In the new user interface, ACH batches are saved as they are being created. If for some reason your session ends abruptly, or you decide to leave your device and your session times out, you can rest assured that the batch will be in a "Saved for Later" status on the ACH batch approval screen and on the

Overview on the landing page of digital banking. In addition, at any point you would like to save a batch for later, you can click on the 3 dots in the top right portion of the ACH screen and select "Save for Later". Saving an ACH batch this way, will ensure that the batch information is saved, but is not submitted to an approver or to the bank until you are ready to do so.

SAVED BATCHES	HISTORY	TAX PAYM	ENTS
ACH BATCHE	S	+	1
	All items →		
Updated	l: Nov 07, 2018 11:14	:35 AM	G
UNAPPROVED TEST BATCH Effective: 11/08/2018		\$109.65 \$10.00	:
APPROVED NEW AMOUNT ONL Effective: 11/07/2018	_Y	\$0.00 \$15.00	:
APPROVED TEST Effective: 11/07/2018		\$10.00 \$30.00	:
SAVED FOR LATER QA AMOUNT ONLY		\$0.00 \$0.00	:
	APPROVE ALL		
, = = Menu Tran	:\$ sfers Locati	ons Pro	9 ofile

ADD RECIPIENTS :		
Detail records can be created ar manually by selecting "+ Add De "+ Add Participant(s)" will provi participants that can be added t	 Save Batch for Later Save as Template 	
+ Add Detail Record(s)	🗳 Submit	
YOU HAVE NOT ADDEL	× Cancel Batch Creation	
Credits (0) \$0.00	Debits (0) \$0.00	
SCHEDULE BATCH >		

Creating an ACH Batch from a Pre-Existing ACH Template

To begin creating a new ACH batch using a pre-existing template, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.





This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "New Batch from Template" will take you through the ACH batch wizard.

< :: :: :: :: :: :: :: :: :: :: :: :: ::	ommunity	Bank	
SAVED BATCHES	HISTORY	TAX PAYM	ENTS
ACH BATCHES		+	
	All items →		
Updated: N	lov 07, 2018 11:14:35	AM	C
		0100 CE	
Effective: 11/08/2018		\$109.65	:
APPROVED		Aa aa	
Effective: 11/07/2018		\$0.00 \$15.00	:
APPROVED			
Effective: 11/07/2018		\$10.00 \$30.00	1
SAVED FOR LATER			
QA AMOUNT ONLY		\$0.00 \$0.00	:
APPROVE ALL			
<u> </u>	0		•
Menu Transfe	ers Locations	Pro	ofile

Page 53

	NEW ACH BATCH X
W	/hat would you like to do?
ACH L	NEW ACH BATCH Create a new ACH batch
ACH 4	NEW BATCH FROM TEMPLATE Create a new ACH batch from an existing template
ACH	UPLOAD A FILE Upload a delimited or NACHA formatted ACH file
ACH	MANACE ACH TEMPLATES Create and edit ACH batch templates

The first step is to select the template you wish to use. These templates can be managed as set up by going to the previous step and selecting "Manage ACH Templates".

K MANACE AG	CH TEMPLATES X
AMOUNT ONLY TWO Created: Nov 02, 2018 by To	ny Jones Two
AMOUNT ONLY5 Created: Nov 05, 2018 by To	ny Jones Two
ANOTHER AMOUNT ON Created: Nov 06, 2018 by To	LY ny Jones Two
CREDIT ACCOUNT Created: Oct 22, 2018 by To	ny Jones Two
DETAIL TEMPLATE Created: Aug 24, 2018 by To	ny Jones Two
MULTI DETAILS Created: Aug 22, 2018 by To	ny Jones Two
NEW 49 Created: Aug 24, 2018 by To	ny Jones Two
NEW AMOUNT ONLY Created: Oct 22, 2018 by To	ny Jones Two
NEW TEMP AMOUNT Created: Nov 02, 2018 by To	ny Jones Two
QA AMOUNT ONLY TES Created: Nov 01, 2018 by To	T ny Jones Two
QA BATCH ONE EDIT Created: Sep 11, 2018 by To	ny Jones Two
TEST Created: Aug 24, 2018 by To	ny Jones Two

Since you are using a template, all fields that were filled out for the template will be automatically filled out in this step. After selecting your template, you will next see all the necessary header information, including:

ACH

- 1 Batch Name
- 2 Company
- **3** Offsetting Account
- 4 Entry Description
- 5 Discretionary Data
- 6 Entry Class

Once all required fields have been filled out and reviewed, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

NEW BATCH FROM TEMPLATE X
BATCH NAME TEST
COMPANY VAN R US →
OFFSETTING ACCOUNT *Test Account *****901 →
ENTRY DESCRIPTION TEST
The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")
DISCRETIONARY DATA TEST
Discretionary data includes reference information for use by the originator
ENTRY CLASS Internet-Initiated Entry (WEB)
The entry class defines the type of ACH entries contained in the batch
ADD RECIPIENTS →

The next step in creating a new ACH batch from template is adding recipients (also known as detail records) to the batch. Since you are using a template, you may already have all the detail records already built into the batch. If not, you can add additional detail records to the batch via two different

methods. The first includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second includes the "+ Add Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

ADD RECIPIENTS :				
Detail records can be created manually by selecting " + Add I " + Add Participant(s) " will pro participants that can be added	Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s) ". Selecting "+ Add Participant(s) " will provide a list of pre-created participants that can be added to the batch.			
+ Add Detail Record(s)	+ Add Participant(s)			
MILLER JONES ID: 8467886	\$36.96 111300958 4564882			
Credits (0) \$0.00	Debits (1) \$36.96			
SCHEDULE BATCH →				

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

- 1 Full Name
- 2 Identification Number
- **3** Amount
- 4 Transaction Type Credit or Debit
- **5** Prenote (if a prenote is needed)
- 6 Routing Number
- 7 Account Number
- 8 Account Type
- 9 Payment Related Information (Addenda Information)
- **10** Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to schedule the batch, you can click "Schedule Batch" at the bottom of the screen, taking you to the schedule screen.

CREATE NEW DETAIL RECORD				
FULL NAME				
IDENTIFICATION NUMBER				
This is an identifying number by which the receiver is known to the originator				
amount \$0				
Transaction Type: Credit Debit				
Prenote Selecting this option will issue a test transaction to the receiving financial institution to ensure validity of the account information for this detail record.				
ROUTING NUMBER				
ACCOUNT NUMBER				
SAVE				

CREATE NEW DETAIL RECORD

×

receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

<

required

required

ACCOUNT NUMBER

ACCOUNT TYPE

required →

PAYMENT RELATED INFORMATION

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

NOTIFY VIA EMAIL

Enter an email address, for recipient to be notified of ACH batch processing.

SAVE & ADD ANOTHER

SAVE



Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.

<	SELECT PARTICIPA	NTS	×	
8	JACKSON ID: 152458	¹¹¹³⁰⁰⁹⁵⁸ □ 123456 □	:	
8	MILLER JONES ID: 8467886	¹¹¹³⁰⁰⁹⁵⁸ □	:	
8	Newest Guy ID: 4146821	¹¹¹¹¹¹¹¹⁸ □ 879846 □	:	
8	Newest Guy ID: 1545655	¹¹¹¹¹¹¹¹⁸ □ 879846 □	:	
8	TONY JONES ID: 15488754	¹¹¹³⁰⁰⁹⁵⁸ □ 897854 □	:	
8	UNIVERSAL ID: 45465565	¹¹¹³⁰⁰⁹⁵⁸ □ 151545 □	:	
	+ Create New Participant & Add to Batch			
	ADD SELECTED PARTICI	PANTS →		

If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1 Full Name
- 2 Identification Number
- 3 Email Address
- **4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing) When this field is enabled, an email address is required.

5 Universal Participant (Allows the participant to be used by all companies)

< ADD NEW PARTICIPANT X
FULL NAME
IDENTIFICATION NUMBER
EMAIL ADDRESS
Notify via Email O Send participant an email when any batches that participant is included in are submitted / processed. O Universal Participant O Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked will ensure this participant will only be available to
PARTICIPANT'S ACCOUNTS:
+ Add Accounts
SAVE PARTICIPANT

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:

- 1 Account Name
- 2 Account Type (Checking, Savings, GL, or Loan)
- 3 Account Number
- 4 Routing Number

ADD PARTICIPANT ACCOUNT		×
ACCOUNT NAME	required	
	required	
ACCOUNT TYPE	÷	
	required	
ACCOUNT NUMBER		
	required	
ROUTING NUMBER		
SAVE ACCOUNT		

Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.

ADD NEW PARTICIP	PANT >
FULL NAME	
JOHN JONES	
IDENTIFICATION NUMBER 98956215	
EMAIL ADDRESS TEST@EMAIL.COM	
Notify via Email	0
Send participant an email when any batch included in are submitted / processed.	nes that participant is
Universal Participant	0
Universal participants are available to use related to any of your companies. Leaving unchecked, will ensure this participant will use with the current company.	e for ACH batches this option Il only be available to
PARTICIPANT'S ACCOUNTS:	^
WORK ACCOUNT Checking / Acct #486841561 Routing 1111111	Remove
+ Add Accounts	s
SAVE PARTICIPAI	NT

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.

< SELECT PARTICIPANTS X			
SEARCH FOR	Q		
JOHN JONES ID: 98956215	011111111 486841561		
UNIVERSAL ID: 45465565	111300958 151545		
+ Create New Participant & Add to Batch			
ADD SELECTED PARTICIPANTS →			

You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

Once all detail records have been added to the ACH batch and you are ready to submit the batch, you can click the "Schedule Batch" option at the bottom of the screen. This will take you to the next screen where you can schedule the batch, determining whether you would like it to be a one-time batch or a recurring batch. On this screen you can also select the effective date and whether you would like the batch to be paid before or after a holiday or weekend if the effective date falls on one of these days. When finished, you can click on the "Review Batch" button at the bottom of the screen, which will take you to the review screen for the ACH batch.




	SCHEDULE TYPES	×
One-Time		>
Recurring		>

K SCHEDULE BATCH :
Is this a One-Time or Recurring batch?
SCHEDULE TYPE Recurring
When should it occur?
EFFECTIVE DATE 11/9/18 →
How often should it occur?
OCCURRENCE A
END DATE 5/31/19 →
After Holiday Payments that fall on a holiday or weekend will be paid the next available business day
REVIEW BATCH →

On the review screen, you will be able to see all details of the current ACH batch. This includes:

- 1 Header Information (Batch Name, Company Name, etc.)
- 2 Recipients (Detail Records)
- **3** Scheduling (Type and Effective Date)

4 Totals (Credits and Debits)

If all information contained within the review screen looks accurate, you can select to "Submit and Approve" (if you have access to approve your own batches), or to "Submit to Approver" if you require secondary approval before bank processing can occur.

STATUS	NEW
BATCH NAME	TEST
OFFSETTING ACCOUNT	*Test Account *****901
ENTRY DESCRIPTION	TEST
COMPANY NAME	VAN R US
DISCRETIONARY DATA	TEST
ENTRY CLASS	Internet-Initiated Entry (WEB)
RECIPIENTS	^
PARTICIPANT	MILLER JONES / \$36.96
DETAIL RECORD	TEST JONES / \$25.00
PARTICIPANT	JACKSON / \$100.00
SCHEDULING	^
SCHEDULE TYPE	Recurring
EFFECTIVE DATE	11/9/18
OCCURRENCE	Monthly
END DATE	5/31/19
HOLIDAY	After

< REVI	еw ватсн 🛛 🗙
COMPANY NAME	VAN R US
DISCRETIONARY DATA	TEST
ENTRY CLASS	Internet-Initiated Entry (WEB)
RECIPIENTS	^
PARTICIPANT	MILLER JONES / <mark>\$36.96</mark>
DETAIL RECORD	TEST JONES / \$25.00
PARTICIPANT	JACKSON / \$100.00
SCHEDULING	^
SCHEDULE TYPE	Recurring
EFFECTIVE DATE	11/9/18
OCCURRENCE	Monthly
END DATE	5/31/19
HOLIDAY	After
TOTALS	^
CREDITS (2)	\$125.00
DEBITS (1)	\$36.96
ADDROV	E AND SUBMIT

Upon finishing the process, you will see a success message, letting you know that the ACH batch was created properly.

COMPLETE X
BATCH CREATED
Your batch has been successfully created. You can create a new batch or save this batch as a template for use later on.
CREATE NEW BATCH
SAVE BATCH AS TEMPLATE
CLOSE WINDOW

Note: In the new user interface, ACH batches are saved as they are being created. If for some reason your session ends abruptly, or you decide to leave your device and your session times out, you can rest assured that the batch will be in a "Saved for Later" status on the ACH batch approval screen and on the

Overview on the landing page of digital banking. In addition, at any point you would like to save a batch for later, you can click on the 3 dots in the top right portion of the ACH screen and select "Save for Later". Saving an ACH batch this way, will ensure that the batch information is saved, but is not submitted to an approver or to the bank until you are ready to do so.

SCHEDULE	ватсн :
Is this a One-Time or Recurri	Save Batch for Later
SCHEDULE TYPE Recurring	😬 Save as Template
When should it occur?	🛀 Submit
EFFECTIVE DATE 11/9/18	× Cancel Batch Creatio
How often should it occur?	
OCCURRENCE Monthly	÷
END DATE 5/31/19	÷
After Holiday Payments that fall on a holiday or next available business day	weekend will be paid the
REVIEW BA	тсн →

SAVED BATCHES	CHES HISTORY TAX PAYMEN	
	All items →	
Updated	i: Nov 07, 2018 11:39:40 AM	C
APPROVED		
TEST	\$1	25.00 :
Effective: 11/09/2018		\$36.96
TEST BATCH	\$1	09.65 :
Effective: 11/08/2018	ţ.	\$10.00
NEW AMOUNT ON	Y	\$0.00 :
Effective: 11/07/2018		\$15.00
APPROVED	¢	10.00 :
Effective: 11/07/2018	Ų	\$30.00
SAVED FOR LATER		
QA AMOUNT ONLY		\$0.00 :
		\$0.00
	APPROVE ALL	
_	-^	•
Menu Trar	sfers Locations	Profile

Uploading an ACH File

To begin uploading a new ACH File, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.





This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the ACH File Upload process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "Upload a File" will take you through the ACH file upload wizard.

SAVED BATCHES	HISTORY	TAX PAYN	IENTS
АСН ВАТСНЕ	s	+	1
	Next7 days →		
Updated	i: Nov 07, 2018 11:4	8:54 AM	G
APPROVED TEST Effective: 11/09/2018		\$125.00 \$36.96	:
UNAPPROVED TEST BATCH Effective: 11/08/2018		\$109.65 \$10.00	:
APPROVED NEW AMOUNT ONI Effective: 11/07/2018	_Y	\$0.00 \$15.00	:
APPROVED TEST Effective: 11/07/2018		\$10.00 \$30.00	:
	APPROVE ALL		
E ÷ Menu Tran	sfers Locat	tions Pr	9 ofile

	NEW ACH BATCH X
W	/hat would you like to do?
ACH C	NEW ACH BATCH Create a new ACH batch
	NEW BATCH FROM TEMPLATE Create a new ACH batch from an existing template
ACH	UPLOAD A FILE Upload a delimited or NACHA formatted ACH file
ACH	MANAGE ACH TEMPLATES Create and edit ACH batch templates

The first step is to select the ACH file you wish to upload. With the new improvements to the system, the system will now determine if you are uploading a NACHA formatted file, or a delimited file.

< UPLOAD FILE X
You can upload a NACHA formatted file or a delimited file to begin creating a new ACH batch. To begin please select a file to upload.
SELECT A FILE
Need help determining which type of file you have? Please consult your software's documentation.
NEXT >



If uploading a NACHA formatted file, you will be taken to a review screen where you can select which batches to include in the upload. Here you will also be required to select the Company and Offsetting Account to be used with this file. Once the process has been finalized, you will receive a confirmation message showing the batches were successfully uploaded.

< UPLOAD	DETAILS X
File Information	Batch Information
ACH COMPANY	required ->
OFFSETTING ACCO	required →
The following batches were f select the ones you would like	ound in your file. Please e to include:
ALLEN JR CO	TEST ENTRY
ID: 822987	\$0.00 🗹 🗸
Effective: 11/08/2018	\$26.00
ALLEN JR CO	TEST
ID: 822988	\$254.95 🗹 💙
Effective: 11/08/2018	\$244.12
ALLEN JR CO	TEST ENTRY
ID: 822989	\$0.00 🗹 🗸 🗸
Effective: 11/08/2018	\$32.00
ALLEN JR CO	TEST
ID: 822990	\$0.00 🗹 🗸 🗸
Effective: 11/08/2018	\$100.00
ALLEN JR CO	TEST edit
ID: 822991	\$104.99 🗹 🖌
Effective: 11/08/2018	\$125.00
NEX	

FILE		ACF	13.txt
ACH COMPAN	Y	ALLEN JR COMP	PANY
OFFSETTING A	CCOUNT	*Test Account ****	*901
	ALLEN	I JR CO	>
ENTRY DESCRI	PTION	TEST E	NTRY
DISCRETIONAR	RY DATA	TEST	DATA
SEC			TEL
EFFECTIVE DA	TE	11/08/	2018
COMPANY ID		148489	7955
TOTALS			^
CREDITS		Ś	\$0.00
DEBITS		\$2	26.00
RECIPIENTS			^
USER		DETAIL ADD / \$2	26.00



If uploading a delimited formatted file, you will be taken to a screen where you can select which layout template you will like to use, or you can manually build a layout to use.

< UPLOAD DETAILS	×
Choose a layout template to apply (optional):	
LAYOUT TEMPLATE	>
L Heads up! Applying a template will remove any layout that may have created below.	you
Select the fields contained in the delimited file and pla them in the order they exist from left to right. If you we like to ignore a field, insert a FILLER notation.	ace ould
Amount Required	
Receiver Account Required	
Receiver Full Name Required	
Routing # (w/Check) Required	
+ Insert New Field	
Select a Delimiter:	
DELIMITER Asterisk (*)	÷
READ FILE →	

	TEMPLATES	×
PAYROLL FILE ON	E!	>
TEST TEMPLATE	5	>

Click on the template you would like to use, and you will be directed back to the Upload Details screen.

The file template will be displayed, and you can click the "Read File" button to continue the upload process.

< UPLOAD DETAILS	×
Choose a layout template to apply (optional):	
LAYOUT TEMPLATE PAYROLL FILE ONE!	÷
Heads up! Applying a template will remove any layout th may have created below.	nat you
Select the fields contained in the delimited file and them in the order they exist from left to right. If you like to ignore a field, insert a FILLER notation.	place would
Receiver Full Name Required	
Receiver Account Required	
Routing # (w/Check) Required	
Amount Required	
Discretionary Data	
Company Name	
Effective Date	
Transaction Type (D/C)	
Standard Entry Class	
READ FILE →	

< UPLOAD DETAILS	×
Routing # (w/Check) Required	
Amount Required	
Discretionary Data	
Company Name	
Effective Date •	
Transaction Type (D/C)	
Standard Entry Class	
+ Insert New Field	
DELIMITER Asterisk (*)	⇒
Number of Header Rows to Skip:	
HEADER ROWS	
Amount Excludes Decimals	0
READ FILE →	

If you do not have a layout template designed for your delimited file, it will be required to complete the upload process. This step ensures that the system knows how to read the delimited file you have provided (as there are various field orders and delimiters that are used by different vendors).

To create a layout, you will select the option "+ Insert New Field" on the screen. This will allow the addition of the various fields that are contained within your delimited file. These fields must be in order

as they appear in your file. To reorder the fields in the template, you can select and hold on the multi dot icon on the right side of the field. This will allow you to move that field up and down in the order it appears in your file (the topmost fields will be the first fields in the file, while the bottommost fields will be the last fields in the file).

< UPLOAD DETAILS	×
Routing # (w/Check) Required	
Amount Required	
Discretionary Data	•
Company Name	•
Effective Date	•
Transaction Type (D/C)	•
Standard Entry Class	•
+ Insert New Field	
DELIMITER Asterisk (*)	÷
Number of Header Rows to Skip:	
HEADER ROWS	
Amount Excludes Decimals	Ø
READ FILE →	

ADD NEW FIELD	×
Addenda Information	>
Check Digit	>
Company Disc Data	>
Company Entry Desc	>
Company Identification	>
Company Name	>
Discretionary Data	>
Effective Date	>
Filler	>
Receiver First Name	>
Receiver Id	>

UPLOAD DETAIL	.s >
Receiver Full Name Required	
Receiver Account Required	
Routing # (w/Check) Required	
Amount Required	
Company Disc Data	•
Company Name	•
Effective Date	•
Transaction Type (D/C)	•
Standard Entry Class	•
+ Insert New Fie	ld
Select a Delimeter:	
DELIMETER Asterisk (*)	÷
Number of Header Rows to Skip:	

When creating the delimited file layout, you must also select the delimiter that separates each field in the file as well as the number of header rows to skip. Header rows include any information contained at the top of the file that are not necessary to the batch being created.

< UPLOAD DETAILS	×
Routing # (w/Check) Required	
Amount Required	
Company Disc Data	
Company Name) =
Effective Date) =
Transaction Type (D/C)) =
Standard Entry Class) =
+ Insert New Field	
Select a Delimeter:	
DELIMETER Asterisk (*)	÷
Number of Header Rows to Skip:	
HEADER ROWS	
Amount Excludes Decimals	0
READ FILE →	

Once all fields are set as desired, click "Read File" to continue the file upload process.

You will be directed to the Upload Details screen where file details will be displayed. Each detail will display the following fields; Receiver Full Name, Receiver Account, Amount, and Routing Number. You must set the ACH Company and Offsetting Account before you can proceed to the next step. Click on the ACH Company field to see a list of companies available for use. Click on the Offsetting Account field to see a list of offsetting accounts available for use.

< UPLOAD DETAILS	×
ACH COMPANY	required
OFFSETTING ACCOUNT	required ⇒
JOE JONES 884256	\$109.50 111300958
Thomas Jones 415456	\$50.00 011111111
NEXT →	

Depending on account permissions, you may need to set the Balance and Approve options.

Enable the "Balance" option to balance the batch upon submission. Enable the "Approve" option to approve the batch upon submission.

VPLOAD DETAILS	×
ACH COMPANY ALLEN JR COMPANY	÷
OFFSETTING ACCOUNT *Test Account *****901	÷
Balance	\bigcirc
Approve	0
JOE JONES 884256	\$109.50 111300958
Thomas Jones 415456	\$50.00 01111111
NEXT ->	

Once fields are set as desired, click "Next" to continue the upload process and move to the Review File Upload screen.

The "Review File Upload" screen displays the File Name, ACH Company, Offsetting Account, Total Credits, Total Debits, and all Recipients (Name, Account, Amount).

Review the information and click the "Submit File" button to submit.

< REVIEW FILE UPLOAD X		
	ACH EILE	
	ALLEN JR COMPANY	
OFFSETTING ACCOUNT	*Test Account *****901	
TOTALS	^	
CREDITS (1)	\$50.00	
DEBITS (1)	\$109.50	
RECIPIENTS	^	
JOE JONES	884256 / \$109.50	
THOMAS JONES	415456 / <mark>\$50.00</mark>	
SUBM		



Managing ACH Templates

To begin creating a new ACH batch template or to edit a pre-existing template, you can either click on the "ACH" menu item within the menu on the left side of the screen, or by clicking on the ACH batches section of the Overview on the landing page.



ACH

Page 103



This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments, and ACH History. To start the manual ACH batch creation process, you will need to click the "+" button near the top of page. This will enable the ACH batch wizard, guiding you through various workflows including: manually creating a new batch, using a previously created batch template, uploading an ACH file, or template management. Clicking on the button labeled "Manage ACH Templates" will take you to a screen where you can select to create a new ACH template, or to edit an existing template. Choosing the "Create New Template" option will take you through the ACH template creation wizard.

SAVED BATCHES	HISTORY	TAX PAYM	IENTS
ACH BATCHES	;	+	1
I	Next7days →		
Updated:	Nov 07, 2018 11:44	8:54 AM	G
APPROVED TEST Effective: 11/09/2018		\$125.00 \$36.96	:
UNAPPROVED TEST BATCH Effective: 11/08/2018		\$109.65 \$10.00	:
APPROVED NEW AMOUNT ONL Effective: 11/07/2018	Y	\$0.00 \$15.00	:
APPROVED TEST Effective: 11/07/2018		\$10.00 \$30.00	:
	APPROVE ALL		
≡ = Menu	s fers Locat	tions Pr	9 ofile

	NEW ACH BATCH	×
What would you like to do?		
ACH C	NEW ACH BATCH Create a new ACH batch	
ACH C	NEW BATCH FROM TEMPLATE Create a new ACH batch from an existing template	
ACH	UPLOAD A FILE Upload a delimited or NACHA formatted ACH file	
ACH	MANACE ACH TEMPLATES Create and edit ACH batch templates	


The first step in the process is naming your template. Once a name has been determined, clicking "Next" at the bottom of the screen will take you to

< NEW ACH TEMPLATE X
Templates are used to quickly create new ACH batches by automatically filling out most of the fields required to complete the process. Let's start with giving the template a name:
NEW TEMPLATE NAME
Use a template name that will be easily recognizable for you and others such as "Weekly Payroll".
NEXT →

The second step in creating a new ACH batch template is entering the necessary header information, including:

- 1 Batch Name
- **2** Company

- **3** Offsetting Account
- 4 Entry Description
- 5 Discretionary Data
- 6 Entry Class

Once all required fields have been filled out and reviewed, you can click "Add Recipients" at the bottom of the screen to proceed to the next step.

NEW BATCH TEMPLATE	×
	ed.
OFFSETTING ACCOUNT	d
ENTRY DESCRIPTION	
The entry description is used by the originator to provide a description of the transaction for the receiver (For example "Payroll" or "Dividend")	
DISCRETIONARY DATA	
Discretionary data includes reference information for use by the originator	
ENTRY CLASS >	
L The entry class defines the type of ACH entries contained in the batch	
ADD RECIPIENTS >	

The next step in creating a new ACH batch template is adding recipients (also known as detail records) to the batch. Any detail records added here will be saved in your template in the state you leave them (thus adding detail records without entering amounts will ensure that all future uses of the template will not have amounts automatically filled out). You can add additional detail records to the batch via two Page 110

different methods. The first includes the "+ Add Detail Record(s)" option, which allows the manual addition of new participants. The second includes the "+ Add Participant(s)" option, which allows you to select from a list of participants that have been built under a company.

< ADD REC	PIENTS :	
Detail records can be created and added to the batch manually by selecting "+ Add Detail Record(s)". Selecting "+ Add Participant(s)" will provide a list of pre-created participants that can be added to the batch.		
+ Add Detail Record(s)	+ Add Participant(s)	
YOU HAVE NOT ADDE	D ANY RECIPIENTS	
Credits (0)	Debits (0)	
REVIEW TEM		

Selecting the "+ Add Detail Record(s)" option will take you to a screen where individual recipients (also known as detail records) can be added to the batch. Here you will enter all the recipient's information, including:

- 1 Full Name
- 2 Identification Number
- 3 Amount
- 4 Transaction Type Credit or Debit
- **5** Prenote (if a prenote is needed)
- 6 Routing Number
- 7 Account Number
- 8 Account Type
- 9 Payment Related Information (Addenda Information)

10 Notify Via Email (Allows notifications to be sent via email to the recipient upon ACH processing)

CREATE NEW DETAIL RECORD X
FULL NAME
IDENTIFICATION NUMBER
This is an identifying number by which the receiver is known to the originator
amount \$0
Transaction Type: Credit Debit
Prenote Or Selecting this option will issue a test transaction to the receiving financial institution to ensure validity of the account information for this detail record.
ROUTING NUMBER
ACCOUNT NUMBER
SAVE

CREATE NEW DETAIL RECORD

×

receiving financial institution to ensure validity of the account information for this detail record.

ROUTING NUMBER

<

ACCOUNT NUMBER

ACCOUNT TYPE

required →

required

required

PAYMENT RELATED INFORMATION

Includes addenda record information, which is used to provide the payment receiver with remittance data associated with the transaction

NOTIFY VIA EMAIL

Enter an email address, for recipient to be notified of ACH batch processing.

SAVE & ADD ANOTHER

SAVE

Once these fields have been filled out for the detail record, you can click the "Save & Add Another" option, near the bottom of the screen, if you would like to manually add more detail records. If you are finished adding detail records you can click the "Save" option at the bottom of the screen. Once this is done, you will be taken back to the "Add Recipients" page of the ACH batch wizard. If you are ready to review the ACH batch template, you can click "Review Template" at the bottom of the screen, taking you to the review screen.

< ADD REG		
Detail records can be created manually by selecting "+ Add "+ Add Participant(s)" will pro participants that can be added	and added to the batch Detail Record(s) ". Selecting vide a list of pre-created d to the batch.	
+ Add Detail Record(s)	+ Add Participant(s)	
FRED JONES ID: 56415655 DETAIL RECORD	\$256.36 111300958 45652212	:
Outline (1)	Dabler (0)	
Credits (1) \$256.36	Debits (0) \$0.00	
REVIEW TE	MPLATE >	

Page 115

Selecting the "+ Add Participant(s)" option will take you to a screen where all participants built under this company are listed and can be selected for addition to the batch. All details associated with the participant will automatically be moved into the batch upon selection.



If you do not see the participant you are looking for, you can also create new participants from this screen and include them in the current batch. To accomplish this, click the "+ Create New Participant & Add to Batch" button.

Selecting the "+ Create New Participant & Add to Batch" option will take you to the Add New Participant screen. Here you will enter all the participant's information, including:

- 1 Full Name
- 2 Identification Number
- 3 Email Address
- **4** Notify Via Email (Allows notifications to be sent via email to the participant upon ACH processing) When this field is enabled, an email address is required.

ADD NEW PARTICIPANT X
FULL NAME
IDENTIFICATION NUMBER
EMAIL ADDRESS
Notify via Email O Send participant an email when any batches that participant is included in are submitted / processed. O Universal Participant O Universal participants are available to use for ACH batches related to any of your companies. Leaving this option unchecked, will ensure this participant will only be available to use with the current company. PARTICIPANT'S ACCOUNTS: ^
+ Add Accounts
SAVE PARTICIPANT

A participant account must be added to save the participant. You can click the "+ Add Accounts" button to add an account.

Selecting the "+ Add Accounts" button will take you to the Add Participant Account screen. Here you will enter all the account information, including:

- 1 Account Name
- **2** Account Type (Checking, Savings, GL, or Loan)
- **3** Account Number
- 4 Routing Number

ADD PARTICIPANT ACCOUNT		×
		1
ACCOUNT NAME	requirea	
	required	
ACCOUNT TYPE	>	
	required	
ACCOUNT NUMBER		
	required	
ROUTING NUMBER		
SAVE ACCOUNT		

Once these fields have been filled out for the participant account, you can click the "Save Account" option near the bottom of the screen. Once this is done, you will be taken back to the "Add New Participants" page. If you are ready to save the participant, click "Save Participant" at the bottom of the screen.

ADD NEW PARTICIPANT)
FULL NAME JOHN JONES	
IDENTIFICATION NUMBER 98956215	
EMAIL ADDRESS TEST@EMAIL.COM	
Notify via Email	~
Send participant an email when any batches that included in are submitted / processed.	participant is
Universal Participant	e
Universal participants are available to use for ACI related to any of your companies. Leaving this op unchecked, will ensure this participant will only be use with the current company.	H batches tion e available to
PARTICIPANT'S ACCOUNTS:	~
WORK ACCOUNT Checking / Acct #486841561 Routing 11111111	Remove
+ Add Accounts	

You will be directed back to the "Select Participants" screen where the participant you just created is marked for selection. You can create additional participants by clicking the "+Create New Participant & Add to Batch" button and going through the participant setup again.

Once all desired participants have been selected, click the "Add Selected Participants" option at the bottom of the screen to add them to the batch.

SELECT PART	ICIPANTS X
SEARCH FOR	Q
JOHN JONES ID: 98956215	011111111 486841561 区
UNIVERSAL ID: 45465565	111300958 151545
+ Create New Particip	ant & Add to Batch
ADD SELECTED PA	

You will be directed back to the Add Recipients screen where the selected participants will be displayed.

You will need to add an amount and designate the type of transaction for each participant on the Add Recipients screen.

Once all detail records have been added to the ACH batch and you are ready to review the template, you can click the "Review Template" option at the bottom of the screen. This will take you to the next screen where you can review the ACH batch template.

< ADD REG	CIPIENTS :
Detail records can be created manually by selecting "+ Add I "+ Add Participant(s)" will pro participants that can be added	and added to the batch Detail Record(s) ". Selecting vide a list of pre-created d to the batch.
+ Add Detail Record(s)	+ Add Participant(s)
FRED JONES ID: 56415655 DETAIL RECORD	\$256.36 111300958 45652212
UNIVERSAL ID: 45465565	\$99.00 redit Debit : 111300958 151545
Credits (2)	Debits (0)
\$355.36	\$0.00
REVIEW TE	MPLATE >

On the review screen, you will be able to see all details of the current ACH batch template. This includes:

1 Header Information (Batch Name, Company Name, etc.)

- 2 Recipients (Detail Records)
- 3 Totals (Credits and Debits)

If all information contained within the review screen looks accurate, you can select to "Save ACH Template".

K REVIEW	
	*Test Account *****001
	TEST DATA
ENTRY CLASS Cor	porate Trade Exchange (CTX)
RECIPIENTS	^
DETAIL RECORD	FRED JONES / \$256.36
PARTICIPANT	UNIVERSAL / \$99.00
TOTALS	^
CREDITS (2)	\$355.36
DEBITS (0)	\$0.00
SAVE AC	H TEMPI ATE

Upon finishing the process, you will see a success message, letting you know that the ACH batch template was created properly.

COMPLETE X
TEMPLATE CREATED
Your template has been successfully created. You can create a new batch using your new template, create another template, or close this window.
CREATE NEW BATCH WITH TEMPLATE
CLOSE WINDOW

Note: Choosing to edit an existing template follows the same steps as are listed above for created a new template, except instead of choosing the "Create New Template" option in the initial step, you will select "Edit Existing Template".

K MANAGE ACH TEMPLATES X		
	CREATE NEW TEMPLATE Create a new ACH batch template	
	EDIT EXISTING TEMPLATE Edit an existing ACH batch template	