



## ACH Manager

**Overview:** ACH Manager is being updated on June 4, 2019 to include a new user interface for Business Online users. The new ACH Manager employs the same user interface design as Business Online, which improves usability, responsiveness, and device independence.

**Questions:** For questions related to ACH Manager, please contact Treasury Management Support at 337-572-2920.

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# ACH Cyber Security Education

## Business Email Compromise

Business Email Compromise (BEC) is a form of phishing attack where a cyber-criminal impersonates an executive or associate of a business, and attempts to get an employee, customer or vendor to change account information and/or transfer funds or sensitive information to the fraudster.

Unlike traditional phishing attacks, which target a large number of individuals across a company, BEC attacks are highly focused. Cyber criminals will scrape compromised email inboxes, study recent company news, and research employees on social media sites in order to make these email attacks look as legitimate as possible. This high level of targeting helps these email scams slip through spam filters and evade email whitelisting campaigns. It can also make it much harder for employees to recognize the email is not legitimate.

An email message request to change account information and/or to transfer funds outside of the company should always be verified outside of the email channel to ensure it is a legitimate request. Do not verify the request via email as the verification may be coming from the fraudster.

Everyone in your business needs to remember that skilled fraudsters will resort to all manners of subtlety and guile to trick people into disclosing valuable information.

If you see anything unusual, immediately contact Home Bank Treasury Management Support at 337-572-2920. For additional security information, please visit our website at [www.home24bank.com](http://www.home24bank.com) and click on the Education & Planning tab.

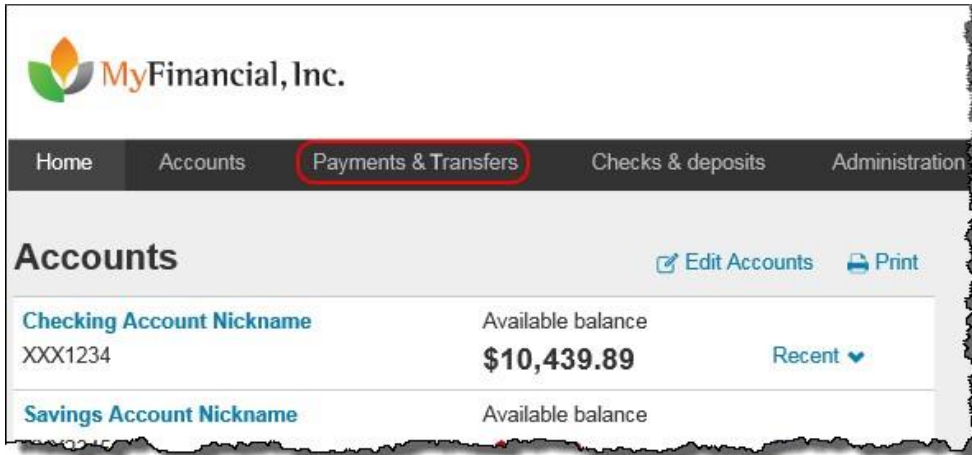
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## Supported Browsers

- Apple Safari 10.0
- Google Chrome
- Microsoft Edge
- Microsoft Internet Explorer 11.0
- Mozilla Firefox

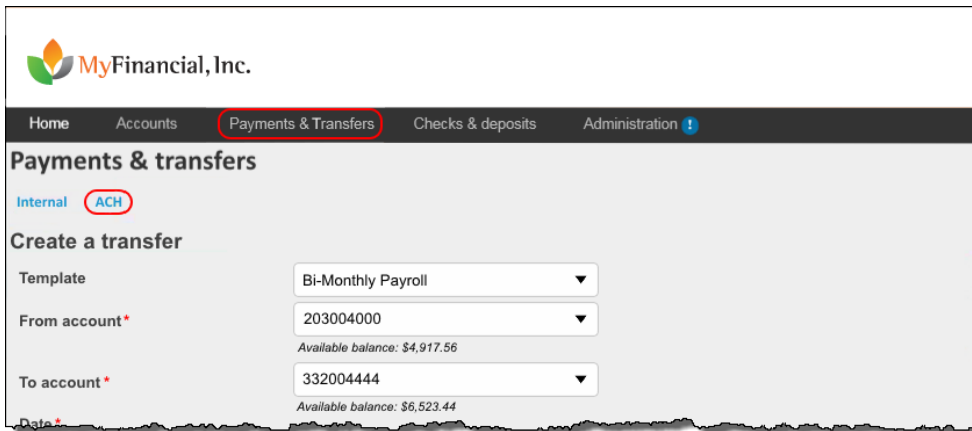
## ACH Manager Enhancements

The ACH Manager update employs the same redesign scheme as Business Online which improves usability, responsiveness, and device independence. Responsive design helps ensure that the system clearly displays all data at virtually any screen size or resolution, without use of horizontal scrolling in lower resolutions, on smaller devices, or in smaller browser windows. You can access ACH Manager using the **Payments & Transfers** hyperlink on the top toolbar of the Business Online Home page.



The new responsive design helps ensure that the system clearly displays all data at virtually any screen size or resolution.

Once you click on the **Payments & Transfers** menu option, you can readily access all your ACH Manager options from the **ACH** hyperlink.



Use the **Payments & Transfers** menu to access the ACH Manager Business Online User Interface.

## New User Interface for Business Online

After you click on **ACH**, the user interface immediately presents them with the most recent activity. This reduces the number of clicks to gain access to information.

Activity

Templates

File import templates

Incoming

+ New payment

+ New collection

+ Import file

Help

Date	Description	Status	Withdrawal	Deposit	Type	Report		
Oct 17, 20XX	IAT Non NACHA 0507	Saved	451.25	884.62	Payment	Copy	Edit	Delete
Oct 17, 20XX	PPD Payment 0226	Recurring Entry	108.08	101.08	Collection	Copy	Edit	Delete
Oct 17, 20XX	CCD Debit 1017	Pending Origination	217.77	211.17	Collection	Copy	Edit	Delete
Oct 14, 20XX	CCD Debit 1014	Pending Origination	314.25	324.25	Collection	Copy	Edit	Delete
Oct 13, 20XX	CCD Debit 1013	Pending Origination	213.63	213.63	Collection	Copy	Edit	Delete
Oct 12, 20XX	CCD Debit 1012	File not originated: Duplicate Check Failed	112.12	112.12	Collection	Copy	Edit	Delete
Oct 12, 20XX	CCD Debit 1012	Pending Origination	212.14	212.14	Collection	Copy	Edit	Delete
Oct 12, 20XX	Warehousing 3040	Recurring Entry	129.09	229.09	Payment	Copy	Edit	Delete
Oct 11, 20XX	CCD Debit 1011	Pending Origination	211.01	211.01	Collection	Copy	Edit	Delete
Oct 10, 20XX	CCD Debit 1010	Pending Origination	210.77	210.77	Collection	Copy	Edit	Delete
Oct 10, 20XX	IAT Recurring Payment	Recurring Entry	106.30	106.30	Payment	Copy	Edit	Delete
Oct 07, 20XX	CCD Debit 1007	Pending Origination	207.50	207.50	Collection	Copy	Edit	Delete
Oct 06, 20XX	CCD Debit 1006	Pending Origination	206.55	206.55	Collection	Copy	Edit	Delete
Oct 05, 20XX	Warehousing 3041	Processed	129.98	129.98	Payment			
Oct 05, 20XX	CCD Debit 1007	Processed	205.05	205.05	Collection			
Oct 04, 20XX	CCD Debit 1008	Processed	204.04	204.04	Collection			

Search activity

Date

All activity

Type

All types

Amount

Example: 40 or 10.00-50.00

Tax identification number

All

Description

Reference number

Priority

All

Status

All

\* Indicates required field

Search

Clear search

*The new redesigned ACH Manager User Interface for Business Online provides you with access to more information from a single page and interactive search and filter capabilities to aid you in finding the information you need faster.*





## Activity


The **Activity** tab provides you with a quick view of your transfers. You can utilize a variety of tools such as search criteria and sorting to aid you in quickly finding a specific transfer or set of transfers.


Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	+ Import file	Help
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy	Edit Delete
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

The **Activity** tab provides you with quick and easy access to your transaction history.

## Expand and Collapse Transfer Details

You can click or tap  next to any transfer to see additional details about the transfer (for example, the **Reference number**, **Payment type**, **Issued by**, **Issued date**, and **Item count**). Simply click or tap  to collapse the row.

Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	+ Import file	Help
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
 Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy	Edit Delete
<div>Reference number: cc24b82a6c Payment type: Company - CCD Issued by: Bank Admin on behalf of John Adams Issued date: Oct 27, 20XX 01:22:57 PM Item count: 4</div>							
 Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

You can click or tap  next to any transfer to see additional details about the transfer.

## Load More Search Results

The system initially retrieves up to twenty transfers at a time. You can add more results by clicking or tapping on **More ACH Activity** at the bottom of the page.

More ACH activity

## Sort

You can sort the list of transfers by clicking or tapping  next to any column heading (for example, **Date**, **Description**, **Status**, **Withdrawal**, **Deposit**, or **Type**) to sort by the respective category.

## Search activity

The Search activity section enables you to refine your search by defining key search terms such as: **Date**, **Type**, **Amount**, **Tax identification number**, **Description**, **Reference number**, **Priority**, and **Status**. The search options that display are dependent upon the task that the user wants to accomplish (for example, establishing a transfer or establishing a template).

Search activity

**Date**  

Current business day ▼

**Type**  

All payments ▼

**Amount**  

1000.00-2000.00

Example: 40 or 10.00-50.00

**Tax identification number**  

All ▼

**Description**

**Reference number**

**Priority**  

All ▼

**Status**  

All ▼

\* Indicates required field

Search

Clear search

*The Search activity helps you locate information faster.*

# New, Copy, Edit, and Delete Transfers

## New Transfers

All ACH transfers are conveniently grouped into two categories: payments and collections. Within each category you can access all the types of ACH transfers (for example payroll, prearrange payments). From the main ACH Manager starting page you can click on [+ New payment](#) or [+ New collection](#) to establish a new ACH transfer.

Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	⊕ Import file	Help
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy	Edit
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment	Delete	

Click the **+New payment** or **+New collection** to initiate a new transfer.

**Note:** Refer to page 35 for a complete list of payment and collection options.

When you click on either option, the system displays a New payments or New collections box from which you can specify the type of ACH transfer from the **Type** drop-down list and click **Continue**.

**New collection**

Type \*  

Prearranged payment - PPD ▾

\* Indicates required field

Continue

Cancel

ACH transfers are grouped into two categories: payments and collections.

## Copy Transfers

If you have an existing transfer that you would like to reuse, you can simply locate the desired transfer and then click the **Copy** button. The system then displays an edit page for the transfer that you copied. You can then make any changes as needed and rename the transfer. The system retains the original transfer and the newly copied transfer.

Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	⊕ Import file	Help
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy	Edit
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment	Delete	

The **Copy** button enables you to quickly reuse content from an existing transfer.

## Edit Transfers

Your ability to edit a payment or collection is easier than ever for transfers that have not completed processing. From the main **Activity** tab, you can click or tap the **Edit** button for the transfer that you want to edit. Previously, you had to inquire on a specific transfer before you could perform any maintenance.

Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	⊕ Import file	Help
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy	Edit
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

Click the **Edit** button to make changes to a transfer.

## Delete Transfers

From the main **Activity** tab, you can click or tap **Delete** for the transfer that you want to delete. The system then displays a transfer overview page. From the transfer overview page, you can click or tap **Delete ACH** and the system completes the deletion process.

Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	⊕ Import file	Help
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy	Delete
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment		

Click or tap **Delete** to initiate the deletion process for a transfer.

## Reverse Transfers

From the main **Activity** tab, you can click or tap **Reverse** for a transfer that has a Status of **Processed**, the **Effective date** is within five business days, and the **ACH Type** is not a **Reversal**. The system then displays a transfer overview page. From the transfer overview page, you can click or tap the **No** switch below the **Reverse** column in the Pay to section for the transfer that you want to reverse and then click or tap the **Reverse ACH** button.

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**Note:** You must have Reversal rights in order to view transfers that can be reversed.

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Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	⊕ Import file	Help
Date ▾	Description ▾	Status ▾	Withdrawal ▾	Deposit ▾	Type ▾	Report	
Oct 27, 20XX	PPD Payment 0226	Processed	129.90	800.00	Payment	Copy	Reverse
Oct 27, 20XX	CCD Debit 1017	Recurring Entry	290.12	750.00	Payment		

Click or tap **Reverse** to initiate the reversal process for a transfer.

## User Interface Layout

The system divides the transfer page (for new, copy, and edit transfers) into three sections:

- Transfer Overview
- Pay from
- Pay to

### Transfer Overview

The Transfer Overview section enables you to name the transfer, establish the transfer date, the frequency of the transfer, and the owner of the account.

**ACH - [Transaction Description]** \* Indicates required field Undo all changes Help

**Description \***  
Payroll Template

**Tax identification number**  
WASHINGTON ORCH[xxxxx5522]

**Effective date \***  
4/25/20XX SELECT

**Priority**  
☐ Same day ☐ Repeat...

Additional fees may apply for same day ACH.

**Frequency**  
Monthly

**End date**  
12/31/20XX SELECT

**If scheduled on non-business day use**  
Previous business day

**Status**  
Saved

**Type**  
Payroll - PPD

**Total withdrawal**  
\$11,000.00

**Total deposit**  
\$11,000.00

**Batch**

**Name**  
1-PPD-

**Company**  
WASHINGTON ORCH[xxxxx5522]

**Company description**

*A sample New ACH - Payroll (PPD) transfer illustrates the transfer overview section of an ACH transfer.*

## Pay from

The Pay from section provides you with an overview of where the payment funds are coming from. By clicking or tapping on the **Details** button, you can edit additional fields such as: **Payment information, Identification, Name** and **Discretionary data**.

For transfers that contain multiple rows of information, you can click or tap on the **Filter** button and then sort the results by **Account, Amount, Identification**, and **Name**. As you begin typing data into one of these fields, the system automatically starts sorting.

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**Note:** The transfer type determines what additional fields display when you click or tap **Show Details** and **Show Filter**.

---

To place a hold on a transfer, click the **Pay** switch. A hold stops the system from submitting the indicated transfer to the financial institution during processing and saves the transfer for future use. To remove the hold, click the **Hold** switch to turn on the **Pay** option and proceed with processing the specified transfer as part of the batch.

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**Note:** ACH Manager uses switches that change labels when you activate or deactivate the switch by clicking on them. We list these switches in the table that follows.

Pay all <input type="checkbox"/>	<input type="checkbox"/> Hold all
Pay <input type="checkbox"/>	<input type="checkbox"/> Hold
Prenote all <input type="checkbox"/>	<input type="checkbox"/> Prenote none
Yes <input type="checkbox"/>	<input type="checkbox"/> No

---

**Pay from** [Hide Details](#) [Hide Filter](#)

Total batch withdraw (1 item)

Filter Pay from

Account

Amount

Identification

Name

DDA200200

2,700.50

1776

John Adams

Pay all ☐

Pay/Hold ☐

Account

Amount

Pay ☐

DDA300200

2,700.50

Identification

Name

Discretionary data

1812

Thomas Jefferson

Payment information

[+ Add another pay to](#)

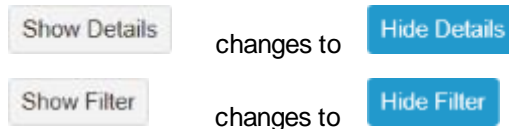
The Pay from section allows you to define where the funds are coming from.

## Pay to

The Pay to section provides you with an overview of where the payment funds are coming from. By clicking or tapping on the **Details** button, you can edit additional fields such as: **Payment information** and **Discretionary data**.

For transfers that contain multiple sources of payment, you can click or tap on the **Filter** button and then sort the results by **Name**, **Identification**, **Routing transit**, **Account number**, **Account type**, and **Amount**. As you begin typing data into one of these fields, the system automatically starts sorting.

**Note:** Clicking or tapping on the **Show Details** and **Show Filter** buttons change the buttons **Hide Details** and **Hide Filter** and causes the user interface to display additional fields. Clicking or tapping on the buttons a second time will restore the buttons and the user interface to their default setting.



To add a prenote to all payments, click the **Prenote none** switch to enable the prenote and thereby adding a zero dollar prenote transfer for the current business day. To remove all the prenotes, click the **Prenote all** switch to turn on prenotes. You can enable prenotes for individual payments by clicking the **No** switch. You can disable prenotes for a specific transfer by clicking the **Yes** switch. The system processes the transfer on the effective date regardless if a prenote is sent prior to processing.

**Pay to** **Hide Details** **Hide Filter** Total batch deposit (1 item)

Filter Pay to

Name	Identification	Routing transit	Account number	Account type	Amount
James Monroe	1804	876543210	DDA400200	Checking	2,700.50

**Pay all** **Prenote all**

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
<b>Pay</b>	James Madison	1809	234567890	DDA500200	Checking	2,700.50	<b>Yes</b>

**Payment information** **Discretionary data**



**+ Add another pay to** Prenotes should be originated at least three business days prior to effective date.

\* Indicates required field

**Complete ACH** **Save for later** **Cancel**

The Pay to section provides you with an overview of where the system is sending the payment funds.

## Routing transit Field

The **Routing transit** field has dynamic search capabilities. Click or tap  to search for the routing transit number that identifies the Receiving Depository Financial Institution (RDFI). When you click or tap , the system opens a new Routing transit search box. You can then use the **Routing transit**, **Institution name**, **City**, or **State** fields to search for the correct routing transit number. When you find the correct institution, click on the appropriate **Institution Name** and the system populates the **Routing transit** field with the correct routing transit number.

Field	Value
Routing transit	To search by the RDFI routing transit number begin typing the routing transit number and the system automatically begins compiling a list of possible matches.
Institution name	To search by the RDFI institution name, begin typing the name of the institution and the system automatically begins compiling a list of possible matches.
City	To search by the RDFI city name, begin typing the name of the city and the system automatically begins compiling a list of possible matches.
State	To search by the RDFI state, begin typing the name of the state and the system automatically begins compiling a list of possible matches.

**Routing transit search**

Routing transit

Institution name

My

City

State

Institution name	Routing transit number	City, State
MYFINANCIAL	234567890	LINCOLN, NE
MYFINANCIAL & TRUST	345678901	LINCOLN, NE

Close

*The system automatically starts building a list of possible matches as you type data into any of the fields.*



## Messages for Processing Transfers

When you click the **Complete ACH** or **Save for later** button, the system displays one of three types of messages: success, warning, or error. We list one example of each.

**Note:** When the system displays the transfer confirmation page you have the option to save the transfer as a template by clicking the **Save as a template** button. The system then applies the transfer specifications to a template which enables you to reuse the content for future transfers.

✔ Corporate CIE was saved successfully.

ⓘ Unable to complete your ACH, the date is no longer valid.

ⓘ Account XXXXXX3020 has insufficient funds.

*The color coded messages quickly provide you with a visual informing you of the success or failure of the system processing or saving a transfer.*

## Delete a Recurring Transfer

From the Activity page, you can click on the **Delete** button for a recurring transfer and the system displays the Delete recurring file page. From this page you can chose to delete a single occurrence or all future recurring transfers from the **Deletion type** drop-down list.

**Delete recurring file**

Deletion type

Delete all transfers ▾

**[Transfer Name]**

<b>Description</b> Payroll	<b>Tax identification number</b> WASHINGTON ORCH [xxxxx5522]		
<b>Effective date</b> Dec 28, 20XX	<input checked="" type="checkbox"/> Repeat...		
<b>Frequency</b> Daily	<b>End date</b>		
<b>Status</b> Recurring Entry	<b>Type</b> Payment (Payroll - PPD)	<b>Total withdrawal</b> \$2,240.00	<b>Total deposit</b> \$0.00
<b>Batch</b>			
<b>Name</b> 1-PPD-Recurring_	<b>Company</b> WASHINGTON ORCH [xxxxx5522]	<b>Company description</b> Recurring_	

*You can quickly delete a single occurrence or all future recurring transfers.*

# Templates


When you submit a transfer for review, the system displays the transfer confirmation page where you have the option to save the transfer as a template by clicking the **Save as a template button**, thus making it easier for you to establish a new template and reuse content for future transfers.

From the **Template** menu, you can click on **+ New payment template** or **+ New collection template** to establish a new template. In addition, you can edit or delete existing templates, and process transfers using an existing template.

Activity	Templates	File import templates	Incoming	+ New payment template + New collection template	
Template group ^	Template name ^	Type ^	Status ^	Report	
Group 1 name	Child support	Collections	Approved	Send	Edit Delete
Group 2 name	CTX recurring	Payment	Approved	Send	Edit Delete
Group 3 name	HSA contribution template	Payment	Approved	Send	Edit Delete
More ACH templates					

The new template list provides you more options from a single page.

## Template Details

You can click  to view details about a template, such as **Company name**, **Payment type**, **Amount range**, **Created by**, and **Approved by**.

Activity	Templates	File import templates	Incoming	+ New payment template	
Template group ^	Template name ^	Type ^	Status ^	Report	
Group 1 name	Child support	Collections	Approved	Send	Edit Delete
<div>Company name: WASHINGTON ELECT Payment type: Child support agency - CCD Amount range: \$2,000.00 -- \$2,500.00 Created by: USER 1 Approved by: USER 2</div>					
Group 2 name	CTX recurring	Payment	Approved	Send	Edit Delete


Click  to view details about a template.

## New Transfers from a Template

The template feature helps you save time by enabling you to establish transfer specifications ahead of time that you can use and reuse. You can use a template to establish a new transfer by clicking the **Send** button for the specified template.


Activity	Templates	File import templates	Incoming	
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**[Template Name]**

<b>Description</b> Payroll	<b>Tax identification number</b> Washington Orchards[xxxx4500]	
<b>Effective date *</b> 10/02/20XX  SELECT	<input type="checkbox"/> Same day	<input type="checkbox"/> Repeat
<b>Type</b> Payment (Payroll - PPD)	<b>Total withdrawal</b> \$2,125.45	<b>Total deposit</b> \$1,636.83
<b>Batch</b>		
<b>Name</b>	<b>Company</b> [xxxxxxxxx]	<b>Company description</b> Agriculture

Click the **Send** button to begin establishing a new transfer from a template.

## File import templates

The **File import templates** tab allows you to quickly access your import templates. You can click  to view the **Company name**, **Payment/Collection type**, **Created by**, and **Approved by** information for a specific import template. You can click on the **Template name** hyperlink to inquire on the import template.

Activity	Templates	File import templates	Incoming	⊕ Import file   ⊕ New file import template   Help		
Template group ^		Template name	File type ^	Type ^	Status ^	Report
▼ A new group		Child support	NACHA	Payment	Approved	Send Edit Delete
		Company name: Washington Orchards Payment type: Child support agency - CCD Created by: John Adams Approved by: No Approval Required				
▼ A new group		CTX recurring	Non NACHA	Payment	N/A	Send Edit Delete

Accessing your File import templates are easier than ever when you use the **File import** tab

You can click **+ New file import template** to establish a new import template for NACHA and Non-NACHA files. Once you specify the type of file, you can define all the required fields for establishing the import template.

Activity Templates File import templates Incoming Help

New file import template

Import type ☒ NACHA ☐ Non-NACHA

Continue Cancel

Activity Templates File import templates Incoming Help

New file import template

Template name

Tax identification number

Template group

Monthly Payment

WashingtonOrch [xxxxx4500]

Child Support

Type

From amount

To amount

Child support agency - CCD

\$5,000.00

\$10,000.00

User access

☐ All current and future users ☒ Specific users

☐ Deselect all

☐ Thomas Jefferson ☐ James Monroe ☒ John Tyler

Save

Cancel

Click **+ New file import template** to establish new import templates.

Click **Send** from the main File import template list to import a file and establish a transfer using the specified template. Click **Continue** and then **Complete ACH** to process the import file.

**Note:** You can click **Review ACH** to access the review transfer page and make edits.

Activity

Templates

File import templates

Incoming

Help

Import file

File location

C:\ACH\Templates\CSP.txt

Browse...

Template

Child Support Payment

Tax identification number

WASHINGTON ORCH[xxxxx5522] DDA xxxxx6050

Type

Child support agency - CCD

Continue

Cancel

Activity

Templates

File import templates

Incoming

Help

Import file - [File Name]

File summary

File withdrawal total	\$1,860.00
Number of withdrawals	2
File deposit total	\$2,450.00
Number of deposits	4
Reference number	19042c1ab2

Batch summary (2)

Show ▼

Back

Complete ACH

Review ACH

Cancel

Click **Complete ACH** to process the transfer.

## Exceptions

The system displays the Exceptions page when you import a Non-NACHA file and data in the file is missing or inaccurate (for example, the dollar amount has the decimal too far to the left or the routing transit number is invalid). Once you fix the exceptions and click **Continue**, the system continues with the import process.

Activity

Templates

File import templates

Incoming

Print

Help

New NACHA file import template

Unable to import file - invalid file format.

Exceptions - [Number of Exceptions]

Exceptions

Row	Exception reason
11	Invalid Amount.
17	Invalid Routing transit.

Transactions

Row 11

Delete row

Account number \*

378250

Amount \*

11.321

Discretionary data

Identification

EMP1776

Name \*

George Washington

Payment information

October payroll

Routing transit \*

1888888888

Transaction code

22

Row 17

Delete row

Account number \*

278248

Amount \*

Discretionary data

Identification

EMP1784

Name \*

John Adams

Payment information

October payroll

Routing transit \*

Transaction code

22

\* Indicates required field

Continue

Cancel

The Exceptions page enables you to fix issues with the data from a Non-NACHA file that you import.

## Edit or Delete Imported Files

Click **Edit** from the main File import template list to quickly apply changes to the file import template.

Activity	Templates	File import templates	Incoming	Help
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**Child Support Payment**PrintUndo all changes

---

<b>Template name</b> Monthly Payment	<b>Tax identification number</b> WashingtonOrch [xxxxx4500]	<b>Template group</b> Child Support <span>+ New</span>
<b>Type</b> Child support agency - CCD	<b>From amount</b> \$5,000.00	<b>To amount</b> \$10,000.00

---

**User access** ☐ All current and future users ☒ Specific users

☐ Deselect all

<input type="checkbox"/> Thomas Jefferson	<input type="checkbox"/> James Monroe	<input checked="" type="checkbox"/> John Tyler
---	---------------------------------------	--

---

Save Cancel

The **Edit** button enables you to quickly make changes to a file import template.

Click **Delete** from the main File import template list followed by **Delete template** to quickly delete a template that you no longer need.

Activity	Templates	File import templates	Incoming	Help
----------	-----------	-----------------------	----------	------

---

**Child Support Payment**

---

<b>Template name</b> Child Support Payment	<b>Tax identification number</b> WASHINGTON ORCH[xxxxx5522]	<b>Template group</b> Payments
<b>Type</b> Child support agency - CCD	<b>Amount range</b> \$5,000 – \$10,000.00	

---

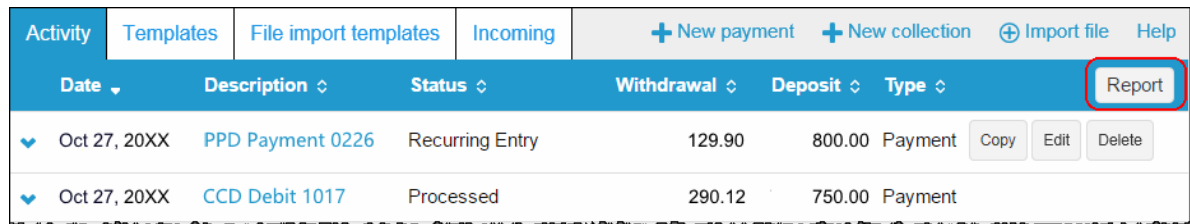
**User access** ☒ All current and future users ☐ Specific users

Delete template Return to File import templates

You can quickly delete file import templates using the **File import templates** tab.

## Reports

You can quickly generate PDF or CSV based reports for transfer templates and transfers by clicking the **Report** button.



The screenshot shows the 'Activity' page with a top navigation bar containing 'Activity', 'Templates', 'File import templates', 'Incoming', '+ New payment', '+ New collection', 'Import file', and 'Help'. Below this is a table with columns: 'Date', 'Description', 'Status', 'Withdrawal', 'Deposit', and 'Type'. The 'Report' button is located in the top right corner of the table, highlighted with a red box. The table contains two rows of data: one for 'PPD Payment 0226' and another for 'CCD Debit 1017'. Each row has 'Copy', 'Edit', and 'Delete' buttons.

Activity	Templates	File import templates	Incoming	+ New payment	+ New collection	Import file	Help
Date	Description	Status	Withdrawal	Deposit	Type	Report	
Oct 27, 20XX	PPD Payment 0226	Recurring Entry	129.90	800.00	Payment	Copy	Edit
Oct 27, 20XX	CCD Debit 1017	Processed	290.12	750.00	Payment	Delete	

Click **Report** to initiate the report options.

## Transfer Reports

When you click the **Report** button from the Activity page the system opens up the Activity Report box. At this point the system is ready to include all items that it lists on the Activity page at the time that you clicked the **Report** button. With the Activity Report box, you are able to fine tune the report and decide which pieces of information that the system includes when it generates the report.

Field	Value
Summary	The number of files and batches that the system has queued to include in the report.
Type	Indicates the type of data that the system includes in the report.  File information indicates that the report includes file information (for example, Transfer Description, Transfer Type, Transfer Status, Date and Amount)  Batch information indicates that the report includes batch information (for example, Batch Number, SEC Type, Transfer Description, and Company Name)  Transactions indicates that the report includes transfer information (for example, Transfer Description, Recipient Name, and Account Number)



Field	Value
Format	<p>Indicates the type of report that the system generates.</p> <p>PDF (.pdf) indicates that the system generates PDF based reports (default)</p> <p>Comma-separated values (.csv) indicates that the system generates CSV based reports</p> <p><b>Note:</b> If you select more than one <b>Type</b>, the system bundles the individual reports in a ZIP file.</p>

Activity Report

Summary

4 ACH file(s) 4 batch(es)

Select

Type

☐ File information  
☐ Batch information  
☐ Transactions

Format

PDF (.pdf)

Download report

Cancel

Use the Activity Report box to select the report format and the type of data to include.

You can click the **Select** button to open the Activity Report Selection box. The Activity Report Selection box enables you to select the specific transaction activities that the system includes in the report.

Activity Report Selection

	Date	Description	Status	Withdrawal	Deposit	Type
<input type="checkbox"/>	Nov 04, 20XX	PPD Payroll FC004	Recurring Entry	3,320.05	3,320.05	Payment
<input type="checkbox"/>	Nov 04, 20XX	PPD Payroll TW2020	Processed	4,101.02	4,101.02	Payment
<input type="checkbox"/>	Nov 04, 20XX	PPD Payroll 1006	Recurring Entry	2,785.55	2,785.55	Payment
<input type="checkbox"/>	Nov 04, 20XX	PPD Payroll 1020	Saved	6,693.06	6,693.06	Payment

Save & return to report

Cancel

Use the Activity Report Selection box to specify which transactions to include in the report.

## Sample PDF and CSV Transfer Reports

Transfer List									
Transfer Description	Transfer Type	Date	Item Count	Addenda Count	Batches	Credit Amount	Debit Amount	Transfer Status	Issued By
Monthly Payroll File	Payroll	11/17/XX	2	0	1	\$1,982.00		Processed	Bank Admin on behalf of John Adams
Reviewer's Name: Bank Admin Review Date & Time: 11/15/12:44									
Pending Approvals: Payroll File_NotEdited2	Payroll	11/29/XX	2	0	1	\$2,134.00		Processed	Bank Admin on behalf of John Adams
Reviewer's Name: Bank Admin Review Date & Time: 11/15/09:48									
Total Item Count:	2								
Total Addenda Count:	0								
Total Batches:									
Total Credit Amount:									
Total Debit Amount:									

	A	B	C	D	E	F	G	H	I
1	Transfer Description	ACH Type	Effective Date	Same Day	Status	Batch Count	DR Amount	CR Amount	Company Name
2	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	3240.41	3240.41	WASHINGTON ORCH
3	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	3350.23	3350.23	WASHINGTON ORCH
4	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	2656.1	2656.1	WASHINGTON ORCH
5	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1	2794.78	2794.78	WASHINGTON ORCH
6	Bi-Monthly Payroll	Payroll	1/15/20XX	No	Recurring Entry	1			WASHINGTON ORCH

You can generate sample PDF or CSV reports to view details about ACH transfers.

## Template Reports

When you click on the **Report** button from the Templates page, the system opens up the Template report box. At this point the system is ready to include all the groups that it lists on the templates page at the time that you clicked the **Report** button. With the Template report box, you can fine tune the report by selecting the check boxes for individual template groups and decide which template groups that you want the system to include when it generates the report. Once you make your selection, you can select either **PDF (.pdf)** or **Comma-separated values (.csv)** from the **Format** drop-down list and click **Download report**.

**Template report**

<input checked="" type="checkbox"/>	Group ^	Name ^	Type ^	Status ^
<input checked="" type="checkbox"/>	Group 1	Payroll	Payment - (Payroll - PPD)	Approved
<input checked="" type="checkbox"/>	Group 2	CIE	Payment - (Individual - CIE)	Approved
<input checked="" type="checkbox"/>	Group 3	CTX	Payment - (Corporate trade exchange - CTX)	Approved
<input checked="" type="checkbox"/>	Group 4	Remittance	Payment - (Remittance - CCD)	Approved
<input checked="" type="checkbox"/>	Group 5	Exec Payroll	Payment - (Payroll - PPD)	Approved

**Format**

PDF (.pdf)

Download report
Cancel

You can generate PDF or CSV formatted template reports.

## Sample PDF and CSV Template Reports

Template List MyFinancial Inc							
Template Name	ACH Type	Group Name	Status	Created By	Approved By		
Payroll	Payment - Payroll	Bi-monthly Payroll	Approved	John Adams	No Approval Req		
Fed Taxes	Payment - Federal taxes	Monthly Fed Payment	Approved	John Adams	No Approval Req		
State Taxes	Payment - State taxes	Monthly State Payment	Approved	John Adams	No Approval Req		

	A	B	C	D	E	F	G
1	Template Name	ACH Type	Status	Tax Identification Number	Template Group Description	Created By	Approved By
2	Payroll	Payment - Payroll	Approved	XXXXX5522	Bi-monthly payroll	john Adams	No Approval
3	Fed Taxes	Payment - Federal taxes	Approved	XXXXX5522	Monthly Fed Payment	john Adams	No Approval
4	State Taxes	Payment - State taxes	Approved	XXXXX4500	Monthly State Payment	john Adams	No Approval

You can generate sample PDF or CSV reports to view details about ACH templates.

# Import File

You can access the import NACHA and Non-NACHA files functionality directly from the main ACH Activity page by clicking [⊕ import file](#).

## Import NACHA Files

Once you click [⊕ import file](#) you can select whether you are importing a NACHA or Non-NACHA file and then select the appropriate file to import.

The image displays three overlapping screenshots of a web application's 'Import file' interface. The top screenshot shows the initial selection screen with tabs for 'Activity', 'Templates', 'File import templates', and 'Incoming'. It includes radio buttons for 'NACHA' (selected) and 'Non-NACHA', a 'Choose File' button, and a dropdown menu set to 'Import without using template'. The middle screenshot shows a 'File summary' for '[Import File Name]' with details: 'File withdrawal total' of \$1,255.55 and 'Number of withdrawals' of 3. The bottom screenshot shows a yellow status bar indicating '[Import File Name] is pending financial institution review.' Below this, a detailed summary for '[Import File Name]' lists: Reference number (cf84e8d824), Effective date (Jan 28, 20XX), Total withdrawal (\$1,255.55), Number of withdrawals (3), Total deposit (\$1,255.55), and Number of deposits (3). A 'Return to ACH activity' link is at the bottom.

File summary	
File withdrawal total	\$1,255.55
Number of withdrawals	3

[Import File Name]	
Reference number	cf84e8d824
Effective date	Jan 28, 20XX
Total withdrawal	\$1,255.55
Number of withdrawals	3
Total deposit	\$1,255.55
Number of deposits	3

*Importing a NACHA file is a quick three step process.*

## Import Non-NACHA

We have simplified the process for importing Non-NACHA file by combining steps, thus resulting in four easy steps. In addition, the system automatically populates additional information in the File format section such as **Delimited** (and associated type) or **Fixed width**, **Header** and **Footer** rows to exclude, and any **Text qualifier** (if there is one). Also, as you define each column in the File format section, the system displays a Mapping preview to show you how the system maps each piece of data.

**Import file**

Import type: ☐ NACHA ☒ Non-NACHA

File location: C:\Users\Documents\ACH\Credits.txt

Template:

Type:

Template name: Bi-monthly payroll

Tax identification number: WASHINGTON ORCH[xxxxx5522]

Template group: Payments

Type: Payment - Payroll (PPD)

Insert decimals into amounts: ☐ Yes ☒ No

File format: ☒ Delimited ☐ Fixed width

Number of rows to exclude: Header: 1, Footer: 2

☐ Tab ☐ Semicolon ☒ Comma ☐ Space ☐ Other

Text qualifier: Single quote - '

**File preview**

```
188888888,2000.00, George Washington, Washington Orchards, 11111118, 22
123456789,2150.00, Martha Washington, Washington Orchards, 11111118, 22
456787654,2200.00, John Adams, Washington Orchards, 11111118, 22
654321234,1900.00, Thomas Jefferson, Washington Orchards, 11111118, 22
```

**Column mapping**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Routing transit *	Amount *	Name *	Identification	Transaction code	(Exclude Column)

**Mapping preview**

Routing transit	Amount	Name	Identification	Transaction code
188888888	2000.00	George Washington	Washington Orchards	22
123456789	2150.00	Martha Washington	Washington Orchards	22
456787654	2200.00	John Adams	Washington Orchards	22
654321234	1900.00	Thomas Jefferson	Washington Orchards	22

**Apply additional values**

Type: Account Number

Value:

The File format section reduces the number of steps that you need to take when importing a Non-NACHA file and provides a Mapping preview.

Once you review the data mapping and file summary, you can complete the import process by clicking **Complete ACH**.

Activity

Templates

File import templates

Incoming

Import file [File Name]

[template name]

Template

[template name]

Type

Payment (Payroll - PPD)

Routing transit

Data contained in file

Transaction code

Data contained in file

Name

Identification

Account number

Activity

Templates

File import templates

Incoming

Import file -

File summary

File withdrawal total

\$

Number of withdrawals

File deposit total

\$

Number of deposits

Reference number

Batch summary ()

Back

Complete ACH

Review ACH

Cancel

*Importing Non-NACHA files is easier than ever.*

## Payments & Transfer Review

We have simplified the process of reviewing ACH transfers by limiting the review and approval process to a single access point, the Payments & Transfers review for ACH Manager widget on the Business Online Home page. Previously, the ability to review ACH transfers was accessible from both the Home page widget and from the ACH Manager application which was accessible from the **Management Tools** menu.

To see the details of the transfer prior to approving it you can click the **Description** for the transfer and the system expands the page to display the details.

You can approve or disapprove multiple transfers at once by selecting individual check boxes or you can select all transfers for approval or disapproval by selecting the **Description** check box and then clicking the appropriate **Approve** or **Disapprove** button.

**PAYMENTS & TRANSFERS**

Review (1)

Hide ^

**Wire**

<input type="checkbox"/>	Description	Reason	Amount
There are no transfers requiring review.			

**ACH**

<input type="checkbox"/>	Description	Reason	Amount
<input checked="" type="checkbox"/>	State Tax Payment	Review Required	See details
<input type="checkbox"/>	Child Support Payment	Review Required	See details

APPROVE

DISAPPROVE

Issued (527)

Show v

*The Payments & Transfers widget for ACH is the single access point for reviewing and approving ACH transfers.*

Once you click **Approve** or **Disapprove**, the system displays one of the following the Security Challenge boxes, depending on your Multifactor Authentication security settings. Once you type your credentials, you can click **Complete Challenge** to approve the transfer.

Security challenge

A digital signature security challenge is required to complete this transaction.

Digital signature instructions

Show

Device nickname

Authentication Device

RT number

012345678

Amount

500.00

Account number

100200300

Digital signature \*

\* Indicates required field

Complete challenge

Can't scan the image?

SECURITY CHALLENGE

A challenge/response security challenge is required to complete this transaction.

Challenge/response instructions

Show

Challenge

07176780

Response \*

\* Indicates required field

COMPLETE CHALLENGE

CANCEL

Type your security token credentials to approve the transfer.



## Change Effective Date Warning for Multi-batch Files

In a multi-batch file, if dates are invalid (either too far in the future or past), the user is presented with a warning message and the system does not process the transfer until the user makes a decision.

**Change effective date**

⚠ Unable to complete your ACH, [count of batches] [batch or batches] have an effective date that is not valid. The effective date has been updated to the next available date of [insert new date here].

Effective date has been changed to [transfer date]. Continue applying this change to all batches?

# Changes For Business Online Clients

## ACH Transfer Types

The ACH Transfer Types listed in the ACH Manager User Interface for Business Online have been updated. We list the changes in the table that follows.

Legacy ACH Transfer Types:	New ACH Transfer Types:
Payroll (PPD)	Payments Payroll – PPD
Prearranged Deposit (PPD)	Collections Prearranged deposit – PPD
Prearranged Payment (PPD)	Payments Prearranged payment - PPD
HSA Contribution (PPD)	Payments Health savings contribution – PPD
Corporate Debit (CCD)	Collections Company - CCD
Corporate Credit (CCD)	Payments Company - CCD
Consumer Payment (CIE)	Payments Individual - CIE
Consumer Deposit (CIE)	Collections Individual - CIE
Vendor Payment Corporate (CCD)	Payments Vendor - CCD
Remittance (CCD)	Payments Remittance - CCD
Federal Tax Payment (CCD)	Payments Federal taxes – CCD
State/Local Tax Payment (CCD)	Payments State/local taxes - CCD

Legacy ACH Transfer Types:	New ACH Transfer Types:
Re-presented Check (RCK)	Collections Re-presented check - RCK
Corporate Trade Exchange (CTX)	Payments Corporate trade exchange - CTX
Customer Initiated Entry (CIE)	Payments Customer initiated - CIE
Internet Initiated Entry (WEB)	Collections Internet authorized - WEB
Telephone Initiated Entry (TEL)	Collections Telephone authorized - TEL
Commingled File	Other Commingled
Child Support Payment	Payments Child support agencies - CCD
International ACH (IAT)	Payments International - IAT
ACH Pass-Thru	Other Pass-thru
ACH Reversal	Other Reversal

(None)
Payroll (PPD)
Prearranged Deposit (PPD)
Prearranged Payment (PPD)
HSA Contribution (PPD)
Corporate Debit (CCD)
Corporate Credit (CCD)
Consumer Payment (CIE)
Consumer Deposit (CIE)
Vendor Payment Corporate (CCD)
Remittance (CCD)
Federal Tax Payment (CCD)
State/Local Tax Payment (CCD)
Re-presented Check (RCK)
Corporate Trade Exchange (CTX)
Customer Initiated Entry (CIE)
Internet Initiated Entry (WEB)
Telephone Initiated Entry (TEL)
Commingled File
Child Support Payment (CCD)
International ACH (IAT)
ACH Pass-Thru
ACH Reversal

All
All types
All payments
All collections
All others
Payments
Payroll - PPD
Prearranged deposit - PPD
Health savings contribution - PPD
Company - CCD
Individual - CIE
Vendor - CCD
Remittance - CCD
Federal taxes - CCD
State/local taxes - CCD
Corporate trade exchange - CTX
Customer initiated - CIE
Child support agency - CCD
International - IAT
Collections
Prearranged payment - PPD
Company - CCD
Individual - CIE
Re-presented check - RCK
Internet authorized - WEB
Telephone authorized - TEL
Other
Commingled
Pass-thru
Reversal

---

## Appendix A - Field Name Changes

Many of the field names from the legacy ACH Manager User interface have been updated in order to maintain an uniform look with the design changes that we made for Business Online. We list the changes and their location in the table that follows.

### Common Transfer Overview

Field Names for the Legacy User Interface	Field Names for the New User Interface
Total Credit Amount	Total deposit
Total Debit Amount	Total withdrawal
Transfer Type	Type
Recurring Frequency	Frequency
Recurring End Date	End date
Non-Processing Date Option	For non-business day use
Company Name	Company
Company Entry Description	Company Description

### Transfer From/Transfer To and Pay from/Pay to

Field Names for the Legacy User Interface	Field Names for the New User Interface
Account Number	Account
Employee Name	Name
Employee ID	Identification
R/T Number	Routing transit

### Batch

Field Names for the Legacy User Interface	Field Names for the New User Interface
Batch	Name
Company Name	Company
Company Entry Description	Company description

## Child Support Payment/Child support agencies

### Transfer To/Pay to

Field Names for the Legacy User Interface	Field Names for the New User Interface
R/T Number	Routing transit
Medical Support Identifier	Medical support
FIPS Code	County (FIPS) code
Employment Termination Identifier	Employment status

## Federal Tax Payment

### Payment Details/Payments

Field Names for the Legacy User Interface	Field Names for the New User Interface
Tax Description/Tax Type Code	Tax Description
Amount Type	Type
Amount Type Description	Type Description

## International ACH Overview

Field Names for the Legacy User Interface	Field Names for the User Interface
Foreign Exchange Reference	Reference
Foreign Exchange Indicator	Indicator
Foreign Exchange Reference Indicator	Reference indicator
Secondary Operator OFAC Screening Indicator	Secondary Operator
ISO Originating Currency Code	Originating currency
ISO Destination Currency Code	Destination currency
ISO Destination Country Code	Destination country

### Transfer To/Pay to [Originator]

Field Names for the Legacy User Interface	Field Names for the User Interface
Originator Name	Name
Originator City	City
Originator Street Address	Street
Originator State/Providence	State
Originator Postal Code	Postal code
Originator Country	Country
Originator DFI Identification Number Qualifier	Identification qualifier
Originator DFI Identification	Identification
Originator DFI Branch Country Code	Branch country code

### Transfer To/Pay to [Receiver]

Field Names for the Legacy User Interface	Field Names for the User Interface
Receiver Name	Name
Receiver City	City
Receiver Street Address	Street
Receiver State/Providence	State
Receiver Postal Code	Postal code
Receiver Country	Country
Receiving DFI Identification Number Qualifier	Identification qualifier
Receiving DFI Identification	Identification
Receiving DFI Branch Country Code	Branch country code

### Correspondent Bank Information

Field Names for the Legacy User Interface	Field Names for the User Interface
Identification Number	Identification
Identification Number Qualifier	ID qualifier

## State Tax Payments

### Payment Details/Payments

Field Names for the Legacy User Interface	Field Names for the User Interface
Taxpayer ID	Identification
Tax Description/Tax Type Code	Tax description
Taxpayer Verification	Verification
Tax Agency Account	Account
Tax Agency RT	Routing transit
Amount Type Description	Type description

### Templates

Field Names for the Legacy User Interface	Field Names for the User Interface
Amount Range	From amount To amount

### User Access

Field Names for the Legacy User Interface	Field Names for the User Interface
All User Access (including new added users)	All current and future users Specific users

### Transfer From/Pay from

Field Names for the Legacy User Interface	Field Names for the User Interface
Default Amount	Amount

## Transfer To/Pay to

Field Names for the Legacy User Interface	Field Names for the User Interface
Employee Name	Name
Employee ID	Identification

## File Import Template

### NACHA

Field Names for the Legacy User Interface	Field Names for the User Interface
Amount Range	From amount To amount

### User Access

Field Names for the Legacy User Interface	Field Names for the User Interface
All User Access (including new added users)	All current and future users Specific Users

### Non-NACHA

Field Names for the Legacy User Interface	Field Names for the User Interface
ACH Type	Type
Number of Header Rows to Exclude Number of Footer Rows to Exclude	Number of rows to exclude Header Footer
R/T Number	Routing transit
Employee Name	Name
Employee ID	Identification
Account Number	Account



### ***Offset Account Options***

Field Names for the Legacy User Interface	Field Names for the User Interface
Add Offset Account to File	Select offset account

### ***User Access***

Field Names for the Legacy User Interface	Field Names for the User Interface
All User Access (including new added users)	All current and future users Specific Users