

ACH Manager

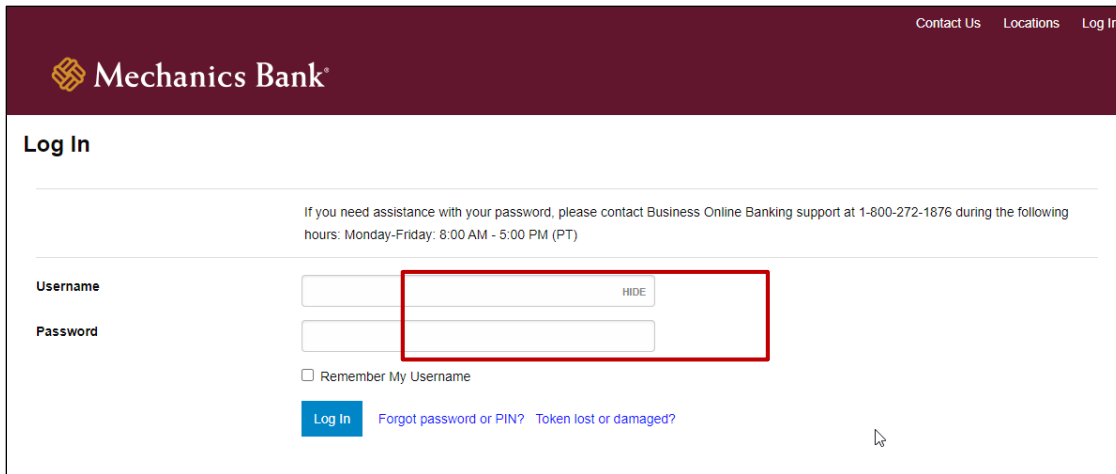
User Guide

Table of Contents

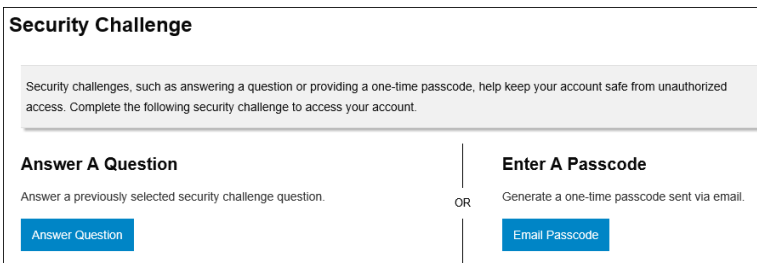
Launching ACH Manager	3
Creating a New ACH Transfer	4
Creating a New ACH Transfer Using an Existing Transfer	8
ACH Transfer Templates	11
Creating a New ACH Transfer Template	11
Initiating an ACH Transfer from an Existing Template	15
Editing a Template	18
Deleting a Template	19
ACH File Import Templates	20
Creating a New ACH File Import Template	20
Initiating a New ACH Transfer from an Existing ACH File Import Template	26
Editing an ACH File Import Template	31
Deleting an ACH File Import Template	33
Importing an ACH File	34
ACH Transfer Inquiry	39
Exports and Reporting	41
Changing a Saved ACH Transfer	42
Deleting an ACH Transfer	45
Reviewing & Approving an ACH Transfer	46

Launching ACH Manager

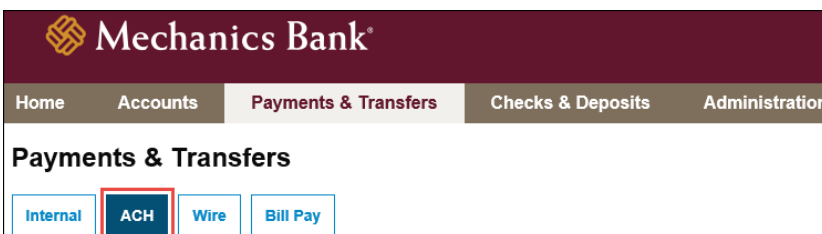
- Access our website www.mechanicsbank.com to log in to Business Online Banking
- On the right side of the page, select the **Login to Online Banking** button, choose **Business Online Banking** from the bottom of the menu
- On the **Log In** page enter your **Username** and **Password**
 - ☞ **Note:** *Security token users ONLY-* your password should be a combination of the number generated from your security token plus your 4-digit PIN number.
- Click **Log In**
 - ☞ **Note:** Security token users will see a **Site Verification** box and will need to validate the verification code in order to proceed.



- You may be promoted with a **Security Challenge**; complete the Security Challenge in order to continue the log in process by either answering a security challenge question or by entering a one-time passcode received via email



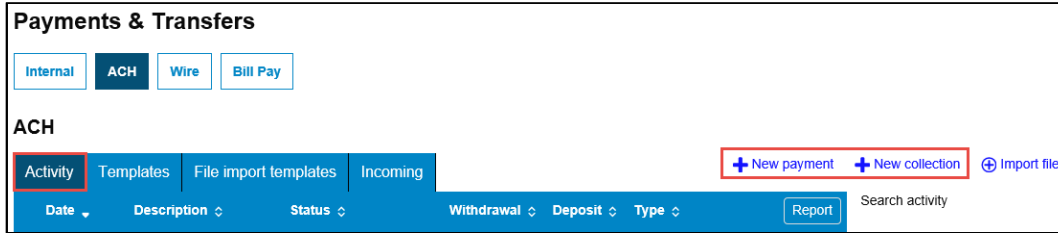
- Once logged in, locate ACH Manager by clicking on **Payments & Transfers** and then select **ACH**



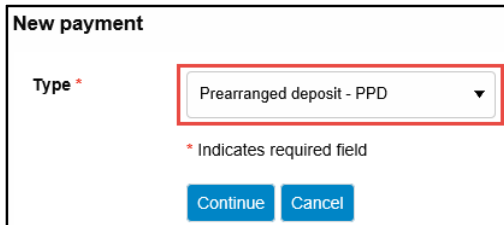
Creating a New ACH Transfer

You can use the **New payment** or **New Collection** options to build ACH transfer files for onetime use, or set-up the ACH transfer to reoccur based on the transfer frequency you select.

- From the ACH menu, on the **Activity** tab, select **New payment** or **New Collection**, depending on the type of transfer you want to submit



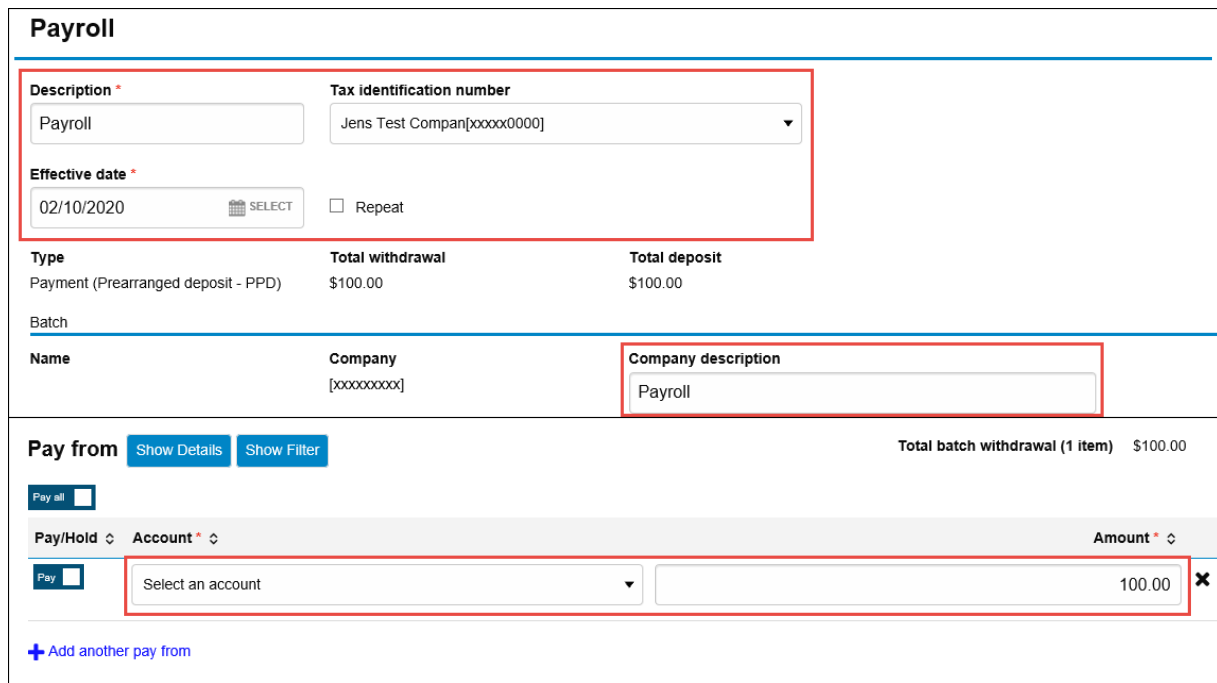
- Select the applicable ACH **Type** from the drop down menu and then click **Continue**



- The **New ACH** screen will appear; enter the ACH transfer instructions and when finished click **Complete ACH** (see *transfer examples and field descriptions below*)

Note: To complete the ACH transfer instructions at a later time, select **Save for later** instead.

Example – New Payment:



Type	Total withdrawal	Total deposit
Payment (Prearranged deposit - PPD)	\$100.00	\$100.00

Name	Company	Company description
	[xxxxxxxx]	Payroll

Pay from	Amount
Pay	100.00

Pay to Show Details Show Filter Total batch deposit (2 items) \$100.00

Pay all Prenote none

Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *	Prenote
<input type="checkbox"/> Pay	John Smith		121102036 <input type="text"/>	123456789	Checking	50.00	<input type="checkbox"/> No <input type="checkbox"/> X
			MECHANICS BANK				
<input type="checkbox"/> Pay	Jane Doe		121000358 <input type="text"/>	987654321	Checking	50.00	<input type="checkbox"/> No <input type="checkbox"/> X
			BANK OF AMERICA, N.A.				
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> X
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> X
<input type="checkbox"/> Pay	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> X

[+ Add another pay to](#)

* Indicates required field

Complete ACH Save for later Cancel

Fields	Description
Description	Based on the type of ACH selected, enter the ACH file name (<i>i.e. Payroll</i>). Field information will post to both the company and recipients bank statement.
Tax Identification Number	<i>Only applicable for multi-entity clients.</i> If available, select the appropriate company tax identification number from the drop down menu.
Effective Date	Click on the calendar icon and select the effective date of the transfer.
Repeat	Leave the option unchecked unless you would like the transfer to recur automatically. If checked, select the frequency from the drop down menu and the transfer end date (<i>This option may not be available to all users and on all transfer types</i>).
Company description	Field will default based on Description entered. Can be changed if needed (<i>Maximum of 10 characters allowed</i>).
Pay From	Use the dropdown menu to select your Account you want the funds to be transferred from and the total Amount you want withdrawn from that account.
Pay To	Enter the receivers Name, Account Number, Account Type, the Routing Transit Number of their financial institution, and the Amount to be credited. If you have incomplete information about the receivers financial institution you can look it up by clicking on the Search <input type="text"/> icon. You have the option of adding a description by clicking on the Show Details button, which will display a Payment Information field and attach the information as an addenda to that particular item.
Add another pay to	To add additional rows, click Add another pay to.
Prenote	To submit a Prenote for a specific entry, click the Prenote box to the right of the entry (<i>Prenotes should be sent at least 3 banking days prior to the first live credit/debit entry to the receiver</i>).
Delete Row	To delete a row, click the <input type="checkbox"/> X to the right of the entry.

Example – New Collection:

Monthly Dues

Description * Monthly Dues **Tax identification number** Jens Test Compan[xxxxx0000]

Effective date * 02/10/2020 Repeat

Type	Total withdrawal	Total deposit
Collection (Prearranged payment - PPD)	\$0.00	\$0.00

Batch

Name	Company	Company description
	[xxxxxxxxx]	Monthly Du

Pay from Total batch withdrawal (2 items) \$20.00

Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *	Prenote
<input type="checkbox"/>	John Smith		121102036 <input type="button" value="Q"/>	123456789	Checking	10.00	<input type="checkbox"/> No <input type="button" value="X"/>
	MECHANICS BANK						
<input type="checkbox"/>	Jane Doe		121000358 <input type="button" value="Q"/>	987654321	Checking	10.00	<input type="checkbox"/> No <input type="button" value="X"/>
	BANK OF AMERICA, N.A.						
<input type="checkbox"/>			<input type="button" value="Q"/>		Select a type		<input type="checkbox"/> No <input type="button" value="X"/>
<input type="checkbox"/>			<input type="button" value="Q"/>		Select a type		<input type="checkbox"/> No <input type="button" value="X"/>
<input type="checkbox"/>			<input type="button" value="Q"/>		Select a type		<input type="checkbox"/> No <input type="button" value="X"/>



[+ Add another pay from](#)

Pay to Total batch deposit (1 item) \$20.00

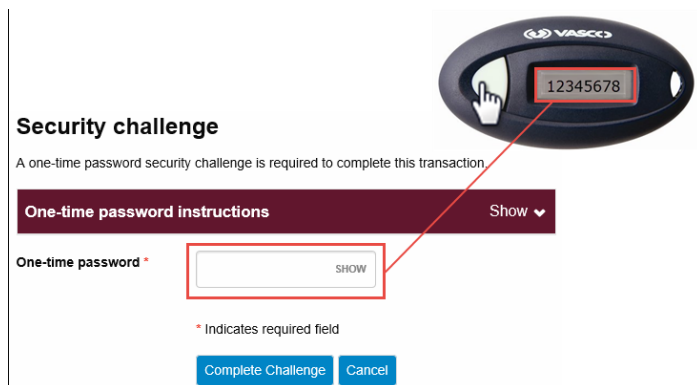
Pay/Hold	Account *	Amount *
<input type="checkbox"/>	Select an account	20.00 <input type="button" value="X"/>

[+ Add another pay to](#)

* Indicates required field

Fields	Description
Description	Based on the type of ACH selected, enter the ACH file name (<i>i.e. Monthly Dues</i>). Field information will post to both the company and recipients bank statement.
Tax Identification Number	<i>Only applicable for multi-entity clients.</i> If available, select the appropriate company tax identification number from the drop down menu.
Effective Date	Click on the calendar icon and select the effective date of the transfer.
Repeat	Leave the option unchecked unless you would like the transfer to recur automatically. If checked, select the frequency from the drop down menu and the transfer end date (<i>This option may not be available to all users and on all transfer types</i>).
Company description	Field will default based on Description entered. Can be changed if needed (<i>Maximum of 10 characters allowed</i>).
Pay From	Enter the receivers Name, Account Number, Account Type, the Routing Transit Number of their financial institution, and the Amount to be debited. If you have incomplete information about the receivers financial institution you can look it up by clicking on the Search  icon. You have the option of adding a description by clicking on the Show Details button, which will display a Payment Information field and attach the information as an addenda to that particular item.
Add another pay from	To add additional rows, click Add another pay from.
Pay To	Use the dropdown menu to select your Account you want the funds to be transferred to and the total Amount you want deposited to that account.
Prenote	To submit a Prenote for a specific entry, click the Prenote box to the right of the entry (<i>Prenotes should be sent at least 3 banking days prior to the first live credit/debit entry to the receiver</i>).
Delete Row	To delete a row, click the  to the right of the entry.

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - ☞ **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - ☞ **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to ACH activity** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments

ACH

Activity Templates File import templates Incoming Print Help

⚠ Payroll is pending client review.

Payroll

Reference number aaf473a89c

Effective date Feb 10, 2020

Total withdrawal \$0.25

Number of withdrawals 1

Total deposit \$0.25

Number of deposits 1

Return to ACH activity
Save as template

Creating a New ACH Transfer Using an Existing Transfer

A New ACH Transfer can be created from a previously submitted and/or saved ACH Transfer.

- From the ACH menu, select the **Activity** tab; from the list of transfer activity, locate the transfer you want to initiate and then click the **Copy** button to the right of the transfer

☞ **Note:** You can use the search criteria fields on the right to filter out the results.

ACH

Activity Templates File import templates Incoming + New payment + New collection + Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Feb 10, 2020	Payroll	Transfer Exceeds Review: Pending Approval	0.25	0.25	Payment	Copy
Jan 31, 2020	Vendors Payment	Transfer Exceeds Review: Pending Approval	1.00	1.00	Collection	Copy
Jan 31, 2020	Vendors Payment	File not originated: Duplicate Check Failed	1.00	1.00	Collection	Copy

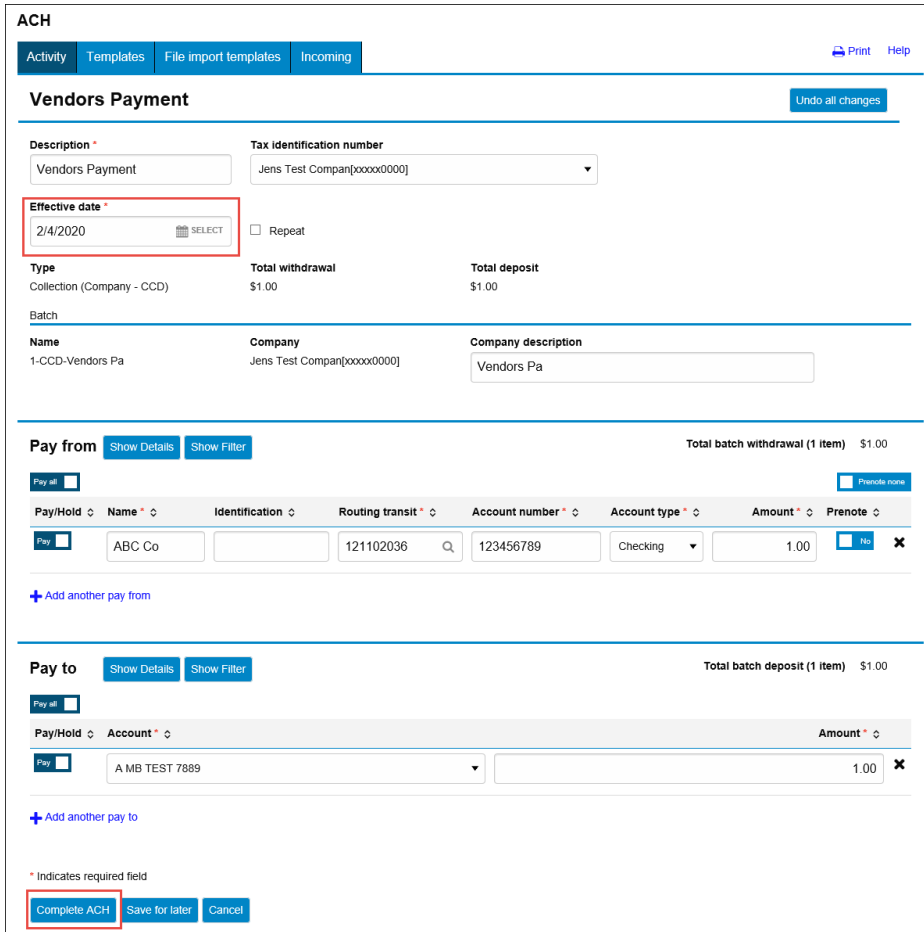
Search activity

Date
All activity

Type
All types

Amount

- After selecting the transfer from the list, the transfer will open in an editing screen; select the **Effective date** for the new transfer and make any other changes as needed and when finished click **Complete ACH**



ACH

Activity | Templates | File import templates | Incoming Print Help

Vendors Payment Undo all changes

Description * Tax identification number

Effective date * Repeat

Type Total withdrawal Total deposit

Batch

Name Company Company description

Pay from Total batch withdrawal (1 item) \$1.00

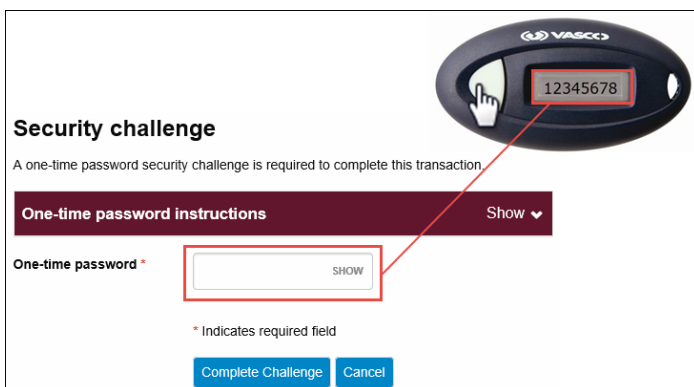
Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Prenote
<input type="button" value="Pay"/>	ABC Co		121102036	123456789	Checking	1.00	<input type="button" value="No"/> <input type="button" value="X"/>

Pay to Total batch deposit (1 item) \$1.00

Pay/Hold	Account	Amount
<input type="button" value="Pay"/>	A MB TEST 7889	1.00

* Indicates required field

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions

One-time password *

* Indicates required field

- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - ☞ **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - ☞ **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to ACH activity** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments

ACH

Activity | Templates | File import templates | Incoming Print Help

⚠ Payroll is pending client review.

Payroll

Reference number	aaf473a89c
Effective date	Feb 10, 2020
Total withdrawal	\$0.25
Number of withdrawals	1
Total deposit	\$0.25
Number of deposits	1

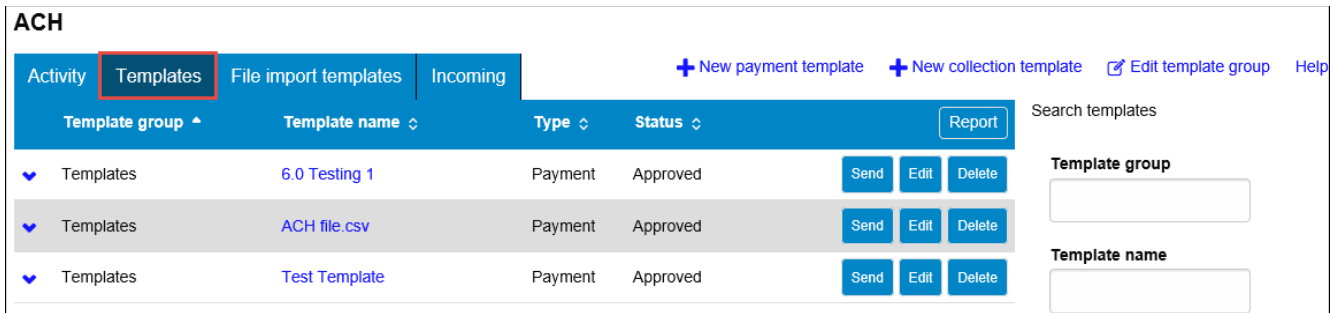
[Return to ACH activity](#) [Save as template](#)

ACH Transfer Templates

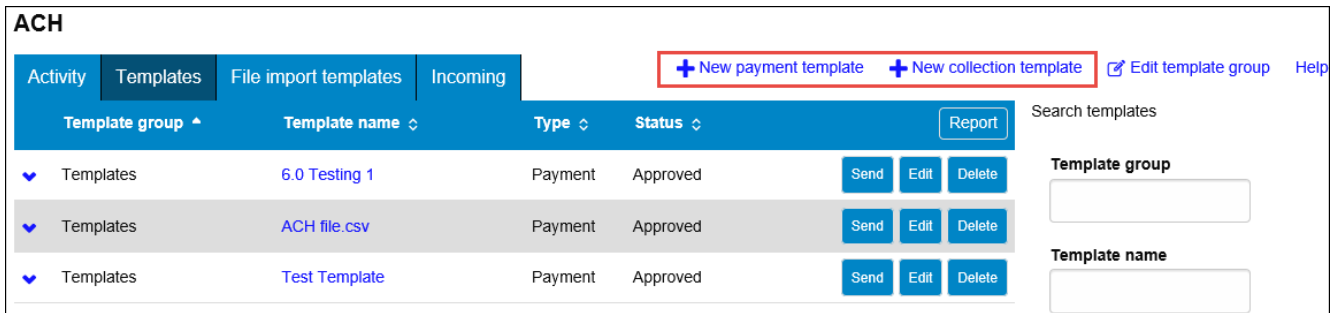
You can create ACH transfer templates to build transfer files for recurring use. The templates can be assigned to specific users for use. You can create new templates, initiate a transfer from an existing template, edit existing templates and delete templates that you no longer need.

Creating a New ACH Transfer Template

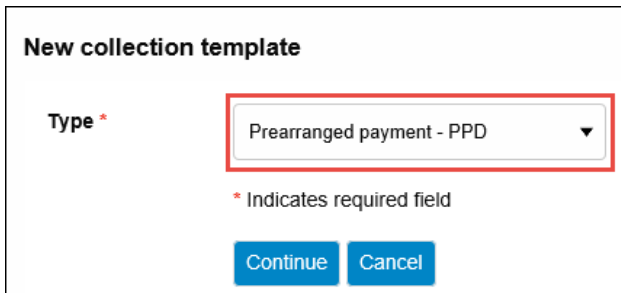
- From the ACH menu, select the **Templates** tab



- A template list will appear; click on **New payment template** or **New collection template** depending on the type of transfer template you want to create



- Select the applicable ACH **Type** from the drop down menu and then click **Continue**



- The **New template** screen will appear; enter the ACH transfer template instructions and when finished click **Save** (see *transfer template examples and field descriptions below*)

Note: A user MUST have access to a template in order to initiate, inquire and approve a transfer that was initiated from that specific template.

Example – New Payment Template

ACH
Print Help

Activity
Templates
File import templates
Incoming

Payroll

Template name *

Tax identification number

Template group

[+ New](#)

Type
Payment (Prearranged deposit - PPD) Repeat

From amount

To amount

Total withdrawal
\$0.00

Total deposit
\$0.00

User access All current and future users Specific users

Deselect all

<input type="checkbox"/> Minnie	<input type="checkbox"/> Candie	<input checked="" type="checkbox"/> Jen
<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Mickey	<input type="checkbox"/> Monica

Pay from [Show Details](#) [Show Filter](#)

Pay all

Pay/Hold Account *

Amount *

[+ Add another pay from](#)

Allow additional rows No

Pay to [Show Details](#) [Show Filter](#)

Pay all


Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *
<input type="checkbox"/>	John Smith		121102036	123456789	Checking	0.00
MECHANICS BANK						
<input type="checkbox"/>	Jane Doe		121000358	987654321	Checking	0.00
BANK OF AMERICA, N.A.						
<input type="checkbox"/>					Select a type	
<input type="checkbox"/>					Select a type	
<input type="checkbox"/>					Select a type	

[+ Add another pay to](#)

Allow additional rows No

* Indicates required field

Save
Cancel

Fields	Description
Template Name	Based on the type of ACH selected, enter the ACH template name (<i>i.e. Payroll</i>). Field information may post to both the company and recipients bank statement.
Tax Identification Number	<i>Only applicable for multi-entity clients.</i> If available, select the appropriate company tax identification number from the drop down menu.
Template Group	Click on the New + icon to create a new Template Group. Enter a template group name and click Save. If a template group was already created, simply select one from the drop down menu as applicable.
Repeat	Leave the option unchecked unless you would like the transfer to recur automatically. If checked, select the frequency from the drop down menu (<i>This option may not be available to all users and on all transfer types</i>).
From/To amount	If you want to restrict the transfer amount that is allowed to be initiated when using this template, enter an amount range.
User Access	Select the check box next to each user that you want to grant access to this template OR select the All current and future users box, which will grant access to ALL existing ACH users and also any new ACH users added in the future.
Pay From	Use the dropdown menu to select your Account you want the funds to be transferred from and the total Amount you want withdrawn from that account. The Default Amount field is a mandatory field; if you do not have a total dollar amount to enter at this time, you must enter 0.00.
Add another pay from	To add additional rows, click Add another pay from.
Allow Additional Rows	If you would like to have the option to input additional rows of entries at the time you initiate a transfer, check the box next to Allow additional rows box.
Pay To	Enter the receivers Name, Account Number, Account Type, the Routing Transit Number of their financial institution, and the Amount to be credited. The Default Amount field is a mandatory field; if you do not have a total dollar amount to enter at this time, you must enter 0.00. If you have incomplete information about the receivers financial institution you can look it up by clicking on the Search  icon. You have the option of adding a description by clicking on the Show Details button, which will display a Payment Information field and attach the information as an addenda to that particular item.
Add another pay to	To add additional rows, click Add another pay to.
Allow Additional Rows	If you would like to have the option to input additional rows of entries at the time you initiate a transfer, check the box next to Allow additional rows box.
Delete Row	To delete a row, click the × to the right of the entry.

Example – New Collection Template:

ACH
Print Help

Activity
Templates
File import templates
Incoming

Monthly Dues

Template name *

Tax identification number

Template group

+ New

Type
Collection (Prearranged payment - PPD) Repeat

From amount

To amount

Total withdrawal
\$0.00

Total deposit
\$0.00

User access

All current and future users
 Specific users

Deselect all

<input type="checkbox"/> Minnie	<input type="checkbox"/> Candie	<input checked="" type="checkbox"/> Jen
<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Mickey	<input type="checkbox"/> Monica

Pay from Show Details Show Filter

Pay all

Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *	
<input type="checkbox"/> Play	John Smith	<input type="text"/>	121102036 <input type="text"/>	123456789	Checking	0.00	✕
MECHANICS BANK							
<input type="checkbox"/> Play	Jane Doe	<input type="text"/>	121000358 <input type="text"/>	987654321	Checking	0.00	✕
BANK OF AMERICA, N.A.							
<input type="checkbox"/> Play	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>	✕
<input type="checkbox"/> Play	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>	✕
<input type="checkbox"/> Play	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select a type	<input type="text"/>	✕

+ Add another pay from

Allow additional rows
 No

Pay to Show Details Show Filter

Pay all

Pay/Hold	Account *	Amount *
<input type="checkbox"/> Play	Select an account	0.00

+ Add another pay to

Allow additional rows
 No

* Indicates required field

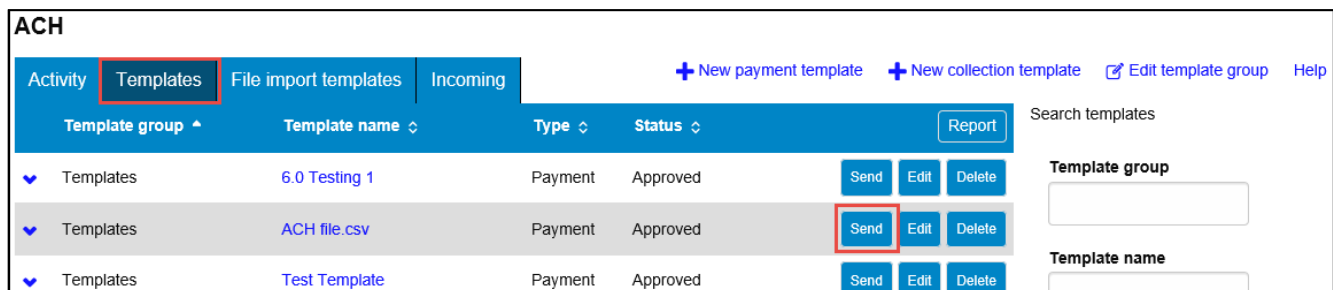
Save
Cancel

Fields	Description
Template Name	Based on the type of ACH selected, enter the ACH template name (<i>i.e. Payroll</i>). Field information may post to both the company and recipients bank statement.
Tax Identification Number	<i>Only applicable for multi-entity clients.</i> If available, select the appropriate company tax identification number from the drop down menu.
Template Group	Click on the New + icon to create a new Template Group. Enter a template group name and click Save. If a template group was already created, simply select one from the drop down menu as applicable.
Repeat	Leave the option unchecked unless you would like the transfer to recur automatically. If checked, select the frequency from the drop down menu (<i>This option may not be available to all users and on all transfer types</i>).
From/To amount	If you want to restrict the transfer amount that is allowed to be initiated when using this template, enter an amount range.
User Access	Select the check box next to each user that you want to grant access to this template OR select the All current and future users box, which will grant access to ALL existing ACH users and also any new ACH users added in the future.
Pay From	Enter the receivers Name, Account Number, Account Type, the Routing Transit Number of their financial institution, and the Amount to be debited. The Default Amount field is a mandatory field; if you do not have a total dollar amount to enter at this time, you must enter 0.00. If you have incomplete information about the receivers financial institution you can look it up by clicking on the Search Q icon. You have the option of adding a description by clicking on the Show Details button, which will display a Payment Information field and attach the information as an addenda to that particular item.
Add another pay from	To add additional rows, click Add another pay from.
Allow Additional Rows	If you would like to have the option to input additional rows of entries at the time you initiate a transfer, check the box next to Allow additional rows box.
Pay to	Use the dropdown menu to select your Account you want the funds to be transferred to and the total Amount you want credited to that account. The Default Amount field is a mandatory field; if you do not have a total dollar amount to enter at this time, you must enter 0.00.
Add another pay to	To add additional rows, click Add another pay to.
Allow Additional Rows	If you would like to have the option to input additional rows of entries at the time you initiate a transfer, check the box next to Allow additional rows box.
Delete Row	To delete a row, click the X to the right of the entry.

Initiating an ACH Transfer from an Existing Template


- From the ACH menu, select the **Templates** tab; from the list of templates, locate the template you want to initiate a transfer from and then click the **Send** button to the right of the template

 **Note:** You can use the search criteria fields on the right to filter out the results.





The screenshot shows the ACH Manager interface with the 'Templates' tab selected. The interface includes a navigation bar with 'Activity', 'Templates', 'File import templates', and 'Incoming'. There are also links for '+ New payment template', '+ New collection template', 'Edit template group', and 'Help'. Below the navigation bar is a table with columns: 'Template group', 'Template name', 'Type', 'Status', and 'Report'. The table contains three rows of templates. The second row, 'ACH file.csv', has its 'Send' button highlighted with a red box. To the right of the table is a search area with 'Search templates' and two input fields for 'Template group' and 'Template name'.

- After selecting the template from the list, the transfer will open in an editing screen; select the **Effective date** for the new transfer, enter the item **Amounts** as applicable and make any other changes as needed and when finished click **Complete ACH**

 **Note:** To place an item on hold, click the **Hold** box to the left of the entry. When an item is placed on hold, it will NOT be included in the transfer.

ACH

Activity
Templates
File import templates
Incoming

 Print
 Help

Payroll Transfer Undo all changes

Description
Payroll Transfer

Effective date *
02/10/2020 SELECT

Type
Payment (Prearranged deposit - PPD)

Batch

Tax identification number
Jens Test Compan[xxxxx0000]

Amount range
 Repeat

Total withdrawal
\$1.00

Total deposit
\$1.00

Company
[xxxxxxxxx]

Company description
Payroll

Pay from Show Details Show Filter

Pay all

Pay/Hold	Account *	Amount *
<input type="checkbox"/> Pay	A MB TEST 7889	1.00

Total batch withdrawal (1 item) \$1.00

Pay to Show Details Show Filter

Pay all Prenote none

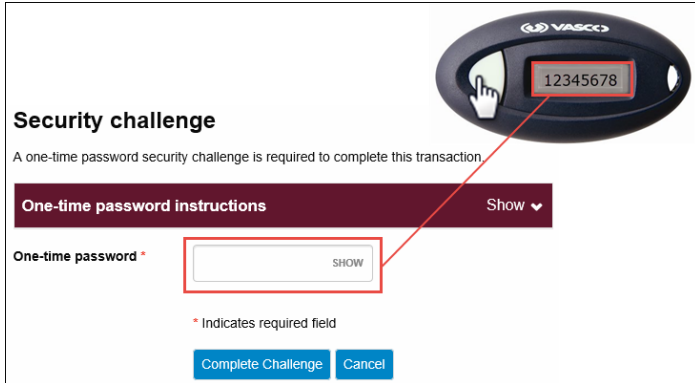
Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *	Prenote
<input type="checkbox"/> Pay	John Smith		121102036	123456789	Checking	1.00	<input type="checkbox"/> No
<input type="checkbox"/> Hold	Jane Doe		121000358	987654321	Checking	0.00	<input type="checkbox"/> No

Total batch deposit (1 item) \$1.00

* Indicates required field

Complete ACH
Save for later
Cancel

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - 👉 **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - 👉 **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to ACH templates** to return to the ACH menu

ACH

Activity | Templates | File import templates | Incoming Print Help

⚠ ACH file.csv is pending client review.

ACH file.csv


Reference number	aa348278b4
Effective date	Feb 27, 2020
Total withdrawal	\$0.10
Number of withdrawals	1
Total deposit	\$0.10
Number of deposits	2

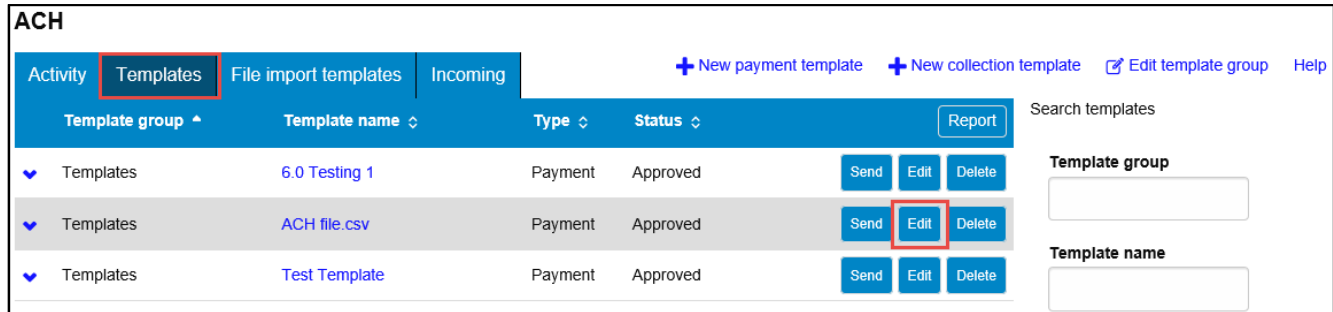
[Return to ACH templates](#)

Editing a Template

Specific detail of existing templates can be edited and saved for future use.

- From the ACH menu, select the **Templates** tab; from the list of templates, locate the template you want to edit and then click the **Edit** button to the right of the template

 **Note:** You can use the search criteria fields on the right to filter out the results.



ACH

Activity **Templates** File import templates Incoming [+ New payment template](#) [+ New collection template](#) [Edit template group](#) [Help](#)

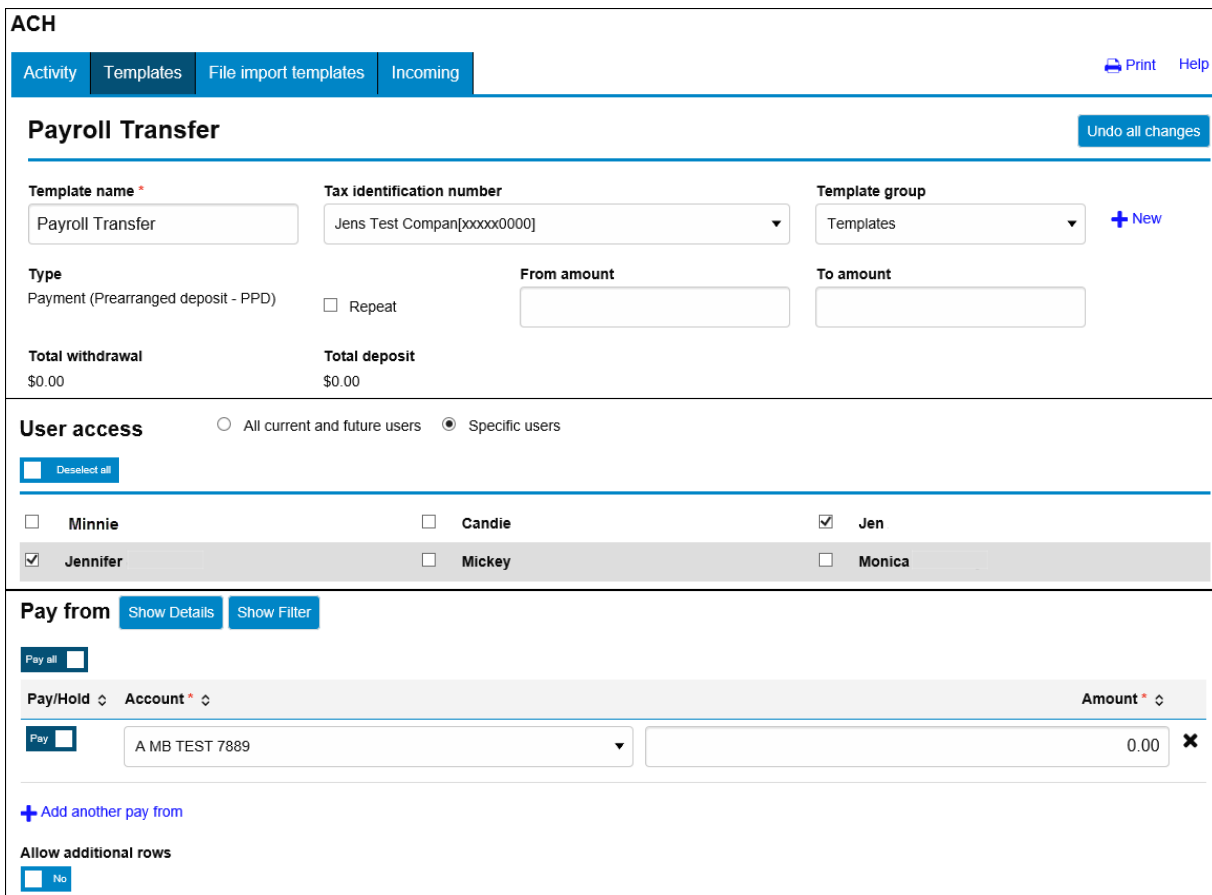
Template group ^	Template name ^	Type ^	Status ^	Report
▼ Templates	6.0 Testing 1	Payment	Approved	Send Edit Delete
▼ Templates	ACH file.csv	Payment	Approved	Send Edit Delete
▼ Templates	Test Template	Payment	Approved	Send Edit Delete

Search templates

Template group

Template name

- After selecting the template from the list, the template will open in an editing screen; make any changes to the template as needed and when finished click **Save**



ACH

Activity **Templates** File import templates Incoming [Print](#) [Help](#)

Payroll Transfer [Undo all changes](#)

Template name * Tax identification number Template group [+ New](#)

Type Repeat From amount To amount

Payment (Prearranged deposit - PPD)

Total withdrawal \$0.00 Total deposit \$0.00

User access All current and future users Specific users

Deselect all

<input type="checkbox"/> Minnie	<input type="checkbox"/> Candie	<input checked="" type="checkbox"/> Jen
<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Mickey	<input type="checkbox"/> Monica

Pay from [Show Details](#) [Show Filter](#)

Pay all

Pay/Hold ^ Account * ^ Amount * ^

Pay [X](#)

[+ Add another pay from](#)

Allow additional rows No

Pay to [Show Details](#) [Show Filter](#)

Pay all

Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *
<input type="checkbox"/> Pay	John Smith		121102036	123456789	Checking	0.00
<input type="checkbox"/> Pay	Jane Doe		121000358	987654321	Checking	0.00

[+ Add another pay to](#)


Allow additional rows
 No

* Indicates required field

Deleting a Template

You can delete an existing template if it's no longer needed.

- From the ACH menu, select the **Templates** tab; from the list of templates, locate the template you want to delete and then click the **Delete** button to the right of the template

 **Note:** You can use the search criteria fields on the right to filter out the results.

ACH

Activity **Templates** File import templates Incoming [+ New payment template](#) [+ New collection template](#) [Edit template group](#) [Help](#)

Template group	Template name	Type	Status	Report
Templates	6.0 Testing 1	Payment	Approved	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Templates	ACH file.csv	Payment	Approved	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Templates	Test Template	Payment	Approved	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Search templates

Template group

Template name

- After selecting the template from the list, the template will display; click **Delete template**

ACH

Activity **Templates** File import templates Incoming [Print](#) [Help](#)

6.0 Testing 1

Template name 6.0 Testing 1	Tax identification number Jens Test Compan[xxxxx0000]	Template group Templates
<input type="checkbox"/> Repeat	Type Payment (Company - CCD)	Amount range
Total withdrawal \$0.25	Total deposit \$0.25	

User access All current and future users Specific users

Minnie Candie Jen
 Jennifer Mickey Monica

Pay from [Show Details](#) [Show Filter](#)

Pay/Hold ▾	Account ▾	Amount ▾
Pay	A MB TEST 7889	0.25

Allow additional rows
No

Pay to [Show Details](#) [Show Filter](#)

Pay/Hold ▾	Name ▾	Identification ▾	Routing transit ▾	Account number ▾	Account type ▾	Amount ▾
Pay	Mech Bank		121102036		Checking	0.25

Allow additional rows
No

[Delete template](#) [Return to ACH templates](#)

ACH File Import Templates

ACH File Import Templates allow you to manage templates for your file imports and assign user access, allowing for greater controls of your file imports. You can create new templates, create a transfer from an existing template, edit existing templates and delete templates that you no longer need.

Creating a New ACH File Import Template

- From the ACH menu, select the **File import templates** tab and then click **New file import template**

ACH

[Activity](#) | [Templates](#) | [File import templates](#) | [Incoming](#)

[Import file](#) | [+ New file import template](#) | [Edit template group](#) | [Help](#)

Template group ▾	Template name ▾	File type ▾	Type ▾	Status ▾	Report
Collections	Payroll3	Non NACHA	Payment	Not applicable	Send Edit Delete
Templates	Bills	Non NACHA	Payment	Not applicable	Send Edit Delete
Templates	Payroll NACHA File Import	NACHA	Payment	Approved	Send Edit Delete

Search templates

Template group
 Template name

- Select the file **Import type** (*NACHA or Non NACHA*) and then click **Continue**

ACH


[Activity](#) | [Templates](#) | [File import templates](#) | [Incoming](#)
[Print](#) [Help](#)

New file import template

Import type NACHA Non-NACHA

[Continue](#) [Cancel](#)

For NACHA Files:

- The **New file import template** screen will appear; complete the below fields and then click **Save**
-  **Note:** A user **MUST** have access to a template in order to initiate, inquire and approve a transfer that was initiated from that specific template.

ACH

Activity | Templates | **File import templates** | Incoming Print Help

New file import template

Template name * Tax identification number Template group + New

Type From amount To amount

User access All current and future users Specific users

<input type="checkbox"/> Minnie	<input type="checkbox"/> Candie	<input checked="" type="checkbox"/> Jen
<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Mickey	<input type="checkbox"/> Monica

Fields	Description
Template Name	Based on the type of ACH selected, enter the ACH template name (<i>i.e. Payroll</i>).
Tax Identification Number	<i>Only applicable for multi-entity clients.</i> If available, select the appropriate company tax identification number from the drop down menu.
Template Group	Click on the New + icon to create a new Template Group. Enter a template group name and click Save. If a template group was already created, simply select one from the drop down menu as applicable.
Type	Based on the type of ACH items you are sending, select the ACH type from the drop down menu.
From/To amount	If you want to restrict the transfer amount that is allowed to be initiated when using this template, enter an amount range.
User Access	Select the check box next to each user that you want to grant access to this template OR select the All current and future users box, which will grant access to ALL existing ACH users and also any new ACH users added in the future.

For Non NACHA Files:

- The **New file import template** screen will appear; click **Browse** and select the file you want to import
- Based on the type of ACH items you are sending, select the ACH **Type** from the drop down menu and then click **Continue**

ACH


Activity | Templates | **File import templates** | Incoming Print Help

New file import template

Import type NACHA Non-NACHA

File location

Type

- The mapping screen will appear; complete the below fields and then click **Continue**
 -  **Note:** A user **MUST** have access to a template in order to initiate, inquire and approve a transfer that was initiated from that specific template.
- Fields that are required to be in or added to the file are the **Amount, Name, R/T Number, Account Number** and **Transaction Code**. See the list below for commonly used Transaction Codes.

ACH
Print Help

Activity | Templates | File import templates | Incoming

Import file

New file import template

Template name *

Tax identification number

Template group

[+ New](#)

Type
 Payment (Prearranged deposit - PPD)

Insert decimals into amounts
 Yes No

File format
 Delimited Fixed width

 Tab Semicolon Comma Space Other

Number of rows to exclude

Header	Footer
1	0

Text qualifier

File preview
 (Showing rows from beginning and end of file)

```
Emp Name,Account #,Routing #,Amount,Type
Mechanics Bank, ,121102036,1,22
Mechanics Bank, ,121102036,2.5,32
```

Column 1	Column 2	Column 3	Column 4	Column 5
Name *	Account number *	Routing transit *	Amount *	Transaction code

Mapping preview

Name	Account number	Routing transit	Amount	Transaction code
Mechanics Bank		121102036	1	22
Mechanics Bank		121102036	2.5	32

Apply additional values

Type	Value
(None)	×

[+ Add value](#)

Offset account options
 Offset account defined in file Select offset account

Effective date options
 Date in file Prompt for date Default current business date

User access All current and future users Specific users

Deselect all

<input type="checkbox"/> Minnie	<input type="checkbox"/> Candie	<input checked="" type="checkbox"/> Jen
<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Mickey	<input type="checkbox"/> Monica

Fields	Description
Template Name	Based on the type of ACH selected, enter the ACH File Name (<i>i.e. Payroll</i>).
Tax Identification Number	<i>Only applicable for multi-entity clients.</i> If available, select the appropriate company tax identification number from the drop down menu.
Template Group	Click on the New + icon to create a new Template Group. Enter a template group name and click Save. If a template group was already created, simply select one from the drop down menu as applicable.
Insert Decimal into Amounts	Select Yes or No from the drop down menu as applicable.
File Format	Select Delimited or Fixed Width. For Delimited also select which method the fields in the file are separated by (<i>i.e. comma</i>).
Number of Rows to Exclude	Enter the number of header and footer rows in the file that should be excluded.
File Preview	Define each column in the file by selecting the appropriate field value for each column (<i>i.e. Account Number</i>) or choose Exclude Column if the field should be excluded.
Apply Additional Values	Additional field values can be applied to the file by selecting any one of the applicable options from the drop down menu. The values selected here will be applied to the entire file.
Offset Account Options	If the offset account is defined in the file, select the Offset Account Defined in File option. If it's not contained in the file, select the Add Offset Account to File option and select your offset account from the drop menu.
Effective Date Option	If the effective date is already contained in the file, select Date In File, or if it's not in the file select the option to Prompt For Date or Default Current Business Date.
User Access	Select the check box next to each user that you want to grant access to this template OR select the All current and future users box, which will grant access to ALL existing ACH users and also any new ACH users added in the future.

Transaction Codes	Normal Forward Entry	Prenote
Checking Account Credit	22	23
Checking Account Debit	27	28
Savings Account Credit	32	33
Savings Account Debit	37	38

- A summary of the file field values that you selected will be displayed; if the option to **Prompt for Date** was chosen from the previous page, you will need to select the **Effective Date** from the calendar and then click **Continue**

ACH

Activity | Templates | **File import templates** | Incoming Print Help

New file import template

Import File - Payroll File

Template	Payroll File
Type	Payment (Prearranged deposit - PPD)
Name	Data Contained In File
Account number	Data Contained In File
Routing transit	Data Contained In File
Amount	Data Contained In File
Transaction code	Data Contained In File
Offset Account	A MB TEST 7889
Effective Date	<input type="text" value="SELECT"/> <small>Effective date must be entered as mm/dd/yyyy.</small>

Back | Continue | Cancel

- A final summary of the imported file details will display; you can now either select **Review ACH** to review and make changes if needed (*you can then submit the transfer or save the import template for later use*), select **Complete ACH** to submit the file for processing and save the import template for future use or **Cancel** to cancel the process

ACH

Activity | Templates | **File import templates** | Incoming Print Help

Import file - ACH file 2.csv

File summary

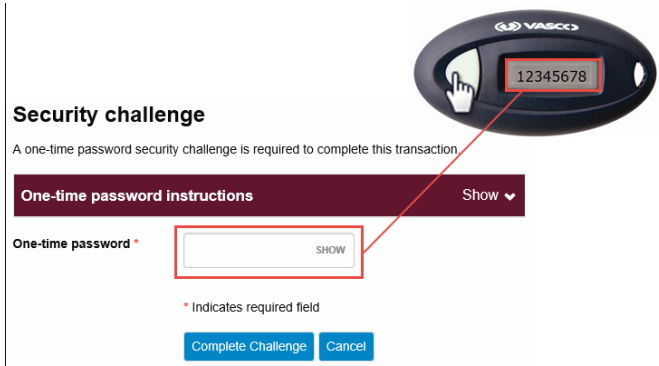
File withdrawal total	\$3.50
Number of withdrawals	1
File deposit total	\$3.50
Number of deposits	2
Reference number	b6e4364a8b

Batch summary (1) Show ▼

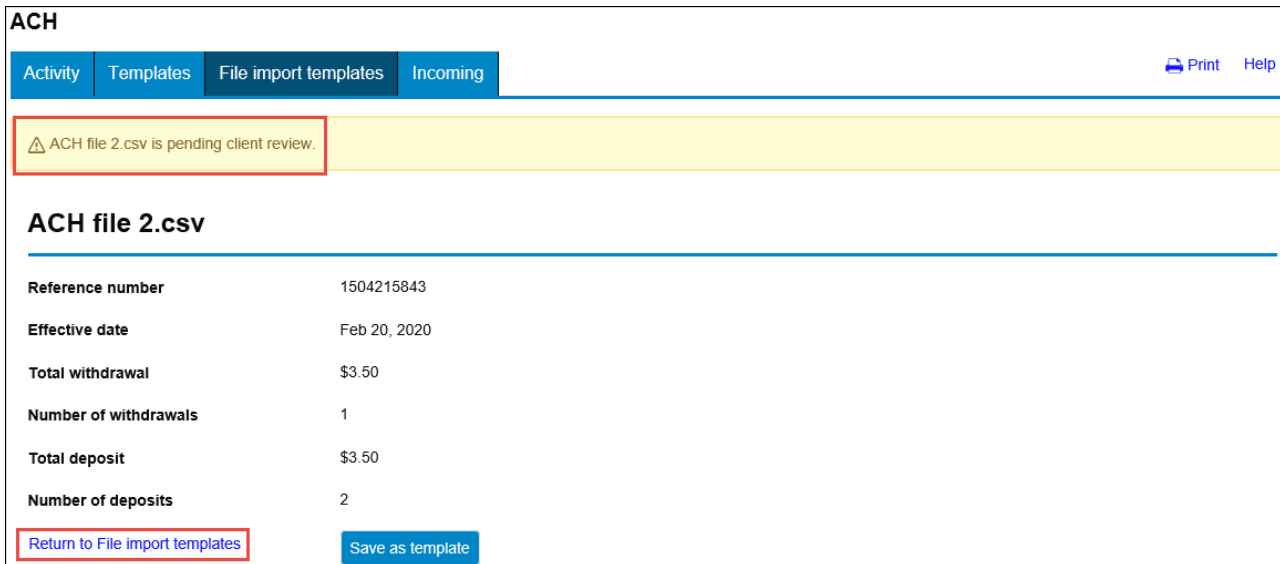
Back | **Complete ACH** | Review ACH | Cancel

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (*or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details*)
- Enter the code in the **One-time password** box on your computer screen

- Click **Complete Challenge**




- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - 👉 **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - 👉 **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to File import templates** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments

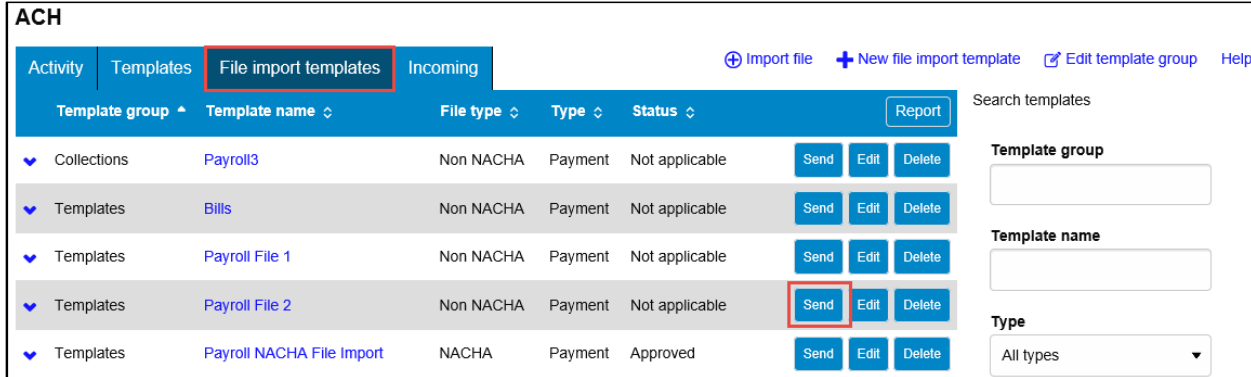


ACH file 2.csv	
Reference number	1504215843
Effective date	Feb 20, 2020
Total withdrawal	\$3.50
Number of withdrawals	1
Total deposit	\$3.50
Number of deposits	2

Initiating a New ACH Transfer from an Existing ACH File Import Template

- From the ACH menu, select the **File import templates** tab; from the list of templates, locate the template you want to initiate a transfer from and click the **Send** button to the right of the template

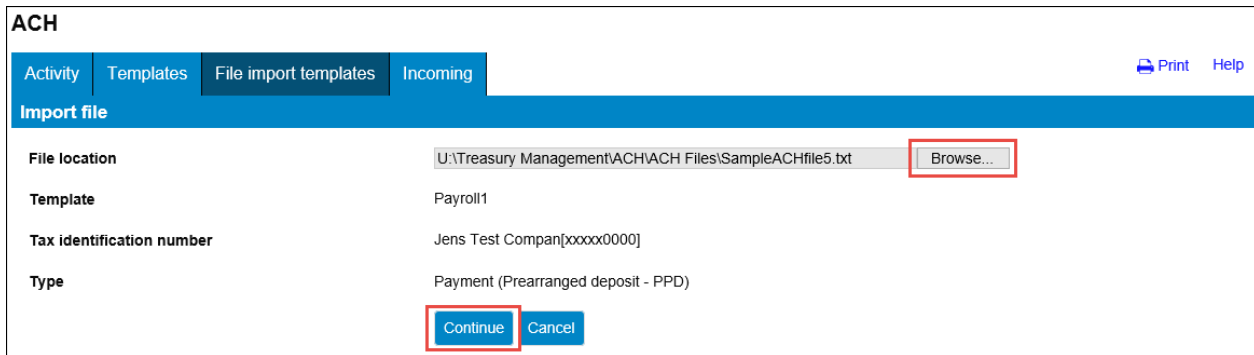
 **Note:** You can use the search criteria fields on the right to filter out the results.



Template group	Template name	File type	Type	Status	Report
Collections	Payroll3	Non NACHA	Payment	Not applicable	Send Edit Delete
Templates	Bills	Non NACHA	Payment	Not applicable	Send Edit Delete
Templates	Payroll File 1	Non NACHA	Payment	Not applicable	Send Edit Delete
Templates	Payroll File 2	Non NACHA	Payment	Not applicable	Send Edit Delete
Templates	Payroll NACHA File Import	NACHA	Payment	Approved	Send Edit Delete

For NACHA Files:

- The **Import file** screen will appear; click **Browse** and select the file you want to import and click **Continue**



File location U:\Treasury Management\ACH\ACH Files\SampleACHfile5.txt **Browse...**

Template Payroll1

Tax identification number Jens Test Compan[xxxx0000]

Type Payment (Prearranged deposit - PPD)

Continue **Cancel**

- A screen will display a summary of the imported file; you can now either select **Review ACH** to review and/or change the file details before submitting it, or **Complete ACH** to submit the file for processing

Note: If the file contains a past effective date, you will be prompted to select a valid **Effective Date** from the calendar.

ACH

Activity | Templates | File import templates | Incoming Print Help

Import file - SampleACHfile5.txt

File summary

File withdrawal total	\$6.00
Number of withdrawals	1
File deposit total	\$6.00
Number of deposits	3
Reference number	dc74e29858

Batch summary (1) Hide

Batch identification	6000401
Effective date	02/24/2020 <input type="text"/> SELECT X Revert
Total withdrawal	\$6.00
Number of withdrawals	1
Total deposit	\$6.00
Number of deposits	3

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**


Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions Show

One-time password *

* Indicates required field



- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - ☞ **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - ☞ **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to File import templates** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments

ACH

Activity | Templates | **File import templates** | Incoming Print Help

△ ACH file 2.csv is pending client review.

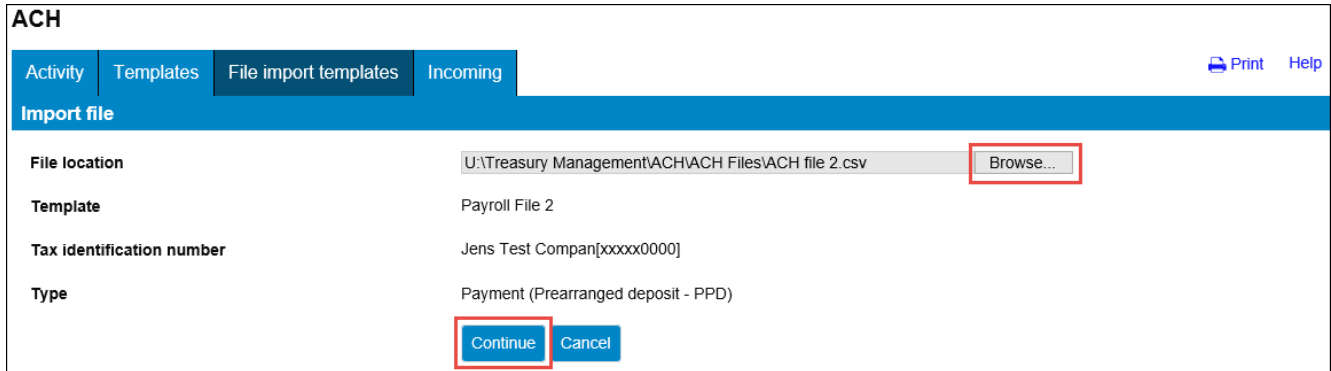
ACH file 2.csv

Reference number	1504215843
Effective date	Feb 20, 2020
Total withdrawal	\$3.50
Number of withdrawals	1
Total deposit	\$3.50
Number of deposits	2

[Return to File import templates](#) **Save as template**

For Non NACHA Files:

- The **Import file** screen will appear; click **Browse** and select the file you want to import and click **Continue**



ACH

Activity | Templates | **File import templates** | Incoming Print Help

Import file

File location U:\Treasury Management\ACH\ACH Files\ACH file 2.csv Browse...

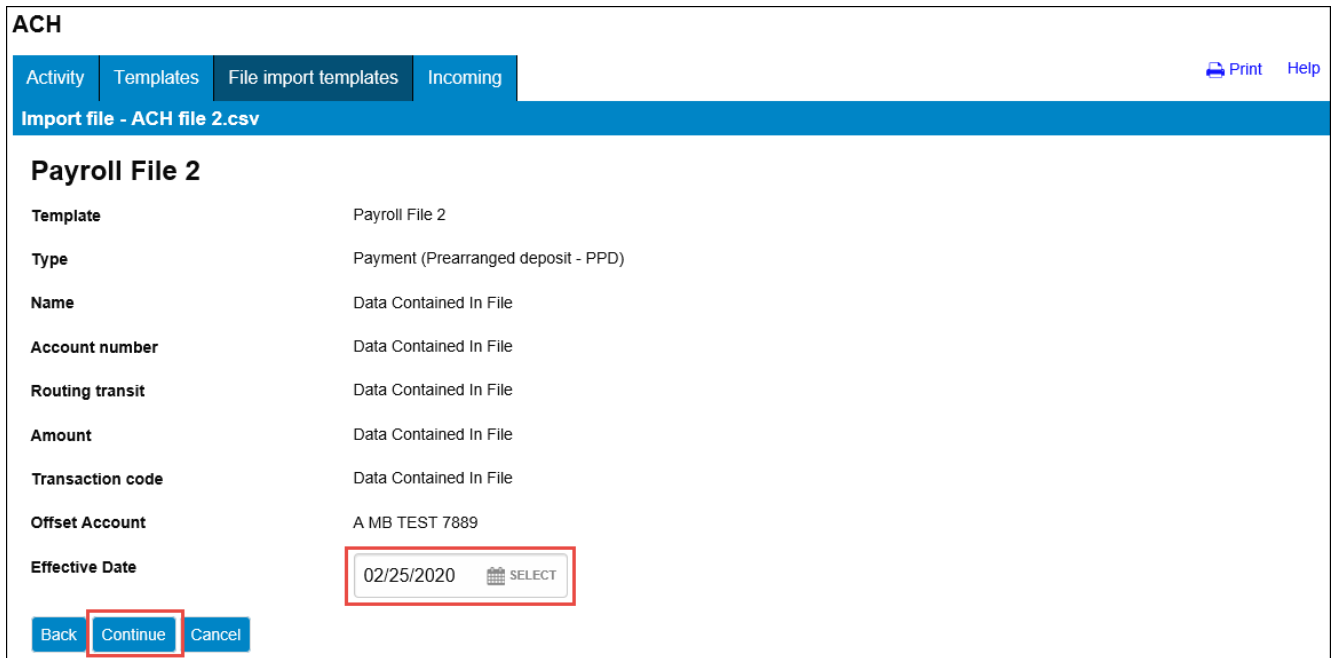
Template Payroll File 2

Tax identification number Jens Test Compan[xxxxx0000]

Type Payment (Prearranged deposit - PPD)

Continue Cancel

- A screen will display a summary of the file field values; if prompted select the **Effective Date** from the calendar and then click **Continue**



ACH

Activity | Templates | **File import templates** | Incoming Print Help

Import file - ACH file 2.csv

Payroll File 2

Template Payroll File 2

Type Payment (Prearranged deposit - PPD)

Name Data Contained In File

Account number Data Contained In File

Routing transit Data Contained In File

Amount Data Contained In File

Transaction code Data Contained In File

Offset Account A MB TEST 7889

Effective Date 02/25/2020 SELECT

Back Continue Cancel

- A final summary of the imported file details will display; you can now either select **Review ACH** to review and make changes if needed (*you can then submit the transfer or save the import template for later use*), select **Complete ACH** to submit the file for processing and save the import template for future use or **Cancel** to cancel the process

ACH

Activity
Templates
File import templates
Incoming

[Print](#) [Help](#)

Import file - ACH file 2.csv

File summary

File withdrawal total	\$3.50
Number of withdrawals	1
File deposit total	\$3.50
Number of deposits	2
Reference number	b6e4364a8b

Batch summary (1)
Show ▼

Back
Complete ACH
Review ACH
Cancel

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (*or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details*)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**

Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions
Show ▼

One-time password *

SHOW

* Indicates required field

Complete Challenge
Cancel



- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - 👉 **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - 👉 **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.

- Once the file has successfully been submitted, you can click **Return to File import templates** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments

ACH

Activity | **Templates** | File import templates | Incoming Print Help

⚠ ACH file 2.csv is pending client review.

ACH file 2.csv


Reference number: 1504215843
 Effective date: Feb 20, 2020
 Total withdrawal: \$3.50
 Number of withdrawals: 1
 Total deposit: \$3.50
 Number of deposits: 2

Return to File import templates
Save as template

Editing an ACH File Import Template

Specific detail of existing templates can be edited and saved for future use.

- From the ACH menu, select the **File import templates** tab; from the list of templates, locate the template you want to edit and click the **Edit** button to the right of the template

 **Note:** You can use the search criteria fields on the right to filter out the results.

ACH

Activity | **Templates** | **File import templates** | Incoming Import file New file import template Edit template group Help

Template group ^	Template name ^	File type ^	Type ^	Status ^	Report
▼ Collections	Payroll3	Non NACHA	Payment	Not applicable	Send Edit Delete
▼ Templates	Bills	Non NACHA	Payment	Not applicable	Send Edit Delete
▼ Templates	Payroll File 1	Non NACHA	Payment	Not applicable	Send Edit Delete
▼ Templates	Payroll File 2	Non NACHA	Payment	Not applicable	Send Edit Delete
▼ Templates	Payroll NACHA File Import	NACHA	Payment	Approved	Send Edit Delete

Search templates

Template group:

Template name:

Type:

For NACHA Files:

- After selecting the transfer template from the list, the transfer will open in an editing screen; make any changes to the template as needed and when finished click **Save**

ACH

Activity | Templates | File import templates | Incoming Print Help

Payroll NACHA File Import Undo all changes

Template name *
Tax identification number
Template group + New

Type
From amount
To amount


User access All current and future users Specific users

Deselect all

<input type="checkbox"/> Minnie	<input type="checkbox"/> Candie	<input checked="" type="checkbox"/> Jen
<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Mickey	<input type="checkbox"/> Monica

For Non NACHA Files:

- After selecting the transfer template from the list, the transfer will open in an editing screen; make any changes to the template as needed and when finished click **Save**

 **Note:** You are not able to edit the **ACH Transfer Type** or **Field Details** fields. You would need to create a new import template if changes are needed to those fields.

ACH

Activity | Templates | File import templates | Incoming Print Help

Payroll File 1 Undo all changes

Template name *
Tax identification number
Template group + New

Type
Insert decimals into amounts Yes No

File format Delimited Tab Semicolon Comma Space Other

Number of rows to exclude

Header <input type="text" value="1"/>	Footer <input type="text" value="0"/>
--	--

Text qualifier

User access All current and future users Specific users

Deselect all

Minnie Candie Jen
 Jennifer Mickey Monica

Field details

Name: Data Contained In File

Account number: Data Contained In File

Routing transit: Data Contained In File

Amount: Data Contained In File

Transaction code: Data Contained In File

Offset Account: A MB TEST 7889

Effective Date: Prompt For Date

Offset account options

Offset account defined in file Select offset account A MB TEST 7889


Effective date options

Date in file Prompt for date Default current business date

Deleting an ACH File Import Template

You can delete an existing template if it is no longer needed.

- From the ACH menu, select the **File import templates** tab; from the list of templates, locate the template you want to delete and click the **Delete** button to the right of the template

 **Note:** You can use the search criteria fields on the right to filter out the results.

ACH

Activity | **Templates** | **File import templates** | Incoming

Template group	Template name	File type	Type	Status	Report
▼ Collections	Payroll3	Non NACHA	Payment	Not applicable	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
▼ Templates	Bills	Non NACHA	Payment	Not applicable	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input checked="" type="button" value="Delete"/>
▼ Templates	Payroll File 1	Non NACHA	Payment	Not applicable	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
▼ Templates	Payroll File 2	Non NACHA	Payment	Not applicable	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
▼ Templates	Payroll NACHA File Import	NACHA	Payment	Approved	<input type="button" value="Send"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Search templates

Template group

Template name

Type

All types ▼

- After selecting the template from the list, the template will display; click **Delete template**

ACH

Activity | **Templates** | File import templates | Incoming Print Help

Payroll NACHA File Import

Template name Payroll NACHA File Import	Tax identification number Jens Test Compan[xxxxx0000]	Template group Templates
Type Payment (Prearranged deposit - PPD)	Amount range	

User access All current and future users Specific users

<input type="checkbox"/> Minnie	<input type="checkbox"/> Candie	<input checked="" type="checkbox"/> Jen
<input checked="" type="checkbox"/> Jennifer	<input type="checkbox"/> Mickey	<input type="checkbox"/> Monica

Delete template Return to File import templates

Importing an ACH File

Many accounting programs will let you export payroll or other payables in a NACHA formatted file. Those files can then be imported into the ACH Origination system. If you are unable to create a NACHA formatted file, you also have the option to import a Non NACHA file (*i.e. csv formatted file*).

- From the ACH menu, on the **Activity** tab, select **Import File**

ACH

Activity | Templates | File import templates | Incoming + New payment + New collection + Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Feb 10, 2020	Payroll	Transfer Exceeds Review: Pending Approval	0.25	0.25	Payment	Copy
Jan 31, 2020	Vendors Payment	Transfer Exceeds Review: Pending Approval	1.00	1.00	Collection	Copy
Jan 31, 2020	Vendors Payment	File not originated: Duplicate Check Failed	1.00	1.00	Collection	Copy

Search activity

Date

Type

Amount

For NACHA Files:

- The **Import file** screen will appear; select **NACHA** as the **Import type** and click **Browse** to select the file you want to import
- If applicable, select an import template from the **Template** drop down menu; otherwise leave at **Import without using Template**

Note: This option will only appear if import templates have already been created.

- If applicable, select the **Tax Identification Number** from the drop down menu (*for multi-entity clients only*)
- Select the transfer **Type** from the drop down menu and then click **Continue**

ACH

Activity | Templates | File import templates | Incoming Print Help

Import file

Import type: NACHA Non-NACHA

File location: U:\Treasury Management\ACH\ACH Files\SampleACHfile5.txt Browse...


Template: Import without using template

Tax identification number: Jens Test Compan[xxxxx0000]

Type: Prearranged deposit - PPD

Continue Cancel

- A screen will display a summary of the imported file; you can now either select **Review ACH** to review and/or change the file details before submitting it, or **Complete ACH** to submit the file for processing

 **Note:** If the file contains a past effective date, you will be prompted to select a valid **Effective Date** from the calendar.

ACH


Activity | Templates | File import templates | Incoming Print Help

Import file - SampleACHfile5.txt

File summary

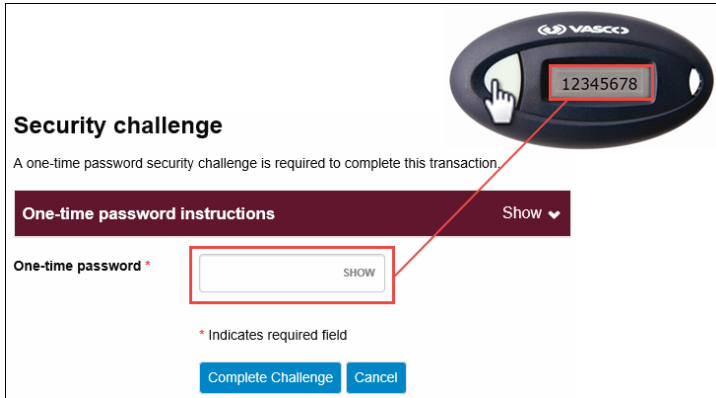
File withdrawal total	\$6.00
Number of withdrawals	1
File deposit total	\$6.00
Number of deposits	3
Reference number	dc74e29858

Batch summary (1) Hide ^

Batch identification	6000401
Effective date	02/24/2020  SELECT X Revert
Total withdrawal	\$6.00
Number of withdrawals	1
Total deposit	\$6.00
Number of deposits	3

Back Complete ACH Review ACH Cancel

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - 👉 **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - 👉 **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to ACH Activity** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments

ACH

Activity | Templates | File import templates | Incoming Print Help

⚠ ACH file 2.csv is pending client review.

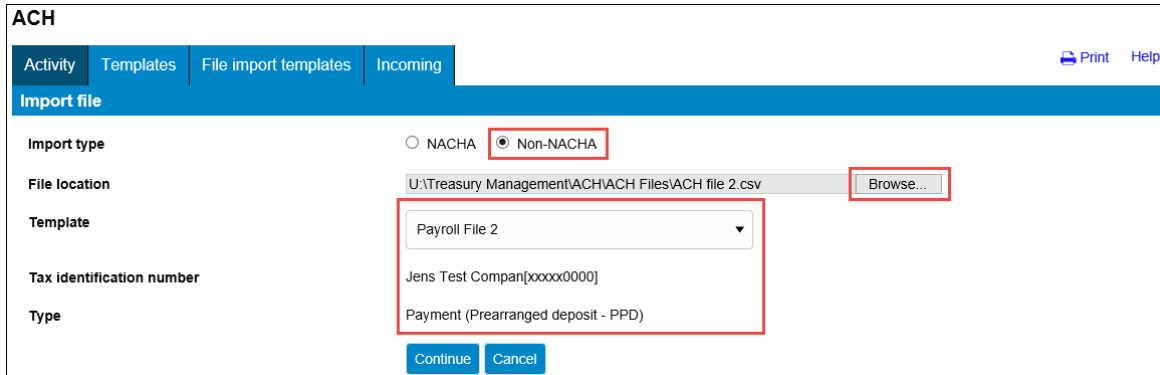
ACH file 2.csv

Reference number	1504215843
Effective date	Feb 20, 2020
Total withdrawal	\$3.50
Number of withdrawals	1
Total deposit	\$3.50
Number of deposits	2

Return to File import templates
Save as template

For Non NACHA Files:

- The **Import file** screen will appear; select **Non-NACHA** as the **Import type** and click **Browse** to select the file you want to import
- Select the applicable import template from the **Template** drop down menu; or if one needs to be created select **Create new template** (see the *Creating a New ACH File Import Template* section for details)
- ☞ **Note:** This option will only appear if import templates have already been created.
- If an import template was selected, the **Tax Identification Number** from the template will display
- If an import template was selected, the transfer **Type** from the template will display; if **Create new template** was selected, you must then select the applicable transfer **Type** from the drop down menu and then click **Continue**



ACH

Activity | Templates | File import templates | Incoming Print Help

Import file

Import type: NACHA Non-NACHA

File location: U:\Treasury Management\ACH\ACH Files\ACH file 2.csv Browse...

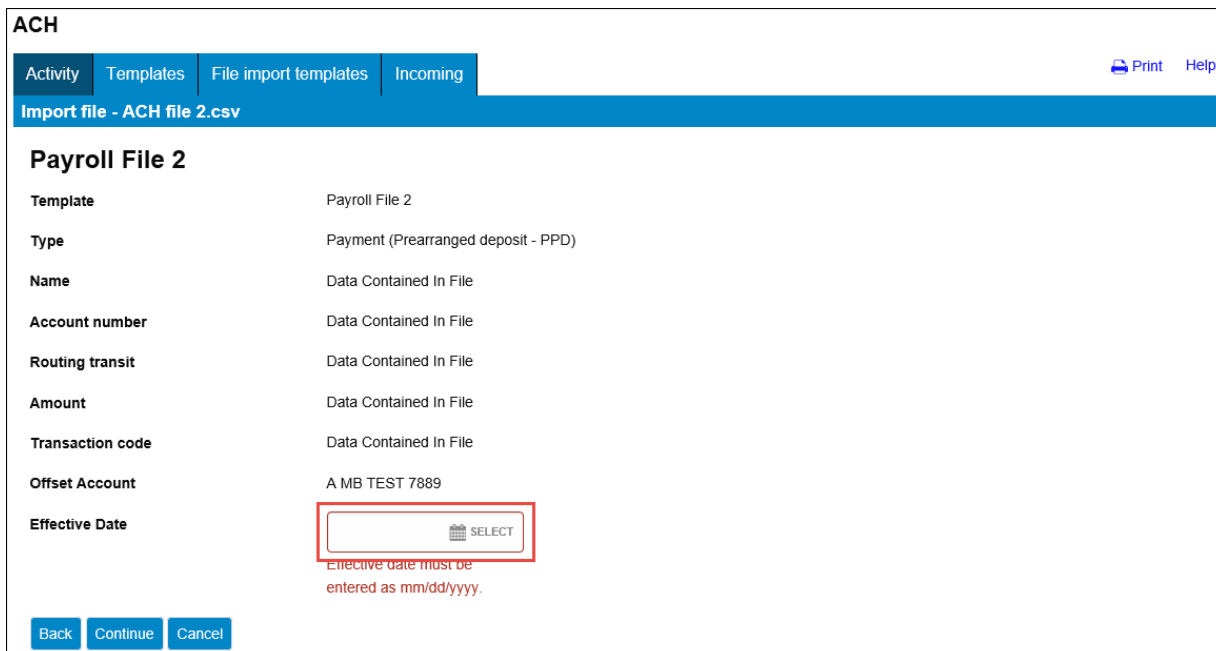
Template: Payroll File 2

Tax identification number: Jens Test Compan[xxxxx0000]

Type: Payment (Prearranged deposit - PPD)

Continue Cancel

- A summary of the file field values will be displayed; if prompted, you will need to select the **Effective Date** from the calendar and then click **Continue**



ACH

Activity | Templates | File import templates | Incoming Print Help

Import file - ACH file 2.csv

Payroll File 2

Template: Payroll File 2

Type: Payment (Prearranged deposit - PPD)

Name: Data Contained In File

Account number: Data Contained In File

Routing transit: Data Contained In File

Amount: Data Contained In File

Transaction code: Data Contained In File

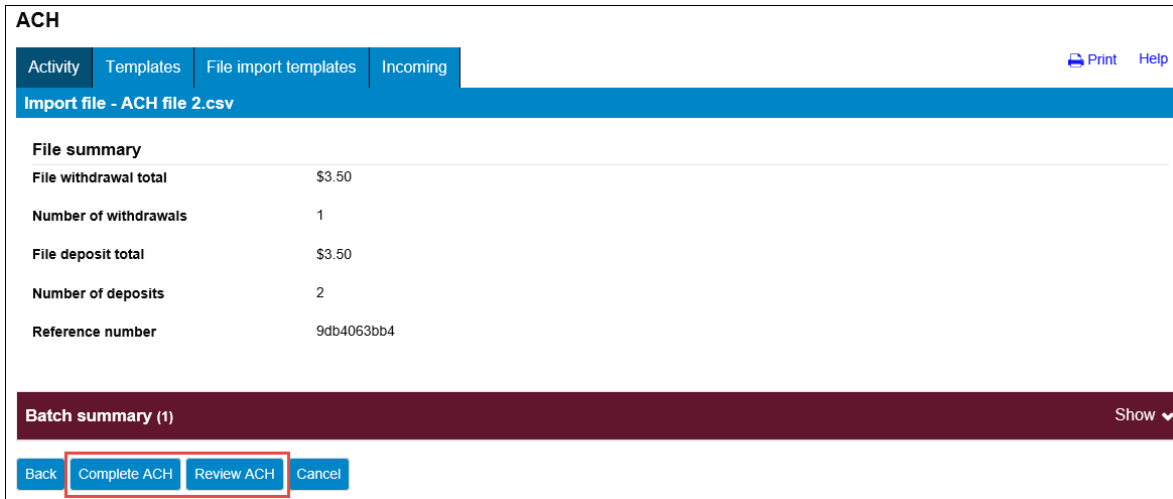
Offset Account: A MB TEST 7889

Effective Date: SELECT

Effective date must be entered as mm/dd/yyyy.

Back Continue Cancel

- A final summary of the imported file details will display; you can now either select **Review ACH** to review and make changes if needed (*you can then submit the transfer or save the transfer for later use*), select **Complete ACH** to submit the file for processing or **Cancel** to cancel the process



ACH

Activity | Templates | File import templates | Incoming Print Help

Import file - ACH file 2.csv

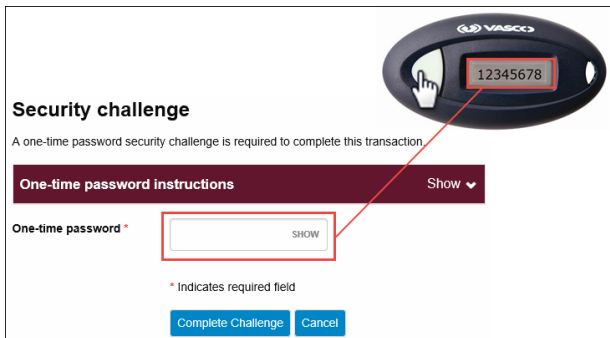
File summary

File withdrawal total	\$3.50
Number of withdrawals	1
File deposit total	\$3.50
Number of deposits	2
Reference number	9db4063bb4

Batch summary (1) Show ▾

Back **Complete ACH** Review ACH Cancel

- After you select **Complete ACH**, you will be prompted with a **Security Challenge**
- Press the button on your token device to generate an 8-digit one-time code (*or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details*)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



Security challenge

A one-time password security challenge is required to complete this transaction.

One-time password instructions Show ▾

One-time password * SHOW

* Indicates required field

Complete Challenge Cancel

- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - 👉 **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - 👉 **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to ACH Activity** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments

ACH

Activity | Templates | File import templates | Incoming Print Help

⚠ ACH file 2.csv is pending client review.

ACH file 2.csv


Reference number	9db4063bb4
Effective date	Mar 04, 2020
Total withdrawal	\$3.50
Number of withdrawals	1
Total deposit	\$3.50
Number of deposits	2

Return to ACH activity
Save as template

ACH Transfer Inquiry

You can easily view the status, print or export the details of your ACH transactions.

- From the ACH menu, select the **Activity** tab; a list of your ACH activity will appear

 **Note:** You can use the search criteria fields on the right to filter out the results.

ACH

Activity | Templates | File import templates | Incoming + New payment + New collection ⊕ Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Mar 05, 2020	SampleACHfile5.txt	Transfer Exceeds Review: Pending Approval	6.00	6.00	Payment	Copy
Mar 04, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 27, 2020	ACH file.csv	Disapproved	0.10	0.10	Payment	Copy
Feb 25, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 24, 2020	SampleACHfile5.txt	Saved	6.00	6.00	Payment	Copy Edit Delete

Search activity

Date
All activity

Type
All types

Amount

Example: 40 or 10.00-50.00

- From the activity list; you can quickly view the transfer **Status** and other transfer details, or you can click on the transfer **Description** to view the details of a specific transfer

 **Note:** See below for **Transfer Status** descriptions.

ACH

Activity | Templates | File import templates | Incoming + New payment + New collection ⊕ Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Mar 05, 2020	SampleACHfile5.txt	Transfer Exceeds Review: Pending Approval	6.00	6.00	Payment	Copy
Mar 04, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 27, 2020	ACH file.csv	Disapproved	0.10	0.10	Payment	Copy
Feb 25, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 24, 2020	SampleACHfile5.txt	Saved	6.00	6.00	Payment	Copy Edit Delete

Search activity

Date
All activity

Type
All types

Amount

Example: 40 or 10.00-50.00

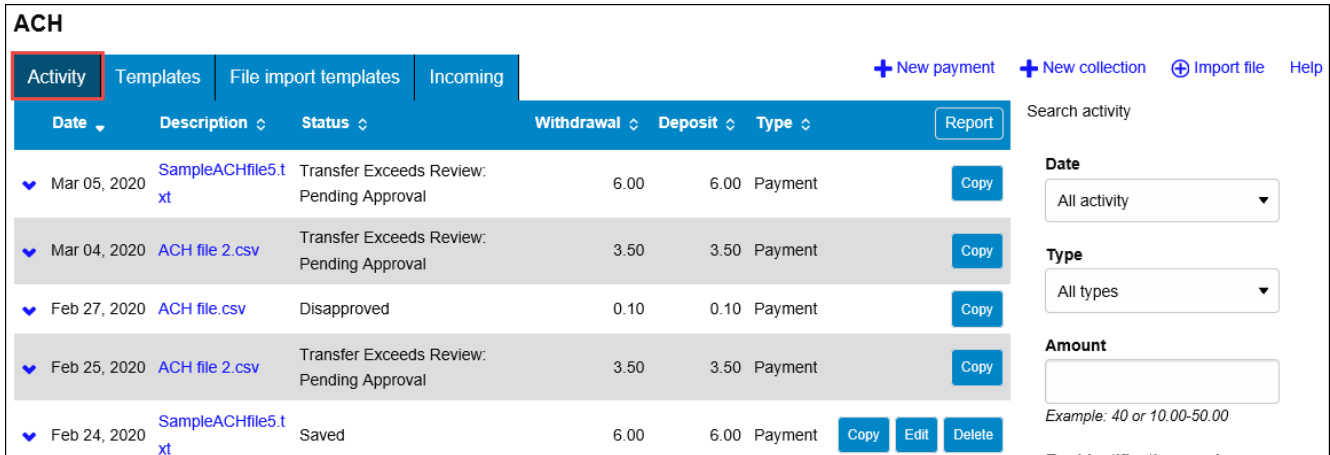
Transfer Status	Description
Saved	The transfer has been created but not submitted for processing.
Pending Origination	The transfer has been submitted for processing and is pending the Bank to export and originate the file.
Processed	The transfer has been successfully validated and has been processed/originated by the Bank.
Transfer Exceeds Review: Pending Approval	The transfer is pending approval and needs to be approved before it can be processed by the Bank.
Account Balance Verification Completed with Errors	There were insufficient funds in the funding account and the transfer was not originated.

Exports and Reporting

The Export and Report functions provide the ability to download ACH transfer activity in either a .pdf or .csv file format.

- From the ACH menu, select the **Activity** tab; a list of your ACH activity will appear

 **Note:** You can use the search criteria fields on the right to filter out the results.



ACH

Activity | Templates | File import templates | Incoming

+ New payment + New collection + Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Mar 05, 2020	SampleACHfile5.txt	Transfer Exceeds Review: Pending Approval	6.00	6.00	Payment	Copy
Mar 04, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 27, 2020	ACH file.csv	Disapproved	0.10	0.10	Payment	Copy
Feb 25, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 24, 2020	SampleACHfile5.txt	Saved	6.00	6.00	Payment	Copy Edit Delete

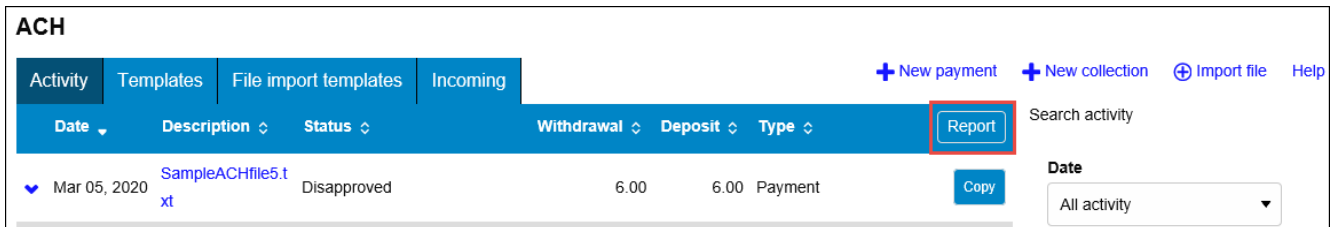
Search activity

Date: All activity

Type: All types

Amount: Example: 40 or 10.00-50.00

- Click on the **Report** button



ACH

Activity | Templates | File import templates | Incoming

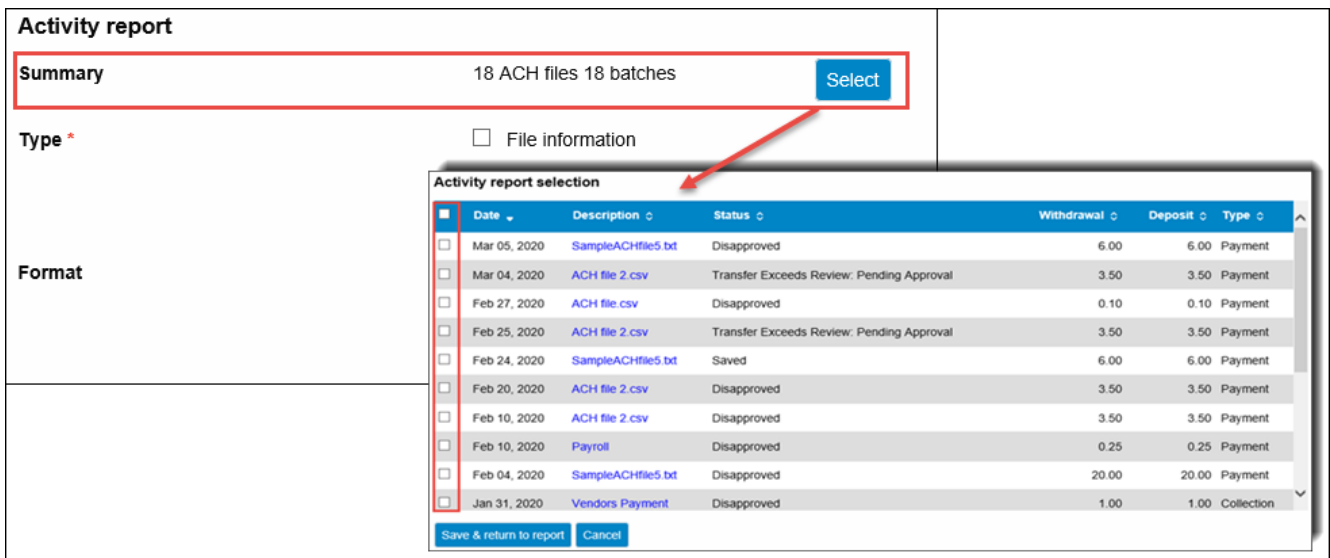
+ New payment + New collection + Import file Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Mar 05, 2020	SampleACHfile5.txt	Disapproved	6.00	6.00	Payment	Copy

Search activity

Date: All activity

- An **Activity report** window will open; to include only certain transfers from your inquiry, you can click the **Select** button to choose the transfers, otherwise it will include all of the transfers from your inquiry in the report or export file



Activity report

Summary: 18 ACH files 18 batches **Select**

Type * File information

Format

Activity report selection

Date	Description	Status	Withdrawal	Deposit	Type	
<input type="checkbox"/>	Mar 05, 2020	SampleACHfile5.txt	Disapproved	6.00	6.00	Payment
<input type="checkbox"/>	Mar 04, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment
<input type="checkbox"/>	Feb 27, 2020	ACH file.csv	Disapproved	0.10	0.10	Payment
<input type="checkbox"/>	Feb 25, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment
<input type="checkbox"/>	Feb 24, 2020	SampleACHfile5.txt	Saved	6.00	6.00	Payment
<input type="checkbox"/>	Feb 20, 2020	ACH file 2.csv	Disapproved	3.50	3.50	Payment
<input type="checkbox"/>	Feb 10, 2020	ACH file 2.csv	Disapproved	3.50	3.50	Payment
<input type="checkbox"/>	Feb 10, 2020	Payroll	Disapproved	0.25	0.25	Payment
<input type="checkbox"/>	Feb 04, 2020	SampleACHfile5.txt	Disapproved	20.00	20.00	Payment
<input type="checkbox"/>	Jan 31, 2020	Vendors Payment	Disapproved	1.00	1.00	Collection

Save & return to report Cancel

- Once the transactions are selected you can select a report **Type** and report **Format** from the drop down menu (.pdf or .csv); then click **Download report**

Activity report

Summary 18 ACH files 18 batches [Select](#)

Type *

File information
 Batch information
 Transactions

Format


PDF (.pdf) ▼

[Download report](#) [Cancel](#)

Changing a Saved ACH Transfer

Specific details of pending transfers that have a Saved status may be changed.

- From the ACH menu, select the **Activity** tab; from the list of transfer activity, locate the **Saved** transfer you want to edit and then click the **Edit** button to the right of the transfer

 **Note:** You can use the search criteria fields on the right to filter out the results.

ACH

[Activity](#) | [Templates](#) | [File import templates](#) | [Incoming](#)

[+ New payment](#) | [+ New collection](#) | [⊕ Import file](#) | [Help](#)

Date	Description	Status	Withdrawal	Deposit	Type	Report
Mar 05, 2020	SampleACHfile5.txt	Disapproved	6.00	6.00	Payment	Copy
Mar 04, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 27, 2020	ACH file.csv	Disapproved	0.10	0.10	Payment	Copy
Feb 25, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 24, 2020	SampleACHfile5.txt	Saved	6.00	6.00	Payment	Copy Edit Delete

Search activity

Date
All activity ▼


Type
All types ▼

Amount

Example: 40 or 10.00-50.00


Tax identification number

- After selecting the saved transfer from the list, the transfer will open in an editing screen; select the **Effective date** for the transfer and make any other changes as needed and when finished click **Complete ACH**

 **Note:** After making your changes, if you are not ready to submit the transfer for processing, you can click **Save for later** instead.

ACH

Activity
Templates
File import templates
Incoming

 Print
[Help](#)

SampleACHfile5.txt Undo all changes

Description
SampleACHfile5.txt

Effective date *
 SELECT

Status
Saved

Batch

Name
6000401-PPD-PAYROLL

Tax identification number
Jens Test Compan[xxxxx0000]

Amount range

Repeat

Type
Payment (Prearranged deposit - PPD)

Company
ABC COMPANY[xxxxx6789]

Company description

Pay from Show Details Show Filter

Total batch withdrawal (1 item) \$6.00

Pay/Hold **Account ***

Amount *

[+ Add another pay from](#)

Pay to Show Details Show Filter

Total batch deposit (3 items) \$6.00

Pay/Hold **Name *** **Identification** **Routing transit *** **Account number *** **Account type *** **Amount *** **Prenote**

Pay/Hold	Name *	Identification	Routing transit *	Account number *	Account type *	Amount *	Prenote
<input type="checkbox"/>	JANE SMITH	EMPLOYEE 123	121102036	<input type="text"/>	Checking	<input type="text" value="0.50"/>	<input type="checkbox"/> No
<input type="checkbox"/>	SARAH CARTER	EMPLOYEE 567	121102036	<input type="text"/>	Checking	<input type="text" value="5.00"/>	<input type="checkbox"/> No
<input type="checkbox"/>	SAM WALKER	EMPLOYEE 321	121102036	<input type="text"/>	Savings	<input type="text" value="0.50"/>	<input type="checkbox"/> No

[+ Add another pay to](#)

* Indicates required field

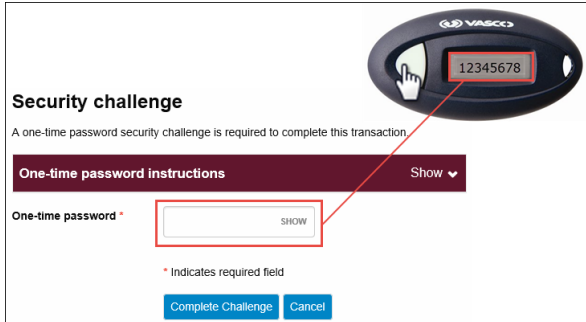
Complete ACH
Save for later
Cancel

- If you selected **Complete ACH**, you will be prompted with a **Security Challenge**

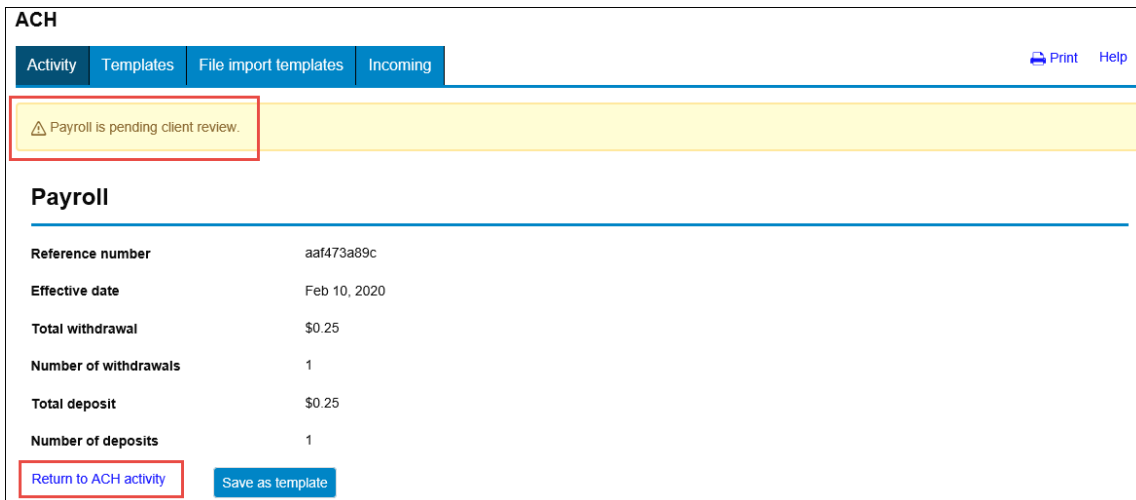
FM-2523.3-eCH

Page 43 of 47

- Press the button on your token device to generate an 8-digit one-time code (or if you are a Soft Token user, use the DIGIPASS Soft Token APP to generate a Digital Signature; see Business Online Banking Security Token User Guide for further details)
- Enter the code in the **One-time password** box on your computer screen
- Click **Complete Challenge**



- A transfer status screen will display the status of the transfer;
 - If the transfer requires a secondary approval, a **pending review** message will appear
 - 👉 **Note:** Another online user must now log in to review and approve the pending transfer. See the Reviewing & Approving an ACH Transfer section for details. Transfers that exceed your established transfer limit may also require Bank review and approval.
 - If the transfer is unable to process due to an error, an **error** message will appear; depending on the error message received you may need to contact the Bank for assistance
 - 👉 **Note:** Once the error is corrected, you will need to re-submit the ACH transfer.
- Once the file has successfully been submitted, you can click **Return to ACH activity** to return to the ACH menu or you can click **Save as template**, to copy the transfer instructions to a template that can be used for future payments



Deleting an ACH Transfer

Pending transfers that have a **Saved** or **Pending Origination** status may be deleted.

- From the ACH menu, select the **Activity** tab; from the list of transfer activity, locate the transfer you want to delete and then click the **Delete** button to the right of the transfer

Note: You can use the search criteria fields on the right to filter out the results.

ACH

Activity | Templates | File import templates | Incoming | + New payment | + New collection | Import file | Help

Date	Description	Status	Withdrawal	Deposit	Type	Report
Mar 05, 2020	SampleACHfile5.txt	Disapproved	6.00	6.00	Payment	Copy
Mar 04, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 27, 2020	ACH file.csv	Disapproved	0.10	0.10	Payment	Copy
Feb 25, 2020	ACH file 2.csv	Transfer Exceeds Review: Pending Approval	3.50	3.50	Payment	Copy
Feb 24, 2020	SampleACHfile5.txt	Saved	6.00	6.00	Payment	Copy Edit Delete

Search activity: Date (All activity), Type (All types), Amount (Example: 40 or 10.00-50.00), Tax identification number

- After selecting the transfer from the list, the transfer will display; click **Delete ACH**

ACH

Activity | Templates | File import templates | Incoming | Print | Help

SampleACHfile5.txt

Description: SampleACHfile5.txt | **Tax identification number:** Jens Test Compan[xxxx0000]

Effective date: Feb 24, 2020 | **Amount range:** Repeat

Status: Saved | **Type:** Payment (Prearranged deposit - PPD) | **Total withdrawal:** \$6.00 | **Total deposit:** \$6.00

Batch:

Name: 6000401-PPD-PAYROLL | **Company:** ABC COMPANY[xxxx6789] | **Company description:** PAYROLL

Pay from | Show Details | Show Filter | Total batch withdrawal (1 item) \$6.00

Pay/Hold	Account	Amount
Pay	MB TEST 0336	6.00

Pay to | Show Details | Show Filter | Total batch deposit (3 items) \$6.00

Pay/Hold	Name	Identification	Routing transit	Account number	Account type	Amount	Reverse
Pay	JANE SMITH	EMPLOYEE 123	121102036	[REDACTED]	Checking	0.50	<input type="checkbox"/> No
Pay	SARAH CARTER	EMPLOYEE 567	121102036	[REDACTED]	Checking	5.00	<input type="checkbox"/> No
Pay	SAM WALKER	EMPLOYEE 321	121102036	[REDACTED]	Savings	0.50	<input type="checkbox"/> No

Delete ACH | Return to ACH activity

- A success message will display; click **Return to ACH Activity** to return to the ACH menu

ACH

Activity | Templates | File import templates | Incoming Print Help

✔ SampleACHfile5.txt was deleted successfully

SampleACHfile5.txt

Reference number	dc74e29858
Total withdrawal	\$6.00
Number of withdrawals	1
Total deposit	\$6.00
Number of deposits	3

[Return to ACH activity](#)

Reviewing & Approving an ACH Transfer

Some ACH Transfers will require additional client review/approval before the transfer is submitted to the Bank for processing. User's setup with this review/approval authority, will have the capability to approve or disapprove transfers. You can review/approve transfers easily from the **Home** page.

- From the **Home** page the pending transfers will appear under **Payments & Transfers** in the **Review ACH** section

Payments & Transfers

Review (5)
Hide ^

Wire

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


ACH

<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	6.0 Testing 1	Review Required	See details
<input type="checkbox"/>	DB Testing	Review Required	1.00
<input type="checkbox"/>	SampleACHfile.txt	Review Required	4.00

Approve

Disapprove

- Place a check mark to the left of the transfer that you want to decision and then click the **Approve** or **Disapprove** button as applicable

 **Note:** To view the details of the transfer before approving it, click on the transfer **Description** link.

Payments & Transfers

Review (5) Hide ^

Wire

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

ACH

<input type="checkbox"/>	Description	Reason	Amount
<input type="checkbox"/>	6.0 Testing 1	Review Required	See details
<input type="checkbox"/>	DB Testing	Review Required	1.00
<input type="checkbox"/>	SampleACHfile.txt	Review Required	4.00

- A confirmation message will appear

ACH

 Your ACH transfer has been approved:

- [DB Testing](#)