

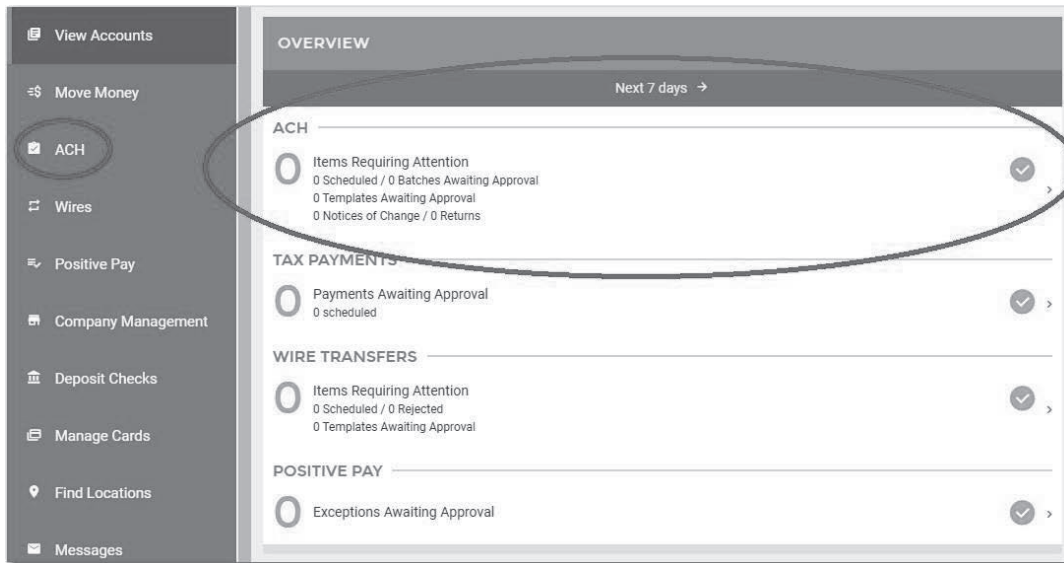
CREATING AN ACH BATCH

Using Upload

Creating an ACH Batch using Upload

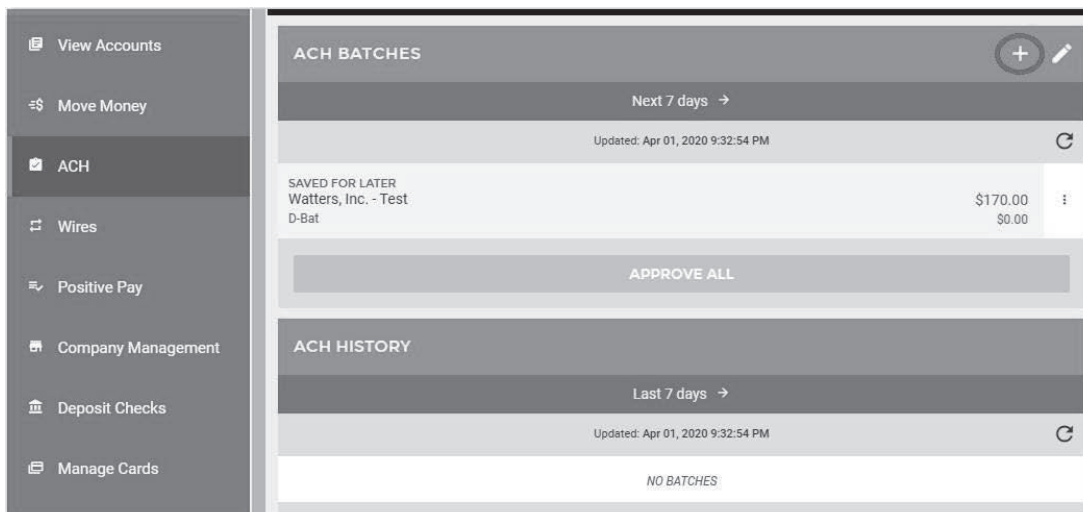
Step 1: Navigate to ACH Screen

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.



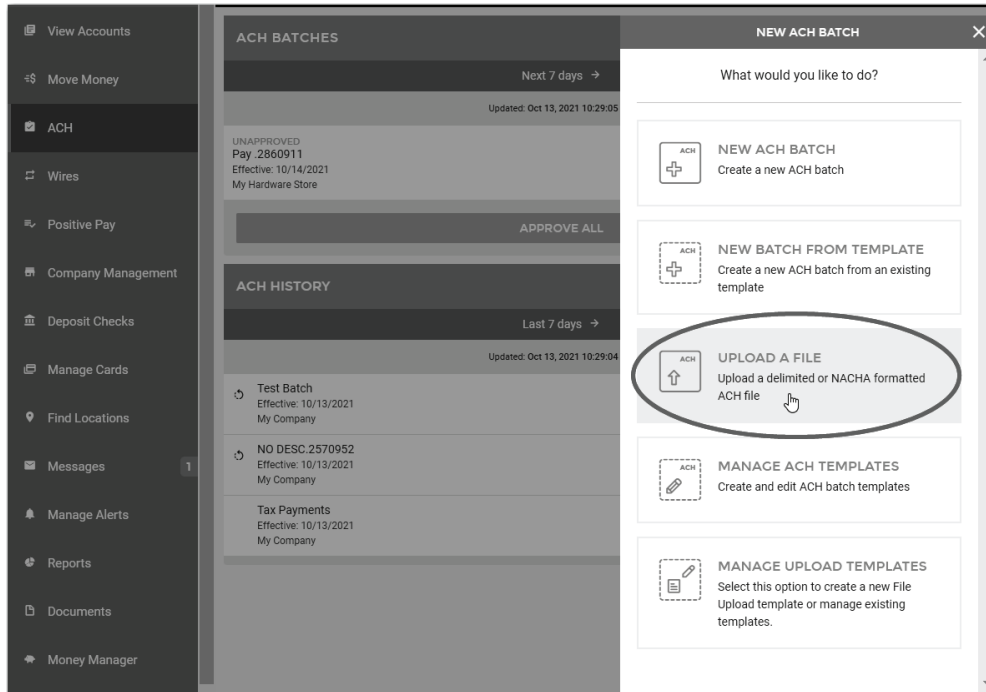
Step 2: Begin Batch Creation

This will take you to a screen displaying all Scheduled ACH Batches, Tax Payments (if permission enabled), 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.



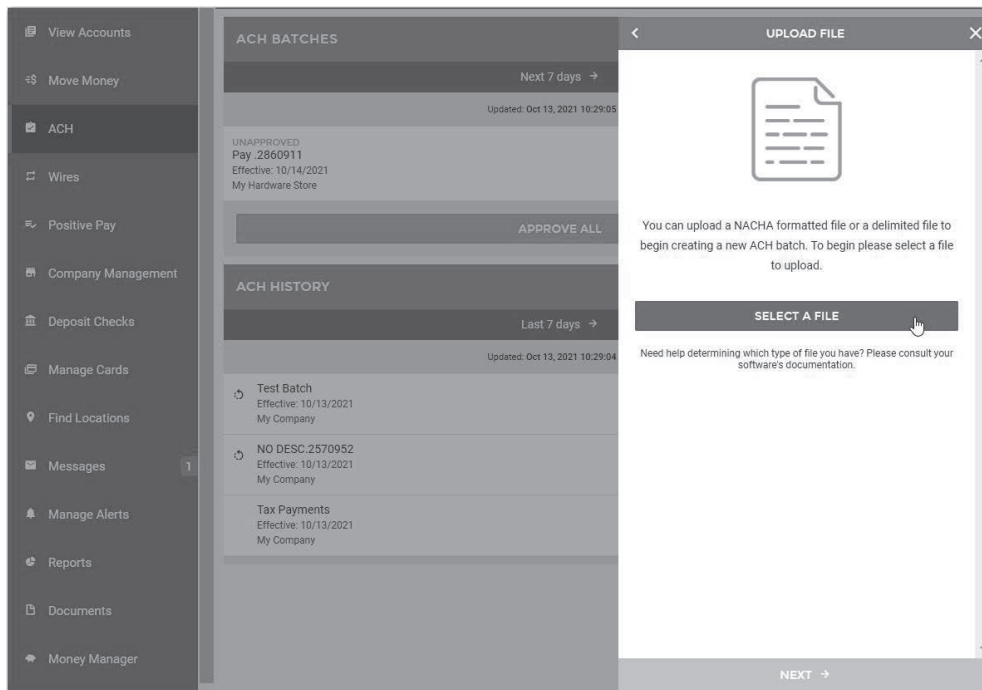
Step 3: Select "Upload a File"

In the screen below, click on the button "Upload a File".



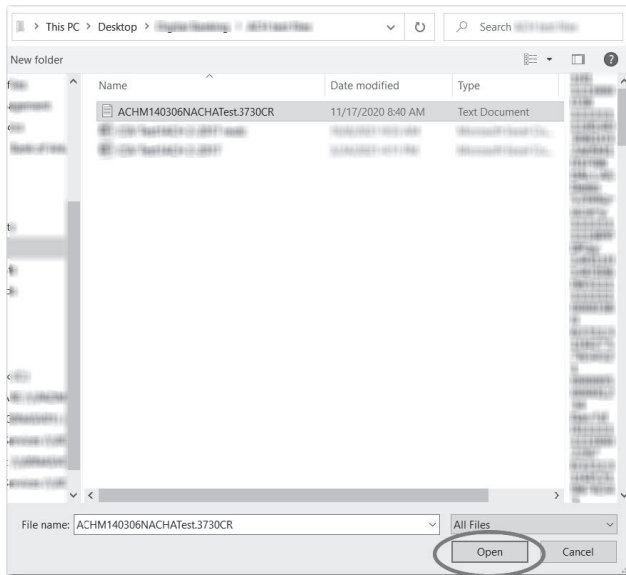
Step 4: Select "Select a File"

You can upload a NACHA formatted file or a delimited file to begin creating a new ACH batch.

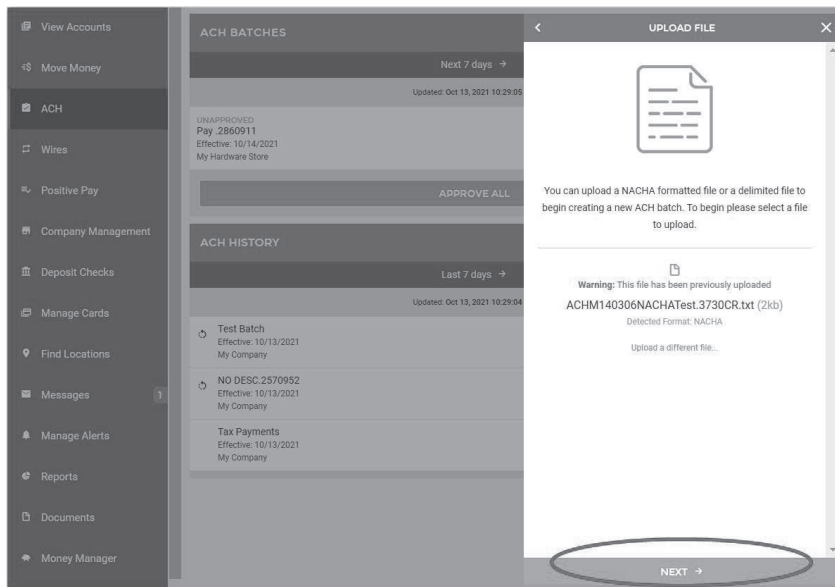


Step 5: Uploading NACHA File

You will need to select the NACHA file from your PC and select “Open”



You will then see this displayed on the screen. If you have uploaded this file before there will be a warning message stating as such. If you are confident you have selected the correct file, select “Next”.



Step 6: NACHA - Upload Details

You will then need to choose your ACH Company for this batch and the Offsetting account. You will then see the information in which was brought in from the file. Place a check mark next to the batches that you would like to include. You can review the details of the batch by selecting the drop-down arrow next to the check mark. Once completed, then select "Next".

View Accounts

Move Money

ACH

Wires

Positive Pay

Company Management

Deposit Checks

Manage Cards

Find Locations

Messages

Manage Alerts

Reports

Documents

Money Manager

ACH BATCHES

Next 7 days →

Updated: Oct 13, 2021 10:29:05

UNAPPROVED
Pay :2860911
Effective: 10/14/2021
My Hardware Store

APPROVE ALL

ACH HISTORY

Last 7 days →

Updated: Oct 13, 2021 10:29:04

Test Batch
Effective: 10/13/2021
My Company

NO DESC:2570952
Effective: 10/13/2021
My Company

Tax Payments
Effective: 10/13/2021
My Company

UPLOAD DETAILS

File Information

Batch Information

ACH COMPANY
My Company

OFFSETTING ACCOUNT
Business Checking *****234

Balance

Would you like the system to automatically balance your batch?

The following batches were found in your file. Please select the ones you would like to include:

Grocery Pay
ID: 36152 \$1,500.00
Effective: 10/14/2021 \$1,500.00
INVALID DATE - ADJUSTED TO NEXT AVAILABLE EFFECTIVE DATE

Hardware Pre
ID: 36153 \$0.00
Effective: 10/14/2021 \$0.00
INVALID DATE - ADJUSTED TO NEXT AVAILABLE EFFECTIVE DATE

NEXT →

Step 7: NACHA - Review File Upload and Submit

Review the information for accuracy and then select "Submit File"

View Accounts

Move Money

ACH

Wires

Positive Pay

Company Management

Deposit Checks

Manage Cards

Find Locations

Messages

Manage Alerts

Reports

Documents

Money Manager

ACH BATCHES

Next 7 days →

Updated: Oct 13, 2021 10:29:05

UNAPPROVED
Pay :2860911
Effective: 10/14/2021
My Hardware Store

APPROVE ALL

ACH HISTORY

Last 7 days →

Updated: Oct 13, 2021 10:29:04

Test Batch
Effective: 10/13/2021
My Company

NO DESC:2570952
Effective: 10/13/2021
My Company

Tax Payments
Effective: 10/13/2021
My Company

REVIEW FILE UPLOAD

FILE ACHM140306NACHATest.3730CR.txt

ACH COMPANY My Company

OFFSETTING ACCOUNT Business Checking *****234

Set All Batches as Approved

Enabling this option will select all imported batches and mark them as approved.

GROCERY

ENTRY DESCRIPTION PAY

DISCRETIONARY DATA

SEC PDD

EFFECTIVE DATE 10/14/2021

COMPANY ID 111111116

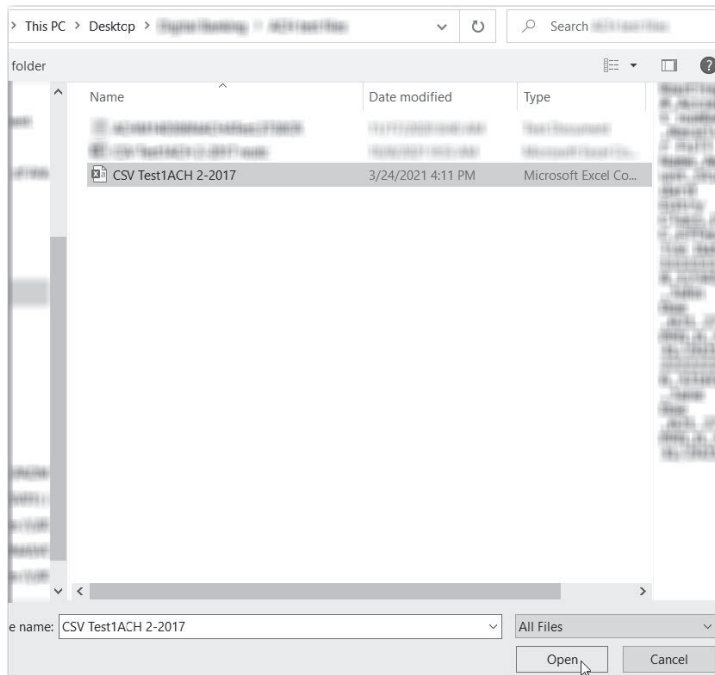
Approve on Import

SUBMIT FILE

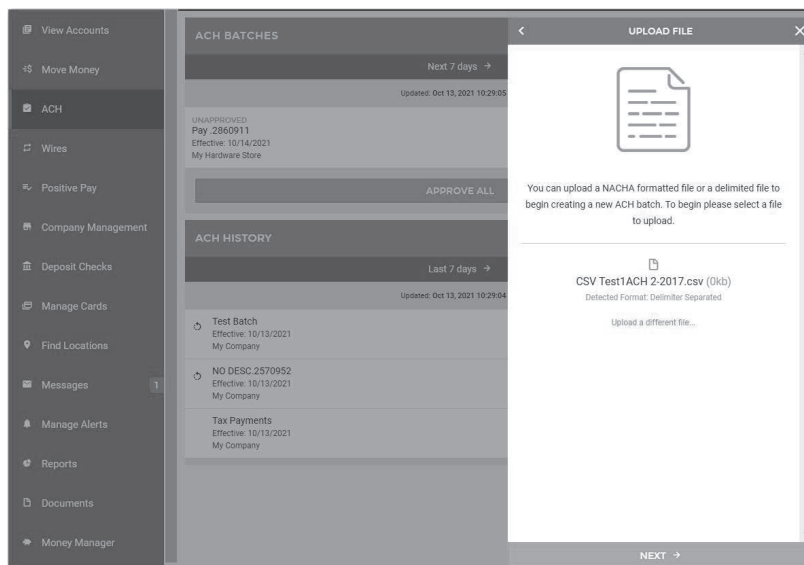


Step 8: Uploading Delimited File

You will need to select the delimited file from your PC and select “Open”

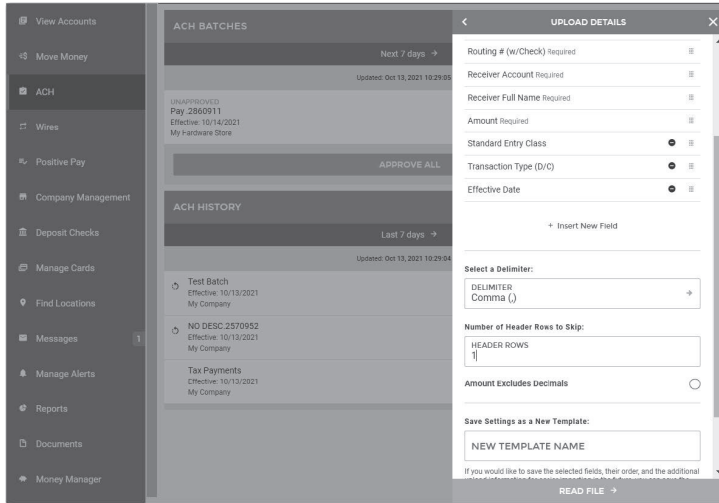


You will then see this displayed on the screen. If you have uploaded this file before there will be a warning message stating as such. If you are confident you have selected the correct file, select “Next”.



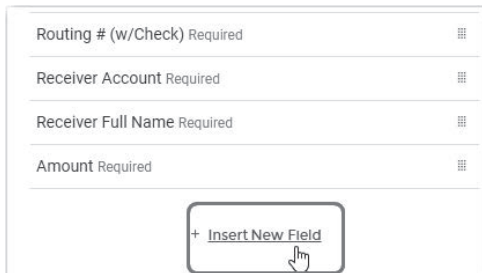
Step 9: Delimited – Upload Details

For the first time loading a delimited file you will need to select all fields that are included within that delimited file, and the order in which they are presented in the file. There are four required fields, you may click and drag on the grid to the right of the field to place them in order according to your file.

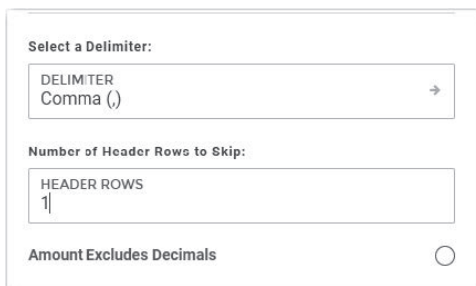


If you need to add any additional fields that you have in your file, select “Insert New Field” and choose from the list.

Note: If your file does not contain a transaction type of either a debit or a credit, it will be presumed as a debit. We highly recommend that you add transaction type to your upload file.



You will then make sure that the correct delimiter is set for your file type, as well as indicate if there are any header rows to skip. If your amounts in your file exclude decimals, then you will need to indicate by select the bubble.



If this is a common file layout that you will upload in the future, you may save this as an upload template to use for the future. This will prevent you having to enter the file layout information in again.

Save Settings as a New Template:

NEW TEMPLATE NAME

If you would like to save the selected fields, their order, and the additional upload information for easier importing in the future, you can save the settings as a new template or update an existing template.

SAVE TEMPLATE

READ FILE →

Verify that all information is correct and select “Read File”.

UPLOAD DETAILS

Select the fields contained in the Delimited file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **Filler** notation.

- Routing # (w/Check) Required
- Receiver Account Required
- Receiver Full Name Required
- Amount Required
- Standard Entry Class
- Transaction Type (D/C)
- Effective Date

+ Insert New Field

Select a Delimiter:

DELIMITER
Comma (,)

Number of Header Rows to Skip:

HEADER ROWS
1

Amount Excludes Decimals

READ FILE →

You will then need to choose your ACH Company for this batch and the Offsetting account. You will then see the information in which was brought in from the file. After completing select “Next”.

UPLOAD DETAILS

ACH COMPANY
My Company

OFFSETTING ACCOUNT
Business Checking *****234

Balance

John Doe 123456	\$621.27 111111118
Jane Doe 321654	\$621.27 222222226

NEXT →



Step 10: Delimited – Review File Upload and Submit

Review the information on the screen for accuracy. Verify your total debits and credits, as well as recipients. After you have verified, select “Submit File”.

The screenshot displays a financial software interface with a sidebar on the left and a main content area. The sidebar includes options like 'View Accounts', 'Move Money', 'ACH', 'Wires', 'Positive Pay', 'Company Management', 'Deposit Checks', 'Manage Cards', 'Find Locations', 'Messages', 'Manage Alerts', 'Reports', 'Documents', and 'Money Manager'. The main content area is split into two panels. The left panel shows 'ACH BATCHES' with a 'Next 7 days' filter and an 'UNAPPROVED' batch for 'Pay 2860911' at 'My Hardware Store'. Below it is 'ACH HISTORY' with a 'Last 7 days' filter, listing 'Test Batch', 'NO DESC.2570952', and 'Tax Payments'. The right panel is a 'REVIEW FILE UPLOAD' window for 'CSV Test1ACH 2-2017.csv'. It shows 'ACH COMPANY' as 'My Company' and 'OFFSETTING ACCOUNT' as 'Business Checking ****234'. The 'EFFECTIVE DATE' is '10/14/2021'. A 'TOTALS' section shows 'CREDITS (0)' at '\$0.00' and 'DEBITS (2)' at '\$1,242.54'. A 'RECIPIENTS' section lists 'JOHN DOE' and 'JANE DOE' with their respective amounts. A 'SUBMIT FILE' button is at the bottom.

FILE	CSV Test1ACH 2-2017.csv
ACH COMPANY	My Company
OFFSETTING ACCOUNT	Business Checking ****234
EFFECTIVE DATE	10/14/2021
INVALID DATE - ADJUSTED TO NEXT AVAILABLE EFFECTIVE DATE	
TOTALS	
CREDITS (0)	\$0.00
DEBITS (2)	\$1,242.54
RECIPIENTS	
JOHN DOE	123455 / \$621.27
JANE DOE	321654 / \$621.27

